



EXHIBITOR GUIDE

Address: 1190 Cornell St, Abbotsford, BC V2T 6H5

Email: info@TradeXbc.com

Email: sales@TradeXbc.com

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WELCOME TO TradeX

TradeX has a long history in Abbotsford hosting live events, trade and consumer shows, sporting events, community festivals, galas and both large and small corporate meetings.

As a gathering place for over 100,000 guests each year, we bring people together to learn, innovate, trade and celebrate. We are committed to creating connection—to the community, to the land, to local culture and to each other.

We deliver remarkable experiences through our warm hospitality and drive to achieve your vision. As our client and guest, you can expect to be connected to our expertise and operational excellence that spans over 25 years.

With two halls of column-free space, each measuring 60,000 sq ft, TradeX is a great venue with a blank canvas and flexible build out options that allows you to bring your event's vision to life.

Thank you for making TradeX your destination. We are proud to be your chosen venue and our team looks forward to working together to make your event a success.

We hope you will use this guide as a tool to familiarize yourself with our facility and services. You may also visit our website at www.TradeXbc.com

SERVICE PROVIDERS



Preferred Production Supplier

Galactic Entertainment has been in the production industry since 1991. Their services include a full service rental department for all audio visual equipment and a full service production department ready to work with you to make your vision a reality. Their equipment includes sound, lighting, video, LED screens, staging, lasers, special effects (confetti, cryo / CO2, Sparkulars), and communications.

Staging

Available staging at TradeX consists of 8' x 4' staging panels with height variations 3-5' high

Audio Visual Needs

TradeX has an in-house public announcement system. Please inquire to your Event Manager about having background music at your event, as well a cordless microphone for floor announcements can be signed out.

Wi-Fi & Internet Connection

TradeX wifi is available for Vendors and the Show Management team. Internet connections (wifi and hardline) are managed by Galactic Entertainment, please contact tanya@galactic.ca for an internet order form or feel free to use the [TradeX Internet Order Form](#).

Options include:

- Enhanced Vendor Wifi Daily/Event 100 mbs up/down
- Wired Internet Daily/Event

Please note Galactic Entertainment is the sole provider of internet services including using switches to wire multiple devices from one line for TradeX. No outside switches, hubs, routers, or internet distribution devices are permitted to be connected within the TradeX Network.

Contact Information

Tanya Robichaud
E: tanya@galactic.ca
T: 604-552-2141



Exclusive Provider - Electrical, Rigging, Sign Hanging & Plumbing

Wild Coast Power & HVAC/Wild Coast Rentals Inc. is the exclusive supplier for the following services:

- Electrical
- Rigging
- Signage (hanging)
- Plumbing
- Compressors

Wild Coast Productions was formed with the mandate to revolutionize the way event organizers rent equipment. Looking for special events equipment for rent? We carry everything needed and we have the inventory and expertise to get the job done.

Our Team

Our customer service representatives know the business. They've set up and taken down equipment. They've loaded and unloaded trucks. This ensures that everyone involved in your event has the knowledge to make your event a success.

We are a group of committed individuals ready to service your event. From crew to drivers to owners: We are here to help. Ask us and you will see how we make "One Show, One Quote, One Supplier" a reality.

