



ELECTRICAL SERVICES REQUEST 2017

This form is your official invoice – please keep a copy for your records

All electrical services are sold on a per booth or per exhibitor basis

All Orders Must Be Accompanied By Payment.

All Prices Subject to Applicable Taxes and/or Change Without Notice.

Credit will not be given for orders installed but not used or orders cancelled within 48 hours of installation.

EVENT #

EVENT INFORMATION:

EVENT NAME:

BOOTH NUMBER:

EVENT DATES:

CUSTOMER INFORMATION:

COMPANY NAME:

COMPANY ADDRESS:

Street

City

Province

Postal/Zip Code

CONTACT NAME:

PHONE #:

E-MAIL:

FAX #:

Please note: ALL POWER PROVIDED FROM FLOOR AND SUPPLIED AT REAR OF BOOTH UNLESS FLOOR PLAN PROVIDED.

FOR OVERHEAD POWER OR REQUIREMENTS OVER 200A. REQUEST A QUOTE BY FILLING OUT THE BOOTH TEMPLATE FORM - QUOTE REQUEST (pg. 2).

BASIC POWER	Quantity Required	Discount Rate	Standard Rate	Late Rate	TOTAL AMOUNT
*MORE THAN 5 CIRCUIT LOCATIONS WILL REQUIRE LABOUR FOR A CUSTOM LAYOUT. PLEASE INCLUDE FLOOR PLANS.		(7 days prior to event move-in)	(under 7 days to event move-in)	(under 24h to event move-in)	
<input type="checkbox"/> 750 WATTS 120 VOLTS 7.5 AMPS (MINIMUM PER EXHIBITOR)	@	\$86.00	\$102.00	\$134.00	=
<input type="checkbox"/> 1500 WATTS 120 VOLTS 15 AMPS (STANDARD CIRCUIT)	@	\$91.00	\$107.00	\$140.00	=
ADDITIONAL ITEMS (Does not include Labour or Power Supply)					
<input type="checkbox"/> POWER BAR WITH SURGE PROTECTION	@	\$23.00	\$28.00	\$36.00	=
<input type="checkbox"/> 4.6 M (15 FT.) or 7.6 M (25 FT) EXTENSION CORD	@	\$23.00	\$28.00	\$36.00	=

PRODUCTION or COMMERCIAL POWER (200 Amps and Above, please see Booth Template form for Quote Request)

* FOR ALL 20A or 30A SERVICES PLEASE NOTE PLUG OR OUTLET TYPE ON BOOTH TEMPLATE FORM (page 2).

FOR 60A AND ABOVE, A CAMLOK CONNECTION IS PROVIDED

<input type="checkbox"/> 20 AMP 120/208 VOLT 1 PHASE OR 3 PHASE	@	\$189.00	\$207.00	\$265.00	=
<input type="checkbox"/> 30 AMP 120/208 VOLT 1 PHASE OR 3 PHASE	@	\$208.00	\$228.00	\$295.00	=
<input type="checkbox"/> 60 AMP 120/208 VOLT 1 PHASE OR 3 PHASE	@	\$340.00	\$378.00	\$488.00	=
<input type="checkbox"/> 100 AMP 120/208 VOLT 1 PHASE OR 3 PHASE	@	\$545.00	\$588.00	\$770.00	=

LABOUR

*REQUIRED FOR CUSTOM BOOTH LAYOUTS, TIE-IN'S, INSPECTIONS AND SPECIFIED INSTALL TIMES

<input type="checkbox"/> ELECTRICIAN LABOUR (Weekday hourly rate)	@	\$96.00	\$96.00	\$96.00	=
<input type="checkbox"/> ELECTRICIAN LABOUR (Hourly rate after 1700h on Weekdays on Weekends and Canadian Statutory Holidays)	@	\$128.00	\$128.00	\$128.00	=

PAYMENT INFORMATION:

Make Cheques Payable to:

Vancouver Convention Centre

1055 Canada Place

Vancouver, B.C. Canada

V6C 0C3

To fax form or for further inquiries:

Call (604) 647-7206 Fax (604) 647-7325

5.00% GST

SUBTOTAL

#100432764

Discount Rate applicable up to 7 days prior to event move-in date. Make all payments in Canadian Funds. All orders must be accompanied by payment.

