

An IUGS Event  IUGS

RFG 2018

RESOURCES FOR FUTURE GENERATIONS | VANCOUVER, CANADA

PREMIER INTERNATIONAL CONFERENCE ON
ENERGY • MINERALS • WATER • THE EARTH

June 16-21, 2018



Vancouver Convention Centre
Vancouver, BC, Canada

RFG 2018 Exhibitor Manual

SHOW HOURS

Sunday,	June 17, 2018:	17:00 – 20:00
Monday,	June 18, 2018:	10 :00 – 17:00
Tuesday,	June 19, 2018:	10 :00 – 17:00
Wednesday,	June 20, 2018:	10 :00 – 14:00

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1. Purchase Order Checklist

Please use this checklist to ensure you have ordered / made arrangements for all your vital products/services before the required deadlines. Keep this checklist and mark your ordering date.

PRODUCTS/SERVICES TO ORDER	DEADLINE	DATE ORDERED
Show Decorator (Furnishings, plants, etc.)	June 1, 2018	
Electrical Services	June 7, 2018	
Booth Cleaning	June 7, 2018	
Transportation, Customs brokerage	June 1, 2018	
Drayage / Material Handling	June 1, 2018	
Security Services Sign / Banner Installation	June 7, 2018	
Food & Beverage	June 7, 2018	
Sign / Banner Installation	June 7, 2018	
Communication Services	June 7, 2018	
Audio-visual/computer services	June 12, 2018	
Work Authorization Form	April 13, 2018	

2. Show Service Providers List

CIM has appointed the following companies as **Official Service Contractors** for the 2018 RFG Conference & Trade Show. If you are planning on using a non-official service contractor, please be advised that there are certain requirements that your appointed contractor must comply with before being allowed access to the floor. In addition, the Vancouver Convention Centre is the exclusive supplier for food and beverage, Internet and telecommunications, and cleaning services.

<p>For ordering online or to obtain order forms, please click here.</p>	
<p>RFG Sales Manager</p>	<p>RFG TRADE SHOW: Sales Manager Martin Bell - mbell@cim.org 514-939-2710 x 1311</p>
<p>Registration</p>	<p>RFG Registration Coordinator Rachel Séguin - rsequin@cim.org 514-939-2710 x 1345</p>
<p>Logistics & Transportation Services Customs Brokerage Services</p>	<p>Goodkey Show Services support@goodkey.com 780-426-2211 ex 217 Toll free: 1-877-726-2211</p>
<p>Show Decorator Furnishings, plants, drayage/material handling</p>	<p>Goodkey Show Services exhibitorservices@goodkey.com 780-468-8114 Toll free: 1-877-726-2211</p>
<p>Electrical Services</p>	<p>Pia Mamaril VCC Coordinator Exhibitor Services pmamaril@vancouverconventioncentre.com 604-647-7328 Fax: 604-647-7325</p>
<p>Food & Beverage</p>	<p>Stephanie Couture VCC Catering Manager scouture@vancouverconventioncentre.com 604-647-7238 Fax: 604-647-7246</p>
<p>Phone / Internet Services / Telecommunications</p>	<p>Robyn Tonack rtonack@vancouverconventioncentre.com 604-647-7377</p>

Audio-visual Equipment / Computers	Mathieu Ste-Marie - FMAV mste-marie@fmav.ca 514-843-2420
Housekeeping Services	Desiree Rossiter VCC Coordinator Exhibitor Services drossiter@vancouverconventioncentre.com 604-647-7206 Fax:604-647-7325
Security	Desiree Rossiter VCC Coordinator Exhibitor Services drossiter@vancouverconventioncentre.com 604-647-7206 Fax:604-647-7325
Lead Retrieval	Streampoint Solutions Inc. 866-464-3339 support@spsLeads.biz
Sign / Banner Hanging & Rigging	Desiree Rossiter VCC Coordinator Exhibitor Services drossiter@vancouverconventioncentre.com 604-647-7206 Fax:604-647-7325

3. Event Promoter

The promoter of the 2018 RFG Conference & Trade Show is the Canadian Institute of Mining, Metallurgy and Petroleum. Founded in 1898, it is the leading technical society of professionals in the Canadian minerals, metals, materials and energy industries. With over 10 000 national and international members, CIM strives to be the association of choice for professionals in the minerals industries.

For more information, contact:

Nadia Bakka

Trade Show Coordinator
Phone: (514) 939-2710, ext. 1333
E-mail: nbakka@cim.org

Martin Bell

Sales Manager
Phone: (514) 939-2710, ext.1311
Cellular: (514) 606-9549
E-mail: mbell@cim.org

CIM National Office

Toll Free: 1-800-667-1246

<u>SHOW DATES / HOURS</u>		
Sunday,	June 17, 2018:	17:00 – 20:00
Monday,	June 18, 2018:	10:00 – 17:00
Tuesday,	June 19, 2018:	10:00 – 17:00
Wednesday,	June 20, 2018:	10:00 – 14:00

Vancouver Convention Centre

Freight Entrance – Vancouver Convention Centre loading docks

Access via the West Truck Route off Waterfront Road

Public Entrance

1055 Canada Place Vancouver, BC, V6C 0C3 Canada

4. Exhibit Space Fees

Pricing & General Information

- All prices and contracts are in Canadian dollars
- Raw booth space (pipe & drape) \$30/sq.ft.- i.e. a 10 x 10 ft. booth costs \$3,000
- A \$200 open corner premium applies - i.e. a 10 x 10 booth on an open corner costs \$3,200
- Canadian exhibitors, add 5% GST
- International exhibitors are exempt from all Canadian sales taxes.

5. General Terms and Conditions

The RFG TRADE SHOW Booth Space Rental Contract is a binding document that incorporates the following terms and conditions:

The Exhibitor agrees to pay for the contracted booth space and furnishings whether actually occupied by a display or not, and which is subject to the rules outlined herewith and in the RFG Booth Space rental contract.

The booth space rental must be paid in full prior to the move-in date or the Exhibitor's crews will not be permitted to erect the display booth.

