

MOVE-IN PROCEDURES



The Vancouver Convention Centre (VCC) has THREE areas for accessing the Show Floor: the roll-up doors in Halls A, B & C. Unless instructed otherwise by the staff on-site, exhibitors will be moving in via Hall C.

MOVE-IN DATES & TIMES: **Thursday, April 22, 2010**
Large Transportation Shipment ONLY
4:00 pm – 8:00 pm

Friday, April 23, 2010
**8:00 am – 5:00 pm

Saturday, April 24, 2010
Last In – First Out (LIFO)
**8:00 am – 11:00 am

** Please see Preliminary Move-In Schedule for Exact Times

Set-Up Only
12:00 pm – 5:00 pm

Sunday, April 25, 2010
Last minute deliveries and set-up only.
9:00 am – 11:00 am

All exhibits must be complete by 5:00 pm on Saturday, April 24th. Aisle carpets will be laid after 5:00 pm on Saturday, April 24th. **Absolutely no dollies or pump trucks** will be permitted in the exhibit area after carpets have been laid. Set-up only may continue inside the booth after this time.

- All vehicles, regardless of size or unloading time, must be scheduled by CFGI.
- If you have not contacted us to change your move-in time, the attached move-in schedule is final.
- Loads arriving at unscheduled times will be turned away until all scheduled loads are completed.

MARSHALLING YARD requires that all Transport Companies report to the yard 30 minutes prior to their scheduled move-in time.

COMPANY/PERSONAL VEHICLES must schedule a move-in time. The VCC prohibits use of passenger elevators or escalators for transporting freight; all materials regardless of size must be transported through the roll-up doors.

EACH EXHIBIT HAS A SCHEDULED MOVE-IN TIME.

PLEASE REFER TO THE *PRELIMINARY MOVE-IN SCHEDULE AND FLOOR PLAN* FOR YOUR MOVE-IN DATE AND TIME.

(Move-In times are based on each exhibit's location on the tradeshow floor)

SPECIAL MATERIAL HANDLING

Blanket Wrap: The Material Handling Crew will only load/unload exhibit material and will not assist with other special services unless contracted to do so by the Exhibitor. If you require special services, Lange Transportation & Storage Ltd. can provide services at a direct cost to your company. **There should be a representative of the exhibiting company on-site during loading and unloading.**



Heavy Equipment Companies are required to have a representative from their company on-site during move-in to ensure that the freight is positioned correctly. Repositioning of freight after the initial transportation to the booth will be subject to a forklift surcharge by the Official Material Handler.

*Material with a load greater than 4000 lbs. must contact **Lange Transportation** to secure a forklift.*

Handcarts/dollies will be available during move-in/out in limited numbers. A security deposit in the form of a driver's license or credit card will be required for the use of handcarts.

STORAGE

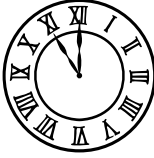
Your crates and packing materials will be picked up and stored as part of your exhibiting cost. Materials must be ready for pick-up daily. Materials will be returned to your booth on April 26th following the removal of the aisle carpeting.

Materials must be clearly marked with your company name and booth number. Labels are available from the Show Office or at the Lange Transportation & Storage Ltd. Service Desk. If necessary, some crates will be loaded on storage trailers and be returned during the night, however, those exhibitors will be notified on-site before loading those trailers.

COLD STORAGE

This is a secured area that requires sign-in/out authorization by a representative from your company. The hours that Cold Storage will be available are as follows:

<u>Cold Storage Hours:</u>	
Friday, April 23 rd	8:00 am ~ 6:00 pm
Saturday, April 24 th	8:00 am ~ 6:00 pm
Sunday, April 25 th	10:00 am ~ 6:00 pm
Monday, April 26 th	10:00 am ~ 6:00 pm
Tuesday, April 27 th	8:00 am ~ 12:00 pm



Cold storage is available to all Exhibitors who complete and return the **Cold Storage** form in the *Show Management Forms* section. To determine an accurate quantity of cubic feet, multiply width by height by length. Products should be delivered to the Vancouver Convention Centre (VCC), **no earlier than Friday, April 23rd at 8:00 am.** Any product delivered to Cold Storage before Friday, April 23rd at 8:00 am will be refused at the Exhibitor's expense.

