



GENERAL INFORMATION

MOVE-IN DATES & TIMES:

Saturday, April 20, 2024 - Those designated on Saturday 8:00 a.m. – 5:00 p.m.
*Please see Move-In Schedule for Assigned Times **

Sunday, April 21, 2024 - Those designated on Sunday 8:00 a.m. – 5:00 p.m.
*Please see Move-In Schedule for Assigned Times **

Monday, April 22, 2024 Last minute hand carried deliveries and set-up only - 9:00 am – 11:00 am

SHOW DATES & TIMES:

Monday, April 22, 2024
11:00 a.m. – 4:30 p.m.

Tuesday, April 23, 2024
11:00 a.m. – 4:00 p.m.

MOVE-OUT DATES & TIMES:

Tuesday, April 23, 2024
5:00 p.m. – 11:00 p.m. (after aisle carpets are removed)

Wednesday, April 24, 2024
8:00 a.m. – 12:00 p.m.

SHOW MANAGEMENT:

The Canadian Federation of Independent Grocers
105 Gordon Baker Rd., Suite 401
North York, ON M2H 3P8
Telephone: 416-492-2311 or 1-800-661-2344
Fax: 416-492-2347

EVENT LOCATIONS:

TRADE SHOW
Vancouver Convention Centre (VCC) – EAST Building
999 Canada Place
Vancouver BC, V6C 3E1
Telephone: 604-689-8232 or 1-866-785-8232
Fax: 604-647-7232

CONFERENCE
The Fairmont Waterfront
900 Canada Pl
Vancouver, BC V6C 3L5
Telephone: (604) 691-1991

CANADIAN FEDERATION OF INDEPENDENT GROCERS (CFIG) STAFF

Throughout the set-up, as well as during and after the show, CFGI Staff will be available on the trade show floor to answer your questions. Staff are responsible for protecting your interests as an Exhibitor by ensuring that all exhibits follow the show's Rules & Regulations.

All key suppliers will also have service desks on site for any last-minute questions or requirements.

SHOW CONTACTS:

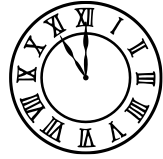
Rolster Taylor
Director, Sales and Operations
416-492-4878
rtaylor@cfgi.ca

Tyson Smith
Account Representative
416-990-5813
tsmith@cfgi.ca

Cindy Suh
Coordinator, Trade Show Operations
416-990-5934
csuh@cfgi.ca

The Show Office will be located at the end of **aisle 1200**

Show Office Hours:	
Saturday, April 20 th	8:00 pm ~ 5:00 pm
Sunday, April 21 st	8:00 am ~ 5:00 pm
Monday, April 22 nd	9:00 am ~ 4:00 pm
Tuesday, April 23 rd	9:00 am ~ 4:00 pm
Wednesday, April 24 th	9:00 am ~ 12:00 pm



ENTRY TO THE SHOW

Show Management reserves the right to refuse admission to the show building to any Contractor, Exhibitor, Media, or Visitor who, in the opinion of Show Management, is unfit, intoxicated, or in *any way* creating a disruption to the show.

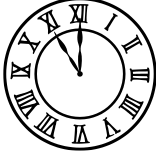
For security reasons, you will be required to wear your **Exhibitor Badge** in a prominent location when entering the building.

****No Children under the age of 16 are permitted on the show floor at any time - including infants and toddlers ****

EXHIBITOR BADGES

As an Exhibitor, your company is allotted five (5) COMPLIMENTARY Exhibitor Badges for every **100 square feet** of contracted exhibit space. **Extra badges may be purchased online or onsite at registration for \$40 each (Plus HST).** Please go online at gsfshow.com to register your staff for badges.

Badges will not be mailed; they will be available for pick up in the East Exhibitor Hall B/BC Vancouver Convention Centre East Building, 1055 Canada Pl, Vancouver, BC V6C 0C3.

Registration Hours:		
Saturday, April 20 th	8:00 am ~ 4:00 pm	
Sunday, April 21 st	8:00 am ~ 4:00 pm	
Monday, April 22 nd	7:00 am ~ 6:30 pm	
Tuesday, April 23 rd	7:00 am ~ 3:30 pm	

NO SUITCASING

Suitcasing is the act of handing out product literature or samples at a trade show without being an Exhibitor. Suitcasing is not allowed inside or on the grounds of the Vancouver Convention Center. Attendees found suitcasing will forfeit their badge and be escorted off the show floor.

