



WEST COAST WOMEN'S SHOW

October 13, 14 & 15, 2023 – TRADEX, Abbotsford

KEY INFORMATION

Table of Contents

- 1. CONTACT INFORMATION 3
- 2. DATES & TIMES..... 3
- 3. EXHIBITOR SHIPMENTS 4
- 4. OFFICIAL HOTEL 4
- 5. ADVANCE SHIPPING 5
- 6. SERVICE CONTRACTORS 6
- 7. CRATE STORAGE..... 7
- 8. MOVE-OUT OF EXHIBITS..... 8
- 9. MERCHANDISE REMOVAL 8
- 10. SALES RECEIPTS 8
- 11. CARPETING & FLOOR COVERING 9
- 12. ADHESIVES..... 10
- 13. FOOD & BEVERAGE SALES AND SAMPLING 10
 - 13.1. ARTISAN FOOD VENDORS 10
 - 13.2. VENDORS OF HIGHER RISK FOODS & ALL COMMERCIALY PRODUCED FOODS..... 11
 - 13.3. FOOD SAMPLING..... 12
- 14. PERSONAL SERVICES 12
- 15. ALCOHOLIC BEVERAGE SAMPLING..... 12
- 16. ON-SITE FOOD SERVICES..... 13
- 17. PARKING 13
- 18. SITE ACCESS, BADGES, AND PASSES..... 13
- 19. EXHIBITOR STAFF BADGE ALLOCATION..... 14
- 20. AUDIO VISUAL RENTALS..... 14

1. CONTACT INFORMATION

Address: West Coast Women’s Show
Encore Exhibitions Inc.
833 Huntingdon Cres.
North Vancouver, BC V7G 1M1

Phone: (604) 980-7729

Email: info@westcoastwomen.net

Website: www.westcoastwomen.net

Show Manager: Robert Hallahan

Show Producer: Murat Olcay

2. DATES & TIMES

Location: TRADEX Fraser Valley Exhibition Centre
1190 Cornell Street
Abbotsford Airport
Abbotsford, B.C. V2T 6H5

Show Dates: October 13, 14 & 15, 2023

Show Hours:	Friday	October 13	1:00 PM to 9:00 PM
	Saturday	October 14	10:00 AM to 6:00 PM
	Sunday	October 15	10:00 AM to 5:00 PM

Exhibitor Move-In	Thursday	October 12	11:00 AM to 6:00 PM
	Friday	October 13	9:00 AM to 12:00 PM

Exhibitor Move-Out	Sunday	October 15	5:00 PM to 10:00 PM
---------------------------	--------	------------	---------------------

3. EXHIBITOR SHIPMENTS

Shipments being sent directly to the facility are not to be sent to arrive prior to 11:00 AM on Thursday, October 12, 2023. Each Exhibitor must ensure that a member of his staff or his agent is available to accept delivery at the exhibitor site. Show management cannot accept delivery of any shipments.

The transport of exhibits and other materials to and from the Exhibition must be arranged by Exhibitors. Exhibitors may use their own trucks and labour to move their displays into the show. However, displays requiring forklift service must use the complimentary forklift service on site. Note: forklift service is only available on Thursday, October 12 from 11:00 AM – 6:00 PM.

Rail, road, or air services can be used, and all freight and carriage charges must be prepaid by Exhibitors. Goods consigned to the Exhibition should clearly state the name of the exhibiting company, the booth number, and be addressed to:

WEST COAST WOMEN'S SHOW, BOOTH #
TRADEX Trade & Exhibition Centre
1190 Cornell Street
Abbotsford, B.C. V2T 6H5

Include Customs Broker's name if shipments are made from outside Canada.

4. OFFICIAL HOTEL

The official hotel for the West Coast Women's Show Summerfest is the Sandman Hotel Abbotsford Airport. Exhibitors who wish to book at the following discounted rates can do so by phoning the hotel directly at (604) 859-7263 or 1-800 SANDMAN and quote either of the following:

Block name: West coast women show exhibitors

Block code: EXHIBITORS2023WCW

There are a limited number of rooms available at these rates and they are on a first come, first served basis. The deadline for booking is September 11, 2023. The discounted rates are as follows:

Standard room with King Bed: \$179 + taxes per room per night

Standard room with 2 Queen Beds: \$189 + taxes per room per night

5. ADVANCE SHIPPING

Exhibitors who wish to ship products, displays or materials up to 30 days in advance of the show, should consult the [Goodkey Show Services Shipping / Advance Shipping / Material Handling Forms](#). Goodkey will receive and store shipments up to 30 days in advance of the show.

