

## MOVE IN

Monday Oct 28<sup>th</sup>, reserved for Royal Sponsors, Food Court Equipment & large structure builds plus indoor trailers that are set-up on the show floor for the event duration. This is not a general set-up date. Only those on the management approved list for Monday with a designated time will be permitted entry.

There are 3 days allocated for commercial exhibitor move-in

- **Tuesday October 29<sup>th</sup>** : Food Court - **East** Dock (Door 20)  
**(7am-11pm)** Hall C, Booth #8400-9350 **East** Dock (Door 20)  
**Drive-in access** Exhibits larger than 800sqft (**West** Door 40)  
Hall B Exhibitor's (Booth # 4300-9500) 7am-1pm  
All Exhibitors (Hall A, B, C, HC) after 1pm. **West** Dock#40
- **Wednesday October 30<sup>th</sup>** All Exhibitors (Hall A, B, C, HC, Food Court)  
**(7am-11pm)** West Loading Dock only (Door 40).  
Drive in cut-off 12pm \*Drive-in access is cued by booth areas and is ONLY available until 2pm Wednesday. (\*Arrival by noon for drive-in access)
- **Thursday October 31<sup>st</sup>** Hall A, B, C, HC, Food Court Exhibitors  
**7:00 am - 11:00 pm. NO VEHICLE ACCESS**

\*On Wednesday, Vehicle entry into the building is permitted upon the approval of the Dock Master. All vehicles must be out of the building by 2pm, so arrival by noon is mandatory. Items brought in by vehicle are to be unloaded quickly at your allocated booth space, with the vehicle removed directly thereafter from the building.

Please be aware that no parking is allowed at any of the docks during the move-in period. Any unauthorized vehicles will be tagged and towed at the owner's expense. Tickets are written by The City of Toronto and The Royal accepts no responsibility for such. The parking lots outside of the building and underground will be open access during move in.

The Commercial Exhibitor's office (room #102B) will be open during move-in starting on Tuesday October 29<sup>th</sup>. The specific hours will be posted prior to October 29<sup>th</sup>. It is highly recommended that you look after your staffing accreditation during in advance (online) and during move-in. Opening day will be extremely busy for accreditation prior to a 9am show opening time.

## REMINDERS

1. If your insurance has not been submitted, you may not move into the building. Please make sure your paperwork is up to date. Bring a copy with you if you are not certain.
2. If your booth is not paid in full, you may not move into the building. If you have an outstanding balance at move-in that cannot be paid by credit card, bring with you a **certified chq or money order** or you will not be permitted to set-up.