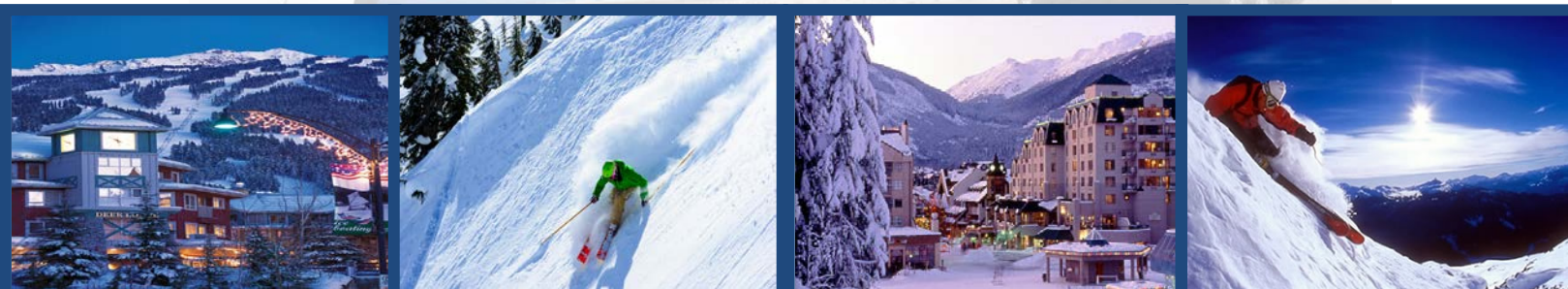
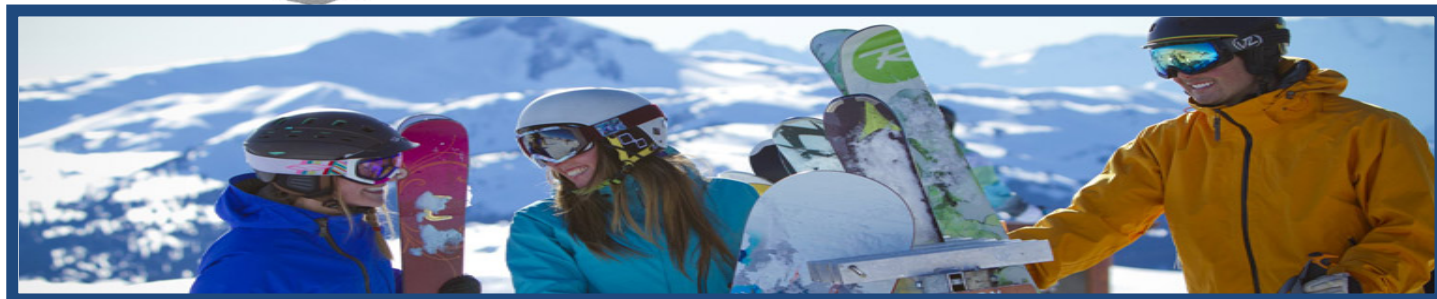


LANGE



INTERNATIONAL COUNCIL OF SHOPPING CENTERS

JANUARY 26 – 28, 2014

CHATEAU WHISTLER RESORT



EXHIBITOR MANUAL

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LOCATION:	The Fairmont Chateau Whistler 4599 Chateau Blvd. Whistler, BC V0N 1B4 Phone: 1(800) 606-8244 / Fax: (604) 938-2055	
DATES:	Monday January 27	9:30 am – 5:00 pm (Exhibitors access floor at 8:00 am)
	Tuesday January 28	9:00 am – 3:00 pm (Exhibitors access floor at 8:00 am)
BOOTH SIZE: MAXIMUM BOOTH DIMENSIONS:	Standard size is 8’ deep x 10’ wide 10ft tall back wall 4ft tall side wall	
NOTE: Any booths that exceed these maximum booth dimensions will be at the exhibitors own risk, and the booth might be removed by ICSC if it interferes with other exhibitors in the immediate vicinity.		
BOOTH EQUIPMENT:	Standard curtain (8’ back wall, 3’ side walls) 1 identification sign	
SIGNAGE:	Exhibitors are responsible for any additional sign other than the booth identification sign provided for their exhibit. Signs must be placed within your booth. Signs cannot be placed in the aisle or hung from the ceiling.	
MOVE OUT:	The dismantling of your booth before 3:00 pm, or the failure to provide a booth presence during official Deal Making hours may cause you to forfeit your booth space in 2015.	
MORE INFORMATION:	Further specifics on the Deal Making and Trade Exposition, including extensive rules and regulations are included in the other sections of this manual. Please read them carefully and if you require more information please call LANGE at: Robert George - (905) 362-4379 Mathew Santos - (905) 362-4382	

