

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: <b>CIRCLE CRAFT 2017</b>		EVENT #: <b>37816</b>	
EVENT LOCATION: <b>VANCOUVER CONVENTION CENTRE</b>		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 <small>(3-7 days)</small>	TOTAL
	32" LCD Display (16:9) Monitor	\$250.00	\$750.00	
	* 40" LED Display (16:9) - <i>Includes Speakers</i>	\$350.00	\$1,050.00	
	* 55" LED Display (16:9) - <i>Includes Speakers</i>	\$550.00	\$1,650.00	
	* 70" LCD Display (16:9) - <i>Includes Speakers</i>	\$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	
	<i>Items marked with * above will require additional labour - See Terms</i>			

QTY.	COMPUTERS (Desktop / Laptop) & Printers	DAILY RATE	WEEKLY RATE <small>(3-7 days)</small>	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 <small>(3-7 days)</small>	TOTAL
	Tripod Screen - ( ) 50" x 80" or ( ) 70" x 70" or ( ) 84" x 84" or ( ) 96" x 96"	\$60.00	\$180.00	
	<i>Meeting Room</i> LCD data/video projector (16:9) WXGA, 3700 lumens	\$350.00	\$1,050.00	
	<i>Exhibition Booth</i> 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 <small>(3-7 days)</small>	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	

QTY.	OTHER	DAILY RATE	WEEKLY RATE <small>(3-7 days)</small>	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](mailto:FreemanAV@vancouverconventioncentre.com) for a customized quotation \*\*\*

PAYMENT INFORMATION REQUIRED ON REVERSE SIDE...

EQUIPMENT SUBTOTAL	
▲ + 6.5% of Equipment Subtotal <i>required for Cabling/Consumables</i>	
* BASIC INSTALLATION CHARGES <small>INCLUDES DELIVERY, INSTALL &amp; DISMANTLE</small>	\$170.00
ADDITIONAL LABOUR / DELIVERY CHARGES	
Goods & Services TAX (GST) 5%	
BC Provincial Sales TAX (PST) 7%	
<b>TOTAL \$CDN</b>	

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

Copied from reverse side:

EVENT #: 37816
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Hall / Room:	<input type="text"/>
Booth Number:	<input type="text"/>

TOTAL \$CDN
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**Payment Information:**

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

<i>Have you ever previously ordered AV with us here at Vancouver Convention Centre?</i>	
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:
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<b>ORDER COMMENTS / INSTRUCTIONS</b>

EMAIL scanned ORDER FORM TO: <a href="mailto:FreemanAV@vancouverconventioncentre.com">FreemanAV@vancouverconventioncentre.com</a>	or FAX ORDER FORM TO: <b>+ 1 604 647 7232</b>
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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.



# BOOTH VACUUMING & SHAMPOOING 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 #: 37816

## EVENT INFORMATION:

EVENT NAME: CIRCLE CRAFT 2017

BOOTH NUMBER:

EVENT DATES: NOVEMBER 8 - 12, 2017

DATES VACUUMING REQUIRED: \_\_\_\_\_

## CUSTOMER INFORMATION:

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

Street City Province/State Postal/Zip Code

CONTACT NAME: \_\_\_\_\_ TELEPHONE #: ( ) \_\_\_\_\_

E-MAIL: \_\_\_\_\_ FAX #: ( ) \_\_\_\_\_

BOOTH CARPET VACUUMING – EXHIBIT BOOTHS 200 SQ. FT. (10' X 20') OR UNDER					
	NUMBER OF DAYS	UNIT AMOUNT	TOTAL AMOUNT	Vancouver Convention Centre Use Only	
<input type="checkbox"/> DISCOUNT RATE UP TO 7 DAYS PRIOR TO EVENT MOVE-IN.	_____ X	\$ 25.00 =	_____		
<input type="checkbox"/> STANDARD RATE UNDER 7 DAYS PRIOR TO EVENT MOVE-IN.	_____ X	\$ 33.00 =	_____		

BOOTH CARPET VACUUMING – EXHIBIT BOOTHS OVER 200 SQ. FT.					
	TOTAL Square Feet	NUMBER OF DAYS	UNIT AMOUNT	TOTAL AMOUNT	Vancouver Convention Centre Use Only
<input type="checkbox"/> DISCOUNT RATE UP TO 7 DAYS PRIOR TO EVENT MOVE-IN.	_____ X	_____ X	\$ 0.23 =	_____	
<input type="checkbox"/> STANDARD RATE UNDER 7 DAYS PRIOR TO EVENT MOVE-IN.	_____ X	_____ X	\$ 0.30 =	_____	

