

Exhibitor Information

VCC Supplier

Displays

The Victoria Conference Centre (VCC) is the designated display supplier for your upcoming conference.

If you require additional items or services in addition to what is provided in your booth package, please refer to the VCC Order Forms. Lower rates apply to advance orders received up to fourteen (14) days prior to the scheduled exhibitor move-in time. Orders received after this time are considered "Standard Orders" and are subject to an increased rate over and above the advance order rate. Please note that Discount Advance Order Cut-off indicated on the order forms. Please contact the Exhibit Coordinator with any questions.

Tara Parkinson, Exhibit Coordinator Phone: 250-361-1021 Fax: 250-361-1030 tarap@victoriaconference.com

Shipment of Exhibitor Materials

All exhibitor materials must be shipped with Events on the Move. **The VCC will not accept exhibitor shipments before the scheduled Exhibitor Move-In time and will refuse or redirect the shipment to Events on the Move.**

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.

Events on the Move Phone: (604) 647-0130 Fax: (604) 647-0136

The Victoria Conference Centre recommends Events on the Move for all custom brokerage and shipping.

Electrical Services

All electrical services are ordered and supplied through the Victoria Conference Centre. 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 exhibitor move-in time. Orders received after this time are considered "Standard Orders" and are subject to an increased rate over and above the advance order rate. Please note the Discount Advance Order Cut-off indicated on the Electrical Order Form. Please contact the Exhibit Coordinator 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 Exhibit Coordinator prior to the event 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.

Floor Loads and Types

All areas of the Victoria Conference 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.

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 Freeman Audio Visual Canada.

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 on 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 internet access is Freeman Audio Visual Canada.

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 the Event Manager with any questions.