



October 18-19-20, 2019 | TRADEX

KEY INFORMATION

A. CONTACT INFO.

West Coast Women's Show
Encore Exhibitions Inc.
833 Huntingdon Cres.
North Vancouver, BC, V7G 1M1

Phone: (604) 980-7729
Fax: (604) 980-7756
email: info@westcoastwomen.net

Murat Olcay
Show Producer / Manager

Robert Hallahan or Alev Olcay
Exhibits & Sponsorship

B. DATES & TIMES

Location: TRADEX Trade & Exhibition Centre
1190 Cornell Street
Abbotsford Airport
Abbotsford, B.C. V2T 6H5

Show Dates: October 18, 19 & 20, 2019

Show Hours:

Friday	Oct. 18	1 pm – 9:30 pm
Saturday	Oct. 19	10 am – 9 pm
Sunday	Oct. 20	Hall A & B: 11 am – 5 pm

Exhibitor Move-In

Thursday	Oct. 17	11 am – 6 pm
Friday	Oct. 18	9 am – 12 noon

Exhibitor Move-Out

Sunday	Oct. 20	5 pm – 10 pm
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C. MOVE IN EXHIBITS

Shipments being sent directly to the facility are not to be sent to arrive prior to 11:00 am on Thursday, October 17, 2019. Each Exhibitor must ensure that a member of his staff or his agent is available to accept delivery at the exhibitor site. Show management cannot accept delivery of any shipments.

The transport of exhibits and other materials to and from the Exhibition must be arranged by Exhibitors. Exhibitors may use their own trucks and labour to move their displays into the show, however displays requiring fork lift service, must use the complimentary forklift service on site. *(Please note that forklift service is available on Thursday, October 17 only from 11am – 6pm).*

Rail, road or air services can be used and all freight and carriage charges must be prepaid by Exhibitors. Goods consigned to the Exhibition should state clearly the name of the exhibiting company, the stand number, and be addressed to:

WEST COAST WOMEN'S SHOW, BOOTH #
TRADEX Trade & Exhibition Centre
1190 Cornell Street
Abbotsford, B.C. V2T 6H5

Include Customs Broker's name if shipments are made from outside Canada.

ADVANCE SHIPPING - Exhibitors who wish to ship products in advance, please see **Goodkey Show Services Shipping/Advance Shipping/Material Handling Forms in the Exhibitor Manual**. Goodkey will receive and store shipments up to 30 days in advance of the show. (Shipments may be sent to the Goodkey warehouse between September 20th and October 11th 2019.

The Organizers recommend the use of the Official Shipper/Customs Broker/Site Handling Agents.

NOTE: DELIVERY OF FREIGHT IS PROHIBITED VIA THE TRADEX TRADE & EXHIBITION CENTRE MAIN / PUBLIC ENTRANCE LOBBY. PLEASE USE THE MOVE-IN DOORS LOCATED ON THE SOUTH AND NORTH ENDS OF THE FACILITY.

On arrival, all exhibitors and contractors should report to the show office to pick-up their badges.

Displays must be completely set up and staffed by trade show opening at 1:00 PM on Friday, October 18, 2019. All material must be removed from of the aisles by Noon.

D. SERVICE CONTRACTORS

To insure the orderly and efficient installation and removal of exhibits and to avoid conflict with local union regulations and requirements, the West Coast Women's Show has appointed official contractors to perform and provide necessary services and equipment. Order forms for services from official contractors are in the Exhibitor Manual in the "Exhibitor" section at www.westcoastwomen.net.

Official contractors have been appointed to provide the following services:

1. Official Transportation, Customs and Freight Delivery Services (Goodkey Show Services or North American Logistics Services for international Exhibitors who require customs brokerage services)
2. *Provision of forklifts for unloading of large crates and forklift delivery of display materials to the exhibit booths. Complimentary service for exhibitors. (Encore Exhibitions)
3. *On-site Security, Housekeeping and Cleaning Services. (TRADEX Trade & Exhibition Centre)
4. *Electrical, Plumbing and Banner Hanging services for exhibits. (Global Convention Services)
5. *Optional on-site Material Handling Services, installation of booths, installation of trade show aisle carpeting. (Goodkey Show Services)
6. Optional Exhibitor Services including furniture and equipment rentals, labour, signage. (Goodkey Show Services)
7. Audio Visual Rentals. (Go Audio)
8. *Catering (TRADEX Trade & Exhibition Centre)

***Items above marked with an asterisk indicate that only official contractors may be used.** Exhibitors may use their own in-house staff to unload and deliver items that do not require forklift service, and may use their own in-house staff to install their own exhibit. All in-house staff must wear badges when on site.

Please note: Should an exhibitor wish to have their custom exhibit installed by a contractor other than the Official Show Services contractor, the following must be met:

1. The exhibitor must inform the West Coast Women's Show of the name and address of the contractor and the work to be performed. This information must be received in writing, no later than September 21st, 2019.

