

1. Accommodation +Travel

Official Hotel:

Pinnacle Hotel Harbourfront
1133 W Hastings St
Vancouver, BC V6E 3T3
604.689.9211

Official Travel Agent:

Carlson Wagonlit – Anne Trudeau
688 West Hastings St – Suite 700
Vancouver, BC V6B 1P1
Phone 403-508-3025
Fax 604-291-2953
Email: atrudeau@carlsonwagonlit.com

2. Alcoholic Beverages

The consumption of alcoholic beverages in the exhibitor's booth is prohibited. Alcoholic beverages may only be consumed in designated lounge areas.

3. Altered Exhibit Plans

Management reserves the right at any time, without prior notification, to alter exhibits, aisles, common carpet, feature sizes and locations in an effort to best serve the interest of the show. Their decision in this regard will be final.

4. Animals

No animals are permitted in Vancouver Convention Centre except as part of an exhibit, activity or performance, approved by Show Management, that legitimately requires the use of animals. Seeing Eye dogs and hearing impaired dogs are accepted. Such animals or pets must be on a leash, within a pen, or under similar controls at all times. The owner takes full responsibility for his/her own pet.

5. Audio Visual

For competitive rates on the rental of sound systems, large screen video and computer display, closed circuit TV and special effects for multi media staging, please contact:

Official Audio Visual Supplier

365 Productions
Cell: (778) 892-0453
Email: datar@365productions.com
Website: www.365productions.com

6. Balloons

Helium-filled balloons and other inflatable items must be approved by your Event Manger. Due to the complexity and costs of retrieving balloons from various areas within the facility, Vancouver Convention Centre requests a deposit and signed waiver form when helium balloon décor is planned. If retrieval does not become necessary the deposit is refundable post-event.

7. Banners

Banner hanging is an exlcuse service to the Vancouver Convention Centre. Banners may be suspended in select locations in the facility. Please contact Show Management for more details. Banner requests must be submitted well in advance of the move-in of the show and should include the following information:

- # of banners to be installed
- Size (length, width, height, weight)
- Intended locations for banners
- Banner material

Costs for banner suspension will be quoted based on details provided. Please note that a custom quote will be required for banners weighing more than 25 lbs.

Exhibitors who require banner installation must complete and return the banner installation request with full payment. See the Sign/Banner Installation Request Form in the Marketing portion of the exhibitor kit.

8. Booth Cleaning / Janitorial

Show Management provides daily janitorial service to aisles and common areas only. If you require general and/or special booth cleaning (scrap containers, vacuuming, shampooing), please contact Convention Services or use the Vacuum Request Form enclosed.

9. Carrier – Shipping + Transport

Davidson & Sons has been appointed official exhibit transportation carrier.* Please allow ample time for pick-up to ensure that your exhibit arrives before the scheduled move-in date. All freight charges must be sent prepaid as the facility will not accept collect shipments. When shipping with Davidson & Sons, shipments can be received and stored up to 30 days in advance of the show date at no charge.

To arrange for a pick-up and/or obtain a rate quote:

Remy Perrot, Director of Sales
Monday – Friday, 7:00am – 3:30pm PST
604.681.5132
Email: [remy@davidsonandsons.com](mailto:remy@ davidsonandsons.com)

*You may also choose your own transportation company.

All shipments should be consigned to:

Vancouver Fall Home Show

Company Name, Booth Number(s)
Vancouver Convention Centre
Attention: Goodkey Show Services
Via Waterfront Road Truck Route
1055 Canada Place
Vancouver, B.C. V6C 0C3
Contact #: Guest Services (604) 647-7299

Or use the Shipping Label in the Exhibitor Kit.

10. Competitions, Draws + Contests

Sales promotions and competitions conducted by exhibitors in conjunction with their display must be free of any obligation on the part of the winner. Prize winners must not be required to place an order before collecting the prize offered. The schedule of prizes and terms of the competitions must be approved by Show Management at least three weeks before the Show and comply with all the existing government regulations. Contest winner must be drawn for at the show. Any contests conducted must not violate any provincial or federal laws or regulations in effect at that time.