Shipments may be sent to the Goodkey warehouse from September 8, 2023, to October 6, 2023, and must arrive between 8:00 AM and 4:30 PM. Please note that the deadline date for the Advance Shipping form to Goodkey is September 29, 2023. All orders received after the deadline date will be subjected to a 35% late fee.

The Organizers recommend the use of the Official Shipper/Customs Broker/Site Handling Agents. Note: Delivery of freight is prohibited via the TRADEX Trade & Exhibition Centre main / public entrance lobby. Please use the move-in doors located on the south and north ends of the facility.

On arrival, all exhibitors and contractors should report to the show office to pick-up their badges.

Displays must be completely set up and staffed by show opening at 1:00 PM on Friday, October 13, 2023. All material must be removed from of the aisles by 12:00 PM.

6. SERVICE CONTRACTORS

To ensure the orderly and efficient installation and removal of exhibits, and to avoid conflict with local union regulations and requirements, the West Coast Women's Show has appointed official contractors to perform and provide necessary services and equipment. Order forms for services from official contractors are in the [Exhibitor Manual](#).

Official contractors have been appointed to provide the following services:

1. **Ground transportation and freight delivery services** – Goodkey Show Services or North American Logistics Services for international exhibitors who require customs brokerage services.
2. **Forklifts** (complimentary) for unloading of large crates and forklift delivery of display materials to the exhibit booths – Encore Exhibitions Inc. *
3. **On-site security and facility general housekeeping** – TRADEX Fraser Valley Exhibition Centre. *
4. **Overnight booth vacuuming** (optional) – Goodkey Show Services. *
5. **Electrical, plumbing, and banner hanging** – Wild Coast Productions. *
6. **On-site material handling** (optional) – Goodkey Show Services. *
7. **Installation of booths and booth carpeting** – Goodkey Show Services. *
8. **Exhibitor Services** including furniture, booth carpet, equipment rentals, labour, and signage – Goodkey Show Services.
9. **A/V rentals** – Go Audio.
10. **Food services and concessions** – TRADEX Fraser Valley Exhibition Centre. *

* Items above marked with an asterisk indicate that only official contractors may be used.

Exhibitors may use their own in-house staff to unload and deliver items that do not require forklift service and may use their own in-house staff to install their own exhibit. All in-house staff must wear badges when on site.

Should an exhibitor wish to have their custom exhibit installed by a contractor other than the Official Show Services contractor, the following conditions must be met:

1. The exhibitor must inform the West Coast Women's Show of the name and address of the contractor and the work to be performed. This information must be received in writing, no later than October 1st, 2023.
2. The installation contractor to be used by the exhibitor must provide the following:
 - Certificate of Insurance with the following limits: Commercial, General Liability not less than \$2,000,000 with respect of injuries to any one person in any occurrence; and \$5,000,000 with respect to injuries to more than one person in any one occurrence; and \$50,000 with respect to damage to property.
 - Workman's Compensation Insurance, including employee liability coverage, in a minimum amount of not less than \$100,000.
 - Must agree to abide by all rules and regulations of the show.
 - Must agree to abide by all union rules and regulations.
 - Identification badges must be worn at all times.

7. CRATE STORAGE

Empty crates will be placed in indoor storage areas located at the facility, to facilitate return to exhibitors during move-out.

All crates should be clearly labelled with your name, company name, booth number, and address. "Empty crate" labels will be available for exhibitor use prior to storage.

8. MOVE-OUT OF EXHIBITS

Exhibitors may commence breaking down of their exhibits at 5:00 PM on Sunday, October 15, 2023, and must be completely moved out by 10:00 PM on the same day.

Empty crates will be returned to exhibitors once they have dismantled their booths and only after the hall carpeting is removed. Should you require early return of empties, please make this known at the show office.