Should the Exhibitor relinquish his participation or be unable to participate in the Trade Show, he will lose all entitlement to the reimbursement of the amounts paid no matter the impediment to his participation.

The Exhibitor agrees to abide by all the rules described herewith to which reference is made and which forms a part of the booth space contract, including local union and labor laws, provincial laws, and specific regulations and requirements issued by the venue.

Exhibitors may share with other companies but cannot sublet their space to others. Details of all Terms & Conditions can be found online at [The Exhibitor Resource Center](#).

6. Show Policies

Disabilities Act

All exhibiting companies are required to be in compliance with the Canadian Disabilities Act and are encouraged to be sensitive to attendees with disabilities.

Exhibitors' Demonstrations

Demonstration areas must be organized within the Exhibitor's space and must not interfere with aisle traffic. Demonstration tables must be placed at a minimum of 2'0" (60 cm) from the aisle line. Interference with normal aisle traffic flow or overflow into neighboring booths is prohibited. Each Exhibitor is responsible for ensuring proper traffic flow, and aisles should not be obstructed at any time

Safety Precaution: Demonstrations involving potentially hazardous machines, displays or parts must incorporate hazard barriers to prevent accidental injury to visitors. Exhibitors must conform to any directive given by the Vancouver Convention Centre's Management.

Exhibitors are not permitted to place any type of materials outside their booth space area.

CIM Publications and printed matters produced by CIM are the only authorized publications to be distributed to Exhibitors' booths and designated areas of the show floor.

Solicitations

Exhibitor surveys must be confined to the Exhibitor's booth space. Floor solicitation and distribution of printed materials to other Exhibitors are not permitted unless authorized by CIM.

Removal of Show Items during Move-in or after Official Show Hours

Prior to removing any show item from the attended booths during show time or after show closing, the Exhibitors are required to inform the security and obtain a Materials Show Exit Voucher.

Show Security

CIM and the Vancouver Convention Centre provide peripheral security on a 24-hour basis and are not responsible for exhibitors' goods.

Note: It is the responsibility of each Exhibitor to protect his materials from loss or damages. Exhibitors are urged to take every possible precaution to secure the easy-to-carry items at all times. All incidents should be reported to security and show management. If appropriate, law enforcement agencies will be called upon. Exhibitors should keep a copy of all documentation and inform their insurance companies in case claims are filed.

Exhibitor attendance to conference

Exhibitors are extended 3 complimentary badges with full access to the RFG 2018 technical program. Social activities, Short Courses and Field Trips are not included in this offer. Additional exhibitor badges give access to the trade show only.

7. Move-In / Booth set-up schedule

Goodkey will manage an "Exhibitor's Move-in Log" regarding the move-in details of exhibitors' goods. This log will specify the date and time of receiving, number of pieces, gross weight, name of carrier and the handling method. As required, other specific information will be compiled. During move-in, weight scales will verify and certify declared shipment weight. Material handling/Drayage charges will be applied in accordance to the actual weight of a shipment. Any discrepancies between measured value and shipped value should be reported to the CIM Sales Manager.

Move-In Schedule:

Saturday, June 16, 2018: 8:00 – 16:00

*****DUE TO CONTRACTURAL OBLIGATIONS, CIM REQUIRES THAT ALL EXHIBITING STAFF AND CONTRACTORS VACATE THE TRADE SHOW FLOOR NO LATER THAN 18:00 ON SATURDAY, JUNE 16, 2018.**

IMPORTANT

The freight address for the
Vancouver Convention Centre from
June 14th to the 16th, 2018 is:

Vancouver Convention Centre
1055 Canada Place Vancouver, BC, V6C 0C3 Canada

Note: For security and insurance concerns no one under the age of 16 will be allowed in the exhibit area during move-in, booth set-up, dismantling and move-out.

8. Freight Forwarding (Transport) and Customs

CIM Show Management recommends the use of its official supplier Goodkey Show Services (GSS) for all shipments to the show.

Exhibitors using other carriers must ensure that these carriers coordinate their shipments with GSS to ensure optimal movement of goods on the truck access route during move-in and move-out.

Exhibitors who drop off their displays / equipment at the loading docks must do so in the designated area, advise Goodkey Show Services of their arrival and request onsite material handling if required.

NOTE: Exhibitors choosing to move their goods themselves from the loading area to their booth will have access to dollies at a cost. GSS rents such equipment on site upon availability.

In both cases, GSS will take note of the activity and charge the exhibitor accordingly.

Exhibitors using Goodkey Logistics will benefit from possible warehousing of their show materials for up to **30 days in advance** of the show move-in date (**May 17, 2018**). Show materials should be shipped to arrive at the warehouse no later than **June 10, 2018** at 3:30 pm. The Exhibitor's shipments will be delivered to the Vancouver Convention Centre truck dock.

Goodkey Show Services Ltd.

C/O RFG 2018 –

Name of Exhibiting Company – Booth # XXXX (*Mandatory*)

3985 Still Creek Avenue, Burnaby

B.C., V5C 4E2

Tel: 1-780-426-2211 ex 217

Fax: 1-780-426-5734

Prior to the move-in date, the Vancouver Convention Centre will not accept advanced shipments.

Note: Regular transport companies do not deliver on Saturday or Sunday.

Cross-border Shipments

Inbound and outbound shipments will be transported door-to-door. Imported displays and/or promotional items belonging to foreign exhibitors will be bonded by the show organizers as per the show provisions of Canada Customs Memorandum # D8-1-2.

Non-palletized Shipments

Loose show material must be placed on wood pallets for forklift handling. Otherwise, the Exhibitors will be charged per 100lb weight.

Pallet Shipments

Skid and pallet shipments are the best way to handle your display material. Exhibit shipments must be sent “prepaid”. Find out about the charges from the Official Transport Company for your inbound/outbound shipments.

The Vancouver Convention Centre will not accept freight shipments before scheduled move-in times. NO EXCEPTIONS.

Small Show Deliveries

Exhibitors sending small parcel deliveries can courier their shipments to the Vancouver Convention Centre receiving dock address (not to the office) - Deliveries will be handled by Goodkey Show Services at the receiving dock only during the move-in days.

