

SERVICE CONTRACTOR CONTACT: LEVY EXPOSITION SERVICES INC.
14900 Interurban Avenue S., Suite 271
Seattle, WA 98168
T: 253 437 0031 F: 253 437 0032 E: operations@levyexpo.com

LOCATION: Metro Toronto Convention Centre
255 Front Street W
Toronto, ON M5V 2W6

EXHIBITOR MOVE-IN: Wednesday, November 17, 2021 8:00 am – 4:00 pm
*400 sq.ft. or larger ONLY
***schedule subject to change*
Thursday, November 18, 2021 8:00 am – 4:00 pm *targeted move-in
Friday, November 19, 2021 8:00 am – 10:00 am

****Please note the MTCC Voyage Control scheduling program will be utilized for the move-in of Lift & Co. Expo Toronto 2021. You MUST schedule a time slot for the offload of your vehicle. Further details and instructions on the Voyage Control program will be provided at a later date.**

EXHIBITION DATES: Friday, November 19, 2021 11:00 am – 6:00 pm
Saturday, November 20, 2021 10:00 am – 5:00 pm
Sunday, November 21, 2021 10:00 am – 4:00 pm

EXHIBITOR MOVE-OUT: Sunday, November 21, 2021 4:00 pm – 9:00 pm
Monday, November 22, 2021 8:00 am – 2:00 pm

****Please note that all exhibit materials must be removed from the exhibit Facility by 2:00 pm on Monday, November 22, 2021.**

BOOTH EQUIPMENT: Each 10' x 10' booth space includes the following:

- 8' high drapery backwall – Black
- 3' high drapery sidewall – Black

If you require additional furnishings or services please complete and return the appropriate enclosed order form(s).

AISLE CARPET: The aisles will be carpeted in the color black. Specialty areas such as the Main Stage Well & Good Stage, Vape Showcase and Sales Office will be carpeted in blue.

DISCOUNT PRICE DEADLINE: In order to receive the discount rates listed on the enclosed order forms, your **PAID** order is to be received by **October 29, 2021**.

LEVY ONLINE ORDERING (LOLO): To access our online ordering system visit:
<http://www.levyexpo.com> and click on "Online Ordering"

- You will be prompted to either register as a new exhibitor or sign in as a returning exhibitor
- After signing in, you will need to enter the show code and your booth number
- The show code for **Lift & Co. Expo Toronto 2021** – 'LIFT2021'
- If you do not know your booth number please enter "0" (zero)
- Online ordering available until **November 11, 2021**.

**THIRD PARTY
BILLING / SERVICES
REQUEST:**

You may arrange for a 3rd party to handle your display and be billed for services. It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named 3rd party does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. It is HIGHLY recommended that exhibitors verify the price they are quoted from their 3rd party includes Levy Material Handling services; if not please be sure to review and submit your completed Material Handling forms prior to the move-in of the event.

SHIPPING:

Please refer to the Material Handling order form in this manual for further information and associated costs.

All ADVANCE WAREHOUSE shipments should arrive between October 15, 2021 and November 12, 2021. Shipments arriving before or after these dates will incur an early/late surcharge.

Shipments sent to the advance warehouse should be consigned as follows: (Labels are provided in the Material Handling Section of the manual)

Lift & Co. Expo Toronto 2021
Exhibiting Company Name
Booth # ____
Yellow c/o Levy Exposition Services Inc.
6130 Netherhart Road
Mississauga, ON L5T 1B7

All **DIRECT** shipments should not arrive prior to **3:00pm on Wednesday, November 17, 2021**. Shipments arriving prior to this time will be refused.

Direct shipments should be consigned as follows:
(Labels are provided in the Material Handling section of manual)

Lift & Co. Expo Toronto 2021
Exhibiting Company Name
Booth # ____
Metro Toronto Convention Centre, North Building
c/o Levy Exposition Services, Inc.
255 Front Street
Toronto, ON M5V 2W6

**DISMANTLE AND
MOVE-OUT
INFORMATION:**

All exhibitor materials **MUST** be removed from the facility by 2:00 pm on Monday, November 22, 2021. To ensure that all exhibitor materials are removed by this time, please have your carrier check in no later than 1:00 pm on Monday, November 22, 2021. In the event that your carrier does not check-in by this time, your shipment will be rerouted via the official carrier, Levy Logistics.

**POST SHIPPING
PAPERWORK:**

Our customer service center will have outbound bills of lading and shipping labels for your convenience. Please note that Levy Exposition Services Bills Of Lading's (BOLs) **MUST** be filled out and turned in to the service center once your materials are packed for all outbound shipments.

It is vital that your carrier knows your company name and booth # in the event that someone makes your outbound shipping arrangements. Additionally, if your carrier plans to use a freight forwarding company to pick up your shipment(s), you **MUST** include this company's name as well as the actual shipping company's name on the bill of lading that you fill out. In the event someone other than the company listed on your outbound bill of lading arrives to pick up your shipment, it will be rerouted via the official show carrier.