



IMPORTANT: Material Handling & Move-In

MATERIAL HANDLING

The Calgary TELUS Convention Centre is owned and operated by the City of Calgary.

As per the safety regulations set forth by the Calgary Convention Centre Authority (CCCA), exhibitors, vendors, contractors, and show management are not able to use any onsite equipment, nor can the loading dock be used without facility oversight.

SHIPPING LABELS

Direct to show site and advanced warehouse shipping labels can be found in the exhibitor kit. It is your responsibility to familiarize yourself with the relevant material handling fees for your event.

Ensure these are filled out completely and attached to each shipment. Incomplete labels could result in the shipment being refused.

MOVE-IN DAY

Exhibitors, vendors, and contractors can access the loading dock during the scheduled move-in times. Unless otherwise arranged with show management, anything arriving early or late may be turned away. If there is a large shipment, please contact the dockmaster at 403-261-8583 to make arrangements.

A member from Global will help load materials from the vehicle and will have them delivered to the show floor.

Due to limited space at the loading dock, vehicles cannot be left at the dock. Parking is available in the parkade. This has direct access to the Calgary TELUS Convention Centre.

EMPTY FREIGHT

Empty freight will be stored on site – if access is required during the show, please let a team member know ahead of time. To have empty freight removed:

- Request for 'Empty Freight' stickers and fill out with booth number and company name.
- Leave freight in the booth, and a Global team member will collect it for storage at the end of move-in

ADVANCED WAREHOUSES ADDRESS: 9168 52nd St SE, Calgary, AB, T2C 5A9 (Mon-Fri 08:00-14:00)

SHOW SITE ADDRESS: 705 1st SE, Calgary, AB, T2G 2L9 (Mon-Fri 07:00-15:00)

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