NOTE: There will be a minimum material handling fee for this service. Shipments arriving before move-in date will be returned to its owner. Again, to avoid any parcel loss, untimely deliveries, show management strongly recommends the Exhibitors use the official carrier.

For best handling, please coordinate your requirements with show officials as described on the Show Service Suppliers & Order forms.

VANCOUVER CONVENTION CENTRE SHIPPING LABEL

Please find hereafter a pre-addressed mailing label for the Vancouver Convention Centre. We have provided this template so that you can easily fill in the blanks and photocopy as many pre-addressed labels as you need. All of our mailing information is included for your convenience – however we ask that you please fill in the remaining sections, especially your **EXHIBITOR COMPANY NAME, CONTACT & PHONE NUMBER.**

Please note that every event at the Vancouver Convention Centre has an official move-in date. **The**

Vancouver Convention Centre is unable to store exhibitor freight prior to any event due to the limited storage facilities. They reserve the right to refuse delivery of exhibitor freight that arrives at the facility prior to the appropriate move-in date. Please consult with GOODKEY SHOW SERVICES if you require more details regarding move-in dates or official freight storage.

**Vancouver Convention Centre
Via Waterfront Road Truck Route
1055 Canada Place Vancouver,
BC, Canada, V6C 0C3**

Attn: GOODKEY SHOW SERVICES

Details: Event Name: RFG CONFERENCE & TRADE SHOW 2018

Event Date: June 17, 2018

Contact: Calvin Goodkey, Show Services Director

Booth Number: _____

Exhibiting Company: _____

Contact Name: _____

Contact Cell Phone Number: _____

Use at your own risk.

We strongly recommend that you make your arrangements with Goodkey Show Services. **Avoid lost freight and obtain free warehousing for up to 30 days plus crate storage when you use GOODKEY Show Services for shipping. Call Tim Goodkey at 1-877-726-2211 ex 217 for a quotation.**

Exhibitor Restrictions

Exhibitor's employees are prohibited to drive forklifts or use dollies, carts, power tools and other show equipment. For safety purposes only the official contractor is permitted to such work.

Booth ID Numbers

Booth ID numbers will be temporarily displayed and clearly visible during move-in and during the show. Appropriate signage will be placed by Goodkey.

Storage of Empty Containers & Crates

Goodkey is the exclusive supplier for on-site storage. All display containers and crates must be stored by Goodkey. The Exhibitor must establish plans to remove his crates and containers for storage. It is recommended that prior to move-in, the Exhibitors arrange through commercial agreement with Goodkey for the storage of their goods. Labels will be provided by Goodkey for proper identification of items. It is the Exhibitors responsibility to ensure his goods are properly identified with the appropriate labels. The containers and crates will be returned by Goodkey for move-out at the show closing time. It will take at least two hours to deliver all the empties. All arrangements must be made via Goodkey show services.

Storage within the Booth Space

Fire regulations in most Exhibit Facilities prohibit storing empty carton containers or packing materials behind back drapes. In most cases, however, Exhibitors may store a limited supply of literature or small display containers within their booth area, so long as these items do not impede access to utility services, create a safety problem or look unsightly.

Exhibitors Contractors

Exhibitors may elect to perform the following show services themselves or outsource it to specialized show contractors of their choice:

- Freight shipments
- Assembly and dismantling of Exhibitors' large Exhibit display
 - Note that hauling and lifting of oversized parts and machinery is an exclusive service performed ONLY by the Vancouver Convention Centre.

The Exhibitors sub-contractors must coordinate their work with Show management to ensure timely execution as not to interfere with the show logistics. **It is the Exhibitor's responsibility to inform his contractors of all show rules and regulations, and ensure that they adhere to them as well as to the venue's policies and all applicable laws.**

Exhibitors' sub-contractors are required to submit proof of workers' compensation. In addition, they must have property damage and liability insurance coverage. They must submit the Certificate of Insurance for a combined single limit of \$1 million bodily injury and property damage and/or \$1 million general aggregate with a \$1 million per occurrence limit. It is the Exhibitor's responsibility to submit this certificate with his "Work Authorization" form.

- The Exhibitors' appointed show contractors:
 - a. Will coordinate the Exhibitors' show work with RFG Trade Show management.
 - b. Will not solicit business on the show floor.
 - c. Will comply fully with RFG Trade Show move-in and move-out schedule.
 - d. Will work harmoniously with CIM's official show decorator. Any issues should be immediately brought to the attention of show management.
- Show contractors' work staff must pick-up their Work Badge from security.

If the exhibitor has an APPOINTED CONTRACTOR, please click [HERE](#) for the EAC Form.

Aisle Carpeting

Installation of aisle carpeting will commence at 6:00PM (18:00) on Saturday. Exhibitors who are still assembling their booths must have made arrangements for removal of their empty crates from the aisles before this time. Any additional labor costs incurred due to this negligence will be charged to the exhibitor in default.

9. Material Handling & Drayage

The handling of exhibit materials is one of the most misunderstood procedures in the show industry. Every venue provides unique challenges and instructions to ensure proper and timely flow of materials while minimizing risk and maximizing safety for all concerned.

Drayage or material handling is the physical displacement of show materials from point of receipt at the venues docks or off-loading material from a vehicle, moving and storing empty crates, taking materials to the booth and re-loading at the end of the show.

Goodkey Show Services has been mandated as the official material handling contractor. These services at the exhibitor's expense are charged per hundred pounds weight with a minimum handling fee.



Strategies to keep your costs down & our event greener!

Don't bring more brochures than you need. Brochures are very expensive to produce and their weight often represents a few hundred dollars in transportation and material drayage.

Due to limited space and availability of loading docks, we strongly encourage exhibitors to arrange all their logistic requirements ahead of time, with Goodkey Show Services.

Heavy and Large items

For heavy pieces exceeding **1 ton or 300 lbs/ft²** and/or for large exhibits, please complete and submit the following [Work Authorization Form](#).

