

## EXHIBITORS INFORMATION

ITS ALL HERE: Payment deadlines, booth dimensions, where to park, move-in and move-out details and more. Print or email this important information to ensure your exhibit set-up staff and booth personnel have a copy of on-site instructions. For rental items and great savings on advertising, printing and other items see Special Deals.

You will need Acrobat to read these files. Download Acrobat

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## **RIDGE MEADOWS HOME SHOW:GENERAL INFORMATION ABOUT THE SHOW**

1. CONTACT US

Ridge Meadows Home Show  
Telephone: 604-467-3950  
Fax: 604-466-6889  
Email: [info@ridgemeanowshomeshow.com](mailto:info@ridgemeanowshomeshow.com)

Mailing Address:

#4 22374 Lougheed Highway, Maple Ridge, BC V2X 2T5

2. CONTACT SHOW CONTRACTOR

Global Convention Services Ltd. Telephone 604-851-0224  
[www.globalconvention.ca](http://www.globalconvention.ca)

3. SHOW DATES: FRIDAY, SATURDAY, SUNDAY, MAY 1,2,3, 2015

SHOW HOURS: FRIDAY 4-9 SATURDAY 10-8 SUNDAY 10-4

4. SHOW LOCATION:

Planet Ice, Maple Ridge Fairgrounds  
23588 105th Avenue  
Maple Ridge, BC V2W 1B8

5. WHAT COMES WITH YOUR BOOTH:

Booth spaces are 10 by 10 and include 8 foot high drapery backwalls, 4 foot high drapery sidewalls and power, as required to a maximum of 750 watts (one duplex outlet, per booth). Additional power, if required, may be ordered from the show contractor. Tables, chairs, carpets and other items are also available through the show contractor:

[www.globalconvention.ca](http://www.globalconvention.ca)

6. PAYMENT DETAILS

**\$150 MINIMUM DEPOSIT TO RESERVE YOUR SPACE**

To reserve booth space, please forward your registration along with a non-refundable deposit of \$150 per booth.

7. PAYMENT DEADLINE

Balance must be paid in full by March 2, 2015 or space will be forfeited. The show sells out early and we require payment by deadline. To pay by Visa or Mastercard you can print off and fax our online credit card form.

8. YOUR BOOTH LOCATION

Payment in full is required before location is selected. Space limitations have forced us to be selective in choosing the clients showcase their wares at our annual event. We feel that achieving the right exhibitor “mix” is crucial. So is continuity and flow in the show’s layout. For this reason, we do not guarantee booth locations. Working on a first come, first served basis, we endeavor to meet all exhibitor location requests. Unfortunately we do not take position requests until full payment is received.

9. BOOKING A MOVE IN TIME

To ensure that each exhibitor experiences a smooth and efficient move-in without time-wasting line-ups, we book move-in appointments. Our staff will call you to arrange the most convenient time for your arrival. We ask that you arrive as close to your move-in time as possible to avoid congestion. SORRY, NO MOVE-IN ON FRIDAY.

10. SPECIAL REQUIREMENTS

**PROPANE:** Should you be planning to showcase any equipment that requires fueling by propane, please advise the home show office and check with Maple Ridge Fire Department (604-463-5880) before the show to ensure you meet safety requirements.

**VEHICLES:** If you plan to include a vehicle in your display, you must contact the show office in advance and notify Maple Ridge Fire Department (604-463-5880) to ensure you meet safety standards.

**WATER:** Please notify the show if you wish to have water in your booth.

**FOOD AND FOOD PRODUCTS:** If you plan to offer food samples or sell food products of any kind, you must contact the show office and be in touch with Brian at Public Health :(brian.wojchiechowski@fraserhealth.ca) Telephone: 604-476-7000.

## **RIDGE MEADOWS HOME SHOW:ON SITE CHECK-IN, MOVE-IN & SET UP**

### **11. ABOUT YOUR MOVE-IN APPOINTMENT**

If you are unable to keep your move-in appointment, or if you are running late, please call the home show office at 604-467-3950 or notify us by email. When you arrive at Planet Ice, please go to the front lobby to check in at reception.

