



# WEST COAST WOMEN'S SHOW

November 17, 18 & 19, 2023 – BC Place Stadium

## **KEY INFORMATION**

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# 1. CONTACT INFORMATION

**Address:** West Coast Women’s Show  
Encore Trade & Consumer Shows Inc.  
833 Huntingdon Cres.  
North Vancouver, BC V7G 1M1

**Phone:** (604) 980-7729

**Email:** [info@westcoastwomen.net](mailto:info@westcoastwomen.net)

**Website:** [www.westcoastwomen.net](http://www.westcoastwomen.net)

**Show Manager:** Robert Hallahan

**Show Producer:** Murat Olcay

# 2. DATES & TIMES

**Location:** BC Place Stadium  
777 Pacific Blvd  
Vancouver, BC V6B 4Y8

**On-Site Show Office:** Located at the east end of BC Place Stadium, on field level.

**Show Dates:** November 17, 18 & 19, 2023

|                    |          |             |                     |
|--------------------|----------|-------------|---------------------|
| <b>Show Hours:</b> | Friday   | November 17 | 1:00 PM to 9:00 PM  |
|                    | Saturday | November 18 | 10:00 AM to 6:00 PM |
|                    | Sunday   | November 19 | 10:00 AM to 5:00 PM |

|                           |           |             |                     |
|---------------------------|-----------|-------------|---------------------|
| <b>Exhibitor Move-In:</b> | Wednesday | November 15 | 12:00 PM to 6:00 PM |
|                           | Thursday  | November 16 | 10:00 AM to 6:00 PM |
|                           | Friday    | November 17 | 9:00 AM to 12:00 PM |

|                            |        |             |                     |
|----------------------------|--------|-------------|---------------------|
| <b>Exhibitor Move-Out:</b> | Sunday | November 19 | 5:00 PM to 10:00 PM |
|----------------------------|--------|-------------|---------------------|

### 3. MOVE-IN

Note: Vancouver Coastal Health requires all food, beverage, and personal services exhibitors to be on-site on Friday morning for a pre-opening inspection by the Health Officer. A timeline for this inspection will be determined by Vancouver Coastal Health. All exhibitors will be notified in the pre-event Exhibitor Bulletin.

Shipments being sent directly to the facility are not to be sent to arrive prior to 10:00 AM on Thursday, November 16, 2023. 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. On arrival, all exhibitors and contractors should report to the show office to pick-up their badges.

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 forklift service must use the complimentary forklift service on site. Note: forklift service is only available on Thursday, November 16 from 10:00 AM – 6:00 PM.

**Note: all exhibitors, contractors, and guests on-site during move-in and move-out are required to wear the appropriate PPE (typically high visibility vests). If exhibitors do not have a high visibility vest, one can be purchased on-site at BC Place Exhibitor Services Kiosk located at the east end of the stadium.**

Displays must be completely set up and staffed by show opening at 1:00 PM on Friday, November 17, 2023. All material must be removed from of the aisles by noon.

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 clearly state the name of the exhibiting company, the booth number, and be addressed to:

WEST COAST WOMEN'S SHOW, BOOTH #  
BC Place Stadium  
777 Pacific Boulevard  
Vancouver, B.C. V6B 4Y8

