



## Move-in and Move-out Procedures

### LOCATIONS

Toronto Congress Centre - 650 Dixon Rd., Toronto, ON M9W 1J1

### **SCHEDULED MOVE-IN FOR ALL EXHIBITORS:**

All exhibitors are assigned a move-in date and time to set up their booths. You will receive a scheduled move-in time and date from Norm Schulz, Director of Operations for the Canadian Gift Association.

ALL vehicles (including private and commercial) must report to the Marshalling Yard of the Toronto Congress Centre lot (this area will be clearly marked with signage), where an attendant will sign you in and direct your truck/vehicle to an available dock for offloading.

Exhibitors delivering in their own vehicles are responsible for the unloading of freight and delivery to their booth on their scheduled move-in date and time.

Your cooperation in adhering to your move-in time will help make the move-in process a smooth one.

### MOVE-IN

|                     |   |
|---------------------|---|
| Tuesday, August 6   | 8:00 a.m. – 4:00 p.m.   |
| Wednesday, August 7 | 8:00 a.m. – 4:00 p.m.   |
| Thursday, August 8  | 8:00 a.m. – 4:00 p.m.   |
| Friday, August 9    | 8:00 a.m. – 2:00 p.m. <b>NO CRATE DELIVERY AFTER 2 P.M.*</b>          |
| Saturday, August 10 | 8:00 a.m. – 1:00 p.m. <b>NO CRATE DELIVERY, PRODUCT SET-UP ONLY**</b> |

Loading docks open at 8:00 a.m. to 4:00 p.m. Forklifts stop each day at 4:00 p.m.

NOTE: Exhibitors can work through the night (24 hours) during move-in except Friday August 9 and Saturday August 10 where everyone must leave the show floor by **1:00 p.m.** Exhibitors can exit the building show floor after 8:00 p.m. through Door 4 (Hall 1 loading dock area) as well as the Exhibitor Entrances.

Appropriate footwear (safety shoes) must always be worn in work area and loading dock areas at all times. This rule will be strictly enforced. (See Health and Safety Policy found in the online [Exhibitor Manual](#)).

**NO PRODUCT OR EXHIBIT MATERIAL WILL BE PERMITTED TO BE MOVED THROUGH GLASS DOORS.**

**\*\* ALL EXHIBITORS MUST VACATE THE BUILDING BY 1:00 P.M. SATURDAY, AUGUST 10,** in order for show management and show decorator to properly prepare for the market opening.

Produced by



## SHIPPING DETAILS:

### TORONTO GIFT + HOME MARKET

Exhibitor Company Name, Contact Name  
Booth #, Hall #  
Toronto Congress Centre  
650 Dixon Rd  
Toronto, ON M9W 1J1

## MATERIAL HANDLING/DRAYAGE:

Show Management provides forklifts and operates to assist only with the unloading of trucks and delivery crates to exhibitors' booths from 8:00 a.m. – 4:00 p.m. August 2 to August 9 except Saturday August 3 to Monday August 5 due to Civic Holiday. Exhibitors must provide their own labour for the unpacking within their booth, as Show Management cannot assume any responsibility for loss or damage of goods.

A supply of dollies will be provided for exhibitors to use and are available at the loading docks. To obtain a dolly or pallet jack, personnel must have a driver's license or credit card. Maximum time limit for each dolly and pallet jack is 30 minutes. Show Management reserves the right to levy a \$5.00 rental charge for each ½ hour the dolly is used beyond the initial 30-minute period.

## STORAGE OF CRATES, CARTONS & BOXES:

All storage must be neatly piled to avoid losing cartons and packing material. Show Management suggests that for storage, exhibitors flatten their cartons and tie them together or pack cartons on crates and label them.

Extra paper for packing can be brought in at the end of the Show. Those exhibitors with crates should pack their cartons inside these containers to avoid loss. Please make sure your cartons and crates are properly labelled before removal into to storage. Storage labels can be obtained at all loading docks and show offices.

Due to fire hazard concerns and the need to have access to electrical boxes, storage of empty boxes and packing materials is not permitted behind exhibitors' booths.

**All freight must be prepaid.** Show Management will not accept C.O.D. shipments.

Exhibitor goods will not be accepted at the market building prior to the actual move-in period.

Advanced shipments for the market are available through any of the two official carriers. (See Directory of Official Suppliers document in your [Exhibitor Manual](#)).

## FREIGHT FREE AISLES:

Skids, merchandise and debris are not allowed at any time on a freight free aisle. Floor decals on the floor will denote a freight free aisle. Ensure your booth personnel are aware and arrangements are made to set up and tear down without blocking the Freight Free Aisles.

## MOVE-OUT PROCEDURES:

|                      |   |
|----------------------|---|
| Wednesday, August 14 | 3:00 p.m. storage return begins after all aisle carpets have been removed (exhibitors can work through the night) |
| Thursday, August 15  | 2:00 p.m. everything must be removed  |

A move-out bulletin will be provided as a booth drop once the show has commenced.

Please take this into consideration when making your travel plans and book your flight Friday morning, rather than Thursday evening.

Produced by



**REMOVAL OR DISMANTLING OF EXHIBIT MATERIAL IS NOT PERMITTED PRIOR TO 3:00 p.m. ON THE LAST DAY OF THE SHOW.**

All aisles must be kept clear until the aisle carpet is removed (*approximately 4:30 p.m.*). Storage crates and packing materials will be returned to your booth by material handling staff once all the aisle carpet has been removed.

**Dollies and pallet jacks will be released once aisle carpet has been removed (*approximately 4:30 p.m.*). Security will require a deposit of a driver's license or credit card.**

**ALL EXHIBIT MATERIAL MUST BE REMOVED BY 2:00 P.M. Thursday, August 15.**

**ANY GOODS LEFT ON THE SHOW FLOOR BEYOND 2:00 PM WILL BE FORCED SHIPPED AT THE OWNER'S/EXHIBITOR'S EXPENSE.**

Produced by



**CANADIAN GIFT  
ASSOCIATION.**