

# If You Only Read One Form for EPIC - READ THIS!

1. **Onsite Material Handling** – Material handling onsite can be kind of complex. Here's some clarification:
  - a. If you ship your goods to the VCC and if designate the shipment to go directly to your booth and if you are NOT onsite, you will receive a bill for material handling. The material handling service is to receive your goods, inspect them against the packing slips and paperwork, and then move your goods to your booth from the dock. Levy Show Services is the Material Handling contractor.
  - b. If you or your designates ARE onsite (at the VCC) when your shipment arrives you can receive your goods and move your materials at no cost or fee. If you want to avoid Material Handling charges you will need to coordinate / communicate with your shipping company (have them call you or your designates when they are close to the facility).
  - c. If you require a forklift service for your goods (large/oversized crates, stacked shipments etc), you need to order that service through Levy and you will receive a bill for it based on the number of crates/skids being moved.

**NOTE: IF YOU ARE NOT ON SITE TO SIGN FOR YOUR ITEM YOU WILL BE CHARGED. INDIVIDUALS SHIPPING ITEMS TO THE CONVENTION CENTRE SHOULD ENSURE THEY HAVE THE CONTACT INFO OF THE DRIVER DELIVERING THEIR GOODS AND VICE/VERSA SO THAT THE INDIVIDUAL CAN BE CONTACTED WHEN THE TRUCK IS IN THE CUE. IF FOR SOME REASON YOU CANNOT BE ON SITE TO ACCEPT YOUR GOODS, PLEASE CONTACT MYSELF, TARA FERGUSON, AT 604-695-5023 AND I WILL DO MY BEST TO ACCEPT THE GOODS ON YOUR BEHALF.**

2. **Outbound Material Shipping on Sunday, May 15** – Can be coordinated through Levy. **NOTHING CAN BE STORED OVERNIGHT SUNDAY INSIDE THE EXHIBITION HALL** so it is crucial to pre-arrange it.
3. **One Day Move-in** – the build and move-in for EPIC 2011 **WILL BE ONE DAY ONLY**, commencing at 09:00 on Thursday, May 12, 2011. The build and set-up will continue until 24:00 Thursday, May 12. Access on Friday morning will be at 07:00. Doors open at 13:00 on Friday. Move-in will be managed by Levy Show Services.

**ATTACHED YOU WILL FIND A COPY OF THE THURSDAY MOVE-IN SCHEDULE FOR EXHIBITORS. TO ENSURE THE MOST EFFICIENT MOVE-IN, WE ASK ALL EXHIBITORS TO ABIDE BY THE MOVE-IN TIMES ABOVE.**

4. **Food, Alcohol, Beverage Samples** – The approved samples portion sizes are:
  - a. Spirits – 1/3 fluid oz
  - b. Wine & Beer – 1 fluid oz
  - c. Food – 1 oz portion

**Exhibitors offering samples of alcoholic beverages must display a "Serving it Right" certificate, be diligent in checking identification and strictly avoiding over-serving.**

**IF YOU DO NOT HAVE THIS CERTIFICATE, YOU WILL BE ASKED TO STOP SERVING UNTIL YOU ACQUIRE IT.**

5. **Temporary Food Booths** - Exhibitors offering samples of prepared foods must complete a "Temporary Food Booth Application" and **submit to EPIC Show Management**. A template of the form is available in the Exhibitor Only section of the EPIC website.

6. **Vancouver Convention Centre Order Forms** – many services are now available to be ordered online. Please see <http://www.vancouverconventioncentre.com/online-service-ordering/> and select “EPIC” as your show.
7. **Internet** – Be advised that high-speed internet at the Convention Centre is expensive, even when ordered in advance at the discount rate. There is wi-fi available that can be purchased daily – simply bring your wireless-enabled device to access it. Dial-up speed internet service from Bell for a POS system is \$195 advance but can only be **ordered online. WIFI CAN BE PURCHASED FOR \$34.95 FOR THE THREE DAYS**
8. **Electricity** – ALL exhibitors requiring power must order a power drop from the VCC (even if it’s just for a laptop). VCC Electrical ensures any booth with electricity has paid for it.