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

## 4. MOVE-IN SCHEDULE

- **All exhibitors located in the orange area on the [following floor plan](#) are required to move in on Wednesday, November 15<sup>th</sup> only.**
- BC Place Stadium has only two exhibitor entry points – the east and west entrances.
- **We strongly recommend that all exhibitors bring their own hand carts as a limited number will be available.**
- **Exhibitors that need to drive in to unload and set up can do so by entering through the west entrance** off Expo Boulevard and exiting through the east onto Griffiths Way. Please see [the following map](#) for directions and instructions.
- **If you can hand carry or cart in your items, please do so on Thursday or Friday by parking in Lot 457 adjacent to the east entrance and entering through the east.** Please see [the following map](#) for the Lot 457 entrance.
- **All exhibitors will be given an unloading time ticket for 20 minutes as they drive in.** Vehicles must be unloaded without delay and removed from the facility or Lot 457 within that 20-minute window. If you need more time, please let the security staff who will be providing the time-ticket know.
- **Be advised that a high-visibility vest is compulsory for all individuals on the show floor while setting up and dismantling exhibits,** in compliance with BC Place Safety Regulations. You have the option to buy one on-site from the BC Place Exhibitor Services office located at field level at the east end or bring a vest of your own.
- Please see the table below for times, exhibitor access, and service availability on each move-in day.

| Day                               | Wednesday                 | Thursday                  | Friday                    |
|-----------------------------------|---------------------------|---------------------------|---------------------------|
| Date                              | November 15 <sup>th</sup> | November 16 <sup>th</sup> | November 17 <sup>th</sup> |
| Move-In Time                      | 12 PM to 6 PM             | 10 AM to 6 PM             | 9 AM to 12 PM             |
| Exhibitor Zone                    | <b>All</b> Orange Zone    | Blue Zone                 | Blue Zone                 |
| Vehicle Access via West Entrance? | Yes                       | Yes                       | No                        |
| Hand Cart Access via Lot 457?     | No                        | Yes                       | Yes                       |
| Forklift Service?                 | Yes                       | Yes                       | No                        |

#### 4.1. WEDNESDAY, NOVEMBER 15<sup>th</sup>

- **All exhibitors located in the orange area on the [following floor plan](#) are required to move in on Wednesday, November 15<sup>th</sup> only.**
- Exhibitors who are not located in the orange area will not be allowed entry on this day. This is required to minimize vehicle line-ups and ensure all exhibitors will be able to set up on time for show opening.
- The only entry into BC Place Stadium on this day will be via the west entrance off Expo Boulevard.

#### 4.2. THURSDAY, NOVEMBER 16<sup>th</sup>

- **Move-in for exhibitors located in the blue area of the [following floor plan](#) will be on Thursday, November 16<sup>th</sup>.**
- Vehicle access into BC Place Stadium on this day will be via the west entrance off Expo Boulevard.
- Exhibitors with smaller vehicles, vehicles without a trailer, or vehicles that will fit into a normal-sized parking stall may choose to unload in Lot 457 and hand-carry or cart to their booth.
- Exhibitors may stay in BC Place Stadium until 8:00 PM to finish setting up their booths. Vehicle and hand cart access into the facility ends at 6:00 PM.

### 4.3. FRIDAY, NOVEMBER 17<sup>th</sup>

- **As the aisle carpet will have been installed, vehicles will not be able to drive into BC Place Stadium to unload.**
- Exhibitors with smaller vehicles, vehicles without a trailer, or vehicles that will fit into a normal-sized parking stall can unload in Lot 457 and hand-carry or cart to their booth.
- **We strongly recommend that all exhibitors plan to move in by Thursday and not leave it to Friday morning, to ensure that they will be ready for show opening at 1:00 PM.**

**Note: Vancouver Coastal Health requires all food, beverage, and personal services exhibitors to be on-site and ready between 11:00 AM and 1:00 PM for a pre-opening inspection by the Vancouver Coastal Health Officer.**

**Forklifts** – Complimentary forklift service to unload your truck and / or take your product to your booth is only available on Wednesday and Thursday. **On Friday the aisle carpet will already be installed, and the forklifts will not be available** to move product within the facility. A limited number of complimentary dollies will be available for exhibitor use based on a first-come, first-serve basis. We recommend you bring your own dolly to avoid delays.

## 5. MOVE-OUT

Exhibitors may commence breaking down of their exhibits at 5:00 PM on Sunday, November 19, 2023, and must be completely moved out by 10:00 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.

