

The Outdoor Adventure & Travel Show

VANCOUVER

March 5 & 6, 2022

Vancouver Convention
Centre EAST - Hall B/C

EXHIBITOR MANUAL



WELCOME AND THANK YOU

for choosing to be a participant in
**The Outdoor Adventure
& Travel Show - Vancouver.**

Please take a moment to read the exhibitor manual, which will provide you with all of the necessary information for the preparation and installation of your exhibit. Processing your orders at your earliest convenience will allow us and the service-contractors time to provide you with the best possible rates & service.

The Show Office will be set up at the
Vancouver Convention Centre
on Friday, March 4, 2022 at 9am and management will be available to assist you for the duration of the Show.

**For specific information and guidelines related to COVID19, please refer to the [COVID19 section](#) of the manual.*

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GENERAL INFORMATION

Show Location

Vancouver Convention Centre East

Hall B & C
999 Canada Place
Vancouver BC
V6C 0C3

[MAP TO FACILITY](#)

Show Dates & Times

Saturday, March 5, 2022	10:00 am – 6:00 pm
Sunday, March 6, 2022	10:00 am – 5:00 pm

Exhibitor Move-in Times

Friday, March 4, 2022	9:00am – 8:00 pm
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Exhibitor Move-Out Dates & Times

Sunday, March 6, 2022	5:00 pm – 10:00 pm
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Produced By

National Event Management
Suite #102
260 Town Centre Blvd.,
Markham ON
L3R 8H8
Tel: (905) 477-2677 or (800) 891-4859
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Exhibitor Coordinator

Haelee Jones
(289) 719-0110 or (800) 891-4859 Ext 233
Email: haelee.jones@nationalevent.com

Director of Operations

Dina Latina
905 477-2677 or (800) 891-4859 Ext 224
Email: dina@nationalevent.com

EXHIBITOR CHECK LIST

Please print a copy of this checklist to assist you in planning for the Show. To take advantage of “early booking discounts” please note booking deadlines.

[CHECK LIST](#)

PARKING

Our event is located in the East Building of the Convention Center. Therefore, we recommend that you park in the West Park lot. To order a pass, please go to [this link](#).

If you have any questions be contact
+1 (604) 669-7275
guestservices.bc@group-indigo.com

Enter at east side of building (foot of Howe Street) obtain ticket from dispenser & proceed to P1 or P2 for parking
Use Convention Centre/Hotel elevators (not World Trade Centre elevators)

For Convention Level: Press “G” for Registration, Ballrooms & Exhibits. For Meeting Rooms: Press “M” If arriving from alternate parking locations, enter the Vancouver Convention Centre through the lobby doors located to the west of the hotel entrance. Ballrooms and Exhibition Halls are at lobby level.

[DIRECTIONS TO WEST PARK HWY 1](#)

[DIRECTIONS TO WEST PARK HWY 99](#)

[RATES](#)

LOADING DOCKS

****Please look out for email updates regarding your specific load-in time****

Deliveries for the East building should be directed to the East truck route located at the foot of Howe Street where it meets Canada Place.

The East truck route has one-way access only and is 16' wide (4.88 m). There is an incline of 3'6" (1.07 m) over a 35' (10.67 m) section, as well as an overhang with a clearance of 13'11" (4.24 m) at the access point to the exhibit halls. The incline will allow a standard 40' (12.19 m) trailer with a bottom clearance of no less than 12" (30.48 cm) to enter exhibit halls.

The loading area consists of three loading bays with levelers, which can accommodate trailers up to 30' (9.14 m) in length. Loading dock clearance is 13'10" (4.22 m) high, 12' (3.66 m) wide. Exhibit Hall C has limited drive-on access through roll-up doors for full-sized trailers.

Measurements of roll-up doors are as follows:

East Exhibit Hall B: 13'7" (4.14 m) high, 16'8" (5.08 m) wide

East Exhibit Hall C: 13'7" (4.14 m) high, 28'6" (8.69 m) wide

Maximum length of vehicles for drive-on access to exhibit halls is as follows:

East Exhibit Hall B: 30' (9.14 m)

East Exhibit Hall C: 50' (15.24 m)

Please do not deliver freight or load and unload at hotel entrances or elevators.

Dock level access is available. Dollies and a pump truck will be available for your use. If you require a forklift to move material from the dock to your booth, a forklift will be available to you. However, if you have excessive forklift requirements please contact Dina Latina (dina@nationalevent.com) to discuss your needs as charges may apply.

