

## Move-In and Move-Out

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### View the Move-in Schedules

[Investors Exchange Move-in Schedule](#)

[Trade Show Move-in Schedule](#)

[Trade Show North Move-in Schedule](#)

### Move-in

All Exhibitors have a scheduled move-in time. Please view the move-in schedules at the links above, this is where you will find your specific scheduled move-in time based on Exhibitor Booth #.

- The size and complexity of the Show necessitates an orderly move-in to accommodate Exhibitors with large booths or equipment and to ease the traffic in the loading area
- Please review the MTCC: [How to get to the MTCC](#) and the [MTCC Loading Docks Map](#)
- If you cannot move-in on the designated day and time noted on the move-in schedule or if you have a large complex set up, contact Cindy Graham at [pdacexhibits@pdacevents.ca](mailto:pdacexhibits@pdacevents.ca) to discuss.
- If you require the Loading Dock, it is ONLY available by booking through the MTCC Voyage Control system. The Marshalling Yard for the MTCC is for storage purposes. Please see Loading Dock Reservation section below.
- All exhibits MUST be moved in and completely installed by 6:00 pm Saturday, March 2, 2024 (Session B Exhibitors - Must be completely installed by 10:00 am Tuesday, March 5, 2024)
- Some Onsite Exhibitor services will be available until 8:00 pm for last-minute details for those Exhibitors moving in on Friday and Saturday.
- All workers are required to wear an identification pass. Move-in/move-out Passes will be available at the Freight Desk located on the South and East loading docks, as well as at Registration
- If you are already on the show floor at 6:00 pm during move-in, you may remain until 8:00 pm. No entry or re-entry after 6:00 pm.

### Exhibitor Staff Passes

- Access Information for Sunday March 3rd
- Exhibitors (with Exhibitor Staff Passes) may access their booth on Sunday March 3, 2024, from 7:00 am to 10:00 am to set up small hand carry items only.
- Dollies will NOT be permitted in the exhibit area after 8:00 pm Saturday, March 2, 2024

### Health & Safety

PDAC places a major emphasis on the safety of workers on the exhibit floor of the MTCC. PDAC, SHOWTECH and GES have taken steps to limit the potential hazards from both forklift traffic and overhead work in all exhibit halls during Exhibitor move-in and move-out. The Ontario Ministry of Labour (MOL) considers the exhibit floor to be a construction zone during move-in and move-out. We encourage all Exhibitors to be safety-conscious, diligent and to be aware of their surroundings. The exhibit halls are an active construction zone during exhibitor move-in and move-out.

### Personal Protective Equipment (PPE)

Under the directive of the Ontario Ministry of Labour all personnel entering construction areas must wear the appropriate personal protective equipment (PPE) consisting of:

- High visibility safety vests
- Steel toe shoes

- CSA approved hard hat (for overhead work areas only)

This is a safety measure to protect display houses, exhibitors and any contractors in areas of freight movement and active mobile lifts. A limited supply of PPE will be available to borrow. **As an Exhibitor, it is your responsibility to inform all members of your team requiring access to the exhibit floors of this requirement and that they must wear PPE. This includes any Exhibitor Appointed Contractors and Shipping/Courier companies you have hired.**

Exhibitors with booth materials that they can hand carry will be permitted to set up between 7:00 am and 10:00 am on Sunday, March 3 2024, then tear down and exit the hall between 12:00 pm and 1:00 pm on Wednesday, March 6, 2024 without PPE. If you are coming in on Sunday morning to set up, please pick up your Exhibitor Staff Passes Friday or Saturday as Sunday morning is an extremely busy time at Registration. No dollies are allowed on Hall floors after 8:00 pm Saturday, March 2, 2024.