2. The installation contractor to be used by the exhibitor must provide the following:

a) Certificate of Insurance with the following limits: Commercial, General Liability not less than \$2,000,000 with respect of injuries to any one person in any occurrence; and \$5,000,000 with respect to injuries to more than one person in any one occurrence; and \$50,000 with respect to damage to property; Workman's Compensation Insurance, including employee liability coverage, in a minimum amount of not less than \$100,000.

b) Must agree to abide by all rules and regulations of the show.

c) Must agree to abide by all union rules and regulations.

d) Identification badges must be worn at all times. Temporary Contractor badges will be provided. Badges will be issued only to persons actually used to supervise, install, dismantle and maintain exhibits.

E. CRATE STORAGE

In so far as is possible, empty crates will be placed in indoor or covered outdoor storage areas located at the facility, to facilitate return to exhibitors during move-out, however on-site storage space is limited and therefore not guaranteed. Exhibitors are urged to make advance arrangements with Goodkey Show Services for large crate storage. Exhibitors are responsible for any additional costs which may apply for this service.

All crates should be clearly labelled with your name, company name, booth number and address. "Empty crate" labels will be available for exhibitor use prior to storage.

F. MOVE-OUT- EXHIBITS

Exhibitors may commence breaking down of their exhibits at 5 pm on Sunday, October 20, 2019 and must be completely moved out by 10 pm on the same day.

Empty crates will be returned to exhibitors once they have dismantled their booths and only after the hall carpeting is removed. Should you require early return of empties, please make this known at the show office.

Carpet removal will take approximately 30 minutes. Exhibitors are asked to keep all materials, boxes, etc. off the carpet so it can be removed without delay.

Truck access to the loading areas and docks will be controlled by on-site security. Trucks will be given access on a first come first serve basis and only for exhibitors that have completely dismantled and crated their exhibits and are ready to load.

Any materials remaining in the exhibit halls after move-out is complete will be disposed of at the discretion of the show organizer.

G. MERCHANDISE REMOVAL

All products to be removed from the show floor once the show is open (between 1 pm on October 18 and 5 pm October 20, 2019) will require a MERCHANDISE REMOVAL FORM, which is available at the show office on site. You must have this form authorized at the Show Office prior to removing the products. These procedures are designed to prevent theft and loss. Release forms are not required after the show closes on the final day.

H. SALES RECEIPTS

Sales receipts must be distributed by exhibitors for all on-site sales to show visitors. Show visitors may be asked to show receipts for purchases at the show exit.

I. CARPETING

All exhibitors are required to provide carpeting or other appropriate floor covering to completely cover the booth floor space.

Please note that tables, carpet, chairs are not included with booth rentals. Each booth comes with a standard booth drape with 8 foot high back & 3 foot side walls. Optional discounted booth furnishing packages including skirted table, chairs and carpet are available from the Official Show Decorator (Goodkey Show Services) using their DRAPED BOOTHS FURNISHINGS PACKAGE ORDER FORM located in this Manual.

Aisle carpet and drape colours for each section are as follows:

Section	Aisle Carpet	Booth Drape
Beauty, Health & Wellness	Tuxedo (Grey)	Black
Fashion & Style	Grey	Black
Home & Interior Design	Black	Grey
World of Taste	Green	Grey
Travel & Adventure	Black	Grey
Careers & Opportunities	Black	Grey
Marketplace	Tuxedo (Grey)	White
Artisans Marketplace	Tuxedo (Grey)	White

J. ADHESIVES

Acceptable adhesives are poly-coated cloth tape or gaffer's tape to tape down booth carpeting is available through hardware or speciality stores. Vinyl or foam tapes cannot be used in the facility. Recommended tapes are Renfrew #172 and Shur-tape.

"Fun Tak" or "Hold-It" (putty adhesives), or straight pins may be used as a general wall adhesive for attaching signs, decorations, etc., and are available at hardware, stationery or hobby stores.

"Stick-on" decals, badges, signs or similar promotional items may not be used in or about the facility.

Please note that, if required, cleaning and removal of non-approved adhesives by TRADEX Trade & Exhibition Centre staff are chargeable costs.

K. FOOD AND BEVERAGE SAMPLING

A Temporary Food Premises Application **must be submitted directly to Show Management by September 19, 2019** by **all** exhibitors sampling any food or beverage products. This form is available in the Exhibitor Manual in the Exhibitor section of the show web site at www.westcoastwomen.net

Sink with hot and cold running water is required if food is to be handled or prepared for sampling in any way. Please see the Fraser Health Authority information enclosed. Contact the show organizer immediately if you are unable to supply or rent your own sink. **Note: As in-ground plumbing is not available, if your booth is not located against one of the Tradex facility walls your sink must be self contained with no plumbing hook-up requirements**

The TRADEX Trade & Exhibition Centre will allow exhibitors to offer food & beverage samples in the exhibition area only. Exhibitors may exhibit only merchandise they normally serve or produce in the ordinary course of their business and, further, they may distribute only such quantities as are reasonable for purposes of promoting the merchandise. Free samples are limited to 4 ounces of liquid (non-alcoholic) and 1 ounce of food portions.

