

## MOVE-IN PROCEDURES

### MOVE-IN DATES:

**FRIDAY, JANUARY 3, 2025**

**12 noon – 5 p.m. – STONE & BRICK EXHIBITORS ONLY**

All stone and brick exhibitors are invited to deliver their product on Friday, January 3<sup>rd</sup> between 12 noon and 5 p.m. Product will be delivered to your booth starting at 10 a.m. on Saturday, January 4<sup>th</sup>. See *Natural and Manufactured Stone Move-in Procedures – page 3*.

**Saturday, January 4, 2025**

**8 a.m. – 5 p.m.**

**ALL BOOTH DISPLAY EQUIPMENT & VEHICLES MUST ARRIVE BY 4 PM ON SATURDAY, JANUARY 4, 2025**

**Sunday, January 5, 2025**

**8 a.m. – 4 p.m.**

**Monday, January 6, 2025**

**7 a.m. - 7 p.m**

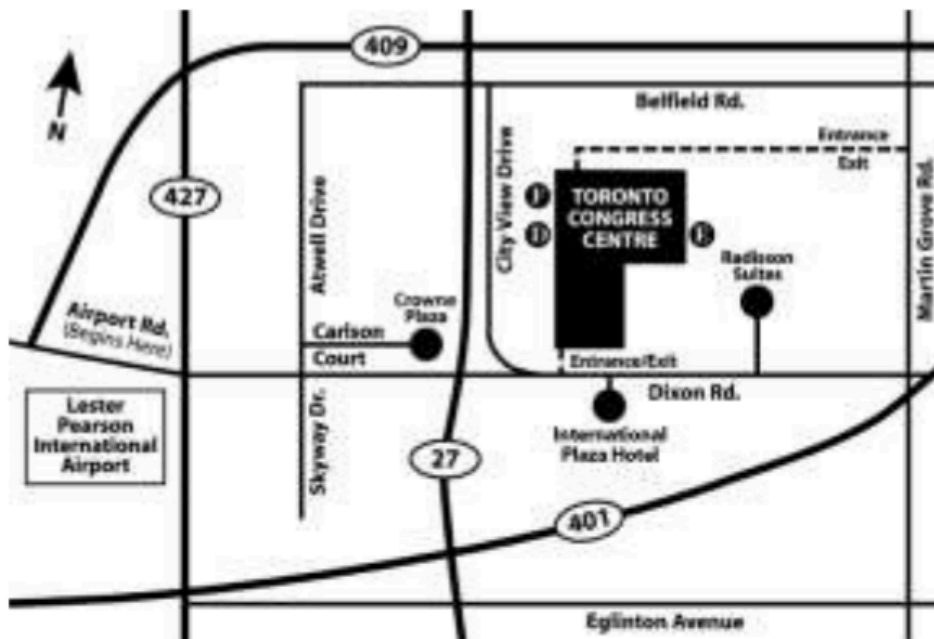
**ALL EXHIBITS MUST BE COMPLETE BY 6:00 PM ON MONDAY, JANUARY 6, 2025**

### Vehicle Marshaling

To facilitate an efficient and effective move-in, please advise your driver to make use of the vehicle marshaling yard located at the north parking lot of the Toronto Congress Centre, 650 Dixon Rd, Toronto, ON, Canada M9W 1J1.

Please review the following vehicle marshaling yard procedure:

1. **All vehicles over 5 tons** must access the marshaling yard via the Martin Grove Rd. entrance
2. Drivers must check-in with the attendant for directions to the marshaling yard
3. The order of vehicles will be assigned by the attendant based on show management's pre-arranged priority or upon arrival
4. Drivers will be directed by the attendant to the assigned loading docks as space becomes available
5. The dock master has sole authority to direct and control in/out traffic flow at the loading docks
6. All loading docks are located on the west side of the Toronto Congress Centre





### **LOADING DOCKS**

The Toronto Congress Centre boasts 12 loading bay doorways (14' high and 11' wide) and a drive-in door (14' high and 19' wide) conveniently located on the west side of the facility. The loading docks can be accessed via Dixon Road if going direct to the loading bays or from Martin Grove Road for access to the marshaling yard. All trucks over 5 tons must use the marshaling yard in the north parking lot. The main floor weight capacity is unlimited. The building ceiling height is 16' and provides adequate clearance.

### **MATERIAL HANDLING**

Floor management personnel will be available to assist those exhibitors who are hand carrying their displays. It is strongly recommended that each exhibitor bring sufficient help of their own thereby ensuring an efficient move-in and accelerated time at the docks.

Exhibitors requiring assistance with the unloading of trucks and transportation of materials to booths should report to the dock master desk. Forklifts and dollies will be available during move-in at no charge. To obtain a dolly or pallet jack, personnel must present a driver's license or credit card to the on-duty security guard. Please go to the Stronco Desk to obtain a fee for service quotation if you require spotting or in-booth forklift. The forklift capacity is 4,000 lbs.

**All exhibits must be completed by Monday, January 6, 2025 at 6 p.m.** Aisle carpet will be laid at 6 p.m. and absolutely no dollies will be permitted in the exhibit area.

### **Truck Parking**

The Toronto Congress Centre parking lots do not allow for 24' and 40' trailers to be parked for the duration of the show.

