

Exhibitor Shipping Information- iTech TOW

Due to differences in processes, rules and regulations from one venue to another, exhibitor shipping can be confusing. It is imperative that you read and follow all shipping information. Failure to follow directions and use supplied shipping labels may result in difficulties with the timely and accurate delivery of your shipments.

Many facilities will not accept shipments prior to the official move-in time of the show. In order to streamline things, Show Management will often offer warehousing through the official shipper or decorating company.

Pre-Show Warehousing:

Exhibitors can ship directly to the Warehouse. This provides an available window of delivery, prior to move in day. All shipments are stored together, then delivered at the same time on move-in day. This shipment is usually delivered before Exhibitors have access to their space so that all items can be delivered to their booths prior to exhibitor move in.

Post Show Warehousing:

Return shipments can also be tricky if move-out time lies outside your preferred shipper's pick-up times (evenings and weekends). When exhibitors prefer to use couriers such as Purolator or Fed-Ex, who do not pick up outside of business hours, Post-Show Warehousing can be used.

Direct to Show Site:

If exhibitors choose to forego using warehousing options, they may ship directly to the show site. Shipping labels are usually supplied to ensure sufficient and accurate information for delivery. There may be multiple shows and locations at one venue. If the facility does not accept shipments prior to show move in, shipments arriving early will be refused. Shipments will be received on a first come, first served basis, so shipping companies may have to wait for access to loading docks/doors. This may result in exhibitors having to wait to receive their shipments on move in day. Pay close attention to listed time restrictions for deliveries.

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NB: Shipments will not be accepted by the International Centre prior to Monday, May 6, 2019 at noon.

The official Shipper for iTech Toronto West 2019 is Lange. Lange is providing Advanced and Post-Show Warehousing Service

For questions regarding Lange Services, contact:

MONIQUE ARSENAULT

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If you use a shipper or delivery service other than through Lange:

- 1) In order to facilitate the receipt of shipments being delivered before this time you must utilize the Advance Warehouse Service
- 2) If your shipper or courier cannot pick up on Tuesday, May 7 during move out hours, you must utilize the After-Show Warehouse

If shipping directly to the show site use the Direct to Show Site Shipping Label -
(will not be accepted before Monday, May 6, 2019 at noon)

If shipping to pre-event warehouse, use label included in Advance order document.