- ▶ **Show Management, official contractors, and the Vancouver Convention Centre will not be held responsible for any expense incurred by an exhibitor should the cold storage facility malfunction at anytime during Grocery Showcase West's occupation of the Vancouver Convention Centre. Please see the Insurance Info page.**
- ▶ **Although this is a secured area, neither Show Management, official contractors nor the Vancouver Convention Centre will be held responsible for any products lost, misplaced and/or stolen from the cold storage facility at any time during Grocery Showcase West's occupation of the Vancouver Convention Centre.**

HAND WASHING STATIONS

Hand washing stations are available for exhibitors across the show floor. They are marked on all our floor plans with a "W". Floor Plans will be distributed to all exhibitors on-site with exact locations.

CLEAN-UP STATION

Clean-up station areas will be set up at both ends of the floor for exhibitors needing to wash dishes or utensils. Floor Plans will be distributed to all exhibitors on-site with exact locations.

PUBLIC WASHROOMS ARE NOT TO BE USED FOR CLEAN-UP PURPOSES

HOT OIL DISPOSAL

Metal containers for the disposal of small quantities of hot oil will be placed in the Servedy, located in the northeast corner of Hall C.

NOTE: Exhibitors who use improper disposal methods for hot oil will be liable for any damages incurred.

PUBLIC WASHROOMS ARE NOT TO BE USED TO DISPOSE OF HOT OIL

ICE

Ice is complimentary. Ice bags will be located in the reefer truck marked as Freezer. Ice will be provided in 12 kg bags and exhibitors are responsible for transporting the ice to their booth.



PRELIMINARY MOVE-IN SCHEDULE

THURSDAY, APRIL 22, 2010

Lange Transportation Move-In ONLY: 4:00 pm – 8:00 pm

If you require a Thursday move-in, you **MUST** ship with Lange Transportation and will need to complete the Transportation order form in the **Exhibitor Services** section of the Planner (under Lange Transportation & Storage Ltd).

FRIDAY, APRIL 23, 2010

Schedule for 8:00 am: 1400, 1401, 1403, 1404, 1406, 1408, 1409, 1500, 1501, 1502, 1503, 1504, 1505, 1506, 1507, 1508, 1509, 1511, 1600, 1601, 1602, 1604, 1605, 1606, 1607, 1608, 1609, 1610, 1611

Schedule for 9:00 am: 800, 801, 804, 805, 806, 808, 809, 901, 904, 905, 908, 1001, 1005, 1009, 1104, 1105

Schedule for 10:00 am: 1315 (bottom part only), 1415, 1419, 1421, 1423, 1515, 1518, 1519, 1520, 1521, 1522, 1523, 1614, 1617, 1618, 1619, 1620, 1621, 1622, 1623, 1625, 1627, 1764, 1766, 1768

Schedule for 11:00 am: 1101, 1103, 1107, 1109, 1200, 1201, 1202, 1204, 1205, 1206, 1207, 1209, 1300

Schedule for 12:00 pm: 501, 505, 600, 601, 604, 605, 607, 609, 700, 701, 702, 703, 704, 705, 707, 711

Schedule for 1:00 pm: 618, 619, 621, 622, 623, 718, 720, 722, 723, 821, 1708, 1710, 1714, 1724, 1726, 1728

Schedule for 2:00 pm: 201, 205, 207, 209, 211, 300, 301, 305, 306, 308, 309, 310, 400, 401, 404, 405, 406, 409, 500, 504, 506

Schedule for 3:00 pm: 319, 321, 323, 325, 327, 418, 419, 420, 421, 422, 423, 424, 426, 518, 519, 522, 523, 1700, 1702, 1704, 1706

SATURDAY, APRIL 24, 2010

Last In – First Out (LIFO): 8:00 am – 12:00 pm

Schedule for 8:00 am: 1215 (top half), 1223, 1315 (top part), 1318, 1320, 1321, 1322, 1420, 1422, 1748, 1752, 1754, 1756, 1758, 1762

Schedule for 9:00 am: 200, 202, 204, 206, 208, 210, 315, 415, 417, 514, 515, 615, 715, 815, 914, 1215 (bottom part), 1314

Schedule for 10:00 am: 215, 219, 221, 223, 225, 227, 318, 320, 322, 324, 326

Schedule for 11:00 am: 915, 921, 1015, 1017, 1114, 1115, 1118, 1119, 1120, 1121, 1122, 1218, 1220, 1222, 1730, 1732, 1734, 1736, 1738, 1742, 1744

