

Excerpt from the VCC Facility Services Guide

EXHIBITIONS AND TRADE SHOWS

The VCC has equipment to supply up to 70 trade show booths. Please notify your Event Manager of your choice of supplier.

If using an outside supplier the client must submit exhibit layout plans, including a program for approval by the VCC's Event Manager before distributing to exhibitors. Approval of layout and program will ideally occur a year prior to the event.

Floor plans must provide adequate aisle space and must not prevent access to fire exits, fire hose cabinets, or fire alarm pull stations. Displays shall not reduce the passageway to the main aisles.

Exhibit areas are cleaned and cleared of all furniture in preparation for the scheduled move-in time. Furniture items provided by the VCC (such as food and beverage tables) will be installed in the exhibit area after the majority of display set-up is complete.

The VCC display services supplier or your display company is responsible for the set-up of all exhibit related furnishings and decor.

The VCC does not permit use of its furnishings in exhibit booths or displays. Exhibitors and display companies are not permitted to store any materials in the VCC storage areas or hallways. Please note that the provision of electrical services, running water and rigging are services delivered by the VCC.

Services rendered (which are inclusive to the rental fee) by the VCC for an exhibition or trade show include: aisle cleaning and refuse removal, the use of VCC carts or dollies on-site by exhibitors, appropriate general lighting levels and heating/air conditioning.

Room set-up for seminars within a trade show is charged as per the Room Set-up Fees. The VCC will lock exhibit areas at the client's request (where possible). An on-site security guard is recommended at the client's expense.

If displays contain soil, bark mulch, humus, or similar materials the lessee must supply and use a protective coating of plastic or visquine to protect the floor, carpet and all Conference Centre equipment. Curbing must be used to retain loose materials and to prevent leaks and water seepage. May incur additional labour charge if clean-up is necessary.

The rear service yard (access from Humboldt Street) is the point of access for all individuals and firms involved in the move-in or move-out of exhibitions and trade shows. All events with an exhibit or trade show component must hire additional security to monitor the rear service yard during the full period of the scheduled move-in or move-out. No unauthorized vehicles may remain in the rear service yard after the scheduled move-in or move-out period; vehicles integral to a display or exhibit may be accommodated in the service yard with prior authorization of the Event Manager.

Due to the limited amount of space in the rear service yard clients with a large number of exhibitors are strongly encouraged to schedule move-in times for exhibitors. Exhibitor materials shipped prior to the set-up day of an exhibition will be forwarded to the designated display supplier for storage and handling. A fee will be charged to the exhibitor for costs incurred by the display supplier for this service.

Following an exhibition or trade show the designated display supplier shall remove all display furnishings, booths, etc. in the times specified by the VCC Licence Agreement. Refuse shall be placed in the garbage cans provided on the show floor; the client shall be responsible for any costs incurred by the VCC for extraordinary cleaning or the disposal of refuse such as pallets, wood packing crates, drywall, cardboard, etc. Exhibitors' materials left in the VCC after a move-out will be removed and stored by the designated display supplier at the show manager's expense.