



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

Trade Show Checklist:

1. **Flight** to Vancouver – **move-in** is Friday & Saturday from 8am -6 pm each day – March 8 & 9.
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 GIFT24 at www.GiftExpo.ca. **Before Feb 9th**
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 Black 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 Feb 16th**
7. **Exhibitor badge(s)** – please go online to our website <https://vancouvergiftexpo.com/exhibitors/> and register all staff doing the show - 1 week prior to the show and the exhibitor badges will be picked during move-in on March 11th **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 – March 10 - 9:30 am – 5pm
 - b. Monday – March 11 – 9:30 am – 5pm
 - c. Tuesday – March 12 – 9:30 am – **2pm**

Call or email if you have any questions?

Cameron Dix – Show Manager

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