



# Exhibitor Guide 2024

## Circle Craft Holiday Market

Welcome to the Circle Craft Holiday Market 2024! Thank you for joining us. Please take a moment to review this guide to ensure a successful show experience and to take advantage of advance pricing options.

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## Show Details

**Show Website** [www.signatures.ca/circle-craft](http://www.signatures.ca/circle-craft)  
**Show Manager** Christine Mathieu | [cmathieu@signatures.ca](mailto:cmathieu@signatures.ca)  
**Show Location** Hall B/C | Vancouver Convention Centre West  
 1055 Canada Place Way  
 Vancouver, BC | V6C 0C3

### Key Dates & Times

Monday, November 4 <sup>th</sup>	Move-in and set-up 11 a.m. to 8 p.m.   <b>Note: Loading zone closes at 7 p.m.</b>
Tuesday, November 5 <sup>th</sup>	Move-in and set-up 8 a.m. to 8 p.m.   <b>Note: Loading zone closes at 12 p.m.</b>
Wednesday, November 6 <sup>th</sup>	10 a.m. to 9 p.m.
Thursday, November 7 <sup>th</sup>	10 a.m. to 9 p.m.
Friday, November 8 <sup>th</sup>	10 a.m. to 9 p.m.
Saturday, November 9 <sup>th</sup>	10 a.m. to 7 p.m.
Sunday, November 10 <sup>th</sup>	10 a.m. to 5 p.m.   <b>Move-out from 5:30 p.m. until 12 a.m.</b>

### Building Access Times for Exhibitors

All Show Days 8 a.m. until thirty (30) minutes after show close.

Exhibitors must enter through the marked Exhibitors' Entrance only with your **Exhibitor Badge** clearly visible; do **not** use the Emergency Doors to enter/exit the Hall at any time. **Exhibitors will not be permitted in the Hall outside the above times without prior approval from Show Management.**

### Admission Prices

General Admission \$16.00 | Youth (13-17) & Seniors (65+) \$12.00 | Free for ages 12 and under.  
 50% off General Admission after 5 p.m. on weekdays (Wednesday to Friday)  
 Customers may pick up a free re-admission ticket at the show.

### Complimentary Tickets

All exhibitors are entitled to six (6) complimentary admission tickets to the show. You are encouraged to use these tickets as a marketing tool to promote attendance at the event by running giveaways on social media or through other channels. Complimentary tickets must be requested in advance, no later than **October 21<sup>st</sup>, 2024** using this [link](#). Should you require additional tickets, they can be purchased for 50% off the regular sale price.

### Show Suppliers

**Goodkey Show Services** – Display/Material Handling – [www.goodkey.com](http://www.goodkey.com) (Show Code: **CCCM1161024**)  
**Vancouver Convention Centre** – Electrical/Internet Services – <https://bcpavco.ungerboeck.net> ; 604.647.7480  
**Advanced Pricing Deadline: October 4<sup>th</sup>, 2024** | **Online Ordering Deadline: October 29<sup>th</sup>, 2024**  
**VM ID** – Booth Merchandising Services - <https://vm-id.com>  
**J&R Hall Transport Inc.** (via Francine Leduc) – Transport Services – [Shipping Information Sheet](#)

### Scam/Phishing Emails

Beware of fraudulent emails falsely associated with Signatures Shows. These scams often request urgent information, offer the likes of attendee lists, exhibitor directory listings or travel/accommodation discounts and



include suspicious links. Official event communications will only be sent from @signatures.ca domains. If you receive a suspicious email, please contact [info@signatures.ca](mailto:info@signatures.ca) to verify its legitimacy.

## *Parking & Transportation Info*

Paid parking for standard height vehicles is available onsite at the Vancouver Convention Centre for a daily rate of \$30 on weekdays and \$32 on weekends; detailed information on VCC parking can be reviewed [here](#). Oversized vehicles and trailers are not permitted in these lots due to height restrictions. We recommend parking these types of vehicles at the [Rogers Arena South Lot \(Indigo Lot #039\)](#) located at 78 Pacific Boulevard or leaving them parked at your accommodations if you are permitted to do so.

For exhibitors taking public transit, VCC is located near the Waterfront Skytrain Station (going to Vancouver, Richmond, Burnaby, New Westminster & Surrey), and the Seabus (going to North Vancouver). As well, all downtown buses stop within two (2) blocks of VCC. There is also a taxi stand outside the Pan Pacific Hotel.