11. Conducting Business In Your Booth

Distributing literature or general solicitation of business is forbidden outside your exhibit area. All business must be conducted within the booths that have been assigned to you.

12. Customs + Immigration

For shipments from outside of Canada, please contact:

Remy Perrot
Davidson & Sons
1220 - 188 W Georgia St
Vancouver, BC V6E 4A2
Tel: 604.681.5132
Fax: 604.681.2601

Email: remy@davidsonandsons.com
Web: www.davidsonandsons.com/

****PLEASE DO NOT SHIP PRODUCTS TO THE ADDRESS ABOVE.****

Exhibitors wishing to contact Canada Customs may call:

Mark Bourne

Regional Coordinator, International Events and Convention Services Program

Canada Border Services Agency

1st Floor – 333 Dunsmuir St. Vancouver, BC V6B 5R4
Tel: (604) 775-5379
Fax: (604) 666-4470
Email: mark.bourne@cbsa-asfc.gc.ca

It is the responsibility of the exhibitor to contact Canadian Immigration for access into Canada. Exhibitors must present their show contract at the border as well as correspondence listing the personnel attending, birth dates, names and job titles.

13. Damage To Premises

Exhibitors are liable for any damage to the Vancouver Convention Centre, its equipment or furnishings, including nail holes, spilled paint, defacing, breakage, etc. The exhibitor is also liable for the removal of any adhesive tapes or materials from property.

14. Display Contractor

Goodkey Show Services Ltd is the official **Vancouver Fall Home Show** Display Contractor. For any display, décor, set up labour, carpet or show furniture requirements, please contact:

Mr. Calvin or Mrs. Rodella Goodkey
Goodkey Show Services Ltd.
9539 – 41 Ave., Edmonton, AB T6E 5X7
Tel: (780) 426-2211 Toll: 1-877-726-2211
Fax: (780) 426-5734 Toll: 1-888-426-5734
Email: info@goodkey.com
Web: www.goodkey.com

Complete the Goodkey Order Forms, at least thirty (30) days prior to the show for any exhibit furnishing rentals you may require.

You will also be able to order your requirements online. The instructions on ordering will be included with other forms in your Exhibitor's Kit.

15. Display Standards

Show Management reserves the right to refuse entry or to have removed at the exhibitor's expense any display, which is not in accordance with these display standards. If any doubt exists, or where a special case exists, the exhibitor must provide details and obtain approval from Show Management prior to move-in. Show Management reserves the right to make final decisions with regard to the following:

Floor Covering - It is mandatory for exhibitors to have floor covering (carpet or other appropriate alternative) completely covering the exact dimensions of the space designated so that no concrete is exposed. Exhibitors with floor coverings of poor quality and appearance, or inaccurate dimensions will be required to provide a replacement of acceptable standards.

REMINDER – Booths are standard 10x10 increments

Lighting – the lighting in the Vancouver Convention Centre during the **Vancouver Fall Home Show** will be ambient. Please provide your own lighting.

Exhibit Boundaries - Nothing, including carpet may project past the outer boundaries of an exhibit into the aisles or an adjoining booth. Display material must not obstruct visibility of adjacent booths and should not exceed eight (8) feet in height. Exceptions to the eight feet limit for display of merchandise may be obtained from Show Management prior to the move-in. Any portion of a display or signage above 8' must be professionally finished on the reverse.

Display Material - All exhibits must be free standing and self-supporting. Free standing bulletin boards, signs, etc. may be used providing exhibits are not hidden from view. Unfinished sides or backgrounds must be draped. Racks and display shelves must not unduly obstruct visibility of adjacent exhibits.

Sample Size Requirements - The exhibitor agrees to abide by the facilities (Vancouver Convention Centre) 1oz. sample size when distributing samples. See the Food Sampling Guidelines in the exhibitor kit.