Contact Information

Ryan Ehlert, General Manager
E: ryan@wildcoastproductions.ca
T: 604-288-2300

INDIGO

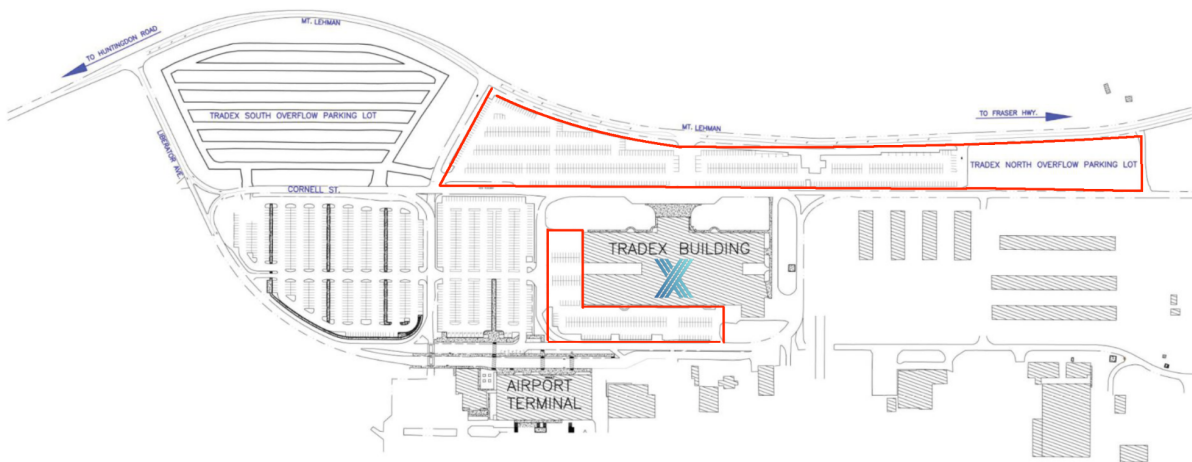
Indigo is responsible for managing TradeX parking services. We have 10 pay stations available. There are 8 at the crosswalk at the main entrance and 2 behind the building that accept credit & debit cards. **CASH PAYMENT IS NOT ACCEPTED**

There are approximately 1,200 paved with numerous disability parking spots available to both Exhibitors and Guests.

- Pre-book parking for a discounted rate of \$9+fees/per day for a multi-day pass.
- Regular event day rate \$10+fees/per day.
- Contact Event Manager for Pre-Parking booking link.

There is optional overflow parking when available. Your Event Manager will review your parking needs at the pre-event meeting (i.e. overnight, exhibitor, show management, media).

TRADEX PARKING MAP





Exclusive Consumer Show Ticketing

TradeX is proud to partner with Showpass for all trade and consumer show ticketing. With a focus on the future, Showpass has become the leading technology company in the ticket space and is the only Canadian company with an official Facebook integration.

www.showpass.com

VENUE INFORMATION

Exhibit & Meeting Space

Exhibit Hall A & B

- Two 60,000 square foot halls totalling 120,000 square feet of column-free space.
- 600 (10' x 10') exhibit booth capacity.
- H-shaped layout allows you to close off sections for smaller events.
- Connecting center court.
- Loading bay with 2 docking stations
- 5 Overhead doors

The Show Office

- Fully air-conditioned and heated, giving you room to maneuver in comfort.
- Designated show office that includes a private meeting room.
- HD Flat Screen TV
- Roll up service window

Aviator Room

- Capacity of 90 guests theater style
- Capacity of 80 guests banquet style
- Separate washrooms
- Foyer access
- Stair access only; no wheelchair access
- Dimensions, 50' x 37'

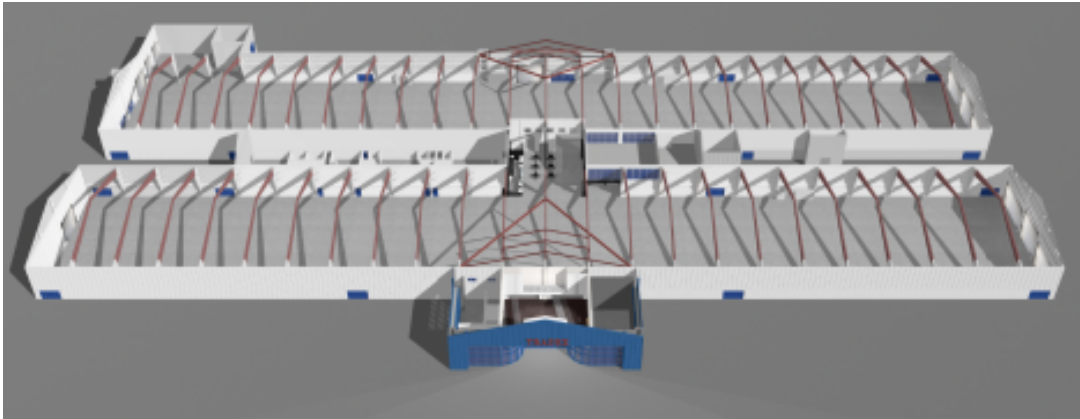
Cornell Room

- Boardroom with table & executive chairs
- Capacity of 12 guests, boardroom style
- Dimensions 24'6" x 17"
- HD Flat Screen TV

The Loft

- 4,000 sq ft enclosed meeting space
- Over looks both Hall A & B
- Capacity 100
- No wheelchair Access

BUILDING ACCESS



Public Entrances

The main entrance is located on the west side of TradeX, facing Cornell Street, across from the main parking lot.

