



## 2019 GENERAL SHOW INFORMATION

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**1. Aisle Carpet**

Aisle carpeting is provided (Colour - TBA). Carpet/floor coverings within an exhibitor's booth is the responsibility of the exhibitor. Carpet can be purchased as part of the accessories package (includes tables/chairs and electrical) or individually via the show decorator.

**2. Alcoholic Beverages**

The use/consumption of any liquor (spirits, wine and beer etc.) by exhibitors in all exhibit areas is contrary to provincial legislation set out under the *Liquor Control and Licensing Act* (LCLA) and the Liquor Control and Licensing Regulation (LCLR) during Show hours.

**3. Arrangement of Exhibit**

Exhibit booth are restricted to a height of 8'. Exceptions may be permitted with the written approval of Show Management in advance of the Show. Aisle space must not be used for exhibit purposes or for solicitation of business. Exhibits must not unduly obstruct visibility of adjacent booths, i.e. 50% visibility allowance for booths on both sides. Island booths of 20' x 20' or larger may be allowed to be higher than 8', depending on their location on the floor. There are overhead wires in the facility which limit the height variation in certain areas on the floor. If a booth structure in an island booth exceeds 11', an engineering certification verifying the structural integrity of the exhibit is required. Please contact Show Management if you have any questions in this regard.

**4. Badges**

All exhibitors will be required to wear badges at all times during Show hours. Please complete the Exhibitor Badge Order Form via the emailed SurveyMonkey link and submit it by January 11<sup>th</sup>. Badges will be available for pick up during the Exhibitor Registration during move-in hours on Friday, February 8<sup>th</sup>. The exhibitor's name and golf course/company they are representing must be included. Contact Erica Beck if you did not receive the email link.

**5. Balloons/Popcorn/Food Sampling**

No balloons, confetti or popcorn may be given out or used during the Show without the permission of Show Management and the Pacific National Exhibition. There will be no food/drink sampling allowed during the Vancouver GOLFEXPO without the permission of Show Management and the Pacific National Exhibition. The use of helium is also not permitted.

**6. Booth Rental**

The booth rental fee entitles each exhibitor to the following:

- Designated floor space at the Pacific National Exhibition Forum with general house lighting and heating/air conditioning
- Standard booth backdrop and low side curtains
- Janitorial service for maintenance of aisles and public areas
- Overnight Security
- Exhibitor badges
- Show Management on-site at all times
- Company listed in Show Guide, if received prior to Show guide cut-off date of January 10, 2019
- Publicity and promotion

**7. Compliance with Rules and Regulations**

Show Management reserves the right to make such changes, amendments and additions to the rules and regulations as considered necessary to the official and proper conduct of the Pacific National Exhibition Forum. Interpretation of these rules shall rest with Show Management and non-compliance with the regulations can result in the ejection of the offending exhibitor, or the closing of an exhibit. Neither the National Pacific Exhibition Forum, nor its employees, nor the Vancouver GOLFEXPO, nor its employees shall be responsible for bodily injury, loss or damage to products,



displays or exhibits, equipment or decorations by fire, accident, theft or while they are at the Vancouver **GOLFEXPO**. Any exhibit that has not been dismantled and completely removed by 8:00 pm, Sunday February 10<sup>th</sup>, 2019 is considered to be **STRANDED FREIGHT** and will be removed to the Warehouse of the official Show decorator and all costs will be charged back to the exhibitor. The exhibitor shall save harmless the Show Management from any damages so incurred.

#### 8. **Contests and Draws**

Draws conducted by exhibitors in conjunction with their exhibit 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 clearly stated on the entry form. Exhibitors wishing to conduct a contest/draw at the Vancouver **GOLFEXPO** must follow all rules under Section 59 of the Competition Act obtainable from Consumer and Corporate Affairs. Failure to comply with the rules of this Act constitutes a criminal offense. Fines could be as high as \$25,000, and imprisonment terms of up to 5 years. Contest/draw rules and regulations must state that such a contest/draw is conducted independently of the Show and that Show Management will NOT assume responsibility for any liability arising as a result of contest/draw being held at the Show. All such competitions must be approved by Show Management at least 2 weeks before the Show and comply with all existing government regulations. All information gathered must be by means of a ballot and must include an option for attendees to 'Opt In' to receive further electronic communications from exhibitor and **MUST** be CASL compliant. This ballot is subject to approval by Show Management, and must be submitted to Show Management for approval. A Contest/Draw Approval Form will be emailed to all exhibitors to be completed via SurveyMonkey and should be returned by January 26<sup>th</sup>, 2019. Contact Erica Beck if you did not receive the email link.