TOTAL

CANADIAN

☐ Cash ☐ Cheque ☐ American Express

☐ Bank Wire Transfer

☐ Visa

☐ MasterCard

☐

(Please inquire for additional details)

Credit Card Number

Expiry Date

Print Name as it Appears on Card:

I hereby authorize the Vancouver Convention Centre or its agents to install the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature

Print Name and Title of Authorized Representative

Please visit us at www.vancouverconventioncentre.com to place your basic order online

PLEASE INDICATE THE SERVICE REQUIRED

**SIGN/BANNER INSTALLATION & DISMANTLE
REQUEST 2017**

This form is your official invoice – please keep a copy for your records



All Orders Must Be Accompanied By Payment
All Prices Subject to Applicable Taxes
All Prices Subject to Change Without Notice

LISTED PRICES ARE FOR BANNERS 25LBS AND UNDER & DO NOT EXCEED 8 LINEAR FEET. ALL BANNERS OVER 25LBS & 8 LINEAR FEET WILL REQUIRE CUSTOM QUOTING.

EVENT #:

COMPLETED FORM REQUIRED () 21 DAYS PRIOR TO EVENT MOVE IN DATE

BANNER (S) MUST ARRIVE ON SITE _____

EVENT INFORMATION

EVENT NAME: _____

**BOOTH
NUMBERS:**

EVENT DATES: _____

METHOD OF
SHIPPING: _____

CUSTOMER INFORMATION: DIAGRAM MUST BE COMPLETED FOR APPROVAL TO BE GRANTED (PAGE 2 ATTACHED)

COMPANY NAME: _____

COMPANY ADDRESS: _____

Street

City

Province/State

Postal/Zip Code

CONTACT NAME: _____

TELEPHONE #: () _____

E-MAIL: _____

FAX #: () _____

PRICES AS LISTED ARE FOR 25LBS AND UNDER & DO NOT EXCEED 8 LINEAR FEET- CUSTOM QUOTES ARE REQUIRED FOR BANNERS OVER 25LBS & 8 LINEAR FEET. INACCURATE REPORTING OF BANNER WEIGHTS WILL RESULT IN DELAYS, INABILITY TO HANG BANNERS AND HIGHER COSTS BILLED TO EXHIBITOR.

21 days prior with payment \$595.00 Canadian (25lbs & under & do not exceed 8 linear feet)	X	=	5.00% GST _____ (#100432764) 7.00% PST _____ (#1001-0174)	= \$
COST PER BANNER	# OF BANNERS	SUB TOTAL		TOTAL CANADIAN
20 days prior with payment \$745.00 Canadian (25lbs & under & do not exceed 8 linear feet)	X	=	5.00% GST _____ (#100432764) 7.00% PST _____ (#1001-0174)	= \$
COST PER BANNER	# OF BANNERS	SUB TOTAL		TOTAL CANADIAN

PAYMENT INFORMATION:

Make cheques payable to:
VANCOUVER CONVENTION CENTRE
1055 CANADA PLACE
VANCOUVER, BC CANADA
V6C 0C3

**Advance orders with payment
are 21 days prior to event move-in date.
All orders must be accompanied
by payment. Make all payments
in Canadian Funds.**

**To fax your form or for
Further inquiries**

**Call (604) 647-7206
Fax (604) 647-7325**

☐ Cash ☐ Cheque

☐ Visa ☐ MasterCard ☐ American Express ☐ Bank Wire Transfer (Please inquire for additional details)

Credit Card Number: _____

Expiry Date: _____

Print Name as it Appears on Card: _____

I hereby authorize the Vancouver Convention Centre or its agents to install the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature: _____

Print Name and Title of Authorized Representative



SIGN/BANNER INSTALLATION & DISMANTLE REQUEST 2017
 Listed prices are for banners 25lbs and under. All banners over
 25lbs will be custom quoted.

EVENT #:

EVENT INFORMATION:

EVENT NAME: _____

BOOTH
NUMBERS:

EVENT DATES: _____

DIAGRAM REQUIRED – Please draw or attach diagram of Exhibition Booth and show Banner placement. Indicate number of hanging points for sign/banner.

