

**Exhibitors will received their move-in date and time by email on December 10th.**

You can contact [camille@planesolutions.ca](mailto:camille@planesolutions.ca) if you did not receive the email or for any questions/requests regarding your assigned time slot.



## SCHEDULE

**Thursday Jan 8th to Monday**

**Jan 12th**

- Saturday morning access for fully autonomous exhibitors
- Site closed on Sunday

All exhibitors must be set-up by **Monday January 12 at 2 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 9th.**

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.



# MOVE-IN INFORMATIONS



## 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.



## AVAILABLE EQUIPMENT

12K telehandler

11K forklift + extensions

5K forklift + extensions

**NO 200 HP TRACTOR**



## SUPPLIERS

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

### ABP:

Before your arrival on site.

### Electro Performance:

Before your arrival on site.

### Bell:

Monday January 12

### Son-Arts productions:

Monday January 12



## VALUABLE OBJECTS

Bring your valuables from Tuesday January 13 only to avoid theft and losses (e.g. computer, electronic tablet, etc.).