Vehicle Entrances

Overhead 1

- (South Hall A) has 3 doors:
- East & West Door 32'w x 15'h
- Center Door 24'w x 19'h

Overhead 2

- (South Hall B) has 3 doors
- East & West Door 32'w x 15'h
- Center Door 34'w x 19'h

Overhead 3

- (East Hall B) has 1 door 20'w x 15'10"h

Overhead 4

- (North Hall B) has 1 door 12'w x 14'h

Overhead 5

- (North Hall A) has 1 door 20'w x 15'10"h

Loading Bays (North Hall B)

- 2 bays 12'w x 14'h
- Weight Restriction 14000 pound

SERVICES

Water

Cold water and limited hot water service is available on the exhibit floor. However, due to restricted access to water sources, it is crucial that the Event Manager is notified well in advance of your event move-in.

Plumbing

Plumbing services are supplied exclusively by **Wild Coast Power & HVAC/Wild Coast Rentals Inc.**. Due to restricted access to water sources, it is crucial that all plumbing requirements are ordered well in advance of the Event Move-In. Cold water and limited hot water service are available in both exhibit halls. Restrictions for the use of drains include, but not limited to:

- Disposal of grease of any kind
- Disposal of solids of any kind
- Disposal of hazardous materials of any kind
- Disposal of solvents of any kind

Electrical/Lighting

Electrical Services are supplied exclusively through **Wild Coast Power & HVAC/Wild Coast Rentals Inc.**

- The minimum electrical service that can be ordered per booth or exhibitor is 750 Watts (120 Volts) 7.5 amps. This service cannot be shared between exhibitors.
- All electrical cables must be secured and matted to conform to electrical/safety standards and are subject to inspection at any time.
- Clients and exhibitors are responsible for protecting their electrical equipment from possible power surges.
- All electrical equipment used and offered for sale or displayed must be labeled CSA approved. It is the responsibility of the client to ensure their exhibitors comply with Local/Provincial/Federal Electrical safety requirements and approvals.

For certification of electrical equipment, please contact:

Canadian Standard Association
13799 Commerce Parkway
Richmond, BC—V6C 2N9"

EVENT STAFF, PERSONNEL & STAFFING POLICIES

Event Manager

Once a License Agreement has been issued and signed, a TradeX Event Manager will begin working with you. The Event Manager will assist in organizing staff and services available through TradeX to ensure your event requirements are fully met. Your Event Manager will be your main contact at TradeX, before, during and after your event.

Event Staff

Event staff requirements should be confirmed in conjunction with the Event Manager at least one month prior to your event dates.

All staff cancellations require notice of 48 hours (not including weekends or holidays); otherwise a minimum charge of four hours per staff will be incurred. Cancellations during shifts will result in charges for the balance of each shift.

The Event Manager assists with determining appropriate staffing levels.

Please note that all quotes are not final and subject to change determined by the needs of the event.

Special rates for overtime and statutory holidays may apply. Please discuss with your Event Manager for further information.

Staffing Policies

TradeX will arrange staffing as per your Schedule A of the License Agreement.

We ask that you discuss your final staffing requirements with your Event Manager at least one month prior to the event so that your Event Manager can ensure that adequate staff is available.

Should you require additional staff during your event, overtime rates may apply for all requests received less than 24 hours in advance of the shift start time. Last minute orders will be filled, depending on availability of staff.

In accordance with BC Labor Laws, should you cancel staff that TradeX cannot provide a minimum of 24 hours cancellation notice (from the beginning of the scheduled shift), you will be charged for a four-hour minimum call. If cancellation is during the shift, you will be required to pay out the remainder of the shift.

