

# MOVE-IN SCHEDULE & SHIPPING METHOD

Exhibitors are strongly urged to move into the EXPO on Wednesday, January 27, 2016. Move-in hours are between 9:00 AM and 9:00 PM. In the past there has been a real bulge between 1:00 PM and 6:00 PM. To avoid unnecessary delays, please avoid these times if at all possible.

A schedule will be developed to ensure ease of access to the MTCC. It is highly probable that this year we will again need to co-ordinate move-in with another group and use the freight elevator. Please complete below and send back no later than December 15. Time allocation is on a first-received basis with the 9:00 AM slot and Tuesday being reserved for firms who have booked more than 400 sq. ft of space. There are only six loading docks. No confirmation will be provided UNLESS the time requested is already full.

## COMPANY INFORMATION

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Email \_\_\_\_\_

Booth \_\_\_\_\_

## PREFERRED MOVE-IN TIME – WEDNESDAY, JANUARY 27

- |                                   |                                     |                                  |                                  |
|-----------------------------------|-------------------------------------|----------------------------------|----------------------------------|
| <input type="checkbox"/> 9:00 AM  | <input type="checkbox"/> 12:00 NOON | <input type="checkbox"/> 3:00 PM | <input type="checkbox"/> 6:00 PM |
| <input type="checkbox"/> 10:00 AM | <input type="checkbox"/> 1:00 PM    | <input type="checkbox"/> 4:00 PM | <input type="checkbox"/> 7:00 PM |
| <input type="checkbox"/> 11:00 AM | <input type="checkbox"/> 2:00 PM    | <input type="checkbox"/> 5:00 PM | <input type="checkbox"/> 8:00 PM |

## OTHER METHODS FOR MOVING IN

Our firm is using the Official Show Carrier. No need for a set time. Firms using the Official Show Carrier can arrive at 9:00 AM and the material will already be at your booth.

Third-party shipper

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Own Vehicle

Type of Vehicle \_\_\_\_\_

License plate/distinctive marks \_\_\_\_\_

By Hand – do not need a dollie or elevator. This means you can carry your materials onto the floor without assistance. Dollies are not allowed on the escalators.

Please return the form by December 15

## By Email

info@gappointreach.com

## By Mail

Ontario Library Association  
2 Toronto Street, 3rd Floor  
Toronto, Ontario M5C 2B6

## By FAX

(866) 211-2999