



MOVE-IN / MOVE-OUT INFORMATION

Move-In

Friday February 16th 2018 8:00 AM- 6:00 PM

Pacific National Exhibition Forum
2901 E Hastings St.
Vancouver, BC V5K 5J1
Canada

Deliveries to the facility will be accepted from 8 am Friday, February 16th 2018. Please be sure to include your Company Name **AND** booth # on the packaging.

Vancouver **GOLFEXPO** 2018
Company Name
Booth #
C/O Levy Show Services Inc.
Pacific National Exhibition Forum
2901 E Hastings St.
Vancouver BC V5K 5J1

All vehicles should be unloaded immediately, at the west entrance of the building, then moved out to the parking lot. The only vehicles allowed on the show floor are those that form part of an exhibit, no delivery vehicles may be taken on to the show floor, unless previously arranged with show management.

All material handling will cease at 8:00 p.m. on Friday, February 16th.

Hand carried merchandise **ONLY** is permitted to be brought on to the exhibit floor on Saturday February 17th between 8:00 AM – 10:00 AM.

Any moving of merchandise/equipment during show hours, without the approval of Show Management, is prohibited.

All displays must be completed by 9:00 AM, Saturday, February 17th – unless otherwise arranged with Show Management.



Move-Out

Move out and tear down of displays may not commence till 4:00pm on Sunday, February 18. Exhibitors are urged to remove small cartons and open cases or products from the building immediately after the start of Move-Out. All products and displays must be removed via the exhibitor entrance doors. While Show Management will take all reasonable security precautions to safeguard small items, immediate removal of such items will minimize the possibility of loss from pilferage.

Please assist in helping with the clean-up costs by taking all garbage and recycling to the proper waste/recycling areas.

All crates, crating materials, equipment and containers and exhibits must be out of the building by 8:00 PM, Sunday, February 18th.

NOTE: THERE IS NO OVERNIGHT STORAGE AVAILABLE AT THIS FACILITY. ANY ITEMS LEFT AFTER THAT TIME WILL BE CLASSIFIED AS STRANDED FREIGHT, REMOVED AND STORED IN THE WAREHOUSE OF THE OFFICIAL SHOW CARRIER AT THE EXHIBITOR'S EXPENSE.