



# VANCOUVER FITNESS EXPO MOVE-OUT BULLETIN

Thank you for participating in the **Vancouver Fitness Expo**. The show will officially close on **Sunday, November 18, 2018 at 2:30 pm**. We ask that you review the important information below to assist with a smooth and efficient move out.

## OUTBOUND SHIPPING

- ✓ If you require assistance with post event outbound shipping, please contact Levy Logistics at 604 277 1726.
- ✓ If you are shipping with another carrier, you must arrange for pick up and are responsible for preparing all the necessary paperwork and labels.

## LOADING DOCK ACCESS

The only way to remove your freight from the building during the move out will be via the Truck Route, and loading bays. Vehicles will not be allowed through the gate prior to **2:30 pm**.

## SHIPPING & MATERIAL HANDLING

### **Empty Containers**

Storage material in Levy's possession will be returned as soon as possible. For exhibitors handling their own freight, we ask your assistance by keeping the aisles neat and orderly to allow passage of freight to your fellow exhibitors.

### **Drivers, Carriers, & Shippers**

Please inform your drivers, carriers, and shippers to check in with our Freight team at our Levy Show Service Freight desk. All carriers must check-in no later than 6:00 pm.

### **Outbound**

- ✓ Exhibitors using Levy Show Service for outbound Material Handling **MUST** have a Levy Material Handling Agreement which may be picked up at the Levy Show Service Customer Service (CSR) Desk.
- ✓ Pack all your materials and label each item.
- ✓ Return the completed Levy Material Handling Agreement and any corresponding carrier paperwork to the Levy Show Service CSR Desk.
- ✓ Drivers will not be loaded until they have checked in with our team at the Freight Desk and a completed Material Handling Agreement is on hand.

**All exhibits must be removed on Sunday, November 18<sup>th</sup> before 7:00 pm.** Please ensure that you have made arrangements with your shipper to remove your goods from the floor before this time. All material left on the floor past **7:00 pm** will be removed by the official carrier, Levy Logistics, at the owner's expense. Please also note that **ALL** significant booth debris and building materials used for your booth must also be removed from site. Failure to do so may result in removal of debris at the exhibitor's expense.

## **HEALTH & SAFETY**

As per the Ministry of Labour, children under 15 years of age are **NOT** permitted on the show floor during tear down or move out. Please also note, that as per the Ministry of Labour, **Proper Protective Equipment** (ie. closed toe shoes and safety vests) are required to be worn while all tear down and move out activity is taking place.

In order to minimize the risk of theft during move out, it is recommended that all small articles of value be removed at the close of the show and that the rest of the material be guarded by the exhibitor.

## **HAND CARRIED ITEMS**

Please refrain from moving materials through the main entrances unless they can be carried by hand.

*We appreciate your business and hope you had a successful event.*