**12. DRIVE-IN MOVE-INS** A limited number of drive in move-ins are available by appointment in select buildings. Forklift service is also offered for a small fee of \$20, available at select times in select buildings. Discuss drive-in requests and forklift service when your move-in appointment is arranged.

**13. CHECK IN** Upon arrival for move-in, please check in at the reception station at the main entrance to Planet Ice. Our hosting team will direct you to the closest access to your booth.

**14. EXHIBITOR ID BADGES** You will receive your exhibitor badges when you check in at the hostess station. You and your staff are required to wear your badges at all times during set-up and move-in...this is the only way we can identify who you are. This is a theft-prevention measure that allows us to spot anyone who should not be on the premises.

**15. DROP OFF PARKING STRICTLY ENFORCED** The areas by the entrances are “drop-off parking” only. We **REQUEST** you unload as quickly as possible and that you do not start working in your booth until you have moved your vehicle away from the move-in areas. Once you move your vehicle, you can begin to set up your booth. This is strictly enforced to avoid congestion during move-in.

**16. RECEIVING RENTAL ORDERS** If you have ordered equipment from Global Convention Services, they will deliver it to your booth. If your order is not in your booth, or, if it is incorrect, go to the Global Convention order desk on site.

**17. LAST ITEMS IN BY NOON FRIDAY** To allow for installation of aisle carpets we require that all your items are in your booth by noon on Friday. You can feel free to arrange your booth right up until 4 pm. but we require you to be in your booth by 3 pm--- an hour before the show opens---for power, light and fire department checks. Thanks for your cooperation.

18. ORDERING RENTAL ITEMS ON SITE Although it is more expensive to do so and selection may be limited, you may order most rental items--tables, chairs and carpets---right on site during set-up. Simply visit the Global Convention Services order desk on site. To order in advance, visit [www.globalconvention.ca](http://www.globalconvention.ca)
19. DEADLINE FOR BRINGING IN LAST ITEMS NOON FRIDAY We require that everything in your booth be loaded by Thursday at 8 pm. However, for security reasons, Ridge Meadows Home Show does allow you to bring in last minute items such as computers and other expensive equipment on Friday morning. To allow for installation of aisle carpet we require that all your items are in your booth by noon on Friday. You can feel free to arrange your booth right up to 4 pm but require you to be in your booth by 3 pm---an hour before the show opens---for power, light and fire department checks. Thanks for your cooperation.

## **RIDGE MEADOWS HOME SHOW: PARKING AND SHUTTLES, BOOTH STAFFING**

20. WHERE TO PARK: IMPORTANT! THERE IS NO EXHIBITOR PARKING ON SITE AT THE VENUES DURING THE SHOW. Do the math...One exhibitor vehicle sits in the parking lot at Planet Ice from opening to closing. We use the space only once and as your car takes up this space, ten families are required to travel the extra distance to the overflow parking lot and take golf cart shuttles to the show. OR you park in the designated exhibitor parking and take a comfortable exhibitor van shuttle. This allows eight or ten families to park conveniently at Planet Ice, within walking distance of the venue.
21. ARRIVE AND PARK EARLY Please leave yourself adequate time to park in exhibitor parking and take the shuttles to the venue each day of the show. Our show is extremely busy and there are usually visitor line-ups before the show opens each day. If you are not in your booth on time you leave yourself vulnerable to theft and make the show, and your business, look unprofessional.
22. EXHIBITOR SHUTTLES Shuttle vans, provided as a complementary service, run non-stop or on call between the exhibitor parking lots from Friday onward. At the venue, you can meet the exhibitor shuttle vans behind the buildings except during Sunday move-out when the vans pick up out front. Exhibitor shuttles are available throughout the show. If you need to go back to your vehicle, simply walk out behind the buildings. If there is no shuttle waiting, they are on a run and will be right back.

### **SHUTTLE SCHEDULES:**

**FRIDAY:** Shuttles start running at noon Friday and run through to 3:45 pm, thereafter providing service "on call" Shuttles will return you to your vehicle at 9 pm when show closes. Meet the shuttle at the rear of the Building C.