VENDOR CHECKLIST			
SERVICE	DEADLINE	REQUIRED	DATE COMPLETED
Move-In Requirements Questionnaire / Lange	Nov. 22		
Insurance – Service Contractor	Dec. 13		
Customs Broker / Mendelssohn	Dec. 13		
Material Handling	Dec. 13		
Booth Cleaning / Lange	Dec. 13		
Storage	Dec. 13		
Electrical / Lange	Dec. 13		
Rental Displays / Goodkey Show Services	Jan. 1		
I & D Labour / Goodkey Show Services	Jan. 1		
Furniture, Carpets, Etc. / Goodkey Show Services	Jan. 1		
Signs / Goodkey Show Services	Jan. 1		
Plants / Goodkey Show Services	Jan. 1		
Advance Show Receiving / Lange	Jan. 3		
After Show Receiving / Lange	Jan. 3		
Transportation / Lange	Jan. 3		
Exhibitor – Service Manual Survey – Lange	Jan. 3		
Fire Safety Reply – Lange	Jan. 10		

SHOW SUPPLIERS

<p><u>TRANSPORTATION</u> LANGE TRANSPORTATION & STORAGE 3965 Nashua Drive Mississauga, ON L4V 1P3 Tel: (905) 362-4382 Toll Free: 1-800-668-5687 ext. 235 Fax: (905) 362-1285 Contact: Mathew Santos</p>	<p><u>CUSTOMS BROKER</u> MENDELSSOHN EVENT LOGISTICS Hal R. Eckensweiler Tel: 604-687-5535 ext. 7705 Fax: 604-687-1463 Cell: 604-318-4056 heckensweiler@mend.com</p>
<p><u>ADVANCE WAREHOUSE & STORAGE</u> LANGE TRANSPORTATION C/O GOODKEY SHOW SERVICES LTD. #105-5898 Trapp Avenue Burnaby, BC V3N 5G4 Tel: (905) 362-4382 Toll Free: 1-800-668-5687 ext. 235 Fax: (905) 362-1285 Contact: Mathew Santos</p>	<p><u>ELECTRICAL SERVICES</u> LANGE TRANSPORTATION & STORAGE 3965 Nashua Drive Mississauga, ON L4V 1P3 Tel: (905) 362-4382 Toll Free: 1-800-668-5687 ext. 235 Fax: (905) 362-1285 Contact: Mathew Santos</p>
<p><u>MATERIAL HANDLING/DRAYAGE</u> LANGE TRANSPORTATION & STORAGE 3965 Nashua Drive Mississauga, ON L4V 1P3 Tel: (905) 362-4382 Toll Free: 1-800-668-5687 ext. 235 Fax: (905) 362-1285 Contact: Mathew Santos</p>	<p><u>BOOTH CLEANING</u> LANGE TRANSPORTATION & STORAGE 3965 Nashua Drive Mississauga, ON L4V 1P3 Tel: (905) 362-4382 Toll Free: 1-800-668-5687 ext. 235 Fax: (905) 362-1285 Contact: Mathew Santos</p>
<p><u>EMPTY CONTAINER SERVICE</u> LANGE TRANSPORTATION & STORAGE 3965 Nashua Drive Mississauga, ON L4V 1P3 Tel: (905) 362-4382 Toll Free: 1-800-668-5687 ext. 235 Fax: (905) 362-1285 Contact: Mathew Santos</p>	<p><u>SHOW SERVICES</u> GOODKEY SHOW SERVICES LTD. #105-5898 Trapp Avenue Burnaby, BC V3N 5G4 Tel: (877) 726-2211 Fax: (888) 426-5734 Contact: Exhibitor Services</p>

MOVE-IN/MOVE-OUT AND SHOW HOURS

In order to minimize congestion and waiting times, a specific move-in time will be assigned to you at a later date. The assigned move-in times will be based on your booth location and material handling requirements.

Should you have any special requirements, please note them on the move-in questionnaire or contact:

Robert George (905) 362-4379
Mathew Santos (905) 362-4382
Fax: (905) 362-1285

Move-In Setup:	Sunday, January 26	1100 AM – 0600 PM
	Monday, January 27	0800 AM – 0930 AM (hand carry only)
Show Hours:	Monday, January 27	0930 AM – 0500 PM
	Tuesday, January 28	0900 AM – 0300 PM
Move-Out/Dismantle:	Tuesday, January 28	0300 PM – 0700 PM

Exhibitors are reminded that all materials, equipment, exhibits and displays must be completely removed from the Fairmont Chateau Whistler prior to 1900 hrs on Tuesday, January 28, 2014. Any articles not removed at this time will be removed by Lange Transportation and Storage Ltd. at the Exhibitor's own expense. ICSC and Lange Transportation and Storage Ltd. will not be responsible, or liable, for any loss or damage to articles removed after the deadline.

SHIPMENT OF EXHIBITS

In order to ensure an orderly move-in and to minimize waiting time for delivery vehicles, a move-in schedule will be in effect for this show. All exhibitors must complete the "Move-In Questionnaire" in the Exhibitor Manual in order to ensure access according to their needs.

