

## ADVANCE SHIPPING INFORMATION / EXHIBIT HOURS

### EXHIBITOR MOVE – IN/OUT

Exhibitor Move-in – Wednesday, February 13 - 1:00PM – 4:00PM

Exhibitor Move Out – Friday, February 15 - 12:00PM – 2:00PM

### EXHIBIT FLOOR HOURS

Wednesday, February 13 – Welcome Reception on the Exhibit Floor 5:00PM – 7:00PM

Thursday, February 14 – 10:00AM – 7:00PM (Reception will be held on the exhibit floor from 5:00PM – 7:00PM)

Friday, February 15 – 9:00AM – 12:00PM

**There are 2 shipping options:**

- 1) ADVANCE SHIP TO THE TRADE SHOW COMPANY
- 2) SHIPPING DIRECT TO CONFERENCE - SHERATON ON THE FALLS HOTEL

**To ADVANCE** ship to The Trade Show Company warehouse receiving/storage

*Each box must be labeled as follows:*

SHIP TO: *Include company name & booth number*  
ORCGA Damage Prevention Conference  
c/o The Trade Show Company  
1800 Ironstone Drive  
Burlington, ON L7L 5V3  
905-634-8770

**Box(es) \_\_\_\_ of \_\_\_\_ (Multiple boxes must be numbered)**

Contact **Steve Chamberlain** for details and fees associated with advance shipping to The Trade Show Company  
905-634-8770 OR [steve@thetradeshowcompany.ca](mailto:steve@thetradeshowcompany.ca)

**\*Advanced shipments must be received at The Trade Show Company by **Wednesday, February 6, 2019.****

**GENERAL LIABILITY** Exhibitors and their representatives hereby agree to indemnify and hold harmless "Show Management" the employees thereof and their representatives' agents, against any and all claims for loss, damage, theft or injury. Indemnification includes the period of storage prior to and immediately following the trade show and exposition. The exhibitor, on signing the booth application, releases the foregoing from any and all claims for loss, theft, damage or injury.

**EXHIBITOR APPOINTED CONTRACTOR LIABILITIES AND REQUIREMENTS** Exhibitors may employ the services of independent contractors to execute the supervision and installation & dismantle of exhibit properties under the following requirements: The contractor must have all business licenses, permits, liability insurance and workers compensation insurance required by the facility and the province of ON. The exhibitor must notify The Trade Show Company of their intentions to utilize and Exhibitor appointed contractor 30 days prior to the move-in day.

**LIABILITY AND INSURANCE** Exhibitors must carry their own fire, theft and liability insurance. Show Management shall take reasonable precautions to prevent losses and to protect the interests of exhibitors, however, under no circumstances will the Conference Facility or The Trade Show Company be liable for such losses, however caused in addition, the exhibitor upon registration agrees to hold harmless The Conference Facility and The Trade Show Company any and all claims for loss or damage asserted against the aforementioned by any person as a result of, or in any way connected with, the wrongful acts or negligence of the Exhibitor.

**DISMANTLE & OUT BOUND TRANSPORT PROCEDURES** All exhibitors are responsible for making the arrangements to tear down, pack, label and request pick up with couriers or transport companies to ship their materials to the next destination. A Trade Show Company representative will be on site to assist.