



VANCOUVER CONVENTION CENTRE SHIPPING LABEL

Please find below a pre-addressed mailing label for the **Vancouver Convention Centre**. We have provided this template so that you can easily fill in the blanks and photocopy as many pre-addressed labels as you need. All of our mailing information is included for your convenience – however we ask that you please fill in the remaining sections, especially the **EVENT NAME** and your **EXHIBITOR COMPANY NAME**.

Please note that every event at the Vancouver Convention Centre has an official move-in date. The Vancouver Convention Centre is unable to store exhibitor freight prior to any event due to the limited storage facilities. We reserve the right to refuse delivery of exhibitor freight that arrives at the facility prior to the appropriate move-in date. Please consult with your Event Management Company if you require more details regarding move-in dates or official freight storage. Also feel free to contact the Vancouver Convention Centre and ask to speak with your Event Manager.

Send To:

VANCOUVER CONVENTION CENTRE
Via East Truck Route (at the foot of Howe Street)
999 Canada Place
Vancouver, British Columbia
Canada
V6C 3C1
Contact Guest Services (604) 647-7299

Details: Event Name: FERTILITY AND ADOPTION EXPO 2018

Event Number: 203933

Event Date: JANUARY 13-14, 2018

Booth Number: _____

Contact Name: MS RENEE GIESSE **Event Manager**

Exhibitor Name & Phone Number: _____

SHIPPING & HANDLING TIPS

How can we remember all of the steps in shipping our exhibit to and from a convention? The best way to master this task is to do it in three steps... pre-show... during show... and after show. A shipping and handling checklist can help keep track of the key areas. Here's an example which you can customize to fit your requirements.

PRE-SHOW

1. Decide if you want to ship to the general contractor's warehouse or directly to the show site.
2. Check the service manual for freight receiving dates, i.e.: target date, warehouse receiving date, warehouse cut-off date, etc.
3. Arrange with your freight carrier to pick up your freight and ship it to the desired location.
 - Make sure your carrier will arrive on the designated date. Missing target dates and times can cost you unnecessary added expense.
 - Make sure that freight is shipped "**PREPAID**".
 - Make sure that you obtain a copy of the signed bill of lading from your carrier. **BRING A COPY WITH YOU TO SHOW SITE.**
 - For security reasons, it is best to ship high-tech equipment in unmarked containers.
4. Once materials have been shipped, forward a copy of your shipping bill of lading to the contractor, along with shipping information forms (if they have not been submitted already).
5. Begin tracing your freight with the freight carrier to ensure an on-time schedule.
6. Trace freight with the drayage contractor to ensure receipt. Confirm the number of pieces received and any "exceptions" to delivery. (Exceptions are piece count discrepancy or damages).

SHOW SITE

1. Confirm the number of pieces in your booth with the number of pieces shipped.
2. Once you have set your booth:
 - Place "*empty*" storage tags on **ALL** empty containers. You can get these at no cost from the general contractor.
 - Write your company name and booth number on the empty tags in **BIG LETTERS!**
 - Do not leave **ANYTHING** in empty containers.
 - If possible, place smaller containers inside larger containers to cut down on the amount of empty containers you need to keep track of.
 - Make sure to count the number of cartons for storage and develop your own empty container list.
3. **ALWAYS** make outbound shipping arrangements with the drayage contractor for your materials. Unclaimed freight left on the floor after a show can be an added expense for you.
4. If you have not designated a carrier, ask your Show Manager for help.
 - Ask for rates.
 - Ask for an anticipated shipping schedule.
 - Ask for a business card with information that would allow you to trace.
5. Obtain a shipping bill of lading and shipping labels from the general contractor.
6. After materials are all repacked and ready for shipping, count the number of items to be shipped and indicate that amount on the bill of lading.
7. Materials must be left in the booth space for pick up.
8. Turn the bill of lading over to the general contractor. **DO NOT** leave the bill of lading in the booth with materials that will be shipped.
 - Have the customer service representative check your bill of lading to be sure all necessary information is completed.
 - Make sure you receive a copy of the bill of lading.

AFTER SHOW

1. Trace freight with the designated outbound carrier.
2. Ensure arrival of your freight at the final shipping destination. Confirm the number of pieces and note any exceptions, i.e.: missing pieces, damages, etc.

REMEMBER THAT BILLS OF LADING ON INBOUND AND OUTBOUND SHIPMENTS ARE CRITICAL IF YOU AND THE GENERAL CONTRACTOR NEED TO TRACE ANY MISSING FREIGHT!



BELL – INTERNET / TECHNOLOGY SERVICES

EXHIBITOR ORDER FORM 2017

This form is your official invoice – please keep a copy for your records
 Prices Subject to Applicable Taxes • All Prices Subject to Change Without Notice
 All orders must be accompanied by payment
 Credit will not be given for orders installed but not used
 or orders cancelled within 48 hours of installation
 (Please see reverse side for terms & conditions)

| |
|-----------------------|
| EVENT # 203933 |
| BOOTH # |

Please Include Booth Plan

EVENT INFORMATION:

EVENT NAME: **FERTILITY AND ADOPTION EXPO 2018**

EVENT DATES: **JANUARY 13-14, 2018**

CUSTOMER INFORMATION:

COMPANY NAME: _____

COMPANY ADDRESS: _____
STREET CITY PROVINCE/STATE POSTAL/ZIP CODE

CONTACT NAME: _____ TELEPHONE#: _____

EMAIL: _____ FAX#: _____

Customer provided wireless routers, wired routers, switches, hubs or access points are not permitted anywhere within the Vancouver Convention Centre. All Network devices must be provided by the Convention Centre.

EXHIBITOR WIFI:

A separate access code is required for each device. Access codes are not transferable from one device to another. Each additional device access code will be active for the same time period as the service purchased for first device. This service will work throughout the Vancouver Convention Centre. For private networks or more bandwidth please call for more information 604-647-7206.

Service up to 10Mbps

Rate

Total Amount

| | | |
|------------------------------|----------|--|
| 1 Day Service - First Device | \$140.00 | |
| 2 Day Service - First Device | \$250.00 | |
| 3 Day Service - First Device | \$295.00 | |
| 4 Day Service - First Device | \$395.00 | |
| 5 Day Service - First Device | \$495.00 | |

*Each Additional Device(s) _____ @ \$100.00

*Additional Device rates will be active for the same time period chosen as the service for the first device

| Volume discounts | 1 Day Service | 2 Day Service | 3-5 Day Service |
|--------------------|---------------|---------------|-----------------|
| 10 Device Pre-pack | \$895.00 | \$955.00 | \$1,045.00 |

PRIVATE WIFI NETWORK (DHCP)

SSID (NAME): _____

Password : _____
8 CHARACTER MINIMUM

Additional Wireless Devices _____

Each device accessing the internet must be counted

WIRED INTERNET SHARED 50Mbps (DHCP)