[MAP TO FACILITY](#)

MOVE-IN INSTRUCTIONS

Move-in Times: Friday March 4, 2022 9:00 am – 8:00 pm

SPECIFIC MOVE-IN HOURS: Closer to the show, you will be sent a dedicated move-in time & move-in instructions.

Note that exhibitors may not set up during show hours.

- **All exhibitors must officially register before setting up.** Please come to the show office (located at the back of the show floor) and staff will direct you to your booth.
- **All exhibits must be set up by 8:00 pm Friday.** Exhibitors will not be permitted to set up during show hours.
- The aisle carpet will be in place Saturday morning. **Dollies and carts WILL NOT be permitted on the carpet.** Hand carried items only may be brought in on Saturday.
- **Children 15 years of age or younger will not be permitted in the exhibit area during move-in, set-up, or tear down.**

If you can hand-carry your material to your booth, we encourage you to do so. Simply park in the Convention Centre Parking garage and use the elevators to bring your material to the show floor. **This will avoid line-ups for you.**

You are able to drive onto the show floor via the **East truck route** located at the foot of Howe Street where it meets Canada Place. However, please anticipate delays with this option.

Social Distancing & Masks

Masks and Social Distancing of 6' will be mandatory inside the facility. If you have any reason that prevents you from wearing a mask, please let us know. No one with a fever or symptoms of COVID-19 or known exposure to Covid-19 case in their prior 14 days is permitted inside the venue.

MOVE-OUT INSTRUCTIONS

Move-out times: Sunday March 6, 2022 5:00pm – 10:00pm

Please note that move-out will begin once the show has closed, the aisles are cleared and the aisle carpets removed. If you are able to hand carry your supplies out to your car, we encourage you to do so.

Dismantling or removing your exhibit/exhibit materials before the end of the show is strictly prohibited. A fee will be charged if you move out early, as there are attendees still in the hall who have paid to attend the show.

All material must be removed by 10:00 pm

Items left on the show floor after move-out time will be forced off the floor. Show Management reserves the right to reroute shipments that are not picked-up or refused by carriers. Should this occur, you will be responsible for any charges incurred.

Exhibitors are encouraged to remove small items and open cases of products from the show floor first. Show Management will take all reasonable security precautions, but immediate removal of these items is the best way to prevent pilferage.

SHIPPING & DELIVERIES TO THE SHOW

Shipping Direct to Show: Friday March 4, 2022

PLEASE NOTE: **The facility will NOT accept shipments prior to the Show move-in date.** Show Management will sign for the delivery on your behalf during move-in hours **only**. Your materials will be left at the dock until you arrive. To move your items to your booth space, pump trucks and dollies will be available at no charge. Should you require assistance or the use of a forklift, please contact Dina Latina (dina@nationalevent.com) as charges may apply.

Please address shipments to:

Company name Booth number
The Outdoor Adventure & Travel Show
Vancouver Convention Centre East
Hall B & C
999 Canada Place
Vancouver, BC, V6C 0C3

The most cost-effective way to ship your items to the show is to arrange delivery during move in hours with our Official Show Carrier:

Cross Connect Customs & Logistics

Pat D'Alessandro
info@crossconnectcl.com
Cell: 416-726-7229

TRANSPORTATION AND CUSTOMS FORMS

Pre-Show Shipping

If you choose the official show carrier as your freight carrier, they will warehouse materials for up to 30 days prior to the Show at no charge and deliver them to the show on move-in day.

Please address advanced shipments to:

Exhibitor Name, Booth #
c/o THE OUTDOOR ADVENTURE SHOW & BC BIKE SHOW
YRC - 3985 Still creek Ave
Burnaby, BC, V5C 4E2

To request a quote, please complete the below order form and email to:

Cross Connect Customs & Logistics

Pat D'Alessandro
info@crossconnectcl.com
Cell: 416-726-7229

TRANSPORTATION AND CUSTOMS FORMS

Shipping enquiries must be finalized 14 days prior to show move in date. Be sure your shipment is labeled clearly.

You may choose to use another carrier however, keep in mind that not all carriers deliver and pick up during our scheduled move in/move out times.

HOTEL

BOOKING DEADLINE: February 17, 2022

**Rooms and discounted rate will only be held until the specified date.
Rooms will then be subject to availability at prevailing rates.**

We have obtained a group rate of \$149.00 + taxes at the Marriott Vancouver Pinnacle Downtown.