## *Move-In/Move-Out*

For exhibitors bringing their goods to the show, you must reserve your move-in time through Vancouver Convention Centre's online system, **Voyage Control**. This system allows the facility to minimize wait times and maximize the space available. Those who do not book a time in advance will have longer wait times onsite.

Move-in will be organized by zone based on booth location; each zone will be assigned a two (2) to three (3) hour time block within which you will book a specific move-in time. You will receive an email notification from our team approximately two (2) weeks before move-in that will include your assigned booth location, your move-in zone and detailed instructions on accessing and booking a move-in time through Voyage Control. ***Please check your junk/spam folders regularly to ensure you are up to date on important show communications.***

For exhibitors shipping their goods & display to the show who do not require vehicle access, you may arrive any time after your allotted time slot to set-up your booth. Your crates and/or pallets will be moved to a storage area by Goodkey Show Services at the conclusion of set-up. For more information on shipping, please refer to the [Shipping Information Sheet](#).

**\*IMPORTANT\*** Persons under the age of 16 are **NOT** permitted in the exhibit hall during move-in or move-out for liability and safety reasons. Our onsite staff will be enforcing this rule – please plan for childcare in advance.

## *Move-In Steps*

- Schedule a move-in time based on your assigned zone in advance of your arrival using the online **Voyage Control** system. Complete details will be sent by email approx. two (2) weeks before the show.
- Upon arriving at the Vancouver Convention Centre for your scheduled time, you will be given instructions on where to temporarily park in the unloading area within the Hall or in the loading bays.
- To access the Exhibit Hall with your vehicle:
  - Take the Waterfront Rd. truck route via the North end of Main St. **OR** from Cordova St. (travelling Westbound) between Burrard St. and Thurlow St.
  - Stay in the left lane; take the down-ramp past *Harbour Air* and follow signage to the loading bay.
  - Speak with the security guard on duty to obtain your move-in instructions.
- Unload your vehicle as quickly as possible onto a provided dolly; you will have a limited time allocation to unload after which you will need to remove your vehicle.
- Dolly your goods to your booth and unload them immediately. **Do not take more than one (1) show dolly or remove a dolly from circulation by leaving your goods on it.**
- Return the dolly to the loading area and move your vehicle to the parking lot.



- Register your arrival with onsite show management and collect your entry package.
- Proceed with your booth set up.

**Attention:** Safety vests, along with safe, suitable leather-upper footwear, must be worn at all times during move-in/out. VCC will NOT have complimentary safety vests available for exhibitor use as they have in previous years so ensure you prepare accordingly. If you do not have your own safety vest, you can pre-order one through [VCC](#) or purchase one upon arrival onsite.

A number of dollies are supplied through Goodkey Show Services for exhibitor use, but you are strongly encouraged to bring your own dolly if possible. Doing so greatly speeds up the move-in and move-out process for everyone. We are not able to provide labor to assist with unloading your vehicle or setting up your booth; as such, it is very important you bring your own help if required.

The loading area closes at 7 p.m. on Monday, November 4<sup>th</sup> and 12 p.m. on Tuesday, November 5<sup>th</sup> and all goods must be unloaded from your vehicle by this time; set-up continues until 8 p.m. Please notify us if, for any reason, you will not be arriving at your scheduled time on move-in day; any booths remaining empty will be reassigned at the discretion of Show Management without compensation to the exhibitor.

The show opens at 10 a.m. on Wednesday, November 6<sup>th</sup>, please ensure you allow yourself enough time to complete your booth display by 9:30 a.m. on opening day. **Move-ins will not be permitted after the loading zone closes on Tuesday.**

### *Re-Stocking*

You may re-stock daily between 8 a.m. and 9:30 a.m. before the show opens to the public via the **Exhibitors' Entrance**. If you require your vehicle to re-stock, you may use the overhead door at Hall C (via the Truck Route).

### *Deliveries at the Show*

You may arrange for courier companies to deliver packages to the main entrance area during show hours. Our staff will sign for any pre-paid deliveries and deliver them to your booth. If the delivery is not pre-paid, we will notify you of the courier's arrival. Include **Circle Craft Holiday Market** in your addressing labels.

