

Move-In / Move-out Instructions

Company Name _____

Prime Exhibitor Contact _____

Email _____ Cell phone _____ (required)

Exhibitors are scheduled to move their displays into the exhibit area between 9:00 a.m. and 5:00 p.m. on Thursday, October 12th, 2017.

A GES representative will be onsite during move-in & move-out at the GES Service Desk for any questions/issues. GES is the official material handling contractor for CAMA 2017. For further information, please contact:

GES Global Experience Specialist

Ms. Louise-Myriam Dallaire
Telephone: 418 877-2727, Ext 222
Web site: www.gesexpo.ca
E-mail: ldallaire@ges.com

Will you be shipping via GES Logistics or Mendelssohn? yes no

Will you be using Mendelssohns for customs clearance? yes no

*Will you be using GES Canada Advance Warehouse? yes no

Will you be using the loading ramp?
(material on skid or dollie) yes no

Will you require a forklift to offload your shipment? yes no

***Material/shipments will receive priority move-in and will be delivered to your booth(s) location by 9:00 a.m. on Thursday, October 12th. Exhibitors are strongly encouraged to ship to the GES advance warehouse.**

MOVE-OUT Will you: a) hand-carry your material out?
*b) have a carrier pick-up the material at the venue

*If you selected b), please complete the following:

NAME OF THE TRANSPORTER (private carrier, DHL, Fedex, UPS, etc.):

Time scheduled for the pick-up: _____

**Loading Dock/ Ramp address for Exhibitors:
Loading Dock Level 1**

**875 rue Saint-Joachim
Québec (Québec) G1R 5V4**

- Trailers should not exceed 13 ft. 3 in. in height and 48 ft. in length.
 - Parking is prohibited;
 - Only vehicles unloading/loading are allowed;
 - Vehicles violating these regulations will be towed away at owner's expense.
- Designed to handle three vehicles simultaneously.
- This loading dock is for exhibitors using rooms on Level 2 and need to use a freight elevator operated by an employee of the Convention Centre.

Important Shipping/Receiving Information

- Advanced Warehouse Shipping is available via GES
- Shipments to the Congress Centre will be accepted commencing **Wednesday October 11, 2017**; Shipments arriving prior to October 11th will be charged storage fees. Exhibitors who ship directly to the QCCC will be charged material handling fees.
- Shipments will be managed by GES regardless of whether they are sent to the advance warehouse or direct to the Congress Centre
- Exhibitors will be charged directly by GES for material handling and on-site storage
- All shipments must include a Shipping Label—see page 8 of the Exhibitor's Handbook located on: <https://vending-cama.com/events/upcoming-events/cama-expo-2017/exhibit/exhibitor-information> or contact GES.

Important information:

After the teardown of the exhibition, any material not recovered by the exhibitor's carrier will automatically be recovered by the official carrier of the event, GES, as forced freight and all charges will be billed to the exhibitor.

Deadline for pickup by your own carrier: Saturday October 14, 2017 at 7:00PM

Manning Booths

Please list the names of individuals who will be manning your booth. You are permitted three (3) staff per booth. These individuals **will be required to sign in** and pick up their name badges at the registration desk. The registration desk will be open at 12:00 noon – 5:00 p.m. on Thursday, October 12th. We encourage you to pick up your name badges at that time so that you can avoid line ups on Friday morning.

First	Last	Email

Companies with multiple booths should send additional names on a separate sheet.