10. Furnishing, Drayage and Material Handling

Goodkey Show Services Ltd

Calvin Goodkey, Show Services Director

Email: Calvin@goodkey.com

Toll Free: 1-780 468 8110

Fax: 1-888-426-5734

International

Tel: 1-780-4468 8110

Fax: 1-780-426-5734

Goodkey Show Services Ltd is responsible for the following services:

Furnishings, plants, drayage and material handling - Goodkey will have its service desk in the Trade Show Hall throughout the entire event. Orders must be submitted **before June 1st, 2018**.

11. Outbound Operations' Instructions

Show Closure Announcement

Exhibits must remain staffed and intact during the show and may not be dismantled or removed before the show officially ends. **Exhibitors failing to abide by this rule will lose all accrued priority points and may be disqualified from exhibiting at future CIM TRADE SHOWS.**

Aisle Carpeting Removal

At the announcement of show closure at 2:00 PM (14:00) on Wednesday, the show decorators will be removing the aisle carpeting. Exhibitors must ensure that no materials from their booths impede this activity.

Booth Dismantling

Exhibitors are requested not to leave their booth unattended during move-out operations. Dismantling and packing should start immediately after show closing. Exhibitors using Goodkey's show services to move out show material, should check with the material-handling supervisor for labeling and shipping waybills prior to departure from the exhibit hall.

Move-out Priority Schedule

The move-out schedule is a reverse order of the move-in schedule.

1. Exhibitors with hand-carried display are the first group to move out, provided they do not use the truck dock facilities.
2. Exhibitors with light displays are the second group to move out, provided they are ready to move within the assigned period.
3. Exhibitors with heavy displays are the third group to move out, provided they are ready to move within the assigned period.
4. Exhibitors with heavy equipment and machinery are the last group to move out on Wednesday and must report punctually per the designated schedule. The Vancouver Convention Centre penalties for late departure will be borne by the exhibitor should delays be caused.

Forced Freight

Take note that any material left on the show floor, at 2:00PM (14:00) PDT, on Thursday, will be picked up by the official transporter and charged by same to the exhibitor. Significant weights can be back charged.

Move-out Waste

The official contractor will dispose of all garbage at the Exhibitor's expense. The Vancouver Convention Centre has instituted an aggressive waste reduction program to reduce landfill and to recycle whenever possible.

Move-out Dock Procedures

Trucks as well as all other vehicles will be staged in the truck holding area. **NO TRUCK WILL BE ALLOWED TO BE PARKED IN THE LOADING DOCK AREA UNTIL THE OUTBOUND SHIPMENT IS ON THE DOCK AND READY TO BE MOVED.** During move-out, no vehicle will be called to the dock until the Exhibitor's materials are packed and ready for loading. Exhibitors must first report to the freight service desk at the loading dock during move-out hours for positioning and instructions before proceeding to the loading docks.

Outbound Freight

Once again, CIM show management strongly encourages Exhibitors to use the official carrier to facilitate the move-out.

Exhibitors using Goodkey will receive move-out instructions on Tuesday morning.

Exhibitors making their own arrangements should contact their designated carriers to coordinate the pick-up of their materials from the Vancouver Convention Centre.

The following documents and services can be obtained from the Exhibitor service counter: bills of lading, shipping labels, assistance in dismantling and forklift services.

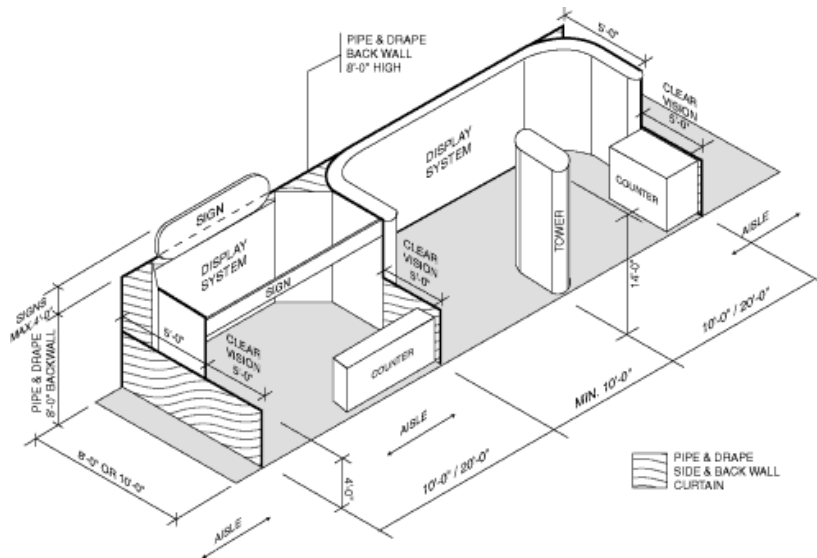
Late Booth Dismantling

Booths left unattended after the 4-hour move-out period will be dismantled by CIM's display contractor, removed from show site and stored at the exhibitor's expense.

12. Display Guidelines

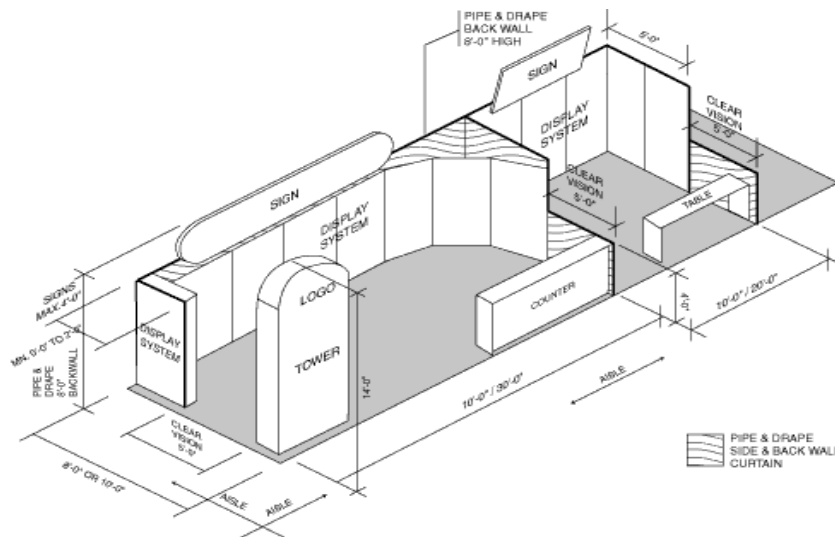
TYPE "A" - STANDARD IN-LINE BOOTHS

One or more standard units in a straight line, 8' (2.44 m) maximum in height. Exhibit fixtures and identification signs will be permitted to a maximum height of 12'0" (3.66 m). All display fixtures over 4'0" (1.22 m) in height and placed within 10 lineal feet (3.05 m) of an adjoining exhibit must be confined to that area of the exhibitor's space that is within 5'0" (1.52 m) of the aisle line (back half of booth). In some cases, a split-side drape may be required to mask the display edge.