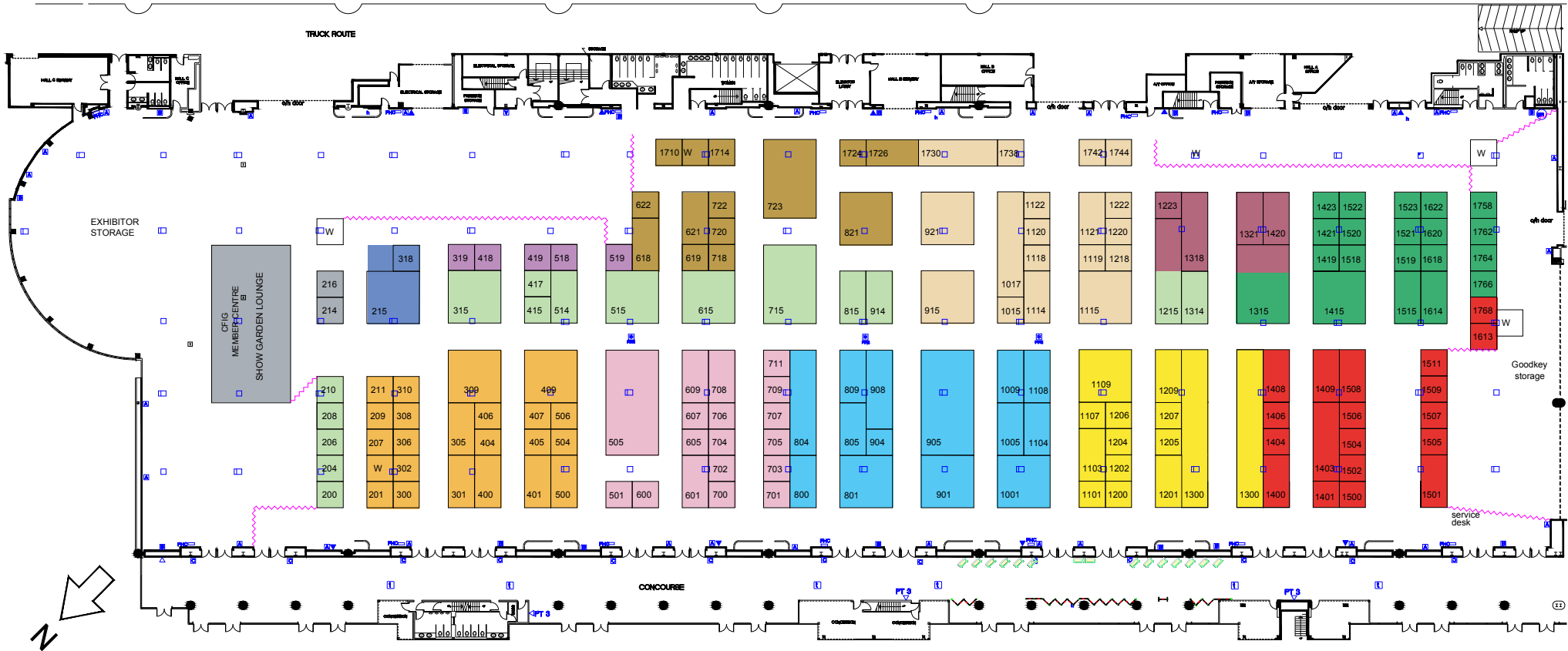
Schedule for 12:00 pm: 214, 216, 218, 220, 222, 224, 226

Should you have any questions about your scheduled move-in time, please contact Irina Costachescu at 416.492.2311 ext. 234 or icostachescu@cfg.ca

Grocery Showcase West

April 25-26, 2010

Vancouver Convention & Exhibition Centre - Halls A, B & C



FRIDAY, APRIL 23, 2010

SATURDAY, APRIL 24, 2010

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|--|---|---|--|
| ■ 8:00 am | ■ 12:00 pm | ■ 8:00 am | ■ 12:00 pm |
| ■ 9:00 am | ■ 1:00 pm | ■ 9:00 am | |
| ■ 10:00 am | ■ 2:00 pm | ■ 10:00 am | |
| ■ 11:00 am | ■ 3:00 pm | ■ 11:00 am | |