

MOVE-OUT PROCEDURES

Interior Design Show 2022 – April 10-11

In an effort to better assist you on the move-out, the following arrangements will be in place:

1. **Interior Design Show 2022** will close at **6pm on Sunday, April 10**. Your vehicle should arrive at the South Ramp entrance at your pre-booked Voyage Control time slot, with your booking pass. All Voyage Control codes were emailed out before the show. If you do not have your move out code, please email Tarah.Everett@informa.com.
2. Please review the **colour coded move out plan** for your specific move out time. This is the time your booth should be packed up and ready to load. Your code will allow you to book a convenient time slot within your booking window.
3. If you have not pre-booked a Voyage Control pass, please visit the Voyage Control Desk located at the loading dock roll up door in Hall E to book a pass on-site. **Reminder: there is no longer a marshaling yard, all vehicles MUST have a pre-book time slot.**
4. At show closing, Stronco will deliver storage crates to your booth. We ask for your co-operation and patience. All storage will be returned by 11:59pm Sunday, April 10 (by priority of the assigned move-out times).
5. **As per the Ministry of Labour, CSA approved hard hats, steel-toed shoes and hi-vis vests must be worn by those on the show floor for move-out. This is a mandatory requirement that will be strictly enforced.**
6. **Children under 16 years of age are NOT permitted on the show floor during tear down or move-out.**
7. All electrical power will be turned off 1/2 hour after show closes unless you've made prior arrangements with Showtech Power & Lighting.
8. **If you are using a personal vehicle then you have the option of loading out via the Bremner Blvd. service elevators at the north end of Hall E. These elevators can accommodate flatbed dollies and pallets using pallet jacks only (no forklifts). The elevator will stop directly into the South Parking Garage or street level at Bremner Blvd (south side).**
9. **You may obtain a flat-bed truck/dolly from Stronco once all the aisle carpet has been removed (Dollies are available on a first come/first-serve basis).** If you need help with moving your freight, please visit the Stronco Freight Desk on the east side of the loading dock.
10. Please note that you will not be able to move your vehicle into the loading dock area without a Voyage Control pass.
11. Vehicles, mini vans or smaller, must be either in the Metro Toronto Convention Centre parking garage or area parking lots. Do not leave vehicles on the streets surrounding the Centre or at the round-about in front of the MTCC main entrance – you can anticipate Metro Parking Authority to Tag and Tow if you are street parked.
12. **Dollies or personal hand-carts are prohibited from leaving exhibit halls into the facility pre-function areas. No equipment may be transported on the escalators or public passenger elevators.**
13. In order to minimize **the risk of theft** during move-out, it is recommended that all small articles of value be removed at the close of the show and that the exhibitor guards the rest of the material.
14. All exhibits must be removed by **8:00pm on Monday, April 11**. Please ensure that you have made arrangements with your shipper to remove your goods from the floor at this time. Exhibitors whose carriers have not made a Voyage Control booking or checked into the loading docks by 6:00pm Monday, April 11 will have their materials removed by the official carrier at the owner's expense. **Note, Studio North, Prototype,**



**The MTCC Dock Staff ask your assistance in ensuring an efficient and timely move-out for all exhibitors.
Thank You.**

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and exhibitors with rental hard walls must remove their exhibit materials by 11:00pm on Sunday, April 10.

MTCC Booth Material Donation Program

The MTCC and IDS have partnered with local organizations to donate items rather than throw them out or ship them back post-show. All pre-approved donated booth materials will need to be brought to the designated drop-off location on the show floor by **4:00pm** Monday, April 11. To get pre-approval and make arrangements for donations, please contact donations@mtccc.com.

Show Floor Health and Safety Rules

Everyone on the show floor is responsible for ensuring a healthy and safe working environment. This is for your safety and it is the law.

If you have any questions related to these rules, please contact show management in room 717B on Level 700.

- All incident/accidents that occur on-site must be reported to security and show management immediately.
- For fire and medical emergencies, you must follow the Facilities emergency response procedure.
- No persons under 16 years of age are allowed on the show floor during move-in/move-out.
- All personnel on the show floor during move-in/move-out are required to wear CSA approved hard hats, safety footwear and high visibility vests. This is a legal requirement for which you are personally responsible and liable for.
- Freight free aisles and emergency exits must be kept clean and clear of any materials at all times.
- Only authorized vehicles are allowed on the show floor. Vehicles require a spotter to escort the vehicle and for all reversing vehicles. Maximum speed is walking speed. Keep vehicle idling to a minimum.
- Do not stand on tables, chairs, boxes, etc.
- Proper fall protection equipment (i.e. CSA approved tether and safety harness) must be worn when working at heights over 3 meters.
- Ladders are not to be used as working platforms for work over 3 meters.
- All work areas/booth spaces are to be kept clean and in reasonable order. Please put your garbage in the appropriate waste containers.
- Use personal protective equipment as required by law (i.e. safety glass, gloves, orange vests)
- No smoking

Notify show management immediately of any unsafe practices or conditions that could pose a potential health and safety hazard.