Any shipments arriving at the Fairmont Chateau Whistler prior to January 26th, 2014 will be subject to Advance Show Receiving charges. Fill out the Advance Receiving order form prior to your shipment arriving at the Fairmont Chateau Whistler in order to evade higher on site charges. Exhibitors who use Lange Transportation and Storage Ltd. will have their materials automatically priority-scheduled to the site.

ADVANCE SHIPMENTS

Exhibitors who require advance warehousing should complete the Lange "Advance Receiving" form in the Exhibitor Manual and address their shipment as follows:

YOUR "EXHIBITING COMPANY NAME" HERE
ICSC
BOOTH #
C/O LANGE / GOODKEY SHOW SERVICES
#105-5898 TRAPP AVENUE
BURNABY, BC V3N 5G4
ATTENTION: MATHEW SANTOS OR
ROBERT GEORGE

SHIPMENTS DIRECT TO SHOW SITE

YOUR "EXHIBITING COMPANY NAME" HERE
ICSC
BOOTH #
C/O LANGE TRANSPORTATION
THE FAIRMONT CHATEAU WHISTLER
4599 CHATEAU BLVD.
WHISTLER, BC V0N 1B4

SHIPMENTS ORIGINATING OUTSIDE OF CANADA

YOUR "EXHIBITING COMPANY NAME" HERE
ICSC
BOOTH #
C/O LANGE TRANSPORTATION
THE FAIRMONT CHATEAU WHISTLER
4599 CHATEAU BLVD.
WHISTLER, BC V0N 1B4

*NOTIFY MENDELSSOHN EVENT
LOGISTICS FOR CUSTOMS CLEARANCE

DELIVERIES

There is no truck marshalling yard at the Fairmont Chateau Whistler. All deliveries should be directed to show site.

DUE TO SITE SPACE LIMITATIONS AND LIMITED ACCESS POINTS, IT IS STRONGLY RECOMMENDED THAT EXHIBITORS USE LARGE TRANSPORTATION FOR ALL DELIVERIES TO SHOW SITE. IT IS ALSO STRONGLY RECOMMENDED THAT ALL DELIVERIES BE MADE BY 5 TON VEHICLES OR SMALLER AND NOT BY TRACTOR TRAILERS.

PROCEDURE

- 1) A move in schedule will be sent out on December 27, 2013.
- 2) As space becomes available, the driver will be directed to the loading area.
- 3) A supervisor will be on site to control traffic flow in and out of the loading area.

NO VEHICLES ARE TO BE LEFT ON SITE OVERNIGHT

CUSTOMS – GENERAL INFORMATION

Equipment and exhibits for this show only, may be brought in free of duties and taxes, but subject to a deposit equal to the duties and taxes normally levied on them (35% of the fair market value). The official customs broker has made arrangements with customs for a bond to cover all imports to the show. Exhibitors using the services of the official customs broker will therefore not be required to issue a separate power of attorney, as that issued by Show Management will suffice to cover exhibition entries.

Exhibitors who wish to use their own customs broker will be required to post their own bond or cash deposit with Canada Customs.

Exception – Printed material and advertising matter - Canada Customs requires the payment of full duties and taxes on these materials. Any such material not used or consumed may be exported under customs supervision and a 100% drawback of duties and taxes will be refunded to the Exhibitor. Please notify the broker of any such returns prior to show closing as special documents must be prepared for export and Canada Customs' officers at the show must examine the returning materials.

Helpful Hint: In most cases considerable money is saved by having printed material produced in Canada rather than importing it. However, all imported printed matter must be marked "Printed in.....".

U.S.A. EXHIBITORS

Special Note: U.S.A. Exhibitors who are sending equipment to the show, not of U.S.A. origin, must complete a special customs form for U.S. Customs to ensure easy return to the U.S.A. after the show. Contact the official customs broker for complete details on how to handle this particular situation.

Shipments must be dispatched to arrive at least one week in advance of the show move-in to allow for customs clearance. Shipments must be stored at a bonded warehouse before delivery to the show site on the first move-in day. Both Lange Transportation and Mendelssohn have bonded warehouses.

EMPTY CONTAINER STORAGE

NO on-site storage available. Please complete the Lange Storage Order Form for the removal and return of empty storage containers.

MATERIAL HANDLING FORM

Any goods or materials to be removed from the show floor during the show days, including before and after show hours, will require a properly completed "Materials Removal Form" available from the Registration Desk. Removal forms will be authorized by Show Management at the time of exit. All items being removed must be detailed on this form, with the model and serial number for identification. Personnel removing equipment from an exhibit will also require identification. These procedures are designed to prevent theft and misdirected shipments.

PARKING INFORMATION

The Fairmont Chateau Whistler provides on-site parking available.

