



Dear Exhibitors,

We hope you are all well, and that your preparations for the holiday season are going well!

We have a few important pieces of information for this year's show that we would like to draw your attention to:

Move-In Procedure

IMPORTANT: The Vancouver Convention Centre has notified us that due to a WorkSafe BC regulation, **exhibitors will no longer be permitted to drive to their booth to unload.** We will have a staging area where cars may park and dollies to transport your work to your booth space. There will be no exceptions.

Booth Sitting

If needed, we have a very limited amount of Booth Sitting coverage available at a rate of \$20/hour. These must be **BOOKED IN ADVANCE** by October 15th. Coverage will be booked on a first-come first-served basis and availability is not guaranteed. There will **not** be booth sitting available to be booked at the show.

If you are in need of staff to work in your booth, we suggest coordinating with other exhibitors on the 2019 Market Exhibitors Facebook page (invite will be sent out shortly!).

Move-In Times

The Vancouver Convention Centre has a new system for booking exhibitor move-in times. As in 2018, we will be using Voyage Control, and move-in times will be assigned by zone. You can expect an e-mail with further information on your move-in time approximately one month prior to the show.

Storage

In the past, most booths have had generous storage areas behind them. As in 2018, storage spaces may be much smaller than in previous years. Exhibitors will all have access to 2.5' times the length of your booth, and this will be enforced. If you need additional storage, there will be satellite storage sites where you can keep your extra stock.

Food Vendors - Refrigeration

As some of you know, the Convention Centre used to allow exhibitors access to the refrigeration units in the serveries. As in 2018, they will NOT be allowing access to exhibitors. If you require on-site refrigeration of your product, you are responsible for providing the units. We will provide you with space and power.



Display

As noted in the Exhibitor Kit, this year we will have **WHITE drape**. We took careful note of exhibitor preferences from the 2018 Exhibitor Survey that was sent out post-show, and white was overwhelmingly preferred. **If you would like any colour other than white, you can order this with Goodkey Show Services** (options can be found in the Goodkey forms as part of the Exhibitor Kit).

Advertising

This year we are partnering with the Georgia Straight to offer exhibitors a chance to advertise their business on the popular Straight platform pre-market, in addition to our print program at the show. Please make sure you review the attached "Georgia Straight Advertising Partnership" document for more info on how to take part in this exciting opportunity!

If you have any questions, don't hesitate to contact us at market@circlecrafter.net.

Best,

The Circle Craft Market Team