

AME ROUNDUP.

Shipping FAQ

1. Can I ship my items directly to the Vancouver Convention Centre?

- No. DO NOT SHIP ITEMS DIRECTLY TO THE VANCOUVER CONVENTION CENTRE.
- All items must be shipped to the Showtime advance warehouse prior to Roundup. Please see the Showtime order forms for more information.
- Courier shipments must be sent to the Showtime Advance Warehouse. Shipments delivered via courier direct to the Vancouver Convention Centre may be turned away and will be subject to material handling charges.
- For more information, please review the Exhibitor Move In & Move Out Information.

2. Can I load in my own materials?

- Only exhibits brought in a personal vehicle, no larger than a standard size SUV, will be accepted at the Vancouver Convention Centre West loading zone located along the West truck route on Waterfront Road. You will be supplied, at no charge, one (1) cart to assist with this process.
- Large displays arriving at the Vancouver Convention Centre may be turned away and will be subject to material handling charges.
- Only items that can be carried in by hand should use the West Building front entrances. Items that require a push cart may only move in/out using the West Building loading zone.
- For material handling charges and order forms please review Showtime Exhibitor Kit.

3. How do I ship materials from the Vancouver Convention Centre when I am finished exhibiting?

- If you are taking materials in your personal vehicle, Showtime will provide one pushcart. Loading areas will be available in the Vancouver Convention Centre loading zone.
- Only items that can be carried out by hand should use the Vancouver Convention Centre front entrance.
- Return shipping can be arranged through the carrier of your choice. However, due to time and space constraints in the loading area we strongly encourage exhibitors to consider shipping their outbound shipments with Showtime.
- If you are arranging a carrier to pick up any show material, you must fill out a Showtime Post Show Materials Handling Form and return it to the Showtime representative at the Showtime service desk located in the exhibit hall of the Vancouver Convention Centre West. Information will be provided on your last exhibition day.
- You are responsible for making all transportation arrangements. If you require assistance in making transportation or customs arrangements, a Showtime representative will be on site to assist you.
- All exhibitors must move out on their last exhibition day:
 - Monday-Tuesday Booths between 4:00pm - 7:00pm
 - Wednesday-Thursday Booths & Monday-Thursday Booths between 2:30pm - 10:00pm
- **Showtime will force freight any exhibit booths that have not been moved by 10:00pm on their last exhibit day. All material handling and shipping charges will be invoiced to the exhibitor.**

If you have any questions or require assistance please contact Devon Douglas at roundupexhibitors@evoque.ca or 604-952-5507.

AME ROUNDUP.

4. Does Showtime offer post-show storage?

- Yes, for more information please contact Showtime at 250.868.2465 or toll free at 1.800.721.0029 ext 2240 or infodesk@showtimedisplay.com
- Showtime offers outbound logistics and local cartage services for your convenience. Additionally Showtime can also arrange for your Fed Ex, UPS or Purolator items to be transported from the Vancouver Convention Centre to the courier of your choice. Contact Showtime for all shipping and customs requirements.

5. Who do I contact if I still have questions about shipping?

- eVoque Event Management: 604.952.5507 or roundupexhibitors@evoque.ca
- Showtime: 250.868.2465 or toll free at 1.800.721.0029 ext 2240, Mon-Fri from 8:30am to 4:30pm Pacific Standard Time or infodesk@showtimedisplay.com