**MATERIAL REMOVAL FORM
ICSC**

THIS FORM IS TO BE COMPLETED BY THOSE PARTIES WHO WISH TO REMOVE ARTICLES FROM THE EXHIBIT AREA DURING SHOW DAYS INCLUDING BEFORE AND AFTER SHOW HOURS.

BONDED GOODS MUST BE CLEARED BY CUSTOMS

GOODS IN BOND: _____ YES _____ NO

NAME OF EXHIBITING COMPANY FROM WHICH GOODS ARE BEING REMOVED:	BOOTH #:
VERIFICATION IDENTIFICATION MAY BE REQUIRED	
NAME OF PARTY REMOVING GOODS:	SIGNATURE:
HOME ADDRESS:	TELEPHONE:

DESCRIPTION OF ARTICLES BEING REMOVED:

DATE: _____ MONTH _____ DAY _____ YEAR

TIME: _____ AM / PM

NAME OF AUTHORIZED MANAGEMENT

SIGNATURE

ICSC

RULES AND REGULATIONS

EXHIBIT GUIDELINES

**(a)* All single and in-line booth back-walls are restricted to 10 ft. in height and the dividers between the booths to 4 ft. in height. No display at its full 10 ft. height may extend out more than 6 ft. from the back-wall at that height.*

- (b) Prefabricated Booths: An Exhibitor planning to use a prefabricated display must ensure that: an allowance of one inch (1") is made on each side of the display to allow for thickness of support poles for standard dividers. Lengths must not exceed nine feet ten inches (9' 10"), nineteen feet ten inches (19' 10"), etc.

All sides and surfaces of exhibit (booth and signs), which are exposed to view, must be properly finished and decorated.

- (c) Floor Covering: Carpet may either be Exhibitor or contractor supplied. Exhibitor Carpeting must remain within the dimensions of the booth space as outlined on the floor plan.

**(d)* A Perimeter is one that is located on the outer perimeter wall of the floor plan. A perimeter exhibit may go up to a height of 12' feet.*

- (e) All exposed parts of displays must be draped or finished so as to present an attractive appearance when viewed from aisles or adjoining exhibits, and must not be objectionable to other exhibits or to show management. If such required draping is not ordered, the official supplier of the Exhibit Services and Equipment, with the approval of Show Management, may install it and charge the Exhibitor.

Parts of exhibits, signs or other display materials may not be posted, taped, nailed or otherwise affixed to walls, doors, or any part of the facility in any way that may cause damage. Damage caused by failure to observe this rule will be paid for by the Exhibitor.

No helium-filled balloons, whether for decorative purposes or inflated for distribution to registrants, will be permitted in the Exhibit Hall.

- (f) Adhesive Tape: Only two types are approved for use at the Fairmont Chateau Whistler. They are duct tape or gaffer tape and double sided cloth tape # 172.
- (g) Rules of Conduct: Show Management retain full authority in the interpretation and enforcement of all rules and regulations governing Exhibitors.

These regulations may be amended at any time by Show Management, upon written notice by Show Management, to such Exhibitors as may be affected by these amendments. Show Management reserves the right, even after an application to exhibit has been approved, to restrict and/or to dismiss an exhibit, which it deems to be undesirable or objectionable.

Any objectionable practices by either Exhibitors or official suppliers should be reported immediately to Show Management.

Exhibitors who fail to abide by the rules and regulations as outlined in this prospectus, or who, in the judgment of the officials of Show Management, conduct themselves in an unethical manner, will be dismissed from the convention without refund.

All interviews, demonstrations, detailing or distribution of literature must take place within the booth space assigned to the individual Exhibitor, and or not interfere with normal aisle traffic in order to avoid infringing upon the rights and privileges of other Exhibitors.

Exhibitors must not place demonstration areas on the aisle line of their exhibit if they expect many people to congregate there at one time, and should allow sufficient space within the booth area to absorb the majority of the anticipated crowd.

Exhibitors whose display arrangements or presentations cause spectators to interfere with normal aisle traffic, or unduly overflow into the display area of neighbouring exhibits, may be asked to limit or eliminate their presentations.

CARE OF FACILITY PROPERTY

The Exhibitor is responsible for ensuring the care of the show facility property during the convention and trade show. No signs, posters or other items or articles are to be fastened to facility property by any means.

Painting, nailing, bolting, drilling, clamping, taping or use of adhesives on floors, walls, ceilings, fixtures or any part of the facility is not permitted.

Exhibitors wishing to lay any floor covering must use an approval adhesive that will not damage the floor and is easily removed.

MOTORIZED EQUIPEMENT/MECHANICAL CONVEYANCES

The use of motorized equipment such as forklifts, manlift, and scissorlifts on the show floor is provided exclusively by Lange Transportation & Storage Ltd.

Mechanical conveyances such as electric carts, scooters or bicycles, will not be allowed in the aisle during show hours. The only exception to this rule will be in the case of handicapped persons visiting the show.