**Everyone in the exhibit halls during PDAC Convention move-in and move-out are required to comply with the following requirements:**

1. From the commencement of the move-in or move-out until all work activity has been completed, all workers will be required to wear Canadian Standards Association (CSA) approved "green patch" safety footwear (toe and sole protection) and a CSA-approved hardhat. PDAC will have a limited inventory of safety footwear, high-visibility vests and hardhats to borrow; however, to speed up your move-in and move-out it is strongly encouraged that everyone brings their own approved protective gear.
2. As required by the OHSA regulation, workers will be denied access to the exhibit floor without the appropriate protective equipment.
3. It is strongly recommended that you limit the number of your staff on the exhibit floor during this time to only those absolutely necessary to set up your booth.
4. Specific work activities will require other types of PPE, such as safety harnesses for high work and safety glasses for work with electrical tools. It is your responsibility to ensure your staff working on the show floor understand the requirements and comply with them at all times. Ladders higher than 8' are not permitted.
5. Children under the age of 16 years are not permitted on the exhibit floor during the move-in/move-out hours.
6. See the MTCC: [Emergency Procedures](#), [Rigging/Overhead Work Policy](#), [Fire Regulations for Exhibitors](#) and PDAC: [Health & Safety Requirements for all Exhibitors](#)
7. All exhibitors over 400 square feet or performing construction in their booth are required to submit a Form 1000E (Registration of Constructors and Employers Engaged in Construction). The form is to be completed by the employer who is constructing or building the booth. If you are using your own staff to build the booth, complete the form with your own company information. If you are using an EAC, then your contractor must complete the form. Please complete the Registration of Constructors and Employers Engaged in Construction Form found at [here](#).

## **MTCC Loading Dock Reservations – Voyage Control System**

*NOTE: Access to the loading docks is by reservation through Voyage Control ONLY. The MTCC Marshalling Yard is available for storage only.*

The MTCC uses an on-line loading dock management system for reserving a loading dock date/time, powered by Voyage Control. This service helps you to reserve a time slot for moving your materials directly in/out of the MTCC loading dock.

Exhibitors who require the Loading Docks for Move In and Move Out, must book a time slot using the MTCC Voyage Control System. Access to the Loading Dock is by reservation only.

This loading dock management system not only saves you time, but also helps reduce CO2 emissions in the local area.

All Booth Representatives will be sent a link with instructions and access code as follows:

Move In Codes will be emailed on **February 15, 2024**

Move Out Codes will be emailed on **March 4, 2024**

### **Loading Docks – South Building**

- South Loading Docks are located on the east side of the MTCC South Building on Lower Simcoe St
- All vehicles must schedule a time on Voyage Control prior to move-in and move-out
- The Exhibition Hall ceiling height is 34', and the load limit of the floor is 1,000 lbs per square foot

### **Loading Docks – North Building**

- East Loading Docks are located on the east side of the MTCC North Building on Simcoe St south of Front St
- The Exhibition Hall ceiling height is 35', and the load limit of the floor is 300 lbs per square foot
- All vehicles must schedule a time on Voyage Control or report to the Vehicle Marshalling Yard for access prior to move-in and move-out
- Maximum dimensions for the North Building freight elevator are 11'8"W x 13'6" D x 12' H. Weight maximum is 10,000 lbs. Contact GES with weight and dimensions for final approval by February 1, 2024.

#### **\*Please note for both North & South loading docks:**

- Deliveries will have a 30-minute window to remove all items from the loading dock area. Please ensure you have the appropriate number of staff to unload all items within this time frame or fees may apply.
- The Official Show Carrier, GES, is given priority at the Loading Docks during move-in and move-out

### **Large or Heavy Equipment**

- If you are bringing in Large or Heavy Equipment or machinery which may require special handling equipment, it is extremely important to email PDAC Exhibit Management at [pdacexhibits@pdacevents.ca](mailto:pdacexhibits@pdacevents.ca). Exhibit Management will review with MTCC for the required approvals depending on the size/weight. Once approved/reviewed, Exhibitors need to make proper arrangements for move-in, onsite support and move-out with GES.
- If you are planning to ship heavy equipment, [please contact GES](#) to provide the details of your equipment and planned shipping schedule.
- It is important to have proper scheduling in place to ensure that move-in and move-out goes smoothly for all Exhibitors.

