

## MOVE-IN PROCEDURE

- MOVE-IN DATES & TIMES:**
- Wednesday, June 5, 2024**  
8:00 am – 4:00 pm (HEAVY MACHINERY ONLY)  
Exhibitors with heavy machinery/equipment  
(shipments over 5,000 lbs per piece)  
**These specific exhibitors will be notified by Show Management.**
- Thursday, June 6, 2024**  
8:00 am – 4:00 pm (HEAVY MACHINERY ONLY)  
Exhibitors with heavy machinery/equipment  
(shipments over 5,000 lbs per piece)  
**These specific exhibitors will be notified by Show Management.**
- Friday, June 7, 2024**  
8:00 am – 4:00 pm (HEAVY MACHINERY ONLY)  
Exhibitors with heavy machinery/equipment  
(shipments over 5,000 lbs per piece)  
**These specific exhibitors will be notified by Show Management.**
- Saturday, June 8, 2024**  
8:00 am – 4:00 pm (All Exhibitors)
- Sunday, June 9, 2024**  
8:00 am – 2:00 pm (All Exhibitors)
- Monday, June 10, 2024**  
8:00 am – 5:00 pm (All Exhibitors)

**All exhibits must be completed by 4:00 pm, Monday, June 10, 2024.** Aisle carpets will be laid after 4:00 pm and absolutely no dollies or pump trucks will be permitted in the exhibit area after that time.

- All exhibitors will be given a specific move in date(s) and time(s) closer to the show. Exhibitors who do not abide by their scheduled move in time will be served on a first-come, first-served basis.

### MARSHALLING PROCEDURE

- All vehicles moving in should identify themselves to the parking attendants as a participant in FABTECH Canada. The parking attendants will then direct you to the appropriate loading dock.

### MATERIAL HANDLING

#### **NOTE: ALL MATERIAL HANDLING PAYMENTS ARE THE RESPONSIBILITY OF THE EXHIBITOR.**

All material handling transactions are between the material handling contractor and the exhibitor. In case an exhibitor's representative is not present, Show Management reserves the right to order his equipment and/or material to be moved from the receiving door to the exhibitor's area. The charge for this service will be invoiced to the exhibitor by the official material handling contractor.

## **HAND-CARRIED MATERIALS**

If you do not require a forklift to move your materials to/from the show, the following has been set up for your convenience:

- Push dollies will be available at the loading doors.
- Unload your vehicle as quickly as possible and return your dolly. A crew is available if you require help. (Check with the Official Show Contractor for applicable rates.)

## **CRATE STORAGE**

**Empty containers will be picked up, stored, and returned to you as a complimentary service.** Forklift operators will be working as rapidly as possible, but please be patient as there are many exhibitors to be serviced.

Identify every empty case, skid, crate or carton you wish returned to your booth at the end of the show by completing and affixing the proper storage labels. Storage labels are available from GES Service Desk.

***Exhibitors are advised that storage areas are not and cannot be secured. We suggest that no valuable materials of any kind should be consigned to storage.***

Due to Fire Regulations crates must not be stored behind your booth.

## **LABOUR AND TIPPING**

Exhibitors are required to abide by the prevailing labour conditions and rates effective in the exhibit hall. All employees of Show Service Contractors are adequately paid and there is no need to tip. Please report immediately to Show Management any discourtesies or attempts to imply that service will be speeded up or improved by tipping or gifts.

## **US AND INTERNATIONAL FREIGHT**

Exhibitors who are shipping goods to the show from outside of Canada are strongly advised to use the official customs broker for the show. Representatives will be on-site throughout the show to ensure all your customs needs have been looked after.

## **PAYMENT OF SPACE**

All payment of exhibit space must be made **90 days prior to move-in** as contracted.

FABTECH Canada Show Management reserves the right to refuse move-in and use of space to any exhibitor who has not made full and final payment.