



**HEAD OFFICE**  
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**BAKERY CONGRESS 2017**  
 April 23 - 24, 2017  
 Vancouver Convention Centre - East, Hall B  
 Vancouver, BC

**EXHIBITOR MOVE-IN FORM**

Dear Exhibitor,

Please take the time to complete these questions to assist us in planning the move-in schedule. **If you are not the person responsible for the set-up of your company's booth, please pass the survey to the correct person.**

1. Will you require a forklift for off-loading? \_\_\_\_\_
2. Will you have crates/boxes to put into storage? \_\_\_\_\_
3. Number of: Crates \_\_\_\_\_ Boxes \_\_\_\_\_  
 Skids \_\_\_\_\_ Loose Material \_\_\_\_\_  
 Other \_\_\_\_\_
4. Approximate Weight (lbs) of: Heaviest Piece \_\_\_\_\_ Entire Shipment \_\_\_\_\_
5. How are you shipping to the show:  
 Advance Warehouse     Using Official Carrier     Other \_\_\_\_\_  
 If other, please indicate size of vehicle: \_\_\_\_\_
6. Are additional delivery timeslots needed? \_\_\_\_\_
7. We do not require loading dock assistance (walk-in).

**FAX OR EMAIL FORM TO OUR OFFICE BY APRIL 7, 2017  
 (604) 277 1736 or OPERATIONS@LEVYSHOW.COM**

COMPANY NAME (as listed with the show) \_\_\_\_\_

BOOTH # \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_

CONTACT INFO: Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

If we do not receive this form and you require loading dock assistance we will designate a move-in time for you.

You will be notified of this date and time in a separate notice closer to the show.