If your courier cannot guarantee the delivery of your package during show hours, we recommend sending it to your hotel (indicate the Guest Name and Room #) or to pick it up at the courier's office yourself.

### *Merchandise Removal*

Any exhibitors who wish to remove work(s) from their booth after the show closes, must have prior approval from Show Management to do so. This security measure is in place to protect exhibitors against unauthorized persons leaving the Hall with their work.

### *Move-Out Steps*

Booth teardown begins after the Exhibit Hall has been cleared at 5:30 p.m. on Sunday, November 10<sup>th</sup>. It will take approx. thirty (30) minutes for our staff to clear all remaining customers from the space and no booths are to be disassembled before this time. Until Goodkey has removed the aisle carpet, we ask you to teardown in your booth space and that you do not roll dollies on the carpet or block aisles with your boxes, crates or display.



A **Move-Out Package** will be sent by email the evening of **Friday, November 8<sup>th</sup>**; this will contain important information on accessing the loading area with your vehicle during move-out once your booth is dismantled.

- Dismantle your display completely in your booth space, pack your goods for transport and leave them in your booth. **Do not take a show dolly to tear down on.**
- Following the **Move-Out Package** instructions, coordinate vehicle access to the loading area.
  - **DO NOT** attempt to park your vehicle(s) at the loading doors until you are ready to move-out.
- Take a show dolly and load your vehicle as quickly as possible.
- Return the dolly to the loading area.
- Remove your vehicle from the loading area or docks.

Move-out priority will be given to any exhibitors who **MUST** catch a Sunday evening ferry or plane home. **If you are in this group, please wait until you receive the Move-Out Package and speak with our onsite Show Management should you have any concerns.**

Most of the congestion is resolved about an hour and a half into move-out, and as such, we encourage you to secure your booth and then have dinner before returning to teardown and move-out if you can.

### *Booth Display Requirements*

Your booth includes 8' high white drape along the back and side(s). Exhibit booths up to 150 sq/ft. are supplied with 750 watts of electrical power. Exhibit booths 200 sq. feet or larger are supplied with 1500 watts. You must supply your own display equipment, additional crossbars, floor coverings, lights and other items required for your setup. Rental equipment is available through Goodkey Show Services and can be ordered online [here](#).

**\*\* [We strongly encourage you to order early to receive the best rate.](#)  
[Onsite rates will be much higher than advanced orders.](#) \*\***

**Tables and chairs** are not included with your booth. Tabletop displays that do not incorporate a design element are not permitted. A professional looking display will increase your sales potential at the show.

**Backdrops** are required in all booths. The booth draping can be integrated into your display but must not be considered the main visual element of your backdrop.

**Floor covering** is required for the visible floor space within your booth area. Floor coverings should be adhered to the show floor using high-adhesion, double-sided cloth tape common to trade shows which leaves almost no residue (ex. #PC618 or Renfrew Double-Backed Tape). You may bring your own floor covering or rent from [Goodkey Show Services](#). **Booths will be inspected for compliance.**

**Booth draping** is provided. Fire-resistant white draping is 8' high and will be installed along the back and two (2) sides for aisle booths **or** the back and one (1) side for corner booths. You may order alternative drape colours through [Goodkey Show Services](#) if desired.

**Crossbars** holding the draping are not weight-bearing and therefore cannot be used as supports for hard walls, grids, or shelving. Lightweight items may be hung from the crossbars with S-Hooks. You may rent additional crossbars to mount lighting from [Goodkey Show Services](#).

**Signage** is required to identify your company, and your booth number sign (provided by Show Management) must be visible. All signs in your booth must be professional in appearance and cannot exceed 8' in height. Handwritten or fluorescent signs are not acceptable.



**Lighting** is required, as the overhead lighting will be at a low level to create ambiance. You may bring your own lighting or rent additional lighting from [Vancouver Convention Centre](#) to ensure your display is sufficiently lit to display and showcase your products. LED lighting is recommended.

**Show Management reserves the right to request improvements to your display.** If you are unsure whether your display meets our requirements, please email us and we will happily review and provide feedback.

