



# 2023 TORONTO BOAT SHOW CRANE & FORKLIFT FOR BOATS REQUEST FORM

YOUR COMPANY: \_\_\_\_\_

YOUR NAME: \_\_\_\_\_

SPACE #: \_\_\_\_\_

CELL PHONE # FOR MOVE-OUT CONTACT: \_\_\_\_\_

Please list boat brand and model number of each boat you require a lift for:

Boat Brand	Model	Forklift Required	Crane Required

**If you are a dealer who has boats in more than one space, please complete a separate form for each space. Extra forms are available at the show office.**

Please drop off this form to the show office by 9pm on **Wednesday, January 25<sup>th</sup>**.  
On Friday, you will receive a notice with your move-out time.

If you have any questions in the meantime, please contact Shawn McConnell, the Move-In Co-ordinator, by leaving a message in the show office or calling him on cell at (416) 574-9826. Thank You!

# TORONTO INTERNATIONAL BOAT SHOW 2023

## MOVE-OUT GUIDELINES

An early thank you to all exhibitors for your continued support and participation in the *Toronto International Boat Show*. We hope you've had a successful show so far. Here are some details to help make your move-out experience as efficient and hassle-free as possible. All exhibitors are encouraged to pre-plan how your display(s) will move-out. If you have any additional questions, please leave a message at the Show Office and, Shawn McConnell the Move-In Coordinator will visit your display as soon as possible. This process runs very smoothly and quickly when everyone follows these guidelines. Our entire staff (wearing red jackets) will also be situated in positions to help you exit as fast as possible.

- \* **All exhibits MUST remain staffed and intact until the official show closing at 5 p.m.** We are expecting very large crowds on Sunday and you should plan to be busy until the very last minute.
- \* Aisle carpeting will be removed from 5 – 6 p.m. During this time, you may “hand carry” items through exit doors. **Dollies and vehicles are not permitted on the show floor at this time.** Dollies are available for **SIGN OUT** free of charge. You will be required to leave ID – to be returned when you return the dolly. They are available in the Show Office, Salon 103. The most efficient way to move in your materials is to bring your own dolly.
- \* **Storage crates will be returned to all exhibits throughout the night on Sunday.** They will be placed in the aisle beside your space, and all should be returned by 8am. The only crates that will be prioritized on Sunday evening are the company's who have a designated move-out on Sunday evening (due to being in front of the roll up doors).
- \* A few designated boat spaces have been targeted on Sunday night, however, the majority of boathandling will start at 8am on Monday, January 30 with both forklift or crane service.
- \* **Manitoba Drive (the back road on the North side of the buildings) will be officially closed Sunday morning and all-day Monday, January 30 with vehicles being directed in a one-way direction from West to East.** Exhibitors wanting to bring vehicles into loading dock area(s) will be allowed access once your entire display is packed and ready to load out.
- \* **The staging yard trailer will be open at 8am on Monday, January 30.** All vehicles must report to the staging yard trailer prior to proceeding to the appropriate loading doors. Upon arrival, the floor manager will be notified, and a move-in card will be issued to you once the floor manager has determined space is available for your vehicle. **We will not be utilizing the staging yard trailer on Sunday evening.**
- \* **We encourage all booth exhibits to move-out Sunday evening to avoid theft(s).** While the show does have security it is impossible for them to keep track of 450 companies' products. **Never, at any time, should you leave your display unattended.**
- \* If you require union labour to dismantle your display, we strongly encourage you to contact Juice Works (416-675-1775). Juice Works has contractual agreements with both the Local 506 and Local 27 unions so can work with you to determine your minimum labour requirements with the appropriate union local– please call as early as possible to ensure labour is available.
- \* Freight shipments are the responsibility of each exhibitor. Please pack your display and make arrangements for your carrier to pick up your shipment from your space. All freight must have appropriate paperwork as well as be labeled and stacked together for shipment. This direction applies to large freight (i.e. exhibit display materials, skids, etc...). Any small packages that need to be shipped may be brought to the show office with the appropriate paperwork for your carrier filled out – you can advise your carrier that they can pick-up in Salon 103.

