

Section 5: Move-in & move-out

This section provides a copy of the move-in and move-out schedule, Exhibitor Staff Pass access information and health & safety information. This section also sets out material handling options.

Move-in dates & times

Trade Show

Halls D and E, Level 800, South Building

Friday, March 2, 2018 8:00 am – 8:00 pm
Saturday, March 3, 2018 8:00 am – 6:00 pm*

*If you are already on the show floor at 6:00 pm, you may remain until 8:00 pm. No entry or re-entry after 6:00 pm.

Trade Show North

Hall C, Level 300, North Building

Friday, March 2, 2018 8:00 am – 8:00 pm
Saturday, March 3, 2018 8:00 am – 6:00 pm*

*If you are already on the show floor at 6:00 pm, you may remain until 8:00 pm. No entry or re-entry after 6:00 pm.

Investors Exchange

Halls E, F, and G

Saturday, March 3, 2018 8:00 am – 6:00 pm*

*If you are already on the show floor at 6:00 pm, you may remain until 8:00 pm. No entry or re-entry after 6:00 pm.

Hall G – Session A (Sunday-Monday)

Saturday, March 3, 2018 8:00 am – 12 noon

Hall G – Session B (Tuesday-Wednesday)

Tuesday, March 6, 2018 7:00 am – 9:00 am

Move-in schedule

- 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
- The coloured move-in schedule indicates your scheduled move-in time
- If you cannot move-in on the designated day and time, contact Shelley Stienstra at pdacexhibits@pdacevents.ca to discuss
- If you have a large or complex set-up requiring move-in on Friday and you have not been designated as such, you must contact the Freight Department at GES to obtain prior approval

Section 5: Move-in & move-out

- All changes to the move-in schedule affect the movement of vehicles on the show floor, as well as the priority move-in list provided to the Marshalling Yard, which may result in longer-than-expected delays
- All exhibits **MUST** be moved in and completely installed by **6:00 pm Saturday, March 3, 2018**
- Onsite Exhibitor services will be available until 8:00 pm for last-minute details for those Exhibitors moving in on Friday and Saturday

Exhibitor Staff Passes: Access information

- Booth displays and equipment must be installed no later than Saturday, March 3, 2018 at 6:00 pm
- Exhibitors (with Exhibitor Staff Passes) may access their booth on Sunday, March 4, 2018 from 7:00 am to 9:00 am to set up small items
- Dollies will **NOT** be permitted in the exhibit area once the aisle carpets are down, after 6:00 pm on Saturday, March 3, 2018

Health & safety

PDAC places a major emphasis on the safety of workers on the exhibit floor of the MTCC. PDAC and GES have taken steps to limit the potential hazards from both forklift traffic and overhead work in Halls C, D, E, F, and G during Exhibitor move-in and set-up. Therefore, Exhibitors who are simply setting up a pop-up booth or affixing maps etc. to a GEM booth, where no other hazards are nearby, will **NOT** be required to wear safety shoes and hard hats. Should a situation arise where a hazard exists, the area will be cordoned off and PDAC will provide the appropriate Personal Protective Equipment (PPE). We encourage all Exhibitors to be safety-conscious and diligent, and to operate in a safe manner appropriate for any nearby hazards.

Provincial legislation

- Since May 28, 1998, the Ontario Ministry of Labour (MOL) has considered the exhibit floor to be a construction site during move-in and move-out
- **Personal Protective Equipment:** The MOL requires that, in compliance with the Occupational Health & Safety Act (OHSA), all workers engaged in set-up/teardown activities during move-in and move-out must use appropriate Personal Protective Equipment (PPE)
 - Using PPE extends for the full move-in and move-out period with the exception of a two-hour window from 12:00 pm to 2:00 pm on Wednesday, March 7, 2018
 - During this two-hour window, Exhibitors with booth materials that can be hand-carried will be permitted to tear down and exit the hall without PPE
 - After 2:00 pm on Wednesday, March 7, 2018, PPE will be required

Occupational Health & Safety Act (OHSA), Exhibitor responsibilities

- The Ontario Ministry of Labour enforces the OHSA
- As an Exhibitor, it is your responsibility to inform all persons you will be hiring that they must wear PPE. This includes your staff, any outside contractors hired

Section 5: Move-in & move-out

to set up your booth, bringing in your product, or anyone required to be on the show floor during move-in and move-out

It is our goal to ensure a smooth, safe and successful Show. Forward this important message to the attention of all your employees or contractors involved in the move-in and move-out at the PDAC Convention.