Daily Rate First Device @ \$ 495.00 \$ 595.00 \$ 795.00

Conference Rate (3 Days) First Device @ \$1395.00 \$1450.00 \$1495.00

Additional Devices @ \$ 130.00 \$ 140.00 \$ 150.00

Each device accessing the internet must be counted

Switch Rental – 5 or 8 Port @ \$ 75.00 \$ 75.00 \$ 75.00

Switch Rental – 12 or 16 Port @ \$ 125.00 \$ 125.00 \$ 125.00

WIRED INTERNET DEDICATED Enhanced

| | Number Required | | Orders placed up to 7 days prior to move in date Discount Rate | Orders placed less than 7 days prior to move in date Standard Rate | Orders placed on-site On-Site Rate | Total Amount |
|---|-----------------|---|---|---|---------------------------------------|--------------|
| Wired Internet Enhanced – 20Mbps 1 IP Address, Dedicated Bandwidth Daily Rate | First Device | @ | \$ 1595.00 | \$ 1695.00 | \$ 1895.00 | |
| Wired Internet Enhanced – 20Mbps 1 IP Address, Dedicated Bandwidth Conference Rate (3 Days) | First Device | @ | \$ 4495.00 | \$ 4695.00 | \$ 4995.00 | |
| Wired Internet Enhanced – 100Mbps 1 IP Address, Dedicated Bandwidth Conference Rate (3 Days) | First Device | @ | \$10995.00 | \$11995.00 | \$12995.00 | |
| Wired Internet Enhanced: Each Additional Location | _____ | @ | \$ 595.00 | \$ 625.00 | \$ 775.00 | |
| Each Additional Device | _____ | @ | \$ 130.00 | \$ 140.00 | \$ 150.00 | |
| Each Additional IP Address | _____ | @ | \$ 130.00 | \$ 140.00 | \$ 150.00 | |
| Switch rental – 5 or 8 Port | _____ | @ | \$ 75.00 | \$ 75.00 | \$ 75.00 | |
| Switch rental – 12 or 16 Port | _____ | @ | \$ 125.00 | \$ 125.00 | \$ 125.00 | |

VOICE CONNECTIVITY

| | | | | | | |
|-----------------------------------|-------|---|-----------|-----------|-----------|--|
| IP Telephone | _____ | @ | \$ 295.00 | \$ 335.00 | \$ 395.00 | |
| IP Polycom Set Rental (Per Day) | _____ | @ | \$ 110.00 | \$ 115.00 | \$ 175.00 | |
| Fax Line – Equipment Not Included | _____ | @ | \$ 295.00 | \$ 335.00 | \$ 395.00 | |
| POS Line – Equipment Not Included | _____ | @ | \$ 295.00 | \$ 335.00 | \$ 395.00 | |

Please check type of **POS** connection required Analog Phone Line Wired Internet (Ethernet)

DIGITAL SIGNAGE

| | | | | | | |
|--|-------|---|------------|------------|------------|--|
| Media Wall – 9 Screen Matrix Main Entrance, 15 Sec. Spot/ 60sec. loop / Day | _____ | @ | \$ 700.00 | \$ 800.00 | \$ 1000.00 | |
| Main Entrance Package 3 Entrances, 15 Sec. Spot/ 60sec. loop / Day | _____ | @ | \$ 1600.00 | \$ 1700.00 | \$ 1900.00 | |
| Digital Signs – Advertising Per Screen Portable Digital Sign Rental 52" Rate Per Day | _____ | @ | \$ 995.00 | \$ 1195.00 | \$ 1495.00 | |
| Portable Digital Sign Rental 80" Rate Per Day | _____ | @ | \$ 550.00 | \$ 650.00 | \$ 795.00 | |
| Virtual Presence Device – BEAM Robot Per Day | _____ | @ | \$ 900.00 | \$ 1000.00 | \$ 1200.00 | |
| CABLE TV- BELL IPTV Set Top Box with HDMI Connection – Television Monitor Not Included | _____ | @ | \$ 1200.00 | \$ 1400.00 | \$ 1500.00 | |
| | _____ | @ | \$ 325.00 | \$ 365.00 | \$ 520.00 | |

Payment Information:

Make cheques payable to:
Vancouver Convention Centre
 1055 Canada Place
 Vancouver, B.C. Canada
 V6C 0C3

Payment method:

- Cash
- Cheque
- Visa
- MasterCard
- American Express
- Bank Wire Transfer - please inquire for additional details

| | |
|----------------------|--|
| SUB TOTAL | |
| 5% GST #100432764 | |
| 7% PST #1001-0174 | |
| TOTAL CANADIAN | |

To fax your form or for further enquiries:

Call (604) 647-7206
 Fax (604) 647-7325

Credit Card Number: _____ Expiry Date: _____

Print Name as it Appears on Card: _____

I hereby authorize the Vancouver Convention Centre or its agents to install the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature: _____

Print Name and Title of Authorized Representative

TERMS & CONDITIONS

1. Requests for service and special arrangements at the discount rate must be received no less than seven (7) days prior to scheduled arrival time for move-in. Otherwise, the standard rate applies to each service.
2. Complete information must be provided on the Telephone/Internet Order Request Form to ensure prompt processing of the order. Incomplete information will delay processing.
3. Conditions for processing service order forms:
 - a) Payment for service must accompany service orders.
 - b) For new service required at time of show please call (604) 647-7299 or visit the Vancouver Convention Centre Service Desk located on the floor of your show during scheduled move-in times.
4. Credit will not be given for service installed and not used.
5. The Customer will be fully responsible for the safekeeping of any equipment during the show and its prompt return at the close of the show to Vancouver Convention Centre personnel.
6. It is understood that if after assignment, Vancouver Convention Centre must change a pre-assigned I.P. address, the Customer has no recourse for compensation against Vancouver Convention Centre. Every effort will be made to maintain the originally assigned address.
7. Only Vancouver Convention Centre personnel are authorized to modify system wiring or cabling.
8. Material and equipment furnished by Vancouver Convention Centre for this service order shall remain the property of Vancouver Convention Centre.
9. Customer shall not and shall not permit any of its users or other third parties to:
 - (a) disclose private communications without permission to parties other than the intended recipient, or the disclosure of confidential information;
 - (b) restrict or inhibit any other user from using and enjoying the Internet;
 - (c) post or transmit any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or profane information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, provincial, state, national or international law, including without limitation, export control laws and regulations;
 - (d) post or transmit any information or software that contains a virus, worm, cancelbot or other harmful component;
 - (e) upload, post, publish, transmit, reproduce, or distribute in any way, information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or derivative works with respect thereto, without obtaining permission of the copyright owner or rightholder; or
 - (f) abuse or fraudulently use the Internet in any way not specifically set forth above.
10. Limitation of Liability
 - (a) Customer understands that Customer and its users may access the Internet through the service. Customer understands further that neither the Vancouver Convention Centre nor its Internet Service Provider operate or control the Internet in any way, and that all merchandise, information and services offered or made available or accessible on the Internet are offered or made available or accessible by third parties.
 - (b) Customer assumes total responsibility and risk for Customer's and its users' use of the service and the Internet. Neither the Vancouver Convention Centre nor its Internet Service Provider make any express or implied warranties, representations or endorsements whatsoever (including without limitation warranties of title or noninfringement, or the implied warranties of merchantability or fitness for a particular purpose) with regard to any merchandise, information or service provided through the Internet, and neither the Vancouver Convention Centre nor its Internet Service Provider shall be liable for any cost or damage arising either directly or indirectly from any such transaction. It is solely Customer's and its users' responsibility to evaluate the accuracy, completeness and usefulness of all opinions, advice, services and other information, and the quality and merchantability of all merchandise, provided on the Internet generally.
 - (c) Customer understands further that the Internet contains unedited materials some of which are sexually explicit or may be offensive to some people. Customer and its users access such materials at their own risk. The Vancouver Convention Centre and its Internet Service Provider have no control over and accept no responsibility whatsoever for such materials.
 - (d) The service is provided on an "as is" and "as available" basis without warranties of any kind, either express or implied, including but not limited to warranties of title, noninfringement or implied warranties of merchantability or fitness for a particular purpose. No advice or information given by the Vancouver Convention Centre or its Internet Service Provider or their affiliates or their contractors or their respective employees shall create a warranty. Neither the Vancouver Convention Centre nor its Internet Service Provider warrants that the service will be uninterrupted or error free or that any information, software or other material accessible on the Internet is free of viruses, worms, trojan horses or other harmful components.
 - (e) Under no circumstances shall the Vancouver Convention Centre or its Internet Service Provider or their affiliates or contractors be liable for any direct, indirect, incidental, special, punitive or consequential damages that result in any way from Customer's or its users' use of or inability to use the service or to access the Internet or any part thereof, or Customer's or its users' reliance on or use of information, services or merchandise provided on or through the service, or that result from mistakes, omissions, interruptions, deletion of files, errors, defects, delays in operation, or transmission, or any failure of performance.
 - (f) Without in any manner limiting the express limitations contained in this section, neither the Vancouver Convention Centre nor its Internet Service Provider shall be liable to Customer or its users or any other parties for any:
 - (i) act or omission of a telecommunications carrier whose facilities are used in establishing connections;
 - (ii) disclosure of private communications to parties other than the intended recipient, or the disclosure of confidential information;
 - (iii) restriction or inhibition imposed by a third party;
 - (iv) posting, transmittal or receipt of any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or profane information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, provincial, state, national or international law, including without limitation, export control laws and regulations;
 - (v) posting or transmittal of any information or software that contains a virus, worm, cancelbot or other harmful component;
 - (vi) uploading, downloading, posting, publishing, transmittal, reproducing, or distributing in any way, of information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or derivative works with respect thereto;
 - (vii) infringement of patents or other proprietary rights; or
 - (viii) abuse or fraudulent use of the Internet in any way not specifically set forth above.