PLEASE NOTE:

Sign/Banners must arrive at Vancouver Convention Centre 2 business days prior to event move-in (see your arrival date indicated below).

SIGN/BANNER SPECIFICATIONS:

BOOTH SIZE _____

BANNER MATERIAL _____

BANNER LENGTH _____

OF SIGNS/BANNERS TO BE HUNG _____

BANNER PLACEMENT (ie: centred to table):

BANNER HEIGHT FROM GROUND _____

BANNER WEIGHT _____

INSTALL DATE & TIME _____

DISMANTLE DATE & TIME _____

ALL ORDERS MUST BE SUBMITTED COMPLETE WITH DIAGRAM NO LATER THAN 1700 HRS ON, _____

(Your order must be received at the Vancouver Convention Centre 21 days prior to event move-in date. Your banner must arrive on site 2 business days prior to move-in date.)

YOUR SIGN/BANNER MUST BE RECEIVED BY 1700 HRS ON _____

SHIPPING INSTRUCTIONS:

All shipments must have all of the below information attached to the outside of each piece of your shipment.

Show Name: _____ Booth # _____

c/o Vancouver Convention Centre

With full mailing address to either the East or the West Building
 dependent on where your event is scheduled to take place.

EXHIBIT FIRE PREVENTION

1. Displays may not block, impede or obstruct a fire exit from view. Should the sight line of such exits be affected, the Vancouver Convention Centre Director of Fire & Safety may provide alternative plans.
2. Displays may not restrict access to or obstruct from view any fire hose cabinet, fire hydrant or fire department connection.
3. When booth layouts are done, care must be taken to avoid dead corridors with appropriate fire aisles designated.
4. Decorative covers or booths shall be flame proofed or properly treated with a flame-retardant chemical.
5. If the following materials are used for display or decorative purposes, they must be flame retardant or, in case of natural foliage, treated with an anti-dormant spray:
 - Artificial flowers
 - Plastic materials
 - Textiles
 - Artificial/natural foliage
 - Paper, cardboard or compressed paperboard
 - Any other material used for festive decorationWallpaper is permitted if pasted securely to walls or wallboard backing.
6. The following materials may be used indoors under certain circumstances with special permission:
 - Straw and hay
 - Corrugated paper
 - Paper backed foil
 - Acetate fabrics
 - Flammable liquid
 - Combustible material used for covering tables or for skirting tables
7. It is necessary to flameproof textiles, paper and other combustible merchandise on display. This may be limited to an acceptable quantity.
8. Open flame shall not be used solely for attracting attention.
9. The use of open flame is limited to equipment that requires open flame to demonstrate the function of such equipment. Approval is required from the Vancouver Convention Centre's Director of Fire & Safety who will ensure that the equipment set-up complies with safety standards. An approved fire extinguisher will be required in the display area.
10. Flammable, combustible and/or compressed gasses including propane may be used or displayed with approval of the Vancouver Convention Centre Director of Fire & Safety. Any such installations may be subject to gas inspections by the Gas Inspector. Propane must have an approved restriction device and be no larger than 20 lbs. With regard to aerosols, pressurized containers, not exceeding 500-ml capacity of each product classified as a flammable liquid may be exhibited. Restrictions do not apply to non-flammable products.
11. Internal combustion engines, vehicles or equipment cannot contain more than one-quarter tank of gasoline or fuel and must be inoperable, e.g. battery and/or ignition disconnected, or the vehicle is locked and the hood cannot be opened from the outside of the vehicle. Fuel caps must be taped or locked shut, drip pans are required under all vehicles while inside the facility and keys are to be left with Vancouver Convention Centre's Guest Services. Vehicles that are equipped with pressurized nitrous oxide tanks must have the tanks emptied prior to display in the facility.
12. Boxes and cartons from which merchandise has been removed must be neatly piled in storage areas designated by Show Management or the Vancouver Convention Centre's Director of Fire & Safety.
13. All electrical appliances, electrical cords and electrical connections must be CSA approved. All outlet bars must be fused.
14. Any booth which may pose a particular hazard by the storage or actions within must provide a portable fire extinguisher with a minimum rating of 5 to 20lbs, type ABC. This will include cooking, use of propane, etc. Only one propane tank permitted in a booth at a time. Additional tanks must go to designated storage area.
15. If it is deemed by the Vancouver Convention Centre that a display or action of any exhibitor may affect public safety, the exhibitor shall accept the required changes or Show Management shall be required to evict the exhibitor.
16. These guidelines to fire safety are general requirements only. For more detailed information, please contact your Vancouver Convention Centre's Event Manager.



