

HEAVY EQUIPMENT MOVE-IN

Tuesday, April 9th (SCHEDULED)

Bulk exhibitors will be assigned specific move-in times according to their location on the show floor. These times will be e-mailed to you by the Show Manager 10 days prior to the event.

Companies wishing to transport/float heavy equipment in advance of move-in dates may drop same in outdoor marshaled area located at the International Centre during the following times:

Monday, April 8th, 8am – 5pm

Drop-offs must be scheduled.

**Please call Mark Cusack @ 1-506-333-1064
to arrange a time.**

Heavy set-up must be completed by 7pm Tuesday, April 9th.

IMPORTANT NOTICE TO HEAVY EQUIPMENT EXHIBITORS

As a result of damages to concrete and asphalt surfaces in and around the International Centre during past shows, the following policy is in place.

It is absolutely essential that exhibitors supervise the move-in and move-out of all heavy equipment and ensure that under NO circumstances does any tracked equipment (street pads or otherwise) move on any asphalt or concrete surfaces in or around the International Centre WITHOUT PROPER FLOAT MATERIALS (planking, plywood, rubber mats, tires, etc.) This policy will be strictly enforced and all damages will be charged back to the responsible exhibiting company.

Float materials are the responsibility of the exhibiting company.

GENERAL MOVE-IN

Wednesday, April 10th
8am – 6pm

All exhibits **must** be complete by **6pm on Wednesday, April 10th**.

Aisle carpets will be laid after 6pm Wednesday.

Absolutely **no dollies** will be permitted in the exhibit halls **after that time**.

MOVE-OUT

Friday, April 12
4pm – midnight

IMPORTANT NOTICES

- All Exhibitors' freight must be removed from the facility by midnight on Friday, April 12th.
- Show Management has arranged to retain the loading dock area in Hall 2-East until Saturday, April 13th at 12 NOON. Shipments not picked up on Friday evening may be moved to Hall 2-East for pick-up on Saturday by 12 NOON.
- If your freight is **NOT** removed from the facility by the exhibitor or his/her agent **BY 12 NOON ON SATURDAY, April 13th**, Show Management reserves the right to ship your freight with the Official Show Carrier (Beyond Borders Logistics & Consulting Inc.) with all costs being billed to the exhibitor.
- **NO exhibit may be removed** in part or in whole **PRIOR** to the close of the Trade Show at 4pm, Friday, April 12th.