

# EXHIBITOR - MOVE-IN & OUT DETAILS



## Move-in - Tuesday, October 2, 2018

- **9:00 am: 3 or more booth exhibitors or booths with heavy equipment**
- **11:00 am: 2 booth exhibitors**
- **12 noon: single booth exhibitors**
- **5:00 pm: Exhibitors Must Be FINISHED Setting Up Booths**

### OTHER IMPORTANT INFORMATION

1. **Free Parking all 3 days - PARKING AT THE LOADING DOCK PROHIBITED**
2. **Ballroom B** designated as exhibitor storage. It will be locked on Tuesday at 6 pm & not opened until Thursday at 4:15 pm to allow time for GES to roll up the aisle carpeting.
3. **Complimentary Coffee & Muffins** in the Garden Oasis, as a thank you from the CGC Board - take a few minutes break while you are setting up.
4. **Sandwiches & cold drinks** available in the Garden Oasis for exhibitors at lunch to enjoy as a thank you from the CGC Board.
5. **Security Guards** - will direct vehicles for unloading as they come onto the SCC parking lot.
6. **Loading Dock Area & Ramp** - to be used by all exhibitors during set-up.
7. **Hein Vanderkamp**, the GCG move-in coordinator, will guide exhibitors at the loading dock & coordinate the tow motor drivers to deliver crates to the right booths.
8. **Protective Footwear** - to be worn during move-in & move-out.
9. **'Construction Zone'** - SCC Show Manager may deem part of the exhibit halls as a 'construction zone'. If you have permission to be on the floor at these times, an approved hard hat must be worn.
10. **Fall Protection** - must be used when working higher than 3 metres.
11. **Non-skid tires** - to be used on all vehicles on the trade show floor.
12. **Organic bins, garbage bins & cardboard disposal** - available around the trade show floor & loading docks. Flatten cardboard boxes before disposal.
13. **No electrical outlets provided to exhibitors.** Pre-order or sign-up at the Scotiabank Convention Centre Desk in the loading dock area.

## Move-Out - Thursday, October 4, 2018

### EXHIBITORS' COOPERATION IS REQUESTED AS ALL BOOTHS MUST BE DISMANTLED!

- **No part of the booth may be removed, packaged or prepared prior nor any other form of booth dismantling prior to 4:00 pm Thursday**
  - **Move-out begins after the Trade Show closes at 4:00 pm**
  - **4:15 pm: Walk-out booth displays only**
  - **5:00 pm: Tow motor drivers available to assist exhibitors at the loading dock area**
  - **7:00 pm: Exhibitors must be out of the building**
1. Please take your **booth garbage** (including plant material) to the bins at the loading dock or in the Garden Oasis Area. Tim Vaandering will direct you as to where to place the organics and other garbage.
  2. The conference is organized by volunteers and so has limited people available to take away your garbage. Future Booth Costs are kept at a reasonable level if the CGC doesn't have to pay for clean-up.

**Thank you for another Sold Out Trade Show!**