



2017 Calgary Comic & Entertainment Expo Operational Updates

To all Exhibitors;

Please be advised of the following updates to the operations of this years show that will affect exhibitors.

1) Large Exhibitor Load in and Load out

All large exhibitors (exhibitors who require additional setup time, exhibitors who have more than 8 skids to unload, and exhibitors who have been previously categorized as “large exhibitor”) **MUST** prebook a load in appointment for your truck so that a dock assignment can be made. Exhibitors who do not prebook their load in time will **NOT** be allotted an dock assignment and their truck will be placed at the end of the wait queue for an available dock.

Load out will also require an appointment to secure dock space effective this year. Again, anyone not prebooking their load times will be placed at the end of the queue and will not be guaranteed any sort of timeframe as to when they will have dock access.

Any exhibitor who misses their load in/out assigned times will be placed at the **END** of the queue and will not be guaranteed any sort of timeframe for your truck to have access to the dock.

Large Exhibitor Load in is from: April 26th from 0900-1200

Large Exhibitor Load out is from: April 30th 1700-Midnight

Any exhibitors requiring time outside of these stated times **MUST** contact the Exhibitor Manager who will try to accommodate you.

2) Material Handling (**VERY IMPORTANT!**)

All exhibitors who send their freight to the venue via any form of trucking company **MUST** be onsite to receive their own freight. The show, nor GES will accept responsibility for signing for your freight at any time. If you are not at the venue to accept your freight, your freight **WILL** be refused and the truck sent away from the loading area.

Further, all exhibitors who require a forklift to offload, move their freight onsite, or reload, **MUST** call GES in advance and book a forklift. In previous years the show has used our own forklifts to help out exhibitors, however this practice will stop effective immediately. If you have not made prior arrangements with GES regarding material handling, your freight WILL NOT BE TOUCHED ONSITE, and you may lose any appointment times you have booked for dock space.

Material Handling request forms can be found on the Calgary Expo website under exhibitor registration.

3) Usage of Carts Onsite

The Calgary show has always provided carts free of charge for load in and load out of exhibitor's goods. This has been taken advantage of in the past few years by some exhibitors. Going forward, carts are strictly limited to one cart per exhibitor for load in and load out. Further, camping on carts while waiting for the show to end is STRICTLY prohibited. Any exhibitor found to be camping on carts will be placed at the end of the cart line. If the cart situation continues to be abused, we may be forced to look at charging hourly rentals for carts as other shows do. This is not something we want to do, so for the sake of your fellow exhibitors please ensure you are in compliance.

Should you have any concerns or questions over these updates, please contact myself directly.

Thank you for your time and consideration.

Warm Regards,

Shayne Henkelman

Vice President - Operations

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