The Marriott Vancouver Pinnacle Downtown is located at:
1128 West Hastings St.
Vancouver, B.C.
V6E 4R5
604-684-1128

Reservations may be made by calling 1- (800) 207-4150 or [click here to make a reservation](#).

To receive this rate, you must mention that you are with **The Outdoor Adventure & Travel Show** when booking. Rates cannot be changed at check-in/check-out times if you fail to identify your affiliation at the time of booking.

SHOW DECORATOR (TO ORDER TABLES, CHAIRS, ACCESSORIES, ETC.)

ORDER DEADLINE: February 18, 2022

8ft back drape and 3 ft side drape are supplied for your exhibit space. If you require tables, chairs or additional booth supplies, these items can be rented from the Show Decorator.

To complete your order online, [click here](#) and use **Show Code "VOATS2022"**

Show Colours

- **Booth Drapes: Blue**
- **Aisle carpet: Green**

Please direct all questions to:

Levy Show Services

Tel: (604) 277-1726

Email: operations@levyshow.com

You can also submit the below order forms to operations@levyshow.com

[FURNITURE & ACCESSORIES ORDER FORMS](#)

[PAYMENT FORMS](#)

[ONLINE ORDERING INSTRUCTIONS](#)

BOOTH ACCESSORY PACKAGES

ORDER DEADLINE: February 4, 2022

An all-inclusive booth accessory package is available which contains: a draped booth, grey carpet, 1 black-skirted table (6 feet long x 30 inches high), 2 chairs, and an electrical outlet. If you did not order at the time of booking and wish to have this package, please complete the order form below.

There are no substitutions to this package. All packages regardless of booth size contain 1 table and 2 chairs. If required, additional furniture can be ordered through the Show Decorator at their usual rates.

To order a Booth Accessory Package, return the All-Inclusive Booth Package Order form to your sales rep.

[ALL-INCLUSIVE BOOTH ACCESSORY ORDER FORM](#)

BOOTH CLEANING

ORDER DEADLINE: February 11, 2022

Exhibitors are responsible for maintaining their own booth space. If you require in-booth vacuuming please complete the [online order form here](#).

Please direct all questions to:

Vancouver Convention Centre

Evelyn Wuest

Call (778) 229 – 6348

ewuest@vancouverconventioncentre.com

[ONLINE ORDER LINK](#)

BOOTH INSTALLATION & DISMANTLING

ORDER DEADLINE: February 11, 2022

Dismantling or removing your exhibit/exhibit materials before the end of the show is strictly prohibited.

Exhibitors are encouraged to remove small items and open cases of products from the show floor first. Show Management will take all reasonable security precautions, but immediate removal of these items is the best way to prevent pilferage.

Should you require assistance setting up or dismantling your booth, please submit the below forms to:

Levy Show Services

Tel: 604-277-1726

Fax: 604-277-1736

Email: operations@levyshow.com

You can order online with show code "VOATS2022" [Click Here.](#)

[BOOTH INSTALLATION & DISMANTLE ORDER FORM](#)

[PAYMENT FORMS](#)

[ONLINE ORDERING INSUCTIONS](#)

SIGNAGE INSTALLATION (HANGING OF BANNERS / RIGGING)

ORDER DEADLINE: February 11, 2022

If you require the hanging of banners from the ceiling and/or rigging of equipment in your booth, please complete the [online order form here](#).

Please direct all questions to:

Vancouver Convention Centre

(778) 229-6348

ewuest@vancouverconventioncentre.com

[ONLINE ORDER LINK](#)

Please note that your banner and booth structure should be limited to the space directly above your booth. Any other configurations would need to be approved by Show Management prior to the show.

TELEPHONE / INTERNET / WIFI

ORDER DEADLINE: February 11, 2022

If you require a telephone or internet line, or access to WIFI in your booth, please complete the [online order form here](#)

Please direct all questions to:

Vancouver Convention Centre

Call (604) 647-7206

Fax (604) 647-7325

[ONLINE ORDER LINKS](#)

AUDIO / VISUAL RENTALS

ORDER DEADLINE: February 26, 2022

If you require audio visual equipment in your booth, you can place your order online by [clicking here](#)

Please direct all questions to:

Vancouver Convention Centre

Evelyn Wuest

(778) 229-6348

ewuest@vancouverconventioncentre.com

[ONLINE ORDERING LINK](#)

ELECTRICAL

ORDER DEADLINE: February 11, 2022

Electrical is not supplied to your booth. If you require an electrical hookup, please complete the [online order form here](#).