All Exhibitors in the PDAC Convention 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 temporary safety footwear and hardhats; 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 may 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 12' 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 additional ***For Your Safety*** information at the end of this section.

Marshalling Yard - Loading Dock access

- **Marshalling Yard:** All vehicles that require access to the Loading Dock must first report to the MTCC Vehicle Marshalling Yard
 - The Marshalling Yard is located at 100/120 Cherry St
 - The Marshalling Yard attendant will assign the delivery order of vehicles based on a prearranged priority list which has been pre-assigned by GES
 - Please review the ***Vehicle Marshalling*** procedures and map in this section

Section 5: Move-in & move-out

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 report to the Vehicle Marshalling Yard for access 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
 - The Official Show Carrier is given priority at the Loading Dock during move-in and move-out

Loading Docks – North Building to Hall C

- North Loading Docks are located on the east side of the MTCC North Building on Simcoe St south of Front St
 - All vehicles must report to the Vehicle Marshalling Yard for access prior to move-in and move-out
 - Maximum dimensions for the Hall C 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 9, 2018
 - The Official Show Carrier is given priority at the Loading Dock during move-in and move-out

Move-in/Move-out Passes

- All workers are required to wear an identification pass
- Move-in/Move-out Passes will be available at the Freight Desk located on the loading dock

Onsite Show services

- Exhibit Management maintains an office onsite from Friday, March 2 - Wednesday, March 7, 2018
- **Office hours:** 9:00 am to 5:00 pm
- **South Building Location:** Hall D entrance, Room 825A
- **North Building Location:** Hall C, Room 309

Section 5: Move-in & move-out

Onsite Exhibitor service offices

- A number of show service contractors (furniture, signs, labour, electrical, official carrier, customs, etc.) will have service personnel onsite throughout move-in and move-out periods
- **South Building Location:** Northwest entrance to Hall D, Room 809 and 810
- **North Building Location:** Hall C, East Wall
- With the exception of the show decorator and the official carrier, most of 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
 - Please note all deadline dates and plan everything well in advance

Getting materials to the show

Material handling

- Material handling is the movement of goods over a short distance, in particular, 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:** A large number of variables 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
- Regardless of the option you select, the move-in and move-out schedule must be strictly followed
- PDAC will utilize an “open dock” policy

Exhibitors have numerous options to get their exhibit materials to their booth for move-in, to and from storage and out of the building at show close.

A **Material Handling Order Form** is located in Section 6. If you have questions about Material Handling procedures and options, contact GES at 905 283 0500.

Section 5: Move-in & move-out

OPTION #1: HAND CARRY METHOD

If your exhibit (display and/or product) can be safely hand-carried or easily rolled to your exhibit space, you can use the following procedure:

- **South Building Parking:** Enter off Lower Simcoe St south of Bremner Blvd
- **North Building Parking:** Enter on Simcoe St just south of Front St
- 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 North or South Building main entrance.** If you require a dolly to transport your materials to your booth, go to Option #2
- **South Building Exhibitor Staff Pass Pick up:** Pick up your Exhibitor Staff Passes on Level 600. You will not be permitted access to the show floor without a pass
- **North Building Exhibitor Staff Pass Pick up:** Pick up your Exhibitor Staff Passes on Level 300. You will not be permitted access to the show floor without a pass
- Locate your booth space(s) on the exhibit floor
- Set up your exhibit and/or product
- Store your cases, cartons, etc. in your own booth area or make your own arrangements for off-site storage
- Retrieve your materials from storage at show close
- Repack your exhibit/products
- Hand-carry or roll your materials to your parked vehicle

NOTE: You must clear all aisles of materials (empty or unused) for storage by 6:00 pm Saturday, March 3, 2018. All items left in the aisles after that time will be placed in your booth space or assumed to be garbage.

Since you will be using public parking and do not require vehicle access to the loading docks – you do not need to go to the Marshalling Yard for move-in or move-out. 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.