SOLICITING, SAMPLES & SOUVENIRS

Exhibitor distributing promotional material or soliciting business must do so in the confined to their exhibit space. Such activities are not permitted in the aisles, registration areas, hallways or other exhibits. Exhibitors wishing to enter another Exhibitor's area may only do so if invited.

The building owners warn that Exhibitors handing out adhesive backed promotional material will be charged for removal of this material from the walls and floors of the building.

Only participating Exhibitors have the exclusive rights to promote goods or services in this show. All other parties, who attempt to make any solicitations without expressed written permission of Show Management, will be permanently removed from the show area. Exhibitors are asked to report any infractions to the Show Office so that immediate remedial action can be taken.

STORAGE

Each empty container should have a storage label affixed to it with the Exhibitor name and booth number clearly marked, preferable with felt marker type pen. These labels will be available from the Lange Service Desk for those exhibitors who have paid for Material Handling and Storage.

Place all empty containers in the aisle making sure the storage labels are clearly visible. The containers will be removed and placed in a storage trailer prior to show opening and returned when the show closes.

ANIMALS

With the exception of "seeing eye" dogs, animals are not permitted without prior written approval from show management. Please forward a list of animals attending the show to the attention of Kyle Tomlin (ktomlin@icsc.com) prior to Friday December 6th, 2013 for approval.

INSURANCE

Exhibitors must carry their own fire, theft, or other insurance. Show Management shall take the responsible precautions to prevent losses and to protect the interests of Exhibitors; however, under no circumstances will Show Management, Lange Transportation & Storage Ltd., the Fairmont Chateau Whistler and Goodkey Show Services accept responsibility for injury to persons, loss of, or damage to products, exhibits, equipment or decoration, by fire, accident, theft, or any other causes while in the building. Exhibitors, or their agents, must provide adequate insurance for their own personnel, exhibits and materials against all such hazards.

LIABILITY

The Exhibitor agrees to indemnify and hold harmless, ICSC, the Fairmont Chateau Whistler, Lange Transportation & Storage Ltd., Goodkey Show Services, the employees thereof and their representatives, against any claim for loss, damage, theft or injury. Indemnification includes the period of storage prior to and following the Trade Show. The Exhibitor, on signing the contract, releases the foregoing from any and all claims for loss, theft, damage, or injury.

SMOKING PROHIBITED

Smoking is NOT permitted anywhere within the exhibit hall.

SHOW POLICY REGARDING SERVICE CONTRACTORS & INDEPENDENT CONTRACTORS

The Show Management, acting on behalf of all Exhibitors in the best interest of ICSC, has appointed official service contractors to perform and provide necessary services and equipment.

Official service contracts are appointed to:

1. Insure the orderly and efficient installation and removal of exhibits.
2. Assure the distribution of labour to all Exhibitors according to need.
3. Provide sufficient labour to satisfy the requirements of Exhibitors, and for the show itself.
4. To insure that the proper type and limits of insurance are in force.
5. To avoid any conflict with local union regulations and requirements. The official contractors will provide all usual trade show services, including labour. Exhibitors, however, may provide their own supervision, or may appoint their own exhibit installation contractor or exhibit display supplier.

Should an Exhibitor wish to have an exhibit installed by a contractor other than the official contractor, the following conditions must be met:

1. The Exhibitor must inform Show Management of the name and address of the contractor and the work to be performed. This information must be received in writing thirty (30) days prior to the commencement of any work at the show site.
2. All Exhibitor-appointed suppliers, other than official show suppliers appointed by Show Management, must provide evidence of general liability insurance providing coverage of at least \$2,000,000 inclusive for bodily injury and/or property damages for each occurrence and all risks in a form acceptable to Show Management.

Exhibitor-appointed contractors must also provide written documentation of Workers' Compensation Insurance, including employee's liability coverage.

The Fairmont Chateau Whistler, Lange Transportation & Storage Ltd., Goodkey Show Services and the ICSC are to be cross insured on the supplier's insurance for its operations and services provided for the ICSC 2014 Deal Making and Trade Exposition.

Evidence for the supplier insurance shall be provided thirty (30) days prior to the commencement of any work at the show site. It is the responsibility of the Exhibitor to ensure this is done.

3. The installation contractor to be used by the Exhibitor must agree in writing to the following conditions. This information must be received thirty (30) days prior to commencement of any work at the show site.
 - a) Must agree by all rules and regulations of the show.
 - b) Must agree by all union rules and regulations.
 - c) Identification badges must be worn at all times. Temporary Installer badges will be provided. Badges will be issued only to persons actually used to supervise, install, dismantle and maintain exhibits; for official contractors and Exhibitor appointed contractors who provide the above mentioned documentation.

SIGNS AND BANNERS

All signs, banners and other display materials must be properly affixed to the exhibit or be self-supporting from the floor within the height restrictions outlined in this prospectus.