Housekeeping, Security, First Aid and Ticketing staff requirements must be paid in full as stated in your Schedule A. Any additional costs/credits will be reflected on your final invoice.

INSURANCE

Certificate of Insurance:

The Licensee shall obtain, maintain and enforce during the Move-In period, License period and Move-Out period the following insurance coverage in a form satisfactory to the Operator:

- Comprehensive General Liability insurance with a minimum of \$5,000,000 per occurrence, covering bodily injury to, death of, or property damage to, third parties, and property of the Operator not in the care, custody and control of the Licensee and such policies of insurance shall include the **Fraser Valley Exhibition Centre Inc.** and the **City of Abbotsford** as additional insured and shall contain cross liability clause; and
- Tenant's Legal Liability insurance with a minimum limit of \$2,000,000 covering property of the Operator in the care, custody and control of the Licensee.
- Written evidence in the form of a certificate or certified copy of any insurance policy issued by the insurer shall be delivered to the Operator 60 days prior to the Event and shall contain an undertaking by the insurer not to cancel or limit the insurance coverage so described except upon thirty days prior written notice served on the Operator.
- The Operator may, at its option, and with seven days' notice, require additional parties as Additional Insured or require increases in types or amounts of insurance.

The Licensees shall ensure that all personnel engaged by or on behalf of the Licensee shall be covered by Workers' Compensation insurance, or equivalent, where required by law.

LICENSES

The Client is responsible for obtaining all licenses, permits and approvals from the appropriate regulatory boards and authorities that may be required for staging the Event (including business licenses, amusement licenses and health and safety approvals). The cost of these licenses will be the responsibility of the Client. Your Event Manager can assist with contacts and specific requirements for all licensing.

TAXES

A Goods & Services Sales Tax (GST) of 5% and a Provincial Sales (PST) of 7% will be applied to all applicable rentals, staffing and services.

Licensing Fees

If live or recorded music is played at your event, SOCAN and Re:Sound fees will be applied post event.

SOCAN

The Society of Composers, Authors and Music Publishers of Canada (SOCAN) requires a license for each day of an event where music, live or prerecorded, will be played. This fee will be collected by TradeX on behalf of SOCAN, if there is music played (radio, taped, or live) and/or dancing during your event.

Re:Sound

Re: Sound is the Canadian not-for-profit music licensing company dedicated to obtaining fair compensation for artists and record companies for their performance rights. On behalf of its members, representing thousands of artists and record companies, Re:Sound licenses recorded music for public performance, broadcast and news media.

MOVE IN/OUT POLICIES & PROCEDURES

- Discuss move-in schedule with the show service provider.
- Ensure that you have allocated adequate time for unloading. Exhibitors will be asked to immediately unload, once a vehicle is unloaded TradeX staff will direct the exhibitor to move their vehicle to outside parking.
- Exhibitors are to bring their own tools, ladders, handcarts, dollies, etc., to build or transport their exhibits for move-in/out.
- Only TradeX staff can operate the overhead doors.
- No vehicles may drive through the center of TradeX, from one hall to the next. This is a staff work area. All vehicles must exit out an overhead door and enter through an overhead door to access a different hall.
- TradeX Security staff will be positioned at each overhead door to operate it during move-in/out. All TradeX staff will follow all fire, safety, Worksafe BC, and emergency regulations. Please ensure that your exhibitors are aware that they must follow these regulations at TradeX.
- TradeX staff are directed by TradeX management as to when overhead and emergency doors can be opened. We understand that all exhibitors want to move-in/out as quickly as possible, the overhead & emergency doors will be opened as soon as possible. Please be kind to our staff.
- No handcarts or large items can be moved in or out through the main foyer at TradeX. Any damage to the foyer will be charged back to the event.
- TradeX safety policy requires that children under the age of 16 years may not be on-site during move-in/out. During event hours, children should be supervised by parents or a guardian. ● During move-out, overhead doors will not be opened until aisle carpet has been lifted and pipe and drape that block the overhead doors has been removed. Emergency doors at the north and south ends of the halls will be opened for hand carting.
- Exhibitors must have their booth packed before bringing their vehicle into the building, this prevents aisle ways from being blocked by vehicles.
- Alcohol consumption on the show floor is prohibited at TradeX during move in/out. **Your TradeX Event Manager will confirm all move-in/out details with you prior to your event.**

MOVE IN/OUT SAFETY

PPE

High-visibility vests have to be worn by all exhibitors, contractors and booth builders at all times **during move-in and move-out periods**. Vests are not provided by TradeX.

