

Vancouver International Boat Show

January 31 – February 4, 2024

**BC PLACE: MOVE-IN/OUT
INFORMATION**

Please take the time to read this important Move-In/Out information as it will ensure a smooth and efficient experience.

Staging Yard/Holding Lot - NOTE: SAME LOCATION AS 2023

The Staging Yard / Holding Lot is located at **Indigo LOT 039 / 180 Pacific Boulevard, Vancouver** (between GRIFFITHS Way and ABBOTT St. If you are using a GPS, you can input this address. There will be signage to identify the Staging Yard / Holding Lot.



- When leaving the staging yard, turn **RIGHT** on to Pacific Boulevard and head towards Quebec Street and past Science World.
- Turn **RIGHT** on **WEST 2nd** and head towards Cambie St Bridge
- Go **OVER** the Cambie St Bridge and take the off ramp towards BC Place / Pacific Blvd
- Merge all the way **LEFT** on Pacific Blvd
- Turn **LEFT** on **GRIFFITHS WAY**
- Enter the Stadium via the **EAST SECURITY GATE**
- This is the most efficient and effective way to enter BC Place stadium.
- Access to BC Place's East Security Gate from Expo Boulevard is **NOT PERMITTED** for safety reasons. Access is from Pacific Boulevard only.

The Staging Yard / Holding Lot is available for boats and trailers beginning **Friday, January 26th at 8:00am**. Exhibitors may utilize the staging yard to pre-stage boats.

Notes:

- Please stage your boats/trailers/trucks as compact as possible.
- Please ensure you don't block any other boats into their spaces as their move-in time may be earlier than yours.
- Do not leave any valuables on the boats; utilize trailer locks. Security will be onsite based on the schedule listed below (subject to change).
- Due to changes in insurance requirements, exhibitors are NOT PERMITTED to leave trucks, cars, or motorized vehicles in the holding lot overnight, or during show days.

Please ensure you secure a parking pass via the Exhibitor Parking Order Forms in the Exhibitor Kit if you require parking for any motorized vehicles.

There will be Boat Show personnel / Security in the holding lot during the following time.

The holding lot has Boat Show personnel / Security on site during the below listed hours:

MOVE-IN: Friday Jan. 26th at 8:00am until Tuesday Jan. 30th at 7:00pm

NOTE: Please note that there is no security on site during show days.

MOVE-OUT: Sunday Feb. 4th at 12:00/noon to Tuesday Feb. 6th at 6:00pm

**** All boats and equipment must be vacated by 6:00pm on Tuesday, Feb. 6th**

Move-In Process

Booth Exhibitors / Level 2 Concourse: Concourse Level Exhibitors do not have a designated window of time to move-in. Concourse Level exhibitors can begin moving in starting at 8:00am on Monday January 29th. (*refer to times below*).

NOTE: Access for booth exhibits on the Concourse Level will be through **Gate C door** (access from Pacific Boulevard via Indigo Parking Lot then Ramp to Gate C).

Boat / Bulk Exhibitors / Field Level: Move-in times for bulk floor space will be scheduled on an individual basis, based on location, boat size, booth number and orientation. You will be contacted by Rob Scott to review your Boat and Equipment Handling Order Form.

Please email your Boat and Equipment Handling Order Form and Crane Request Order Form to Rob Scott at rob@robscottprod.com. If you have any questions, please call Rob Scott 604-644-7862.

Move-In Hours: Boat / Bulk Exhibitors / Field Level:

- Saturday, January 27 8:00am – 6:00pm
- Sunday, January 28 8:00am – 6:00pm
- Monday, January 29 8:00am – 7:00pm
- Tuesday, January 30 8:00am – 7:00pm*
- ***No Vehicle access past 5:00pm**
- Wednesday, January 31 8:00am – 9:30am**
- ****No vehicle access.**

Move-In Hours: Booth Exhibitors / Level 2 Concourse:

- Monday, January 29 8:00am – 7:00pm
****Regular Vehicle access during this time.**
- Tuesday, January 30 8:00am – 7:00pm
****LIMITED Vehicle access starting at 1:00pm.**
****NO Vehicle access after 2:00pm.**
- Wednesday, January 31 8:00am – 9:30am
****No vehicle access.**

Vehicle Cut-Off Time: On Tuesday January 30, due to the aisle carpet being laid, and building cleaning process, all vehicles must vacate by:

- **Level 2 Concourse by 2:00pm**
- **Field Level / Main Floor by 5:00pm**

Deliveries / booth set up is still available past these times, but you cannot 'drive into the building' past 2pm on the Concourse / 5pm on the main field level. You are permitted to carry/hand truck product to your exhibit space after the designated cut-off time.

This will be necessary for the shows' suppliers to have ample time to prepare BC Place for opening on Wednesday, January 31st at 10:00 am.

All exhibits must be fully set up for show opening by Wednesday, January 31st at 9:30 am.

Move-Out Process

Booth Exhibitors / Level 2 Concourse

SUNDAY, FEBRUARY 4	3:01pm – 10:00pm
MONDAY, FEBRUARY 5	8:00am – 5:00pm

Move-Out Hours – Boat / Bulk Exhibitors / Field Level

SUNDAY, FEBRUARY 4	3:01pm – 12:00am (midnight)
MONDAY, FEBRUARY 5	8:00am – TBD

Level 2 Concourse & Field Level Exhibitors

- As space is limited all exhibitors are asked to unload/load promptly and remove their vehicle to allow access for other exhibitors.
- Field Level exhibitors will access the floor from the East Roll Up Door (access off Griffiths Way)
- Level 2 Concourse Exhibitors will access the concourse through the Gate C door (access from Pacific Boulevard).

- Forklifts are available for unloading. If you require material handling for large/heavy items, boats etc please complete the Boat & Equipment Handling Order Form & Exhibit Space Layout form.
- **Dollies and hand carts are not provided onsite.** We strongly recommend exhibitors to bring their own to assist during the move in / out process.
- Trailers not required to be in the stadium after set-up will be allowed to reside in the Staging Yard / Holding Lot until move-out. There will be no security in the Staging Yard / Holding Lot during 'show days'. **Do not block other exhibitors' equipment.**

Important Safety Requirements

- All persons on site during move-in and move-out are required to wear a reflective high visibility vest. (BC Place does sell safety vests, pre-order or visit the Exhibit Service desk during move-in)
- All persons moving freight, or in the vicinity of heavy mobile equipment must wear CSA approved steel-toed footwear in accordance with WorkSafeBC Occupational Health & Safety Regulations.
- All persons participating in, or in the vicinity of the movement of heavy overhead loads, must wear protective headgear.
- Children under 16, including infants are prohibited from the show floor during move-in/out hours.

Persons found not to be adhering to these standards will be not permitted on site.

Shipping Address

Vancouver International Boat Show 2024
Exhibiting Company Name / Booth Number
777 Pacific Boulevard,
Vancouver, BC V6B 4Y8

ADVANCE SHIPPING: BC Place will accept exhibitor shipments as of THURSDAY, JANUARY 25th. (Not applicable to freight/large items requiring forklifts)

Forklifts cannot handle goods unless safe, proper skids and cradles are provided by the exhibitor. There is no charge for these services provided guidelines are followed.

Use Of Adhesive/Carpet Tape

Carpet Tape – Use of guaranteed residue-free, double-sided carpet tape must be used to ensure your company does not incur cleaning charges. Approved tape will also be sold by LEVY on-site during all move-in days – their on-site office is located at the East Door's Field Entry adjacent to the show office.

Exhibitors who do not use residue-free carpet tape will have cleaning costs charged back to them.