



MOVE-IN and MOVE-OUT INFORMATION

MONTREAL SHOW DETAILS

MONTREAL Move-In: **Sunday, June 10, 2018**
6:00 pm – 8:00 pm

MONTREAL Show Day: **Monday, June 11, 2018**
Exhibit Floor Hours: 7:30 am – 5:00 pm
Seminar Program Hours: 8:00 am – 3:45 pm
Registration Hours: 7:30 am – 3:15 pm
Reception: 3:45 pm – 5:00 pm
Move-out: 5:00 pm – 7:00 pm

LOCATION

Palais des Congrès de Montréal
1001 Place Jean-Paul-Riopelle
Montréal, Quebec H2Z 1H5
Tel: 1-800-268-8122

www.congresmtl.com

Exhibits in Room 511 CF

OTTAWA SHOW DETAILS

Ottawa Show Day: **Tuesday, June 12th, 2018**
Move-in: 6:00 am – 7:30 am
Exhibit Floor Hours: 7:30 am – 5:00 pm
Seminar Program Hours: 8:00 am – 3:45 pm
Registration Hours: 7:30 am – 3:15 pm
Reception: 3:45 pm – 5:00 pm
Move-out: 5:00 pm – 7:00 pm

LOCATION

Ottawa Conference & Event Centre
200 Coventry Road
Ottawa, ON K1K 4S3
Tel: 613-288-3450

www.ottawaconferenceandeventcentre.com

Exhibits in Room 106 CDE

*(Note: exhibitors may begin dismantling displays **only after 5:00 pm**)*



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ITECH 2018 PAYS FOR ALL MATERIAL HANDLING

SHIPPING:

Lange Transportation is the official carrier for the IT Infrastructure, Cloud & Mobility Conference. **If you require transport services to and from your company, cost estimates will be provided based on your specific requirements. Please contact Nikki at nikkip@langeshow.com OR 905-362-4385.**

If you choose to ship your materials with a transportation company or courier other than Lange Transportation, **Show Management will not be responsible for the delivery of the shipments.** If you will be shipping small boxes with such things as marketing materials, we advise that you have these materials shipped to the hotel that you will be staying at and bring them with you to the show.

MOVE-OUT PROCEDURES:

Exhibitors may begin dismantling displays only after 5:00 pm. Earlier dismantling of displays is NOT permitted as a courtesy to your fellow participants. Handcarts and dollies will not be available until the show officially closes.

Exhibitors should remove small cartons and open cases of products from the building immediately after the close of the show. While Show Management will take all reasonable security measures to safeguard small items, immediate removal of such items will minimize the possibility of loss from pilferage.

A representative from the exhibiting company should remain with the booth until the service contractor has picked up all goods and merchandise. Boxes, crates, signs or merchandise, especially paper brochures, being returned to the Exhibitor must be clearly marked so that they are not mistaken for garbage. At the end of move-out, all miscellaneous unmarked goods not in crates risk being disposed.

FORCED FREIGHT

At the close of the show, if an exhibitor fails to pick-up or couriers refuse shipments, Show Management reserves the right to reroute such shipments where no disposition is provided. **Exhibits left on the premises after 7:00 pm after each show, will be removed and put into storage by Lange Transportation and Storage Ltd., at the exhibitor's expense.**

These exhibits will only be returned upon receipt of a storage charge, which will cover time, labor and rental space. If you require warehousing of your exhibit after the show, please complete the After Show Warehouse Form.

PLEASE ENSURE THAT YOUR COURIER OR FREIGHT COMPANY WILL PICK UP THE MATERIALS AT THE CLOSE OF EACH SHOW BETWEEN 5:00 - 7:00 PM.