SAFETY MEASURES

Exhibitors, who are showing equipment in a moving and operating condition, are required to provide every possible precaution for the safety of show visitors, their own operators, and exhibit personnel.

ADDITIONAL PROHIBITED BOOTH ACTIVITIES

No specific exhibit booth may be photographed or videotaped except with the permission of the legitimate occupants of that booth. This restriction also applies to members of the media.

NOISE, LIGHT AND ODOUR RESTRICTIONS

Noise from electrical or mechanical apparatus must not interfere with the rights and privileges of other Exhibitors. No Exhibitor may operate public address, sound producing or amplifying devices, which project sound above a normal conversational level. Sound projection equipment, which is likely to exceed this limit in operation, must be equipped with earphones or enclosed within a special booth listening room.

No Exhibitor may operate display lighting, or odour-generating devices or activities, which interfere with the rights and privileges of other Exhibitors. Noise, light and odour levels will be monitored by Show Management.

Show Management reserves the right to exercise its own judgment in responding to Exhibitor complaints in this regard.

SECURITY IN THE EXHIBIT HALL

Show Management cannot guarantee against loss or damage of any kind, but will endeavour to protect Exhibitors by providing general security during times when the exhibit area is not open to registrants. All persons must present proper identification and credentials to gain entry into exhibit hall.

Exhibitors wanting to remove any goods or items from the Exhibit Hall – During Show Hours must obtain an Exhibit Materials Release Form from the Registration Desk, and present this signed form, along with proper identification to security when removing goods from the Hall.

Each Exhibitor is solely responsible for their own exhibit material, and should insure these exhibit materials against loss or damage during the convention. Please put all small items of value out of sight each night. All property of an Exhibitor is understood to remain within the Exhibitor's care, custody and control in transit to or from or within the Exhibit Hall. Exhibitor name badges will be provided to all identified Exhibitor personnel, and must be worn to ensure access to the Exhibit Hall.

GENERAL LIABILITY

Show Management acts for the Exhibitors and their representatives in the capacity of an agent, not as a principal. Show Management assumes no liability for any act of omission with this agency.

Exhibitors and their representatives hereby agree to indemnify and hold harmless the ICSC, the Fairmont Chateau Whistler, Lange Transportation & Storage Ltd., and Goodkey Show Services, the employees thereof and their representatives and agents, against any and all claims for loss, damage, theft or injury. Indemnification includes the period of storage prior to and immediately following the Convention and Trade Show.

The Exhibitor, on signing the contract, releases the foregoing from any and all claims for loss, theft, damage or injury.

Before any exhibit may be removed from the building, Exhibitors must make arrangements satisfactory to Show Management, the Fairmont Chateau Whistler and Show Management's official suppliers, for the payment of any charges incurred by the Exhibitor in connection with representing his/her exhibit.

FIRE REGULATIONS

The Fairmont Chateau Whistler has strict fire safety requirements. The Exhibitor assumes responsibility for compliance with municipal and provincial regulations concerning fire, safety and health.

All exhibit equipment and materials must be protected by safety guards and devices where appropriate. All display material must be flame-proofed and subject to inspection by the Fairmont Chateau Whistler.

No flammable liquids or substances of any kind may be used, stored or displayed in the Exhibit Hall. Aisles, behind your booth and exits must be kept clear at all times. All fire hose cabinets must be left accessible and in clear view at all times. Combustible decorations such as crepe paper, foam, tissue paper, cardboard and corrugated paper must not be used. All packing containers, excelsior and wrapping paper are to be removed from the floor and must not be stored under tables or behind displays.

A complete list of fire regulations is included in the Exhibitor Manual.

PROMOTIONAL INFORMATION

Exhibitors are responsible for ensuring that all promotional and product or service-related information intended for distribution to delegates during the convention is factually accurate, and is professionally tasteful in its presentation. Promotional and educational materials available from an Exhibitor's display must not present information or claims that are at variance with those contained in the appropriate product monograph.

The names and logotypes of the ICSC are proprietary trademarks for the exclusive use of the ICSC and may not be printed, used or displayed for any purpose without the express written permission of the ICSC. Such permission will not be granted for purely promotional purposes, or in any way that would imply endorsement of a particular company, product, service or activity.

ICSC

FIRE REGULATIONS FOR EXHIBITORS

The purpose of these requirements is to maintain an acceptable level of fire safety within the facility. The fire protection systems built into the facility have been designed to protect against the hazards which are typical of conventions and exhibitions. The objective of these requirements is to limit the hazards of contents and operations within the facility to a level which can be controlled by the building fire protection systems.

The requirements contained herein and the British Columbia Fire Code will be strictly enforced by the Fire Safety Director of the facility and the Whistler Fire Prevention Division. These requirements apply to all conventions and trade shows whether or not open to the public. All Exhibitors must have these requirements in their possession during booth occupancy.

