

# CCEE - PCEE 2023

VANCOUVER | JUNE 25 - JUNE 30, 2023



**CCEE-PCEE Exhibitor Manual**



Table of Contents:

1. Exhibition Resume.....	3
A. Overview .....	3
B. Date & Location .....	3
C. Forum & Exhibition .....	3
D. Exhibition Management Services .....	3
E. Insurance.....	4
2. Deadline.....	4
3. Contact Information .....	5
4. General Information.....	4
A. Exhibition Schedule .....	5
B. Exhibit Staff Registration & Badges .....	6
C. Standard Exhibit Space Booth .....	6
D. Move In & Construction Limitations.....	6
E. Advance Shipments .....	6
F. Security & Safety .....	7
G. Cleaning .....	7
H. Advertisement, Sales Activities and Presentations.....	8
I. Non-Smoking.....	8
J. Move Out and Removal.....	8
5. Floor Plan .....	9
6. Insurance .....	9
A. Certificate of Insurance.....	10
7. Exhibitor Order Forms.....	11

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**CCEE-PCEE 2023 Secretariat**

Venue West Conference Services

#449-1231 Pacific Boulevard, Vancouver, BC, V6Z 0E2, Canada

Tel: +1 604 681 5226 Email: [secretariat@ccee-pcee.ca](mailto:secretariat@ccee-pcee.ca) Web: [www.ccee-pcee.ca](http://www.ccee-pcee.ca)



## 1. Exhibition Resume

### A. Overview

We would like to thank you for your generous support of the **Canadian - Pacific Conference on Earthquake Engineering 2023** – your collective partnership in this event will ensure its continued success.

Exhibitors agree to read the Exhibitor Manual and meet all the guidelines it contains. The event organizers reserve the right to refuse exhibitors who do not conform to the rules of the manual. Some elements of this guide may be subject to revision or modification.

### B. Date & Location

Date: June 26 – 29, 2023  
Location: Vancouver, BC  
Venue: Sheraton Wall Centre, Vancouver  
Room: Grand Ballroom CD  
Website: [www.ccee-pcee.ca](http://www.ccee-pcee.ca)

### C. Forum & Exhibition

#### Venue West Conference Services

#449-1231 Pacific Boulevard Vancouver, BC V6Z 0E2 Canada

E-mail: [secretariat@ccee-pcee.ca](mailto:secretariat@ccee-pcee.ca)

Kindly note that Venue West does not accept any claim for loss, due to fire, theft or damage of exhibits, nor will it be held liable for any personal injury caused by the exhibit or exhibitor. Use of the facility is conditional in that the exhibitor accepts full responsibility for any damages caused to the facility by the exhibit and/or the exhibitor(s). We require that each exhibitor carry comprehensive/commercial general liability insurance for the duration of the event.

### D. Exhibition Management Services

#### Levy Show Services

Tel: 604 277 1726

Email: [operations@levyshow.com](mailto:operations@levyshow.com)

**Levy Show Services** will not be held responsible for concealed damage or loss of merchandise after delivery to booth before or during installation time, or at conclusion of show prior to delivery to common carrier. Shipments should be insured by the exhibitor for coverage when out of the care, custody and control of Levy. The condition, count and contents of the material found in the booth at the time of actual removal will be final and binding and the right is reserved to alter exhibitor's bill of lading to reflect actual condition, count and contents found.



Levy will not be responsible for damages incurred while handling loose exhibit material or those inadequately packed. Levy will not be responsible for failure or delay in performing services when delay is caused by strike labour stoppage, or any other cause unavoidable or beyond their control.

### E. Insurance

It is understood that Levy is not an insurer.

Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide Levy with a release of subrogation to the extent of any insurance settlement received.

