



**NOVEMBER 10-12 2017**  
Vancouver Convention Centre

# OPERATING GUIDELINES FOR FAN EXPO VANCOUVER™

# 2017

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## SECTION 1 - IMPORTANT CONTACT INFO



### SHOW WEBSITE

[www.fanexpovancouver.com](http://www.fanexpovancouver.com)

### SHOW LOCATION

Vancouver Convention Centre  
East Building, Hall ABC  
999 Canada Place  
Vancouver, BC, V6C 3T4  
604.665.9000  
[www.vancouverconventioncentre.com](http://www.vancouverconventioncentre.com)

### SHOW MANAGEMENT

Senior Show Manager  
Operation Manager  
Exhibit Sales Manager  
Sponsorship Manager

Gilbert Estephan [gilbert@fanexpohq.com](mailto:gilbert@fanexpohq.com)  
AJ Amer [aj@fanexpohq.com](mailto:aj@fanexpohq.com)  
Gurmeet Sethi [gurmeet@fanexpohq.com](mailto:gurmeet@fanexpohq.com)  
Kelli Bulmer [kelli@fanexpohq.com](mailto:kelli@fanexpohq.com)

### FAN EXPOHQ

20 Eglinton Ave. W., Suite 1200,  
Toronto, ON M4R 1K8

Tel: 416.960.9030

Fax: 416.599.3224

### SPONSORSHIP

Liam Fleming  
Fan Expo HQ  
Director of Sponsorship  
Tel: 917.502.5802 / 929.213.6442  
[liam@fanexpohq.com](mailto:liam@fanexpohq.com)

### EXHIBITOR INSURANCE

#### Are you Insured?

As a condition of exhibiting, you are required to have insurance coverage for your booth against theft, damage and personal injury.

Visit [www.exhibitorinsurance.com](http://www.exhibitorinsurance.com) or call 905.695.2971 for details.

### OFFICIAL HOTEL

Book early and save!

#### PINNACLE HOTEL VANCOUVER

1133 West Hastings  
(2 blocks from Convention Centre)  
Rating: 4 Stars  
Telephone: 1-844-337-3118  
Rate: \$169.00

### EXHIBITOR SERVICES

Vancouver Convention Centre East  
To order Electrical, Internet, Sign & Banner Rigging and Install, Security, Catering, Booth Cleaning, Plumbing services for your booth.

**CONTACT:** Exhibitor Services at 1-604-647-7206 or refer to the Exhibitor Order Forms on the website.

### OFFICIAL SHOW DECORATOR

To order additional tables, chairs, booth fixtures, floor covering etc., over and above what is included in your booth space. Take advantage of the Advanced Price Discount for orders by October 27, 2017.

#### LEVY SHOW SERVICE INC.

Tel: 604 277 1726

Fax: 604 277 1736

Email: [operations@levyshow.com](mailto:operations@levyshow.com)

**Online ordering link:** [https://secure.levyshow.com/cgi-bin/lolo\\_exh.pl](https://secure.levyshow.com/cgi-bin/lolo_exh.pl)  
Show Code: **FANEXPO17**

### FREIGHT FORWARDING & TRANSPORTATION

Levy Show Service Inc. has been appointed the official service contractor for the Fan Expo Vancouver. Our experienced logistics staff will support you with your inbound, outbound shipping, advance warehousing.

Please call (604) 277 1726 or email [operations@levyshow.com](mailto:operations@levyshow.com)

### CUSTOMS BROKERAGE SERVICES

#### Need to get your products across the border?

Our Official Customs Broker – Mendelsohn Commerce - is available to assist.

**CONTACT:** Rob Parr at [rparr@mend.com](mailto:rparr@mend.com) or call 905-673-5445

## SECTION 2 - IMPORTANT DEADLINES

October 19, 2016:	In-booth signing schedule deadline
October 6, 2017:	LEVY Exhibitor service kits online
October 6, 2017:	LEVY Warehouse opens to accept freight
October 23, 2017:	Move in schedule emailed out
October 27, 2017:	Banner Hanging Order Form Deadline
October 27, 2017:	LEVY Advance Price Deadline
October 27, 2017:	Full payment and Health & Safety
October 27, 2017:	Exhibitor contract form due
October 27, 2017:	Booths 20'x20' or greater, floor plans, line of sight variances & towers submitted
November 4, 2016:	Vancouver Convention Centre Exhibitor Discount Rate Deadline
November 3, 2017:	Extra passes order form deadline
November 3, 2017:	LEVY warehouse closes to freight

NEW THIS YEAR  
IMPORTANT INFORMATION REGARDING MOVE-IN & MOVE OUT

All Move-In times and schedule will be conducted by a Fast Track Reservation System called Voyage Control. This system is a dedicated to eliminating time wasted waiting in line with your trucks and vehicles to access the Loading Area during the Move-In and Move-Out.

