

**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](mailto:operations@levyexpo.com)

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

**EXHIBITOR MOVE-IN:** Wednesday, May 11, 2022 3:00 pm – 6:00 pm  
*\*600 sq.ft. or larger and Official Partners ONLY with Show Management approval\**  
 \*\*schedule subject to change  
 Thursday, May 12, 2022 8:00 am – 6:00 pm *\*targeted move-in*  
 Friday, May 13, 2022 7:00 am – 10:00 am

**\*\*Please note the MTCC Voyage Control scheduling program will be utilized for the move-in of Lift&Co. Expo Toronto 2022. 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, May 13, 2022 11:00 am – 6:00 pm (Industry Day)  
 Saturday, May 14, 2022 11:00 am – 6:00 pm (Industry Day)  
 Sunday, May 15, 2022 11:00 am – 4:00 pm (Consumer & Industry Day)

**EXHIBITOR MOVE-OUT:** Sunday, May 15, 2022 4:00 pm – 9:00 pm  
 Monday, May 16, 2022 8:00 am – 12:00 pm

**\*\*Please note that all exhibit materials must be removed from the exhibit Facility by 12:00 pm on Monday, May 16, 2022.**

**BOOTH EQUIPMENT:** Each 10' x 10' booth space includes the following:  
 • 8' high drapery backwall – Black  
 • 3' high drapery sidewall – Black  
**\*\*Booth Carpeting is REQUIRED for this show. Please ensure your booth space has floor coverings. See the enclosed carpet order form for a wide selection of booth carpeting options.\*\***

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 and feature areas will be carpeted in purple.

**DISCOUNT PRICE DEADLINE:** In order to receive the discount rates listed on the enclosed order forms, your **PAID** order is to be received by **April 21, 2022**.

**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 2022 – 'LIFT2022'**  
 ➤ If you do not know your booth number please enter "0" (zero)  
 ➤ Online ordering available until **May 6, 2022**.

**THIRD PARTY  
BILLING / SERVICES  
REQUEST:**

You may arrange for a 3<sup>rd</sup> 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 3<sup>rd</sup> 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 3<sup>rd</sup> 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 April 7, 2022 – May 5, 2022. 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 2022  
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 **8:00 am on Wednesday, May 11, 2022**. 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 2022  
Exhibiting Company Name  
Booth # \_\_\_\_  
Metro Toronto Convention Centre, North Building  
c/o Levy Exposition Services, Inc.  
255 Front Street W  
Toronto, ON M5V 2W6

**DISMANTLE AND  
MOVE-OUT  
INFORMATION:**

All exhibitor materials **MUST** be removed from the facility by 12:00 pm on Monday, May 16, 2022. To ensure that all exhibitor materials are removed by this time, please have your carrier check in no later than 11:00 am on Monday, May 16, 2022. 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.