

OFFICIAL  
**CONTRACTORS**  
& SERVICES

VANCOUVER  
 PAS 2010

# OFFICIAL CONTRACTORS & SERVICES

The official contractor for the 2010 PAS Annual Meeting is  
**Champion Exposition Services.**

## Customer Service

139 Campanelli Drive  
Middleboro, MA 02346  
800-723-1123 phone  
508-946-1019 fax  
[help@championexpo.com](mailto:help@championexpo.com)

## Account Executive

**Heidi Boehmke**  
National Account Executive  
[heidi.boehmke@champion-nationwide.com](mailto:heidi.boehmke@champion-nationwide.com)

## Labor Rates

### Straight Time

\$72.00 per person/hour  
8:00 a.m. – 4:30 p.m., Monday – Friday

### Overtime

\$115.00 per person/hour  
Before 8:00 a.m. and after 4:30 p.m., Monday – Friday, and all day  
Saturday and Sunday

All quoted rates are in U.S. dollars.

## Deliveries

Deliveries must be sent through the Vancouver Convention Centre loading dock as delivery personnel will not be badged and cannot gain access to the exhibit floor.

## Material Handling Rates

**Advance Shipments** — \$65.00/ctw  
(Deadline for Advance Shipments is April 21, 2010)

**Direct Shipments** — \$65.00/ctw  
(First Day of Direct Shipment Freight is April 29, 2010)

**Overtime Surcharge** (each way) — 25%

**Special Handling Surcharge** (Uncrated for Direct Shipments Only) — \$85.00

All quoted rates are in U.S. dollars.

## Material Handling/Storage/Hauling

Union jurisdictions prevail over the operation of all material handling equipment, all unloading and reloading, and all handling of empty containers. The official material-handling contractor will move all freight from the docks to the exhibitor's booth.

This service includes:

- Storage prior to the show (30 days)
- Transportation from warehouse to booth
- Storage of empty crates
- Reloading at show site
- Clerical assistance and delivery to a common carrier at the loading dock at the close of show

## Booth Cleaning & Porter Service

Vancouver Convention Centre has jurisdiction over all booth cleaning and porter service. Exhibitors and/or Exhibitor Appointed Contractors (EACs) are NOT PERMITTED to have vacuum cleaners or any floor cleaning equipment on the show floor. For your convenience, a Booth Cleaning & Porter Service order form will be included in the Exhibitor Service Manual.

The use of any and all mechanical devices, power machines or lifts other than hand tools is prohibited on the show floor. Champion will have forklifts available for freight movement and/or the setting of headers for booth display. Lifts provided by exhibitor-appointed contractors will not be permitted on the show floor.

## Exhibit Installation

April 29	8:00 a.m. – 5:00 p.m.
April 30	8:00 a.m. – 5:00 p.m.
May 1	8:00 a.m. – 11:00 a.m.

The PAS reserves the right to order labor to set up any exhibit with large crates that is not in the process of being erected by 9:00 a.m. on Saturday, May 1; smaller exhibits (10' x 10' or 10' x 20'), by 10:00 a.m. The exhibitor is liable for this labor. All exhibit installation, including product literature and displays, must be completed by 11:00 a.m. on Saturday, May 1.

## Exhibit Dismantling

May 3 7:30 p.m. – 10:00 p.m.

May 4 7:00 a.m. – 5:00 p.m.

Dismantling or packaging can begin only after the close of the Technical Exposition. For a full explanation of the early dismantling policy, please review “2010 PAS Rules & Regulations.”

All exhibits must be removed from the Vancouver Convention Centre by 5:00 p.m. on Tuesday, May 4.

## Personal Unloading/Reloading of Exhibits

All exhibit materials being personally delivered by vehicle to the Vancouver Convention Centre must be unloaded/reloaded at the loading dock. Exhibitors using loading docks must unload their vehicles promptly and then deliver their materials to the booth area using designated entrances. An exhibitor may move materials that can be hand-carried by one person in one trip without the use of dollies, hand trucks or other mechanical equipment. Unions claim jurisdiction under all other circumstances.

## Tipping

Champion Exposition Services requests that exhibitors not tip Champion employees. They are paid excellent wages, and Champion feels that tipping is not necessary. This applies to all Champion employees and subcontractor employees.

## Service Desk

An Exhibitor Service Desk (manned by Champion Exposition Services) will open April 29 at 8:00 a.m. and will be located in the Exhibit Hall. Exhibitors may come to the Service Desk to verify, check and adjust their requirements for installation, furniture, equipment and other auxiliary services. The Exhibitor Service Desk will be available daily through installation, show and dismantling.

## Exhibitor Service Manual

Your Exhibitor Service Manual, containing order forms for the most often needed exhibitor services, will be available in February 2010.

## Exhibit Supervision

Please refer to the information provided in the Exhibitor Service Manual for further information and pricing on exhibit supervision labor and rates.