GENERAL MOVE IN DATES & TIMES

Thursday November 9	10AM – 4PM	BY APPOINTMENT ONLY
Thursday November 9	4PM – 10PM	RETAILERS, CORPORATE & COMMUNITY
Friday November 10	6AM – 11AM	ARTIST ALLEY, SMALL PRESS, PRO COMIC

PLEASE NOTE:

Exhibit space must be paid in full before exhibitors will be allowed to move-in. if you have any questions regarding your account balance, please contact Gurmeet Sethi, [gurmeet@fanexpohq.com](mailto:gurmeet@fanexpohq.com) or call 416-960-4529.

All Exhibitors that have third party contractors, delivery companies and/or display houses working on your behalf for set-up, **must be scheduled through this process** in order to gain access to the exhibit hall in a timely manner for your set-up. **No appointment, no guaranteed access, until a time slot or space in the loading becomes available.**

**BY APPOINTMENT ONLY** Exhibitors will be identified and notified in advance in order to gain early access into the building for set-up. Generally, these booths are identified based on booth size and location on the floor plan.

**Artist Alley Exhibitors and Small Retailers**

We understand that some of the materials that you might be bringing to the show may not necessitate the need to use the Loading Area within the Exhibit Hall for your Move-In.

**If this is the case,** you don't need to use Voyage Control Fast-Track and you may enter through the Main Entrance or Parking Level with materials in hand or handcart directly to your booth and begin set-up.

It is important that you check-in at the **Exhibitor Registration Desk** prior to set-up and register to pick-up your Exhibitor Badges located on the Exhibit Hall floor, near the roll-up doors in Hall C.

More information will be emailed to you on **TUESDAY OCTOBER 24, 2017**  
Including LOG-IN AND SET-UP details to help facilitate your move in experience.

## MOVE-OUT INFORMATION

Sunday November 12 5:15PM – 10PM

ALL EXHIBITORS MUST BE OUT BY 10PM

If you require vehicle access to the Exhibit Hall for move out - information will be distributed on-site during the event regarding Voyage Control Move Out Process.

If you do not require vehicle access onto the Exhibit Hall, you may hand-carry your items back to your vehicles in the parking lot or exit through the main entrance of the Convention Centre accordingly.

### PLEASE NOTES:

Upon removal of each booth, Facility Management and Show Management will inspect each space for any damages incurred by the exhibitor and to check that all materials including tape residue left on the floor, are properly removed. Any charges to make good the exhibit space will be passed on to the exhibitor.

\*Schedules subject to change

## OFFICIAL SHOW DATES & HOURS

Friday November 10	12PM – 2PM	PREVIEW (for Advance Deluxe, Premium & VIP pass holders only)
	2PM – 8PM	Show Hours
Saturday November 11	9:30AM – 7PM	Show Hours
Sunday November 12	9:30AM – 5PM	Show Hours

## EXHIBITOR ACCESS

INTO EXHIBIT HALL ON SHOW DAYS

Friday November 10	6AM – 11AM	SET-UP & READY FOR PREVIEW AT 12PM.
Saturday November 11	8AM – 9AM	EXHIBITOR RESTOCK & READY FOR OPENING AT 9:30AM.
Sunday November 12	8AM – 9AM	EXHIBITOR RESTOCK & READY FOR OPENING AT 9:30AM.

## SECTION 4 - EXHIBITOR BADGES & ACCESS

### 4.1 Exhibitor Badges (Allotment, Additional Badges, Where to Get Them)

All exhibitors and their booth personnel must wear their badges during set-up and teardown. Exhibitor badges will be available at Exhibitor Registration at the Vancouver Convention Centre, Hall C loading area during move-in. Vancouver Convention Centre and Fan Expo Vancouver Security will NOT allow anyone on the show floor who does not have an exhibitor badge or official set-up credentials. Exhibitor badges are for the use of booth personnel who will be staffing your booth during the convention.