FOOTWEAR

In keeping with WorkSafe BC safety standards, TradeX requests all Clients and their contracted suppliers to comply with the guidelines for protective footwear. Protective footwear should meet the highest grade of protection needed for the activity that the workers will be engaged in. This includes:

- No open-toed shoes during move-in, move-outs or any other set-up times
- Steel-toed footwear during construction of booths

A copy of the detailed requirements is available from your Event Manager. Due to the seriousness of this matter, TradeX reserves the right to request that suppliers and their staff leave the site if they do not comply with WorkSafe BC recommended standards.

DELIVERIES & FREIGHT

We request your cooperation in our efforts to regulate delivery of freight and goods to the facility.

- TradeX will not receive goods prior to the move-in date schedule.
- All freight should be clearly marked, identifying the sender and receiver with contact names, addresses, booth # and phone numbers of both parties.
- Ensure that you have a plan to handle freight left behind after move-out is over. TradeX will not store unclaimed freight. If there is left over freight it will be force freighted following the end of your move-out at our sole discretion.
- Prior to unloading at TradeX all Exhibitors must be provided with directions to the correct overhead door/loading bay. **See map on Page 9.**
- The loading area consists of two (2) loading bays which can accommodate semi-trailers up to 40' in length. Both bays have levelers. Loading dock clearance is not limited and is 12' wide.
- Each exhibit hall has drive-in access through roll-up doors. **See entrances Page 9.**
- Due to commitments to other events and building requirements, not all bays and load-in areas will always be available. No vehicles can park in the loading areas or on the driveways at any time.
- No freight may be stacked or stored in the loading area, on the driveways or against fire exits, fire pull stations or fire hose cabinets.

SHIPPING & RECEIVING

Please ensure that your Exhibitors know that TradeX does not accept deliveries or shipments prior to the scheduled move-in date or storage after move-out. Unfortunately, any shipments received prior to the move-in date will be turned away. TradeX employees are not authorized to sign for receipt of any Client or Exhibitors' goods.

- If you have appointed an official freight carrier for your show, their representative should be part of the planning process.
- It is your responsibility to provide your exhibitors with information on delivery requirements for freight at TradeX.
- The freight transportation company of your choice delivers goods to TradeX. Once at TradeX drayage is provided by the Show Services Company, who are independent of the freight transportation company. Your specific needs for drayage should be discussed with your Event Manager.

Shipping address: 1190 Cornell Street, Abbotsford, BC V2T 6H5

EQUIPMENT OPERATORS

Private equipment and operators are welcome at TradeX, provided they conform to the WorkSafe BC regulations.

- All forklift operators must have current valid certification.
- Copies of individual certificates must be emailed to your Event Manager 1 week prior to move-in
- Contact your Event Manager if you require a certified forklift operator at an hourly rate 4 weeks prior to move-in.
- Company, personal and rental forklifts must have valid inspection stickers
- Operators will not be permitted to operate a forklift on TradeX property without proof of valid certification

All individuals must be given detailed instructions by TradeX Operations Manager and be given time to familiarize themselves with the piece of equipment.

SHOW MANAGEMENT INFORMATION

Exhibitor Information Guide

This reference list of services and informational material is provided to assist Exhibitors with their upcoming event. Please take a moment to familiarize yourself with this information.

- All food and beverages are exclusively provided by TradeX. It is not permissible for food and beverage, alcoholic or otherwise, to be purchased or brought in from off-site and served in the facility.
- Banners can be suspended in some locations inside the event space, depending on the regulations of your event. Discuss with your Event Managers 4 weeks in advance for approval.
- All decorative materials must be treated with flame proofing before installation.