OPTION #2: DO-IT YOURSELF METHOD

If your exhibit materials (display and/or product) are being delivered and picked up by your own company truck or personal vehicle/van and you need access to the loading dock, use the following procedure:

- Your company truck or personal vehicle/van must go to the Marshalling Yard (100/120 Cherry St) for access instructions
- When advised, proceed to the loading docks in the South or the East Loading Dock in the North as specified by the marshalling officials
- Unload your vehicle using your own equipment (pump truck, tailgate dollies and labour)

Section 5: Move-in & move-out

- Unloading must be done in a safe and timely manner
- If you require a forklift, you **must** use GES Material Handling service in Section 6
- **South Building Exhibitor Staff Pass Pick up:** Pick up your Exhibitor Staff Passes or Move-in/Move-out Pass (e.g. FedEx delivery) on Level 600
- **North Building Exhibitor Staff Pass Pick up:** Pick up your Exhibitor Staff Passes or Move-in/Move-out Pass (e.g. FedEx delivery) on Level 300
- Move the materials to your booth
- **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
- Immediately remove your vehicle/truck from the unloading area
- Once your exhibit materials are set up, store your excess materials in your booth or make arrangements for off-site storage
- At show closing, send your truck/vehicle to the Marshalling Yard for access instructions
- Retrieve your materials from storage
- Dismantle and pack your exhibit materials
- Advise the Loading Dock staff you are ready to load your truck/vehicle
- When your truck/vehicle is permitted into the Loading Docks – load safely, promptly 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 3, 2018. 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 3, 2018 at 6:00 pm until Wednesday, March 7, 2018 at 12:00 noon.

OPTION #3: EXHIBITOR-APPOINTED CARRIER METHOD

If your exhibit materials are being delivered and picked up by a common carrier (other than the Official Show Carrier in Option #4), transport truck, van line or courier that you have appointed, **please be aware that 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.** If you are using a common carrier, transport, van line or courier, use the following procedure:

- Determine in advance (approximately 3 weeks) if your carrier is prepared to unload with their own equipment, take onsite responsibility for your shipment, get a Move-in/Move-out Pass and move your materials to your booth, return your materials to the reloading area, and using their own equipment, reload their truck, transport, or van line at show closing
- If the answer to point one is “yes”, then have the carrier follow the steps outlined in Option #2

Section 5: Move-in & move-out

- If the answer is “no”, then please make arrangements to follow the Do-It-Yourself Method (Option #2), or hire the Official Material Handling Contractor, GES (Option #5)
- In all cases your appointed carrier, transport, van line or courier must go to the Marshalling Yard for both move-in and move-out access instructions

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 3, 2018. All items left in the aisles after that time will be placed in your booth or assumed to be garbage.*

OPTION #4: OFFICIAL CARRIER METHOD

If you have used the Show’s official carrier, GES (ground transportation) or North American Logistics Services Inc. (air transportation), your exhibit materials will be transported to the show site as part of your shipping costs.

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.

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 #6 to provide the necessary services in a timely manner. You will be charged for these services.

OPTION #5: GES MATERIAL HANDLING SERVICES

If you choose to hire GES for Material Handling services, the procedure will be the following:

- **South Building Parking:** Enter off Lower Simcoe St south of Bremner Blvd
- **North Building Parking:** Enter on Simcoe St just south of Front St
- Fill out GES Material Handling Order Form and send to GES CANADA by February 9, 2018
- Send your truck, vehicle, transport, van line, courier to the Marshalling Yard for move-in and move-out access instructions
- 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 your excess materials to designated storage areas
 - Return your storage materials at show closing

Section 5: Move-in & move-out

- Return exhibit materials/display/products to load-out area
- Reload your materials on your vehicle

NOTE: *If using this option your vehicle/truck must first go to the Marshalling Yard (100/120 Cherry St) to obtain show site access instructions for both move-in and move-out.*

OPTION #6: SHOW MANAGEMENT OPTION

If your company truck, exhibit house, common carrier, transport company, van line, courier or official carrier is given clearance by the Marshalling Yard to go to the Loading Docks in the South or the freight elevator in the North 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.

NOTE: *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.

Storage

- **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

Move-out information

Wednesday, March 7, 2018 12:00 noon to 10:00 pm

The Show will officially close at 12:00 noon on Wednesday, March 7, 2018. No dismantling, removal or packing of exhibits or exhibit material is permitted before 12:00 noon. Exhibitors found to be in contravention of this policy may lose priority renewal.

Section 5: Move-in & move-out

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
- 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 and the Show has closed

Crate labeling

- Packed crates for outbound shipment must be clearly labeled and left in the booth for pick-up by the Official Show Carrier or other service you may wish to use

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

Health & safety

- Refer to page 34 for detailed safety instructions

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 building by 10:00 pm on Wednesday, March 7, 2018
- Any material not cleared from the building by 10:00 pm will be removed at the expense of the Exhibitor
- 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
- All of the above-mentioned handling of materials will be **charged directly to the Exhibitor**

Section 5: Move-in & move-out

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
- 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