## Booth Sizes

Exhibitors with hard wall displays, grid displays, or an assortment of tables, please be aware that the inside dimensions of the booths are smaller than the assigned display space to accommodate posts, crossbars, and electrical cables measuring approximately 3 inches in diameter. Display equipment such as racks, stools/chairs, desks, hangers, etc. may not protrude into an aisle as it is a fire code violation which impedes traffic flow and causes corresponding safety concerns.

Contracted Size	Actual Size	Contracted Size	Actual Size
5' x 10'	4'9" deep x 9'9" wide	10' x 10'	9'9" deep x 9'9" wide
5' x 15'	4'9" deep x 14'9" wide	10' x 15'	9'9" deep x 14'9" wide
5' x 20'	4'9" deep x 19'9" wide	10' x 20'	9'9" deep x 19'9" wide

*\*Dimensions for booths in the Budding Artist section remain the 3' x 3' stated in your show contract.*

## Storage

There will be 2.5' of storage space for available along the rear of your booth for overstock. You are responsible for ensuring there is a point of access from the back of your display to this storage space. All goods should be stored in bins/boxes that are clearly labelled with your company name and booth number; storage areas are not lockable. **You may not take up more than your allocated storage space or infringe on another exhibitors storage.** Excess stock that does not fit in the space permitted may be stored in a satellite storage location onsite.

Fire panels, pull stations, and fire exits must never be blocked or impeded by storage. Empty boxes are not permitted in storage areas, as they present a fire hazard.

## Security

Security controls are in place to prevent thefts during set-up, show hours, and overnight, but we require full cooperation from all exhibitors to ensure these measures are effective. The following guidelines should be observed at all times, including during move-in and move-out:

- \* Keep your booth attended at all times.
- \* Wear your Exhibitor Badge at all times.
- \* If you have any problems or observe any unusual activity, please notify Show Management immediately.
- \* Non-exhibitors are not permitted in show storage areas at any time, for any reason.
- \* Do not leave any valuables or cash in your booth unattended at any time during the show or overnight.
- \* Place a night sheet or another type of barrier, such as netting, across your booth entrance overnight.
- \* Stay in your booth until all customers have left the hall after the show closes each night. The hall must be vacated no later than thirty (30) minutes after closing each night.

Signatures cannot assume responsibility for any losses incurred from shoplifting, pilferage, or any other causes. We reserve the right to inspect any box or crate that is removed from the exhibit hall.



## *First Aid*

There is a fully equipped First Aid Facility located onsite at Vancouver Convention Centre on the East side of the Convention Lobby. If you require first aid assistance, you may notify one of the onsite security guards, speak to our staff on the show floor or in the Show Office or simply dial '7500' using an available house phone.

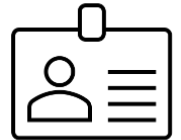
## *Exhibitor Services*

Exhibitors enjoy complimentary material handling for shipments through J&R Hall Transport Inc., discounted hotel rates and free listing on our show website with a product image (if provided).

**\*IMPORTANT\*** Please notify our team if your company name or other details are different from how they appear in your show contract by sending an email to [info@signatures.ca](mailto:info@signatures.ca). **Any requests for changes to company listings on the show website must be received, no later than, thirty (30) days before the show.**

## *Exhibitor Identification*

Each booth will be provided up to four (4) Exhibitor Badges containing the name of the artisan/staff and their company. Additional badges can be purchased for \$10.00/each. It is your responsibility to ensure each of your staff members has a badge and to keep track of those badges once collected.



Badges are only for people working in your booth and must be worn at all times during show hours. **Do not leave badges in your booth overnight as you will need them to re-enter the Exhibit Hall in the morning;** our staff may refuse entry if you are unable to produce your badge. Staff badges for those who will not be onsite during set-up can be left at will call for their collection.

Please order your badges for the show using the [online order form](#) by **October 21<sup>st</sup>, 2024**. Badges will be available for collection at the Show Office during move-in. Blank badges with only a company name will not be printed; they must be assigned to a specific person. Additional badges will **not** be available on site and badges are not transferable.

## *Communications*

Wi-Fi and hardwired internet connections are available at a cost through [Vancouver Convention Center](#). Their professionally managed service offers Wi-Fi connectivity on one (1) device starting at \$395 for the entire show. Single day and multi-device packages are also available.

