

## EXHIBITOR REFERENCE LIST

(Effective January 1, 2007)

Dear Exhibitor

This reference list of services and informational material is provided to assist you with your upcoming event. Please take a moment to familiarise yourself with this information.

- ◆ Alcohol consumption is prohibited during move-in and move-out of shows.
- ◆ All food and beverage is exclusively provided by the VCEC. It is not permissible for food and beverage, alcoholic or otherwise, to be purchased or brought in from off-site and served in the facility.
- ◆ Food and beverage sampling is not permitted unless shown to be directly relevant to the nature of the event. All sampling requests must be approved in advance by the VCEC, and meet the requirements of Vancouver Coastal Health Authority and/or Liquor Control Licensing Board. For enquires please contact the Catering Department at (604) 647-7240.
- ◆ Animals or pets, with the exception of Service Animals are not permitted in the VCEC. Exceptions are for approved exhibit, activity or performance requiring use of animals. Owners take full responsibility for their animals, which must be leashed or in an enclosed pen. To enquire about approvals, please contact your Show Manager who will forward your request.
- ◆ All helium-filled balloons or other inflatable's are permitted if approved by the facility. A deposit is required. All helium tanks are to be stored and secured in an upright position in accordance with the Hazardous Chemicals Act. Approvals and requests for on-site storage of tanks should be made to your Show Manager who will then contact the facility.
- ◆ Banners can be suspended in some locations inside event space, depending on the regulations of your event. Please fill out sign/banner form and submit 3 weeks prior to event to the Coordinator of Business & Exhibitor Services at the VCEC. This and other exhibitor forms are available through your Show Manager. All decorative materials must be treated with flame proofing before installation.
- ◆ VCEC cannot accept freight shipments on behalf of exhibitors before scheduled move-in times. VCEC storage space is limited and any delivery arriving before scheduled move-in may be turned away and asked to return at the appropriate time.
- ◆ All exhibits are brought into VCEC via the East Truck Route. Please do not deliver freight or unload at hotel entrances or elevators. Please bring your own tools, ladders, dollies etc to build or transport your exhibit.
- ◆ All lost and found articles are catalogued and stored for 90 days at which time they are disposed of at the discretion of the facility. To enquire about lost and found items, please contact the facility at (604) 647-7299.
- ◆ While on-site at the VCEC, the Guest Service Centre is available 24-hours to respond to your enquiries. Dial 7299 from any house phone for assistance.
- ◆ In accordance with City of Vancouver Smoking by-law #6580, all indoor spaces of VCEC are non-smoking.
- ◆ Please ensure you have completed the necessary forms for any services you require. Exhibitor forms are available through your Show Manager.

***The VCEC is the exclusive supplier of Food & Beverage, Booth Vacuuming, Electrical, Telecommunications, Plumbing and Rigging. If you require an order form for these services please contact the Coordinator, Exhibitor & Business Services at (604) 647-7206.***

## EXHIBITOR SAFETY & SECURITY

To help ensure the safe enjoyment of the event for all participants, please review the following safety and security policies of the Vancouver Convention & Exhibition Centre.

- ◆ Any person involved in moving equipment, supplies, or goods into or out of the facility is prohibited from consuming alcohol or being under the influence of alcohol.
- ◆ Booth construction must conform to applicable building codes including electrical, plumbing etc. All work carried out on booths on-site must conform to WCB regulations. Please contact the event's On-Site Safety Representative through your Show Manager for further information.
- ◆ In order to regulate and verify deliveries arriving to the facility;
  - Any deliveries to the VCEC must contain the following shipping information:
    - Name and address of receiver
    - Name and address of sender
    - Event name and booth number
    - Deliveries with incomplete information will not be accepted.
  - Deliveries will not be accepted prior to the first move-in date of the event unless specifically arranged through your Show Manager with the exception of banners.
  - Please ensure all your customs documentation is completed prior to shipping your freight, if coming from outside Canada. We strongly recommend the use of an international freight forwarder and customs broker.
  - Any freight left at the end of a move-out will be forced off-site at the exhibitor's expense.
- ◆ In the event of an emergency evacuation, security staff will help direct you to the nearest emergency exit and the facilities muster station across the street from the VCEC.
- ◆ Proper ID is mandatory on-site during all move-in, event and move-out days.
- ◆ VCEC has 24 hour first aid on-site who are the first responders to on-site medical emergencies. If you require medical assistance, dial 2500 from any house phone, or (604) 647-7299 from an outside line.
  - Give as much information as possible including your location, age of person requiring assistance, and **Do Not Panic**
  - The nearest hospital is only minutes away and VCEC will call for EHS immediately once it is required
  - If you have a medical condition that EHS should be made aware of, please wear your medical ID bracelet
- ◆ No pedestrian traffic is allowed on the truck route. No off-loading of your vehicle is permitted on the truck route.
- ◆ Children under the age of 16 are prohibited from being in the event space during move-in or move-out
- ◆ Obey the Truck Route speed limit.

Use extreme caution if you are in show areas where forklifts and vehicle traffic are operating during move-in and move-out.