



TORONTO WEST MOVE-IN and MOVE-OUT INFORMATION

LOCATION

International Centre – The Conference Centre
6900 Airport Road
Mississauga, ON, Canada L4V 1E8
Tel: 905 677-6131 www.internationalcentre.com
Exhibits in Orion BC

TORONTO SHOW DETAILS

Move-In Date: Monday, May 8, 2023 noon - 6:00 pm
Last minute set up access: Tuesday, May 9, 2023 7:00 am – 8:00 am

Toronto Show Date: **Tuesday, May 9, 2023**
Trade Show Hours - 8:00 am – 5:30 pm
(Note: exhibitors may begin dismantling displays **only after 5:30 pm**)
Seminar Hours - 8:00 am – 4:30 pm
Reception Hours - 4:30 pm – 5:30 pm
Registration Hours - 7:00 am - 4:30 pm

Move-Out Date: Tuesday, May 9, 2023 5:30 pm - 8:00 pm

SHIPPING

If you use another carrier besides GES to move your shipment from city to city, please note to your carrier that all shipments must not arrive prior to move-in day and time. The International Centre will not accept any goods before the scheduled move-in date and time. Storage space is not available, nor is the Convention Centre to be held responsible for goods shipped in advance. Exhibitors should bring their own tools, ladders, and other required items to assemble their exhibits.

Please write your booth number and company name on all packages. Please number all boxes "BOX # _____ of _____". A shipping label for each city is attached below for your convenience.

STORAGE

When unpacked, leave your empty crates (with permanent storage stickers filled out) in the aisle. GES staff will move your empty crates to storage area. Storage stickers will be available at the show from GES. There will be an onsite area designated for accessible storage. Literature and other handouts can be stored in this area during the show. Exhibitors will be able to access this area during the show hours.



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MOVE-OUT PROCEDURES

Exhibitors may begin dismantling displays ONLY after 5:30 pm at the end of the show day unless instructed otherwise by management. 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 and, if necessary, the aisle carpeting is removed. The aisles must be clear of all freight until the carpet is pulled up. Crates will be accessible at this time.

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 of.

ABANDONED 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 8:00 pm after the show will be removed and put into storage by GES., at the exhibitor's expense.**

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

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PLEASE ENSURE THAT YOUR COURIER OR FREIGHT COMPANY WILL PICK UP THE MATERIALS AT THE CLOSE OF THE SHOW BETWEEN 5:30 PM - 8:00 PM.