- Two (2) Exhibitor badges come with each 8ft. x 8ft. booth
- Two (2) Exhibitor badges come with each Artist Alley table
- Three (3) Exhibitor badges come with each Premium Artist Alley Endcap
- Two (2) Exhibitor badges come with each 10 x 10 Corporate booth

#### **Note:**

Exhibitors are responsible for their booth staff. Exhibitor badges are nontransferable. The exhibitor is responsible for all actions of his or her booth staff or anyone wearing their company exhibitor badge. Exhibitor booth personnel found in violation of policies will be removed, having their badge confiscated. Exhibitor staff misconduct can lead to the removal of the exhibitor from the exhibit floor without refund. Exhibitors removed in this way will NOT be allowed to return to future shows with Fan Expo HQ.

### 4.2 Exhibitor Badge Pick-up

Exhibitors who have paid in full for their space can pick up their badges starting Thursday, November 9, 2017 in Hall C by the loading dock doors. Artist Alley exhibitors can pick up their badges starting Friday, November 10 at 7AM in the East Lobby. Exhibitors registration will be opened until Friday at 11AM.

### 4.3 Exhibitor Access

#### Entering the Hall (Daily)

Fan Expo Vancouver exhibitors may enter the hall through the front doors of the Vancouver Convention Centre East Building or via the East Truck Route off of Howe Street during scheduled move-in times or restocking times. The Exhibit Hall entrance will be staffed by security guards, so please be prepared to show your exhibitor badge.

#### Exiting the Hall (Daily)

The hall closes at 8PM Friday, 7PM Saturday and 5PM on Sunday. Please make your final transactions before that time. We will begin clearing attendees from the Exhibit Hall via a security sweep at the advertised closing time for that night.

#### **Note:**

No exhibitor will be allowed to remain in the hall after hours.

## SECTION 5 - PAYMENT FOR SPACE

### 5.1 General:

All monies paid shall be retained by Informa Canada Inc. and are nonrefundable and nontransferable in the event that the exhibitor fails to fulfill or violates their contract. If the exhibitor fails to submit booth payments by the specified times Informa Canada Inc. is handed the right to take possession of said space and sell it to another party.

There will be no refunds for cancellations.

### 5.2 Advance Payment:

Exhibitors are required to pay in advance for all space requested. Acceptance of payment with the exhibitor application should not be construed to mean payment has been made in full, any discrepancies in balance will be billed.

## SECTION 6 - SHIPPING & DELIVERIES

Direct shipments must be made during the exhibitor's designated move-in day and time.

Every Crate or carton must be marked with appropriate shipping labels.

Please ensure that a representative from your company is present when your shipment arrives. Also ensure that personnel working on your booth have your company name and booth number. This will ensure that the material handling on move-in days runs smoothly and efficiently and minimizes security hold ups. If an exhibitor's representative is not present, Fan Expo Vancouver reserves the right to order equipment and/or materials moved from the receiving dock to the exhibitor's booth area, or to order the removal of the truck from the receiving dock area. Charges for this service will be invoiced to the exhibitor.

### Direct Shipping Exhibit site address:

Vancouver Convention Centre  
Fan Expo Vancouver  
Exhibiting Company Name, Booth Number  
Attn: Dock Office  
East 999 Canada Place  
East Building, Hall ABC  
Vancouver, BC V6C 3T4  
Canada  
Piece \_\_\_ of \_\_\_

## SECTION 7 - EXHIBITOR ELIGIBILITY & RESPONSIBILITIES

Only companies with products and/or services relating to comic, sci-fi, horror, anime, or gaming culture are eligible to exhibit. No adult materials or illegal weaponry may be displayed or sold without prior written permission through Show Management.

\*Subletting: The subletting of exhibit space without the prior written permission of Show Management is prohibited.

### 7.1 Staff Hours:

An authorized representative or dealer of the exhibitor must staff each exhibit during all open, public convention hours. This includes all set-up and teardown hours in which the exhibitor has a display in place. Exhibitors are asked to make sure the booth is staffed during these times, as this is when booth theft tends to occur.

### 7.2 Breakdown:

Exhibitors may not break down their display before the Expo closes on the last day of the show without permission from Show Management.

If there is an emergency and you need an early breakdown, please contact: AJ Amer 416-960-4528 or by email [aj@fanexpohq.com](mailto:aj@fanexpohq.com).

### 7.3 Character of exhibits:

Character of exhibits is subject to approval from Fan Expo Vancouver, and all decisions regarding the display of materials shall rest solely with Show Management.

### 7.4 Verbal Agreements:

All agreements concerning exhibit space must be in writing. No verbal agreements — including those involving space confirmation, placement, and payment — will be honored.

### 7.5 Space/Placement Guarantee:

Filling out an application for exhibit space does not guarantee requested or specific space or placement. Placement of your booth and/or table is at Show Management's sole and absolute discretion although we will do our best to accommodate requests.