## 2. Deadlines

Check	Mandatory Forms	Return to	Due Date
<input type="checkbox"/>	Certificate of Insurance	Exhibit Management	June 23, 2023
<input type="checkbox"/>	Exhibit Staff Registration	Exhibit Management	June 2, 2023

Check	Show Decorator	Return to	Due Date
<input type="checkbox"/>	Levy Order Forms (Discount Deadline)	Levy	June 12, 2023

## 3. Contact Information

**On-site Exhibit Manager**

**Blair Hiltz, CCEE-CPEE Conference Manager**

**Levy Show Services, Service Desk**, times as posted below.

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## 4. General Information

### A. Exhibition Schedule

	Date	Time
<b>Exhibitor Move-In</b>	Monday June 26, 2023	10:00 AM – 4:30 PM
<b>Exhibitor Service Centre</b>	Monday June 26, 2023	10:00 AM - 4:30 PM
<b>Welcome Reception</b>	Monday June 26, 2023	6:30 PM – 8:15 PM
<b>Exhibition Show Hours</b>	Tuesday June 27, 2023 Wednesday June 28, 2023 Thursday June 29, 2023	9:30 AM - 4:00 PM 9:30 AM - 4:00 PM 9:30 AM - 4:00 PM
<b>Exhibitor Service Centre</b>	Thursday May 11, 2023	3:00 PM – 8:00 PM
<b>Exhibitor Move-Out</b>	Thursday May 11, 2023	4:00 PM – 8:00 PM

### B. Exhibit Staff Registration & Badges

Exhibit Staff Registration grants the Exhibitor access to ONLY the Exhibit area and must be worn at all times.

Exhibitors may collect their badges on-site at the Registration Desk after a brief identification check during the exhibition move-in period, from 3:30 PM to 8:30 PM on Monday June 26

Registration Desk will be located in the Grand Ballroom Foyer.

Registration Desk Hours:

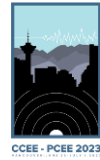
- Monday June 26 | 3:30 PM– 8:30 PM
- Tuesday June 27 | 7:00 AM– 6:00 PM
- Wednesday June 28 | 7:30 AM – 6:00 PM
- Thursday June 29 | 7:30 AM – 6:00 PM

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## C. Standard Exhibit Space Package

Each exhibit space rental unit includes the following:

- 10'x10'draped booth (backwall drape: black, sidewall drape: black)
- 8'ft high back wall
- 3'ft high side walls
- Skirted table and 2 chairs
- Waste can
- ID sign

Exhibit space rental does not include any of the following: additional furniture, electricity, internet connection, labour, shipping or any other on-site services.

These items may be ordered through the [forms](#) provided by **Levy Show Services**.

## D. Move-In & Construction Limitations

Levy will be responsible for constructing and setting up all exhibition booths. The exhibition area will be closed evenings, during which time no access will be given to the area.

The exhibitor and their affiliates are liable for any damage they cause to building, floors, walls, columns, and to standard exhibit equipment. Registration of labels, tape, paint, lacquer, adhesives or other coatings to building columns, floors and walls or to standard exhibit equipment is strictly prohibited. Any damages made by an exhibitor/exhibit will require compensation from the exhibitor for the cost of recovering any damaged facilities to their original state.

All exhibits must comply with all regulation established by the safety authorities. All materials used for decorating must be fire resistant. Cartons, boxes and crates may not be stored under tables, behind displays or in any part of the exhibit area. At the exhibitor's expense, empty crates, etc. will be picked-up, stored and returned to each exhibit space after the event.

Maximum booth height restrictions are 12'- 0" (3.6m), including any banner, flag or sign.

## E. Advance Shipments

### Advanced Shipments

Advanced shipments to the Levy Warehouse will be accepted up until **June 19, 2023**. Shipments will be delivered to the Exhibit Hall by 10:00 AM on Monday, June 26, 2023

Please note that the warehouse is closed on weekends and holidays.

