

Exhibitor Information

Displays

The Victoria Conference Centre (VCC) is the designated Display Supplier for the upcoming 2008 IAT Conference. Provided in your Booth Package is as follows:

8' Backwall
3' Sidewalls
6' Table, topped & skirted
2 Padded Folding Chairs
Waste Basket
Booth ID Sign.

If you require any additional items above what is provided in your Booth Package, please refer to the Display Order Form. Lower rates apply to advance orders for display services received up to fourteen (14) days prior to the scheduled move-in time for the event. Orders received after this time are considered "Standard Orders" and are subject to an increased rate over and above the advance order rate. The Discount Advance Order Cut Off is **May 27, 2008** as indicated on the Display Order Form. Please contact the Event Co-ordinator with any questions.

Alison Carter Phone: (250) 361-1015 Fax: (250) 361-1069 alisonc@victoriaconference.com

Shipment of Exhibitor Materials

All exhibitor shipments are to be shipped with Events on the Move. The VCC has no storage, and therefore have contracted Events on the Move to handle all the Material Handling and Storage needs.

Shipments sent to the VCC directly must be received and signed for by the exhibitor on move-in day. If the exhibitor is not on site, or the shipment is received before the move-in day, there will be a handling and storage fee that must be paid before the exhibitor receives the freight.

Exhibitors are responsible for the arrangements and related costs for off-site storage before, during and after the show. Please contact Events on the Move with any questions.

Phone: (604) 647-0130 Fax: (604) 647-0136

Electrical Services

All electrical services are ordered and supplied through the Victoria Conference Centre. If you are requiring Electrical Service for your booth, please note it is **not** provided in the Booth Package. Please refer to the Electrical Order Form.

Lower rates apply to advance orders for electrical services received up to fourteen (14) days prior to the scheduled move-in time for the event. Orders received after this time are considered "Standard Orders" and are subject to an increased rate over and above the advance order rate. The Discount Advance Order Cut Off is **May 27, 2008** as indicated on the Electrical Order Form. Please contact the Event Co-ordinator with any questions.

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Electrical services are installed under a standing City of Victoria Electrical Permit.

Methods of connection to and distribution of electrical power must conform to existing electrical safety standards. The City of Victoria Electrical Inspector will be present at the Show to ensure all electrical appliances, cords, connections and displays with electrical components comply with the British Columbia Electrical Code. (Note: Designation sticker, i.e. CSA, CUL, UCL, CGA and ETL). Any items not meeting the standards may be requested to be removed from the show.



Forklift Services

All forklift services must be ordered through the Victoria Conference Centre. Exhibitors must contact the VCC Event Co-ordinator prior to the show move-in day to make arrangements for this service. Two weeks notice is expected.

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Heavy Equipment

Exhibitors displaying heavy equipment (i.e. motors, engines, vehicles, etc.) must provide pads underneath the equipment. Exhibitors will be responsible for any repairs, replacements or extraordinary cleaning as a result of their use of the function areas in the VCC.

Liability

The VCC will not assume any liability for damage or loss of any nature. Nor will they assume any liability for personal injury in connection with the showing or viewing of exhibits.

Regulations

Nothing shall be posted on, nailed, stapled, or otherwise attached to columns, walls, floors or other parts of the building or furniture of the VCC.

Exhibit aisles and fire exit doorways are to be kept free from obstructions. Fire hose cabinets and pull stations must be left accessible and in full view at all times.

The use of open flame is prohibited; this includes candles, lamps and torches. The use of open flame for cooking and demonstration is prohibited in pre-function areas. All display materials are required to be flame proof and are subject to inspection by the Victoria Fire Department.

No flammable fluids or substances may be used or shown in the booths. Flammable or combustible and/or compressed gases shall not be used or displayed unless otherwise approved by the Victoria Fire Department.

On an individual basis, any exhibits or demonstrations utilizing flammable gas such as propane are limited to a maximum five (5) lb. on site at any one time. A "Flow Restriction Valve" must be used on all propane tanks. The equipment and its operation must have prior written approval from the Victoria Fire Department and the Provincial Gas Inspector. All propane connections must be leak tested by VCC staff prior to use in the Victoria Conference Centre.

The use of the following materials indoor is prohibited: straw and hay, acetate fabrics, corrugated paper, paper backed foil, unless glued securely to suitable backing, combustible materials used for covering tables or for skirting tables; styrofoam constructed booths.

Storage

Please contact Events on the Move for any storage requirements.

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Floor Loads and Types

All areas of the Centre are carpet or carpet tiles on concrete. Both Levels One and Level Two have a load capacity of 489 kilograms per square metre (100 lb. per square foot).

Exhibitor Move-In/Out Times

Exhibit move-in/out times are as scheduled by the Event Manager or Show Management. Admittance to the Show area for set-up will be at the pre-arranged times only.



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Telephone and/or Data Services

The VCC owns and maintains its own telephone system. Telephones, telephone lines, fax and modem lines can be installed to any function area within the VCC at the client's expense. High speed lines are available from Sharp's Audio-Visual.

External access for all phone services is via TELUS.

There are two areas located on the roof designated for the set-up of satellite communications dishes. Control and relay cables for the dishes enter the VCC on the Catwalk Level and can be run to most locations within the VCC.

There are additional locations for mobile satellite dishes (with wheeled trailers) located in the Courtyard and along the driveway fronting the Courtyard. Contact your VCC Event Manager directly if you require the above services.

Loading Entrances

Level One access is via the freight elevators Level Two. Freight elevators are accessed off Humboldt Street via the Service Area.

Level Two access to the Service Area is off Humboldt Street. There are two covered semi-trailer loading bays as well as a level entrance 9'9"w x 10'h roll-up door.

Audiovisual Services

The VCC's in-house recommended supplier for presentation services including audiovisual equipment and high speed access is Sharp's Audio-Visual.

Phone: (250) 361-1095 Fax: (250) 361-1093

Food and Beverage Services

The Victoria Conference Centre catering department has exclusive food and beverage distribution rights within the Centre.

Exposition sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products only upon written authorization. Please contact our Event Co-ordinator with any questions.

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