TYPE "B" - CORNER BOOTHS

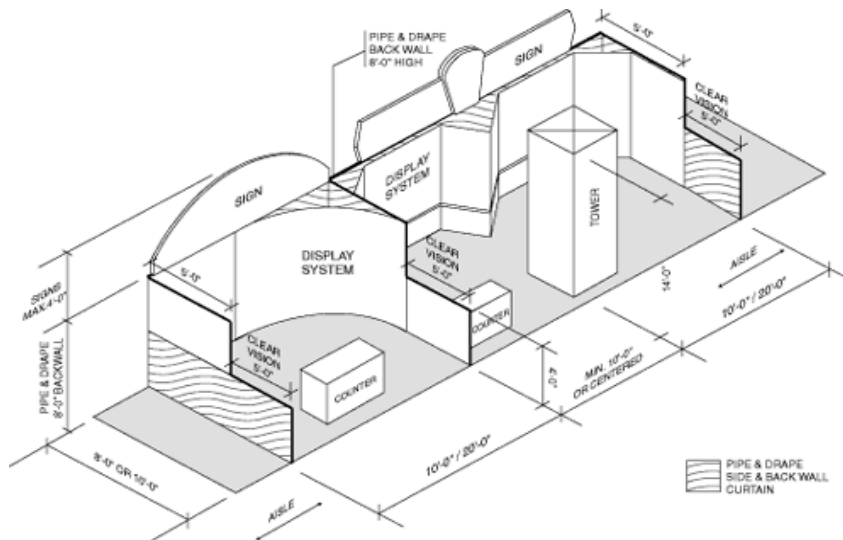
One or more spaces back-to-back with two aisles, 8' (2.44 m) maximum in height. Exhibit fixtures and identification signs will be permitted to a maximum height of 12'0" (3.66 m). All display fixtures over 4'0" (1.22 m) in height and placed within 10 lineal feet (3.05 m) of an adjoining exhibit must be confined to that area of the exhibitor's space that is within 5'0" (1.52 m) of the aisle line (back half of booth). In some cases, 2'0" (60 cm) of masking drape sidewall may be required for esthetics.



TYPE "C" - PERIMETER WALL BOOTHS

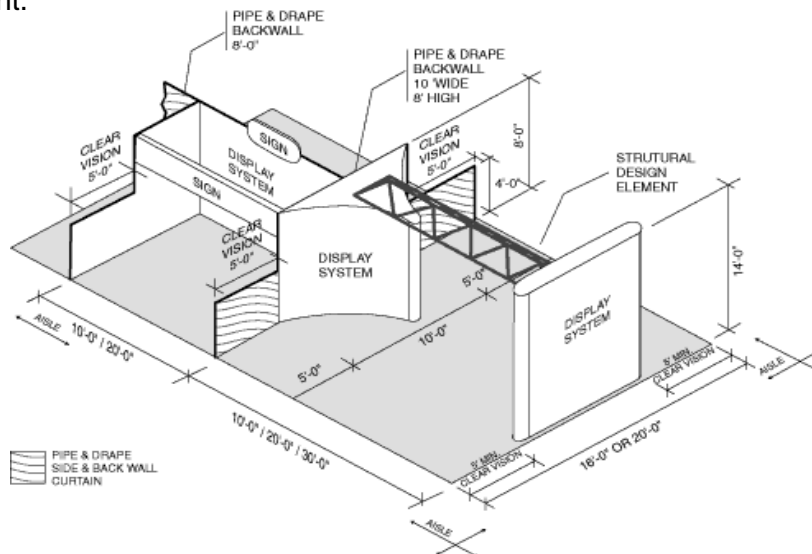
Standard booth located on the outer perimeter wall of the exhibit floor. Exhibit fixtures, components and identification signs will be permitted to a maximum height of 12'0" (3.66 m). All display fixtures over 4'0" (1.22 m) in height and placed within 10 lineal feet (3.05 m) of an adjoining exhibit must be confined to that area of the exhibitor's space that is within 5'0" (1.52 m) of the aisle line (back half of booth). In some cases, a split-side drape may be required to mask the display edge.

All booths will be confined to a maximum height of 8' (2.44 m). Because outer perimeter booths are not backed against another booth, back walls and materials over 8' (2.44 m) will not interfere with or distract from other booths.



