

Exhibitors will received their move-in time slot by email on the week of December 2nd. You can contact logistique@planesolutions.ca if you did not receive the email or for any questions/requests regarding your assigned time slot.



SCHEDULE

Respect your assigned time slot to facilitate the move-in operation.

All exhibitors must be set-up by **Monday January 13 at 1 p.m.** to allow the installation of aisle carpets.



REPRESENTATIVE

The presence of a representative is required to receive the material. We will not be able to handle the material without the presence of a representative of your company for insurance reasons.



CARRIER

Make sure your carrier knows the **NAME OF YOUR COMPANY** and your **BOOTH NUMBER**, otherwise we will not be able to take charge of the vehicle upon its arrival and transport your equipment to the right place.

All large equipment and/or machinery must be moved into its designated pavilion before 4:00 PM on Friday, January 10th.

After this deadline, logistics operations will no longer allow the type of handling required to place these items.



FUEL

Have the minimum gasoline or diesel required in vehicles and equipment for entering the halls.



PROPANE

No vehicles or equipment containing propane will be tolerated inside the pavilions.



BATTERIES

Batteries of vehicles and equipment must be disconnected from the moment they are inside the pavilions.

These safety regulations are governed by the Saint-Hyacinthe Fire Safety Department.



WAITING AREA (IN YELLOW)

Upon arrival, all vehicles will be directed to the waiting area before they are dispatched to a dock or a door.
See the site map below.



MATERIAL HANDLING

We will assign forklift operators in order of priority based on compliance with the sent entry schedule and resource availability.
Manual pallet trucks and trolleys will be made available to you (in limited numbers) to facilitate your entry.



SUPPLIERS

If you have placed an order with a supplier, here are the scheduled times for installation:

Décor Expert Expo (DEE):
Before your arrival on site.

Electro Performance:
Before your arrival on site.

Bell:

Monday January 13

Son-Arts productions:

Monday January 13



WASTE

Use the waste management bins available near your kiosk to dispose of your waste when setting up your booth.



VALUABLE OBJECTS

Bring your valuables from Tuesday January 16 only to avoid theft and losses (e.g. computer, electronic tablet, etc.).