ELECTRICAL SERVICES REQUEST 2017

EVENT # **203933**

This form is your official invoice – please keep a copy for your records

All electrical services are sold on a per booth or per exhibitor basis

All Orders Must Be Accompanied By Payment.

All Prices Subject to Applicable Taxes and/or Change Without Notice.

Credit will not be given for orders installed but not used or orders cancelled within 48 hours of installation.

EVENT INFORMATION:

EVENT NAME: FERTILITY AND ADOPTION EXPO 2018
EVENT DATES: JANUARY 13-14, 2018

BOOTH NUMBER:

CUSTOMER INFORMATION:

COMPANY NAME: _____

COMPANY ADDRESS: _____
Street City Province Postal/Zip Code

CONTACT NAME: _____ PHONE #: _____

E-MAIL: _____ FAX #: _____

Please note: ALL POWER PROVIDED FROM FLOOR AND SUPPLIED AT REAR OF BOOTH UNLESS FLOOR PLAN PROVIDED.

FOR OVERHEAD POWER OR REQUIREMENTS OVER 200A. REQUEST A QUOTE BY FILLING OUT THE BOOTH TEMPLATE FORM - QUOTE REQUEST (pg. 2).

| BASIC POWER | Quantity Required | Discount Rate | Standard Rate | Late Rate | TOTAL AMOUNT |
|---|-------------------|---------------------------------|---------------------------------|------------------------------|--------------|
| *MORE THAN 5 CIRCUIT LOCATIONS WILL REQUIRE LABOUR FOR A CUSTOM LAYOUT. PLEASE INCLUDE FLOOR PLANS. | | (7 days prior to event move-in) | (under 7 days to event move-in) | (under 24h to event move-in) | |
| <input type="checkbox"/> 750 WATTS 120 VOLTS 7.5 AMPS (MINIMUM PER EXHIBITOR) | _____ @ | \$86.00 | \$102.00 | \$134.00 | = _____ |
| <input type="checkbox"/> 1500 WATTS 120 VOLTS 15 AMPS (STANDARD CIRCUIT) | _____ @ | \$91.00 | \$107.00 | \$140.00 | = _____ |
| ADDITIONAL ITEMS (Does not include Labour or Power Supply) | | | | | |
| <input type="checkbox"/> POWER BAR WITH SURGE PROTECTION | _____ @ | \$23.00 | \$28.00 | \$36.00 | = _____ |
| <input type="checkbox"/> 4.6 M (15 FT.) or 7.6 M (25 FT) EXTENSION CORD | _____ @ | \$23.00 | \$28.00 | \$36.00 | = _____ |

PRODUCTION or COMMERCIAL POWER (200 Amps and Above, please see Booth Template form for Quote Request)

* FOR ALL 20A or 30A SERVICES PLEASE NOTE PLUG OR OUTLET TYPE ON BOOTH TEMPLATE FORM (page 2).

FOR 60A AND ABOVE, A CAMLOK CONNECTION IS PROVIDED

| | | | | | |
|--|---------|----------|----------|----------|---------|
| <input type="checkbox"/> 20 AMP 120/208 VOLT 1 PHASE OR 3 PHASE | _____ @ | \$189.00 | \$207.00 | \$265.00 | = _____ |
| <input type="checkbox"/> 30 AMP 120/208 VOLT 1 PHASE OR 3 PHASE | _____ @ | \$208.00 | \$228.00 | \$295.00 | = _____ |
| <input type="checkbox"/> 60 AMP 120/208 VOLT 1 PHASE OR 3 PHASE | _____ @ | \$340.00 | \$378.00 | \$488.00 | = _____ |
| <input type="checkbox"/> 100 AMP 120/208 VOLT 1 PHASE OR 3 PHASE | _____ @ | \$545.00 | \$588.00 | \$770.00 | = _____ |

LABOUR

*REQUIRED FOR CUSTOM BOOTH LAYOUTS, TIE-IN'S, INSPECTIONS AND SPECIFIED INSTALL TIMES

| | | | | | |
|---|---------|----------|----------|----------|---------|
| <input type="checkbox"/> ELECTRICIAN LABOUR (Weekday hourly rate) | _____ @ | \$96.00 | \$96.00 | \$96.00 | = _____ |
| <input type="checkbox"/> ELECTRICIAN LABOUR (Hourly rate after 1700h on Weekdays on Weekends and Canadian Statutory Holidays) | _____ @ | \$128.00 | \$128.00 | \$128.00 | = _____ |

PAYMENT INFORMATION:

Make Cheques Payable to:

Vancouver Convention Centre
1055 Canada Place
Vancouver, B.C. Canada
V6C 0C3

To fax form or for further inquiries:

Call (604) 647-7206 Fax (604) 647-7325

Discount Rate applicable up to 7 days prior to event move-in date. Make all payments in Canadian Funds. All orders must be accompanied by payment.

