



Exhibitors, as we get closer to the show dates in Vancouver please see below for information and reminders:

Urgent: please **book your hotel** now as the discounted rate will not last and the hotel does sell-out. Book online now for your discounted rate: **Before Aug 18th**

Trade Show Checklist:

1. **Flight** to Vancouver – **move-in** is **Friday & Saturday** from 8am -6 pm each day – Sept. 16 & 17.
2. **Shipping samples** / display to the show – ReCall Logistics
 - a. – Rob @ 416-509-6103 - rmccall@rogers.com
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 GIFT22 at www.GiftExpo.ca. **Before Sept. 18th**
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. **8ft white Drape and company name sign included.**
 - a. **Additional rentals** from Goodkey Show Services – 780.426.2211 also on website (not carpet or tables).
6. **Electrical rental** – available from Goodkey Show Services and on the show website @ <https://vancouvergiftexpo.com/exhibitors/>
 - a. – electrical is optional but not included. **Discount before Aug 21st**
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 Sept. 17th **Saturday from 12- 4pm**. Or Sunday morning.

- 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 **2pm** – move-out is 2pm – 11pm that day (Tuesday only) . All freight must be picked up on Tuesday before 11 pm.
- 12. - **Postcards** – you will receive an email version of the postcard to send to buyers letting them know you will be at the show. I have mailed over 3000+ already. Every bit helps even if the buyers get more than one.
- 13. - **Show Hours:**
 - a. Sunday – Sept. 18 - 9:30 am – 5pm
 - b. Monday – Sept. 19 – 9:30 am – 5pm
 - c. Tuesday – Sept. 20 – 9:30 am – **2pm**

Call or email if you have any questions?

Cameron Dix – Show Manager

Email: smartshows@shaw.ca Ph: 1.604.767.0400