**A detailed move-out plan with vehicle and truck access routes for BC Place Stadium will be sent to all exhibitors and posted online by October 31, 2023.**

Trucks will be given access on a first come, first served basis and only for exhibitors that have completely dismantled and crated their exhibits and are ready to load.

All exhibitors must remove their own waste from the facility. Please do not leave any waste behind. Any materials remaining in the exhibit halls after move-out is complete will be disposed of at the discretion of the show organizer.

## **6. ADVANCE SHIPPING**

Exhibitors who wish to ship products, displays or materials up to 30 days in advance of the show, should consult the [Goodkey Show Services Shipping / Advance Shipping / Material Handling Forms](#). Goodkey will receive and store shipments up to 30 days in advance of the show.

Shipments may be sent to the Goodkey warehouse from October 17, 2023, to November 10, 2023, and must arrive between 8:00 AM and 4:30 PM. Please note that the deadline date for the Advance Shipping form to Goodkey is November 3, 2023. All orders received after the deadline date will be subjected to a 35% late fee.

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

## **7. SERVICE CONTRACTORS**

To ensure 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](#).

Official contractors have been appointed to provide the following services:

1. **Ground transportation and freight delivery services** – Goodkey Show Services *or* North American Logistics Services for international exhibitors who require customs brokerage services.
2. **Forklifts** (complimentary) for unloading of large crates and forklift delivery of display materials to the exhibit booths – BC Place Stadium. \*
3. **On-site security and facility general housekeeping** – BC Place Stadium. \*
4. **Overnight booth vacuuming** (optional) – BC Place Stadium. \*
5. **Electrical, plumbing, and banner hanging** – BC Place Stadium. \*
6. **Hard-wired internet services** (optional) – BC Place Stadium. \*
7. **On-site material handling** (optional) – Goodkey Show Services. \*
8. **Installation of booths and booth carpeting** – Goodkey Show Services. \*
9. **Exhibitor Services** including furniture, booth carpet, equipment rentals, labour, and signage – Goodkey Show Services.
10. **Food services and concessions** – BC Place Stadium. \*

\* 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.

Should an exhibitor wish to have their custom exhibit installed by a contractor other than the Official Show Services contractor, the following conditions 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 November 1<sup>st</sup>, 2023.
2. The installation contractor to be used by the exhibitor must provide the following:
  - 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.
  - Must agree to abide by all rules and regulations of the show.
  - Must agree to abide by all union rules and regulations.
  - Identification badges must be worn at all times.

## 8. CRATE STORAGE

Empty crates will be placed in indoor storage areas located at the facility, to facilitate return to exhibitors during move-out.

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.

## 9. MERCHANDISE REMOVAL

All products to be removed from the show floor once the show is open – between 1:00 PM on November 17 and 5:00 PM on November 19 – 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.

# 10. WIFI & INTERNET SERVICES

Complimentary Wi-Fi is available at BC Place Stadium for exhibitors and show visitors. Exhibitors who require hard-wired internet services can order this service from BC Place Stadium by completing the order form in the [Exhibitor Manual](#).

# 11. SALES RECEIPTS

Sales receipts must be distributed by exhibitors for all on-site sales to show visitors.

# 12. CARPETING & FLOOR COVERING

All exhibitors are required to provide carpeting or other appropriate floor covering to completely cover the booth floor space. Exhibitors selling or sampling food products should use vinyl flooring or flooring that is smooth and easy to clean to meet Vancouver Coastal Health food permit standards.