SUBTOTAL

5.00% GST #100432764

TOTAL

CANADIAN

- Cash Cheque American Express Bank Wire Transfer
 Visa MasterCard _____
 (Please inquire for additional details)

Credit Card Number _____ Expiry Date _____

Print Name as it Appears on Card: _____

I hereby authorize the Vancouver Convention Centre or its agents to install the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature _____

Print Name and Title of Authorized Representative

Please visit us at www.vancouverconventioncentre.com to place your basic order online



BOOTH LAYOUT TEMPLATE

Custom Layouts for Internet & Electrical

EVENT # 203933

EVENT INFORMATION:

EVENT NAME: FERTILITY AND ADOPTION EXPO 2018
 EVENT DATES: JANUARY 13-14, 2018

BOOTH NUMBER:

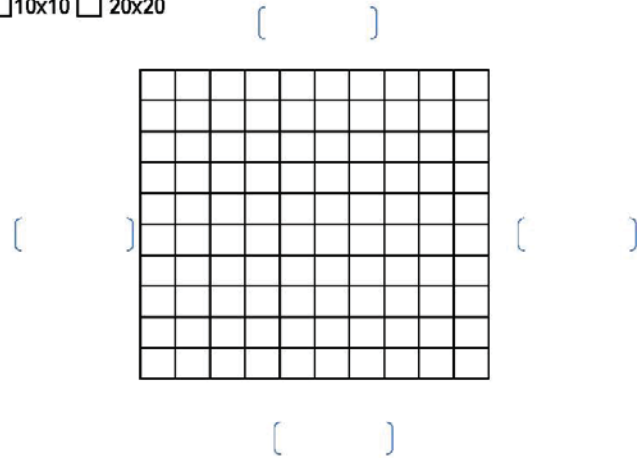
CUSTOMER INFORMATION:

COMPANY NAME: _____

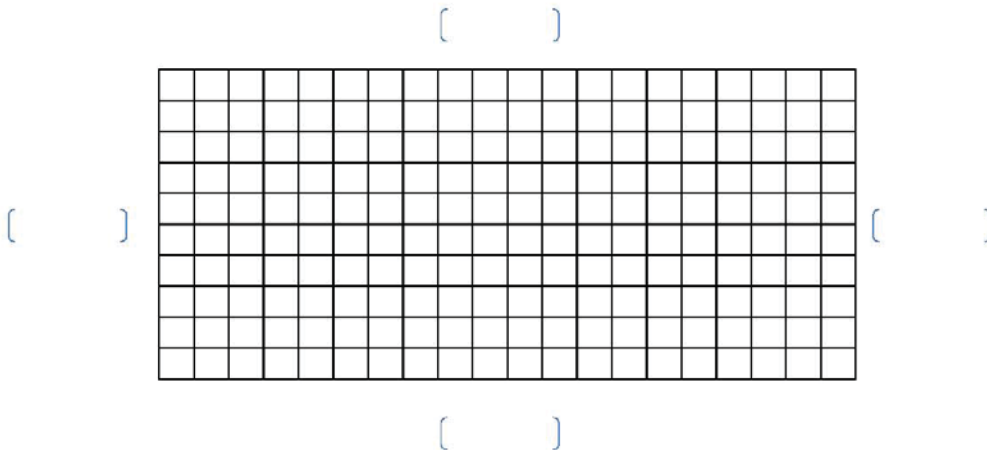
Please Note: ALL POWER WILL BE PROVIDED AT THE REAR OF THE BOOTH UNLESS A FLOOR PLAN IS PROVIDED.
 PLEASE SUBMIT ANY FLOOR PLANS WITH SERVICE ORDERS.

| PLACE INSIDE THE GRID | |
|--|--------|
| Electrical 750w | e |
| Electrical 1500w | E |
| Wired Internet | I |
| Fax or POS | F or P |
| Place surrounding booth # in brackets (i.e. 100) | |

For 10x10 20x20



For Booth Size 10x20 Only



| PRODUCTION & COMMERCIAL POWER – Additional Information | |
|---|--|
| PLEASE INDICATE THE PLUG TYPE (for 20A and/or 30A) | |
| TYPE OF EQUIPMENT THAT REQUIRES THE ELECTRICAL | |
| PLEASE CONFIRM THE TYPE OF FLOORING IN THE BOOTH | CIRCLE ONE : CARPET OR HARDWOOD |
| QUOTE REQUEST (For 200A and Above or Overhead Power) | |
| PLEASE INDICATE THE SERVICE REQUIRED | |

EXHIBIT FIRE PREVENTION

1. Displays may not block, impede or obstruct a fire exit from view. Should the sight line of such exits be affected, the Vancouver Convention Centre Director of Fire & Safety may provide alternative plans.
2. Displays may not restrict access to or obstruct from view any fire hose cabinet, fire hydrant or fire department connection.
3. When booth layouts are done, care must be taken to avoid dead corridors with appropriate fire aisles designated.
4. Decorative covers or booths shall be flame proofed or properly treated with a flame-retardant chemical.
5. If the following materials are used for display or decorative purposes, they must be flame retardant or, in case of natural foliage, treated with an anti-dormant spray:
 - Artificial flowers
 - Plastic materials
 - Textiles
 - Artificial/natural foliage
 - Paper, cardboard or compressed paperboard
 - Any other material used for festive decorationWallpaper is permitted if pasted securely to walls or wallboard backing.
6. The following materials may be used indoors under certain circumstances with special permission:
 - Straw and hay
 - Corrugated paper
 - Paper backed foil
 - Acetate fabrics
 - Flammable liquid
 - Combustible material used for covering tables or for skirting tables
7. It is necessary to flameproof textiles, paper and other combustible merchandise on display. This may be limited to an acceptable quantity.
8. Open flame shall not be used solely for attracting attention.
9. The use of open flame is limited to equipment that requires open flame to demonstrate the function of such equipment. Approval is required from the Vancouver Convention Centre's Director of Fire & Safety who will ensure that the equipment set-up complies with safety standards. An approved fire extinguisher will be required in the display area.
10. Flammable, combustible and/or compressed gasses including propane may be used or displayed with approval of the Vancouver Convention Centre Director of Fire & Safety. Any such installations may be subject to gas inspections by the Gas Inspector. Propane must have an approved restriction device and be no larger than 20 lbs. With regard to aerosols, pressurized containers, not exceeding 500-ml capacity of each product classified as a flammable liquid may be exhibited. Restrictions do not apply to non-flammable products.
11. Internal combustion engines, vehicles or equipment cannot contain more than one-quarter tank of gasoline or fuel and must be inoperable, e.g. battery and/or ignition disconnected, or the vehicle is locked and the hood cannot be opened from the outside of the vehicle. Fuel caps must be taped or locked shut, drip pans are required under all vehicles while inside the facility and keys are to be left with Vancouver Convention Centre's Guest Services. Vehicles that are equipped with pressurized nitrous oxide tanks must have the tanks emptied prior to display in the facility.
12. Boxes and cartons from which merchandise has been removed must be neatly piled in storage areas designated by Show Management or the Vancouver Convention Centre's Director of Fire & Safety.
13. All electrical appliances, electrical cords and electrical connections must be CSA approved. All outlet bars must be fused.
14. Any booth which may pose a particular hazard by the storage or actions within must provide a portable fire extinguisher with a minimum rating of 5 to 20lbs, type ABC. This will include cooking, use of propane, etc. Only one propane tank permitted in a booth at a time. Additional tanks must go to designated storage area.
15. If it is deemed by the Vancouver Convention Centre that a display or action of any exhibitor may affect public safety, the exhibitor shall accept the required changes or Show Management shall be required to evict the exhibitor.
16. These guidelines to fire safety are general requirements only. For more detailed information, please contact your Vancouver Convention Centre's Event Manager.