Please direct all questions to:

Vancouver Convention Centre

Evelyn Wuest
(778) 229-6348

ewuest@vancouverconventioncentre.com

The Vancouver Convention Centre is going paperless. A \$30.00 charge will apply for anyone who chooses to print forms off of the website and submit them manually. There is no fee to use the online ordering platform.

[ONLINE ORDER LINK](#)

FOOD SAMPLING

ORDER DEADLINE: February 11, 2022

The Vancouver Convention Centre retains the exclusive right to provide and control all food & beverage services for any event held at the Vancouver Convention Centre.

Exhibitors may only produce samples of product that they serve and/or produce for the purpose of promoting their merchandise. You must first get approval from the Convention Centre before you apply for the Temporary Food Services Application.

Please send the below information to Roya Roohi (RRoohi@vancouverconventioncentre.com) a minimum of 4 weeks before the show to request sampling approval.

1. Company Name:
2. Booth Number:
3. Point contact for booth and their cell phone number:
4. Item(s) you would like to sample:
5. Dates of sampling:
6. Will you be making your item on-site or will it be pre-package?

Exhibitors must agree to the following:

- Sampling is limited to 4 ounces of liquid and 1 ounce of food – the product must be manufactured by your company.

Those exhibitors approved for product sampling must be 100% self-sufficient on the show floor with all necessary equipment required for service. The Vancouver Convention Centre does not rent equipment or permit use of the facilities fridges/freezers. Power for your booth can be ordered through VCC Exhibitor Services.

Please read the below “Guidelines”.

DO NOT COMPLETE THE TEMPORARY FOOD SERVICE FORM IF YOUR SAMPLE IS PREPACKAGED, DOES NOT REQUIRE HEATING, DOES NOT REQUIRE REFRIGERATION AND DOES NOT REQUIRE PREPARATION ON SITE. SAMPLES OF A BEVERAGE SERVED INTO A DISPOSABLE CUP DO NOT REQUIRE THAT YOU FILL OUT THE TEMPORARY FOOD SERVICE FORM.

If you are sampling a food or beverage product THAT DOES NOT MEET THESE CRITERIA, you must complete the [Temporary Food Services Application](#) and return it to Haelee Jones (haelee.jones@nationalevent.com) no later than February 11, 2022. We will submit all applications to the Health Department by the cutoff date.

If you are handling food at your booth, you will require a temporary hand washing station (See example below) If handling raw meat, fish or poultry – a full sink with hot and cold running water under pressure is required.

If you have any questions regarding the application process, please contact

Haelee Jones

(289) 719-0110

haelee@nationalevent.com

[VENUE GUIDELINES](#)

[TEMPORARY HANDWASHING STATION EXAMPLE](#)

[CITY GUIDELINES](#)

[TEMPORARY FOOD SERVICES APPLICATION](#)

ORDER DEADLINE: February 11, 2022

If you require ice, please follow [this link](#): Ice ordering is under catering section, Please direct all questions to:

Please direct all questions to:

Vancouver Convention Centre

Call (604) 647-7206

Fax (604) 647-7325

The Vancouver Convention Centre is going paperless. A \$30.00 charge will apply for anyone who chooses to print forms off of the website and submit them manually. There is no fee to use the online ordering platform.

[ONLINE ORDER LINK](#)

VEHICLES ON SHOW FLOOR

All vehicles must abide by the arrival and departure schedules and procedures established by Show Management. Please contact Dina Latina (dina@nationalevent.com) for approval and to arrange arrival time if you want to display a vehicle.

When motorized vehicles are approved for use, a protective sheet of visqueen, tarpaulin or comparable material May be required to eliminate damages from leaks of gas, oil, etc., at the exhibitor's expense.

Measurements of roll-up doors are as follows:

Exhibit Hall B: 13'7" (4.14 m) high, 16'8" (5.08 m) wide / Exhibit Hall C: 13'7" (4.14 m) high, 28'6" (8.69 m) wide

Maximum length of vehicles for drive-on access to exhibit halls is as follows:

Exhibit Hall B: 30' (9.14 m) / Exhibit Hall C: 50' (15.24 m)

Any vehicles to be displayed are subject to the following conditions:

- Fuel tanks must not be more than 1/4 full
- Fuel caps must be taped or locked shut
- Drip pans must be placed under vehicle
- Ignition must be disabled or the vehicle locked and hood inoperable from the outside of the vehicle
- Keys must be left with guest services
- Vehicles equipped with pressurized nitrous oxide tanks must have the tanks emptied prior to display in the facility.
- For safety reasons the use of spray bottles for cleaning and detailing of display vehicles is prohibited inside as the overspray can create a slippery and therefore dangerous floor surface.

