



EXHIBITOR KIT

**COMPLEXE MULTI-SPORTS DE LAVAL
955 AV. DE BOIS-DE-BOULOGNE, LAVAL, QC**

<https://sportcardexpomontreal.com>

MOVE-IN TIMES

THURSDAY May 22nd FROM 4:00PM TO 8:00PM

FRIDAY May 23rd FROM 8:00AM TO 2:00PM

- The hall will open for move-in at 4pm on Thursday.
- Exhibitor check-in will be where you enter from the parking lot
- We will have a limited number of dollies available for your use - there is no charge for these but you do need to leave photo i.d.
- You MUST move your vehicle out of the loading dock as soon as it is unloaded – our staff will guard your product until you return.
- Dolly's **CAN NOT** be used through the main entrance when moving in/moving out/restock. All dolly's must come in and out of the loading dock.

PUBLIC EXPO HOURS

Friday May 23rd	3:00 PM - 8:00 PM	- Opens at 2pm for VIP ticket holders
Saturday May 24th	10:00 AM - 5:00 PM	- Opens at 9:30am for VIP ticket holders
Sunday May 25th	10:00 AM - 4:00 PM	- Opens at 9:30am for VIP ticket holders

Sat - Sun Dealer Access for Re-stock: 8:00 AM - 9:30 AM

MOVE OUT TIME SUNDAY

The Expo closes at 4pm and move-out time is 4pm! That means that **you should not be packing up / moving out until that time**. If anyone is found to be substantially packing up their booth before then we reserve the right to **NOT ALLOW YOU TO PRIORITY REBOOK!** It is not fair to ticket holders, to your fellow Dealers or to Show Management to pack up early and it looks very unprofessional!

BOOTH ITEMS

If you have purchased a Regular booth, you will have a 10'W by 10'd area. This comes with 2 tables (8ft and 6ft, 2 chairs, and 2 passes. Booths will also have an 8' high pipe at the back from which you can hang your signage or other light items. Any items beyond what is included are at your own expense.
<https://sportcardexpomontreal.com/fr/dealers/>

EXHIBITOR BADGES & WRISTBANDS

All dealers must wear your wristbands at all times for access to the Expo. Extra dealer wristbands can be bought at Exhibitor Check-in for \$20 each - Cash only. You can pick up your Exhibitor wristbands & badges on Thursday or Friday.

FLOORPLAN & DEALER LIST

The floor plan and dealer lists are subject to change. If you identify any errors or concerns, please contact one of our team and we will work to get them resolved asap. A tentative dealer list and floor plan will be sent out to all dealers by May 15th and posted on our website and social media.

SHOWCASE & SENTRY BAG RENTALS

If you pre-ordered showcases, they will be delivered to you on Thursday or Friday (you will need to have paid for your case rentals in full before they are delivered to your booth) – please advise our team at the Dealer Registration table when you would like your cases delivered.

- Showcase Rentals - \$50 + tax - **must order by May 16th!** or \$75 + tax onsite
- Sentry Bag Rentals - \$50 + tax - **must order by May 16th!** or \$75 + tax onsite
- Showcase Purchase - \$250 - **must order by May 16th!** or \$300 + tax onsite

Please note we will have a limited quantity on site. Please make your orders before May 16th. For more information, please contact Drew - drew@mkem.ca

HIGH SPEED INTERNET & ATM\$

A new offer for all dealers! You can now order high speed internet for your booth! For \$600, you can get 10GB of high speed internet for the entire weekend! For more information, please contact mikey@mkem.ca. New for this show, there will be 2 atm's added to the show floor to help you sell (and buy!).

If you have any questions please email drew@mkem.ca .

Thank you & we look forward to seeing you in Laval!

The Sport Card Expo Team