BOOTH CARPET SHAMPOOING					
	TOTAL Square Feet	NUMBER OF DAYS	UNIT AMOUNT	TOTAL AMOUNT	Vancouver Convention Centre Use Only
<input type="checkbox"/> DISCOUNT RATE UP TO 7 DAYS PRIOR TO EVENT MOVE-IN. MINIMUM \$39.00 PER BOOTH/SHAMPOO	_____ X	_____ X	\$ 0.30 =	_____	
<input type="checkbox"/> STANDARD RATE UNDER 7 DAYS PRIOR TO EVENT MOVE-IN. MINIMUM \$45.00 PER BOOTH/SHAMPOO	_____ X	_____ X	\$ 0.35 =	_____	

**PAYMENT INFORMATION:**  
Make Cheques Payable to:  
**Vancouver Convention Centre**  
1055 Canada Place  
Vancouver, B.C. Canada  
V6C 0C3

To fax your form or for further inquiries:  
**Call (604) 647-7206**  
**Fax (604) 647-7325**  
**5.00% GST (#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.**

- 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 perform 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: CIRCLE CRAFT 2017 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](http://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 <b>or</b> 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 <b>or</b> Grapefruit Juice (Single Servings).....	\$ 30.00 / pack
_____ x 6 pack Soft Drinks: Coke, Diet Coke, Sprite <b>or</b> 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 <b>or</b> white tablecloth in the size of 53"x53" <b>or</b> 90"x90".....	\$ 20.00 each
_____ x Rental of glass bowl for business cards.....	\$ 10.00 each



## EXHIBITOR CATERING SERVICES 2017

### DAILY ORDER FORM

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EVENT: CIRCLE CRAFT 2017 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](http://www.vancouverconventioncentre.com)



# ELECTRICAL SERVICES REQUEST 2017

EVENT # **37816**

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 INFORMATION:

EVENT NAME: CIRCLE CRAFT 2017  
EVENT DATES: NOVEMBER 8 - 12, 2017

BOOTH NUMBER:

### 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	= _____
<b>ADDITIONAL ITEMS</b> (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

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.

SUBTOTAL

5.00% GST #100432764

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](http://www.vancouverconventioncentre.com) to place your basic order online



## BOOTH LAYOUT TEMPLATE

### Custom Layouts for Internet & Electrical

EVENT # <b>37816</b>
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**EVENT INFORMATION:**

EVENT NAME: **CIRCLE CRAFT 2017**  
 EVENT DATES: **NOVEMBER 8 - 12, 2017**

BOOTH NUMBER:

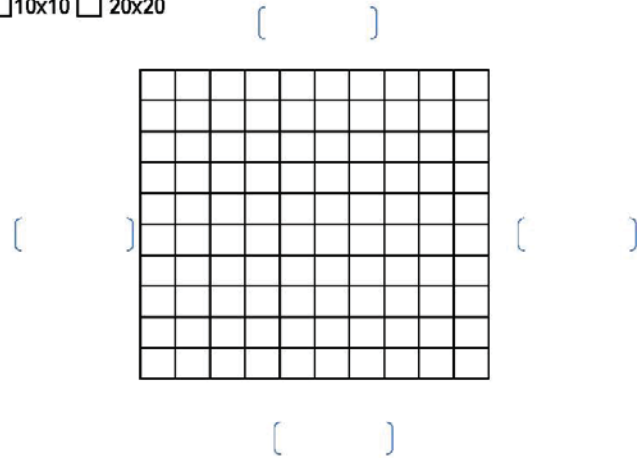
**CUSTOMER INFORMATION:**

COMPANY NAME: \_\_\_\_\_

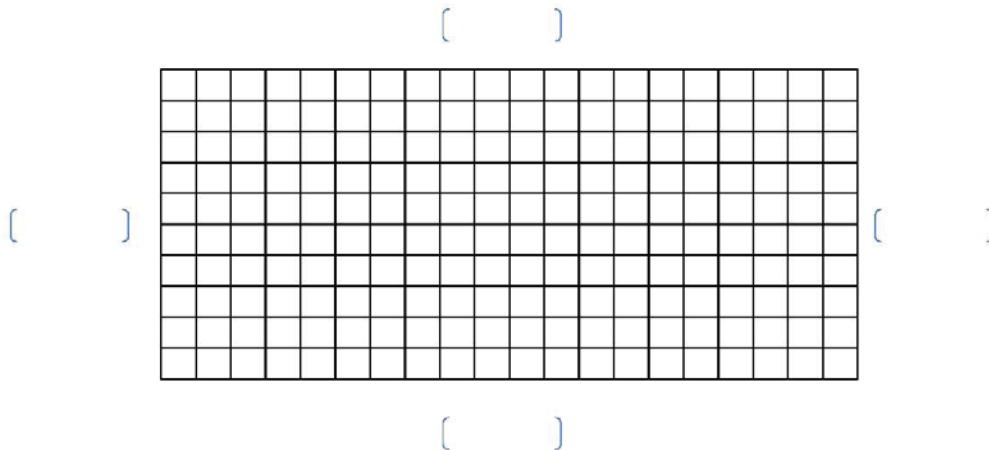
**Please Note:** ALL POWER WILL BE PROVIDED AT THE REAR OF THE BOOTH UNLESS A FLOOR PLAN IS PROVIDED.  
PLEASE SUBMIT ANY FLOOR PLANS WITH SERVICE ORDERS.