**POWER CAN BE PURCHASED BY COPYING AND PASTING THE LINK BELOW INTO YOUR BROWSER AT \$84 FOR THE THREE DAYS**

[http://vancouver.epicexpo.com/media/9208/electrical\\_and\\_booth\\_lighting.pdf](http://vancouver.epicexpo.com/media/9208/electrical_and_booth_lighting.pdf)

9. **Insurance** – Exhibitors in booths 10’ x 10’ and larger require proof of insurance with a minimum of \$1M liability and “Sustainable Events Ltd” added as an Additional Insured to your plan. You must submit “Proof on Insurance” by scanning/faxing the required paperwork to [reception@globe.ca](mailto:reception@globe.ca) or 604.695.5019.
10. **Parking** – we are one of the ONLY consumer events in Vancouver to offer exhibitors complimentary parking. The EasyPark sponsorship commences at **4:00 pm, Friday, May 13 and continues until 11:59 pm, Sunday, May 15**. Exhibitors can also order daily parking at Vinci Park inside/below Canada Place at a reduced price of \$23 per day.

**PARKING PASSES WILL BE DISTRIBUTED TO EXHIBITORS AT THEIR BOOTHS AT 4:00 PM ON FRIDAY MAY 13TH. ALL PASSHOLDERS WILL BE ASKED TO PARK IN EASY PARK LOT 19. NOTE: IF YOU PREPARK IN LOT 19 ON FRIDAY MORNING, YOU WILL BE ASKED TO LEAVE AND RE-ENTER TO VALIDATE YOUR FREE PARKING PASS AT 4:00 PM.**

11. **Tables, chairs, carpet, etc.** – Levy Show Services offers all of these items (plus hundreds more) for rent and will deliver/retrieve them to/from your booth. The **discount prices** (ordered at least 7 days in advance) for the most common items **are 30% - 35% lower than standard prices**. If you are bringing your own table it must be covered and skirted to conform to EPIC’s display standards.
12. **Sustainability and Waste Management** – EPIC is all about informing the general public about leading a sustainable lifestyle. Therefore it is critical that all elements of EPIC appear as sustainable as possible including exhibitors’ booths. So please:
  - a. Encourage staff to bring re-usable beverage cups; avoid the use of single-use coffee cups
  - b. Encourage staff to bring food in re-usable containers and avoid ‘take-out’ containers such as styrofoam, plastic, wrappers etc.
  - c. Insist staff bring re-usable water bottles and entirely avoid single-use plastic water bottles

**PLEASE BE MINDFUL OF YOUR ACTIONS AND WASTE AT YOUR BOOTH. IF YOU REQUIRE COFFEE, TRY AND BRING A REUSABLE MUG, AS CONSUMERS WILL NOTICE THESE THINGS AND WILL BE LOOKING TO YOU TO SET THE EXAMPLE.**

13. **Food & Water** – the Convention Centre is the exclusive caterer of prepared foods at EPIC. The VCC will operate a café with sandwiches, baked goods and coffees served on china and in glassware, as well as available to take-out. As for drinking water, we encourage you to bring re-usable water bottles and find “Wash Stations” in and around the Food Zones to refill your bottle.

THIS IS A **PLASTIC WATER BOTTLE FREE EVENT** (IE., NO PLASTIC BOTTLES). PLEASE BRING A REUSABLE CUP OR MUG THAT YOU CAN FILL UP AT ONE OF OUR MANY WATER STATIONS ON SITE.

14. **Move-in Safety** – as of 2011, everyone on the Show Floor during move-in must wear a reflective safety vest. These will be available free of charge from the VCC but ID or some kind of deposit is required. Furthermore, no one under the age of 16 is allowed on the Show Floor while forklifts are in operation.

**REFLECTIVE SAFETY VESTS ARE MANDATORY FOR THE MOVE- IN**

Any questions about:

Site logistics or operations

Randall Cook – EPIC Operations Manager – 604.695.5008 (office) – 778.847.7267 (cell) – [randall.cook@globe.ca](mailto:randall.cook@globe.ca)

Booth, location, entitlements

Chris Livingstone – EPIC Sales Manager – 604.695.5010 (office) – 604.340.4521 (cell) – [chris.livingstone@globe.ca](mailto:chris.livingstone@globe.ca)

Material Handling, furniture, display, misc. rentals

Tom Benmore – Levy Show Services – 604.277.1726 (office) – [tbenmore@levyshow.com](mailto:tbenmore@levyshow.com)