16. Display Vehicles

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

- Vehicle must be approved by Show Management at least 2 months in advance of show
- Fuel tanks must not be more than ¼ 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 Show Management

17. Distracting Devices

Any attention arousing devices, such as noisemakers, flashing lights, movies, music, broadcasting, television, drawings, etc. are subject to Show Management approval. No approval will be given to devices, which are obviously distracting and annoying to exhibitors *(i.e. Hardwall systems must be used for stereo equipment to reduce noise distractions).

18. Dollies/Handcarts

There are limited handcarts available – you will be required to leave a driver's license or credit card to borrow a handcart. Exhibitors are advised to bring their own dollies and handcarts.

19. Early Entry

Exhibitors are permitted to enter the premises one-hour before show opening via the hall entrance. Security check will be in effect; therefore, you must wear your exhibitor badge at all times after move in and before move out.

If you require access to the premises earlier than one hour before the show, you must obtain authorization from the Show Office the day before. If the facility requires special arrangements for extra security during this early access, **the cost of this security will be charged to the exhibitor.**

Note: Security personnel will not permit access to the premises prior to one hour before show opening without this authorization.

20. Electrical & Lighting

Power is provided by the Vancouver Convention Centre. You may find the Electrical Services Request Form in the Exhibitor Kit. This form must be submitted to the Vancouver Convention Centre. The Vancouver Convention Centre advises that lighting levels within the exhibit hall during show hours will be **ambient**.

It is suggested that all exhibitors would be well advised to supplement facility lighting with their own or rented lighting.

All hook-ups to building electrical service must be done by Vancouver Convention Centre Technicians.

The following requirements must be adhered to in the installation of all temporary electrical and lighting equipment or service:

Open clip sign sockets will not be permitted. Porcelain sockets will be accepted. Use of latex cord wire in displays will not be permitted. Use of duplex or triplex plugs will not be permitted. Exposed wire must be three-wire grounded of proper size to serve the fixture to which it is attached. Electrical fixtures and fittings must be C.S.A. listed. Vancouver Convention Centre Technicians will refuse connection where wiring constitutes a fire hazard or is contrary to the Canadian Electrical Code. All electrical installations are subject to inspection by Stadium Technicians and the City of Vancouver Electrical Inspector. A City inspection fee is chargeable to the tenant.

NOTE: Vancouver Convention Centre electrical technicians will provide a power drop only to each display if requested. Extension cords to move the power source within the exhibit display space must be provided by the EXHIBITOR or rented from Vancouver Convention Exhibitor Services.

The Electrical Protection Branch, BC Department of Labour requires that all electrical equipment must be approved before it is lawfully advertised, displayed, offered for sale, sold, or otherwise disposed of or used in the Province of British Columbia. It is, therefore, the responsibility of each exhibitor to ensure that all electrical equipment in, on, or about their booth comply with the above regulations.

Electrical equipment for which CSA approval is sought should be submitted to:

CANADIAN STANDARDS ASSOCIATION

13799 Commerce Parkway
Richmond, BC V6V 2N9
Tel: (604) 273-4581
Fax: (604) 273-5815
Web: www.csa.ca

The approval of the Association is acceptable to all electrical inspection authorities in Canada. You are referred to them for details of procedure.

All operating electrical equipment must have necessary approvals (C.S.A.) and may be required to have a permit for its installation.

21. Exhibitor Badges

Exhibitor badges will be prepared in advance according to your square footage. You are not permitted to order badges for personnel who will not work within your exhibit.

Your badges are to be picked-up from the Show Office during Move-In. **They will not be mailed.**

Exhibitor personnel will have access to their booth one hour prior to show opening each day of the exhibition. **Security guards are instructed to refuse admittance to anyone not wearing an exhibitor badge.**

If an additional or a replacement badge is required during move-in and during the show, proper identification will be required and there will be a charge of **\$9.00 per badge**. All exhibitor personnel must be 16 years of age or older. **REPLACEMENT BADGES are also \$9.00.**

22. Exhibitor Services

The Exhibitor Services Desk will be located in Hall B, next to the Goodkey Show Services desk.