PLACE INSIDE THE GRID	
Electrical 750w	e
Electrical 1500w	E
Wired Internet	I
Fax or POS	F or P
<b>Place surrounding booth # in brackets (i.e. 100)</b>	

For  10x10  20x20



**For Booth Size 10x20 Only**



PRODUCTION & COMMERCIAL POWER – Additional Information	
PLEASE INDICATE THE PLUG TYPE (for 20A and/or 30A)	
TYPE OF EQUIPMENT THAT REQUIRES THE ELECTRICAL	
PLEASE CONFIRM THE TYPE OF FLOORING IN THE BOOTH	<b>CIRCLE ONE :</b> CARPET    OR    HARDWOOD
QUOTE REQUEST (For 200A and Above or Overhead Power)	
PLEASE INDICATE THE SERVICE REQUIRED	

## 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](http://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.

## 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.



## GENERAL PARKING INFORMATION

### ADDITIONAL PARKING AT OR NEAR 1055 CANADA PLACE (West Facility)

1. **Impark** at Vancouver Convention Centre **West** 1055 Canada Place

See page 2 for map directions

(Heading west 1<sup>st</sup> traffic light past Burrard Street, parking entrance is located ½ block down on right hand side inside Vancouver Convention Centre **West**)

**or**

Heading north on Burrard Street turn left at traffic light foot of Burrard Street, parking entrance is located ½ block down on right hand side inside Vancouver Convention Centre **West**)

440 stalls

\$30.00 per day (**All prices are subject to change without notice**)

**Payment is on-site only by exact coin or by credit card at parking meters located at entrance to parking lot**

2. DPC (604) 682-6744 - 900 Cordova Street – 370 stalls
3. 200 Granville Street –Imperial Parking (604) 681-3233 ask for extension 273 or 257 – 450 stalls
4. Station East – Imperial Parking (604) 681-3233 ask for extension 288 – 600 stalls
5. Impark (open lot beside Seabus Terminal)
6. Pacific Centre (604) 688 - 7235
7. Commerce Place 400 Burrard Street
8. Waterfront Centre - 200 Burrard Street – (604) 682-2267 – 750 stalls
9. 555 Cordova Street – 100 stalls

### PARKING AT 999 CANADA PLACE – WESTPARK (East Facility)

**Phone: (604) 684-2251 for parking rates & advance parking arrangements or visit their website**

**<http://canadaplace.westpark.com/reserve-a-space.html>**

See page 2 for map directions

Enter at east side of building (foot of Howe Street) obtain ticket from dispenser & proceed to P1 or P2 for parking

Use Convention Centre/Hotel elevators (not World Trade Centre elevators)

For Convention Level: Press “G” for Registration, Ballrooms & Exhibits. For Meeting Rooms: Press “M”