EXHIBITOR SECURITY REQUEST 2017

This form is your official invoice – please keep a copy for your records
All Orders Must Be Accompanied By Payment
All Prices Subject to Applicable Taxes
All Prices Subject to Change Without Notice

EVENT #:

EVENT INFORMATION:

EVENT NAME: _____

BOOTH
NUMBER: _____

EVENT DATES: _____

DATE(S) SECURITY REQUIRED: _____

(SPECIFY EACH DATE REQUIRED)

CUSTOMER INFORMATION:

COMPANY NAME: _____

COMPANY ADDRESS: _____

Street

City

Province/State

Postal/Zip Code

ON-SITE CONTACT NAME: _____

TELEPHONE #: () _____

E-MAIL: _____

FAX #: () _____

DISCOUNT RATE UP TO 7 DAYS PRIOR TO EVENT MOVE-IN DATE (4 hour minimum call time for all labour)

SHIFT TIMES	X RATE	X # OF DAYS	TOTAL
= _____ HOURS	\$28.50/Hr.		
= _____ HOURS			
= _____ HOURS			

ORDERS RECEIVED 48 HOURS & UNDER (NEW OR CHANGES, CANCELLATIONS NON-REFUNDABLE)

SHIFT TIMES	X RATE	X # OF DAYS	TOTAL
= _____ HOURS	\$50.00/Hr.		
= _____ HOURS			
= _____ HOURS			

ORDERS PRIOR TO 48 HOURS NOTICE FOR CANADIAN STATUTORY HOLIDAYS @ \$57.00 / HOUR ORDERS 48 HOURS & UNDER NOTICE FOR CANADIAN STATUTORY HOLIDAYS @ \$98.50/ HOUR

SPECIAL INSTRUCTIONS:

PAYMENT INFORMATION:

Make Cheques Payable to:

**Vancouver Convention Centre
1055 Canada Place
Vancouver, BC Canada V6C 0C3**

To fax your form or for further inquiries:

Call (604) 647-7206

Fax (604) 647-7325

Discount Rate applicable up to 7 days
prior to event move-in date. Make all
payments in Canadian Funds. All orders
must be accompanied by payment.

SUB TOTAL

5.00% GST (#100432764)

**TOTAL
CANADIAN**

- ☐ Cash ☐ Cheque ☐ Money Order
☐ Visa ☐ MasterCard ☐ American Express ☐ Bank Wire Transfer (Please inquire for additional details)

Credit Card Number: _____

Expiry Date: _____

Print Name as it Appears on Card: _____

I hereby authorize the Vancouver Convention Centre or its agents to provide the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature: _____

Print Name and Title of Authorized Representative



EXHIBITOR CATERING SERVICES 2017 DAILY ORDER FORM

EVENT: _____ BOOTH NUMBER: _____

COMPANY: _____ TELEPHONE: _____

CONTACT NAME: _____ FAX: _____

E-MAIL: _____

ADDRESS: _____

DELIVERY DATE: _____ DELIVERY TIME: _____

- The Vancouver Convention Centre is the exclusive supplier of all food and beverage services. No other products can be brought into our building.
- Please use a separate order form for each day an order is required, then **fax directly to the Exhibitor Services Department at 604-647-7325.**
- A more extensive menu is available on our website www.vancouverconventioncentre.com, or please call **604-689-8232** and ask the **Catering Department for assistance.**
- Please allow for a minimum of 10 business days to process booth delivery orders.
- Upon receipt of the order, a 'Service Order Confirmation' will be sent to you for approval and signature. All orders must be prepaid in full by credit card to be considered as confirmed.
- Any orders received within 3 business days prior to service are subject to 15% surcharge.
- On-site orders are subject to additional banquet labour charge of \$140 per delivery.
- All beverage orders will be charged in full, regardless of consumption.
- Should any order be cancelled with less than 5 business days' notice, the total amount of the order will be charged fully.
- All prices are quoted in Canadian funds, subject to **18% service charge, 7% PST on Rentals, and 5% GST.**
- A designated banquet attendant can be arranged through the Catering Department, and the cost is \$35.00/hour, minimum 4 hour shift.
- For all booth delivery orders, compostable and disposable utensils will be supplied and the costs are included in the menu prices. Additional charges may apply for request of table, linen, chinaware & glassware.