23. Exhibitor Conduct

Show Management reserves the right to refuse admission to the Show facility to any exhibitor, or exhibitor's employee who, in the opinion of Show Management, is unfit, intoxicated, or is in any way creating a disruption to the show.

24. Exhibitor Entrance

Exhibitors may enter the Show from the Hall B Exhibitor Entrance (one hour before show opening). Exhibitors may also use the Public Entrances but ONLY DURING SHOW HOURS. Show hours are as follows:

October 26th to 29th, 2017

Thursday	4:00 pm - 9:00 pm
Friday	12:00 pm - 9:00 pm
Saturday	10:00 am - 9:00 pm
Sunday	10:00 am - 6:00 pm

You must wear your exhibitor badge for entrance to the show halls.

25. Fire Extinguishers

All exhibitors are strongly advised to have a minimum of one (1) hand held fire extinguisher in their booth. This safety precaution enhances the efforts of Show Management and Vancouver Convention Centre to satisfy Fire Marshall requirements.

26. Flame Proofing

See Fire Regulations.

27. Floor Loads

The Exhibit Halls have a floor load of 350 pounds per square foot and the truck route has a floor load of 250 pounds per square foot.

28. Freight-Free Aisles

Show Management has designated certain major aisles as freight free aisles - no freight or vehicles may be left or they will be removed immediately.

29. Garbage Removal During Move-Out

When the displays have been dismantled, exhibitors must remove all garbage other than limited amounts of paper. Vancouver Convention Centre cleaning staff will remove any excessive garbage remaining on the premises - this service will be charged to exhibitors.

30. Internet Access

Bell is the exclusive provider of telecommunications, internet, and broadcast feeds. Cat 6 and fibre connections are available in the Exhibition Hall. Any of these connections can be used for telecommunications, internet, and audio visual services. Wireless internet is available throughout the facility. To order a WIRED INTERNET 2Mbps, please

see the Internet Request Form. To sign up for Wireless Internet, please see WIFI Login Instruction Sheet. Wifi is provided at no cost, courtesy of the Vancouver Fall Home Show.

31. Insurance/Liability

Neither Show Management nor the building owners will accept responsibility for injury to persons, loss of, or damage to, products, exhibits, equipment or decorations, by fire, accident, theft, or any other causes while in the building. Exhibitors, or their agents, must provide adequate insurance for their own personnel, the public, exhibits and materials against all such hazards. **EVEN THOUGH WE HAVE SECURITY ON DUTY, Marketplace Events, LLC inc. AND Vancouver Convention Centre WILL NOT ACCEPT RESPONSIBILITY FOR LOSS OR DAMAGE OF MERCHANDISE DURING THE MOVE-IN, SHOW, OR MOVE-OUT OF THE VANCOUVER FALL HOME SHOW.**

PLEASE INSURE YOUR OWN MERCHANDISE AND EXHIBIT SPACE!

32. Latecomers/No Shows

Any space not claimed and occupied or for which no special arrangements have been made by 9:00 am on Thursday, October 27th may be resold or reassigned by Show Management without any obligation on the part of the **VANCOUVER FALL HOME SHOW** or Marketplace Events, LLC for any refund whatsoever. Please advise us if you have a last minute emergency. Any unclaimed freight will be returned to a "no-show" firm at the end of the show via ground transportation at the firm's sole risk and expense. No refunds will be granted for unused display space.

33. Material Handling + Equipment

Marketplace Events staff provides material handling at Vancouver Convention Centre. Show Management will absorb the cost of unloading goods to a specific display area; however, any extended or special usage will be at the exhibitor's expense. For individual special needs, exhibitors are advised to contact Goodkey Show Services in advance.