- \* Exhibitors are not permitted to move their exhibit materials through the glass doors at the South or East End of the Enercare Centre. Any damage incurred will be the responsibility of the exhibiting company.
- \* For assistance with shipments out of the country, contact Cross Connect Customs Broker, Pat D'Alessandro at 416-726-7229, Amy Salick 416-639-2176 x 111, [info@crossconnectcl.com](mailto:info@crossconnectcl.com) or Anthony D'Alessandro 416-670-6606, [info@crossconnectcl.com](mailto:info@crossconnectcl.com)

## BOAT & BULK EXHIBITOR GUIDELINES

- \* **Exhibitors located in front of the roll-up door areas must move-out Sunday evening** to make room for cranes entering the building Monday morning at 7:30am.
- \* **Beginning Sunday at 6 p.m., boats can be brought to the roll-up doors to “hook & go”. We urge as many dealers as possible to “hook & go” on Sunday night.** The best time to do this is after 6:00 p.m., when most booth exhibitors have already moved out (resulting in fewer vehicles trying to access the building).

We're sure that you already know that boat move-out is “last in, first out” but, we need to remind everyone of this fact.

- \* We have targeted crane and forklift times for boats that need lifts, based on the requirements given to Shawn McConnell. Your crane or fork time is noted below for your boat lifts. If no time is indicated, then time has not been scheduled to lift your boats. It is also possible that we will be able to fit you in earlier than scheduled! So, please plan accordingly--arrive early and be patient.

### FOR BOAT/BULK EXHIBITORS

**COMPANY NAME:** \_\_\_\_\_ **SPACE #:** \_\_\_\_\_

**Your company's move-out time to start is:** \_\_\_\_\_

\*We require most of your display to be moved out at this time due to floor space required for the move-out schedule.

**Mon.      Tues.**

**CRANE TARGET DATE & TIME: January 30      31      2023 \_\_\_\_\_ a.m./p.m.**

**We require you to have your booth space cleared by** \_\_\_\_\_

- \* Vehicle access into the building will be permitted on Sunday evening only after all vehicular congestion has been relieved (probably around 8 – 8:30 p.m.)
- \* The East Annex (E) and Industry Building (G) must be completely vacated by 6pm on Monday, January 30.
- \* Halls A,B,C,D, and Heritage Court must be completely vacated by 6pm on Tuesday, January 31.
- \* Exhibitors that wish to keep boats past the above deadlines must obtain permission by the Boat Show

If you have any questions regarding move-out, please contact Shawn McConnell (leave a note at the show office or call his cell 416-574-9826).

## **HEALTH & SAFETY REMINDER**

**At this time, we ask that everyone take time to review the Health & Safety Procedures document distributed prior to the show. Additional copies are available in the show office. Please ensure all move-out staff and contractors are informed and compliant to both the Health & Safety Procedures of the Toronto Boat Show and the Occupational Health & Safety Act stipulated by the Province of Ontario.**

**NOTE: The health & safety procedures applied for move-in also pertain during move-out. Worker safety needs to be everyone's priority. Please understand the importance of keeping the show floor safe and follow the same procedures implemented for move-in.**

**Here are a few key reminders:**

- All move-out staff & contractors will be required to wear safety boots/shoes when on-site.
- All move-out staff and contractors will be required to wear hard hats in the main hall and/or when overhead working is taking place in their surrounding area.
- Personal protective equipment must be worn by all on-site staff when hazards exist (i.e. safety glasses, gloves, etc.)
- For a quicker move-out, we strongly encourage you to use a dolly to hand carry smaller loads to your car. As mentioned prior, dollies are available in the Show Office, Salon 103 – we also strongly encourage you to bring your own to save time and effort.
- All exhibitors requiring boat lifts need to designate a spotter.
- We strongly encourage shrink wrapping activities to be kept to a minimum while in the building. Any shrink wrapping required needs to be done in an open environment with high ceiling heights and excessive space surrounding the boat being wrapped (i.e. main hall or outside). Face masks, safety gloves and eye protection need to be worn by the installer and a spotter with a fire extinguisher is required.

**Everyone needs to think safe and stay safe!  
Have a great move-out!**

**Should you have any questions related to Health & Safety Procedures at the show, please leave a message for Cynthia Hare at the Show Office.**

**Thank you all again for your cooperation! We ask that everyone remember that move-out is a hectic time—so please be patient as our staff try and make it smooth and efficient for everyone.**

**Have a safe journey home!**