

## VEHICLE MARSHALLING INFORMATION

To facilitate a smooth move-in and move-out, please ensure that these procedures are followed, as the marshalling personnel will strictly enforce them.

**Every truck requiring material handling services to unload must first report to the marshalling yard.**

- The marshalling yard will be located at **The International Centre on the East Side of Hall 5.**
- Marshalling personnel will verify paperwork. Please ensure that your driver has a copy of the following:
  - Your Company Name and Booth Number
  - Customs Papers (if applicable)
  - Material Handling Order Form
- The marshalling yard will be open one (1) hour prior to the scheduled move-in and/or move-out times with the exception of the first day of move-out when the yard will be open two (2) hours prior to show closing.
- An attendant will be posted at the marshalling area. The attendant will assign the delivery order of the vehicles and give the driver a numbered ticket based on the prearranged priority listing produced by GES Canada.
- A call will be made to the attendant at the marshalling yard to dispatch vehicles. As space becomes available, the drivers will be directed to the appropriate loading dock.
- Upon arrival at the specified entrance, the driver will turn in his assigned ticket to an attendant who will then direct the vehicle to the appropriate loading dock/door.
- The Dock Manager will meet vehicles at the loading doors for anyone requiring access to the show floor in order to off load equipment.

### **POV (Privately Owned Vehicles)**

Exhibitors may unload materials from automobiles and small utility vehicles before and reload these materials into automobile and small utility vehicles after the event using exhibitor-owned, non-motorized, non-hydraulic hand trucks and dollies. Vehicles must be owned by exhibitors and must not be commercially registered trucks, trailers, flatbeds, or multiple axle vehicles. Accepted examples include pickup trucks, SUV's, and minivans. Vehicles must check into the Marshalling Yard as listed below.