## Independent Contractors

Exhibitors who plan to use the service of anyone other than the official service contractor (independent contractors) must notify the PAS Exposition Office and Champion Exposition Services and provide an original Certificate of Insurance no less than 30 days prior to the show. Independent contractors must abide by all rules and regulations set forth by the PAS and the Vancouver Convention Centre. Independent contractors must:

- Perform all services in a professional manner in accordance with the exhibition “2010 PAS Rules and Regulations.”
- Not engage in solicitation of business on the exhibit floor for present or future conventions.
- Confine operation to the exhibit area of their client(s), or in areas specifically designated by the PAS. The exhibit floor, aisles, loading docks and service/storage areas will be under the control of the official service contractor. The exhibitor-appointed contractor must coordinate all activities with the official service contractor.
- Provide an original Certificate of Insurance to the PAS Exposition Manager 30 days prior to the show dates. The insurance certificate must prove the policy will be in effect during the installation and dismantling dates. Comprehensive general liability insurance against claims for bodily injury or death and property damage of not less than \$1million for each occurrence and an active workers’ compensation insurance policy covering all permanent employees and temporary labor hired to perform work on this event are required. **The certificate must name the Pediatric Academic Societies and Champion Exposition Services as certificate holders and as an additional insured.**
- Order decorator labor in advance, either with the official service contractor, or directly from the union. Exhibitors who hire labor other than through Champion Exposition Services for their booth installation and dismantling must notify Champion of their I&D staff in writing not less than 30 days in advance of the event.
- Upon arrival, check in at the Exhibitor Service Desk (manned by Champion Exposition Services) to obtain work badges to enable personnel to work on the exhibit floor.

## Specialty Contractors Registration

To enable insurance coverage to be verified and access to the Exhibit Hall authorized, exhibitors must notify the PAS if a contractor not included in the Exhibitor Service Manual will be servicing the exhibit. This includes exhibit designers and builders, audiovisual and computer suppliers, florists, security firms, photographers, etc. All rules and deadlines contained under “Independent Contractors” apply. The PAS will work only with the exhibiting company, as the contract for exhibit space is between PAS and the exhibiting company. Communication with non-official or exhibitor-appointed contractors is the responsibility of the exhibiting company.

Please ensure that your booth setup staff or companies setting your display receive the labor guideline information.

## Contractor Personnel Badges

All personnel working within the Vancouver Convention Centre must be wearing, in an easily visible location, a photo identification badge issued either by their employer or by the union dispatching the labor. Colored stickers specific to the day's activity must also be issued to each worker by the employing contractor and worn visibly. Anyone not wearing these items as specified can be denied admittance to the Vancouver Convention Centre.

## Shipping Instructions

### Advance Shipping Deadline:

Champion Exposition Services has been selected to receive, warehouse, transfer and handle all exhibits. For advance shipments, exhibitors must ship all displays, **ALONG WITH BILL OF LADING**, for arrival no later than April 21, 2010.

#### Advance shipments should be sent to:

Reimer Express  
3985 Still Creek Avenue  
Burnaby, BC V5C 4E2, Canada

*Note: The above is in reference to advance shipments only.  
Collect shipments will not be accepted.*

### Direct Shipping: Not Before April 30, 2010

#### Direct shipments should be sent to:

2010 Pediatric Academic Societies  
Booth # (insert)  
CHAMPION EXPOSITION SERVICES  
Vancouver Convention Centre  
West Exhibit Hall B  
1055 Canada Place  
Vancouver, BC V6C 0C3, Canada

## Customs Brokerage

The service of a customs broker is strongly recommended for all shipments originating outside of Canada. This will eliminate the possibility of materials being held at the border by Canadian Customs due to improper or insufficient documentation, resulting in these same materials arriving too late or not at all. Livingston Event Logistics will be available to provide customs brokerage services. Livingston Event Logistics specializes exclusively in servicing the domestic and international convention and trade show market. Working with Canada Customs, Livingston Event Logistics will assist in applying for appropriate privileges granted by Canada Customs including "Border to Show" status. Advance communication will ensure the most favorable customs status and a trouble-free entry.

Livingston Event Logistics will provide the following services:

- Post the required bonds and securities with Canadian Customs
- Clear your materials through Canadian Customs
- Prepare export documentation and bills of lading
- Arrange customs clearance return for ground/air freight

For further information, please contact us:

Mark Fowler, Director of Operations 800-663-0301, ext. 4401 mfowler@livingstonintl.com	Stefanie Goss, Event Coordinator 800-663-0301, ext. 2402 sgoss@livingstonintl.com
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## Standard Booth Construction

All linear booths are 100 square feet (10' x 10') unless otherwise noted. Booths have a back wall drape that is 8' high, with sidewall drapes that are 3' high. Total height of exhibits (including decorations) may not exceed 8'3" in height. All display fixtures more than 4' in height and placed within 10 linear feet of an adjoining exhibit must be confined to that area of the exhibitor's space that is at least 5' from the aisle line.