FOOD: To avoid delay in processing your order, please circle your exact selection.

_____ x Assorted Muffins, Scones and Croissants served with Butter & Assorted Preserves	\$ 51.00 / dozen
_____ x Carrot Squares, Callebaut Walnut Brownies, Pecan Tarts and Nanaimo Bars	\$ 54.00 / dozen
_____ x Assorted House Made Cookies	\$ 48.00 / dozen
_____ x Hearty Sandwiches (One Sandwich per person) (Min Qty 12)	\$ 14.00 / guest
_____ x Hearty Sandwiches with Salad (One Sandwich per person) (Min Qty 12).....	\$ 20.00 / guest
_____ x Individual Natural Yogurts (Min Qty 12).....	\$ 4.25 each
_____ x Sliced Fresh Fruit & Berries Platter (Min Qty 12)	\$ 7.50 / guest
_____ x Fresh Whole Fruit Basket (Min Qty 12)	\$ 3.25 / guest
_____ x Canadian & International Cheese Tray with Baguette and Biscuits (Min Qty12).....	\$ 16.00 / guest
_____ x Fresh Vegetable Crudite with Herb Dip (Min Qty 12).....	\$ 6.00 / guest
_____ x Kettle Chips (half pound basket) – (Min Qty 12).....	\$ 17.00 /basket
_____ x Pretzels or Japanese Dry Snacks (1 pound basket) – (Min Qty 12)	\$ 17.00 /basket
_____ x Individual Bags of Chips, Pretzels – (Min Qty 12).....	\$ 3.00 / bag

BEVERAGE:

_____ x Freshly Brewed Moja Certified Organic Coffee or Decaf (serves 10 cups).....	\$ 47.50 / airpot
_____ x Hot Water with Selection of Tea Bags (serves 10 cups)	\$ 47.50 / airpot
_____ x 6 pack Bottled Orange or Grapefruit Juice (Single Servings).....	\$ 30.00 / pack
_____ x 6 pack Soft Drinks: Coke, Diet Coke, Sprite or Ginger Ale (Single Servings).....	\$ 27.00 / pack
_____ x 6 pack Bottled Water (Single Servings).....	\$ 27.00 / pack
_____ x Water Cooler/Equipment Rental (Does not include Water Jug)	\$ 25.00 /day
_____ x Water Jug 18 L (Does not include Equipment Rental).....	\$ 18.00 / each
_____ x Ice (One bin: 20 lbs).....	\$ 20.00 / bin

OTHERS:

_____ x Rental of black or white tablecloth in the size of 53"x53" or 90"x90".....	\$ 20.00 each
_____ x Rental of glass bowl for business cards.....	\$ 10.00 each



EXHIBITOR CATERING SERVICES 2017

DAILY ORDER FORM

EVENT: _____ **BOOTH NUMBER:** _____
COMPANY: _____ **TELEPHONE:** _____
ADDRESS: _____ **FAX:** _____
_____ **E-MAIL:** _____
CONTACT NAME: _____

CREDIT CARD AUTHORIZATION FORM

This fax will authorize the Vancouver Convention Centre to charge the following credit card:

☐ American Express ☐ Visa ☐ MasterCard

TOTAL AMOUNT: _____
CARD NUMBER: _____
NAME OF CARDHOLDER: _____
EXPIRY DATE: _____
SIGNATURE OF CARDHOLDER: _____

All credit card charges will be processed in full prior to the Event.
Any additional charges accrued will be charged post event.