### **Onsite Exhibitor Services**

#### **Exhibit Management Offices**

Exhibit Management maintains offices onsite from Friday, March 1, 2024 - Wednesday, March 6, 2024

#### **Office hours**

Friday & Saturday March 1-2	7:00 AM - 6:00 PM
Sunday-Tuesday, March 3-5	8:00 AM - 5:00 PM
Wednesday, March 6	8:00 AM – 2:00 PM

South Building Location: Hall D entrance, Room 825A  
North Building Location: Hall C, Room 309

### **Registration Desks**

To access all Exhibit Halls, you must have an approved pass: Exhibit Staff Passes (all days), Move In and Out Passes (March 1<sup>st</sup>, 2<sup>nd</sup>, 6<sup>th</sup> ONLY)

### **Hours:**

Friday, March 1, 2024	7:00 AM – 6:00 PM
Saturday, March 2, 2024	7:00 AM – 6:00 PM
Sunday, March 3 to Tuesday March 5, 2024	7:00 AM – 5:00 PM
Wednesday, March 6, 2024	7:00 AM – 12:00 PM

South Building Location: Level 600, Exhibitor Registration.

North Building Location: Level 200, Exhibitor Registration. (Front Street Entrance)

### **Onsite Exhibitor Official Supplier service offices**

South Building Location: Northwest entrance to Hall D, Rooms 809 and 810

North Building Location: Hall C, East Wall

- Several show service contractors (furniture, signs, labour, electrical, official carrier, customs, etc.) will have service personnel onsite throughout move-in and move-out periods
- With the exception of the show decorator and the official carrier (GES), the service desks will not have personnel available during the show, but will be available by telephone
- Exhibitors who have not placed orders in advance may order services onsite, subject to availability
  - Additional charges may apply
  - Services will be provided on a first-come, first-served basis

### **Exhibit Hall Access during Move In/Out**

All of the below options require Exhibitor Staff, EAC, Couriers and Move In/Out contractors to have Move In / Out Passes to access the North and South Exhibit Halls.

- Pick up your Exhibitor Staff Passes and/or Move In/Out Temporary Passes. You will not be permitted access to the show floor without an approved pass.
- South Building Pick up: Level 600 Registration Desk (All Pass Types) and South Freight Desk (only temporary passes available) - Level
- North Building Pick Up: Level 200 Registration Desk (All Pass Types) and North Freight Desk (only temporary passes available).

### **Move In/Move Out Options**

#### **Option One: Hand Carry**

*If your exhibit (display and/or product) can be safely hand-carried or easily rolled to your exhibit space.*

1. If using private vehicle, use Public Parking: South Building enter off Lower Simcoe St south of Bremner Blvd. / North Building Parking enter on Simcoe St. just south of Front St. There are service elevators in the South Building that have direct access to the parking lot and street level. Do not park or unload in the dock area or you will be towed. Do not park in the MTCC North or South Building front entrance area or you will be towed.
2. Hand-carry or roll your materials to one of the facility's many entrance/exit doors. Please note that dollies are not permitted into the South & North Building main entrances. If you require a dolly, go to Option #2
3. Once you have set up your exhibit, store your cases, cartons, etc. in your own booth area or make your own arrangements for off-site storage. Ensure you remove empty boxes/crates from aisles after unpacking or GES will be required to do so, and fees will apply

4. Retrieve your materials from storage at show close and repack your exhibit/products
5. Hand-carry or roll your materials to your parked vehicle

### **Option Two: Do it Yourself**

*If your exhibit materials (display and/or product) are being delivered and picked up by your own vehicle and you need access to the loading dock.*

1. Schedule a loading dock through Voyage Control. See the Voyage Control Section above for details.
2. Proceed to the loading docks in the South or North as specified by your Voyage Control loading dock booking date/time. (for move in)
3. Unload your vehicle using your own equipment (pump truck, tailgate dollies and labour)
4. Unloading must be done in a safe and timely manner. Ensure to remove empty crates from loading docks and aisles after unpacking. If GES is required to move any items left behind, fees will apply.
5. If you require a forklift, you must use GES Material Handling service, please see Option 5
6. Move the materials to your booth and ensure you move all your empty crates to the storage area
7. Dollies: Dollies for Exhibitor use will be available at no charge at the MATERIAL HANDLING DESK at the east end of the loading dock in the South Building and the East Loading Dock in the North Building
8. Immediately remove your vehicle from the unloading area
9. Once your exhibit materials are set up, store your excess materials in your booth or make arrangements for storage
10. At show closing, please utilize your Voyage Control scheduled move out time, if you require the loading dock
11. Retrieve your materials from storage
12. Dismantle and pack your exhibit materials
13. When your truck/vehicle is scheduled for the Loading Docks using Voyage Control – load safely within 30 minutes and exit)

