



MOVE-IN / MOVE-OUT SCHEDULE

HEAVY EQUIPMENT MOVE-IN

Monday, March 24th (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 14 days prior to the event.

NOTE: Power is **NOT** included and must be ordered. (LSM)

Companies wishing to transport/float heavy equipment in advance of move-in dates may drop same in outdoor marshaled area located at Espace Saint-Hyacinthe.

Drop-offs must be scheduled. Please call:

Mark Cusack @ 1-506-333-1064 or

Shawn Murphy @ 1-506-333-2988

to arrange a time.

Heavy set-up must be completed by 6pm Monday, March 24th.

IMPORTANT NOTICE TO HEAVY EQUIPMENT EXHIBITORS

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 facility **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.

BOOTH MOVE-IN (10'x10', 10'x20', etc...)

Tuesday, March 25th
8am – 6pm

All exhibits **must** be complete by **6pm on Tuesday, March 25th**.

Aisle carpets will be laid after 6pm Thursday.

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

NOTE: Power is **NOT** included and must be ordered. (LSM)

MOVE-OUT

Thursday, March 27th
5pm – Midnight

IMPORTANT NOTICES

- All Exhibitors' freight must be removed from the facility by midnight, **THURSDAY, March 27th**.
- If your freight is **NOT** removed from the facility by the exhibitor or his/her agent **BY MIDNIGHT ON THURSDAY, March 27th**, 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.
Please note: If you are using another carrier and foresee a problem with Thursday evening pick-up, please contact Show Management.
- **NO exhibit may be removed** in part or in whole **PRIOR** to the close of the Trade Show at 4pm, Thursday, March 27th.
- While Show Management will take all reasonable security measures to safeguard small items, immediate removal of such items will minimize the possibility of loss. Show Management is not responsible for the loss of any item from an exhibitor's booth, nor is the facility.