TYPE "D" - PENINSULA BOOTHS

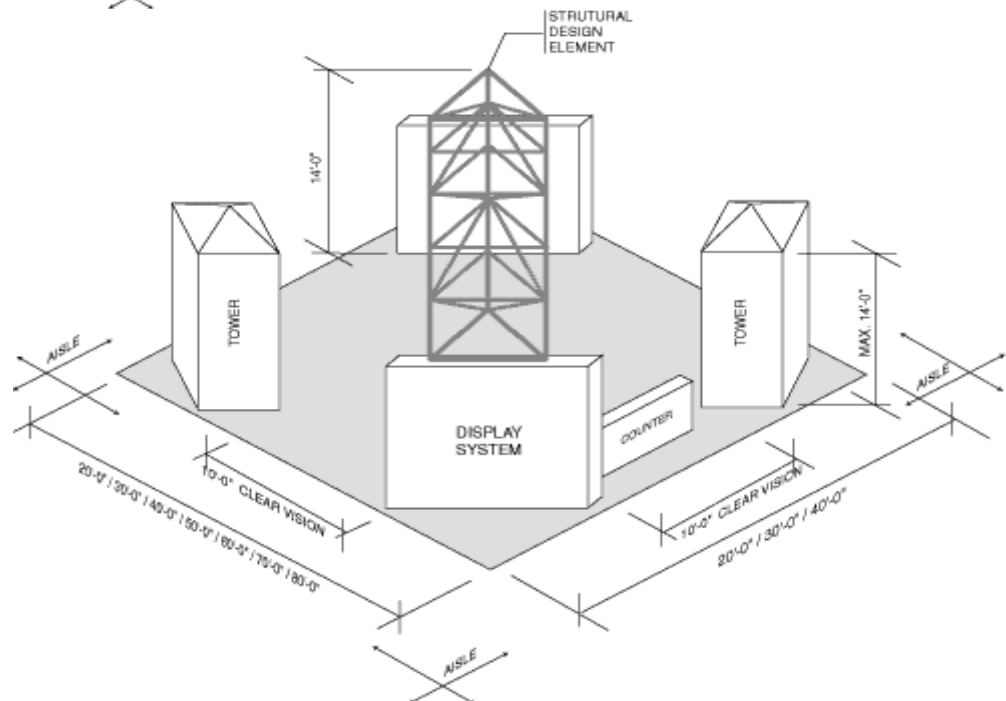
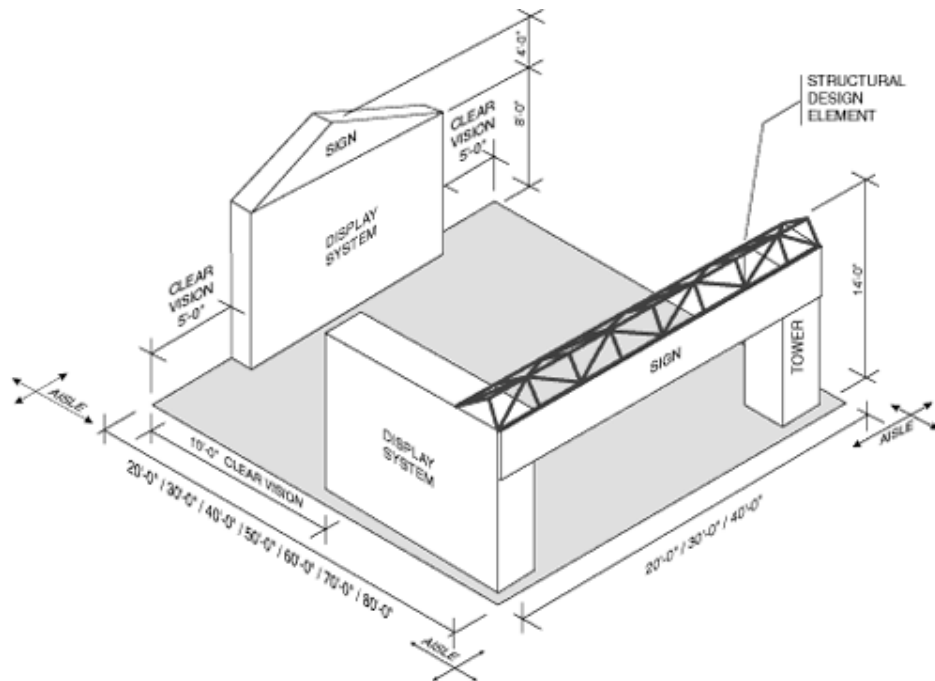
Four outside corner spaces back-to-back with three aisles, 8' (2.44 m) in height. Exhibit fixtures and identification signs will be permitted to a maximum height of 12'0" (3.66 m). All display fixtures over 4'0" (1.22 m) in height and placed within 10 lineal feet (3.05 m) of an adjoining exhibit must be confined to that area of the exhibitor's space that is within 5'0" (1.52 m) of the aisle line (back half of booth), on both sides. **CLEAR VISION MUST BE MAINTAINED**. Back wall is limited to 10'0" wide by 8'0" high for modular display systems (see drawings, Type D1 or D2). 15'0" maximum height for mobile equipment.



TYPE "E" - ISLAND BOOTH

Exhibit with one or more display levels in four or more standard units with aisles on all four sides. Exhibit fixtures, components and identification signs will be permitted to a maximum height of 14'0" (4.27 m) provided written approval is received from Trade Show management at least 60 days prior to the show. Because an island booth is automatically separated by the width of an aisle from all neighboring exhibits, full use of the floor plan is permitted. 15'0" maximum height for mobile equipment.

Note: Full width 8' high back walls ARE NOT PERMITTED. 5' CLEAR VISION MUST BE MAINTAINED ON EITHER SIDE, see drawing.



Approval of Irregular Booth Displays

Booth types A, B and C with a background height of 8-ft (2.44 m) or less does not require approval. However, they must be erected with safety in mind and without damaging the Exhibit floor, walls or other surfaces.

Booth Type E “Island” with a background height exceeding 8-ft (2.44 m) **must have prior approval from the CIM Sales Manager**. Requests must be forwarded with full scale detailed drawings. Failure to obtain Director’s approval may result in modification of the display system at site.

13. Floor Loading Capacity

Floor Loading

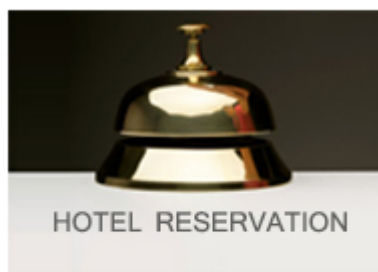
The floor loading capacity throughout the Trade Show Hall is as follows:

VCC WEST BUILDING:
Exhibit Halls A = 300lbs/ft.

For heavy pieces exceeding **1 ton** or **300 lbs/ft²** and for large exhibits, please complete and submit the following [Work Authorization Form](#).