Please fax this form to:
604-647-7325

www.vancouverconventioncentre.com

Prices Subject to Applicable Taxes - All Prices Subject to Change Without Notice
 Please complete this form in BLOCK CAPITALS **Please include Booth Plan if possible**

Event Information:

EVENT NAME:		EVENT #:	
EVENT LOCATION: VANCOUVER CONVENTION CENTRE		EAST / WEST	Hall / Room :
EXHIBITING COMPANY NAME:		Booth Number:	
DATE REQUIRED:	TIME:	DATE FINISHED:	TIME:

Customer Information:

CONTACT ON SITE:	Mobile Phone #:
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QTY.	LARGE DISPLAYS - Includes table-top base, does not include floorstand	DAILY RATE	WEEKLY RATE (3-7 days)	TOTAL
	32" LCD Display (16:9) Monitor	\$250.00	\$750.00	
	* 40" LED Display (16:9) - Includes Speakers	\$350.00	\$1,050.00	
	* 55" LED Display (16:9) - Includes Speakers	\$550.00	\$1,650.00	
	* 70" LCD Display (16:9) - Includes Speakers	\$700.00	\$2,100.00	
	Floor Stand [Dual Post] 72"H for Freeman AV Monitors ONLY	\$75.00	\$225.00	
	* Use of Wall Mount Bracket for Freeman AV Monitors ONLY	contact us	contact us	
	Shelf for Dual Post Floor Stand above (for DVD or Laptop)	\$15.00	\$45.00	
	Items marked with * above will require additional labour - See Terms			

QTY.	COMPUTERS (Desktop / Laptop) & Printers	DAILY RATE	WEEKLY RATE (3-7 days)	TOTAL
	Laptop - I7 2.3G W7 OFFICE2010 (16:9)	\$250.00	\$375.00	
	Desktop PC - I7 2.8G W7 OFFICE2010 & 17" LCD monitor (16:9)	\$250.00	\$375.00	
	24" LCD Display (16:9) WUXGA [No Audio Speakers]	\$90.00	\$270.00	
	HP 4250+ Laserjet Printer	\$165.00	\$330.00	
	Wireless Mouse	\$55.00	\$110.00	

QTY.	VIDEO SCREENS / PROJECTORS / PLAYBACK	DAILY RATE	WEEKLY RATE (3-7 days)	TOTAL
	Tripod Screen - () 50" x 80" or () 70" x 70" or () 84" x 84" or () 96" x 96"	\$60.00	\$180.00	
	Meeting Room LCD data/video projector (16:9) WXGA, 3700 lumens	\$350.00	\$1,050.00	
	Exhibition Booth LCD data/video projector (16:9) 1080p, 5000 lumens	\$750.00	\$2,250.00	
	Video cart with black skirting () 42" or () 48"	\$30.00	\$90.00	
	Blu-Ray HD Player	\$150.00	\$450.00	
	() DVD Player - NTSC or () Multi-region DVD Player	\$65.00	\$195.00	
	Please call for rates on other screens, projectors, carts or rigging brackets	contact us	contact us	

QTY.	AUDIO	DAILY RATE	WEEKLY RATE (3-7 days)	TOTAL
	Booth Audio System - c/w 1 WIRED handheld mic, 1 mixer, 2 speakers on stands	\$270.00	\$810.00	
	UHF wireless microphone () handheld or () headset or () lavalier	\$160.00	\$480.00	
	Wired Mic [Shure SM58]	\$40.00	\$120.00	
	Slim Lectern Microphone [Shure MX412C]	\$40.00	\$120.00	
	PCDI	\$30.00	\$90.00	
	Mixer - Mackie 1202 (4*XLR + 8*1/4")	\$60.00	\$180.00	
	Powered Speaker - Mackie SRM-450 (450W RMS) c/w Speaker Stand	\$85.00	\$255.00	

OTHER			TOTAL

*** If you do not see what you are looking for please call our onsite sales representatives at 604 647 7281 or email us at FreemanAV@vancouverconventioncentre.com for a customized quotation ***

PAYMENT INFORMATION REQUIRED ON REVERSE SIDE...