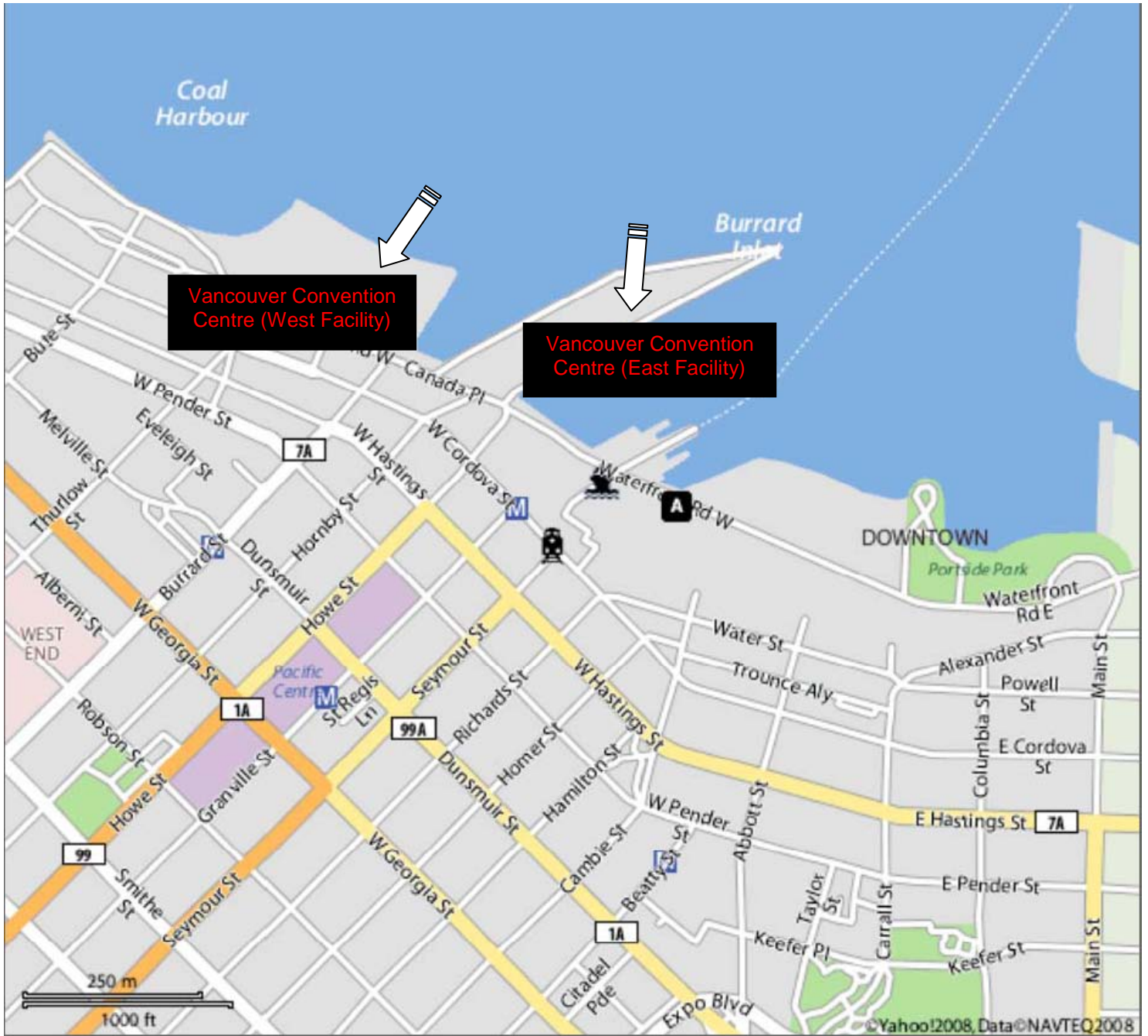
If arriving from alternate parking locations, enter the Vancouver Convention Centre through the lobby doors located to the west of the hotel entrance. Ballrooms and Exhibition Halls are at lobby level. For Meeting Rooms, take escalator up one level

**Canada Place Operations – 604-775-7063**

**Transit / Skytrain – (604) 953-3333**

**Seabus – (604) 986-1501**

## PARKING DIRECTIONS





## BELL – INTERNET / TECHNOLOGY SERVICES

### EXHIBITOR ORDER FORM 2017

This form is your official invoice – please keep a copy for your records  
 Prices Subject to Applicable Taxes • All Prices Subject to Change Without Notice  
 All orders must be accompanied by payment  
 Credit will not be given for orders installed but not used  
 or orders cancelled within 48 hours of installation  
 (Please see reverse side for terms & conditions)

EVENT # <b>37816</b>
BOOTH #

Please Include Booth Plan

#### EVENT INFORMATION:

EVENT NAME: **CIRCLE CRAFT 2017**

EVENT DATES: **NOVEMBER 8 - 12, 2017**

#### CUSTOMER INFORMATION:

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_  
STREET CITY PROVINCE/STATE POSTAL/ZIP CODE

CONTACT NAME: \_\_\_\_\_ TELEPHONE#: \_\_\_\_\_

EMAIL: \_\_\_\_\_ FAX#: \_\_\_\_\_

**Customer provided wireless routers, wired routers, switches, hubs or access points are not permitted anywhere within the Vancouver Convention Centre. All Network devices must be provided by the Convention Centre.**

#### EXHIBITOR WIFI:

A separate access code is required for each device. Access codes are not transferable from one device to another. Each additional device access code will be active for the same time period as the service purchased for first device. This service will work throughout the Vancouver Convention Centre. For private networks or more bandwidth please call for more information 604-647-7206.