14. Accommodations / Air Travel

If you are an attendee or guest of the 2018 RFG Conference & Trade Show, this is the only site where you should be making a hotel reservation to ensure you are receiving the special group hotel rates.



Group Reservation: please download the [sub-block request form](#) and email it to RFG@conferencedirect.com

Waitlist: If your nights are not available at the time of booking, you will be waitlisted while the Housing Team works with the hotel to complete your reservation. You will receive an updated acknowledgement when your reservation has been fulfilled.

We have appointed Air Canada as the official airlines for the RFG 2018 Conference & Trade Show in Vancouver. To book a flight, visit aircanada.com, and enter your promotion code in the search panel.



AIR CANADA PROMOTIONAL CODE: **XZXETQA1**

15. Registration / Lead Retrieval System

Exhibitor Badges

Online registration is open; [click HERE](#) to register.

Badges will be available onsite at the Exhibitor Registration Desk and Self-Registration terminals.

Onsite Registration Dates and Hours:

Saturday, June 16, 2018:	13:00 – 17:00
Sunday, June 17, 2018:	8:00 – 20:00
Monday, June 18, 2018:	7:30 – 17:00
Tuesday, June 19, 2018:	7:30 – 17:00
Wednesday, June 20, 2018:	7:30 – 17:00
Thursday, June 21, 2018:	7:30 – 17:00
Friday, June 22, 2018:	8:00 – 10:00

16. Show Guide Advertising

If you are interested in placing an ad in the Official Show Guide, please contact:

Dovetail Communications Inc.
30 East Beaver Creek Road, Suite 202
Richmond Hill, ON L4B 1J2

(905) 886-6640
Fax: (905) 886-6615
general@dvetail.com
www.dvetail.com

17. Electrical Power, Sign Hanging Requirements

Electrical Services

The Vancouver Convention Centre is the sole provider of power & lighting. For information, please contact:

Pia Mamaril

pmamaril@vancouverconventioncentre.com

(604) 647-7328 Fax: 604-647-7325

Hanging Requirements

Suspending a sign over a Trade Show space is permitted on the condition that the sign is considered acceptable by the CIM Sales Manager and the Vancouver Convention Centre. Please contact:

Desiree Rossiter

drossiter@vancouverconventioncentre.com

(604) 647-7206 Fax: (604) 647-7325

- The bottom of a suspended sign must be at least 16 feet above the floor.
- An exhibitor's suspended sign must be above his booth - and not above the aisle.
- The height and size of banners, signs, and other postings must be pre-approved by the Sales Manager and by the Vancouver Convention Centre.
- The anchorage of elements to the structure is the exclusive service of the Vancouver Convention Centre. Only VCC's personnel are authorized to operate the equipment required for these installations. During this operation, security perimeters are required. Proper planning is essential not to disrupt the move-in & move-out schedule.
- The Exhibitor must supply all cables, chains, pipes or other materials needed to hang his or her materials.

In addition to completing the Vancouver Convention Centre order form, the exhibitor must submit a [Work Authorization Form](#) to the CIM Sales Manager for all hanging requirements.

18. Telecommunications and Food & Beverage Services

Telecommunications & Technology

Telephone and Internet Access, wired or wireless, may be installed in booths. **Bell** is the exclusive provider of these services.

For information, please contact:

Robyn Tonack

rtonack@vancouverconventioncentre.com

Food & Beverage Service

The Vancouver Convention Centre is the exclusive provider of food and beverage and must be used for all food/beverage orders and/or functions. **Under no circumstances** are exhibitors permitted to

supply their own food and beverages within the building. The menus provide you with an exceptional range of offerings, all inspired by international tastes and a passion for excellence.

For information, please contact:

Stephanie Couture

scouture@vancouverconventioncentre.com

(604) 647-7238 Fax: (604) 647-7246

19. Audio-Visual / Computer Services

FMAV is the **official** contractor for audio-visual (A/V) and computer equipment. All order forms are available on the RFG2018 Website. For additional A/V information, please contact:

Mathieu Ste-Marie - FMAV

mste-marie@fmav.ca

Tel: 514-843-2420 / International 1.888.AV.RENTS (287-3687)

Fax: (514) 341-1253



20. Regulations

Degradation of the Premises

The exhibitors by their own fault or their contractor's, will be held liable for any harm or damages to the building or its components caused during the transportation, installation or removal of materials.

Booth Inspections

The Fire and Safety Officer and the CIM Sales Manager (or their appointees), will conduct booth inspections prior to opening the show and ensure that Exhibitors have complied with the show rules and regulations. Exhibitors in default will be requested to promptly comply. **Note: Serious infractions of the show rules and regulations can result in Exhibitor's expulsion from the show.** In these instances, all fees will be forfeited and the Exhibitor may be barred from participating in future CIM Trade Shows.

Equipment

Access to portable extinguishers and fire cabinets shall be maintained free of obstruction at all times, including during set-up and dismantling of the exhibit. Under no circumstances can fire suppression equipment be removed, moved or made inaccessible. Emergency exit doors must remain accessible at all times.

Note: The Fire and Safety Officer may limit or restrict use of any of the above items.

Fire Protection

In brief, the regulations of the Fire Department, Prevention Bureau state the following:

All curtains, drapes, carpeting and other similar furnishings and decorative materials shall be noncombustible or flame-retardant treated to the satisfaction of the Fire Department. No flammable fluids or substances may be used or shown in exhibits. Decorations made of natural trees (i.e., coniferous or broad-leaved) are permitted provided they are potted with their roots and watered

regularly. Any dry vegetation or dried-up tree shall be prohibited. Open flame or pyrotechnic devices are not permitted.

