



PRIMARY CARE TODAY

International Centre, Hall 5

May 6 – 8, 2010

MOVE-IN PROCEDURES

MOVE-IN DATE & TIME:

WEDNESDAY, MAY 5 2010
8:00 AM TO 8:00 PM

PRIMARY CARE TODAY PAYS ALL MATERIALS HANDLING COSTS.

- **The International Centre will not accept shipments arriving before Wednesday May 5, 2010. Early shipments will be refused.**

Exhibitors may begin erecting displays anytime after 8:00 am on Wednesday May 5, 2010, access to Hall 5 ends at 8:00 pm. You are welcome to stay all night as long as you arrive before 8:00 pm – at that time all doors will be locked.

All persons, articles, exhibits, displays and property of any kind and description shall be moved into and out of the building only at and through those entrances and exits outlined below.

- **Loading Docks - DOCKS 70 THROUGH 77**
- **Drive-in door - DOOR 80 ONLY**

All persons, articles, exhibits, displays and property of any kind and description shall be moved into and out of the building only at and through those entrances and exits designated by the International Centre. Exhibitors should bring their own tools, ladders, and other required items to assemble their exhibits.

Please write your booth number and company name on all packages. Please number all boxes "BOX # ___ of ___". When unpacked, leave your empty crates (with permanent storage stickers filled out) in the aisle. Freeman Decorating will move your empty crates to the permanent storage area late Wednesday evening. Storage stickers will be available at the event from Freeman Decorating.

There will be an on-site area designated for accessible storage. Literature and other handouts can be stored in this area during the event. Exhibitors will be able to access this area during the exhibit hours.



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MOVE-OUT DATE & TIME SATURDAY MAY 8 2010

MOVE-OUT PROCEDURES

11:30 AM TO 12:30 PM

(For pop-up and hand carried only)

1:30 PM TO 4:30 PM

(For all exhibit houses and any large exhibits)

PRIMARY CARE TODAY PAYS ALL MATERIALS HANDLING COSTS.

Exhibitors with pop-up displays or hand carried items may begin dismantling displays at 11:30 am on Saturday May 8, 2010. **All large exhibits or exhibits using an Exhibit house may not dismantle any earlier than 1:30 pm.** No earlier dismantling is permitted as a courtesy to your fellow participants. The aisles must be clear of all freight until the carpet is pulled up. Handcarts and forklifts will not be available until the event officially closes and the aisle carpeting is removed.

Exhibitors should remove small cartons and open cases of products from the building immediately after the close of the event. While Event Management will take all reasonable security measures to safeguard small items, immediate removal of such items will minimize the possibility of loss from pilferage.

At the close of the event, if exhibitors' fail to pick-up or couriers refuse shipments, Event Management reserves the right to reroute such shipments where no disposition is provided. **Lange Transportation & Storage will remove any freight left on the exhibit floor after 4:00 pm on Saturday May 8 into the Lange warehouse storage at the exhibitors' expense.** These exhibits will only be returned upon receipt of full payment for storage charges, which will cover time, labour and rental space.

A representative from the exhibiting company should remain with the booth until the service contractor has picked up all goods and merchandise. Boxes, crates, signs or merchandise, especially paper brochures, being returned to the Exhibitor must be clearly marked so that they are not mistaken for garbage. At the end of move-out, all miscellaneous unmarked goods not in crates risk being disposed.

Please ensure that your courier or freight company will pick up the materials on SATURDAY MAY 8, 2010, AFTER 1:30 PM.

PLEASE NOTE THAT MOST COURIERS DO NOT PICK UP ON SATURDAYS.