## SECTION 8 - DISPLAY REGULATIONS

### 8.1 Neighboring Exhibits: No exhibit may block or interfere with a neighboring exhibit.

All Corporate Booths 20 ft. x 20 ft. or larger must submit a brief floor plan no later than October 27, 2017 for review and consideration.

### 8.2 Booth terminology and configurations corporate booths are based on a 10 ft. x 10 ft. exhibitor space. Please note that all retail spaces are based on an 8 ft. x 8 ft. space and minor adjustments are to be considered.

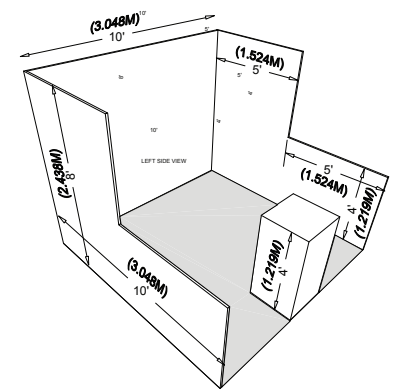
#### LINEAR BOOTH

Linear Booths, also called "in-line" booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Regardless of the number of Linear Booths utilized, display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8 ft. is allowed only in the back half of the booth space, with a 4 ft. height restriction on all materials in the remaining space forward to the aisle.

**NOTE:** When three or more Linear Booths are used in combination as a single exhibit space, the 4 ft. height limitation is applied only to that portion of exhibit space which is within 10 ft. of an adjoining booth.

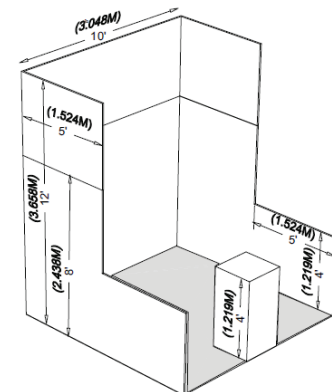
LINEAR BOOTH 3D VIEW



#### PERIMETER BOOTH

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit. All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height is 12 f

PERIMETER BOOTH 3D VIEW



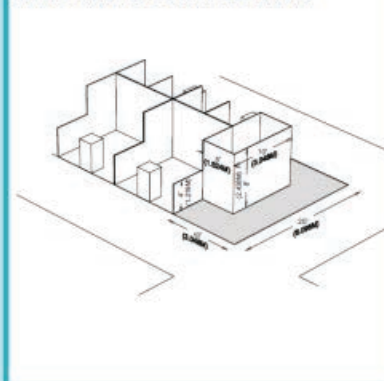
#### END CAP BOOTH

An End-cap Booth is exposed to aisles on three sides and comprised of two booths. The maximum back wall height of 8 ft. is allowed only in the rear half of the booth space and within 5 ft. of the two side aisles, with a 4 ft. height restriction imposed on all materials in the remaining space forward to the aisle.

END CAP BOOTH PLAN VIEW



END CAP BOOTH 3D VIEW



## SECTION 8 - DISPLAY REGULATIONS

### PENINSULA BOOTH

A Peninsula Booth is exposed to aisles on three sides, and comprised of a minimum of four booths. There are two types of Peninsula Booths:

- (a) one which backs to Linear Booths, and
- (b) one which backs to another Peninsula Booth and is referred to as a "Split Island Booth."

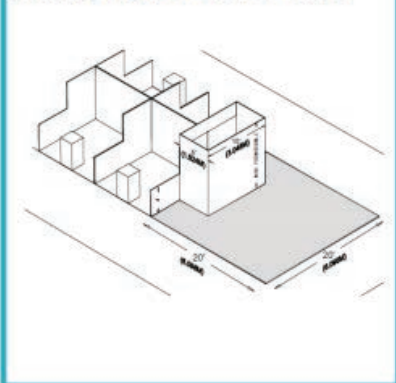
When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft high within 5ft of each aisle, permitting adequate line of sight for the adjoining Linear Booths.

Double-sided signs, logos and graphics shall be set back 10ft from adjacent booths.

**PENINSULA BOOTH PLAN VIEW**



**PENINSULA BOOTH 3D VIEW**



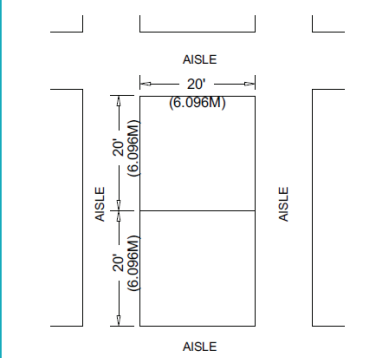
### SPLIT ISLAND BOOTH

A Split Island Booth is a Peninsula Booth, which shares a common back wall with another Peninsula Booth.