The requirements apply to the following:

1. Prohibited materials, processes and equipment.
2. Materials, processes and equipment requiring special approval from the facility Fire Safety Director and Show Management.
3. Acceptable booth configurations.
4. Acceptable material for booth construction.
5. Interior finishes and furnishings.
6. Obstructions.
7. Combustion engines.
8. Electrical equipment and connections.
9. Portable spotlights.
10. Procedures during set-up and dismantling.
11. All items to be suspended from ceilings.
12. Emergency procedures.

PROHIBITED MATERIALS, PROCESSES, EQUIPMENT AND BOOTH CONFIGURATIONS

The use of the following materials, processes or equipment is strictly prohibited:

1. Acetate fabrics, corrugated paper box board, no-seam paper.
2. Paper backed foil unless glued securely to suitable backing.
3. Styrofoam and/or foam core.
4. Fireworks (permit).
5. Blasting agents.
6. Explosives.
7. Flammable cryogenic gases.
8. Aerosol cans with flammable propellants.
9. Smoking in posted "No Smoking" areas.
10. Fuelling of motor vehicles.
11. Liquefied petroleum or natural gas.
12. Wood matches with "all surface" strikes.
13. Hazardous refrigerants such as sulphur dioxide and ammonia.
14. Cellulose nitrate motion picture film.
15. Portable heating equipment.
16. Flammable liquids or dangerous chemicals.
17. Electrical equipment or installation not conforming to British Columbia Electrical Safety Code.

MATERIALS, PROCESSES AND EQUIPMENT REQUIRING SPECIAL PERMIT FOR USE

The use of the following materials, processes or equipment is subject to approval from the facility Fire Safety Director and Show Management. If any materials, processes or equipment requiring approval are to be used, the Exhibitor shall submit in writing to the Show Manager the nature of the process or equipment and any safeguards to be used to protect the hazard. Requests will be submitted to the Show Manager who will review and return the request with its approval, rejection or limitations.

1. Propane or natural gas fired equipment.
2. Operation of any heater, barbecue, heat producing device, open flame device, candles or torches.
3. Exhibits involving hazardous processing or materials not previously listed.
4. Storage or display of ammunition and fire arms (subject to the British Columbia Fire Code and Criminal Code).
5. Pressure vessels including propane tanks.
6. Fossil fuel powered equipment.
7. Hydraulically powered equipment using flammable fluids.
8. Radiation producing devices.
9. Natural Christmas trees.

ACCEPTABLE BOOTH CONFIGURATION

The following booth configuration will be acceptable:

1. Open top exhibition booths.
2. Platforms not exceeding 400 square feet in area.

The following booth configurations will require approval from the facility Fire Safety Director and Show Management. A description of the booths requiring approval shall be submitted to the Show Manager who in turn will submit the description to the Fire Safety Director for his approval. The Fire Safety Director will discuss these configurations with the British Columbia Fire Prevention Division.

1. Platforms exceeding 400 square feet in area.
 2. Exhibition booths with flame retardant fabric canopies not to exceed 200 square feet.
- Note: Two-storey booths or single-level roofed booths and booths with mezzanines are not allowed.
 - Any enclosed showroom with an area in excess of 2,000 square feet or occupancy of 60 persons or more must have two means of exit as far apart as possible. Any booth with an area of 3,500 square feet or more must contain one fire extinguisher.

ACCEPTABLE MATERIALS FOR BOOTH CONSTRUCTION

The following types of materials will be acceptable for booth construction:

1. Wood.
2. Combustible materials including plastics having a flame spread rating not exceeding 150 and a smoke developed classification not exceeding 300.
3. Non-combustible materials as regulated by the British Columbia Building Code.

INTERIOR FINISHES AND FURNISHINGS

The limitations described below shall apply to all interior finishes and furnishings including:

- drapes
- hangings
- curtains
- drops
- decorative fabrics
- Christmas trees
- artificial flowers and foliage
- motion picture screens
- paper, cardboard or compressed paperboard less than 1/8" thick is considered paper
- split wood
- textiles
- all other decorative materials including plastics

LIMITATIONS:

1. Made from non-combustible material, or
2. Treated and maintained in a flame retardant condition by an approved flame retardant solution or process.
3. Corrugated cardboard can be used only if fire retardant treated at the factory.
4. Plastics can be used only if approved by the facility Fire Safety Director.

NOTE:

It is not necessary to flameproof textiles, paper and combustible merchandise on display, but the quantity so used shall be limited to the displaying of one salvageable length. Each sample must differ in colour, weave or texture.

Wallpaper is permissible if pasted securely to walls or wallboard backing.

The following test (NFPA 701 Match Flam Test) may be used to determine if a material is flame resistant:

1. Cut off a small piece of the material (1 1/2 inches wide by 4 inches long) and hold it with a pair of pliers.
2. Hold a wooden match 1/2 inch below the bottom of the material 12 seconds.
3. If, when the match is taken away, the material stops burning within 2 seconds, it is flame resistant.
4. If the material goes up in flames immediately or continues to burn for more than 2 seconds after the match is removed it is not flame resistant.