BADGE IDENTIFICATION

Attendee badges are colour-coded so Exhibitors can more readily identify their customers. The following colours will be used:

Attendee	Badge Colour
Exhibitors	Blue
Press/Media	Grey
Retailers & Wholesalers	Red
Distributor/ Importer/ Exporter	Yellow
Suppliers & Services	Green

SERVICES INCLUDED WITH YOUR EXHIBITING COSTS:

- **Exhibit Hall Décor:** Your exhibit space will be framed with an 8' back drape and 3' side drape in the **Grocery & Specialty Food West – Show Colour (drape) is Teal with Tuxedo (black/white) Aisle Carpet.**
- **Material Handling:** Includes all equipment and labour necessary to transport your exhibit from the ramp to your booth location as quickly and efficiently as possible. This **does not** include blanket wrapping, unskidding or spotting your booth material. It also **does not** include material handling for your **cold storage goods. Material requiring a forklift with a load greater than 4000 lb. may be subject to a surcharge by the official transportation company.**
- **Storage:** Includes removal and return of empty crates. Clearly label stored items to identify each crate or box.
- **SIX (6) complimentary Exhibitor Retail passes:** Available for you to invite **retailers** as your guests. *Please note any guest passes that are given to non-retailers will have their passes cancelled. This function is available through the registration site.
- **Food Bank:** Donations will be picked up following show close by the Greater Vancouver Food Bank Society. The GVFBFS may also have a booth located on the trade show floor.
- **Clean Up stations:** Clean up stations located just off the trade show floor. Please speak to a CFGF floor representative on-site for specific locations.
- **Hot oil disposal:** Available if needed.
- **Ice:** Available if needed.

RESPONSIBILITY OF LOSSES

Grocery & Specialty Food West, our Official Show Contractors, and the Vancouver Convention Centre are **not** responsible for loss due to causes or conditions beyond their control such as wars, panic, mobilization, strikes, fires, floods, acts of God, as well as other conditions preventing the Show from opening on time, continuing through its scheduled dates, or opening at all.

Under such conditions, Show Management, Official Show Contractors, and the Vancouver Convention Centre will **not** be responsible for any expenses incurred by an Exhibitor in preparation for or promotion of such an exhibit.

SECURITY

The Vancouver Convention Centre Security team will be responsible for 24-hour coverage of entrances, exits and the general floor area. **Exhibitors are responsible for their own booth security and should have their booth attended to at all times during Move-in/out and Show hours.**

We ask that Exhibitors take whatever precautions are necessary to protect products, valuable materials, and equipment. Show Management, Official Show Contractors, and the Vancouver Convention Centre are **not** responsible for the loss of property of any kind, from either the booth location or the storage area. Please exercise cautious security measures to protect your materials. Steel mesh security cages can be ordered, contact Show Management for details.

INSURANCE REQUIREMENTS

Exhibitor Insurance Each Exhibiting Company is responsible for maintaining general insurance coverage against all risk of bodily harm, death, material loss or damage occurring in rented areas as outlined in the Exhibitor Space Application.

Exhibitors must obtain a certificate proving that they are fully insured and must send a copy of your certificate to our designated representative for vetting before the show.

UPLOAD your Certificate of Insurance to <https://www.exhibitorinsurance.com/pub/srch/?m=ul&e=GSFW2024>, **for approval.** Also, you will be advised if your certificate requires any changes. You may alternatively purchase one-time insurance through ExhibitorInsurance.Com.

NOTE: Show Management has ensured that all Official Service Contractors meet the Vancouver Convention Centre's insurance requirements. Exhibitors contracting the services of suppliers other than the official named service contractors are responsible for ensuring they provide appropriate insurance coverage as outlined above. Proof of such insurance coverage should be submitted to Grocery & Specialty Food West.

We strongly recommend that Exhibitors review their company insurance coverage prior to the show. Most insurance companies will provide additional riders if extra coverage is needed. In the event that your insurance company does not offer a rider, or you want to purchase one-time dedicated exhibitor insurance, you may do so through our official broker - Exhibitorinsurance.com for more information.

NON-COMPLIANCE WITH DISPLAY RULES & REGULATIONS

Your exhibit rules are included on the GSF website under the Exhibitor Manual section. Please make sure that your booth complies and direct any questions about compliance to Cindy Suh at csuh@cfig.ca so that we can work together. Interpretation of the rules and regulations shall rest with Show Management, and non-compliance can result in the closing of your exhibit prior to the show.

DISTRIBUTIONS, MASCOTS AND DEMONSTRATIONS

Distribution of advertising print material is not permitted outside the confines of the booth space. Product sampling by Mascots and/or Hostess' is permitted within the parameters of the booth space, so long as these individuals have Exhibitor Badges. Any deviations from this rule must be authorized in advance by Show Management. Please contact Joe Sawaged at jsawaged@cfg.ca for more information. If audio/visual equipment is used, the sound must be subdued to such an extent as to ensure it is not a nuisance to neighboring Exhibitors.

