



WELCOME KIT

Thank you for exhibiting at this year's show. We know you have choices for your marketing dollars and we are very excited you chose to participate in this show. This Exhibitor Kit contains information to assist you in planning for your participation in the 2017 *Vancouver Golf and Travel Show, February 18th & 19th, 2017.*

The Vancouver Golf & Travel Show is the largest consumer golf & travel show in Western Canada with over 125 exhibitors, travel destinations, manufacturer's representatives and demonstrators. It is owned and operated by Cascadia Events and is supported and endorsed by the PGA of British Columbia and British Columbia Golf.

All forms in this packet will also be available on our website at CascadiaEvents.com, under the Exhibitor Resources page. We welcome your participation and look forward to working with you.

CONTACT INFORMATION

SHOW PRODUCER: Cascadia Events, John Tipping, john@cascadiaevents.com
206.659.5703, Fax: 866.697.5532

SHOW COORDINATOR: Cascadia Events, Mara Lim, mara@cascadiaevents.com

SHOW LOCATION: PNE (Pacific National Exhibition) Forum
2901 E Hastings St, Vancouver, BC V5K 5J1, Canada

EXPO HOURS Saturday February 17th, 10:00 am – 5:00 pm
Sunday February 18th, 10:00 am -4:00 pm
Exhibitors are required to staff their booths during these public hours listed above.

UPDATE OR ADD ADDITIONAL CONTACT INFO

If you need to update or add contacts to receive show information and updates, please email us at mara@cascadiaevents.com. Please add this email address to your address book.

MOVE IN TIMES Friday February 16th, 7am – 8pm Saturday February 17th, 7am – 9am

You will also be able to move in on Saturday morning from 7 am to 9am - but PLEASE - you must arrive before 8 am. You can continue to set up until the show open but it is important you not be late so as to complicate the attendee experience.

If you have specific needs, questions, travel that complicates issues – I will be happy to work out the details with you specifically. Send me an email (john@cascadiaevents.com) with the best phone number and we will contact you as soon as possible.

MOVE-OUT

Sunday, February 18th, 4pm – 9 pm

The Expo closes Sunday at 4:00pm and that is when we will begin move-out. Early removal of exhibits and displays is strictly forbidden and subject to a \$100 fine. All exhibits must be moved out by 9pm.

FAILURE TO SET UP

Failure to set up within specified move-in times will result in forfeiture of exhibit space and all monies paid to date. Exhibit space can be reassigned at Show's discretion.

LOCATION OF YOUR EXHIBIT

A link to a map of the facility is available on the Exhibitor Resources page. The map will be updated with booth assignments in early January. Link is on the Exhibitor Resources.

Cascadia Events reserves the right to make modifications and change exhibit space assignments as may be necessary and to adjust the floor plan at any time to meet the needs of the sponsors, exhibitors, exhibits and traffic flow.

BOOTH SPACE

Description

Booth space is 10' x 10', with 3' high drapery sidewalls between booths and 8' high drapery backwall. Booth space does not include any other accessories.

Booth Accessories

The Accessories Package for purchase includes 1ea 6' x 2' skirted (black) table, carpet, 1 folding chair and electrical power. for 10 x 10 booth. For each additional 10' of booth space, add an additional table, chair and carpet.

Additional Accessories

If you need/want more accessories, please contact Levy Show Services. (form on Exhibitor Resources page) Levy Show Service Inc, 604.277.1726, FAX: 604.277.1736. You do NOT need to have a booth number to order additional services from the show decorator.

SHIPPING

Shipping to and from the event is also handled by Levy Show Service Inc. (use same form as additional accessories, on Exhibitor Resources page)

TELEPHONE /INTERNET /CABLETV /AUDIO /VIDEO ORDERS

There is free WiFi at the venue. If you have additional A/V needs, please contact John Tipping at john@cascadiaevents.com

EMAIL & WEB ASSETS

We have updated our promotional materials for 2017. We appreciate any and all support from our exhibitors with regards to show promotion. Link is on Exhibitor Resources page. If you have any difficulties with the materials please let me know.

