

Important information for Move-in Move-out
Deadline to submit: August 25th

In order to facilitate your move-in experience, we need you to take note of the information below and answer to the questions on the following page.

Booths:

Each exhibitor is responsible for his **mandatory floor covering**. Black partitions are provided by the show management **except for the booths on the main aisle**.

Exhibitor Move-In:

Tuesday September 27th	8:00 am - 8:00 pm
Wednesday September 28th	8:00 am - 8:00 pm
Thursday September 29th	8:00 am - 12:00 pm (HAND CARRY ONLY).

Forklifts are available on Tuesday and Wednesday only and ending at 6pm on both days.

Exhibitor Move-Out:

Sunday October 2nd	5:00 pm -10:00 pm
Monday October 3rd	8:00am - 2:00pm

Please refer to the Freeman website for more information and helpful hints on move-in/out procedures.

Move-In Procedure:

A specific date and time will be assigned to you the week of September 7th. Please send back your move-in questionnaire by August 25th so we can make a schedule that respects your needs. In order to avoid delays during move-in, exhibitors are required to conform to their assigned schedule and to advise Show Management of any additional delivery. Also, any delivery during Show days will be allowed one hour before Show opening. Show Management must be advised to ensure facility will be accessible.

Forklift Service:

Complimentary forklift service will be available for the transportation of heavy material, during move-in. Exhibitors are required to confirm their forklift needs by **returning the move-in form questionnaire**.

Move-in Questionnaire

Deadline to submit: August 25th

Company Name : _____ Booth Number: _____

Person Responsible for the Booth: _____ Phone: _____

Type of Construction:

- Black drapes provided by Show
- Made of Drywalls (Mandatory for booths on Main Aisle)
- Built by Show's Official Decorator (Freeman)

Other (Specify) _____

❖ *Approval is required for any booth with walls higher than 8 feet.*

1. Is your booth made of flammable material such as Styrofoam or Coroplast? (aside from any signage in the booth) Yes No

2. Do you intend to suspend banners from the ceiling of the building?
(If yes, don't forget to order this service with Freeman Electrical Services) Yes No

For all hanging above 12 feet please note that a \$500.00+tx extra fee applies(hanging fees included)

3. Does your booth contain motorized equipment or equipment that uses gas or propane? (If yes, note that a fire extinguisher is mandatory in your booth and that your propane tank cannot exceed 5lbs) Yes No

4. Do you require a motorized forklift to unload?

If yes, please specify the duration needed: _____

a) If yes, do you have any special needs for unloading?

Example: 10 ft crates may require fork extensions or chains for unloading.

b) If yes please specify your needs: _____

5. What size vehicle will be used for deliveries? _____ Quantity: _____

6. How long is the setup of your booth? _____

7. Please circle what is your preferred day for move-in and inscribe the time (delivery of main part of booth construction requiring the most work):

Tuesday September 20th

Wednesday September 21th

Time: _____

You will be assigned a 20min period for your truck to unload at loading docks. Please contact us if additional time is required!

Please fax this form back by August 25th by fax 514-527-8449 or email

sgirard@expomediainc.com