TradeX Management requires that Show Producers include the TradeX Policy document in the Exhibitor Information kit you provide to exhibitors.

Show Manager's Office & Lounge

The Show Manager's office is in the main foyer. The Show Manager's office consists of an office, a lounge area and a private washroom with a shower. The Show Producer will be provided up to three (3) keys for this area. The office keys are to be returned to the closing Duty Manager at the end of move out.

If you would like show office catering throughout the weekend please contact the Food and Beverage department to arrange.

Lost & Found

During event hours all lost and found items are handed in to the information kiosk located in the main foyer. All items are logged, and any items of value are stored in a locked cabinet for one (1) month. For any lost and found inquiries, emails info@Tradexbc.com

Facilities for Guests with Disabilities

TradeX has restrooms, building entrances and concessions which are designed to accommodate the needs for guests with disabilities. Multiple parking spaces are available for guests with disabilities.

Balloons

As TradeX is located on the Abbotsford International Airport grounds, there is an absolute **NO BALLOON** policy.

FOOD & BEVERAGE POLICIES

TradeX exhibitor policies with respect to food and beverage are as follows:

Food & Beverage Quality Standards

- TradeX exclusively supplies all catering and concession services.
- Any catered food and beverages ordered for receptions, show office or exhibitor booths are not permitted to leave the facility.
- The venue complies with all Fraser Health regulations.

Outside Food & Drinks

- Outside food and drinks are not permitted.
- Outside alcohol is strictly prohibited.
- The consumption of alcohol not provided by TradeX can result in removal from the event without a refund.

Exhibitors

- Exhibitors are permitted to sell sealed food and non alcoholic beverages once approved by Tradex management.
- Exhibitors are required to obtain a temporary permit from Fraser Health to provide any samples or sales of food.
- All food must be from Fraser Health approved kitchens.
- Exhibitors wanting to sell food or drinks must confirm with TradeX Food & Beverage Management prior to the event.

For further information, please contact mia.lumitao-jeansonne@fraserhealth.ca

Sample Sizing

- Food sampling can be no larger than 1oz.
- Alcohol samples are not permitted.

- Advise TradeX 30 days in advance as to how many booths you will be operating and the product you will be sampling.
- If you would like food and beverage items to be used as a traffic promoter to your booth (i.e. coffee, soft drinks, bottled water, popcorn, cookies, etc.) please contact your the Food & Beverage Manager, **Adnan Skeak** .

Catering

- All catering is subject to GST and a 15% service fee.
- Minimums may apply to specific menu selections.
- Final numbers and menu selection are due 10 days prior to the event.
- Changes after this cutoff are not guaranteed and are subject to additional charges.
- Allergies are accommodated for up to 10% of guests, subject to additional fees after.
- A deposit of 50% of the menu at the cutoff date will be required.

Concessions

- Concessions will open during the show's start and close approximately 90 minutes before the end of the show.
- A minimum of \$300 in sales must be guaranteed for concessions to be available for the show move-in. Differences will be added to the client's final bill.
- No outside food and beverage, excluding homemade lunches are permitted.
- No outside liquor is permitted on-site, including vendor/sponsor liquor sampling.

For show office and exhibitor catering, please contact Catering Services **Adnan Skeak** - [**askeak@TradeXbc.com**](mailto:askeak@TradeXbc.com)

GIVEAWAYS/HANDOUTS

Many Exhibitors wish to hand out swag or treats to entice Guests to their booth. While this is allowed, all handouts must stay within TradeX guidelines.

What is permitted:

- Small individually wrapped candies (Mints, lollipops, mini chocolate bars etc.) ▪ Swag (Pens, logoed reusable bottles, pins etc.)

What is not permitted: No competitive product will be allowed. All the following are considered competitive to TradeX F&B services.

- Bottles of water
- Unwrapped foods
- Full sized portions of chocolate bars or drinks
- Hot or cold food

Personal Services

Any demonstrations or sampling of personal services (spa services, massage, nail etc.) also require a Fraser Health Permit.