EXHIBITOR REFERENCE LIST 2017

Dear Exhibitor

This reference list of services and informational material is provided to assist you with your upcoming event. Please take a moment to familiarise yourself with this information.

- ◆ Alcohol consumption is prohibited during move-in and move-out of shows.
- ◆ All food and beverage is exclusively provided by the Vancouver Convention Centre. It is not permissible for food and beverage, alcoholic or otherwise, to be purchased or brought in from off-site and served in the facility.
- ◆ Food and beverage sampling is not permitted unless shown to be directly relevant to the nature of the event. All sampling requests must be approved in advance by the Vancouver Convention Centre, and meet the requirements of Vancouver Coastal Health and/or Liquor Control Licensing Board. For enquires please contact the Catering Department at (604) 647-7240.
- ◆ Animals or pets, with the exception of Service Animals are not permitted in the Vancouver Convention Centre. Exceptions are for approved exhibit, activity or performance requiring use of animals. Owners take full responsibility for their animals, which must be leashed or in an enclosed pen. To enquire about approvals, please contact your Show Manager who will forward your request.
- ◆ All helium-filled balloons or other inflatable's are permitted if approved by the facility. A deposit is required. All helium tanks are to be stored and secured in an upright position in accordance with the Hazardous Chemicals Act. Approvals and requests for on-site storage of tanks should be made to your Show Manager who will then contact the facility.
- ◆ Banners can be suspended in some locations inside event space, depending on the regulations of your event. Please fill out Sign/Banner form and submit 3 weeks prior to event to the Coordinator Exhibitor Services at the Vancouver Convention Centre. This and other exhibitor forms are available through your Show Manager. All decorative materials must be treated with flame proofing before installation.
- ◆ Vancouver Convention Centre cannot accept freight shipments on behalf of exhibitors before scheduled move-in times. Vancouver Convention Centre storage space is limited and any delivery arriving before scheduled move-in may be turned away and asked to return at the appropriate time.
- ◆ All exhibits are brought into the Vancouver Convention Centre via the Truck Route. Please do not deliver freight or unload at hotel entrances or elevators. Please bring your own tools, ladders, and dollies etc to build or transport your exhibit.
- ◆ All lost and found articles are catalogued and stored for 30 days at which time they are disposed of at the discretion of the facility. To enquire about lost and found items, please contact the facility at (604) 647-7299.
- ◆ While on-site at the Vancouver Convention Centre, the Guest Service Centre is available 24-hours to respond to your enquiries. Dial 7299 from any house phone or 604-647-7299 for assistance.
- ◆ In accordance with City of Vancouver Smoking by-law all Vancouver Convention Centre property/facility is designated non- smoking.
- ◆ Please ensure you have completed the necessary forms or placed online orders for the services you require. Online ordering and Exhibitor forms are available on our website www.vancouverconventioncentre.com click on Exhibitors to get started.

The Vancouver Convention Centre is the exclusive supplier of Food & Beverage, Booth Vacuuming, Electrical, Telecommunications, Plumbing and Rigging. If you require further information please contact the Coordinator, Exhibitor & Business Services at (604) 647-7206 during business hours.

EXHIBITOR SAFETY & SECURITY 2017

To help ensure the safe enjoyment of the event for all participants, please review the following safety and security policies of the Vancouver Convention Centre.

- ◆ Any person involved in moving equipment, supplies, or goods into or out of the facility is prohibited from consuming alcohol or being under the influence of alcohol.
- ◆ Booth construction must conform to applicable building codes including electrical, plumbing etc. All work carried out on booths on-site must conform to WorkSafe BC regulations. Proper PPE (Personal Protective Equipment) is required during move-in/out phases at the Vancouver Convention Centre. This may include Hard Hats, Hi-Vis Vests, Safety Goggles and Steel Toed Boots depending upon the type of work engaged in. Please contact the event's On-Site Safety Representative through your Show Manager for further information.
- ◆ In order to regulate and verify deliveries arriving to the facility;
 - Any deliveries to the Vancouver Convention Centre must contain the following shipping information:
 - Name and address of receiver
 - Name and address of sender
 - Event name and booth number
 - Deliveries with incomplete information will not be accepted.
 - Deliveries will not be accepted prior to the first move-in date of the event unless specifically arranged through your Show Manager with the exception of banners.
 - Please ensure all your customs documentation is completed prior to shipping your freight, if coming from outside Canada. We strongly recommend the use of an international freight forwarder and customs broker.
 - Any freight left at the end of a move-out will be forced off-site.
- ◆ In the event of an emergency evacuation, security staff will help direct you to the nearest emergency exit and the facilities muster station across the street from the Vancouver Convention Centre.
- ◆ Proper ID is mandatory on-site during all move-in, event and move-out days.
- ◆ Vancouver Convention Centre has 24 hour first aid on-site who are the first responders to on-site medical emergencies. If you require medical assistance, dial 7500 from any house phone, or (604) 647-7299 from an outside line.
 - Give as much information as possible including your location, age of person requiring assistance, and **Do Not Panic**
 - The nearest hospital is only minutes away and Vancouver Convention Centre will call for EHS immediately once it is required
 - If you have a medical condition that EHS should be made aware of, please wear your medical ID bracelet
- ◆ No pedestrian traffic is allowed on the truck route. No off-loading of your vehicle is permitted on the truck route.
- ◆ Children under the age of 15 are not permitted on-site during event move-in or move-out
- ◆ Obey the Truck Route speed limit

Use extreme caution if you are in show areas where forklifts and vehicle traffic are operating during move-in and move-out.



BOOTH VACUUMING & SHAMPOOING REQUEST 2017

This form is your official invoice – please keep a copy for your records

All Orders Must Be Accompanied By Payment.