Service up to 10Mbps	Rate	Total Amount
1 Day Service - First Device	\$140.00	
2 Day Service - First Device	\$250.00	
3 Day Service - First Device	\$295.00	
4 Day Service - First Device	\$395.00	
5 Day Service - First Device	\$495.00	
*Each Additional Device(s) _____ @ \$100.00		

\*Additional Device rates will be active for the same time period chosen as the service for the first device

Volume discounts	1 Day Service	2 Day Service	3-5 Day Service
10 Device Pre-pack	\$895.00	\$955.00	\$1,045.00

PRIVATE WIFI NETWORK (DHCP)	Number Required		Orders placed up to 7 days prior to move in date	Orders placed less than 7 days prior to move in date	Orders placed on-site	Total Amount
			Discount Rate	Standard Rate	On-Site Rate	
SSID (NAME): _____						
Password : _____ <small>8 CHARACTER MINIMUM</small>	First Device	@	\$1395.00	\$1450.00	\$1495.00	
Additional Wireless Devices	_____	@	\$ 130.00	\$ 140.00	\$ 150.00	
<b>Each device accessing the internet must be counted</b>						

#### WIRED INTERNET SHARED 50Mbps (DHCP)

Daily Rate	First Device	@	\$ 495.00	\$ 595.00	\$ 795.00	
Conference Rate (3 Days)	First Device	@	\$1395.00	\$1450.00	\$1495.00	
Additional Devices	_____	@	\$ 130.00	\$ 140.00	\$ 150.00	
<b>Each device accessing the internet must be counted</b>						
Switch Rental – 5 or 8 Port	_____	@	\$ 75.00	\$ 75.00	\$ 75.00	
Switch Rental – 12 or 16 Port	_____	@	\$ 125.00	\$ 125.00	\$ 125.00	

**WIRED INTERNET DEDICATED Enhanced**

	Number Required		Orders placed up to 7 days prior to move in date Discount Rate	Orders placed less than 7 days prior to move in date Standard Rate	Orders placed on-site On-Site Rate	Total Amount
Wired Internet Enhanced – 20Mbps 1 IP Address, Dedicated Bandwidth <b>Daily Rate</b>	First Device	@	\$ 1595.00	\$ 1695.00	\$ 1895.00	
Wired Internet Enhanced – 20Mbps 1 IP Address, Dedicated Bandwidth <b>Conference Rate (3 Days)</b>	First Device	@	\$ 4495.00	\$ 4695.00	\$ 4995.00	
Wired Internet Enhanced – 100Mbps 1 IP Address, Dedicated Bandwidth <b>Conference Rate (3 Days)</b>	First Device	@	\$10995.00	\$11995.00	\$12995.00	
Wired Internet Enhanced: Each Additional Location	_____	@	\$ 595.00	\$ 625.00	\$ 775.00	
Each Additional Device	_____	@	\$ 130.00	\$ 140.00	\$ 150.00	
Each Additional IP Address	_____	@	\$ 130.00	\$ 140.00	\$ 150.00	
Switch rental – 5 or 8 Port	_____	@	\$ 75.00	\$ 75.00	\$ 75.00	
Switch rental – 12 or 16 Port	_____	@	\$ 125.00	\$ 125.00	\$ 125.00	

**VOICE CONNECTIVITY**

IP Telephone	_____	@	\$ 295.00	\$ 335.00	\$ 395.00	
IP Polycom Set Rental (Per Day)	_____	@	\$ 110.00	\$ 115.00	\$ 175.00	
Fax Line – Equipment Not Included	_____	@	\$ 295.00	\$ 335.00	\$ 395.00	
POS Line – Equipment Not Included	_____	@	\$ 295.00	\$ 335.00	\$ 395.00	

Please check type of **POS** connection required  Analog Phone Line  Wired Internet (Ethernet)

**DIGITAL SIGNAGE**

Media Wall – 9 Screen Matrix Main Entrance, 15 Sec. Spot/ 60sec. loop / Day	_____	@	\$ 700.00	\$ 800.00	\$ 1000.00	
Main Entrance Package 3 Entrances, 15 Sec. Spot/ 60sec. loop / Day	_____	@	\$ 1600.00	\$ 1700.00	\$ 1900.00	
Digital Signs – Advertising Per Screen	_____	@	\$ 995.00	\$ 1195.00	\$ 1495.00	
Portable Digital Sign Rental 52" Rate Per Day	_____	@	\$ 550.00	\$ 650.00	\$ 795.00	
Portable Digital Sign Rental 80" Rate Per Day	_____	@	\$ 900.00	\$ 1000.00	\$ 1200.00	
Virtual Presence Device – BEAM Robot Per Day	_____	@	\$ 1200.00	\$ 1400.00	\$ 1500.00	
<b>CABLE TV- BELL IPTV</b> Set Top Box with HDMI Connection – Television Monitor Not Included	_____	@	\$ 325.00	\$ 365.00	\$ 520.00	

**Payment Information:**

Make cheques payable to:  
**Vancouver Convention Centre**  
**1055 Canada Place**  
**Vancouver, B.C. Canada**  
**V6C 0C3**

To fax your form or for further enquiries:

Call (604) 647-7206

Fax (604) 647-7325

**Payment method:**

- Cash
- Cheque
- Visa
- MasterCard
- American Express
- Bank Wire Transfer - please inquire for additional details