Carpet removal will take approximately 30 minutes. Exhibitors are asked to keep all materials, boxes, etc., off the carpet so it can be removed without delay. Truck access to the loading areas and docks will be controlled by on-site security. Trucks will be given access on a first come, first served basis and only for exhibitors that have completely dismantled and crated their exhibits and are ready to load. Any materials remaining in the exhibit halls after move-out is complete will be disposed of at the discretion of the show organizer.

9. MERCHANDISE REMOVAL

All products to be removed from the show floor once the show is open – between 1:00 PM on October 13th and 5:00 PM on October 15th – will require a **Merchandise Removal Form**, which is available at the show office on site. You must have this form authorized at the Show Office prior to removing the products. These procedures are designed to prevent theft and loss. Release forms are not required after the show closes on the final day.

10. SALES RECEIPTS

Sales receipts must be distributed by exhibitors for all on-site sales to show visitors. Show visitors may be asked to show receipts for purchases at the show exit.

11. CARPETING & FLOOR COVERING

All exhibitors are required to provide carpeting or other appropriate floor covering to completely cover the booth floor space. Exhibitors selling or sampling food products should use vinyl flooring to meet Fraser Health food permit standards.

Please note that tables, carpet or vinyl flooring, chairs, electrical, or plumbing are not included with booth bookings. Each booth comes with 8' back drape and 3' side drape. Optional discounted booth furnishing packages including skirted tables, chairs and carpet or vinyl flooring are available from [Goodkey Show Services Order Form](#).

Aisle carpet and drape colours for each section are as follows:

Section	Aisle Carpet *	Booth Drape *
Beauty, Health & Wellness	Tuxedo Grey	Black
Fashion & Style	Grey	Black
Home & Design	Black	Grey
Travel, Careers & Lifestyle	Black	Grey
World of Taste	Green	Grey
Marketplace	Tuxedo Grey	White
Artisans Marketplace	Tuxedo Grey	White

* Show Management reserves the right to change aisle carpet and booth drape colours without notice and at their sole discretion.

12. ADHESIVES

Acceptable adhesives are poly-coated cloth tape or gaffer's tape to tape down booth carpeting. These are available through hardware or speciality stores. Vinyl or foam tapes cannot be used in the facility. Recommended tapes are Renfrew #172 and Shur-tape.

"Fun Tak" or "Hold-It" (putty adhesives), or straight pins may be used as a general wall adhesive for attaching signs, decorations, etc., and are available at hardware, stationery, or hobby stores.

"Stick-on" decals, badges, signs or similar promotional items may not be used in or about the facility.

Please note that, if required, cleaning and removal of non-approved adhesives by TRADEX are post-event chargeable costs to exhibitors who used non-approved adhesives.

13. FOOD & BEVERAGE SALES AND SAMPLING

Any food and / or beverage products being sold must be bulk packaged to be taken home by show visitors. No product can be sold for on-site consumption. Free samples are limited to 1 ounce for liquid (non-alcoholic) and 1 ounce for food portions.

13.1. ARTISAN FOOD VENDORS

Fraser Health has determined that Artisan food vendors may sell non-potentially hazardous foods for the event as "temporary market" is now allowed in connection with a temporary public event. All vendors are responsible to ensure to meet the following requirements as laid out in the "Temporary Food Market Guidelines (TFMG)" in this manual.

1. Your booth must be located in the dedicated area for “artisan” / home-based food vendors. This applies to booths located in the Artisans Christmas Marketplace or Marketplace exhibit areas only).
2. Artisan Food vendors of lower risk food have the responsibility to ensure that all lower risk foods are as defined in the TFMG. Food prepared from home are restricted to lower risk foods (see Appendix 1 of TFMG).
3. Artisan food vendors preparing low risk from home are NOT required to submit an application to the Public Health Inspector. For home-based low risk foods, event organizer will submit a list of food vendor names and what low risk products they will be selling for the event to the Public Health Inspector as a reference for opening day inspection.
4. Food vendors preparing lower risk food from home are to follow the guideline listed on the TFMG document included in this manual.
 - a. “Preparation of Lower Risk Food in the Home”
 - b. “Conditions for Sale of Lower Risk Food at Temporary Food Market

13.2. VENDORS OF HIGHER RISK FOODS & ALL COMMERCIALY PRODUCED FOODS

Both lower risk and higher risk food exhibitors will need to submit Temporary Food Premises Applications to Fraser Health as they will be issued a Temporary Food Approval or Temporary Food Permit to be posted in their booths.