Please note that tables, carpet or vinyl flooring, chairs, electrical, or plumbing are not included with booth bookings. Each booth comes with 8’ back drape and 3’ side drape. Booths located adjacent to electrical installation “alleyways” will have 8’ foot high drape installed on the alleyway side of their booth so the electrical installation alleyway can be hidden. Optional discounted booth furnishing packages including skirted tables, chairs and carpet or vinyl flooring are available from [Goodkey Show Services Order Form](#). Aisle carpet and drape colours for each section are as follows:

| <b>Section</b>                       | <b>Aisle Carpet *</b> | <b>Booth Drape *</b> |
|--------------------------------------|-----------------------|----------------------|
| <b>Beauty, Health &amp; Wellness</b> | Tuxedo Grey           | Black                |
| <b>Fashion &amp; Style</b>           | Tuxedo Grey           | Black                |
| <b>Home &amp; Design</b>             | Tuxedo Grey           | Black                |

|                             |             |                       |
|-----------------------------|-------------|-----------------------|
| <b>World of Taste</b>       | Tuxedo Grey | Black                 |
| <b>Marketplace</b>          | Tuxedo Grey | Black                 |
| <b>Artisans Marketplace</b> | Red         | White with Red Panels |

\* Show Management reserves the right to change aisle carpet and booth drape colours without notice and at their sole discretion.

## 13. ADHESIVES

Acceptable adhesives are poly-coated cloth tape or gaffer's tape to tape down booth carpeting. These are 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 BC Place Stadium are post-event chargeable costs to exhibitors who used non-approved adhesives.

## 14. FOOD & BEVERAGE SALES AND SAMPLING

Note: Vancouver Coastal Health requires all food, beverage, and personal services exhibitors to be on-site on Friday morning for a pre-opening inspection by the Health Officer. A timeline for this inspection will be determined by Vancouver Coastal Health. All exhibitors will be notified in the pre-event Exhibitor Bulletin.

Any food and / or beverage products being sold must be bulk packaged to be taken home by show visitors. No product can be sold for on-site consumption. Free samples are limited to 3 ounces for liquid (non-alcoholic) and 1 ounce for food portions.

1. All food vendors must obtain approval from Vancouver Coastal Health.
2. Vendors cannot sell high-risk foods unless they provide a valid Letter of Confirmation; a valid copy of their Permit to Operate; or a recent inspection report.
3. **A [Temporary Food Premises Application](#) must be submitted directly to Show Management by October 27, 2023** by all exhibitors that are sampling food and beverage products or selling bulk-packaged food or beverage products during the show. A \$50 fee may be applied by Vancouver Coastal Health for late applications submitted after this deadline.

All vendors involved in the preparation of higher risk foods in an approved, commercial food premises must successfully complete the FOODSAFE Level 1 Program or equivalent.

## 14.1. ARTISANS CHRISTMAS MARKETPLACE FOOD VENDORS

Vancouver Coastal Health has determined that Artisan food vendors may sell non-potentially hazardous foods for the event as “temporary market” is now allowed in connection with a temporary public event. All vendors are responsible to ensure to meet the following requirements as laid out in the [“Temporary Food Market Guidelines \(TFMG\)”](#) in this manual.

**All artisan food vendors preparing low-risk food from home are also required to submit a [Temporary Food Services Application](#) directly to Show Management.** The deadline for submission is October 27, 2023. A \$50 fee may be applied by Vancouver Coastal Health for late applications submitted after this deadline.

## 14.2. FOOD SAMPLING

Vancouver Coastal Health may determine that you need to have a sink with hot and cold running water if food is to be handled or prepared for sampling or sale in any way. Please see the Vancouver 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 your sink must be self-contained with no plumbing hook-up requirements. BC Place Stadium has 10 self-contained sinks for rental.

Exhibitors may only distribute food and beverage samples in the exhibition area only. Exhibitors may exhibit and sample only merchandise they normally serve or produce in the ordinary course of their business. Free samples are limited to 3 ounces of liquid (non-alcoholic) and 1 ounce of food portions.

## 15. PERSONAL SERVICES

Note: Vancouver Coastal Health requires all food, beverage, and personal services exhibitors to be on-site on Friday morning for a pre-opening inspection by the Health Officer. A timeline for this inspection will be determined by Vancouver Coastal Health. All exhibitors will be notified in the pre-event Exhibitor Bulletin.