SUB TOTAL	
5% GST #100432764	
7% PST #1001-0174	
TOTAL CANADIAN	

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

## TERMS & CONDITIONS

1. Requests for service and special arrangements at the discount rate must be received no less than seven (7) days prior to scheduled arrival time for move-in. Otherwise, the standard rate applies to each service.
2. Complete information must be provided on the Telephone/Internet Order Request Form to ensure prompt processing of the order. Incomplete information will delay processing.
3. Conditions for processing service order forms:
  - a) Payment for service must accompany service orders.
  - b) For new service required at time of show please call (604) 647-7299 or visit the Vancouver Convention Centre Service Desk located on the floor of your show during scheduled move-in times.
4. Credit will not be given for service installed and not used.
5. The Customer will be fully responsible for the safekeeping of any equipment during the show and its prompt return at the close of the show to Vancouver Convention Centre personnel.
6. It is understood that if after assignment, Vancouver Convention Centre must change a pre-assigned I.P. address, the Customer has no recourse for compensation against Vancouver Convention Centre. Every effort will be made to maintain the originally assigned address.
7. Only Vancouver Convention Centre personnel are authorized to modify system wiring or cabling.
8. Material and equipment furnished by Vancouver Convention Centre for this service order shall remain the property of Vancouver Convention Centre.
9. Customer shall not and shall not permit any of its users or other third parties to:
  - (a) disclose private communications without permission to parties other than the intended recipient, or the disclosure of confidential information;
  - (b) restrict or inhibit any other user from using and enjoying the Internet;
  - (c) post or transmit any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or profane information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, provincial, state, national or international law, including without limitation, export control laws and regulations;
  - (d) post or transmit any information or software that contains a virus, worm, cancelbot or other harmful component;
  - (e) upload, post, publish, transmit, reproduce, or distribute in any way, information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or derivative works with respect thereto, without obtaining permission of the copyright owner or rightholder; or
  - (f) abuse or fraudulently use the Internet in any way not specifically set forth above.
10. Limitation of Liability
  - (a) Customer understands that Customer and its users may access the Internet through the service. Customer understands further that neither the Vancouver Convention Centre nor its Internet Service Provider operate or control the Internet in any way, and that all merchandise, information and services offered or made available or accessible on the Internet are offered or made available or accessible by third parties.
  - (b) Customer assumes total responsibility and risk for Customer's and its users' use of the service and the Internet. Neither the Vancouver Convention Centre nor its Internet Service Provider make any express or implied warranties, representations or endorsements whatsoever (including without limitation warranties of title or noninfringement, or the implied warranties of merchantability or fitness for a particular purpose) with regard to any merchandise, information or service provided through the Internet, and neither the Vancouver Convention Centre nor its Internet Service Provider shall be liable for any cost or damage arising either directly or indirectly from any such transaction. It is solely Customer's and its users' responsibility to evaluate the accuracy, completeness and usefulness of all opinions, advice, services and other information, and the quality and merchantability of all merchandise, provided on the Internet generally.
  - (c) Customer understands further that the Internet contains unedited materials some of which are sexually explicit or may be offensive to some people. Customer and its users access such materials at their own risk. The Vancouver Convention Centre and its Internet Service Provider have no control over and accept no responsibility whatsoever for such materials.
  - (d) The service is provided on an "as is" and "as available" basis without warranties of any kind, either express or implied, including but not limited to warranties of title, noninfringement or implied warranties of merchantability or fitness for a particular purpose. No advice or information given by the Vancouver Convention Centre or its Internet Service Provider or their affiliates or their contractors or their respective employees shall create a warranty. Neither the Vancouver Convention Centre nor its Internet Service Provider warrants that the service will be uninterrupted or error free or that any information, software or other material accessible on the Internet is free of viruses, worms, trojan horses or other harmful components.
  - (e) Under no circumstances shall the Vancouver Convention Centre or its Internet Service Provider or their affiliates or contractors be liable for any direct, indirect, incidental, special, punitive or consequential damages that result in any way from Customer's or its users' use of or inability to use the service or to access the Internet or any part thereof, or Customer's or its users' reliance on or use of information, services or merchandise provided on or through the service, or that result from mistakes, omissions, interruptions, deletion of files, errors, defects, delays in operation, or transmission, or any failure of performance.
  - (f) Without in any manner limiting the express limitations contained in this section, neither the Vancouver Convention Centre nor its Internet Service Provider shall be liable to Customer or its users or any other parties for any:
    - (i) act or omission of a telecommunications carrier whose facilities are used in establishing connections;
    - (ii) disclosure of private communications to parties other than the intended recipient, or the disclosure of confidential information;
    - (iii) restriction or inhibition imposed by a third party;
    - (iv) posting, transmittal or receipt of any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or profane information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, provincial, state, national or international law, including without limitation, export control laws and regulations;
    - (v) posting or transmittal of any information or software that contains a virus, worm, cancelbot or other harmful component;
    - (vi) uploading, downloading, posting, publishing, transmittal, reproducing, or distributing in any way, of information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or derivative works with respect thereto;
    - (vii) infringement of patents or other proprietary rights; or
    - (viii) abuse or fraudulent use of the Internet in any way not specifically set forth above.