A [Temporary Food Premises Application](#) must be submitted directly to Show Management by September 14, 2023, by all exhibitors that are sampling or selling bulk packaged food or beverage products that do not meet the [“Temporary Food Market Guidelines \(TFMG\)”](#) in this manual and / or are not located in the Artisans Marketplace.

13.3. FOOD SAMPLING

Fraser Health may determine that you need to have a sink with hot and cold running water if food is to be handled or prepared for sampling or sale in any way. Please see the Fraser Health Authority information enclosed. Contact the show organizer immediately if you are unable to supply or rent your own sink. Note: As in-ground plumbing is not available, if your booth is not located against one of the TRADEX facility walls your sink must be self contained with no plumbing hook-up requirements

The TRADEX Fraser Valley Exhibition Centre will allow exhibitors to offer food & beverage samples in the exhibition area only. Exhibitors may exhibit only merchandise they normally serve or produce in the ordinary course of their business and, further, they may distribute only such quantities as are reasonable for purposes of promoting the merchandise. Free samples are limited to 1 ounces of liquid (non-alcoholic) and 1 ounce of food portions.

14. PERSONAL SERVICES

Exhibitors who perform personal services at the event (i.e., hair services, electrolysis, tattooing, acrylic nails, laser therapy, waxing, manicure/pedicure, skin care, therapeutic touch techniques, tanning, body piercing) must submit the [Personal Services Health Application](#) directly to Show Management by September 14, 2023.

15. ALCOHOLIC BEVERAGE SAMPLING

No alcoholic beverage sampling is permitted at this event.

16. ON-SITE FOOD SERVICES

Food service for exhibitors will be from the TRADEX Concessions. An Exhibitor Advance Food Order Form will be posted online and distributed via email to all exhibitors prior to the show. We recommend that all show participants use this form to prevent delays in line ups for food during show hours.

A separate Exhibitors Only Lounge is located in the Loft on the 2nd level with access stairs located by the Food Concession between Halls A & B with access during show hours. Catering in the TRADEX Trade & Exhibition Centre is exclusive to the facility and exhibitors are not permitted to bring food, beverages and/or alcoholic beverages into the exhibit halls without written permission.

17. PARKING

Indigo is responsible for managing TRADEX parking services. They have 10 pay stations available. There are 8 at the crosswalk at the main entrance and 2 behind the building that accept credit and debit cards. Please note that cash is not accepted. There are approximately 1,200 paved with numerous disability parking spots available to both exhibitors and show visitors.

- [Pre-book parking online](#) for a discounted rate of \$9 + fees per day.
- Regular event day rate is \$10 + fees per day.

18. SITE ACCESS, BADGES, AND PASSES

Access to the exhibition site is only available to individuals who have appropriate West Coast Women's Show identification. Individual identification badges must be worn by all personnel in order to access the exhibition halls.

19. EXHIBITOR STAFF BADGE ALLOCATION

The following section outlines the number of allocated badges provided to each exhibitor.

Booth Size	Badge Allocation
Per 10' x 10'	5 free exhibitor staff badges
5' x 10'	3 free exhibitor staff badges
5' x 6'	3 free exhibitor staff badges

- Additional exhibitor staff badges are available for \$12.00 + GST per badge.
- Identification badges must be worn at all times by all exhibitors and participants.
- Exhibitor badges will be available for pick-up at the show office during move-in

To avoid delay at the Show Office please supply the West Coast Women’s Show with personnel names by completing the [TRADEX Badge Order Form](#). Deadline for submission is September 22, 2023.

20. AUDIO VISUAL RENTALS

Our official A/V supplier is Go Audio.

Address:	Go Audio 46245 Yale Rd, Unit #4 Chilliwack, BC V2P 2P5
Phone:	(604) 792-2856
Email:	info@goaudio.ca
Website:	www.goaudio.ca