



DESIGNS FOR LIVING HOME & GARDEN SHOW

MOVE-IN/MOVE-OUT

MOVE-IN SCHEDULE

Wednesday, March 10	12pm-11pm
Thursday, March 11	8am -11pm
Friday, March 12	7am –8:30am

All exhibitors **must** complete the move-in form. If you do not need the loading dock, do not book a time, just check off the walk-in box on the form.

**Please note that move-in times will be scheduled in 20 minute intervals (:00, :20, :40).*

MOVE-OUT SCHEDULE

Sunday, March 14	6 pm-11pm
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Move-out will be **completed** by 11pm on Sunday, March 14. Show management will not be responsible for items left on-site at the Hamilton Convention Centre. Left items will be disposed of to make room for the incoming event.

LOADING DOCKS

There are 4 loading bays, accommodating 3 mid-size trucks and one cube van.

ELEVATOR INFORMATION

Access to Chedoke Room (third floor) for move-in/move-out is via a freight elevator. The dimensions are: 12' wide x 10' high x 26' long with a 20,000 lb capacity.

FORKLIFT / DOLLIES

A forklift is available for move-in on WEDNESDAY ONLY. Flatbed dollies will be available throughout move-in/move-out. If you require extensive forklift use or have crates that need storage, you must make arrangements with: Stronco Show Services, Ph: 1-800-665-2621

There is minimal storage on-site so please keep this in mind when bringing in materials.

**Dollies will not be released UNTIL after the show closes and the isle carpet is removed.*

VEHICLES IN THE LOADING AREA

Each exhibitor must have everything unloaded from their vehicle within the 20-minute move-in time. **Parking is not permitted in the loading dock.** Exhibitors unloading will be permitted to leave vehicles for a brief period of time. Keys are to be left in the ignition during that time. If you do not return to your vehicle, the Hamilton Convention Centre reserves the right to park your vehicle in the underground parking at your risk and expense.