

VICTORIA BOAT + FISHING SHOW

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DUE: FEBRUARY 7TH

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SHOW MANAGEMENT

The **Victoria Boat & Fishing Show** is managed and produced by Canwest Productions Inc.

- **Kevin Blackburn, Show Director** - kevin@canwestproductions.com
- **Derek Prance, Sales Manager** – derek@canwestproductions.com

Please Note, it is the responsibility of each Exhibiting Company to follow and abide by the rules, regulations and all deadlines set forth in the below Exhibitor Kit. Thank You!

SHOW DATES

- Friday February 21
- Saturday February 22
- Sunday February 23

SHOW HOURS

- Friday 1pm – 8pm
- Saturday 10am – 6pm
- Sunday 10am – 4pm

SHOW FACILITY ADDRESS/SHIPPING ADDRESS

- Pearkes Recreation Centre
The Tillicum Mall
3100 Tillicum Rd.
Victoria, BC V9A 6T2
Ph. (250) 388-6664

MOVE-IN

Thursday February 20, 2020

- Children (under 16) are strictly not permitted on the Show Floor during Move-in or Move-out as per Safety Regulations.
- **MOVE-IN TIMES ARE ASSIGNED BASED ON EXHIBIT SIZE**
Bulk Space Exhibitors – 8am – 12pm
Other Exhibitors – 12pm – 6pm

NOTE: All pop-up tents must be fire retardant with ticket of approval/confirmation displayed.

MOVE-OUT

Sunday @ Show Close 4pm – Midnight

- The Hall needs to be cleared out by 12 Midnight Sunday after the show closes.
- Product is left behind at the risk of the exhibitor and the facility may charge a handling/storage fee.
- As of 12:01am any exhibit materials & skids left behind will not be the responsibility of Show Management.
- Early move-out will not be tolerated. Removal or dismantling of exhibits or exhibit materials will not be permitted before Show Close at 4pm Sunday.

Please find a link to the floor plans:

Inside - [CLICK HERE](#) Outside - [CLICK HERE](#)

SHIPPING

Advanced Shipments and **Direct To Site Shipments** must be pre-arranged with Global Convention Services. [CLICK HERE](#) for shipping information (page 5).

IMPORTANT
Shipments will **ONLY** be accepted
at the time of **MOVE-IN**.
(date specific)

CUSTOMS & CARRIERS

- The official carrier and customer broker for this show is: **North American Logistics Services Inc. (NALS)** Mark Fowler, Director of Operations Ph. 778-328-2841, Toll Free 855-328-2841, Email mfowler@nalsi.com
- Exhibit booths and equipment from outside Canada may be brought in for the purpose of the show only without payment of duty under standard procedure. Please consult with NALS above.

ALTERATIONS TO BUILDING

- Painting, nailing, drilling, or screwing to the floor, walls or any part of the building is not permitted except by prior written approval of both Show Management and Building Management.

SHOW FURNITURE DUE: FEB 7th

- The official Show contractor is **Global Convention Services Ltd.** They are responsible for the following: furniture rentals (tables, chairs, etc.), draping, booth vacuuming & on-site labor. All booths will be supplied with 8' high draping at the back, and 3' high on the sides.
- For additional requirements, please order in advance using the [Show Furniture & Equipment Order Form](#).
**Charges will apply to any on-site orders*

NOTE: Exhibitors are responsible for any damage to equipment rented and will be charged accordingly (i.e. broken tables, broken chairs, etc.)

NOTE: Only the aisle carpet will be vacuumed at the end of each night. Arrangements for your own booth can be made through Canwest Productions. Please see Furniture and Equipment Order Form.

BOOTH CONSTRUCTION

- Booths may reach a maximum of 8' in height and may not restrict sight lines (i.e. block) another exhibitor.
- Changes in the standard draping are at the exhibitor's expense.
- Nothing is to be pinned or stapled to the drape – "S" hooks are available from Canwest Productions.

FORKLIFT SERVICE

- Forklift Service is available on a first-come, first-served basis to offload/load shipments and stock.
- The forklift is ONLY available during move in and out.
- Unusually large or time consuming loads (i.e. hot tubs), need to be scheduled in advance. Please contact us direct.