34. Mechanical Conveyances

Mechanical conveyances such as electric carts, scooters or bicycles will not be allowed in the aisles during the show hours. The only exception to this rule will be in the case of handicapped persons visiting the show and in the case of authorized show duty staff.

35. Media + Public Relations

Reformation PR has been appointed the Official Show Publicist. Official press kits, releases and promotions are generated from this office. Should you be sending your own media releases, please ensure that a copy is sent to:

Amanda Haines
Tel: 604.681.7565
Email: Amanda@wearereformation.com

36. Merchandise Removal

Anything that is to be removed from the show floor once the show is open, will require a release form which will be signed by Show Management at the time of exit (this includes personal items). Release forms are obtained from the Show Office at the closing of the Show each day. These forms are not required after the show closes on the final day. If an item is to be taken from the building each day after show closing and returned the following morning, a release form will be required for each day. This is to protect the belongings of all exhibitors.

37. Move-In/Move-Out Facilities

The Vancouver Convention Centre is a unique facility located in the busy downtown core of Vancouver and it is critical that guidelines are followed in order to facilitate loading and transportation movement. Due to other activities taking place in the facility, not all loading bays and loading areas will be available. Loading facilities are for temporary pick up and delivery only. Parking is prohibited in the loading area of truck route. Freight may not be stacked or stored in the loading area, on the truck route, against fire exits, fire pull stations, or fire hose cabinets.

West Building Deliveries:

Deliveries to the West Building should be directed to the west truck route located on Waterfront Road. The west truck route has two-way access and is 29'6" (9m) wide with a lane width of 14'9" (4.5m). There is a downward slope moving northbound on the truck route which calls 4' over 63'11". The loading area consists of twenty-two loading bays, which can accommodate full-size semi-trailers up to 80' in length. Six bays have dock levelers and there are three ramps off the truck route for drive-on access to the exhibit halls. Loading dock clearance is 17' high and 12' wide. Each exhibit hall has limited drive on access through roll-up doors for full-sized trailers.

Measurements of roll-up doors are as follows:
West Exhibit Hall A – 23'4" wide by 14'4" high
West Exhibit Hall B – 23'8" wide by 13'7" high
West Exhibit Hall C – 16'5" wide by 14'8" wide
this door can only be accessed by loading docks – hand carried, palette jack, forklift - and does not have a drive up ramp for vehicles
West Exhibit Hall C Waterfront Road – 23'5" wide by 23'1" high

Please see attached map for more detailed delivery information.

38. Move-In Hours

PRIORITY MOVE IN (for large booths only):

Tuesday, October 24th 6:00am–10:00am
(No vehicles after 7:00 pm)

REGULAR MOVE-IN

Tuesday, October 24th 10:00 am - 10:00 pm
(No vehicles after 7:00 pm)

****Please refer to move in schedule for your designated time**

Wednesday, October 25th 8:00 am – 10:00pm
(No vehicles after 5pm)

Thursday, October 26th 8:00am - Noon

No vehicles will be allowed into the building after 5:00 pm on Wednesday, October 26th as the carpet will be installed at that time. Detailed move in map to be provided 60 days prior to show.

39. Move-In, Move-Out No Children

For safety reasons during the move-in/ move-out hours, children under 16 years of age (this includes infants are **prohibited** inside and around the show halls and loading docks. This precaution is taken due to vehicles operating in the building, including forklifts and machinery that are dangerous. Injuries to children would not likely be covered by insurance because of this regulation.

THIS WILL BE STRICTLY ENFORCED!

40. Move-In Off Loading

All major shipments, i.e. crates, will be off-loaded with forklifts and delivered to designated booth

locations. IT IS EXTREMELY IMPORTANT THAT EXHIBITORS ARE ON HAND TO RECEIVE THEIR SHIPMENTS. This avoids damage and theft of goods and ensures delivery to correct booths. Exhibitors not on hand to receive their shipments may find that they have not been accepted and have remained with the carrier.

