



IMPORTANT INFORMATION ON EXHIBIT CAPACITIES AT THE Fairmont Hotel Vancouver

The trade show at The Canadian 2023 Golf Course Management Conference will be at the Fairmont Hotel Vancouver in the BC Ballroom.

Here are some details you should know:

- The address for the hotel is 900 West Georgia St. The entry for the hotel loading dock is located on the south side of the hotel in the laneway between the Shoppers Drug Mart and the Hotel, off Burrard St.
- You must contact the Banquet Manager on Duty at 604-240-3672 to off load, identify the Canadian Golf Course Management Conference in BC Ballroom
- There are two (2) bays, specifications are noted below
- The freight elevator connects directly to the hotel's main loading bay
- BC foyer elevator entrance: 82" (height) x 75" (width)
- Door entrance to loading dock from BC Foyer: 95" (height)
- Loading Dock Door on Conference Floor: 92" (height) x 71" (width)
- Loading Dock Elevator: 92" (height) x 115" (width) x 239" (length)
- Loading Dock Maximum Weight: 2,500 lbs
- Loading Dock Height: 36" (3 feet),
- A 5 tonne truck is the maximum size that can be accommodated at the loading dock. A 63 foot tractor could be accommodated but it would have to be scheduled to move in as it would block the entire driveway
- You will need an appointment if moving a vehicle in
- Parking in the loading dock area is NOT PERMITTED and vehicles may not be left unattended. Please arrive prepared to unload and move your vehicle as soon as you have unloaded.
- It is your responsibility to notify Levy Show Services, of any shipments requiring material handling services, forklift and/or special handling. If sending shipments by courier direct to the show site, please confirm your delivery date and all tracking numbers available on site, during move in.

WHO HANDLES WHICH SERVICES

- Exclusive Material Handling – Levy Show Service
- Exclusive Electrical – Encore
- Exclusive Internet Services – Encore
- Exclusive Rigging – Levy Show Service
- Banner/Signage Hanging via ladder – Levy Show Service
- Booth Cleaning – Individual Exhibitors
- Exclusive Food & Beverage Services – Fairmont Hotel Vancouver

All further details and contact information will be provided in the Exhibitor Handbook





MATERIAL HANDLING / DRAYAGE INFO

Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event.

Levy Show Service will be our official Material Handling supplier and show decorator. Exhibitors are encouraged to use advance warehousing and benefit from a discounted CWT rate. Fees for moving items in are \$119/CWT with a minimum of 2 CWT charged. Levy Show Services has agreed to work with CGSA Exhibitors to offer fair pricing. Vehicles that can be pushed in will be given a scheduled delivery time for their self managed vehicle delivery only. any pallets or other freight is to go through the advanced warehouse at the special rates.

All information on the pricing of such will be contained within the Order Form document.

VEHICLE DISPLAYS ON THE CONFERENCE FLOOR OF THE FAIRMONT HOTEL VANCOUVER RULES

Vehicle displays in the BC ballroom are subject to the following conditions:

The Fairmont Hotel Vancouver needs:

Vehicle type

Dimension (L/W/H)

Weight

1. The vehicle must arrive on a flatbed truck (loading dock is 3ft high) and must be accompanied by an experienced driver.
2. Once the vehicle has been placed within the designated area, the battery of the vehicle(s) must be disconnected. The engine cannot be operated during show hours.
3. A visqueen or other liquid-proof barrier must be placed under each car to catch any leaking fluids.
4. All fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors. Where it is not feasible to seal or lock the opening the fuel tank will be empty. Draining of the tank shall not occur onsite.
5. Adding or removing fuel on site is prohibited (must be done outdoors).
6. Fuel in the fuel tank shall not exceed one quarter of the tank capacity or 5 gallons (18.9 L), whichever is less.
7. Refueling must be done off property.
8. One key to the vehicle must remain in the booth at all times.





MOVE IN / MOVE OUT INFO

Move in will be on Tuesday, February 21 from 1:00 – 5:00 and Wednesday, February 22 from 8:00 – 5:00. Move out will begin after the show closes on Thursday, February 23, 3:00 pm – 11:00 pm. All vehicle movements and dock time will be arranged and directed by Levy Show Service.

Please review the official Levy Exhibitor Kit and Forms for further information.