*NOTE: If using this option during move-in, you are responsible for clearing the aisles of materials (empty or unused) for storage by 6:00 pm on Saturday, March 2, 2024. All items left in the aisles after that time will be placed in your booth space or assumed to be garbage. Dollies will not be available after move-in from Saturday, March 2, 2024, at 6:00 pm until Wednesday, March 6, 2024 at 1:00 PM.*

### **Option Three: Exhibitor Appointed Carrier (EAC)**

*If you are using a common carrier, transport, van line or courier other than the official show carrier.*

1. Determine approximately 3 weeks in advance if your carrier is prepared to: unload with their own equipment, take onsite responsibility for your shipment, get a Move-in/Move-out Pass, move your materials to your booth, return your materials to the reloading area, use their own equipment, and reload their vehicle at show closing. In some cases, these carriers are not prepared or equipped to unload, assume responsibility, and deliver your materials to and from your booth as well as reload at show closing
2. If the answer to point one is “yes”, then have the carrier follow the steps outlined in Option 2. If the answer is “no”, then please make arrangements to follow Option 2 or hire the Official Material Handling Contractor, Option 5
3. In all cases your appointed carrier, transport, van line or courier must schedule a time through Voyage Control for both move-in and move-out to access the loading docks

*NOTE: Unless you have hired GES to provide Material Handling services, you are responsible for clearing the aisle of materials (empty and unused) for storage by 6:00 pm on Saturday, March 2, 2024. All items left in the aisles after that time will be placed in your booth or assumed to be garbage.*

### **Option Four: Official Carrier GES**

*If you have used the show's official carrier, GES (ground transportation & air transportation)*

1. Your exhibit materials will be transported to the show site as part of your shipping costs.

2. Ground transportation or air freight charges do not cover material handling at the show site. When your exhibit materials arrive at the MTCC, a representative from your company must be present for the unloading of your materials and delivery to your booth. Alternatively, you may consider hiring the services of GES to perform the operations outlined in Option 5.
3. If you do not hire GES directly and are not present at the MTCC for the arrival and unloading of your materials, Show Management has the obligation to use Option 5 at your expense.

### **Option Five: GES Material Handling**

*If you choose to hire GES for Material Handling services.*

1. Fill out *GES Material Handling* order form [click link here](#).
2. Schedule a loading dock time slot on Voyage Control
3. GES will:
  - Meet your vehicle/carrier/truck at show site
  - Complete a receiving report
  - Unload your exhibit, display and products
  - Move the materials to your booth location
  - Provide official storage labels
  - Move excess materials to designated storage areas
  - Return your storage materials at show closing
  - Return materials/display/products to load-out area
  - Reload your materials on your vehicle

*NOTE: If using this option your vehicle/truck must schedule a loading dock time slot in Voyage Control to obtain show site access.*

**You must clear all aisles of materials (empty or unused) for storage by 6:00 pm Saturday, March 2, 2024. All items left in the aisles after that time will be placed in your booth space or assumed to be garbage.**

### **WARNING: If you have not made previous arrangements:**

If your company truck, exhibit house, common carrier, transport company, van line, courier or official carrier is given clearance to go to the Loading Docks in the South without one of the preceding options in place, and your vehicle needs assistance to unload and reload, Show Management has instructed GES to perform the Material Handling services outlined in Option 5 at your cost. This decision is made to facilitate the timely and safe move-in and move-out of the Show. All GES charges in this case are the sole responsibility of the Exhibitor and accounts must be paid in full at the GES Service Desk prior to move-out.

### **Material handling**

If you have questions about Material Handling procedures and options, contact GES at 905 283 0500, by email at: [torontoexhibitorservices@ges.com](mailto:torontoexhibitorservices@ges.com) or [order online here](#). Material handling is the movement of goods over a short distance, specifically, receiving exhibit materials at the dock, off-loading from a vehicle, moving and storing empty crates, taking materials to the booth and re-loading at the end of the show

- Typically, this service is charged by weight.
- Variables that affect material handling: There are many variables that can affect the material handling solution your company should utilize in order to get your exhibit material to the show – facility access, show management directives, move-in and move-out schedules and storage space availability to name a few
- Exhibitors who have chosen Option 5, GES Material Handling Services will have storage provided either on the Show floor or off-site in nearby trailers
  - Using the official Empty Crate Storage stickers available at the GES onsite service desk, place empty crates in the aisles

- It is recommended that you place smaller boxes into larger ones to ensure that they are returned from the storage area
- Exhibitors looking after their own empty crates and cartons must either store them within their booth or remove them from the building
  - Boxes protruding from your booth will be removed and stored at the Exhibitors' expense
  - Regardless of the option you select, the move-in schedule must be followed. The move in schedule can be found here.