FLOOR, WALL, AND CARPET DAMAGE

Painting, nailing, drilling, or screwing to the floors, walls, or any other part of the building is not permitted. Exhibitors are also responsible for oil, grease, or any general damage to the carpeted area. Exhibitors wishing to lay any floor coverings must use a protective layer of adhesive pre-mask tape. Acceptable adhesives are poly-coated cloth tape or gaffer's tape available through hardware or specialty stores. Vinyl or foam tapes cannot be used at the VCC. The only acceptable double sided carpet tapes are Renfrew #174 or Shur-Tape #642. Exhibitors are responsible for removing the tape once the show is over. Charges will apply for all tape damage and/or adhesive removal at a rate provided by the facility.

ALL Exhibitors MUST have floor covering in their booth that is in good condition.

FIRE REGULATIONS

All Exhibitors planning to use any type of fuel, such as gas, oil, helium gas, or propane, in their exhibits are required to advise show management in advance (on your Exhibit Design form). All displays or exhibited materials must be fireproof to conform to Federal, Provincial, and City Fire Laws.

HELIUM BALLOONS

All helium-filled balloons or other inflatable items are permitted if approved in writing. Due to the complexity and costs of retrieving balloons from various areas within Vancouver Convention Centre (VCC), it has become necessary to request a deposit when helium balloon decor is planned. Retrieval deposits and a signed deposit form are required prior to the date of set-up for any balloon decor. Please contact Cindy Suh csuh@cfg.ca to obtain a Balloon Retrieval waiver form.

MOTORIZED VEHICLES

Motorized vehicles on display are subject to the following conditions;

- gas tanks are less than ¼ full
- gas caps locked or sealed
- batteries made inaccessible
- drip pans under vehicles
- vehicles are clean and dry
- keys are to be left with Vancouver Convention Centre (VCC) Guest Services.

PROPANE

Exhibitors must indicate on their Exhibit Design form their intent to use propane and must have a 5-pound ABC-type fire extinguisher in their booth. (Extinguishers are not available for rent or sale on site.)

Propane tanks in excess of 20 lb (10 kg) are not permitted inside the building. (Arrangements to store these in outside space can be arranged.) Flow restriction valves must be used on all propane tanks and are available from Home Depot (604-675-1260) or Acklands-Grainger (604-879-4211). All propane connections must be inspected and approved by the Vancouver Convention Centre.

FOOD SAFETY

Food safety is an important component of any food-related trade show. Grocery & Specialty Food West Show Management works closely with the Vancouver Coastal Health Authority to ensure that Exhibitors and Attendees have a both a profitable and safe show.

If you will be sampling food and/or beverages at the show, it is crucial that you read and understand the rules and requirements put in place by the Vancouver Coastal Health Authority. You must also indicate on your Exhibit Design Form that you will be sampling – and must complete a sampling form. Click [HERE](#) to download form.

RETURN FORM BY EMAIL TO Vancouver Coastal Health Authority: csuh@cfig.ca

SHOW PROMOTIONS

The Official Show Guide details the exhibiting companies' information for the attendee. Information includes: company name, address, phone/fax, web address and company profile, **if submitted by the assigned deadline of February 1, 2024.** As well, the show guide provides Exhibitors the opportunity to enhance their exposure by advertising in the Official Show Guide. For more information on advertising opportunities in the show guide, please contact Joe Sawaged at jsawaged@cfig.ca

Sponsorship Programs are yet another way to gain more exposure! By sponsoring Grocery and Specialty Food West your company will benefit in year-round promotional support and on-site interaction opportunities. Contact Joe Sawaged at 416-587-0537 or jsawaged@cfig.ca for more details.

Exhibit Excellence Awards are presented to the exceptional exhibits at Grocery & Specialty Food West, in four categories: **Best Single, Double, Multiple and Marketed Booth.** It is in the best interest of the exhibiting company to plan against the following criteria, which will be judged on-site:

- Curb Appeal
- People & Product
- Structure/Design
- Overall Impression

The New Product Showcase is a great way to get noticed and is a second location for your product on the trade show floor. Contact Rolster Taylor at 416-492-4878 or rtaylor@cfig.ca (**Space is limited & Exhibitors are selected on a first-come, first-serve basis**).

SHOW FORMS

SHOW MANAGEMENT FORMS	DEADLINE	RETURNED
Exhibit Design Form	ASAP	<input type="checkbox"/>
Official Show Guide Listing Form	March 1 st	<input type="checkbox"/>
Food Sampling Form	March 18 th	<input type="checkbox"/>
Cold Storage Form	April 12 nd	<input type="checkbox"/>
New Product Showcase Form	Before Move-In	<input type="checkbox"/>

*Please click [HERE](#) to access all Show Forms