



## MOVE-IN/REGISTRATION

Saturday	December 7	7:00 AM – 9:30 AM	Retailer Registration & Set Up
Saturday	December 7	9:30 AM – 10:30 AM	Artist Alley Registration & Set Up

### INFORMATION WILL BE EMAILED TO YOU REGARDING YOUR MOVE IN TIMES

Dollies will be available to rent through our Official Show Decorator, OPS Event Rentals, at their service counter near the Exhibitor Registration Desk in Hall E.

### DIRECTIONS FOR MOVE-IN BY VEHICLE

1. All vehicles will report directly to the loading dock, in the South building. South loading dock is located just north of Lakeshore Boulevard if coming from the south or just south of Bremner Boulevard if coming from the north.
2. The South loading dock will be accessible as of 7:00 AM.
3. Vehicles entering the loading dock areas will be met by the Convention Centre dock staff who will control the flow of vehicle traffic.
4. An additional attendant will be inside Hall E ushering vehicles to appropriate load-in area.
5. Proceed to **Exhibitor Registration Desk** to pick up exhibitor wristbands/badges.
6. Once vehicles have un-loaded all materials for their booth, they must exit Hall E load-in area and proceed to MTCC parking garage. Hall E is NOT a parking option during the show. Please make your own parking arrangements.
7. Large oversize vehicle storage is available at the Marshalling Yard during events at \$32.00 plus 13% HST per day. Arrangements must be made in advance through MTCC dock office at (416) 585-8345.
8. Please do not leave vehicles on the streets surrounding the Centre – you can anticipate Metro Parking Authority to Tag and Tow if you are street parked.

### Artist Alley Exhibitors and Small Retailers

We understand that some of the materials that you might be bringing to the show may not necessitate the need to use the Loading Area within the Exhibit Hall for your Move-In. **If this is the case**, you may enter through the Parking Level to the Freight Elevators with materials in hand or hand-carry directly to your booth and begin setup. **Please ensure to proceed to the Exhibitor Registration Desk in Hall E to pick up exhibitor wristbands/badges prior to heading to your booth.**

Children: All exhibitor staff must be age 16 or older. For their safety, children will NOT be allowed on the exhibit floor during move-in and move-out hours.

Exhibit space must be paid in full before exhibitors will be allowed to move-in. If you have any questions regarding your account balance, please contact the exhibitor team.

**2019 VEHICLE MOVE-IN INSTRUCTIONS & MAP**

1. Enter the South Building loading dock ramp from Lower Simcoe Street.
2. Follow the marshall's instructions and slowly drive down the loading ramp into the Marshalling Area (Hall E).
3. Follow the marshall's instructions on where to park your vehicle in the Marshalling Area (Hall E) and then proceed to the Exhibitor Registration Desk to obtain your Exhibitor Wristbands. **PLEASE NOTE: you will require these prior to heading to your booth.**
4. Unload your vehicle and move contents to your booth.
5. Return to your vehicle and move it to a parking area.
6. Set up your booth. **PLEASE NOTE: do not begin the set up of your booth until your vehicle has been parked.**