Show Management provides forklift service from the truck to the exhibit booth location. Any specialty use of forklifts, i.e. to assist in set up of display, or unloading unusually heavy or awkward shipments, are at the exhibitor's expense and may be arranged by contacting Goodkey Show Services in advance of the Event.

41. Move-Out Hours

Dismantling of displays will not begin until 6:01pm on Sunday, October 30th, 2017. Failure to adhere to this regulation may result in loss of exhibitor seniority for booth assignment in future shows. Vehicles will be permitted in the building once aisle carpet has been removed - approximately two hours after show closing.

HOURS FOR MOVE OUT

Sunday	October 29 th	6:01 pm – 12:00 am
Monday	October 30 th	8:00 am – 2:00 pm

42. Move-Out Regulations

No exhibitor may commence to dismantle, pack or remove any part of his or her display until 6:01 p.m. on Sunday, October 29th, 2017.

All goods and displays must be removed from the facility by 2:00 pm Monday, October 30th, 2017. Any exhibitor material remaining within the premises of the Vancouver Convention Centre after 2:00 pm on Monday, October 30th will be removed and placed in storage at the exhibitor's expense.

WARNING: THEFTS MAY OCCUR DURING the confusion of move-out, especially between 6:00 pm to 10:00pm on Sunday. Watch your display carefully. If you do not dismantle Sunday evening, please pack and remove smaller and more valuable items.

No vehicles will be allowed entry to the facility until the aisle carpet has been rolled up and the masking

tape has been removed. This usually takes approx. 2 hours after show closing.

Vehicles will be directed into the facility for loading only when their display is fully dismantled and ready for loading. This is to ensure that as many exhibitors as possible can move out without congesting the facility. When you are ready to load your vehicle, please ask one of the Goodkey Show Services staff for permission to drive your vehicle into the facility.

THERE ARE LIMITED DOLLIES AND HANDCARTS AVAILABLE. EXHIBITORS ARE ADVISED TO BRING THEIR OWN DOLLIES AND HANDCARTS.

ATTENTION: EXHIBITORS

Vancouver Convention Centre will invoice any exhibitor, or show participant, for the removal of any material left behind after the scheduled move-out period of the Show.

43. Over-Sized Trucks + Trailers

Large and accumulated shipments arriving by major carriers in large trucks are encouraged to sign up for early move-in (see Section 57) or to arrive as early as possible after regular move-in commences in order that entry and maneuvering may be carried out as easily as possible.

44. Parking

There are two independently operated parking facilities located within the Vancouver Convention Centre. They operate 24 hours per day, 7 days a week, on a first come, first served basis. Please see the General Parking Form for more information. Parking passes may be purchased in advance. See the Impark Park Pass Order Form for more information.

45. Payment of Account

Full and final payment for exhibit space must be made 60 days prior to show opening, (full payment by August 8th, 2017). After this date, if any cheques are accepted they must be certified - **no exceptions**. Show Management reserves the right to refuse entry to any exhibitor for whose account full payment has not been received.

46. Phone Installation

For phone installation in your exhibit, please complete and return the attached Telecom

Request. **Please note:** Full payment must be received by Vancouver Convention Centre Seven (7) Days prior to the first move-in day or on-site surcharges will apply.

47. Plants

Exhibitors may bring their own live plants and other similar decorations. Silk plants may also be available from Goodkey Show Services. Please refer to the Display Services Order Form.

48. Plumbing

Plumbing services are provided exclusively by the Vancouver Convention Centre. Cold water and limited hot water service is available in the exhibit halls. Due to restricted access to water sources on the exhibit floor, it is crucial that all plumbing requirements are ordered well in advance of the move-in for the show. Portable self-contained sinks may be approved and arranged through your Event Manager.

Drains are exclusively provided for the drainage of waste water. It is prohibited to use drains for the disposal of grease, solids, solvents, hazardous materials or organic materials of any kind.