## **Move-Out Information**

Full Session (Four Day) and Session B Exhibitors (Tuesday-Wednesday): Wednesday, March 6, 2024, 12:00 PM to 10:00 PM.

Session A Exhibitors (Sunday-Monday): Monday, March 4, 2024 5:00 PM – 6:00 PM

The show will officially close at 12:00 pm on Wednesday, March 6, 2024. **No dismantling, removal or packing of exhibits or exhibit material is permitted before 12:00 pm.** Exhibitors found to be in contravention of this policy will lose priority renewal.

If you require the Loading Docks for Move Out, you must book a time using the Voyage Control System.

- If you require the MTCC loading Docks for PDAC 2024, please email Cindy Graham [pdacexhibits@pdacevents.ca](mailto:pdacexhibits@pdacevents.ca) for your log in code to create your account on Voyage Control.
- The Voyage Control System for booking your move out date/time will be sent by [pdacexhibits@pdacevents.ca](mailto:pdacexhibits@pdacevents.ca) to all Exhibitors who booked for move in and who notify PDAC prior to move out.

Service elevators in the South building facilitate and expedite the move-out process by having direct access to the South building parking lot and street level. Four wheeled dollies, pallet jacks or oversized loads can be carried out using the service elevators in Hall F which lead to the parking lot and the street level.

## **Clear aisles**

- All Exhibitors are requested to keep the aisles clear until the aisle carpet has been removed and the crates and cages have been returned
- After the Show has closed, security cages, empty crates and boxes for Exhibitors who are contracted with GES for this service will be brought to the booth as soon as the aisle carpet has been removed

## **Crate labeling**

- Packed crates for outbound shipment must be clearly labeled and left in the booth for pick-up by the GES or other service you are using

## **Electricity**

- At approximately 12:30 pm (a half hour after move-out has begun) all electricity to booths will be disconnected
- Should you require continuous power, please contact SHOWTECH POWER & LIGHTING at 416 585 8109 to make special arrangements

**Heavy equipment move-out**

- It is the responsibility of all Exhibitors with heavy equipment to contact the GES Freight Department at 905 283 0500 for move-out scheduling

**Loss of property or damage**

- While Show Management will take all reasonable security measures to safeguard exhibits, it assumes no responsibility for loss of, damage to or theft of property of Exhibitors
- Immediate removal of small items will minimize the possibility of loss from theft

**Removal of exhibitor material**

- All exhibit material must be cleared from the Exhibit Halls by 10:00 pm on Wednesday, March 6, 2024 *\*Except for Exhibitors who have preauthorized special arrangements.*
- If forced removal of Exhibitor material is necessary, materials will be removed from the floor by GES and delivered to the Loading Dock where it will be loaded onto the Official Carrier's truck
- GES will then deliver the goods to their warehouse and contact the Exhibitor to make arrangements for delivery or pick-up
- Any material not cleared from the Exhibit Halls by 10:00 pm March 6, 2024, will be removed at the expense of the Exhibitor

**Security Tips****Move-in**

- Use plain boxes, containers and labels that do not identify the products
- Have adequate personnel present at the booth to receive the shipment and take inventory
- Report any discrepancy in goods received to the shipper immediately
- Ensure you have proper insurance coverage

**During the Show**

- Remove small items from the booth overnight
- Never leave your booth unattended
- Samples, laptops and briefcases are easily stolen so keep them with you
- Consider hiring contract security personnel to watch over your booth area at night as only 24-hour peripheral security is provided
- Report all security and safety incidents to Show Security or Exhibit Management immediately

**Move Out**

- Have proper Exhibitor identification on all goods
- Remain with your shipment until it is removed from your exhibit area
- Do not leave booths unattended
- Many outsiders have access to the booth area during this busy time