

## Vehicle Marshalling

A marshalling yard has been established at 24 Bathurst Street in order to facilitate move-in and move-out of events at the Metro Toronto Convention Centre.

### PROCEDURES:

1. All vehicles will report first to the vehicle marshalling area. This lot is 1.2 km from the Convention Centre.
2. The marshalling yard is open 1 hour prior to scheduled move-in/move-out times with the exception of the first day of move-out when the yard will open 2 hours prior to show closing.
3. An attendant will be posted at the marshalling area. The attendant will assign the delivery order of the vehicles and give a numbered ticket to the driver based on a prearranged priority listing produced by show management. The cost of the attendant will be at the expense of the Convention Centre.
4. A call will be made to the attendant to dispatch vehicles. As space becomes available, the drivers will be directed to the North Building (Front Street) or to the South Building (Lower Simcoe Street).
5. Upon arrival at either entrance, the driver will turn in their assigned tickets.
6. Vehicles entering the loading dock areas will be met by MTCC dock staff who will control the flow of vehicle traffic.
7. Vehicles going up onto the North Building Exhibit Floor will be met by dock staff positioned at John Street and on the ramp to control the pedestrian traffic on the ramp.
8. During the winter season, the Convention Centre will bear the cost of the labour and equipment to keep the ramp open to traffic, to clean off vehicles before going onto the floor and to keep the floor clean. The Centre will also be responsible for snow removal in the marshalling area.
9. The control of the vehicles once onto the Exhibit Floor will be the responsibility of Show Floor Management in conjunction with MTCC dock staff.
10. Freight elevators, when in use, will be manned and controlled by operators supplied by the Convention Centre.
11. Vehicle storage is available during events at \$30.00 plus 5% GST per day. Arrangements must be made in advance through the Dock Office 416-585-8345/416-585-8278.

### NOTE:

Vehicles will be held in the marshalling yard before and after Rogers Centre events where pedestrian and vehicular traffic block access to the ramp. Times for these periods will be scheduled on an individual basis as schedules warrant. Vehicle marshalling inquiries – Tel: 416-585-8345 or 416-585-8278.

***Our People are the Centre***

255 Front Street West, Toronto, Ontario M5V 2W6  
Telephone: 416-585-8345 Facsimilie: 416-585-8115  
Website: [www.mtccc.com](http://www.mtccc.com)

