

MOVE-OUT PROCEDURES

Green Living Show 2017 – April 9, 2016

In an effort to better assist you on the move-out, the following arrangements will be in place. Please follow the instructions below in an attempt to keep the process as smooth as possible.

Green Living Show 2017 will close at **6:00pm on Sunday, April 9, 2016**. At show closing, **GES** will remove aisle carpet, which will take approximately **60 minutes** and will deliver storage crates to your booth. Please **keep aisles free of booth materials** until aisle carpets are removed. We ask for your co-operation and patience.

There are 3 options in effect for Move out, based on your mode of transport. Show Management strongly recommends delaying your move out for at least an hour in attempt to let the congestion disperse.

Option 1 (FASTEST OPTION)

For exhibitors that are hand carrying their booth material, you can access the West Freight Elevator to reach ground level and the MTCC parking lot. No Docks access pass is required should you choose this option. **Please note that materials may not be taken through the Main Entrance or Internal Street unless it can be carried by hand. Dollies are not allowed on carpeted areas. No equipment may be transported on the escalators or public passenger elevators.**

Option 2 (For Exhibitors with Personal Vehicles smaller than a Cube Van)

When your exhibit is packed and ready to go, you should speak to a member of the dock staff who will give you a vehicle pass. Taking your pass with you, you should then collect your vehicle and drive up the West Ramp (located at Front St and John St) and into Hall C.

Please note that you will not be able to move your vehicle into the West Ramp Dock Area without a vehicle pass. You will only be given a vehicle pass when your booth is packed up.

Option 3 (For Exhibitors with Personal Vehicles larger than a Cube Van)

Drive your vehicle to the MTCC Marshaling Yard located at 100/120 Cherry Street. The Marshaling yard will open at 5pm on Sunday April 9th. Once your booth has been fully dissembled and packed up, a member of your team should speak to a dock staff member. When the dock staff are happy your booth is packed up, they will call your vehicle from the Marshaling Yard. At this point, you can drive your vehicle up the West Loading Ramp (located at Front St and John St) into Hall C, where you can pack your belongings into your vehicle.

Please note that you will not be able to move your vehicle into the West Ramp Dock Area if your vehicle has not been called from the Marshaling Yard first. You will only be called from the Marshaling Yard when your booth is packed up.

The MTCC Dock Staff

ask your assistance in ensuring an efficient and timely move-out for all exhibitors.

TEL: 416-585-8345 / 416-529-3461

Thank You.

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Additional Notes

- You may obtain a flat-bed truck/dolly from GES. Please return this once you are finished with it.
- Please do not leave vehicles on the streets surrounding the Convention Centre – you can anticipate Metro Parking Authority to Tag and Tow if you are street parked.
- If you need help with moving your freight, please speak with an ABF Freight representative on the show floor or at the ABF Freight Desk located in Hall C.
- In order to minimize **the risk of theft** during move-out, it is recommended that all small articles of value be removed at the close of the show and that the exhibitor guards the rest of the material.
- All exhibits must be removed by **10:00pm on Sunday, April 9, 2017.** Please ensure that you have made arrangements with your shipper to remove your goods from the floor at this time. The official carrier (ABF Freight) will remove all materials left on the floor past **10:00pm**, at the owner's expense.
- As per the Ministry of Labour, children under 16 years of age are NOT permitted on the show floor during tear down or move out. Please also note, that as per the Ministry of Labour, Proper Protective Equipment is required to be worn while all tear down and move out activity is taking place
- All electrical power will be turned off 1/2 hour after show closes unless you've made prior arrangements with SHOWTECH Power & Lighting.
- The Metro Toronto Convention Centre is a **SMOKE FREE ENVIRONMENT**. Please use the designated smoking areas. We thank you for your co-operation in this matter.

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Thank You.