

## Move-in/Move-out Schedule

To facilitate the move-in/out process for your event, we recommend that you schedule vehicle arrivals, starting with the exhibitors located in the center of the Halls.

This will ensure that vehicles have easy access to their booths and aisle ways will not be blocked for exhibitors to exit.

Ensure that you have allocated adequate time for unloading. Exhibitors will be asked to immediately unload and once a vehicle is unloaded, Tradex staff will direct the Exhibitor to move their vehicle to outside parking.

Exhibitors located in front of Overhead Doors, should be last to set-up so that all Overhead Doors are in use during move-in/out.

During move-out, Overhead Doors will not be opened until aisle carpet has been lifted and pipe and drape that blocks the Overhead Doors has been removed. Emergency Doors at the north and south ends of the Halls will be opened for hand carting.

Exhibitors must have their booth packed before bringing their vehicle into the building, this prevents aisle ways from being blocked by vehicles.

No vehicles may drive through the center of Tradex, from one Hall to the next. This is a staff work area. All vehicles must exit out an Overhead Door and enter through an Overhead Door to access a different Hall.

Only Tradex staff can operate the Overhead Doors.

Tradex Security staff will be positioned at each Overhead Door to operate it during move-in/out. All Tradex staff will follow all fire, safety, WCB and emergency regulations. Please ensure that your Exhibitors are aware that they must follow these regulations at Tradex. Regulations can be located on the Tradex website at [www.fvtradex.com](http://www.fvtradex.com), the Tradex Client Services Manual or contact your Tradex Event Manager for more information.

Tradex staff are directed by Tradex Management as to when Overhead and Emergency Doors can be opened. We understand that all Exhibitors want to move-in/out as quickly as possible, the Overhead & Emergency Doors will be opened as soon as possible. Please be kind to our staff.

No handcarts or large items can be moved in or out through the main foyer at Tradex. Any damage to the foyer will be charged back to the event.

Please note that Tradex does not provide handcarts, pallet jacks or other items for move-in/out. Please contact your Freight Company or Display Company for these items.

Tradex can provide General Labour staff to assist Exhibitors during move-in/out. Exhibitors can contact your Event Manager directly to schedule staff.

Your Tradex Event Manager will confirm all move-in/out details with you prior to your event.