



WEBSITE DEDICATED FOR MOVE-IN AND MOVE-OUT

snh.sumlogin.ca

AN INVITATION EMAIL WILL BE SENT WHEN THE WEBSITE IS OPERATIONAL

To obtain a delivery time (set-up) and pick-up time (dismantle) of their materials, the exhibitors must register online to:

- 1) **Complete** their technical profile : details relating to booth set-up and dismantle
- 2) **Choose** /print the delivery / pick-up schedule

The deliveries with reservation, during the periods concerned, will have the priority of access to the loading dock (163 Saint-Antoine West). Please note that the reservations website will be online until the Monday before the move-in period - snh.sumlogin.ca. Exhibitors without reservation may have access depending on the availability of space. Otherwise, and because **there is no marshalling yard**, vehicles will have to leave the premises and agree on a delivery / pickup period with the SUM team on site.

MOVE-IN: DELIVERY OF EXHIBITS AND SET-UP

In order to avoid congestion and / or delays, exhibitors must comply with the schedule they have chosen themselves, and unload their exhibit material as quickly as possible. The vehicles must leave the loading dock area immediately, once the goods are removed or loaded, **WITHOUT EXCEPTION**. The loading dock will be accessible according to the schedule available via the operations website, during periods of move-in / move-out (24 hours). **Forklift handling services** are available, free of charge, to unload and load heavy goods (during move-in and move-out). However, the service must be reserved via the operations site - snh.sumlogin.ca. Any operation that requires handling services for assembly and / or placement in the booth space is at the exhibitor's expense (see Palais des congrès de Montréal portal for Service Reservation- congresmtl.com/en/client-portal/). The same rules apply for dismantling of the booth. **Exhibitors must ensure the set-up of their booth within the limit of their rented space**. They are also required to use an easy-to-remove tape to retain the floor covering, failing which a cleaning fee may be charged to the exhibitor.

The move-in period begins on Tuesday, March 10th (see precisions on the operations site - snh.sumlogin.ca). All booths must be completely installed by 6:00 P.M. Wednesday March 11, to allow cleaning of the exhibit hall and installation of the aisle carpets.



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DELIVERY / PICK-UP OF MERCHANDISE DURING THE SHOW

Authorized deliveries can be made one hour before the opening of the Show to the public.

Any output of a large quantity of material may be made after the closing of the show, provided that prior agreement has been reached with the technical director of SUM Logistics on site.

MOVE-OUT : DISMANTLING AND PICK-UP OF THE MATERIAL

GENERAL INFORMATION

Out of respect for visitors, it is strictly forbidden to dismantle the booth before the show closes at 5:00 PM on Sunday, March 15, 2020.

All material **will be held inside the exhibition hall** until closing.

The **security measures** in effect during the Show will be lifted at the closing of the Show and no valuable items will remain on site. In case of breakage or theft, the promoter, the Palais des congrès de Montréal and / or their representatives cannot be held responsible.

Move-out procedures are available on the Operations site - snh.sumlogin.ca.

All exhibitors must have withdrawn their goods before Monday, March 16, 2019, 11:59 AM, at the latest. After this period, the goods will be recovered by the official carrier and delivered to the exhibitor, at his expense.

BOOTH DEMOLITION AND WASTE MANAGEMENT

Exhibitors are responsible for demolishing their booth and managing their waste, and must vacate their space by 11:59 AM on Monday, March 16th. Otherwise, the promoter will dispose of any material left on site, at the expense of the exhibitor.

MERCHANDISE TRANSPORT

Exhibitors without means of transportation may contact the official carrier of the Show (Camion Rouge, 514.963.4587).

FOR ADDITIONAL INFORMATION : 514.282.8743 EXT. 235