Exhibitors are responsible for oil, grease, or any general damage to the carpeted area.

Exhibitors must provide a set of keys, the contact name, and phone number of the person responsible to remove the vehicle(s) to Show Management.

BADGES

ORDER DEADLINE: Friday February 11, 2022

We have implemented a new automatic badge system. Please follow [this link](#) to complete the form for contract tracing purposes. You will receive a confirmation email upon completion.

Exhibitors are provided with a maximum of 6 badges, with company name on them.

Badges will have your company name only.

Badges and Lanyards can be picked up at the show. Please pick up your badges at the Show Office on Move- in day.

Badges must be worn at all times to gain entrance to the show.

CUSTOM COUPONS

Raise awareness and increase traffic to your booth by distributing Customized Coupons to the Show. There is no limit to the number of coupons you may distribute to your professional and personal databases.

Please email your high-resolution logo in .jpeg, .eps, or .pdf format with fonts outlined to Haelee Jones (haelee.jones@nationalevent.com).

FREE PASSES

Prior to the show, 15 free admission passes will be mailed to the shipping address provided on your booth contract. These passes should be used to invite your clients or special guests to the show. Please email your sales representative, if you would like to provide an alternate mailing address for the tickets. We will also be e-mailing you a unique promo code that is valid for 10 free ticket registrations, as well as universal promo code for discounted tickets to share with your clients, friends and family.

Physical passes are not to be handed out on site, unless you are leaving them at the Will Call desk for pick-up.

INSURANCE

Insurance for booth/show

Exhibitors must have their own liability insurance covering a minimum of \$1 million in damages. Please list National Event Management as “additional insured”.

Transportation Insurance

Show Management is NOT responsible for damages caused during the transportation of your products. We strongly recommend purchasing transportation insurance when booking your shipments.

Liability

Exhibitors will be liable for, will indemnify, and will hold harmless Show Management from any loss or damage whatsoever occurring to, or suffered by, any person or company. This includes, without limiting the generality of the foregoing, exhibitor, other exhibitors, management, the owners of the building and their respective agents, servants and employees, and members of the public attending the show, either (a) on the said space or (b) elsewhere. Neither the facility nor Show Management will be responsible for loss or damage to persons, exhibits, or decorations by fire, accident, theft, or any cause while in the exhibition buildings.

RULES & REGULATIONS

Booth Display & Restrictions

Diagram #1: Sample of the drape provided for your booth

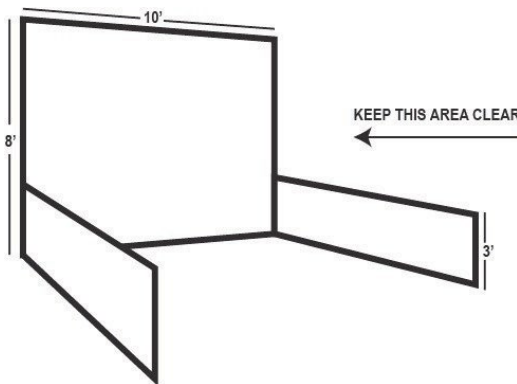
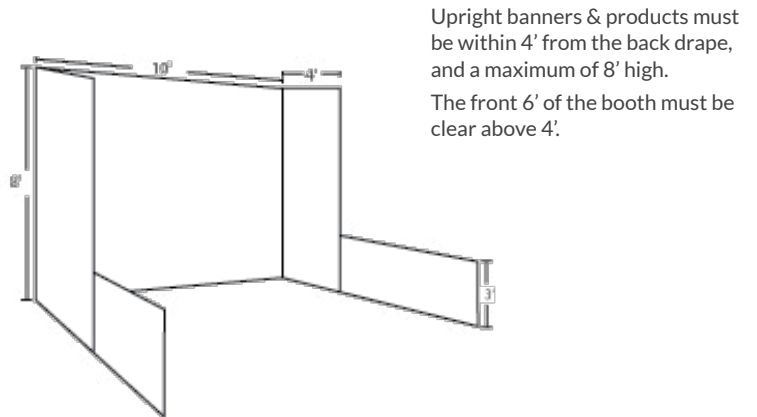


Diagram #2: Sample of display allowance



Booth Display & Restrictions

- Diagram#1 shows the drapes that are provided as a part of your booth cost.
- Diagram#2 shows the allowed clearance for displays, banners and products within your booth.
- No exhibit may exceed a maximum height of 8 ft.
- Side panels 8 ft. high, must not exceed a depth of 4 ft. extending from the back of the display.
- The remainder of the 6 ft depth from the front of the booth must not exceed a 4 ft. height.
- Any exceptions to this must have pre-approval from Dina Latina (dina@nationalevent.com).