# PLUMBING SERVICES REQUEST 2017

EVENT # 37816

This form is your official invoice – please keep a copy for your records  
All plumbing 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 INFORMATION:

EVENT NAME: **CIRCLE CRAFT 2017**  
EVENT DATES: **NOVEMBER 8 - 12, 2017**

BOOTH NUMBER:

### CUSTOMER INFORMATION:

COMPANY NAME: \_\_\_\_\_  
COMPANY ADDRESS: \_\_\_\_\_  
Street City Province Postal/Zip Code  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_ FAX #: \_\_\_\_\_

**Please note: SINKS WILL BE PROVIDED ALONG BACK OF BOOTH UNLESS FLOOR PLAN PROVIDED. ALL PLUMBED SINK REQUESTS WILL BE REVIEWED TO CONFIRM A PLUMBING PORT IS AVAILABLE PRIOR TO PAYMENT BEING PROCESSED. SERVICES INSTALLED BUT NOT USED WILL NOT BE ISSUED A REFUND. FOR ALL HEALTH CODE REQUIREMENTS PLEASE CONTACT VANCOUVER COASTAL HEALTH.**

SINKS	Quantity Required	Discount Rate	Standard Rate	Late Rate	TOTAL AMOUNT
*MORE THAN 1 CONNECTION MAY REQUIRE PLUMBING LABOUR. 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"/> SELF CONTAINED, TRIPLE BASIN STAINLESS STEEL SINK. HOT/COLD WATER ( ONE 5 GALLON TANK, NOT PLUMBED)	_____ @	\$485.00	\$568.00	\$785.00	= _____
<input type="checkbox"/> PLUMBED, TRIPLE BASIN STAINLESS STEEL SINK. HOT/COLD WATER SUPPLY & DRAIN	_____ @	\$545.00	\$628.00	\$854.00	= _____
<input type="checkbox"/> PLUMBED, SINGLE BASIN, LAUNDRY SINK. COLD WATER SUPPLY & DRAIN	_____ @	\$320.00	\$345.00	\$495.00	= _____
<b>WATER SERVICES</b>					
<input type="checkbox"/> COLD WATER SUPPLY & DRAIN	_____ @	\$242.00	\$295.00	\$398.00	= _____
<input type="checkbox"/> COLD WATER SUPPLY ONLY	_____ @	\$183.00	\$208.00	\$292.00	= _____
<input type="checkbox"/> TANK FILL & EMPTY (Less than 50 Imperial Gallons)	_____ @	\$102.00	\$113.00	\$153.00	= _____
<input type="checkbox"/> TANK FILL & EMPTY (Greater than 50 Imperial Gallons)	_____ @	by Quote	by Quote	by Quote	= _____
<b>LABOUR</b>					
<input type="checkbox"/> PLUMBING LABOUR (Weekday hourly rate)	_____ @	\$96.00	\$96.00	\$96.00	= _____
<input type="checkbox"/> PLUMBING 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.

TOTAL CANADIAN \_\_\_\_\_

All orders must be accompanied by payment.

- 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](http://www.vancouverconventioncentre.com) to place your basic order online





# 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 #: 37816

### EVENT INFORMATION:

EVENT NAME: **CIRCLE CRAFT 2017**

BOOTH NUMBER:

EVENT DATES: **NOVEMBER 8 - 12, 2017**

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	<b>\$28.50/Hr.</b>		
= _____ HOURS			
= _____ HOURS			

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

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



## **VANCOUVER CONVENTION CENTRE SHIPPING LABEL**

Please find below a pre-addressed mailing label for the **Vancouver Convention Centre**. We have provided this template so that you can easily fill in the blanks and photocopy as many pre-addressed labels as you need. All of our mailing information is included for your convenience – however we ask that you please fill in the remaining sections, especially the **EVENT NAME** and your **EXHIBITOR COMPANY NAME**.

Please note that every event at the Vancouver Convention Centre has an official move-in date. The Vancouver Convention Centre is unable to store exhibitor freight prior to any event due to the limited storage facilities. We reserve the right to refuse delivery of exhibitor freight that arrives at the facility prior to the appropriate move-in date. Please consult with your Event Management Company if you require more details regarding move-in dates or official freight storage. Also feel free to contact the Vancouver Convention Centre and ask to speak with your Event Manager.