Some exhibitors opt to use cellular hotspots instead of purchasing dedicated Wi-Fi; we recommend contacting your service provider to upgrade your data allowance in advance of show if required. This option, depending on your provider, is often less expensive than purchasing internet. **There is no free Wi-Fi available at VCC.**

## **\*NEW\*** *Booth Merchandising*

Signatures Shows is excited to partner with VM ID as our official visual merchandising service provider. Known for designing some of the best booths in the industry, VM ID offers unique services tailored to transform your booth, enhance customer engagement, and drive sales growth. Their offerings include both DIY and full-service consultation options to fit any budget, as well as workshops and self-assessment guides. For more information, you can review their market booth packages available through the [VM ID website](#). When initiating your service request through their online platform, be sure to mention **Signatures Shows** in the comment section.



## *Housekeeping*

Any garbage collected in your booth throughout the day should be put in a tied plastic bag and placed in the aisle outside your booth after show close. Please ensure any empty, papers, and garbage remain out of customer sight during show hours to maintain a neat and pleasant booth. If you require other housekeeping services (ex. booth vacuuming) you will be able to arrange this through VCC onsite during move-in.

## *Banks*

The locations of the nearest banks to Vancouver Convention Centre are as follows:

### **BMO Bank of Montreal**

595 Burrard St.  
Vancouver, BC  
V7X 1L7

**Distance:** 0.55 km; 8 min. walk

### **Hours**

Monday-Friday: 8 a.m. to 6 p.m.  
Saturday/Sunday: CLOSED

### **RBC Royal Bank**

685 West Hastings St.  
Vancouver, BC  
V6B 1N9

**Distance:** 0.6 km; 9 min. walk

### **Hours**

Monday-Friday: 9:30 a.m. to 5 p.m.  
Saturday/Sunday: CLOSED

### **CIBC Branch with ATM**

1036 West Georgia St.  
Vancouver, BC  
V6E 3C7

**Distance:** 0.75 km; 12 min. walk

### **Hours**

Monday-Friday: 9:30 a.m. to 5 p.m.  
Saturday/Sunday: CLOSED

## *Customer Services*

Show customers enjoy free re-admission for the duration of the show, onsite ATMs, and a convenient café located within the exhibit hall.

## *Event Promotion & Social Media*

Signatures Shows conducts extensive advertising, promotion, and public relations campaigns prior to the show. In addition to this, we expect our exhibitors to help promote the show in their respective communities and audiences as this leads to stronger attendance, increased overall sales, and a healthy handmade community.

Social media marketing is an effective tool to reach a large audience quickly, but to reach as many potential customers as possible we also need your involvement. Here are a few simple steps that can make a huge difference for the show and your results there:

- ❖ Contact your existing customers and invite them to attend Circle Craft Holiday Market to see your new works. Email them the show information and/or encourage them to purchase their tickets in advance (ticket discount promotions are often available in the weeks leading up to the show!)
- ❖ Share your best product images or videos to your Instagram page using the official show hashtags – **#CircleCraftMarket**, **#50YearsOfCraft**, **#HandmadeLive** and **#Vancouver**
- ❖ Like and share show related content from our Instagram ([@CircleCraftMarket](#)) and/or Facebook page ([@CircleCraftMarket](#))
- ❖ Download and share our official [Social Media Assets](#) in your show related posts.





## Regulations & Insurance

### *Exhibitor Regulations*

Please note, we will be actively enforcing the following rules on set-up day and throughout the show. By complying with these guidelines, you allow the show to run smoothly for everyone.

- \* You are only permitted to display the products outlined in your contract. The addition of non-juried products, other artisans' work or commercial products will result in termination of your participation.
- \* Jewellery products in non-jewellery booths is not permitted unless indicated in your contract.
- \* The price of work for sale must not be altered or changed during the show.
  - o "Reduced Price", "Sale", "Show Special", two-tier pricing (e.g. ~~\$30.00~~ \$25.00 on price tag/ticket), or other signs of this nature are not permitted.
- \* Business must solely be conducted in your booth space without disruption to neighbouring exhibitors.
- \* Video displays, music, or other attention-grabbing devices require prior Show Management approval.
- \* Your display must not exceed your assigned booth size.
- \* You must comply with all public health, fire, and electrical regulations.
- \* If you wish to display or distribute flyers not directly related to your craft, prior approval from Show Management is required.
- \* No pets or animals are permitted in the facility at any time; certified service animals exempted.
- \* You must always wear your Exhibitor Badge.