OBSTRUCTIONS:

Nothing shall be hung from or affixed to any sprinkler piping or heads. Construction or ceiling decorations of the show booths must not impede the operation of the sprinkler system.

All exit doors shall be in an operable condition and shall remain unobstructed at all times. Exit signs, manual pull stations, fire department handsets, fire hose cabinets and portable fire extinguishers shall not be obstructed in any manner.

If a fire hose standpipe is located in exhibit space, it shall be the responsibility of the Exhibitor to provide access to such equipment and, if the view to such equipment is obstructed, to provide designating signs for same.

All entrances, exits, aisles, stairways, lobbies and passageways shall be unobstructed at all times.

Roof constructions shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into the aisles.

Literature, supplies and handouts are permissible in reasonable quantities. Reserve quantities shall be kept in closed containers and stored in a neat, compact manner within the booth.

Vehicles or other flammable fuelled engines displayed shall conform to the following requirements:

1. Fuel tanks containing fuel, or which have ever contained fuel, shall be maintained less than 1/8 full. Caps for fuel tanks fill pipes shall be of the locking type and be maintained locked to prevent viewer inspection.
2. Garden tractors, chain saws, power plants and other gasoline powered equipment shall not be used for demonstrations without permission from the facility Fire Safety Director and Show Management.
3. The electrical system shall be de-energized by either:
 - (a) removing the battery, or
 - (b) disconnecting both battery cables and covering them with electrical tape or other similar insulating material
4. Tanks containing propane shall be maintained less than 1/4 full. Vehicles may be driven in and positioned. Engine should remain running, with valve shut off. Allow engine to run until all of the fuel in the fuel line is used up. Turn ignition off.
5. Cylinders for barbeques and/or appliances within a vehicle such as stoves, refrigerators, etc., must be empty.
6. All vehicles must either have sealed undercarriages or be equipped with ground sheets.

PORTABLE SPOTLIGHTS

All clamp-on types of portable spotlights shall be protected from metal-to-metal contact by having electrical insulating pads or wrappings permanently attached to the lamp holder clamps.

Where a spot light may be subject to physical damage, dampness or where lamps may come in contact with combustible material, the spotlight shall be equipped with a guard attached to the lamp holder or the handle.

Flexible cords (extension cords) may only be used for portable lamps or appliances that are of allowable amperage for the size and type of the three-conductor cord to be used or power bars.

PROCEDURES DURING SET-UP AND DISMANTLING OF SHOWS

No smoking is allowed during the set-up or dismantling of shows. Smoking is permitted in authorized areas only.

Access to and flow of vehicles or trucks on exhibition hall floor is prohibited. Drivers of vehicles must stand by vehicles at all times with parking lights on.

Crates and packing materials must be removed promptly. The Exhibitor is to monitor this activity. Restriction on the use of materials, processes and equipment during set-up and dismantling must be adhered to.

Any type of utility connection (i.e. electrical, audio, video, water, compressed air, steam, etc.) must be carried out by Show Management authorized personnel or its appointees. This applies to any and all utility connections of any kind.

The following equipment and operations are prohibited during show set-up and dismantling:

1. Material handling equipment other than electrically powered will not be permitted in the facility during shows or overnight.
2. Powered tools and equipment, except material handling equipment, other than electrically powered or air powered.
3. Electrically powered tools and equipment, except material handling equipment, other than those listed by ULC and/or CSA or approved by a nationally recognized testing laboratory.
4. Portable heating equipment.

5. Welding, cutting or brazing without special permission from the facility Fire Safety Director and Show Management.
6. Painting with flammable or volatile paints and finishes.
7. Smoking in posted "No Smoking" areas or in other areas where packing crates and debris are an obvious fire hazard.
8. Use of other equipment or operations that increase the risk of life safety.

CEILING SUSPEND ITEMS

1. Suspended items from ceilings including signs, displays, light and sound equipment, is not permitted.
2. Rigging of cable and other hanging devices on or near ceiling electrical buss ducts and conduits is strictly prohibited.

EMERGENCY PROCEDURES

The facility is equipped with sophisticated fire protection equipment, including: automatic sprinkler, smoke and hear detection, fire alarm and voice communication systems. Upon your arrival, you should familiarize yourself with the building particularly as to the location of the nearest exit, manual pull station and fire extinguisher.

If you see a fire, activate the nearest fire alarm manual pull station and leave the fire area closing all doors behind you. Do not attempt to fight a fire unless it is small enough to extinguish with one of the portable extinguishers located throughout the building. There are no fire hoses provided for use by occupants.

Booth Canopies: Canopies not exceeding 4 ft. in width do not require protection. Canopies exceeding 4 ft. in width will be reviewed individually.