#### 9. **Damage to Property**

Use of nails, screws or any material that may mark and / or damage floors, walls, columns or ceilings is prohibited. Exhibitors wishing to lay any floor covering may not adhere same to the building floor. In such cases, it is suggested that building papers or other suitable protection be first laid down. If double sided tape is required, the exhibitor must ensure that this tape is obtained from the Official Show Supplier as they use industry-specific tape. Due to the nature of the floor surface, additional care must be taken to not damage the floor by placing excess weight in any concentrated area. Exhibitor is liable for any damage caused to building floors, walls, columns or ceilings or to standard booth equipment. Any damage caused by an exhibiting company will be the responsibility of the exhibitor and all associated costs will be covered by the exhibitor.

#### 10. **Default in Occupancy**

Any exhibitor failing to occupy space contracted for is not relieved of the obligation to pay the full rental of such space. If not occupied, and paid for in full, by the time set for completion of installation, such space may be possessed by Show Management and reallocated or assigned for such purposes as they may see fit.

#### 11. **Deliveries/Shipping**

Deliveries/shipping must be made before the Show opens each day. Please advise Show Management of any expected deliveries. **Exhibitor displays shipped to the Show will ONLY be accepted on Friday February 8<sup>th</sup> at the Pacific National Exhibition Forum. Any shipments arriving before this date may be returned by the facility.**

All shipments should be consigned to:

Vancouver **GOLFEXPO**  
Company/Exhibitor Name/Booth Number  
Pacific National Exhibition Forum  
2901 E Hastings St.  
Vancouver, BC V5K 5J1



Crates and packages should be clearly marked showing:

Show name

Company name

Booth number

Show building and complete address

Customs broker, when necessary, including name and telephone number (where shipments are made from outside Canada)

ALL FREIGHT MUST BE PREPAID. C.O.D. SHIPMENTS WILL NOT BE ACCEPTED BY SHOW MANAGEMENT. EXHIBITOR GOODS WILL NOT BE ACCEPTED AT THE PACIFIC NATIONAL EXHIBITION FORUM PRIOR TO ACTUAL MOVE-IN PERIOD, COMMENCING 10:00AM, FRIDAY FEBRUARY 8<sup>TH</sup>, 2019.

#### 12. **Entry to Show**

Show Management reserves the right to refuse admission to any visitor, exhibitor, or exhibitor's employees who, in the opinion of Show Management, is under the influence of drugs or alcohol, or in any way creates a disruption of the Show.

#### 13. **Fire Prevention**

NO combustible or inflammable liquid or material may be used in any exhibit or display. These include paper or those products with acetate cellulose or nitrate cellulose contents, decorative greens containing pitch and polyethylene artificial floral decorations. All materials used for decorative purposes must be flameproof. All exhibit, display or demonstration installations must meet the requirements of all regulations and inspections enforced by the local Fire Department and the Pacific National Exhibition Forum. Representatives of the fire safety department will inspect and may randomly test materials on the Show floor prior to and following the opening of the Show. It is important that any violations are immediately corrected.

#### 14. **Food/Beverage Distribution**

The Pacific National Exhibition Forum has exclusive food and beverage distribution rights within the facility. Any Food & Beverage required by exhibitors within their booth space must be purchased from the Pacific National Exhibition Forum. They can be contacted at:

Tel: 604-253-2311

Email: [info@pne.ca](mailto:info@pne.ca)

Exhibitors are prohibited from providing any type of food/drink samples to attendees of the Vancouver GOLFEXPO without prior approval of the Pacific National Exhibition and Show Management.

#### 15. **Insurance**

Current and in force Commercial General Liability Insurance coverage, with a minimum limit of \$1,000,000, is **strongly encouraged** for all exhibitors that are participating in the Vancouver GOLFEXPO 2019. Please note that the following parties should be named as "Additional Insured" on the document: Vancouver GOLFEXPO AND Pacific National Exhibition Forum. Exhibitors should have a copy of their insurance certificate while attending the show, including during set-up and tear-down hours. Neither the National Pacific Exhibition Forum, nor its employees, nor the Vancouver GOLFEXPO, nor its employees shall be responsible for bodily injury, loss or damage to products, displays or exhibits, equipment or decorations by fire, accident, theft or while they are at the Vancouver GOLFEXPO.