**SATURDAY:** Shuttles start running at 9 am and are available on call through the day. Shuttles return you to your vehicle at 8 pm. Meet the shuttle at the rear of Building C

**SUNDAY:** Shuttles start running at 9 am Sunday, are available on call throughout the day from the rear of Building C. **SUNDAY, FROM 2 PM ONWARD, PICK-UP THE SHUTTLE JUST WEST OF THE FRONT ENTRANCE TO PLANET ICE. (GO OUT THE MAIN ENTRANCE AT THE PLANET ICE LOBBY, TURN RIGHT AT BOTTOM OF STAIRS. FOLLOW THE SIDEWALK TO THE SHUTTLE TENT.**

23. **BOOTHS STAFFED AT ALL TIMES** No absentee landlords please. We expect your booths to be staffed at all times during the show. This not only safeguards you from theft, it contributes to a more professional show and ensures you don't miss that all-important client.
24. **WEAR ID BADGES AT ALL TIMES** Please ensure that you and your staff wear your exhibitor badges when you enter and exit the buildings and at all times during the show. This is a strictly enforced security precaution that benefits all exhibitors. Thanks for your cooperation.
25. **GARBAGE AND RECYCLING** Garbage containers and recycling units will be located throughout the show. In addition, there are large garbage dumpsters located outside and an area for cardboard recycling. If your booth activities generate garbage, please ensure that you bring your own garbage containers. Please notify our staff to assist you with garbage on an on-going basis---do not let it accumulate until the end of the show.
26. **RE-STOCK BEFORE SHOW OPENS** Please re-stock your booths before and after the show---not when the show is open. If you **MUST** restock during the show, please maneuver through the aisleways with extreme caution to avoid injury to yourselves and visitors. For your convenience there is a five-minute drop off area at the rear of the venues. **TO RE-STOCK...ENTER THROUGH GATE FIVE ONLY.**
27. **IF YOU NEED ASSISTANCE** Should you require assistance during the show, please contact the floor manager or go the front hosting desk in the main lobby.
28. **NO HELIUM BALLOONS:** Renegade helium balloons that float up to the ceiling and come down several days later pose a danger to athletes using the ice and dry floor. Sorry, they are not allowed.
29. **CHARACTERS AND MASCOTS:** Charming as characters and mascots are, they must be confined to your booth and cannot under any circumstances be allowed to wander the aisles or block traffic in the venue. During an emergency or evacuation mascots can cause real problems. Likewise, allowed to roam freely in the venue, they can annoy other vendors by blocking sightlines and access to booths. Keep these charmers in your booth.
30. **DOGS NOT ALLOWED:** With the exception of Guide Dogs, canines and other pets are not allowed in the venue. Should your business cater to pets, you will need to contact the office to discuss the display of live animals in your booth space.

## **RIDGE MEADOWS HOME SHOW: MOVE OUT PROCEDURES**

28. **NO EARLY PACK-UP** As anxious as you are to get home, please remember that there are visitors in the building right up until 4 pm. They do not attend the show to watch you pack up your equipment, they came to see what's in your booth. Be professional please. This rule is strictly enforced.
29. **ALL BOOTHS REMOVED SUNDAY** Unfortunately, we are unable to provide any Monday move-outs.
30. **PACK FIRST, THEN LOAD** You will avoid much of the vehicular congestion if you opt to pack up your entire booth before retrieving your vehicle.
31. **LARGE TRUCKS** Only large vehicles have access to the rear load-out areas at the rear of the venues. To avoid congestion, we stagger the arrival of the larger vehicles from 3 pm onward, parking them to maximize space and accessibility. Arrival times will be assigned by the floor manager. **ALL TRUCKS ENTER THROUGH GATE FIVE.**
32. **SMALLER VEHICLES** For speedy move-out, smaller vehicles can use the front entrances and the side entrances for move-out. This alleviates the risk of being "trapped" within the congestion of the large trucks at the rear of the building.
33. **DON'T BOTHER TRYING.** If the thought crosses your mind that you'll get out faster if you move your vehicle around to the rear or rear sides of the building before the show closes, don't bother trying. Unless you've been assigned an appointment by the floor manager, your vehicle will be turned away.
34. **REMOVE ALL ITEMS....PLEASE TAKE WHAT YOU BROUGHT** We request that all exhibitors remove everything they brought with them, including pallets, construction materials and other discarded items. There are two separate dumpsters out back for cardboard and garbage. We also request that you remove any tape from the floor in your booth area. Thanks!



