



ASAP

Company Name: _____
 Booth Number: _____
 Square Feet: _____
 Contact Name: _____
 Email: _____
 Phone: _____

Exhibit Design Form

Please review the RULES & REGULATIONS section to ensure your exhibit meets the outlined requirements. In some instances, aspects of your booth **MUST BE APPROVED** by Show Management, the Vancouver Convention Centre and/or the Vancouver Fire Department.

Please submit this form for approval even if you are using the same booth that you used in the past.

| | | |
|-------------|---|--|
| BOOTH TYPE: | <input type="checkbox"/> Basic Pipe & Drape | <input type="checkbox"/> Hardwall/Custom Booth |
| | <input type="checkbox"/> Pop-Up | <input type="checkbox"/> System (Gem System) |

BOOTH DETAILS

| | YES | NO |
|---|--------------------------|--------------------------|
| 1. Exhibit Configuration is 200 square feet or more ♦ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Exhibit has roof/mezzanine/canopy-Please <u>submit diagram to Show Manager</u> ♦ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Exhibit structure exceeds 8' in height ♦ | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Exhibit has signs, banners or lights over the 8' height restriction ♦ | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Exhibit has a raised platform | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Sampling food and/or beverage | <input type="checkbox"/> | <input type="checkbox"/> |
| – Please complete Food Sampling Form and send to csuh@cfg.ca . | <input type="checkbox"/> | <input type="checkbox"/> |
| Please indicate what you will be sampling: _____ | | |

Only 2 oz. samples or sample size products allowed. Attendees will not be allowed to exit with full-size products. Help us in the effort to limit waste and prevent product loss. Other restrictions may apply.

| | | |
|--|--------------------------|--------------------------|
| 7. Exhibit material exceeds 10,000 lbs. gross weight | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Exhibit material exceeds 300 lbs./sq. ft. limit | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Materials/processes/equipment require special permit | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Exhibit has motorized vehicle/combustion engine | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Exhibit contains liquid fuels/natural gas/propane (Allow 6 weeks' notice to process request) | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Exhibit contains cooking appliances and/or hot oil | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Exhibit contains hazardous material which does not comply with Government Regulations on material handling in the work place | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Exhibit contains helium or large inflatable balloons | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Exhibit has electrical equipment requiring approval (i.e. CSA Approved) | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Exhibit will have product to donate to the Food Bank | <input type="checkbox"/> | <input type="checkbox"/> |

♦ NOTE: If questions 1 – 4 are answered “YES” specific design plans must be submitted for approval by Show Management.

Details to all questions answered, “YES”, must be provided:
