



MOVE-IN / MOVE-OUT SCHEDULE

HEAVY EQUIPMENT MOVE-IN including OUTDOOR EXHIBIT AREA

Wednesday, May 21st (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 CN Centre during the following times:

Monday, May 19th, 12 noon – 5pm

Tuesday, May 20th, 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 6pm Wednesday, May 21st.

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 CN 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.



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CN CENTRE MOVE-IN

Thursday, May 22nd
9am – 6pm

All exhibits **must** be complete by **6pm on Thursday, May 22nd** .

Aisle carpets will be laid after 6pm Thursday.

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

MOVE-OUT

Saturday, May 24th
4pm – midnight

IMPORTANT NOTICES

- All Exhibitors' freight must be removed from the facility by midnight on Saturday, May 27th.
- If your freight is **NOT** removed from the facility by the exhibitor or his/her agent **BY MIDNIGHT ON SATURDAY, MAY 24th**, 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 Saturday 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, Saturday, May 24th.