## Island Booth Construction

An island booth exhibit is a display in four or more standard booth units with aisles on all four sides. Full use of the space is permitted, but the design of the booth must allow for see-through visibility and accessibility from all four aisles. An island booth exhibit may be made by selecting any full block of numbered booths. No drapery is provided for island booths. Island booths exceeding 20' in height will require prior special approval. Island booths may occupy 100% of the rental space, but **must** maintain see-through visibility and accessibility from all four aisles. A sketch of the island booth **must** be submitted to the Official Decorator and/or the Vancouver Convention Centre at their request. If sketches are not submitted and the construction is determined to be in violation of the above restrictions, the PAS has the right to prohibit the assembling of the booth. PAS Show Management reserves the right to request the Service Contractor to begin setup on any booth larger than 10' x 20' that has not begun construction/setup by 9:00 a.m., May 1, at the exhibiting company's expense. The Service Contractor will be directed to begin setup on smaller booths (10' x 10' or 10' x 20') at 10:00 a.m., May 1. There will be no exceptions to this rule. Invoices for labor and materials will be billed directly to the exhibiting company.

## Booth Construction - General

Exposed unfinished sides or exhibit backgrounds must be draped to present an attractive appearance. Close-off drapery will be provided at no charge to the exhibitor. Booth carpeting is **mandatory** and is the responsibility of the exhibiting company. Aisle carpet color will be blue. The exhibits will be inspected at 9:00 a.m., Saturday, May 1. At this



time the decorator, with the approval of the PAS Exposition Manager, will provide draping and booth carpeting as deemed necessary. Any charges incurred will be the responsibility of the exhibitor.

Booth cleaning is **mandatory** after move-in and is not included in the exhibit rental fee. The PAS has the right to order cleaning if booth appearance is unsightly. Cost will be charged to the exhibiting company. Electrical requirements, projection requirements and all furniture and accessories are the responsibility of the exhibiting company. Order forms for the above services and equipment will be included in the Exhibitor Service Manual, which will be available online to confirmed exhibitors in February 2010.

### Booth Signage

A two-line 7" x 44" identification sign (in black and white) will be provided, giving the exhibitor's name and booth number.

### Hanging Signs

Hanging signs are not permitted at the PAS Exposition without submission of drawings and/or photographs and the prior approval of PAS Show Management.

### Facility Information

The Vancouver Convention Centre has been designed to meet all power needs and service requirements of exhibitors. These services include:

- Island Booths: Restricted to 20' unless prior special approval received (double-decker booths, display vehicles, etc. also need prior authorization)
- Ceiling Height: Minimum of 30'
- Telephone outlets
- Utility Box – Includes electrical power, water, and wastewater drains.
- Water and water waste boxes are located every 60'.

### Business Center

The Vancouver Convention Centre does not have a business center. It is recommended that hotel business centers are utilized.

### Vendors

Following is the contact information for the vendors contracted for the 2010 PAS Annual Meeting. Appropriate order forms will be available in the Exhibitor Kits scheduled to be emailed in February 2010.

#### Audiovisual

Amy Goetz  
 Audio Visual Management Group  
 3310 Matrix Drive, Suite #200  
 Richardson, TX 75082  
[agoetz@avmg.com](mailto:agoetz@avmg.com)  
 214-343-2864 phone  
 214-349-4658 fax

#### Catering

Hillary Howlett  
 Associate Director Catering  
 Vancouver Convention Centre  
[hhowlett@vancouverconventioncentre.com](mailto:hhowlett@vancouverconventioncentre.com)  
 604-647-7241 phone

#### Customs Broker

Mark Fowler  
 Director of Operations  
[mfowler@livingstonintl.com](mailto:mfowler@livingstonintl.com)  
 800-663-0301 x4401

Stefanie Goss  
 Event Coordinator  
[sgoss@livingstonintl.com](mailto:sgoss@livingstonintl.com)

#### Electrical

Information will be available in the Exhibitor Kit to be received in February 2010 or visit the PAS website at [www.pas-meeting.org](http://www.pas-meeting.org).

#### Florist

Information will be available in the Exhibitor Kit to be received in February 2010 or visit the PAS website at [www.pas-meeting.org](http://www.pas-meeting.org).

#### Travel Agency (Airline Reservations & Car Rental)

##### PAS Travel Center

On-line: [www.meetings.pastvl.com](http://www.meetings.pastvl.com)

On-call/Phone: 877-408-4430

Agent Hours: 8:30 a.m. – 5:30 p.m. CST Monday – Friday

PAS Travel Center Team: Amber, Kim, Judie and Sara

View additional information on Housing & Transportation link

#### Photography

Information will be available in the Exhibitor Kit to be received in February 2010 or visit the PAS website at [www.pas-meeting.org](http://www.pas-meeting.org).

#### Security

Information will be available in the Exhibitor Kit to be received in February 2010 or visit the PAS website at [www.pas-meeting.org](http://www.pas-meeting.org).

#### Telecommunications/Internet

Information will be available in the Exhibitor Kit to be received in February 2010 or visit the PAS website at [www.pas-meeting.org](http://www.pas-meeting.org).