



### Trade Show Checklist:

1. **Flight** to Vancouver – move-in Friday & Saturday 8am -5 pm each day before the show.
2. **Shipping samples** / display to the show – ReCall Logistics – Rob @ 416-509-6103
3. **Hotel** booked for the show – Atrium Inn (across the street from the show) 604-254-1000 – book early as it will sell-out also on the website with discount code at [www.GiftExpo.ca](http://www.GiftExpo.ca).
4. **Show and Shipping address:**  
\*Enter at Gate # 2 off Renfrew St.  

PNE Forum Building  
c/o Gift Expo  
Your Co. Name  
Booth #  
2901 East Hastings St.  
Vancouver, BC V5K 5J1
5. **Booth display** - carpet & skirted tables are available for rent **from Cameron** via email. Exhibitors must have some type of floor covering if you don't supply your own. **Drape and sign included.**
  - a. **Additional rentals** from Goodkey Show Services – 780.426.2211 also on website
6. **Electrical rental** – available from Goodkey Show Services and on the show website @ [www.GiftExpo.ca](http://www.GiftExpo.ca) – electrical is optional but not included.
7. **Exhibitor badge(s)** – please email all staff doing the show - first and last names 1 week prior to the show and the exhibitor badges will be picked during move-in on Saturday from 12- 4pm.
8. **Show Specials** – have some type of show special to entice buyers to place an order at the show as the special can only be offered with a written order at the show. I.e. 10% off or free shipping?
9. **Show Handout** – something you can give potential buyers to take with them to remember your booth and products – I.e. postcard or brochure with product photos to remind them.
10. **Order Forms** – Ready to fill out and give the buyer a copy at the show so they can take back to their office and have an itemized list of what was placed on the order.

11. **Move-out** – The last day of the show (Tuesday) will end at 3pm – move-out is 3pm – 11pm that day. All freight must be picked up on Tuesday before 11 pm.

Call or email if you have any questions?

Cameron Dix – Show Manager

Email: [smartshows@shaw.ca](mailto:smartshows@shaw.ca) Ph: 1.604.767.0400