**Advance Shipments will be accepted until Friday June 16, 2023, without penalty.**



**Advanced Shipments to Warehouse Address (Until June 16, 2023):  
(A shipping label is included in the information on the Levy order forms.)**

Exhibiting Company Name/Booth #  
CCEE-PCEE 2023 c/o Levy Show Services Inc.  
3985 Still Creek Avenue  
Burnaby, BC V5C 4E2

## F. Security & Cleaning

The exhibition area will be locked during non-show hours. The ultimate responsibility for displayed exhibits and equipment lies with the individual exhibitor. Exhibitors must secure, at their own expense, appropriate liability/loss insurance at all times. Exhibitors will not be allowed to enter the exhibition area during non-show hours without consent of the CCEE-PCEE secretariat office.

The CCEE-PCEE 2023 and its affiliates will not be held responsible for the loss, theft or damage to exhibitor supplies at all times.

## G. Cleaning

The Sheraton Wall Centre Hotel is responsible only for emptying baskets along the pathways and keeping the shared space clean. Exhibitors will be responsible to keep their booths clean at all times.

## H. Advertisements, Sales Activities and Presentations

The exhibitor agrees to confine all products/ service demonstrations and other sales activities to the limits of the contracted exhibit space and within the maximum height set. Distribution of any material is likewise limited to said exhibit space confines.

The use of games of chance, lottery devices, musical instruments and other sideshow practices is permitted only with written permission of CCEE-PCEE 2023 Secretariat. The use of amplifiers, musical performances and any other sound generating equipment - even for advertising purposes - is not permitted. Any monitors or TVs must have the sound lowered to such a point as to not disturb other exhibitors. Any noise-generating demonstrations may be prohibited if such demonstrations are considered to be, a disruption in the general order of the event.

Flashlights and revolving light equipment are prohibited. Lights from one exhibit should not disturb neighboring exhibitors or damage other exhibit booths.

Exhibitors are not allowed to carry items, signboards and brochures for recruitment purposes.

## I. Non-Smoking

Smoking is prohibited in the Sheraton Wall Centre Hotel.

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### J. Move-out & Removal

Dismantling of exhibit construction and décor may only commence at the last day of the event after the close of the event. The CCEE-PCEE 2023 Secretariat reserves the right to charge the exhibitor a contract penalty fee if this clause is violated. The exhibit space has to be left in its original condition no later than outlined in the Exhibition Schedule.

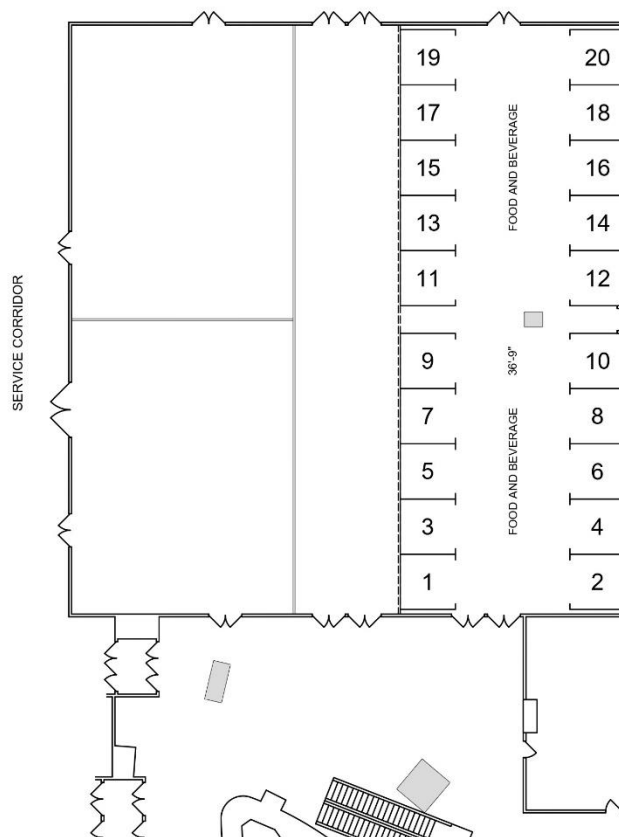
## 5. Floorplan

The main entrance to the Sheraton Vancouver Wall Centre Hotel is 1000 Burrard Street, Vancouver BC