All Prices Subject to Applicable Taxes

All Prices Subject to Change Without Notice

EVENT #: 203933

EVENT INFORMATION:

EVENT NAME: **FERTILITY AND ADOPTION EXPO 2018**

BOOTH NUMBER:

EVENT DATES: **JANUARY 13-14, 2018**

DATES VACUUMING REQUIRED: _____

CUSTOMER INFORMATION:

COMPANY NAME: _____

COMPANY ADDRESS: _____

Street City Province/State Postal/Zip Code

CONTACT NAME: _____ TELEPHONE #: () _____

E-MAIL: _____ FAX #: () _____

| BOOTH CARPET VACUUMING – EXHIBIT BOOTHS 200 SQ. FT. (10' X 20') OR UNDER | | | | | |
|---|----------------|-------------|--------------|--------------------------------------|--|
| | NUMBER OF DAYS | UNIT AMOUNT | TOTAL AMOUNT | Vancouver Convention Centre Use Only | |
| <input type="checkbox"/> DISCOUNT RATE UP TO 7 DAYS PRIOR TO EVENT MOVE-IN. | _____ X | \$ 25.00 = | _____ | | |
| <input type="checkbox"/> STANDARD RATE UNDER 7 DAYS PRIOR TO EVENT MOVE-IN. | _____ X | \$ 33.00 = | _____ | | |

| BOOTH CARPET VACUUMING – EXHIBIT BOOTHS OVER 200 SQ. FT. | | | | | |
|---|-------------------|----------------|-------------|--------------|--------------------------------------|
| | TOTAL Square Feet | NUMBER OF DAYS | UNIT AMOUNT | TOTAL AMOUNT | Vancouver Convention Centre Use Only |
| <input type="checkbox"/> DISCOUNT RATE UP TO 7 DAYS PRIOR TO EVENT MOVE-IN. | _____ X | _____ X | \$ 0.23 = | _____ | |
| <input type="checkbox"/> STANDARD RATE UNDER 7 DAYS PRIOR TO EVENT MOVE-IN. | _____ X | _____ X | \$ 0.30 = | _____ | |

| BOOTH CARPET SHAMPOOING | | | | | |
|--|-------------------|----------------|-------------|--------------|--------------------------------------|
| | TOTAL Square Feet | NUMBER OF DAYS | UNIT AMOUNT | TOTAL AMOUNT | Vancouver Convention Centre Use Only |
| <input type="checkbox"/> DISCOUNT RATE UP TO 7 DAYS PRIOR TO EVENT MOVE-IN. MINIMUM \$39.00 PER BOOTH/SHAMPOO | _____ X | _____ X | \$ 0.30 = | _____ | |
| <input type="checkbox"/> STANDARD RATE UNDER 7 DAYS PRIOR TO EVENT MOVE-IN. MINIMUM \$45.00 PER BOOTH/SHAMPOO | _____ X | _____ X | \$ 0.35 = | _____ | |

PAYMENT INFORMATION:
Make Cheques Payable to:
Vancouver Convention Centre
1055 Canada Place
Vancouver, B.C. Canada
V6C 0C3

To fax your form or for further inquiries:
Call (604) 647-7206
Fax (604) 647-7325
5.00% GST (#100432764)

Discount Rate applicable up to 7 days prior to event move-in date. Make all payments in Canadian Funds. All orders must be accompanied by payment.

- Cash Cheque Money Order
- Visa MasterCard American Express Bank Wire Transfer (Please inquire for additional details)

Credit Card Number: _____ Expiry Date: _____

Print Name as it Appears on Card: _____

I hereby authorize the Vancouver Convention Centre or its agents to perform the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature: _____ Print Name and Title of Authorized Representative



EXHIBITOR CATERING SERVICES 2017

DAILY ORDER FORM

EVENT: FERTILITY AND ADOPTION EXPO 2018 BOOTH NUMBER: _____

COMPANY: _____ TELEPHONE: _____

CONTACT NAME: _____ FAX: _____

E-MAIL: _____

ADDRESS: _____

DELIVERY DATE: _____ DELIVERY TIME: _____

- The Vancouver Convention Centre is the exclusive supplier of all food and beverage services. No other products can be brought into our building.
- Please use a separate order form for each day an order is required, then **fax directly to the Exhibitor Services Department at 604-647-7325.**
- A more extensive menu is available on our website www.vancouverconventioncentre.com, or please call **604-689-8232 and ask the Catering Department for assistance.**
- Please allow for a minimum of 10 business days to process booth delivery orders.
- Upon receipt of the order, a 'Service Order Confirmation' will be sent to you for approval and signature. All orders must be prepaid in full by credit card to be considered as confirmed.
- Any orders received within 3 business days prior to service are subject to 15% surcharge.
- On-site orders are subject to additional banquet labour charge of \$140 per delivery.
- All beverage orders will be charged in full, regardless of consumption.
- Should any order be cancelled with less than 5 business days' notice, the total amount of the order will be charged fully.
- All prices are quoted in Canadian funds, subject to **18% service charge, 7% PST on Rentals, and 5% GST.**
- A designated banquet attendant can be arranged through the Catering Department, and the cost is \$35.00/hour, minimum 4 hour shift.
- For all booth delivery orders, compostable and disposable utensils will be supplied and the costs are included in the menu prices. Additional charges may apply for request of table, linen, chinaware & glassware.

FOOD: To avoid delay in processing your order, please circle your exact selection.

| | |
|---|------------------|
| _____ x Assorted Muffins, Scones and Croissants served with Butter & Assorted Preserves | \$ 51.00 / dozen |
| _____ x Carrot Squares, Callebaut Walnut Brownies, Pecan Tarts and Nanaimo Bars | \$ 54.00 / dozen |
| _____ x Assorted House Made Cookies | \$ 48.00 / dozen |
| _____ x Hearty Sandwiches (One Sandwich per person) (Min Qty 12) | \$ 14.00 / guest |
| _____ x Hearty Sandwiches with Salad (One Sandwich per person) (Min Qty 12)..... | \$ 20.00 / guest |
| _____ x Individual Natural Yogurts (Min Qty 12)..... | \$ 4.25 each |
| _____ x Sliced Fresh Fruit & Berries Platter (Min Qty 12) | \$ 7.50 / guest |
| _____ x Fresh Whole Fruit Basket (Min Qty 12) | \$ 3.25 / guest |
| _____ x Canadian & International Cheese Tray with Baguette and Biscuits (Min Qty12)..... | \$ 16.00 / guest |
| _____ x Fresh Vegetable Crudite with Herb Dip (Min Qty 12)..... | \$ 6.00 / guest |
| _____ x Kettle Chips (half pound basket) – (Min Qty 12)..... | \$ 17.00 /basket |
| _____ x Pretzels or Japanese Dry Snacks (1 pound basket) – (Min Qty 12) | \$ 17.00 /basket |
| _____ x Individual Bags of Chips, Pretzels – (Min Qty 12)..... | \$ 3.00 / bag |

BEVERAGE:

| | |
|---|-------------------|
| _____ x Freshly Brewed Moja Certified Organic Coffee or Decaf (serves 10 cups)..... | \$ 47.50 / airpot |
| _____ x Hot Water with Selection of Tea Bags (serves 10 cups)..... | \$ 47.50 / airpot |
| _____ x 6 pack Bottled Orange or Grapefruit Juice (Single Servings)..... | \$ 30.00 / pack |
| _____ x 6 pack Soft Drinks: Coke, Diet Coke, Sprite or Ginger Ale (Single Servings)..... | \$ 27.00 / pack |
| _____ x 6 pack Bottled Water (Single Servings)..... | \$ 27.00 / pack |
| _____ x Water Cooler/Equipment Rental (Does not include Water Jug) | \$ 25.00 /day |
| _____ x Water Jug 18 L (Does not include Equipment Rental)..... | \$ 18.00 / each |
| _____ x Ice (One bin: 20 lbs)..... | \$ 20.00 / bin |

OTHERS:

| | |
|--|---------------|
| _____ x Rental of black or white tablecloth in the size of 53"x53" or 90"x90"..... | \$ 20.00 each |
| _____ x Rental of glass bowl for business cards..... | \$ 10.00 each |



EXHIBITOR CATERING SERVICES 2017

DAILY ORDER FORM

EVENT: FERTILITY AND ADOPTION EXPO 2018 BOOTH NUMBER: _____
COMPANY: _____ TELEPHONE: _____
ADDRESS: _____ FAX: _____
E-MAIL: _____
CONTACT NAME: _____

CREDIT CARD AUTHORIZATION FORM

This fax will authorize the Vancouver Convention Centre to charge the following credit card:

American Express Visa MasterCard

TOTAL AMOUNT: _____
CARD NUMBER: _____
NAME OF CARDHOLDER: _____
EXPIRY DATE: _____
SIGNATURE OF CARDHOLDER: _____

All credit card charges will be processed in full prior to the Event.
Any additional charges accrued will be charged post event.

Please fax this form to:
604-647-7325

www.vancouverconventioncentre.com



BALLOON RETRIEVAL WAIVER FORM

We accept full responsibility for complete retrieval and repair costs incurred should our helium-filled balloon(s) escape during the preparation, display, and dismantling of same.

We understand that the cost of special equipment and labour for balloon retrieval **may** total up to \$1,500.00. We understand and agree to pay any retrieval costs incurred.

Please Print:

Event Name: _____ Location: _____

Exhibitor Co. Name: _____

Booth Number: _____

CONTACT INFORMATION:

Name of Representative: _____

Company: _____

Address: _____

Telephone: _____ Fax: _____

Authorized Representative Signature: _____

Date: _____

Event Manager or MOD: _____

Fax # (604) 647-7325



GENERAL PARKING INFORMATION

ADDITIONAL PARKING AT OR NEAR 1055 CANADA PLACE (West Facility)

1. **Impark** at Vancouver Convention Centre **West** 1055 Canada Place

See page 2 for map directions

(Heading west 1st traffic light past Burrard Street, parking entrance is located ½ block down on right hand side inside Vancouver Convention Centre **West**)

or

Heading north on Burrard Street turn left at traffic light foot of Burrard Street, parking entrance is located ½ block down on right hand side inside Vancouver Convention Centre **West**)

440 stalls

\$30.00 per day (**All prices are subject to change without notice**)

Payment is on-site only by exact coin or by credit card at parking meters located at entrance to parking lot

2. DPC (604) 682-6744 - 900 Cordova Street – 370 stalls
3. 200 Granville Street –Imperial Parking (604) 681-3233 ask for extension 273 or 257 – 450 stalls
4. Station East – Imperial Parking (604) 681-3233 ask for extension 288 – 600 stalls
5. Impark (open lot beside Seabus Terminal)
6. Pacific Centre (604) 688 - 7235
7. Commerce Place 400 Burrard Street
8. Waterfront Centre - 200 Burrard Street – (604) 682-2267 – 750 stalls
9. 555 Cordova Street – 100 stalls

PARKING AT 999 CANADA PLACE – WESTPARK (East Facility)

Phone: (604) 684-2251 for parking rates & advance parking arrangements or visit their website

<http://canadaplace.westpark.com/reserve-a-space.html>

See page 2 for map directions

Enter at east side of building (foot of Howe Street) obtain ticket from dispenser & proceed to P1 or P2 for parking

Use Convention Centre/Hotel elevators (not World Trade Centre elevators)

For Convention Level: Press “G” for Registration, Ballrooms & Exhibits. For Meeting Rooms: Press “M”

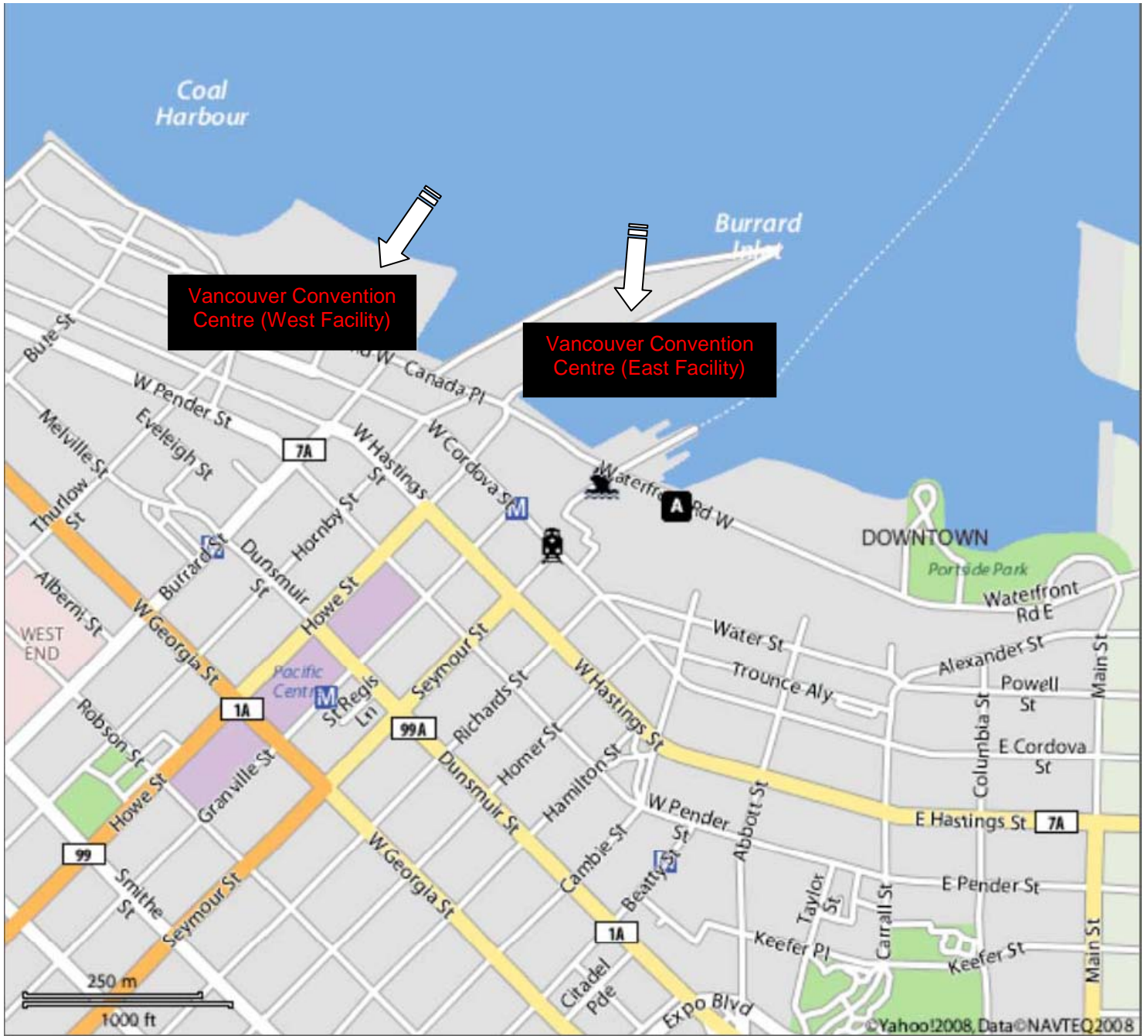
If arriving from alternate parking locations, enter the Vancouver Convention Centre through the lobby doors located to the west of the hotel entrance. Ballrooms and Exhibition Halls are at lobby level. For Meeting Rooms, take escalator up one level

