

**Please read this bulletin carefully, provide a copy to all parties involved in the move-out of your exhibit and schedule your dismantle staff & carrier accordingly**

## MOVE-OUT

- **1:00 pm – Friday, December 3** - For insurance and safety purposes, please do not dismantle your booth until close of Show at 1:00 pm when attendees are leaving the Show floor.
- **1:00 pm - If you do not require loading dock access** you may carry or roll your exhibit by hand or with the use of a 2-wheel dolly, through the front of the Show to the underground parking lot using the escalators and elevators. To ensure the safety of yourself and others, you must be able to hold onto the escalator handrail at all times.
- **2:00 pm - 4-Wheel dollies and the first batch of dock passes will be released and crate return will commence.** There is no advantage to tearing down early as attendees will be on the floor and loading dock access will not be available until 2:00 pm after aisle carpet is rolled up. Dollies will be released from room 825 – At the top of aisle 1100 at the north end of the exhibit hall.
- **Loading Dock Access for vehicles smaller than a cube van will begin at approximately 2:00 pm**  
**To receive your dock pass, please remain in your booth space with your fully packed exhibit.** Dock passes will be released by designated Show staff walking the Show floor. Exhibits directly in front of the loading docks will be cleared first in an attempt to make the move-out process easier for all. Due to the limited amount of space within the loading docks, passes can not be released all at once, as such; a limited number of passes will be released on an hourly basis beginning at 2:00 pm. **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 (Lower Simcoe) to wait in queue for the first available space.
- **Loading dock access for a cube van or larger will begin at approximately 5:00 pm. Your driver MUST CHECK IN AT THE MARSHALLING YARD** to obtain a ticket (The marshalling yard will open at 11:00 am – see enclosed map) **and your dismantle staff must receive a dock pass once your exhibit is fully packed.** Dock passes will be released by designated Show staff walking the Show floor. Exhibits directly in front of the loading docks will be cleared first in an attempt to make the move-out process easier for all. Due to the limited amount of space at the docks, the distribution of passes will be limited to a specific number per hour beginning at 2:00 pm. To have your vehicle called over from the marshalling yard, please proceed to the Freight Desk (at the main dock doors) with your dock pass. A call will be made to the marshalling yard and as space becomes available; your driver will be directed to the South loading docks (Lower Simcoe). Upon arrival the driver will be required to turn in their assigned ticket.

### PLEASE NOTE:

1. **Exhibitry must remain in your booth space until your vehicle is inside the loading dock area.**
2. **Due to volume, crate return could take up to 7 hours. Your patience is appreciated.**

- **Material handling** – To book material handling services (forklift or pump-truck), please contact Exhibitor Services, GES CANADA prior to the Show Tel: 905-283-0500 Fax: 905-283-0501.
- **Advising Your Carrier Of The Benefit of Using a Smaller Vehicle** - Vehicles smaller than a cube van often have more opportunity to access the loading dock than those that are larger or require loading dock level to offload. If your exhibitry can be loaded and shipped without the need of dock level make sure your carrier is aware of this as it could reduce the wait time at the marshalling yard.
- **Shipping with the Official Show Carrier** - Using the Official Show Carrier to ship your exhibitry out of the Show takes away the need for you or your carrier to use the marshalling yard. You can simply pack up your booth at 1:00 pm on Friday, leave your exhibitry within your booth space and walk out the front doors knowing that your shipping is looked after. This too might result in a savings so please look at both options carefully. If you have any questions about material handling or shipping services please contact Angelo Conte, GES CANADA Exposition Services via email at [aconte@ges.com](mailto:aconte@ges.com) or by phone at 905-283-0606.
- **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 at the GES CANADA Service Desk along the southwest wall.
- **Exhibits must be packed by 9:00 pm & removed from the Show floor by 10:00 pm** - Stranded freight will be packed, removed & held for pick-up by GES CANADA at the exhibitor's expense.
- **To 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.

On May 28, 1998 the Ministry of Labour conducted a site tour of the MTCC facilities and determined that the exhibit levels during a move-in and move-out are considered construction sites, therefore, all parties (suppliers, show management, exhibitors.. . ) involved in the move-in or move-out must wear protective footwear as stipulated in the Occupational Health & Safety Act. The OHS Act states "A worker exposed to the hazard of a foot injury shall wear foot protection appropriate in the circumstances." (R.R.O. 1990 reg. 851-S82)

I would like to remind you that 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.

For more information please email Karen Maki at [kmaki@mmart.com](mailto:kmaki@mmart.com).

**Thank you in advance for your cooperation towards making the 2008 event safe and successful for all.**