

## Exhibitor Move In & Move Out Information

### Move In

- **DO NOT SHIP MATERIALS DIRECTLY TO THE VANCOUVER CONVENTION CENTRE.**
- Only exhibits brought by an exhibitor in their personal vehicle will be accepted at the Vancouver Convention Centre East loading zone. The vehicle must be no larger than a standard size SUV.
- All large shipments must be sent to the Levy Logistics Advance Warehouse.
- Large displays or shipments delivered via courier direct to 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 East Building front entrance. Items that require a pushcart may only move in/out using the East Building loading zone.
- **Parking:** [Click here](#) for parking information.
- **Shipping FAQ's:** [Click here](#) to review important information on shipping your exhibit items.

### Move In Times

First Exhibit Day	Move In Day	Move In Time
Monday, January 20	Sunday January 19	9:00 am – 6:00 pm
	Monday, January 20	7:00 am – 9:00 am
Wednesday, January 22	Wednesday, January 22	7:00 am – 9:00 am

### Move Out Times

First Exhibit Day	Move Out Day	Move Out Time
Monday, January 20 – 4-day	Thursday, January 23	2:30 pm – 10:00 pm
Monday, January 20 – 2-day	Tuesday, January 21	5:00 pm – 7:00 pm
Wednesday, January 22 – 2-day	Thursday, January 23	2:30 pm – 10:00 pm

- Exhibitors who move out prior to show end may lose their priority booth renewal for AME Roundup 2025.
- Levy 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.
- Due to time and space limitations, we strongly recommend you consider using Levy Logistics to transport your exhibit at the end of the show.

### Security

- Security (Note: General 24-hour security will be provided in the exhibit hall from 9:00 am on Sunday, January 19 to 2:30pm on Thursday, January 23.
- Additional security can be ordered from the Vancouver Convention Centre for your booth. This will be at the exhibitor's cost.

If you have any questions or require assistance, please contact Exhibitor Services at [exhibit@amebc.ca](mailto:exhibit@amebc.ca)

or

778-957-5949