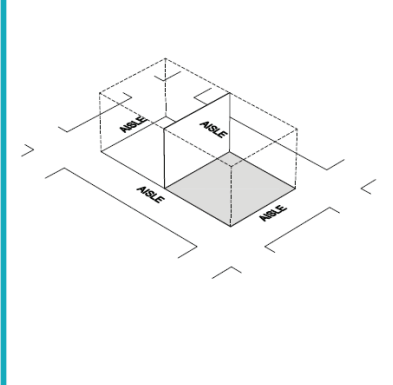
The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions.

The entire cubic content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be set back 10ft from adjacent booths.

**SPLIT ISLAND BOOTH PLAN VIEW**



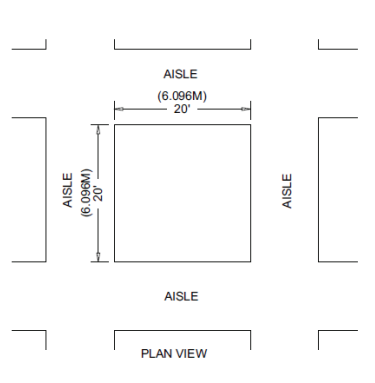
**SPLIT ISLAND BOOTH 3D VIEW**



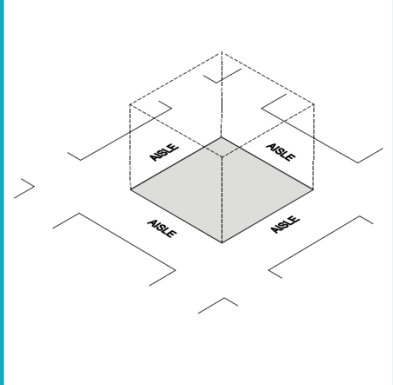
### ISLAND BOOTH

An Island Booth is any size booth exposed to aisles on all four sides. The entire cubic content of the space may be used up to the maximum allowable height.

**ISLAND BOOTH PLAN VIEW**



**ISLAND BOOTH 3D VIEW**



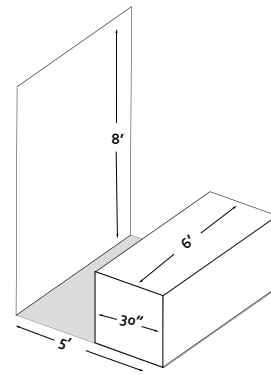
## SECTION 8 - DISPLAY REGULATIONS

### ARTIST ALLEY

Artist Alley spaces include a 6 ft. by 30 inch skirted table. The entire Artist Alley space provided is 5 ft. x 6 ft. including the table. Artist Alley exhibit spaces must be set up so that the long edge of the skirted table remains parallel to the aisles and 4 feet from the front of the table to the back of the space. Exhibit fixtures, components, and identification signs will be permitted to a maximum height of 8ft. Artist Alley spaces may not be set up like booth space. No sidewalls are allowed. No overhead arches or display space for merchandise will be permitted. No portion of the table may protrude into any aisle during show hours.

Please Note: Premium Artist Alley spaces are 11 ft. wide x 6 ft. deep, including a skirted table and 3 ft. a pipe and drape across the rear of the space.

ARTIST ALLEY BOOTH 3D VIEW



### TOWERS

A tower is a free standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used. Towers in excess of 8 ft. must have drawings available no later than October 28, 2016 (along with floor plan) for approval from Show Management. Fire and safety regulations in many facilities strictly govern the use of towers. A building permit or safety lines may be required.

#### 8.3 Cleaning of Exhibit Hall:

Aisles of the Exhibit Hall will be cleaned each night. The exhibitor is responsible for placing all trash in the appropriate containers.

#### 8.4 Booth Floor Plan:

Floor plans for spaces larger than 20 ft. x 20 ft. (400 sq. ft.) must be submitted prior to October 27, 2017. Plans received after this deadline may be disallowed by the Fire Marshal with no recourse. Floor Plans must note any vehicles (functioning cars, motorbikes, etc.), lighting structures, canopies or covered portions of the booth. Booths will require Show Management's final approval. Some booth elements and designs may not be approved even though they meet Fire Marshal codes and regulations.