EQUIPMENT SUBTOTAL

+ 6.5% of Equipment Subtotal
 required for Cabling/Consumables

* BASIC INSTALLATION CHARGES
 INCLUDES DELIVERY, INSTALL & DISMANTLE

ADDITIONAL LABOUR / DELIVERY CHARGES

Goods & Services TAX (GST) 5%

BC Provincial Sales TAX (PST) 7%

TOTAL \$CDN

All Prices Subject to Applicable Taxes - All Prices Subject to Change Without Notice

Copied from reverse side:

EVENT #:	Hall / Room:	TOTAL \$CDN
	Booth Number:	

Payment Information:

Prepayment is required (in Canadian funds) & Credit card payments are processed on date order is placed.

Have you ever previously ordered AV with us here at Vancouver Convention Centre?

COMPANY NAME:

BILLING ADDRESS: Street

City Province / State Postal / Zip Code

ORDERED BY:

TELEPHONE #: ()

EMAIL ADDRESS :

FAX #: ()

Credit Card Number : ** PLEASE CALL US IN ORDER TO PROVIDE US WITH YOUR CREDIT CARD INFORMATION **

I hereby authorize Freeman AV or its agents to install the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature:

ORDER COMMENTS / INSTRUCTIONS

EMAIL scanned ORDER FORM TO:

FreemanAV@vancouverconventioncentre.com

or FAX ORDER FORM TO:

+ 1 604 647 7232

Upon receipt of this Order Form, an Freeman AV representative will generate an order and send it to you for your confirmation. Attached to this order will be our Supplementary Conditions. This document is also available on request.

▲ An additional charge of 6.5% of the equipment subtotal must be applied to account for cabling & consumable items.

* Large monitors and mounting requires additional labour. Installation charges will be increased to minimum of \$272.00

Additional Labour and/or delivery charges may also increase for multiple item orders.

RENTAL PERIOD.

Minimum rental period is one day. Rental period starts on the day contracted for and stops on the day when the equipment is returned to Freeman AV.

Rental charges apply to show days only and do not include installation one day prior.

Reservations are made on a 'first-come, first-serve' basis. Pricing is subject to change based upon local availability of equipment and personnel at the time of confirmation.

EXTENSION OF RENTAL

To avoid inconvenience to other customers, any extension of the rental period must be arranged prior to termination of the original rental period.

GUARANTEES & RESPONSIBILITY LIMITATION

Freeman AV guarantees performance of equipment and continuity of operation under normal circumstances. We assume no responsibility for circumstances beyond our control such as power failures or malfunctioning of systems supplied by others. In all cases, Freeman AV's liability is limited to the amount of the Freeman AV contract. In no event shall Freeman AV be liable for special, indirect, or consequential damages.

WAGES

Personnel wages are based on normal working hours Monday through Friday 7:00 a.m. to 7:00 p.m. Should the hours worked be outside of this period, labour will be charged at the applicable hourly rates. This may include overtime charges.

OVERTIME

Overtime will be charged for all hours worked over and above 8 hours in a day at a rate of 1.5 times the hourly rate. All hours worked over and above 11 hours in a day will be charged at 2 times the hourly rate. All hours worked over and above 40 hours in a week will be charged at 1.5 times the hourly rate. All hours worked on Statutory Holidays will be charged at 2 times the hourly rate.

FACILITY SERVICES AND CHARGES

Any charges levied by the meeting facility for electricity, electrical connections, connection to built-in sound systems, connection to built-in video systems, connection to built-in telecommunication networks, furniture and staging, labour, or any other charges levied relative to our activities on behalf of the customer in the facility will be the responsibility of the customer and will be quoted and invoiced directly to the customer by the facility.

LIABILITY

The customer is responsible for equipment at all times when it is under contract to the customer, and is liable for the full replacement value of the equipment, notwithstanding the fact that Freeman AV personnel may be on-site with the equipment. The customer is hereby advised of their responsibility to safeguard the equipment at all times, to ensure the security of the equipment when unattended by the customer, and to ensure pickup of the equipment by Freeman AV personnel when use is completed.

CANCELLATION

In the event of cancellation of this contract, the customer shall pay Freeman AV 100% of the total contract price.