### *Photography*

Photography of another artisan's booth or work is not allowed unless you have their permission to do so. Customers must also acquire your consent prior to taking any photos. If you observe anyone taking photos of your work without your permission, please inform a member of our Show Management team. Accredited media personnel and show staff are permitted to shoot videos and take photos for promotional purposes.

### *Gourmet Foods*

Food exhibitors must comply with all federal, provincial, and municipal public health guidelines as well as package-labelling and facility regulations in accordance with Health Canada. All exhibitors with food products must complete the Vancouver Coastal Health (VCH) [Temporary Food Services Application](#) and submit it to [info@signatures.ca](mailto:info@signatures.ca) no later than **October 7<sup>th</sup>, 2024**.

All food sampling must take place within your assigned booth space and must have clear ingredient labels with allergen alerts posted.

### *Body Care & Home Fragrance*

For the health and safety of our attending customers and other participating artisans, candles, soaps, bath bombs, perfumes and other heavily scented products must be wrapped or tightly contained for display.

### *Single-Use Plastics*

As an event organizer, we are committed to supporting the shift towards a greener future and your proactive efforts in embracing sustainable practices that will not only help protect the environment but also enhance the overall customer experience.

In recent years, the City of Vancouver has implemented legislation pertaining to the use of plastic shopping bags and other single-use plastics with wider federal bans also in the works. Exhibitors are encouraged to



review the currently enforced legislation [here](#) to ensure compliance and to proactively begin implementing other sustainable alternatives to allow for a smooth transition with any new regulations when they come into effect. Information on the potential federal ban can be found [here](#).

## *Fire Regulations*

Vancouver Convention Centre, in accordance with the British Columbia Fire Code and Fire Service, requires that all decorations and materials for display are flameproof. It is recommended that you test all your materials prior to arrival for set-up. An inspector will be visiting every booth on set-up day to conduct fire tests on all display materials. Please take the time to review [VCC's Fire Regulations](#) to ensure compliance.

## *Electrical Regulations*

Exhibit booths up to 150 sq/ft. are supplied with 750 watts of electrical power. Exhibit booths 200 sq. feet or larger are supplied with 1500 watts. Power is supplied to the individual booths through the installation of a single shared outlet – one plug-in per booth. Bring a power bar, or more if required, for power distribution within your booth. Extension cords must be grounded with three prong plugs.

Should you require additional power, this can be ordered through [Vancouver Convention Centre](#) – it is **much** cheaper to order in advance as VCC will charge for any power use overages once onsite.

**Lighting is required in your booth**, as the overhead lighting will be at a low level to create ambiance. You may bring your own lighting or rent additional lighting from [Vancouver Convention Centre](#) to ensure your display is sufficiently lit to showcase your products. It is always better to have too much lighting than not enough. Displays should be designed so the lights are mounted securely on a non-conductive material (i.e. e.g. wood or rubber) and are aimed away from draped curtains. Metal clamp-on lamp holders **cannot** be mounted directly on the metal tubes used in the construction of display booths.

Additional venue/supplier electrical policies include, but are not limited to:

- Latex wire cord, duplex, and triplex plugs are not permitted.
- Equipment which trips circuits due to overload may not be restarted until Goodkey Show Services has found the source and corrected the problem.
- Wall and pillar plugs distributed around the building are for the specific use of Vancouver Convention Centre and its exclusive service providers and are not for the use of exhibitors. A fee will be charged if these outlets are used, or they may be disconnected at the discretion of the building.
- The use of small appliances such as kettles, irons, portable heaters, or microwave ovens are not permitted in your booth unless additional power is purchased from [Vancouver Convention Centre](#).



Any electrical products used in your display or being sold by you (i.e. lamps, etc.) must be CSA approved and have a CSA sticker or stamp on them. **Remember to turn your lights off every night.**

## *Insurance Requirements*

Liability insurance with a minimum \$2,000,000 coverage is required. We recommend that you contact your regular insurance provider first to provide coverage. If they are unable to provide coverage, there are some providers who specialize in insurance for exhibitors. Signatures does not endorse any particular provider, but information on these insurers is widely available online.