The Fire Safety Officer of the Vancouver Convention Centre has full discretionary power to apply additional rulings to ensure conformity with local fire codes and to maintain an acceptable level of fire safety within the Vancouver Convention Centre. If your display has any of the follow aspects you MUST advise Show Management by email mbell@cim.org

1. Exhibit configuration is 1,000 sq.ft. or more
2. Exhibit has roof/mezzanine/second storey
3. Exhibit has a raised platform
4. Exhibit exceeds 12 feet in height
5. Exhibit material exceeds 10,000 lbs. gross weight
6. Exhibit material exceeds 300 lbs./sq.ft. limit
7. Exhibit has prohibited material
8. Materials/processes/equipment require special permit
9. Exhibit has suspended signs/banners/lights
10. Exhibit has hard wall (in-line booths N/A)
11. Exhibit has motorized vehicle/combustion engine
12. Exhibit contains liquid fuels/natural gas/propane (6 weeks notice to process request)
13. Exhibit contains cooking appliances
14. Exhibit contains hazardous material which do not comply with Government regulations on material handling in the work place

Lighted Signs

Lighted signs are permitted. However, under no circumstances can they be projecting, revolving or flashing. The Trade Show Manager reserves the right to determine at all times what constitutes a nuisance for other exhibitors.

Mandatory Coverage

All Exhibitors must take out an insurance policy that includes a minimum coverage of \$1,000,000 CDN for liability to third parties, damage to property and theft of equipment and products. The coverage must be valid for the duration of the show including set-up and dismantling periods and must show the Canadian Institute of Mining, Metallurgy and Petroleum as the CERTIFICATE HOLDER.

The exhibitor is responsible for and is held to sending a copy of his/or her Certificate of Liability Coverage to the organizer. A copy of this proof of insurance should be available at all times during the show. Exhibitors, who cannot provide a copy of the insurance certificate at site, will be requested to complete and sign a waiver form.

Please send your insurance certificate to:

Martin Bell

Sales Manager

Fax: 514-939-2714 / Email: mbell@cim.org

Mobile Equipment

Vehicles will be allowed in the building for display purposes provided they meet the following requirements:

- The fuel tank opening is satisfactorily locked and sealed in an approved manner to prevent the escape of vapors and it does not exceed five gallons;
- At least one cable is removed from each set of batteries;

- There is no fueling or de-fueling;
- The equipment does not obstruct the aisles;
- The equipment is not operated during show hours.

A work authorization form must be filled out for all mobile equipment requirements.

Note: Aisles and exit must be kept free of obstructions, easels, signs, etc. If the setup does not comply, show management and the Fire & Safety Officer can request modification to your arrangements. Failure to abide will result in eviction.

Obstructions

Nothing shall be hung from or affixed to any sprinkler piping or sprinkler heads. Ceiling decorations must never impede the operation of the sprinkler system. All exit doors shall remain operable and unobstructed at all times. Exit signs, manual pull stations; fire department handsets; fire hose cabinets and portable fire extinguisher shall not be obstructed in any manner. If a fire hose standpipe is located in an exhibit space, it shall be the responsibility of the Exhibitor to provide access to such equipment and, if the view to such equipment is obstructed, to provide designating signs for same.

Safety Procedures

- Open flame devices and burning or smoke-emitting materials are prohibited.
- No display or exhibit shall be installed or operated in a way which could interfere with the visibility of an exit sign or access to any exit, nor shall any display block access to fire-fighting equipment.
- If necessary, the Fire and Safety Officer may request fire-extinguishing apparatus, which will be at the Exhibitors expense. All such equipment must remain visible and accessible at all times.
- The use of welding and cutting equipment for demonstration purposes may be allowed only with a permit from the Fire and Safety Office.
- Compressed flammable gases, flammable or combustible liquids, hazardous chemicals or materials, Class II or greater lasers, blasting agents, and explosives are prohibited in the Exhibit hall.

Security of the premises

The Vancouver Convention Centre and CIM ensure the general security of the perimeter of The Trade Show 24 hours a day. Exhibitors must take the necessary measures to protect their goods, materials, equipment, and Trade Show components at all times. **Never leave a handbag, portable computer or other portable item unattended in your stand.** If you wish to have additional security for your stand, you can order the service by completing the order form in the Exhibitor Information Section.

We remind you that CIM and the Vancouver Convention Centre cannot be held liable for losses and/or damages to products and goods. The exhibitor is solely responsible for the security inside the confines of his booth.

Work delays may be caused by interruption of service due to breakage of machinery, apparatus, equipment, power failure or any other source outside CIM's control. However, it is mutually understood and agreed that CIM will use proper and reasonable care to prevent work delays.

CIM Management will not tolerate abusive argumentation over show rules and regulations. Abusers

may be expelled. Exhibitors are responsible for their staff and contractors behaviors.

Show Management reserves the right to relocate or re-number any exhibit space at any time.

Sales & Promotional Activities

The distribution of samples and promotional materials as well as any solicitation activities are prohibited outside the rented booth space. These activities are also prohibited at the entrances of the Trade Show hall, in the concourse or any other area on the Vancouver Convention Centre property.

Selling on the Show Floor

On-site selling of samples or actual display products, as well as open solicitation of business must be confined to the Exhibitor's booth space. RFG Trade Show management encourages Exhibitor's staff to network on the Trade Show floor and to invite clients to their booths.

Trade Show Attendance

Children and teenagers are permitted to visit the Trade Show provided that they are escorted by their parents, teachers or tutors. The Trade Show attendance fee is \$40.00 CDN.

Conference delegates have free access to all Trade Show activities.

21. Management Reserves the right to:

- Approve or prohibit any display which is objectionable (i.e., noise, odor) or degrades the good reputation and/or image of the event.
- Prohibit attraction-seeking ploys or stunts, which are aggressively promotional (theatrical-type shows), intended for use in the booth, halls, corridors or approaches thereof. CIM insists that exhibits must be in good taste. Degrading side show antics and/or other undignified promotional methods (scantly clad models) will not be permitted.
- Maintain the event's professionalism and high caliber by applying the "Good Neighbor Policy" at all times. Loud or obtrusive audio-visuals, presentations or other activities distracting to neighboring booths will not be permitted.
- Prohibit signs or lighting which causes distractions or interferes with other exhibitors.
- Close exhibitors' who serve or distribute alcoholic beverages from their booth.

22. Vancouver Convention Centre Maps

[View TRADE SHOW Floor Plan](#)

[View map of Downtown Vancouver](#)