L. PERSONAL SERVICES

Exhibitors who perform personal services at the event (i.e. hair services, electrolysis, tattooing, acrylic nails, laser therapy, waxing, manicure/pedicure, skin care, therapeutic touch techniques, tanning, body piercing) **must submit the Personal Services Health Application directly to Show Management by September 19, 2019.** This form is available in the Exhibitor Manual in the Exhibitor section of the show web site at www.westcoastwomen.net

M. ALCOHOLIC BEVERAGE SAMPLING

All free alcoholic beverage sampling must be in accordance with the policies of the TRADEX & Exhibition Centre and must be done in compliance with rules and regulations of the Liquor Control & Licensing Act. If you are planning to sample alcoholic beverages please contact Jenn Laverick at TRADEX to review sampling sizes and product purchase procedures:

Jenn Laverick 604-851-4163 or
jlaverick@fvtradex.com

N. ON SITE FOOD SERVICES

To service the needs of exhibitors, an Exhibitor Lounge with food service may be available in the Loft located on the 2nd level with access stairs located by the Food Concession between Halls A & B. Hours of operation and menu will be sent to all exhibitors by early September. Catering in the TRADEX Trade & Exhibition Centre is exclusive to the facility and exhibitors are not permitted to bring food, beverage and/or alcoholic beverages for use in the exhibit halls without written permission.

O. BUSINESS SERVICES

Fax, Photocopying services during show hours will be available at the TRADEX Administration Office located above the Main Public Entrance. (one level above Lobby Level).

P. PARKING

Tradex provides 1200 paved parking stalls with 3200 more available in our overflow unpaved lots. We also have an exhibitor lot with 200 spaces located in between Tradex and the Abbotsford International Airport. [Map of the area](#)

- Parking is \$7.00 per day with in/out privileges as of January 2019.
- Full event parking can be pre-purchased [here](#).
- WestPark is now responsible for managing TRADEX parking services. Pay stations are located outside the main entrance and behind the building that accept credit & debit cards and coin. Please park first, then you will need your license plate to register and pay for your vehicle before entering the building.
- There are a minimum of 20 disabled spots dedicated to each event
- Motorcycles also pay \$7.00 as of January 2019
- Parking Lot Buy-Outs are available. Please contact your event manager for current pricing
- RV Parking is \$25.00 per night. Each reservation will expire the following day at 4pm. Please pay at our Westpark pay station. Parking will be in the south gravel lot unless otherwise permitted. If you have a vehicle and trailer please enter in the license plate of the vehicle.

Q. SITE ACCESS, BADGES AND PASSES

Access to the exhibition site is only available to individuals who have appropriate West Coast Women's Show identification. Individual identification badges must be worn by all personnel in order to access the exhibition halls.

Q-1. EXHIBITOR STAFF BADGE ALLOCATION:

The following section outlines the number of allocated badges provided to each exhibiting Company.

Exhibitor Badges: Per 10' x 10' booth: - 5 free exhibitor staff badges
 8' x 10' booth- 5 free exhibitor staff badges
 5'x10' booth: - 3 free exhibitor staff badges
 5'x6' booth: - 3 free exhibitor staff badges

- Additional exhibitor staff badges are available for \$9.00 per badge.
- Identification badges must be worn at all times by all exhibitors and participants.
- Exhibitor badges will be available for pick-up at the show office during move-in.

In order to avoid delay at the Show Office please supply the West Coast Women's Show with personnel names by completing the "EXHIBITOR BADGE REQUEST" Form in this manual. Deadline for submission is October 7, 2019.

Q-2. EXHIBITOR GUEST PASSES:

Invite your best customers to the show! Guest Passes for distribution to customers can be purchased by exhibitors for \$9.00 each. (Regular admission is \$12) Please complete the "GUEST TICKET REQUEST" Form in this manual. **Ticket orders received by September 27, 2019 will be mailed. After September 27th, tickets will not be mailed but can be picked up at the Show Office during move-in.**

R. AUDIO VISUAL RENTALS

Our Official Audio Visual Supplier is GO AUDIO www.goaudio.ca

45781 Hocking Ave
Chilliwack, B.C. V2P 1B5
Canada

North America Toll Free: 1-888-783-5533

Local: Tel: 604-792-2856 Fax: 604-792-2840

Email: info@goaudio.ca