LET US PROMOTE YOU

If you have show deals, current promotions or new products that you would like to include in our attendee newsletters and on our social media pages please send that information to Tara Ciecko at CK Golf, tara@ckgolf.ca

EXHIBITOR BADGES (Wristbands)

As many of you who have been to the show previously know, we do not provide name badges to our exhibitors or their staffs. We provide wristbands that are to be worn **AT ALL TIMES DURING THE SHOW.**

There is a different wristband each day – and each exhibitor will be allotted 2 per 10 feet of space purchased for the show per day. If you require additional wristbands – they may be purchased in advance for \$5 ea. You can contact us via email to get these in advance – or you may purchase those during show set up on Friday.

HOTEL INFORMATION

Atrium Inn, 2889 Hastings Street East, Vancouver BC (Across from The PNE and Pacific Coliseum) 604.254.1000 reservatons@atriuminn.ca. A limited number of rooms available at the rate of \$109 plus tax. More details on Exhibitor Resources page.

HANGING SIGNS AND GRAPHICS

The Decorator will furnish hooks for signage you want to hang in your booth from the pipe at your back drape. Approval for the use of hanging signs and graphics from the ceiling should be received from Management prior to move-in. It is your responsibility to retrieve your banners or signs when they are dismantled.

SECURITY

Security is provided for the venue, however, we suggest you take precautions and do not leave personal valuables in your booth overnight. Door guards and perimeter guards are on duty during overnight.

SHOW REGULATIONS AND REQUIREMENTS

- Cascadia Events reserves the right to make modifications and change exhibit space assignments as may be necessary and to adjust the floor plan at any time to meet the needs of the sponsors, exhibitors, exhibits and traffic flow
- Exhibit booths must be staffed and fully operational during published show hours.
- Exhibitors must wear wristbands to gain entry and on the floor during Show hours.
- Exhibits that include sound equipment or audio/visual equipment must be arranged so the noise level does not disrupt the activities of neighboring exhibitors. Show management reserves the right to lower all sound equipment.
- Exhibit space must be large enough to contain a reasonable audience if presentations are planned within your exhibit space. The aisles cannot be blocked.
- Promotional materials may not be distributed outside your exhibit space.
- Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles.
- The sale, sampling or distribution of food for consumption on the premises must be approved by Show Management and licenses or permits required by the Health Dept. obtained by the Exhibitor.
- Stage shows or seminars using products or services of a non-exhibiting company must have written approval from Show Management.
- All exposed parts of displays must be finished so they do not present an unsightly appearance when viewed from adjoining booths or aisles. Side-walls taller than the 3' side drape of exhibit booths may not come out past 5' from back drape.
- Signs in inline booths will not be permitted to extend more than 8' above the floor. Signs in island showcases will not be permitted to extend more than 16' above the floor.
- Exhibitors may not share booth space without the approval of Show Management.

- Exhibit space should be kept in good order with storage boxes placed under tables or in designated storage areas.
- All display vehicles must have less than ¼ tank of gas, at least one battery cable disconnected from each set of batteries, and the gas tank sealed or locked. A set of keys need to be given to Show Management.
- It is expressly understood and agreed by the Exhibitor that no claim of any kind against Show Management for loss, damage, theft or destruction of goods or exhibit; nor any injury that may occur to himself or his employees while at the show; The exhibitor shall be solely responsible to his own agents and employees and to all third persons, including invitees and the public for all claims, liabilities, actions, costs, damages and expenses arising out of or relating to the custody, possession, operation, maintenance or control of leased space or exhibit. Exhibitor is also held responsible for agents and employees performing on show Stages. Exhibitor's insurance shall indemnify and hold harmless Show Management against any and all claims as may be asserted against it.