Arrangements have been made at the Delta Hotels by Marriott, [655 Dixon Rd. Toronto, ON, Canada](https://www.marriott.com/hotels-and-resorts/properties/655-Dixon-Rd-Toronto-ON-Canada). The hotel's parking lot can accommodate up to 10 - 24' trailers and 5 - 40' trailers. Parking fees are \$18 times the number of spots required (i.e. 5 spots X \$18 = \$90 X 3 (number of days)) = \$270 for 3 days and include overnight parking. There is a special concession for 18-wheeler trucks at a rate of \$80.00/truck/day. Reservations should be made at least two (2) weeks prior in writing to [Julius Brown at jbrown@deltatorontoairport.com](mailto:jbrown@deltatorontoairport.com) and include an indication on the length of time the vehicle will be parked and length of the trailer. For more information call [Julius on 416-873-7403](tel:416-873-7403).



**NATURAL & MANUFACTURED STONE EXHIBITORS  
MOVE-IN – FRIDAY, JANUARY 3, 2025 – 12 NOON – 5 P.M. ONLY**

Companies including large quantities of natural and/or manufactured stone have the opportunity to ship and drop-off their skids of stone to the Toronto Congress Centre on Friday, January 3, 2025. The detailed procedural information below should be communicated to your dispatchers and drivers to ensure an efficient, organized, safe and time-saving move-in process for everyone.

A marshaling yard, or the initial staging place for exhibits being delivered to Congress, will be available. The purpose of the yard is to eliminate congestion and delays at the loading docks. Holding trucks in the marshaling yard also keeps the delivery of materials on the show floor running smoothly. It is critical that your driver be aware of the existence and location of marshaling yard and the procedures to be followed.

**Who: Only exhibitors with stone products.** Everyone on your team is responsible for shipping, driving and setting up your display.

**When:** Friday, January 3, 2025 from 12 noon – 5 p.m. only

**What are the restriction:**

1. Open only to exhibitors with stone product
2. Material delivery only
3. No booth set-ups permitted until Saturday
4. Drivers to report to the marshaling yard
5. Under no circumstances will drivers be permitted to secure their empty trailers inside the building

**How it works:**

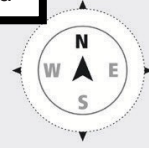
1. Ensure that your driver has a copy of the Congress 2025 floor plan illustrating the access points and location of the marshaling yard.
2. Drivers must have a cell phone number to give to the marshaling attendant who will call them in their trucks when it is their turn to access the building.
3. Drivers to sign-in with the marshaling attendant upon arrival. The attendant will be located in the large beige trailer in the marshaling yard. It will open and be staffed at approximately 11:30 a.m.
4. Drivers to present their paperwork.
5. Paperwork should clearly indicate the company name and booth number to which the material is to be delivered.
6. If material needs to go to multiple exhibitors, paperwork should indicate the company names and booth numbers for each additional company for which material is being delivered.
7. All skids need to be clearly marked with company names and booth numbers.
8. If using an open trailer with snow and ice covered loads, drivers need to shovel or brush off as much as possible prior to entering the building. Company name and booth number to be exposed. Removing snow and ice prevents water accumulation in the building.
9. Drivers will be called on their cell phone when it is their turn and told which door (#27 or #28) to go to unload.
10. Show management staff will direct trucks to the specific booth(s) for unloading in the building.
11. Once inside the building and positioned, the driver must turn off the truck immediately to prevent an accumulation of toxic fumes.
12. Drivers to remain with trucks at all time during offload; as a courtesy to others waiting to unload their trucks. (*Several left the building in previous years for coffee and did not return until well after they were unloaded.*)
13. When the last skid is unloaded, drivers are to **immediately** pull the truck and trailer outside and away from the building. They must also secure their trailers prior to hitting the road. Drivers, informed of this procedure, are advised to dress accordingly for inclement weather conditions.
14. There will not be a marshaling yard on Friday, January 10, 2025. Drivers are to report to the parking lot above Door 28 (marked as exhibitor parking) and report the attendant at Door 28 for pickups.

HWY 409

To HWY 401 (E)  
HWY 27 (N)  
HWY 409

Future  
To Belfield Road

Friday Jan. 3  
Starting at Noon  
Stone Delivery  
Report to Marshal Yard



Thursday Night Move-out  
Trucks Requiring Docks  
Report to Marshal Yard

Marhsalling  
Yard

Congress  
Visitor  
Parking



Truck Entrance  
& Exit

HWY 27

WATER  
TOWER

Congress  
Visitor  
Parking

the TORONTO  
CONGRESS  
CENTRE

650 Dixon Road,  
Toronto, Ontario  
Canada M9W 1J1

t. 416 245.5000  
f. 416 245.4923  
www.torontocongresscentre.com

Power  
Wash  
at  
Door 28  
Sat. 8-4  
Sun. 8-4  
Mon. 8-4

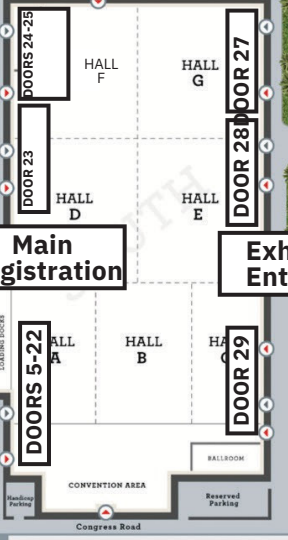
Legend  
● Pedestrian Entry  
○ Vehicle/Truck Access

Congress  
Exhibitor  
Parking

Main  
Registration

Exhibitor  
Entrance

Thursday Night Move-out  
Trucks Requiring Docks  
Report to Marshal Yard



Radisson  
Suites

Crowne  
Plaza

CITY VIEW DRIVE

Electronic  
Sign Board

DIXON ROAD

MARTIN GROVE ROAD

Delta Hotel Toronto Airport

HWY 401