

**Metro Toronto Convention Centre – South Building**  
**700 Level, Trade Show: May 14 - 15, 2012**

**MOVE-IN PROCEDURES**

**PROJECTWORLD \* BUSINESSANALYSTWORLD  
PAYS FOR ALL MATERIALS HANDLING COSTS**

**MOVE-IN DATE & TIME:** **SUNDAY, MAY 13, 2012**  
**12:00 PM TO 4:00 PM**

**The Metro Toronto Convention Centre – South Building will not accept shipments arriving before SUNDAY, MAY 13. Early shipments will be refused.**

Shipments to the show site must not arrive before 8:00 pm on **SUNDAY, MAY 13, 2012**. Storage space is not available, nor will the Metro Toronto Convention Centre be held responsible for goods shipped in advance. If you wish to pre-ship any materials, please contact Lange by May 7, 2012 for shipping instructions. Lange will not receive collect shipments. If you require pre-shipment of materials, complete the Advance Show Receiving order form.

Exhibitors may begin erecting displays anytime after 12:00 pm on Sunday, May 13, 2012. Exhibitors should bring their own tools, ladders, and other required items to assemble their exhibits.

All persons, articles, exhibits, displays and property of any kind and description shall be moved into and out of the building only at and through those entrances and exits designated by Metro Toronto Convention Centre. All exhibitors must use the truck elevator area to unload exhibits and other supplies. The only exception to this would be if you hand-carry your booth supplies. Do not use the glass doors to bring in or take out any of your booth that you cannot hand carry. Dollies of any kind are not allowed through the glass doors.

Please write your booth number and company name on all packages. Please number all boxes "BOX # \_\_\_\_\_ of \_\_\_\_\_". When unpacked, leave your empty crates (with storage stickers filled out) in the aisle. Freeman Decorating staff will move your empty crates to the storage area Sunday afternoon. Storage stickers will be available at the show from Freeman Decorating.

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**MOVE-OUT PROCEDURES**

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**MOVE-OUT DATE & TIME:** **TUESDAY, MAY 15, 2012**  
**4:00 PM TO 6:00 PM**

Exhibitors may begin dismantling displays at 3:30 pm on Tuesday, May 15, 2012. No earlier dismantling is permitted as a courtesy to your fellow participants. Handcarts 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.

At the close of the show, if exhibitors' fail to pick-up or couriers refuse shipments, Show Management reserves the right to reroute such shipments where no disposition is provided. **Lange Transportation & Storage will remove any freight left on the show floor after 6:00 pm on Tuesday, May 15, 2012 into the Lange warehouse storage at the exhibitors' expense.** These exhibits will only be returned upon receipt of full payment for storage charges, which will cover time, labour and rental space.

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.

Please ensure that your courier or freight company will pick up the materials on **Tuesday, May 15, 2012 after 3:30 PM.**

**PLEASE NOTE THAT MOST COURIERS DO NOT PICK UP AFTER 6:00 PM.**