**Send To:**

**VANCOUVER CONVENTION CENTRE  
Attention: Dock Office  
Via Waterfront Road Truck Route  
1055 Canada Place  
Vancouver, B.C.  
Canada  
V6C 0C3  
Contact Guest Services (604) 647-7299**

**Details: Event Name:** CIRCLE CRAFT 2017

**Event Number:** 37816

**Event Date:** NOVEMBER 8 - 12, 2017

**Booth Number:** \_\_\_\_\_

**Contact Name:** MS LORRAINE SAM **Event Manager**

**Exhibitor Name & Phone Number:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## SHIPPING & HANDLING TIPS

How can we remember all of the steps in shipping our exhibit to and from a convention? The best way to master this task is to do it in three steps... pre-show... during show... and after show. A shipping and handling checklist can help keep track of the key areas. Here's an example which you can customize to fit your requirements.

### PRE-SHOW

1. Decide if you want to ship to the general contractor's warehouse or directly to the show site.
2. Check the service manual for freight receiving dates, i.e.: target date, warehouse receiving date, warehouse cut-off date, etc.
3. Arrange with your freight carrier to pick up your freight and ship it to the desired location.
  - Make sure your carrier will arrive on the designated date. Missing target dates and times can cost you unnecessary added expense.
  - Make sure that freight is shipped "**PREPAID**".
  - Make sure that you obtain a copy of the signed bill of lading from your carrier. **BRING A COPY WITH YOU TO SHOW SITE.**
  - For security reasons, it is best to ship high-tech equipment in unmarked containers.
4. Once materials have been shipped, forward a copy of your shipping bill of lading to the contractor, along with shipping information forms (if they have not been submitted already).
5. Begin tracing your freight with the freight carrier to ensure an on-time schedule.
6. Trace freight with the drayage contractor to ensure receipt. Confirm the number of pieces received and any "exceptions" to delivery. (Exceptions are piece count discrepancy or damages).

### SHOW SITE

1. Confirm the number of pieces in your booth with the number of pieces shipped.
2. Once you have set your booth:
  - Place "*empty*" storage tags on **ALL** empty containers. You can get these at no cost from the general contractor.
  - Write your company name and booth number on the empty tags in **BIG LETTERS!**
  - Do not leave **ANYTHING** in empty containers.
  - If possible, place smaller containers inside larger containers to cut down on the amount of empty containers you need to keep track of.
  - Make sure to count the number of cartons for storage and develop your own empty container list.
3. **ALWAYS** make outbound shipping arrangements with the drayage contractor for your materials. Unclaimed freight left on the floor after a show can be an added expense for you.
4. If you have not designated a carrier, ask your Show Manager for help.
  - Ask for rates.
  - Ask for an anticipated shipping schedule.
  - Ask for a business card with information that would allow you to trace.
5. Obtain a shipping bill of lading and shipping labels from the general contractor.
6. After materials are all repacked and ready for shipping, count the number of items to be shipped and indicate that amount on the bill of lading.
7. Materials must be left in the booth space for pick up.
8. Turn the bill of lading over to the general contractor. **DO NOT** leave the bill of lading in the booth with materials that will be shipped.
  - Have the customer service representative check your bill of lading to be sure all necessary information is completed.
  - Make sure you receive a copy of the bill of lading.

### AFTER SHOW

1. Trace freight with the designated outbound carrier.
2. Ensure arrival of your freight at the final shipping destination. Confirm the number of pieces and note any exceptions, i.e.: missing pieces, damages, etc.

**REMEMBER THAT BILLS OF LADING ON INBOUND AND OUTBOUND SHIPMENTS ARE CRITICAL IF YOU AND THE GENERAL CONTRACTOR NEED TO TRACE ANY MISSING FREIGHT!**

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

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

EVENT #: 37816



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.**

**COMPLETED FORM REQUIRED ( OCTOBER 13, 2017 ) 21 DAYS PRIOR TO EVENT MOVE IN DATE**

BANNER (S) MUST ARRIVE ON SITE NOVEMBER 1, 2017  
EVENT INFORMATION

BOOTH NUMBERS:

EVENT NAME: CIRCLE CRAFT 2017

EVENT DATES: NOVEMBER 8 - 12, 2017

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 #: 37816

## EVENT INFORMATION:

EVENT NAME: CIRCLE CRAFT 2017BOOTH  
NUMBERS:EVENT DATES: NOVEMBER 8 - 12, 2017

**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 &amp; TIME \_\_\_\_\_ DISMANTLE DATE &amp; TIME \_\_\_\_\_

**ALL ORDERS MUST BE SUBMITTED COMPLETE WITH DIAGRAM NO LATER THAN 1700 HRS ON, OCTOBER 13, 2017**

(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 NOVEMBER 1, 2017**

## 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.



## 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.