#### 16. Prefabricated Booths

Exhibitors planning to use their own prefabricated display should advise Show Management by contacting Erica Beck, Show Manager at telephone 866-626-4262 ext. 40 or email [ebeck@ngcoa.ca](mailto:ebeck@ngcoa.ca). If a prefabricated display is to be used which will completely cover the back of the exhibit space, a standard back wall drape WILL NOT be required.

Any exhibitor planning to use, or build a prefabricated display, should ensure that:

- An allowance of 1" is made on each side of the display to allow for the thickness of support poles for standard dividers. If lengths exceed 9'10", 19'10", etc., notify Show Management so that special arrangements can be made.
- Projection of side walls from the rear of the booth is limited to a height of 8' and a maximum length of 5'. The remaining side wall is limited to 4' in height allowing 50% visibility at the sides of the exhibit.
- All sides and surfaces of exhibit (booth and signs) which are exposed to view must be properly finished and decorated. If a booth structure in an island booth exceeds 11', an engineering certification verifying the structural integrity of the exhibit is required. If you have any questions in this regard, please contact Erica Beck at 866-626-4262 ext. 40 or email [ebeck@ngcoa.ca](mailto:ebeck@ngcoa.ca).

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 rules and regulations. If any doubt exists, or where a special case exists, the exhibitor must provide details and have such exhibit approved by Show Management.

#### 17. Security

Show Management does not assume any responsibility for losses due to fire, theft, accident, personal injury, bodily harm and all other perils. Booths must be manned at all times during Show hours. PNE Security Guards will be on-site overnight from 6:00 pm Friday February 8<sup>th</sup> to 10:00 am Saturday February 9<sup>th</sup>, and 5:00 pm Saturday February 9<sup>th</sup> to 10:00 am Sunday February 10<sup>th</sup>. There will be no access by exhibitors or any staff members into the Forum during non-Show hours.

#### 18. Signs

Exhibitors are permitted to display signs representing their products only in those areas for which they have contracted space. All signage must be professionally done. The top of all signage must be positioned a maximum of 8' from the floor. Any exceptions must be pre-approved by Show Management. Signage may not be attached directly to the back drape, they may be hung by means of S-hooks from the top of the drape line piping. If you require S-Hooks on site, please contact the Show office. For information on local signage vendors, please contact Erica Beck at 866-626-4262 ext. 40 or email [ebeck@ngcoa.ca](mailto:ebeck@ngcoa.ca).

#### 19. Sign/Banner Hanging

Any exhibitor requiring signs or banners to be hung above their booth space must contact the Show Manager for approval in advance of the Show. All sign hanging must be done by the official supplier – Levy Show Services Inc.

#### 20. Internet

There will be complimentary Wi-Fi provided within the PNE Forum venue site. Show Management and the Pacific National Exhibition cannot guarantee the signal strength or speed of this service. Exhibitors may wish to source their own wireless internet connection at their own expense. Log-in information for the complimentary Wi-Fi is below.

Network: PNE-Event-WiFi

Password: \$Eventwifi1 (subject to change)



## 21. Vehicles on Display

When motorized vehicles are to be displayed during an event, the PNE shall be notified in advance. Events with displayed motorized vehicles shall comply with the following:

1. Vehicles shall not be started or operated within any assembly building during Show hours. Repair of display vehicles is prohibited within any assembly building.
2. All fuel tank openings shall be locked or sealed in an approved manner. Where it is not feasible to lock or seal the opening, the fuel tank shall be empty and the vehicle towed into position.
3. Batteries shall be disconnected. Fuel-electric hybrid vehicles shall be safeguarded to prevent operation of the vehicle.
4. Adding or removing fuel on site is prohibited (must be done outdoors).
5. Vehicle fuel shall not exceed one quarter (25%) of the tank capacity or 20L whichever is less.
6. No "Armor All" or any oil based tire cleaner is to be sprayed on vehicles before entry or while on display in assembly buildings.
7. Oil pan to be placed underneath the vehicles.
8. Carpet or like material must be placed underneath each tire to protect the floor.
9. Vehicles must be situated so there is a minimum 10-foot corridor on every side of the display.

Vehicles powered by Liquid Propane Gas (LPG) are permitted in assembly buildings subject to complying with all the following City of Vancouver By-laws:

1. The propane fuel tank is permanently installed,
2. fuel system is equipped with an automatic stop-fill valve,
3. fuel cut-off valve is closed,
4. fuel tank filling connections are locked or secured against tampering, and
5. batteries are disconnected.

In addition, permanently installed propane systems (not for vehicle fuel) in recreational vehicles, boats, trailers and similar exhibited products shall be empty of propane prior to entering any display building.