49. Propane

Propane tanks in excess of 20lbs (10kg) are not permitted inside the building. Arrangements to store these in outside space can be arranged through Show Management. Flow restriction valves must be used on all propane tanks and are available ICG Propane (604) 421 2511 or Acklands-Grainger (604) 879 4211. All propane connections must be inspected and approved by the Vancouver Convention Centre.

50. Public Admission (Inc. GST)

Adult	\$16.00
Senior (60+)	\$13.00
Senior Fri before 6pm	\$6
Child 12 yrs or under	FREE

51. Public Entrance

There are two public entrances to the Vancouver Convention Centre both just off of West Waterfront Road. One at Burrard Street and one at Thurlow Street. Two sets of large escalators will take visitors to the lower level Exhibition Halls.

52. Safety Measures

Every exhibitor is responsible for the protection of the public as it relates to any hazard that exists within the exhibit space, i.e. shock, electrocution, heat, fire, sharp objects, machinery, etc. Adequate screening or protection must be in place and Show Management reserves the right to declare any exhibit unsafe and order its correction or removal.

Lack of such declaration does not release the exhibitor from final responsibility for any harm or damage to the public and/or their property.

53. Security Service

Show Management will provide uniformed watchman personnel for 24-hour patrol of building and grounds during move-in, show hours and move-out.

NOTE: During move-in and move-out you are responsible for the security of your merchandise and exhibit. Please watch your display accordingly. Report any loss immediately, on site at the the Show Office.

54. Show Management

Tel: (604) 639-2288

Show Manager: Tyson Kidd ext. 223

Exhibit Sales Consultant: Amber Beaton ext. 222

Exhibit Sales Consultant: Sheryl Weber ext. 227

Show | Office Administrator: Zoe Watters ext. 225

Opps Coordinator: Stephanie Gatzionis ext. 224

55. Show Office

Show Management will maintain an office, on site, from October 26th to October 30th, 2017. The Show Office is located at the back of Hall C.

56. Show Producer

Vancouver Fall Home Show is produced by:
 Marketplace Events, LLC
 Web: www.marketplaceevents.com
 1847 W. Broadway, Suite 212, Vancouver, BC V6J 1Y6
 Tel: (604) 639-2288 Toll Free: (800) 633-8332
 Fax: (604) 639-2289

57. Signs

All signs must be tasteful and professional. The use of handwritten signs, paper banners, large discount pricing cards or other such material is unacceptable. Signage may not impede adjacent booths. Signs identifying your booth, company or products must be clear and informative. Should you require signs for the show, please contact:

Total Graphics
www.totalgraphics.com

58. Smoking

In accordance with the City of Vancouver Health By-Law #9535 and as required by LEED building standards, all indoor and outdoor spaces within a 7.5m perimeter of the Vancouver Convention Centre are NON-SMOKING.

59. Solicitation Prohibited

Solicitation in the aisles is strictly prohibited.

60. Staffing of Exhibits

It is mandatory that exhibitors staff their exhibits during all hours of the show. Security is an added problem when exhibits are not staffed. Exhibitors are reminded that Show Management does not assume responsibility for losses, therefore you should take precautions to protect your display, including obtaining insurance.

61. Storage

Very limited storage for crates is available on-site, therefore it is given on a first come, first-served basis. Otherwise, the removal of crates from the premises and their return is the responsibility of the exhibitor.

Storage Labels: Be sure to identify all crates with your company name and booth number. Storage labels will be available from the Goodkey Show Services desk located in Hall B.

62. Subletting Booth Space

No exhibitor may sublet any portion of his booth to another supplier without the written consent of Show Management.

63. Trespassing

Exhibitors are granted access to the Vancouver Convention Centre only at designated times, i.e. show hours, and one (1) hour before. Entering another exhibitor's booth without their invitation or permission is STRICTLY PROHIBITED.