

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 Shipping:

Return shipments can also be tricky if move-out time lies outside your preferred shipper's pick-up times (evenings and weekends). Since Post-Show warehousing is not available, it is recommended that exhibitors use the recommended shipper.

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 8, 2023 at noon.

The official Shipper for iTech Toronto West 2023 is GES. GES is providing Advanced Warehousing Service.

For questions regarding these services, see contact information on the main Online Exhibitor Kit

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

- 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 9 during move out hours, you must utilize a shipper who can. Items not shipped by the end of "Moove-Out" become forced freight.

Be sure to use the correct shipping label, "Advanced Warehouse" or "Direct to show site" both available on the GES portal.