SAFETY & SECURITY

Health and safety regulations in the Province of British Columbia governed by a provincial agency known as WorkSafeBC contained in the Occupational Health & Safety Act require that TradeX and its users do their utmost to comply with the Act. The facility therefore requests the full cooperation of our clients, their contractors, suppliers, staff, exhibitors and guests in ensuring a safe and healthy environment.

Regarding special set-up, event displays and event activities, this may require safety attire such as high visibility vests, safety footwear and hard hats. Prior to move-in, please discuss all your event activities with your Event Manager.

Exhibitor Safety and Security

To help ensure the safe enjoyment of the event for all participants, please review the following safety and security policies of TradeX.

- Any person involved in moving equipment, supplies or goods into or out of the facility is prohibited from consuming alcohol or being under the influence of alcohol/drugs.
- Booth construction must conform to applicable building codes including electrical, plumbing etc. All work carried out on booths on-site must conform to WorkSafe BC regulations. Please contact the TradeX Duty Manager for further information.
- All decorative materials must be treated with flame proofing before installation (i.e. drapes, tents, linens).
- While on-site at TradeX please contact any uniformed TradeX employee for facility enquiries.
- Please ensure you have completed the necessary forms for any services you require. Exhibitor forms are available through your Show Manager or the TradeX website at www.fvTradeX.com
- In the event of an emergency evacuation, security staff will help direct you to the nearest emergency exit and the facility's Muster Station at the southwest side of the front grass.
- Proper ID is mandatory on-site during move-in, event and move-out days.
- TradeX has first aid on-site who are the first responders to on-site medical emergencies. If you require medical assistance contact any uniformed TradeX employee.
 - Give as much information as possible including your location and age of person requiring assistance.
 - The nearest hospital is only minutes away and TradeX will call for an ambulance immediately should it be required.
 - If you have a medical condition that Ambulance should be made aware of, please wear your medical ID bracelet.

- Children under the age of 16 are prohibited from being in the event space during move-in and move-out.
- Obey the 5km/hr. speed limit if driving your vehicle in the building.

Use extreme caution if you are in show areas where forklifts and vehicle traffic are operating during move-in and move-out.

GARBAGE & RECYCLING

Please identify any specialized waste removal needed for your event. This includes debris from theme décor set-ups (i.e., trees, plants, bark mulch) or from your event activities (i.e., food sampling, non-reusable crates/wrapping). There may be additional costs; your Event Manager will be able to advise you in greater detail.

Garbage and recycling bins are available on site. Please ensure that all cardboard is flattened before being put into the bin. **All Entrances and Fire Exits MUST BE KEPT CLEAR at all times.**

Recycling bins are located on the show floor for beverage bottles and cans. Cardboard, plastic, etc. can be left at booths and will be picked up by TradeX housekeeping staff. All organic/food waste is recycled. Guests just put their tray on the tray racks provided in the Food and Beverage area or on their tables. Trays will be picked up and sorted by TradeX Staff.

TradeX is proud to use the process of water recycling to reuse rainwater for other purposes such as irrigation, flushing a toilet or filling up a groundwater basin.

FIRE REGULATIONS

Any specialized requirements you may have should be discussed with your Event Manager at the earliest time possible. Please carefully review the Emergency Evacuation Procedures on the following page.

- All floor plans require approval from your Event Manager 60 days prior to your event. Aisles and exits, as designated on approved show plans, must be kept clean and free from obstruction. Fire lanes in and around the facility must remain clear and unobstructed. Adequate facility staff
- will be scheduled to guide vehicle traffic during move-in and move-out.
- Easels, signs, chairs, etc. cannot be placed beyond booth areas into aisles. Display literature is to be laminated to reasonable quantities. Reserve supplies should be kept in closed containers and stored in a neat and compact manner.
- Show Management is responsible for advising Exhibitors that booths must be cleaned of combustible rubbish daily.
- All decorations, drapes, signs, banners, acoustical materials, moss, bamboo, plastic, cloth and similar decorative materials must be made flame retardant.
- Internal combustion engines, vehicles or equipment must contain a full tank of gasoline or fuel and must be inoperable, e.g. battery and/or ignition disconnected. Fuel caps must be taped or locked shut; drip pans are required under all vehicles.
- Any booth which may pose a hazard by the storage or actions within must provide a portable fire extinguisher with a minimum rating of 2A 20BC. This will include cooking, use of propane, candles, etc.
- All two-story booths, tents or roofed exhibits must contain a battery or hardwired powered smoke detector at the center of the covered section and the Show Manager/Exhibitor shall provide at their own expense, a portable fire extinguisher which must always be visible.
- We ask that you advise us in writing of your intention to use special effects and/or pyrotechnics. A demonstration may be required for approval to be given by your Event Manager or Abbotsford Fire Rescue Services. In all cases, the Client must provide adequate insurance including extra coverage to be provided by the pyrotechnic or special effects company. Written approval from the Abbotsford Fire Marshall is also required.

