



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 <a href="#">Food Sampling Form</a> and send to <a href="mailto:csuh@cfg.ca">csuh@cfg.ca</a> . | <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<br>(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:

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