#### 8.5 Flooring:

Painting, nailing or drilling of floor is not permitted. If two-sided tape is used, it must be completely removed by the exhibitor during move-out. Exhibitors must not use masking tape, clear packaging tape or duct tape to adhere the covering to the show floor. The recommended tape is Scapa Tape which is a high-adhesion double-sided cloth tape commonly used at trade shows; it leaves almost no residue upon removal.

**NOTE:** Upon removal of each booth, Facility Management and Show Management will inspect each space for any damages incurred by the exhibitor and to check that all materials, including tape residue left on the floor, are properly removed. Any charges to make good the exhibit space will be passed on to the exhibitor.

#### 8.6 Maintenance:

The exhibitor shall maintain their display in a clean and orderly manner and shall take such action as may be necessary to prevent injury or damage to any person or exhibits in the Exhibit Hall.

CONTINUED ON NEXT PAGE

## SECTION 8 - DISPLAY REGULATIONS

### 8.7 Lights:

No strobe or flashing lights are permitted as part of any exhibit display. Flash photography is permitted.

### 8.8 Draping

Drape must hang at proper length and may not be pulled up to sell or display merchandise. No drape on an aisle table may be removed during the show. It is suggested that all aisle tables are draped.

### 8.9 Display safety:

All materials, displays, and products must be safe, stable, and resistant to collapse and fire. Show Management reserves the right and sole discretion to decide whether an exhibitor meets this definition.

### 8.10 Covered booths:

No exhibit space at Fan Expo Vancouver may incorporate a tent, partial or full roof or overhead covering of any kind without prior written approval. Partially covered booths must submit a Height and Line of Sight Variance request, please see Section 10. All partially covered booths are subject to additional rules and regulations.

### 8.11 Motorized Display Vehicles:

All vehicles must abide by the move-in and move-out schedules and procedures established by Show Management.

- Any vehicle that drips oil or other staining solutions may not be operated within the Vancouver Convention Centre without a drip pan or dry absorption powder. Exhibitors will be charged cleaning costs for staining solutions not removed.
- No motorized vehicle may be operated on carpeted areas under any circumstances. Exceptions may only be authorized by the Vice President, Customer Service or Building Manager of the Vancouver Convention Centre.
- All vehicles being displayed in the Centre must have drip pans underneath them and pads under all tires.
- Fuel tanks containing fuel, or which have ever contained fuel shall be maintained less than  $\frac{1}{4}$  full. Caps for Fuel tanks fill pipes shall be of the locking type and be maintained locked to prevent viewer inspection. If they cannot be locked, they shall be taped shut.
- The electrical system shall be de-energized by either:
  - a) removing the battery or
  - b) disconnecting both battery cables and covering them with electrical tape or other similar insulating material
- Tanks containing propane shall be maintained less than  $\frac{1}{4}$  full. Vehicles may be driven in and positioned. Engine should remain running, with valve shut off. Allow engine to run until all of the fuel line is used up. Turn ignition off.

If you feel that your display does not conform to the display rules, please contact AJ Amer, [aj@fanexpohq.com](mailto:aj@fanexpohq.com) or 416.960.4528, as soon as possible so that you can discuss your concerns.

## SECTION 9 - BANNERS & BOOTH SIGNAGE

All signs must be single-sided. The only exception will be for signs hung from the ceiling. Banners that are above and attached to your booth must be single-sided. Only exhibitors with a booth greater than or equal to a 20 ft. X 20 ft. island or peninsula exhibit may hang signs from the ceiling. Exhibitors with 10 ft. X 20 ft. end caps MAY NOT hang signs. Nothing may be hung from the ceiling without prior written permission from Fan Expo Vancouver. All signs greater than 10 ft. high must be approved by Show Management prior to installation.

Fan Expo Vancouver must approve all banners hung from the ceiling for content and size. Please email an example or mock-up of your banner to Toni Chin at [toni@fanexpohq.com](mailto:toni@fanexpohq.com) prior to installation.

All banners MUST be hung through the Vancouver Convention Centre, Tel: 604.647.7206

## SECTION 10 - HEIGHT & LINE OF SIGHT VARIANCE

As a courtesy to you and your exhibiting neighbors, we try to keep all linear booths at a consistent height. This is to allow all exhibitors equal opportunity to have their booth seen and to conduct business on the floor.

In a linear booth, exhibit fixtures, signs and all components, are permitted a maximum height of 8 ft. If you do not comply with the line of sight rules, you will be asked to adjust onsite.

Show Management may be able to grant a variance to the Height and Line of Sight policy and you are asked to forward this request no later than October 27, 2017.

Variance requests must be accompanied by appropriate details and floor plan of the requested exception.

