



# IDS Contract

## MOVE-OUT PROCEDURES

Friday, April 8: 6:00pm – 11:00pm

All exhibitor product and booth materials must be out of the Metro Toronto Convention Centre (MTCC) by 11:00pm Friday, April 8. If your shipper cannot pick up your materials during move-out, it is imperative that you make arrangements with our official carrier – Stronco Logistics. **All material left on the floor past 11:00 pm will be removed by Stronco Logistics at the exhibitor's expense.**

CSA approved hard hats, steel-toed shoes and high-visibility must be worn for move-out. This is a mandatory requirement that will be strictly enforced.



At show closing, Stronco will deliver storage crates to your booth. Please keep aisles free of booth materials until storage crates are returned. We ask for your co-operation and patience.

All electrical power will be turned off 1/2 hour after show closes unless you've made prior arrangements with Showtech Power & Lighting.

### **OPTION 1: USE OF SERVICE FREIGHT ELEVATORS**

#### **HAND CARRY OUT THROUGH THE SERVICE ELEVATOR (LOCATED IN HALL E)**

1. When your booth is packed and ready to go, you can hand carry your items to your vehicle using the Bremner Blvd. Service Elevators. These elevators can accommodate flat bed dollies and pallets using pallet jacks only (no forklifts). The elevator will stop directly into the South Parking Garage, Street Level at Bremner Blvd. The elevator will be operational from 6:00pm – 10:00pm. The dimensions for the service elevator are: 4'6" W x 8'4" L x 7'h; load capacity is 5000 lbs.
2. **Flat-bed dollies** are available on a first come, first serve basis at the **Stronco Freight Desk in Hall E by the loading dock.**
3. If you can hand-carry your items safely *without the use of a dolly*, you may use the passenger elevators or escalators. **Dollies or personal hand-carts are prohibited from leaving exhibit halls** into the facility pre-function areas.

### **OPTION 2: USE OF THE SOUTH LOADING DOCKS**

If you require space to load or have a vehicle larger than a personal vehicle can use the South Docks.

All vehicles accessing the South Docks will require a time Voyage Control pass.

## How to Book

Visit the Metro Toronto Convention Centre portal at <https://voyagecontrol.com/mtcc>

If you require assistance to make a booking, you can visit the voyage control desk at move out or contact the Metro Toronto Convention Centre at 1-416-585-8313 or email [dockreservations@mtccc.com](mailto:dockreservations@mtccc.com)

User Type: **Move Out: IDS Contract**

Code: **GR0818**

Note: **There is no Marshaling Yard, and no forklifts or dollies will be available to exhibitors until 6:00pm** and once the aisles are cleared of patrons.

Flat-bed dollies are available from the Stronco Freight Desk on a first come/first-serve basis. If you need help with moving your freight, please visit the Stronco Freight Desk.

## Important Move-out Reminders

- ✓ Exhibitor Badges **MUST** be worn at all times.
- ✓ Please do not leave vehicles on the streets surrounding the Centre or at the round-about in front of the main entrance – you can anticipate Metro Parking Authority to Tag and Tow if you are street parked. All exhibitors have **30 minutes** to load all show items into their vehicles and exit the loading area.
- ✓ Please do not leave any tape or bulk garbage on the floor after dismantling your booth or you may incur additional charges. Please make every effort to re-use, remove, and recycle your booth materials.