



PRE-SHOW PREP LIST

Exhibitor Kit & Operating Guidelines can be found here:

<http://fanexporegina.com/exhibitors/>

TO DO LIST:

- Give yourself time to make enough merchandise for the show.
- We want all customers to get the full Fan Expo Regina experience, whether they come on the first or last day. **No early tear down.**
- Design your booth to allow for efficient traffic flow, product visibility and storage for extra stock. Ensure your display adheres to booth regulations.
- Make travel and hotel reservations as early as possible to secure the best deals. Look into our hotel room block online at: <http://fanexporegina.com/travel/>
- Ensure you hire the appropriate amount of booth staff or volunteers for the weekend.
- Purchase additional tickets for clients and staff at the exhibitor rate deadline April 20th.
- Promote your participation in the show on your Facebook, Twitter or Instagram pages. The show hashtag is #FXR2018

EXHIBITOR MOVE-IN DATES | HOURS

MOVE-IN

Friday May 4th: By Appointment

Staged Move In from 10AM to 10PM

10AM Priority – By Appointment Only

2PM Zone 1 – Retail Exhibitors & Community Area

4PM Zone 2 – Retail Exhibitors & Community Area

6PM Zone 3 – Artist Alley & Pro Comic Artists *Phase 1

Saturday May 5th

6AM-9:30AM Zone 4 – Artist Alley & Pro Comic Artists *
Phase 2

SHOW HOURS

Saturday: 10:00am to 7:00pm

Sunday: 10:00am to 5:00pm

MOVE-OUT

Sunday May 6th: 5:01pm to 10:00pm

LOCATION

Canada Centre

Evraz Place

1700 Elphinstone Street

Regina, Saskatchewan S4P 2Z6

306.527.1071

www.evrazplace.com

IMPORTANT DATES

Final Payment:

IMMEDIATELY

Show Decorator Deadline for Advanced Pricing:

May 1, 2018

Electrical Deadline for Advanced Pricing:

May 1, 2018

SHOW PACKING LIST

- Upright dolly
- Exhibit display
- Merchandise
- Price tags and labels
- Signage
- Lights for booth & extra bulbs
- Extension cords & power bars (if needed)
- Receipt books
- Booth covering for overnight (if necessary)
- Business cards & brochures
- Photos of your latest work
- Shopping bags
- Touch-up paint
- First aid kit
- Superglue
- Tape
- Office supplies (ie. pens, markers, etc.)
- Vacuum / broom / duster/ cleaning supplies

Show Reminders

ORDERING SUPPLIES - Make a list of everything you'll need during the show.

HAVE A MOVE-IN PLAN - Be sure to allot enough time to move-in and set-up your booth completely including cleaning up and clearing boxes from the aisle before the show opens.

PAYMENT OPTIONS - Start each day with a float in a secure cashbox and bring enough coins & small bills to last the day.

BE SAFE - Never leave cash in your booth and always get insurance. Cover your booth at the end of each show day.

TELL US – If you see something on the show floor that is unsafe, inappropriate or illegal, tell us during the show. It is a challenge to follow-up on infractions after the show if we don't have an opportunity to correct it during the show.

BOOK FOR 2019 - Sign up for 2019 at the Exhibitor Service Desk during show hours each day, and until 5:00pm on Sunday during move out.