Prefab booth partitions must be finished on both sides. If they are not, please request drapes prior to the show.

Signage

No signage or material may be extended above the 8ft height at the back of your booth nor hung from the ceiling or across the aisle, without approval from Show Management. All signs must be printed on one side only. Your brand messaging can only face the inner walls of your exhibit space.

Carpet or Flooring

Carpet or Flooring is mandatory for all exhibits. You can use the show decorator below or you are welcome to bring in your own at your own cost. See Tape Restrictions below.

Tape (Floor, Wall, and Carpet Damage)

It is important that you use the proper carpet tape in your booth. If you do not use the correct tape there will be a charge for tape removal.

Here are the models of two-faced tapes that are authorized by the facility.

- Polyken 105c LPDE
- Scapa 274004
- DC W002A

If you bring your own carpet, you must adhere to the above Tape Restrictions. If you do not have the proper tape, please notify Show Management before installing your carpet or tiles.

Restrictions for Booth Installation

Painting, nailing, drilling, or screwing to the floors, walls or any other part of the building is not permitted. Exhibitors are also responsible for oil, grease, or any general damage to the carpeted area. Exhibitors wishing to lay any floor coverings may not fasten the coverings to the building floor. It is suggested that building paper or the approved tape (Polyken 105c LPDE OR Scapa 274004 OR DC W002A) is used instead.

Demonstrations/Distributions

Displays, demonstrations or distribution of advertising materials, are not permitted outside the confines of your booth. If audio visual equipment is used, the sound must be subdued to such an extent as to ensure it's having no nuisance effect on neighbouring exhibitors. The use of microphones is not permitted without prior management approval.

Fire Regulations

All exhibitors planning to use any type of fuel (such as gas, oil, helium gas, or propane) in their exhibits are requested to contact Show Management. All displays or exhibited materials must be fireproof to conform to Federal, Provincial/State, and City Fire Laws.

National Event Management is obligated to abide by the Fire Code regulations in each city. We therefore retain the right to refuse any material or object that does not conform to code. If you have a question or need information re the Fire Code please contact Dina Latina, dina@nationalevent.com, 905-477-2677 or 1-800-891-4859, ext. 224.

FIRE REGULATIONS

Animals in the Show

The facility's policy prohibits the presence of animals unless they are used as a working dog for the blind. Permission must be obtained from the facility for any exception. Please contact Dina Latina (dina@nationalevent.com ; 905 477-2677 ex: 224) regarding approval and the necessary forms.

Helium Balloons

Helium balloons are prohibited in most venues. There is a large retrieval fee, charged to the exhibitor, when balloons are lost. Please contact Dina Latina (dina@nationalevent.com) if you wish to use helium balloons in your display.

Mechanical Conveyances

Mechanical Conveyances such as electric carts, scooters, or bicycles will not be allowed in the aisles during the show hours. The only exceptions to this rule will be in the case of handicapped persons visiting the show, or those with authorization from Show Management.

Non-Compliance

National Event Management reserves the right to make changes, amendments, and additions to the rules and regulations without notice, as considered necessary to the efficient and proper conduct of the show. Interpretation of these rules and regulations shall rest with Show Management and non-compliance can result in ejection of the offending exhibitor or in the closing of his/her exhibit.

COVID-19 GUIDELINES

The following precautions and regulations have been put in place to ensure the health and safety of all Exhibitors, Staff and Visitors to the show. We are confident in our plans in working with the Vancouver Convention Centre and all suppliers to ensure a safe and successful show.

Please go to [this link](#) for the most up to date information regarding COVID-19 protocol for the Vancouver Convention Center.

- **If an exhibitor is experiencing any flu-like or cold symptoms, including fever, coughing, sneezing, sore throat or shortness of breath, they are required to stay home.**
- **All Exhibitors and Attendees are required to be vaccinated. Vaccine status will be checked upon entry.**

For more details about the Outdoor Adventure Show Health & Safety Practices, please contact dina@nationalevent.com.