



WEST COAST WOMEN'S SHOW

EXHIBITOR MOVE-OUT SUNDAY, NOVEMBER 19, 2023

1. **Please do not commence breaking down your exhibit before 5:00 PM today.** All exhibits and displays must be completely moved out by 10:00 PM on the same day.
2. **Be advised that a high-visibility vest is compulsory for all individuals on the show floor during move-out and while dismantling exhibits,** in compliance with BC Place Safety Regulations. You have the option to buy one on-site from the BC Place Exhibitor Services office located at field level at the east end or use a vest of your own.
3. **Vehicle access to drive into BC Place Stadium will be via the west entrance off Expo Boulevard.** A road closure on Expo Boulevard will be in effect from 5:00 PM to 10:00 PM for the vehicle line-up.
4. Vehicles will be given access on a first come, first served basis *and only for exhibitors that have completely dismantled and crated their exhibits and are ready to load.*
5. Exhibitors with **smaller vehicles, vehicles without a trailer, or vehicles that will fit into a normal-sized parking** stall may choose to hand-carry or cart their displays out the east entrance and load in Lot 457. Access to Lot 457 is from Pacific Boulevard.
6. **All exhibitors will be given a loading time ticket for 20 minutes.** Vehicles must be loaded without delay and removed from the facility and / or Lot 457.
7. We strongly recommend that all exhibitors have their own hand carts as a limited number will be available.
8. If you have a **Red Tag sign** in your booth, please leave it on the drape for pick-up by our staff.
9. If you have large empty crates that require the use of the forklift, they will be returned to your booth once your display is dismantled and only after the hall carpeting is removed.
10. **Carpet removal will take approximately 45 minutes.** Please keep all materials, boxes, etc., off the carpet so it can be removed without delay.
11. Any materials remaining in the exhibit hall after move-out is complete will be shipped and stored at-cost by one of the on-site material handling contractors (Goodkey Show Services).
12. **PLEASE DO NOT LEAVE ANY WASTE BEHIND.** All exhibitors are required to take all their own waste or garbage with them during move-out (including any left-over product, promotional material, signage, etc.).

The vehicle access route is indicated with the black arrows. Traffic will wrap around BC Place along the **left lane of Expo Blvd**. Vehicles accessing the field level will **enter through the west entrance and exit through the east**.