SIGNS & BANNERS

- All booth signage and banners are to be professionally made and fit in the confines of your booth. Booth signage cannot block other exhibits.
- Banners cannot always be hung over your exhibit due to the limitations of the ceiling beams. All signage and banners must be hung a minimum of 11 feet above the floor. Banners must be 3 feet less than your booth width, one sided only (unless you are an island exhibit).
- Any banners or signage deemed inappropriate by show management will be removed and any cost associated with the removal would be charged back to the exhibitor.

OFFICIAL PRINTER

- The official printer appointed by Show Management:



Toll Free: 1-877-757-7468 **Ph.** 780-424-5220 **Email:** adminwest@rayacom.com
 Servicing: Edmonton, Calgary, Vancouver, Kelowna, Burnaby, Red Deer, Saskatoon, Regina and Toronto.

ELECTRICAL & PARKING DUE: FEB 7th

- If power is required – please order through Global Convention Services [order form](#).
- Regulations made by the Labour Electrical safety branch, provide that all electrical equipment operating at the show be approved. Equipment that is approved by the CSA and bears that association's mark of approval is acceptable to the commission.
- Exhibitor parking is FREE of charge behind the Pearkes Recreation Centre.

EXHIBITOR BADGES

- Exhibitor badges are generic, and will only be labeled with "Exhibitor", no company name, or individual name.
- Badges are available for pick up at the Show Office and are required to gain access to the Show.
- They must be worn at all times and are for booth personnel ONLY.
- Six badges will be provided per Booth when you check in. If your company requires more than 6, please contact us directly.

ADMISSION PRICES

Adults	\$9.00	Seniors/Students	\$7.00
Children Under 16	Free	Family Pass	\$15.00 (2 adults & children under 16 max group of 8)

SAMPLES, SOUVENIRS AND SOLICITING

- Soliciting of business and/or distribution of samples and souvenirs will not be permitted in the aisles, the parking lots or in another exhibitor's booth, but must be confined to the exhibitor's own space.

INSURANCE

- Show Management, Pearkes Recreation Centre, The Tillicum Mall, and the City of Victoria and Saanich will not be responsible for injury to persons, loss or damage of products, exhibits, equipment or decorations by fire, accident, theft or any other cause while in the show building or its environs.

Canwest Productions recommends all exhibitors have a \$2,000,000 minimum in liability insurance and have proof of insurance. To secure proof of insurance simply phone your insurance provider and ask for a certificate naming: Canwest Productions Inc., the Show name, current facility and city of the Show. There should be no additional cost from your insurance provider for this service.
NOTE: *This is an official request. If proof of insurance is not supplied, Canwest Productions Inc. will not be held liable. For more information, please refer to the Insurance & Indemnity clause on our Terms and Conditions sent with the application.*

SECURITY

- Security guards will be on site 24-hours a day and in the building during the hours of move-in, show hours and move-out.
- Show Management cannot assume any responsibility for losses incurred from pilfering or any other causes.
- While Show Management will take all reasonable security measures to safeguard small items, removal of such items daily will minimize the possibility of loss from pilferage.

SLANDER & DEFAMATION

- General Character and/or Company slights, abuse of any Canwest Productions Staff or insults of any kind will not be tolerated. Any exhibitor responsible will have their exhibit space cancelled (non-refundable) from the show.

ADMIT ONE Admittance Tickets

- Included with your Exhibitor Booth are ADMIT ONE tickets (\$9 value each). These tickets have been mailed to the address provided on your booth application. Tickets are courtesy of Canwest Productions and are meant for your client base & preferred customers only.

NOTE: *TICKETS ARE NOT FOR RESALE, and the resale or dispersing tickets on-site or during Show Hours is strictly prohibited.*

WILL CALL LISTS

- Each company has been provided promotional codes for preferred customers and clients. These tickets must be distributed before show hours.

NOTE: *Will Call lists will no longer be accepted during the show. Thank you for your cooperation!*

EMAIL SCAMS

- All Show correspondence for the Victoria Boat & Fishing Show come direct from Canwest Productions. Occasionally exhibitors are targeted by companies claiming to have access to attendee lists. This is false information. Please note your information was not sold or provided, they obtain contact information online (ie: scraping our exhibitor listings or visiting your websites). Please [contact us](#) if you have any questions or concerns.

It is important to us that you have a successful Show. If you need us at anytime, please visit the Show Office or look for our Show Staff on the exhibit floor. Thank