Canada Place Operations – 604-775-7063

Transit / Skytrain – (604) 953-3333

Seabus – (604) 986-1501

PARKING DIRECTIONS



MOVE-IN & MOVE-OUT GUIDELINES

The Vancouver Convention Centre is a unique facility located in the busy core of downtown Vancouver. It is critical that the following guidelines be communicated and adhered to in order to facilitate transportation movement for your event. **It is your responsibility to communicate these guidelines to your Exhibitors.**

MOVE-IN & MOVE-OUT PLANNING

Move-in and move-out arrangements must be made in advance with your Event Manager. If you have appointed an official material handler for your event, their representative should be part of this planning process. Show Management should be present on-site during all move-in and move-out hours to handle all exhibitor inquiries regarding show policies.

The scheduling of vehicle arrivals is critical for move-in. For the majority of events, it is most effective to schedule major freight shipments first, with smaller individual deliveries and exhibitors later. Adequate time should be allocated for unloading based on size, weight, and complexity of the freight.

To ease congestion during move-out, vehicle access should be restricted until a load is packed and ready. It has proven effective to issue passes to exhibitors once these items are inspected as ready to load. Once the pass is issued, the exhibitor may proceed to the holding lot and/or loading area. Event Security will direct vehicles with these passes to the facility on a space available basis. Please discuss these options with your Event Manager. Adequate time should be allocated for loading based on size, weight, and complexity of the freight.

MATERIAL HANDLING, STORAGE & ADVANCED SHIPMENTS

The freight transport company of your choice delivers goods to the facility. Once onsite, drayage can be arranged through your Event Manager and provided by Convention Centre staff or you can arrange this externally using a service provider of your choice.

The Vancouver Convention Centre does not have any onsite storage and therefore cannot accept advanced exhibitor shipments or provide any onsite crate storage. Show Management is responsible for consignment of all freight shipments and for allocating storage space inside of contracted event space. Please advise exhibitors accordingly.

It is recommended that a material handling company be contacted to handle material handling and move-in/move-out storage.

EVENT SECURITY FOR MOVE-IN AND MOVE-OUT

Event Security for move-in and move-out is an exclusive service provided by the Vancouver Convention Centre. Staff is required to ensure that the move-in and move-out process is orderly. Staffing levels are determined by your Event Manager based on the nature of your event's move-in and move-out and include staff positioned in loading bays, at overhead doors, at entrances/exits, at truck route entrances, in holding lots, as safety zone monitors for areas with forklift operation and rigging activities, and as support for these positions including supervisors and relief staff. For a more detailed estimate, please discuss with your Event Manager.

FORKLIFT SERVICES, HAND CARTS, DOLLIES

Forklift service is an exclusive service provided by the Vancouver Convention Centre. Lift and operator requirements should be made in advance of your event with your Event Manager. All costs for forklift services will be charged to Show Management.

Hand dollies and pallet jacks are not available from the facility. Please contact your display or material handling provider for provision of these items.

HOLDING LOT

Based on the nature of your event, a holding lot may be required for the staging of vehicles during move-in and move-out. Vehicle queuing in and around the facility on city streets is not permitted, and it is the responsibility of the Show Manager to ensure this is adhered to. Your Event Manager will coordinate the booking of the holding lot at a minimal cost for use during move-in and move-out times. A map is available for you to distribute in advance.

Vehicles arriving for move-in and move-out will be directed to the holding lot if the facility cannot accommodate them immediately. Each vehicle entering the holding lot will be issued a vehicle pass. Once space in the loading area is made available, vehicles will be directed to proceed to the designated loading area by Event Security Staff. All Event Security Staff are in radio communication and it is their responsibility to move vehicles to and from the holding lot based on your schedule of vehicles for your show's move-in/move-out.

Once a vehicle is released from the holding lot, it proceeds to the appropriate truck route (East or West) where Event Security Staff will issue an unloading pass valid for 30 minutes. You may wish to discuss different off-loading time limits with your Event Manager. Security personnel are required to adhere to our fire and safety regulations, as well to the time limits noted on vehicle passes.

LOADING FACILITIES & ACCESS

Due to commitments to other events and facility requirements, not all loading areas will be available at all times. Delivery of freight other than what can be hand-carried is prohibited via the East & West lobby spaces, pre-function spaces, elevators, escalators and stairs. Parking is prohibited in loading areas and truck routes at all times. Freight is not permitted to be stacked or stored in the loading area, on the truck route, or against any fire exits, pull stations, or fire hose cabinets. If you wish to have an exhibitor entrance through one of the main guest entrances to your event space, please discuss with your Event Manager. Event Security Staff may be required at that entrance during operating hours.

East Building

Exhibitor and freight entry to the East Building is via the East Truck Route at the foot of Howe Street. The East Truck Route has one-way access only and is 16' wide and 13'6" maximum height. The loading area consists of 4 loading bays that can accommodate semi-trailers up to 30' in length. All 4 bays have levelers. Loading dock clearance is 13'11" high 12' wide. Each Exhibit Hall has limited drive-on access through overhead doors. The East Truck Route has an incline of 3'6" over a 35' distance as well as an overhang with a clearance of 13'11" at the access point to the Exhibit Halls. The incline will allow a standard 40' trailer with a clearance of no less than 12" to enter Exhibit Halls. East Exhibit Hall measurements are as follows:

| | Measurements of Overhead doors | Maximum Length of Vehicles for drive-on access |
|---------------------|----------------------------------|--|
| East Exhibit Hall A | 24' high 16' wide (angled entry) | 60' maximum* |
| East Exhibit Hall B | 14' high 16' wide | 30' maximum* |
| East Exhibit Hall C | 14' high 16' wide | 50' maximum* |

*Vehicles exceeding these lengths must off-load from the truck route – please allow adequate time for loading & off-loading based on the size, weight, and complexity of freight

West Building

Exhibitor and freight entry to the West Building is via the West Truck Route off of Waterfront Road. The West Truck Route has two-way traffic and is 28' wide (14' per lane) and 17' maximum height. The loading area consists of 22 loading bays that can accommodate up to full-sized trailers. 7 bays have dock levelers. Loading dock clearance is 17' high 12' wide. Each Exhibit Hall has drive-on access through overhead doors. West Exhibit Hall measurements are as follows:

| | Measurements of Overhead doors | Maximum Length of Vehicles for drive-on access |
|--|--------------------------------|--|
| West Exhibit Hall A & B (Loading Bays) | 15' high 22' wide | Up to full-size trailer access |
| West Exhibit Hall C (Loading Bays) | 15' high 16' wide | Forklift access only |
| West Exhibit Hall C (Waterfront Road) | 23' high 22' wide | Up to full-size trailer access |