

MOVE-IN PROCEDURES

MOVE-IN DATE & TIME:

WEDNESDAY, MAY 8, 2019

8:00am to 8:00pm

**Please note panelists may move-in after 5:00pm*

PRI-MED CANADA PAYS ALL MATERIAL HANDLING COSTS.

- **The International Centre will NOT accept shipments arriving before Wednesday, May 8, 2019. Early shipments will be refused.**

Exhibitors may begin erecting displays any time after 8:00am on Wednesday May 8th, 2019 - access to Hall 2 ends at 8:00pm. You are welcome to stay later than 8pm as long as you arrive before then – at that time all doors will be locked.

Children under the age of 16 are not permitted on the trade-show floor during move-in and move-out.

All persons, articles, exhibits, displays and property of any kind and description shall be moved into and out of the building only at and through those entrances and exits designated by the International Centre. Exhibitors should bring their own tools, ladders and other required items to assemble their exhibits.

Loading Docks - DOCKS 51 THROUGH 63

Please write your booth number and company name on all packages. Number all boxes "BOX # ___ of ___". When unpacked, leave your empty crates (with permanent storage stickers filled out) in the aisle. Freeman Decorating will move your empty crates to the designated storage area late Wednesday evening. Storage stickers will be available at the event from the Freeman Decorating kiosk close to exhibitor registration.



PRI-MED CANADA 2019
International Centre, Hall 2
May 8-11, 2019

MOVE-OUT PROCEDURES

MOVE-OUT DATE & TIME:

SATURDAY, MAY 11, 2019

11:30am to 12:30pm

(For pop-up and hand carried only)

1:00pm to 4:30pm

(For all exhibit houses and any large exhibits)

PRI-MED CANADA PAYS ALL MATERIAL HANDLING COSTS.

Exhibitors with pop-up displays or hand carried items may begin dismantling displays at 11:30am on Saturday, May 11, 2019. **All large exhibits or exhibits using an Exhibit House may not dismantle any earlier than 1:00pm.** No earlier dismantling is permitted as a courtesy to your fellow participants. The aisles must be clear of all freight until the carpet is pulled up. Handcarts and forklifts will not be available until the event officially closes and the aisle carpeting is removed.

Exhibitors should remove small cartons and open cases of products from the building immediately after the close of the event. While Event Management will take all reasonable security measures to safeguard small items, immediate removal of such items will minimize the possibility of loss from pilferage.

At the close of the event, if exhibitors fail to pick-up or couriers refuse shipments, Event Management reserves the right to re-route such shipments where no disposition is provided. **Large Transportation & Storage will remove any freight left on the exhibit floor after 4:30pm on Saturday May 11th into the Lange Warehouse Storage at exhibitors' expense.** These exhibits will only be returned upon receipt of full payment for storage charges, which will cover time, labour and rental space.

A representative from the exhibiting company should remain with the booth until the service contractor has picked up all goods and merchandise. Boxes, crates, signs or merchandise, especially paper brochures, being returned to the exhibitor, must be clearly marked so that they are not mistaken for garbage. At the end of move-out, all miscellaneous unmarked goods not in crates risk being disposed.

Please ensure that your courier or freight company will pick up the materials on SATURDAY, MAY 11, 2019 AFTER 1:00pm.

PLEASE NOTE THAT MOST COURIERS DO NOT PICK UP ON SATURDAYS.