



WEBSITE DEDICATED FOR MOVE-IN AND MOVE-OUT

<https://snh.sumlogin.ca>

OPERATIONAL AS OF NOVEMBER 16, 2018

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. Please note that the reservations website will be online until the Friday before the move-in period - <https://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 at all times during move-in / move-out (24 hours), but deliveries will be kept to a minimum on Thursday, March 7 and Friday, March 8, these days being dedicated to the general layout of the show.

**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 - <https://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 GES Purchase Order for Service Reservation). 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.

**All booths must be completely installed by 6:00 P.M. Thursday March 7, 2019**, to allow cleaning of the exhibit hall and installation of the aisle carpets.

**WARNING : DELAYS AND WAITING TIME ARE TO BE EXPECTED**

**DUE TO RESTRICTED AREA ON THE LOADING DOCK, DELIVERY WITH TRUCK OF 53' TRAILER & UP IS TO BE AVOID !**

FOR ADDITIONAL INFORMATION : 514.282.8743 EXT. 235



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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.  
During Show hours, no material may leave the exhibition hall without written authorization from the promoter.  
The exhibitor must request a goods release slip at the promoter's office and present it to the exit security officer.

### DISMANTLE

#### **GENERAL INFORMATION**

Out of respect for visitors, it is strictly forbidden to dismantle the booth before the show closes at 18:00 on Sunday, March 17, 2019.

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, Place Bonaventure and / or their representatives cannot be held responsible.

Move-out procedures are available on the Operations site - <https://snh.sumlogin.ca>.

All exhibitors must have withdrawn their goods before Monday, March 18, 2019, 23:59, 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 midnight on Monday, March 18th. 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).

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**P L A C E  
B O N A V E N T U R E**

**ACCÈS AU DÉBARCADÈRE**

Angle des rues St-Jacques et Montfort  
Montréal QC

H5A 1G1

Aucune marchandise ne sera acceptée avant la date officielle de montage

**LOADING DOCK ACCESS**

Corner of St-Jacques & Montfort Streets  
Montreal QC

H5A 1G1

No merchandise will be accepted prior to official move-in date.