Please note that we may not be able to grant every request we receive.

If we can find a location that will not negatively affect other exhibitors or the event, we will try to grant your Request.

If you need to request a height and/or line of sight variance, you must do so no later than October 27, 2017. Please send a copy of your floor plan, including elevation, and a brief description of the variance to [gurmeet@fanexpohq.com](mailto:gurmeet@fanexpohq.com). Please include your company, contact info and booth # number.

## SECTION 11 - ELECTRICAL COMPLIANCE

### 11.1 Code:

Electrical wiring and equipment must meet the BC Safety Authority Standards, <http://www.safetyauthority.ca/regulations/electrical>

### 11.2 Noise:

Any electrical or other mechanical apparatus must be muffled so that the noise does not bother the other exhibitors

## SECTION 12 - LIABILITY

Exhibitor will hold harmless the Sponsor and Host Facility, or any of their respective officers, agents, employees, Representatives or affiliates, from any liability, damage, loss, harm, claim, or injury to property or person of the Exhibitor, Exhibitor officer, agents, employees or other persons, whether caused by the negligence of the Sponsor or Host Facility, or from theft, fire, water, accident or any other cause whatsoever.

## SECTION 13 - SOUND

### 13.1 Levels:

Exhibitors must monitor their own booths to be sure that noise levels from sound systems or any other device/activity are kept to a minimum and do not interfere with others. Show Management will be monitoring the sound levels of all booths and may require that an exhibitor turn down the sound level in their booth. Failure to comply may result in any sound system in the booth being turned off.

### 13.2 Interference:

Speakers and sound systems must be turned to the inside of the booth. The use of sound systems or equipment producing sound is an exception to the rule, not a right. The Show Management reserves the right to determine at what point sound constitutes interference with others and must be discontinued.

### 13.3 Devices:

No megaphones, bullhorns, or microphones will be allowed. Exceptions may be made on a case-by-case basis. Please contact Show Management for more details.

## SECTION 14 - EXHIBITOR OFFSITE EVENTS

Exhibitor offsite events that conflict with show or conference hours must have the approval of Fan Expo Vancouver.

## SECTION 15 - IN-BOOTH EVENTS

### 15.1 Aisle Interference:

Giveaways, video games, video viewings, demonstrations, flyer distribution, and autograph areas must be organized within the exhibitor's space so that they do not interfere with any traffic in the aisle. Giveaway tables, autograph tables, video viewing tables, or demonstration tables must be placed a minimum of 2 ft. back from the aisle. Video games should be installed at the back of the booth to accommodate persons playing as well as onlookers. Should participants and/or onlookers interfere with the normal traffic flow of the aisle or overflow into the neighboring exhibits, the Show Management may discontinue the activity.

### 15.2 Prizes:

No drawings for prizes may be held that require the winner be present to win. This includes trivia contests, audience participation events, and scavenger hunts. Absolutely no games or contests where a fee is charged to participate are allowed. This includes wheels of fortune, card picks, raffles, and grab bags as well as video games and other arcade style games. No contest will be allowed that involves the consumption of any food or beverage. Contests must comply with applicable provincial and federal regulations.

### 15.3 Signing Events:

Exhibitors must space at least 30 minutes between signing events. Exhibitors may not have more than one signing event going on in their booth at any given time. All in-booth signings must be coordinated with Fan Expo Vancouver. Certain restrictions will apply. Not all signings may be allowed on the exhibit floor. Please contact Show Management for information pertaining to individual exhibitor specifics.

### 15.4 Giveaways and Flyer Distribution:

Giveaways and flyer distribution must take place from within and exhibitor booth only, and never in aisles, lobbies, outside Fan Expo Vancouver site, or in any other Vancouver Convention Centre space.

### 15.5 Stickers:

No exhibitor may give away or distribute stickers. Exhibitors will be charged for removal of stickers found adhered to walls, furnishings, or any part of the Vancouver Convention Centre.

### 15.6 Security:

Exhibitors will be responsible for providing security from Fan Expo Vancouver's official firm for any in-booth event if necessary. Please contact Show Security at least 2 weeks prior to such in-booth events to ensure crowd safety and flow. If you have any questions, please contact [Blackstar Security at 778.773.3961](mailto:Blackstar.Security@fanexpo.com)

Celebrity Signings can be a great way to get the attendees to your booth. However, because of the crowds at Fan Expo Vancouver, we need to make sure these signings are as safe and well organized as possible.