EMERGENCY EVACUATION PROCEDURES

Each TradeX department has been assigned specific responsibilities during a building evacuation. Every person in TradeX will be guided by the team to the safest location. **To ensure that your Show Guests, Show Office Staff, Exhibitors and you are safe in the event of a building evacuation, please follow the TradeX Evacuation Procedures. Please ensure all show office staff read the evacuation procedures.**

- You will be notified of the need to evacuate by the Duty Manager on shift. You will be informed of the nature of the evacuation and if appropriate, you will be involved in the decision to evacuate.
- A Public Address announcement will inform the public of the need to evacuate as well as notify all TradeX teams to move to their evacuation positions.
- As soon as a P.A. announcement notifies the public of an evacuation, all 2-way radio communications must stop. All TradeX team members will immediately switch to Channel 1 for further directions.
- When you arrive at TradeX in preparation of your event move-in, please take a few seconds to familiarize yourself with the locations of the emergency exits. Once the building alarm has been activated, all mag locks on all emergency doors will automatically release and all emergency doors will be operational.
- The last person out of the Show Office should lock the doors.
- If you have several staff and volunteers, you may wish to assign your staff the responsibility of bringing an attendance sheet out to the designated meeting place (Muster Station). This will allow you to easily take attendance.
- The Muster Station for all TradeX team members is the **southwest grass**. You and your staff may wish to use this as your Muster Station as well. This will give you immediate access to TradeX management.
- Guests will immediately be directed out of the facility to their vehicles. TradeX team members will move guests as quickly as possible to their vehicles and out of the parking lot.
- At all times, ensure that you are safe from any dangers by observing what is beside, above, behind and below you.
- Once the building is clear and TradeX team members have swept the building to ensure there are no Guests or Exhibitors left behind, all emergency exits will be closed but not locked and all other doors will be closed and monitored by TradeX staff to prevent building access.
- All TradeX team members are directed to stay and assist unless they have direct permission from the Duty Manager to leave the site.

EVENT CHECKLIST

6 months to 1 year prior to event - Tour TradeX Venue

- Preview TradeX venue. A tour can be arranged by appointment with a Sales Manager, contact sales@TradeXbc.com.
- Book your TradeX space. TradeX will provide a quote and, on approval, a formal contract will be submitted to you where your signature and first event deposit (10% of estimated total) will be due within 14 days of receiving the formal contract.

6 months prior to event - Preliminary Discussion on Event

- Consult with your Event Manager on your requirements and potential needs.
- Inform Event Manager of event details (show times, move in times, move out times, logistics of event, special notes or guests etc...)
- Confirm Event Service Order Forms for your Exhibitors from your Event Manager.
- Review of Show Marketing materials using TradeX name/logos.

30 - 60 days prior to event - Event Requirements

- Event ticketing details must be submitted to ShowPass.
- A standardized floor plan must be submitted for TradeX approval (60 days prior to event)
- Event insurance must be submitted
- Confirm all Food & Beverage requirements.
- Pre-Event phone conference- Review Food & Beverage details, event details (event times, move-in/ out, event description).

14 days prior to event - Event Finalization

- Any event changes must be confirmed
- List of all exhibitors must be provided to TradeX
- Final event floor plan must be submitted
- Pre-Event meeting- review logistics, confirm staff request, review event details

10 Days post event - Event Settlement

- Post event discussion to review:
- Event outcome
- TradeX to provide invoice with any outstanding amounts due