

MOVE-OUT BULLETIN

Friday, December 2, 2011

**NEW LOCATION: The MTCC Marshalling Yard is now located at 100/129 Cherry Street
Be sure to alert your carrier. Refer to the [Vehicle Marshalling](#) web page for details.**

For insurance and safety purposes, exhibits must not be dismantled until 1:00pm

You have 3 options for moving out:

OPTION #1 – BOOK MATERIAL HANDLING WITH GES & SHIP WITH GES OR YOUR CARRIER

This option will allow you to pack up your exhibitry leave it in your booth and walk away without any wait time.

OPTION #2 – MOVE-OUT THROUGH THE FRONT OF THE HALL

At 1:00 pm you may pack and move-out by hand or with the use of a 2-wheel dolly, through the front of the Show to your car using the escalators and elevators (to be safe you must be able to hold onto the escalator handrail). **3 or 4 trips to your car might save you a significant amount of time that would otherwise be spent waiting for dock access.**

Remember to remove all carpet tape to avoid being charged for cleaning costs (rental carpet is an exception).

OPTION #3 – MOVE-OUT THROUGH THE LOADING DOCKS

If your booth is located in the section of the floor that was scheduled to move-in first it is likely that you will not be in the first group to move-out. That said if time is an issue consider OPTIONS 1 or 2. We will clear the floor from the back of the hall to the front (opposite of move-in). Plan to have something to help pass the time between packing your exhibit and being given a dock pass (ie. go for a late lunch at one of the restaurants on Front Street or catch up on some paperwork).

DOCK PASSES & TICKETS - Vehicles will not gain access to the loading docks without a dock pass or ticket.

At 2:00pm the first group of dock passes will be distributed to those immediately in front of the loading docks. This will make the move-out easier and safer for all. Vehicles **smaller than a cube van** will be the first to gain access at this time where as **Cube vans and larger vehicles** will not have access until approximately 5:00 pm. **You might be able to save time and money if you can control the size of vehicle (requesting as small a vehicle as possible) that is sent to pick up your exhibitry.**

Your driver must be on the Show floor to receive the pass and then proceed to the parked vehicle and drive the vehicle to the South loading docks where they will hand the pass to the attendant.

You will have a maximum of **20 minutes to load your vehicle**. Pack as much as you can and in a way that will allow you to load your vehicle within this time frame. If you are unable to self load within this time consider booking material handling with GES CANADA LOGISTICS.

After the first group of passes has been distributed, the Floor Managers (Jane, Doug & Neill) will be available to answer questions . We will continue to release dock passes clearing from the back of the hall to the front (opposite to move-in) on an hourly basis.

Due to the limited amount of space in the loading docks and the fact that we are using city streets we are limited by the number of passes that we can give out at any one time. We will have a Police Officer working with us to monitor this process and assist with traffic flow. Please understand that we are working strategically and that there are 1,050 exhibiting companies that all want to get out to start their weekend. We will work as quickly and efficiently as we can to clear the floor in a safe and timely fashion. Your patience is appreciated.

If your vehicle is a cube van or larger instruct your driver to check in at the marshalling yard. Remember that this size vehicle will not start to be sent from the yard until approximately 5:00pm. Once you have been given a dock pass you will take it to the Freight Desk (located at the loading dock door) and they will radio the marshalling yard to put your truck in queue. Your driver will be given a ticket to hand in to the attendant at the top of the ramp.

CRATE RETURN: Due to volume, crate return could take up to 7 hours.

LEAVING YOUR EXHIBITRY FOR PICK UP BY YOUR CARRIER: You must fill out a GES Bill of Lading and leave it at the Freight Desk, (at the main dock doors), before you leave the Show so that your goods can be released to your carrier. A Bill of Lading can be picked up onsite at the GES CANADA Service Desk along the southwest wall.

MINIMIZE THE RISK OF THEFT: it is recommended that small articles of considerable value be removed at the close of the Show and that your exhibitry is not left unattended.

PERSONAL PROTECTIVE EQUIPMENT: Hazards that lead to potential injuries to feet, head, hands and eyes are common in many industries. The wide variety and volume of work activity carried out during the move-out process can expose employees to these types of injuries. **As such, all persons involved in the move-out process must wear proper protective footwear.** In areas designated as construction zones, and where overhead work is being done, hardhats and proper protective footwear are mandatory per the Occupational Health & Safety Act. Workplace and workers safety is everyone's responsibility and as such, all participants must comply with the legislation contained in the Occupational Health & Safety Act, which is governed by the Province of Ontario. All persons active in the onsite activities should be properly trained in and aware of the appropriate safety responsibilities pertinent to the tasks they are performing. All equipment should be inspected and in proper working condition.

EXHIBITS MUST BE PACKED BY 9:00PM & REMOVED FROM THE SHOW FLOOR BY 10:00pm **Stranded freight will be packed, removed & held for pick-up by GES CANADA at the exhibitor's expense.**

DO NOT move your exhibitry from your booth until your vehicle is in the loading dock.

Thank you in advance for your patience and cooperation.

Sincerely,

Susan Boyd Van Exan

Coordinator, Show Operations