

MOVE-IN SET UP

In order to facilitate your move-in experience, we need you to take note of the information below.

A personalized schedule and access door to the Olympic Stadium will be assigned to you during the week of January 7th, 2020. In order to avoid delays during move-in, exhibitors are required to conform to their assigned schedule.

Exhibitor Move-In:

Monday, February 3 rd	6:30am to 8pm
Tuesday, February 4 th	6:30am to 8pm
Wednesday, February 5 th	6:30am to 8pm*

*(The staff at the doors leave at 8:00pm. There will be no access after this period)

Forklift Service & Hand Trolleys:

The **forklift with operator service** is free and available upon your arrival at the dock. **Hand trolleys** are available for free and in sufficient quantity to avoid unnecessary delays. Please note that no forklift or trolley will be allowed to circulate once the carpets have been installed (after 8pm, Wednesday, February 5th).

Merchandise Delivery:

All merchandise must be delivered to the Stadium and will **only** be accepted on February 3rd, 4th and 5th. The Olympic Stadium will return any merchandise received before February 3rd in the morning.

The main entrance is available during the move-in period, **until 8pm**, without any schedule restrictions. On the days of the show, you are allowed to bring in material one hour before the opening **using gate A, gate C and gate Marathon only**. No moving of material will be authorized in the Exhibition Hall during the opening hours of the show.

Expo Media is not responsible for delivery charges, so be sure to order a "Door to door" service. Expo Media will not bear any costs.

Move-In Procedure:

During move-in it is extremely important to build your walls inside your booth space (see the marks on the ground). We ask that you use **good quality adhesive tape** for the installation of the carpet to avoid damaging the floor. Wednesday evening is strictly reserved for the final touches of the booths and carpet installation.