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 October 27, 2023. A \$50 fee may be applied by Vancouver Coastal Health for late applications submitted after this deadline.

## 16. LIQUOR VENDORS

### 16.1. ELIGIBILITY

1. Only licensed liquor manufacturers with an on-site store endorsement and market authorization from the Liquor and Cannabis Regulation Branch are permitted to sell packaged liquor and sample their product in the Artisans Christmas Market area of the show. **When applying for Market Authorization please use our incorporation number – 1385776.**
2. All market sales during the show must be reported as sales from the manufacturer's on-site store.
3. All staff selling or sampling liquor at the market must have Serving It Right certification and must be over 19.

### 16.2. SALES & SAMPLING

1. Vendors who have market authorization from the Liquor and Cannabis Regulation Branch may sell packaged products and bottles packaged for show visitors to take home.
2. Each and every bottle sold during the show must be sealed with a tamper-proof seal provided by Show Management.
3. Ice, cups, bins, electrical, flooring, plumbing, and shopping bags for sold bottles are not included.
4. Ice can be ordered from BC Place Stadium by emailing the BC Place Catering Department at [shuhei.tada@sodexo.com](mailto:shuhei.tada@sodexo.com). Ice is available at a cost of \$0.75 / pound. A cold storage trailer will be located behind the Artisans Christmas Marketplace.

Only vendors who have submitted their Market Authorization and Serving It Right documents to Show Management may distribute free samples and sell bottles of liquor to show visitors.

Maximum sample sizes cannot exceed the volumes established by LCRB as follows:

| <b>Type of Liquor</b>     | <b>Single Product</b> | <b>Multiple Product</b> |
|---------------------------|-----------------------|-------------------------|
| <b>Wine</b>               | 20 ml                 | 30 ml                   |
| <b>Spirits</b>            | 10 ml                 | 20 ml                   |
| <b>Beer/Cider/Coolers</b> | 30 ml                 | 45 ml                   |

## 17. ON-SITE FOOD SERVICES

### 17.1. CONCESSION STAND

The BC Place Stadium concession located at Section 112 on field level offers a 25% discount for exhibitors with badges and will be open during the following hours:

|                    |                     |
|--------------------|---------------------|
| <b>November 16</b> | 11:00 AM to 5:00 PM |
| <b>November 17</b> | 11:00 AM to 9:00 PM |
| <b>November 18</b> | 10:00 AM to 6:00 PM |
| <b>November 19</b> | 10:00 AM to 6:00 PM |

### 17.2. BAR

A BC Place Stadium Bar located at Section 143, near the Main Stage, will be open during the following hours:

|                    |                     |
|--------------------|---------------------|
| <b>November 17</b> | 1:00 PM to 8:30 PM  |
| <b>November 18</b> | 12:00 PM to 5:00 PM |
| <b>November 19</b> | 12:00 PM to 4:00 PM |

Please note that BC Place Stadium is a cashless venue. Payment for food can only be made by debit or credit card.



# 18. PARKING

A wide selection of paid parking lots are available near BC Place Stadium. Visit <https://www.bcplace.com/ready-to-return/parking> for parking lot rates and information.

# 19. 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. Show staff badges for exhibitors are to be picked up at the onsite Show Management Office located at the East End of the Stadium, Field Level.

# 20. EXHIBITOR STAFF BADGE ALLOCATION

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

| <b>Booth Size</b> | <b>Badge Allocation</b>       |
|-------------------|-------------------------------|
| Per 10’ x 10’     | 5 free exhibitor staff badges |
| 5’ x 10’          | 3 free exhibitor staff badges |

- Additional exhibitor staff badges are available for \$13.00 + GST 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

To avoid delay at the Show Office please supply the West Coast Women’s Show with personnel names by completing the [BC Place Badge Order Form](#). Deadline for submission is November 3, 2023.