The exhibition will be located in the Grand Ballroom CD on the Ballroom Level

**CCEE - PCEE 2023**  
JUNE 25 - 30, 2023  
SHERATON WALL CENTRE  
GRAND BALLROOM  
VANCOUVER, BC

20 - 8' x 10' BOOTHS



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## 6. Liability Insurance

CCEE-PCEE does not bear any insurance risk for the exhibitor. The exhibitor is explicitly referred to their own insurance. Therefore, CCEE-PCEE 2023 requires all exhibitors to provide proof of liability insurance with a minimum of **\$2,000,000.00 CAD** (Canadian Dollars) for each accident or occurrence limit of liability is in place for the duration of the event.

**Third party liability insurance certificate is mandatory** and must be provided to the CCEE-PCEE Secretariat **before June 23, 2023**. In a case where the exhibitor receives the invoice within the six (6) weeks prior to the event, the exhibitor is required to provide the certificate of insurance as soon as possible and must be received **prior to move-in!** Full coverage must be in effect for the event for which a contract exists. **Exhibitors are not permitted to set up unless the insurance certificate has been received by show management.**

The CCEE-PCEE Secretariat reserves the right to cancel an exhibition booth upon failure to provide the necessary documentation.

### Interest Insured: Commercial General Liability

- Inclusive Limit
- Covering Third Party Bodily Injury and Property Damage
- Including Cross Liability Clause

### Additional insured to be named:

- Venue West Conference Services
- Sheraton Vancouver Wall Centre Hotel
- Canadian - Pacific Conference on Earthquake Engineering 2023 (CCEE-PCEE 2023)

Insurance companies may submit their own form (*must be in English only*) or use the official Certificate of Insurance of CCEE-PCEE 2023.

### A. Certificate of Insurance

The CCEE-PCEE requires all its Exhibitors to provide proof that liability insurance with a **\$2,000,000.00 CAD** each accident or occurrence limit of liability is in place for the duration of this June 23, 2023.

**Complete and return to:**  
CCEE-PCEE 2023 Secretariat  
**Email:** [secretariat@ccee-pcee.ca](mailto:secretariat@ccee-pcee.ca)



**This is to certify that Insurance as described below has been arranged on behalf of the Assured.  
This Insurance is in full force and effect as of the date of this certificate.**

<b>Assured/ Exhibitor:</b>				
<b>Event Name</b>	Canadian - Pacific Conference on Earthquake Engineering 2023 (CCEE-PCEE 2023)			
<b>Event Date</b>	June 26 -29, 2023			
<b>Policy #</b>	<b>Effective Date</b>	<b>Expiration date</b>	<b>Insurance Company</b>	<b>Limit of Liability</b>
<b>Interest Insured: Commercial General Liability</b>		<b>Additional insured to be named:</b>		
<ul style="list-style-type: none"> <li>• Inclusive Limit</li> <li>• Covering Third Party Bodily Injury and Property Damage</li> <li>• Including Host Liquor Liability, if planning on serving Liquor</li> <li>• Including Cross Liability Clause</li> </ul>		<ul style="list-style-type: none"> <li>• Venue West Conference Services</li> <li>• Sheraton Vancouver Wall Centre Hotel</li> <li>• Canadian - Pacific Conference on Earthquake Engineering 2023</li> </ul>		

Coverage is in effect for the event for which a contract exists between the Insured and CCE-PCEE2023.

<b>Dated</b>	<b>Brokerage Name</b>	<b>Signed by Authorized Representative of Insuring Company</b>

## 7. Exhibitor Order Forms

In an effort to become increasingly Environmentally Responsible, Levy has chosen to forego the production of hard copies of Exhibitor Kits and will instead continue to provide PDF copies of all kits along with a link for online ordering.



Show information, important dates, shipping addresses, shipping labels and order forms can all be found on the Levy Show Services portal.

[ExpoTools | Customer Portal \(expotoolkit.com\)](#)

**Exhibitors may order directly through this link.**

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