## Hotel Info

Reduced rates for our exhibitors have been negotiated at the hotels listed below. After the reservation deadline, these rates may still be offered subject to availability and at the hotel's discretion. A directory of other nearby hotels in the area is also listed.

**Delta Hotels Vancouver Downtown Suites – 550 West Hastings St., Vancouver, BC, V6B 1L6 | 604.689.8188**

★★★★

The hotel offers complimentary Wi-Fi, onsite restaurant, and complimentary business services.

**Cut-Off Date:** Room rates are guaranteed until **September 18<sup>th</sup>, 2024**.

**Group Code:** Identify yourself as a **Signatures Shows Ltd.** show participant during booking.

**Rates:** \$256.00/night for all room types

Rate is based on single or double occupancy and excludes taxes.

**Reservations:** Call Marriott Reservations directly to book: **1.844.254.5048**.

**Distance:** 700 m; 11 min walk

**Sandman Hotel Vancouver Downtown – 180 West Georgia St., Vancouver, BC, V6B 4P4 | 604.681.2211**

★★★

The hotel offers free Wi-Fi, on-site restaurant, fitness centre, and onsite parking for \$25/day (max. 6ft 6in).

**Cut-Off Date:** Room rates are guaranteed until **October 14<sup>th</sup>, 2024**.

**Block Name:** **Circle Craft Holiday Market 2024** **Block ID:** **429375**

**Rate:** \$149.00/night for a Standard 2 Queen Room **or** Corporate King Room

Rate is based on single or double occupancy and excludes taxes.

**Reservations:** Call 1.800.SANDMAN and quote the **Group Name** & **Block ID** or [book your reservation online](#).

**Distance:** 1.4 km; 6 min drive

### Nearby Hotels

<p><b>Pinnacle Hotel Harbourfront</b> ★★★★ 1133 West Hastings St. Vancouver, BC V6E 3T3 604.689.9211 <b>Distance:</b> 0.2 km; 3 min. walk</p>	<p><b>Days Inn Vancouver Downtown</b> ★★★ 921 West Pender St. Vancouver, BC V6C 1M2 604.681.4335 <b>Distance:</b> 0.3 km; 4 min. walk</p>	<p><b>Coast Coal Harbour by APA</b> ★★★★ 1180 West Hastings St. Vancouver, BC V6E 4R5 604.697.0202 <b>Distance:</b> 0.4 km; 6 min. walk</p>
<p><b>Blue Horizon Hotel</b> ★★★ 1225 Robson St. Vancouver, BC V6E 1C3 604.688.1411 <b>Distance:</b> 1 km; 16 min. walk</p>	<p><b>Holiday Inn Hotel &amp; Suites</b> ★★★ 1110 Howe St. Vancouver, BC V6Z 1R2 604.684.2151 <b>Distance:</b> 1.4 km; 18 min. walk</p>	<p><b>YWCA Hotel Vancouver</b> ★★ 733 Beatty St. Vancouver, BC V6B 2M4 604.895.5830 <b>Distance:</b> 1.7 km; 25 min. walk</p>

In recent years, there has been a significant increase in the number of exhibitors using services such as Airbnb, VRBO, etc. for accommodations. Please ensure when you are booking accommodations through these services that you only stay with 'Verified Hosts'. Vancouver has stringent laws pertaining to short-term rental bookings like these which may result in your reservation being cancelled on short notice if your host is not verified.



## Checklist

Check  when completed:

- Make hotel reservations (please refer to options and deadlines above)
- [Order Exhibitor Identification Badges](#) (Deadline: October 21<sup>st</sup>, 2024)
- [Order complimentary show tickets](#) - (Deadline: October 21<sup>st</sup>, 2024)
- Order display equipment from [Goodkey Show Services](#) (if required)
- Order additional power from [Vancouver Convention Centre](#) (if required)
- Order internet services from [Vancouver Convention Centre](#) (if required)
- Arrange for the shipment of goods and display material (if shipping)
- Arrange for insurance coverage
- Fireproof materials used in display
- Email existing customers and encourage them to come to the show
- Promote your participation on social media
- Hire staff to help with move-in & move-out and/or during show hours (if required)
- Arrange childcare for children under 16 during move-in & move-out (if applicable)
- Food vendors - Submit a [VCH Temporary Food Services Application](#) (Deadline: October 7<sup>th</sup>, 2024)

