



**GROCERY
SHOWCASE
WEST**

Company Name: _____
 Booth Number: _____
 Square Feet: _____
 Contact Name: _____
 Email: _____
 Phone: _____

Due March 9, 2012

**EXHIBIT DESIGN FORM
Grocery Showcase West 2012**

Please review the **RULES & REGULATIONS** section of your planner to ensure your exhibit meets the outlined requirements. In some instances, aspects of your booth **MUST BE APPROVED** by Show Management, the Vancouver Convention Centre and/or the Vancouver Fire Department. **It is your responsibility to ensure your booth complies with the Display Rules and Regulations set forth by Show Management. Show Management will not take responsibility for expenses incurred if your booth design must be modified in order to comply (on-site or before the show).**

Please submit this form for approval even if you are using the same booth that you used in the past.

BOOTH TYPE:

<input type="checkbox"/> Basic Pipe & Drape	<input type="checkbox"/> Hardwall
<input type="checkbox"/> Pop-Up	<input type="checkbox"/> System

BOOTH DETAILS

	YES	NO
1. Exhibit Configuration is 200 square feet or more ♦	<input type="checkbox"/>	<input type="checkbox"/>
2. Exhibit has roof/mezzanine/canopy (<u>design plan submitted to the VCC</u>) ♦	<input type="checkbox"/>	<input type="checkbox"/>
3. Exhibit exceeds 8' in height ♦	<input type="checkbox"/>	<input type="checkbox"/>
4. Exhibit has signs, banners or lights over the 8' height restriction ♦	<input type="checkbox"/>	<input type="checkbox"/>
5. Sampling food and/or beverage – Please apply for your VCHA permit	<input type="checkbox"/>	<input type="checkbox"/>
Please indicate what you will be sampling: _____		
6. Exhibit material exceeds 10,000 lbs. gross weight	<input type="checkbox"/>	<input type="checkbox"/>
7. Exhibit material exceeds 300 lbs./sq. ft. limit	<input type="checkbox"/>	<input type="checkbox"/>
8. Materials/processes/equipment require special permit	<input type="checkbox"/>	<input type="checkbox"/>
9. Exhibit has motorized vehicle/combustion engine	<input type="checkbox"/>	<input type="checkbox"/>
10. Exhibit contains liquid fuels/natural gas/propane (allow 6 weeks notice to process request)	<input type="checkbox"/>	<input type="checkbox"/>
11. Exhibit contains cooking appliances and/or hot oil	<input type="checkbox"/>	<input type="checkbox"/>
12. Exhibit contains hazardous material which does not comply with Government Regulations on material handling in the work place	<input type="checkbox"/>	<input type="checkbox"/>
13. Exhibit contains helium or large inflatable balloons	<input type="checkbox"/>	<input type="checkbox"/>
14. Exhibit has a raised platform	<input type="checkbox"/>	<input type="checkbox"/>
15. Exhibit has electrical equipment requiring approval (i.e. CSA Approved)	<input type="checkbox"/>	<input type="checkbox"/>
16. Exhibit will have product to donate to the Food Bank	<input type="checkbox"/>	<input type="checkbox"/>
17. Exhibit requires ice	<input type="checkbox"/>	<input type="checkbox"/>

♦ **NOTE: If questions 1 – 4 are answered “YES” specific design plans must be submitted for approval by Show Management.**

Details to all questions answered, “YES”, must be provided:

<p><u>Return by mail to:</u> Grocery Showcase West 902-2235 Sheppard Avenue East, Willowdale, ON M2J 5B5 OR <u>Fax to: 416.492.2347</u></p>