EXHIBITOR REFERENCE LIST 2017

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 Vancouver Convention Centre. 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 Vancouver Convention Centre, and meet the requirements of Vancouver Coastal Health 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 Vancouver Convention Centre. 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 Exhibitor Services at the Vancouver Convention Centre. This and other exhibitor forms are available through your Show Manager. All decorative materials must be treated with flame proofing before installation.
- ◆ Vancouver Convention Centre cannot accept freight shipments on behalf of exhibitors before scheduled move-in times. Vancouver Convention Centre 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 the Vancouver Convention Centre via the Truck Route. Please do not deliver freight or unload at hotel entrances or elevators. Please bring your own tools, ladders, and dollies etc to build or transport your exhibit.
- ◆ All lost and found articles are catalogued and stored for 30 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 Vancouver Convention Centre, the Guest Service Centre is available 24-hours to respond to your enquiries. Dial 7299 from any house phone or 604-647-7299 for assistance.
- ◆ In accordance with City of Vancouver Smoking by-law all Vancouver Convention Centre property/facility is designated non- smoking.
- ◆ Please ensure you have completed the necessary forms or placed online orders for the services you require. Online ordering and Exhibitor forms are available on our website www.vancouverconventioncentre.com click on Exhibitors to get started.

The Vancouver Convention Centre is the exclusive supplier of Food & Beverage, Booth Vacuuming, Electrical, Telecommunications, Plumbing and Rigging. If you require further information please contact the Coordinator, Exhibitor & Business Services at (604) 647-7206 during business hours.

EXHIBITOR SAFETY & SECURITY 2017

To help ensure the safe enjoyment of the event for all participants, please review the following safety and security policies of the Vancouver Convention 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 WorkSafe BC regulations. Proper PPE (Personal Protective Equipment) is required during move-in/out phases at the Vancouver Convention Centre. This may include Hard Hats, Hi-Vis Vests, Safety Goggles and Steel Toed Boots depending upon the type of work engaged in. 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 Vancouver Convention Centre 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.
- ◆ 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 Vancouver Convention Centre.
- ◆ Proper ID is mandatory on-site during all move-in, event and move-out days.
- ◆ Vancouver Convention Centre has 24 hour first aid on-site who are the first responders to on-site medical emergencies. If you require medical assistance, dial 7500 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 Vancouver Convention Centre 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 15 are not permitted on-site during event 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.



On-Site Waste Water Recycling

As part of Vancouver Convention Centre's commitment to the environment, the West expansion utilizes its own on-site state-of-the-art wastewater treatment system to cleanse and purify black and grey water for re-use in the facility for non-potable purposes.

The system uses the latest bioreactor technology to treat wastewater to the highest standards required by the Ministry of the Environment and the Ministry of Health for reuse in toilet flushing and roof irrigation. Although the system is very robust, there are certain materials which cannot be allowed to enter the drains and toilets.

Putting the wrong things down any drain in the West facility will damage the system, cause blockages, odours, interruption of the wastewater treatment process and potentially lead to spills and contamination. Please note the following list of items that cannot go down the drains and help us maintain the integrity of our wastewater treatment system.

THESE PRODUCTS DO NOT BELONG IN THE WASTEWATER TREATMENT SYSTEM:

- **Fats, Oils and Greases**

Fats, oils and greases of any kind and in any amount will cause serious impact to the wastewater treatment system. It is not permissible to pour any of these down any drains including floor drains. All fats, oils and greases must be separately contained and removed for proper disposal.

- **Fruit, vegetable or animal matter**

The facility has an extensive organic recycling program and organic waste containers are available for collection of organic materials. Fruit, vegetable and animal matter cannot be put down any drains including floor drains.

- **Plastics, latex, rubber, fabric, cardboard, string, paper**

Items, including personal hygiene items, containing these materials cannot be disposed in toilets. Please use the proper containers that are provided for appropriate and hygienic disposal.

- **Medical and personal items**

Items such as medications, vitamins, band-aids, needles, hair, cigarette butts, cosmetics, dental floss, cotton balls or swabs cannot be disposed in toilets. Please use the proper containers that are provided for appropriate and hygienic disposal.

- **Harsh Chemicals, paper products**

With the exception of bathroom tissue, all other paper products such as paper towels, cleaning towels and personal paper products cannot be disposed in toilets. Chemicals such as strong solutions, paints and varnishes cannot be disposed in toilets and cannot go down the drains including floor drains.

Your assistance in helping maintain our state-of-the-art wastewater treatment facility is appreciated.