All Celebrity Signings must be coordinated with Show Management in advance. Not all booths will be able to accommodate all signings. The best way to get approval for your signing is to have a plan for controlling the lines in your booth during any signings. Please note that you may be required to hire security for high traffic events.

## SECTION 16 - VANCOUVER CONVENTION CENTRE HOUSE RULES

### **Clear Aisles:**

No walls, drapes, hooks or fixtures of any kind shall be permitted on or protruding into the aisle without prior written consent. All product/boxes/trash must be clear of the aisles 60 minutes prior to show opening.

### **Fasteners:**

No nails or screws may be driven into the floor. No damage of any nature may be done to any part of the Exhibit Hall. Never staple, tape or deface drapes, materials or walls belonging to the Vancouver Convention Centre or Levy.

### **Damages:**

Any damage caused to the building by an exhibitor or their employee is the sole responsibility of the exhibitor and will be billed accordingly.

### **Food and Drink:**

No alcohol is allowed in Vancouver Convention Centre during Fan Expo Vancouver or during move-in or move-out. No food may be sold or given away from any exhibit at any time without prior written permission from the Show Management and the Vancouver Convention Centre. No chewing gum will be allowed for sale or as a giveaway.

For any onsite sampling, please contact the Vancouver Coastal Health Authority at 604.675.3800.

### **Garbage**

Trash should not be placed in the aisles; it must be placed in one of the large, wheeled receptacles located throughout the show floor, not in trashcans. You must break down all cardboard boxes.

### **Smoking:**

The Vancouver Convention Centre is a smoke-free environment. Therefore, all public areas and rental space, including corridors, registration area, meeting rooms, the exhibit halls and the loading docks are designated non-smoking areas. The exhibitor is required to enforce no-smoking rules.

### **Handcarts/Dollies:**

At no time when the Exhibit Hall is open to the public is any type of handcart allowed on the Exhibit Hall floor. No handcarts are allowed in the lobby at any time.

### **Helium:**

Use of helium balloons as a giveaway item is strictly prohibited. Approval by Show Management is required for use of helium balloons as part of a fixed display.

### **Fog/smoke machines:**

Fog/smoke machines are strictly prohibited in the Exhibit Hall, including any device that produces smoke or any other airborne particulate will not be allowed.

### **In-booth storage:**

Exhibitors may store a maximum of one day's worth of stock in their booth. Additional onsite storage is available through Show Management.

### **PLEASE NOTE:**

To arrange Vancouver Convention Centre cleaning services, please call 604.689.8232.

## SECTION 17 - CARDBOARD BOXES AND EXCESS TRASH

You must break down all cardboard boxes. The Show Management will assess a cleaning charge to any exhibitors who do not break down their boxes. To avoid cleaning charges or if you expect a high volume of empty boxes and need assistance breaking down, please call Vancouver Convention Centre cleaning crew at 416.585.8387 to schedule booth cleaning and trash removal. Any amount of trash thrown into the aisle may incur a cleaning charge from Fan Expo Vancouver.

## SECTION 18 - LICENSING/ANTI-BOTLEG

Fan Expo Vancouver or Fan Expo HQ does not permit or condone the sale of bootleg or unauthorized merchandise at the show.

The sale and/or display of ANY merchandise shall ONLY BE ALLOWED where the merchandise has been approved by the license holder for the property depicted and does not infringe on copyright or trademark laws.

By attending Fan Expo Vancouver as an exhibitor, you are agreeing to follow these guidelines and any violation may result in immediate expulsion from the event without refund.

Fan Expo Vancouver works with law enforcement authorities, licensees, and rights holder to act against the sale of bootleg and unauthorized merchandise at this event. Any exhibitor caught selling any bootleg or otherwise unauthorized material or merchandise may additionally be subject to prosecution by local, provincial and federal authorities who will be given full access to this event.

## SECTION 19 - FORCE MAJEURE

In the event that, due to circumstances beyond the reasonable control of Fan Expo Vancouver:

- (a) Fan Expo Vancouver is postponed, cancelled (in whole or in part) or moved to a different location;
- (b) The Vancouver Convention Centre or its exhibitor area is unavailable (in whole or in part); or
- (c) The installation, exhibition or move-out time for exhibitor booths is reduced

There will be no refunds (in whole or in part) of exhibitor or advertisement fees.

For purposes of this Section, the term "circumstances beyond the reasonable control of Fan Expo Vancouver shall include, but is not limited to: power outage, fire, earthquake, flood or other weather conditions, labor dispute or strike, war, riot, act of public enemy, acts of violence by third parties, governmental and municipal acts or ordinances, and other acts of God".