

1. Accommodation +Travel

Official Hotel:

Civic Hotel, Autograph Collection

13475 Cenrtal Ave, Surrey, BC
604.951.3331 / 855.255.8933

Grow West Coast Courtesy Room Block

*Pricing available until August 16th, 2021

\$159.00 / Night, City King

Reservation Group Name: BC Landscape &
Nursery Association

Reservation Code: LC6

2. Alcoholic Beverages

The consumption of alcoholic beverages in the exhibitor's booth is prohibited. Alcoholic beverages may only be consumed in the lounge and at selection locations on the show floor.

3. Altered Exhibit Plans

Management reserves the right at any time, without prior notification, to alter exhibits, aisles, common areas, feature sizes and locations in an effort to best serve the interest of the show. Their decision in this regard will be final.

4. Animals

Seeing Eye dogs, registered service dogs, and hearing impaired dogs are accepted. Such animals or pets must be on a leash, or under similar controls at all times. The owner takes full responsibility for his/her own pet.

5. Balloons

Helium-filled balloons and other inflatable items must be approved by your Event Manger and fully secured to your booth space and display. As we are an open-air outdoor market, any lost or runaway balloons would be considered littering and subject to City of Surrey ordinance related to littering.

6. Banners

Banners must be free-standing, self-supporting and base-weighted to ensure safety and security.

7. Garbage Removal

Show Management provides daily janitorial service to aisles and common areas only. All booth garbage, display material, building material and packaging **MUST BE REMOVED** by the exhibitor, at their

expense. Any items left behind in the exhibit booth space, show floor or aisles will be removed and the removal fees plus handling fees will be charged to the exhibitor.

8. Competitions, Draws + Contests

Promotions, draws, and competitions conducted by exhibitors in conjunction with their display must be free of any obligation on the part of the winner. Prize winners must not be required to place an order before collecting the prize offered. The schedule of prizes and terms of the competitions must be approved by Show Management at least three weeks before the Event and comply with all the existing government regulations. Contest winner must be drawn at the show. Any contests conducted must not violate any provincial or federal laws or regulations in effect at that time.

9. Conducting Business In Your Booth

Distributing literature or general solicitation of business is forbidden outside your exhibit area. All business must be conducted within the booths that have been assigned to you.

10. Attendee Data Collection System

Grow West Coast Horticulture Trade Show has contracted the services of **Microspec/TIX123** for all attendee, booth, and seminar registration for the event. Microspec will connect with each exhibitor individually to determine your lead retrieval needs and provide rental badge scanners for your staff.

11. Damage To Premises

Exhibitors are liable for any damage to the Civic Plaza, its surroundings, or it's furnishings, including broken pavers, damaged lights, bollards, or water outlets, etc. The exhibitor is also liable for the removal of any adhesive tapes or materials from property.

12. Display Standards

Show Management reserves the right to refuse entry or to have removed at the exhibitor's expense any display, which is not in accordance with these display standards. If any doubt exists, or where a special case exists, the exhibitor must provide details and obtain approval from Show Management prior to move-in. Show Management reserves the right to make final decisions with regard to the following:

**REMINDER – Booths are standard 10x10
incrememnts**

Tents – Each booth will be outfitted with a rental tent to cover the rented booth space, up to a maximum of 200 sq ft. Each tent will be equipped with tent sides to separate adjacent booths, and tent sides will be mandatory for any side attached to an adjacent booth. Any booth over the maximum of 200 sq ft in area, will have a 10' x 20' tent for use at the rear of their booth space to ensure adequate cover for staff, products, and electronics, in the case of inclement weather.

Floor Covering – Surrey City Hall Civic Plaza is outfitted with new, modern, and attractive concrete pavers. Exhibitors are welcome to forego floor covering for their display.

Lighting – As the event will take place outdoors, natural lighting can be unpredictable at best. It is recommended that lighting be considered and purchased for your booth display.

Exhibit Boundaries - Nothing, including floor covering, may project past the outer boundaries of an exhibit into the aisles or an adjoining booth. Display material must not exceed seven (7) feet in height, or the maximum allowable height of the tent provided for each booth space.

Display Material - All exhibits must be free standing and self-supporting. Free standing bulletin boards, signs, etc. may be used providing exhibits are not hidden from view. Unfinished sides or backgrounds must be draped. Racks and display shelves must not unduly obstruct visibility of adjacent exhibits.

Exhibit/Display Safety – All exhibitors MUST ensure that staff, suppliers, contractors, and volunteers are focused on safety practices while building, operating, and dismantling booth space and displays. All staff must wear steel toed footwear while working on the show floor during move in and set up, while forklift and heavy vehicle traffic is present. Any team member working on a ladder or structure over six feet from the ground surface MUST be secured with fall protection harness and practice proper fall prevention techniques. ANY staff present around overhead lifts (Hyab, crane truck, etc) MUST wear hard hat or head protection while in the presence of the overhead lift.

Booth Furniture Rentals – Basic tables and chairs can be rented through Cascade Tent & Event Rentals – 604.338.3761

13. Display Vehicles

Any vehicles to be displayed are subject to the following conditions:

- Vehicle must be approved by Show Management at least 2 weeks in advance of show
- Fuel tanks must not be more than ¼ full
- Fuel caps must be taped or locked shut
- Drip pans must be placed under vehicle
- Ignition must be disabled or the vehicle locked and hood inoperable from the outside of the vehicle
- Keys must be left with Show Management

14. Distracting Devices

Any attention arousing devices, such as noisemakers, flashing lights, movies, music, broadcasting, television, drawings, etc. are prohibited. No approval will be given to devices, which are obviously distracting and annoying to other exhibitors.

15. Dollies/Handcarts

There are limited handcarts available – you will be required to leave a driver's license or credit card to borrow a handcart. Exhibitors are advised to bring their own dollies and handcarts.

16. Early Entry

Exhibitors are permitted to enter the show floor premises one-half hour before show opening via the main entrance. Security check will be in effect; therefore, you must wear your exhibitor badge at all times after move in and before move out.

If you require access to the premises earlier than one-half hour before the show, you must obtain authorization from the Show Office the day before.

Note: Security personnel will not permit access to the premises prior to one-half hour before show opening without this authorization.

17. Electrical & Lighting

Power is provided by the City of Surrey. Power will be provided for each booth space who requested it during the booth registration process.

Note: lighting levels on the plaza during show hours will be unpredictable. Weather related lighting in

effect for the event. Plan ahead and have lighting available for your display if needed.

It is suggested that all exhibitors would be well advised to supplement natural lighting with their own lighting.

All hook-ups to building electrical service must be done by City of Surrey Electricians.

18. Exhibitor Badges

Exhibitor badge registration is to be completed by a member of your team prior to the event.

Your badges are to be PRINTED AT HOME OR AT OFFICE. They will not be mailed.

Exhibitor personnel will have access to their booth one-half hour prior to show opening each day of the exhibition. **Security guards are instructed to refuse admittance to anyone not wearing an exhibitor badge. NO EXCEPTIONS.**

If an additional or a replacement badge is required during move-in and during the show, proper identification will be required and there will be a charge of **\$10.00 per badge**. All exhibitor personnel must be 16 years of age or older. **REPLACEMENT BADGES are also \$10.00.**

19. Exhibitor Conduct

Show Management reserves the right to refuse admission to the Show facility to any exhibitor, or exhibitor's employee who, in the opinion of Show Management, is unfit, intoxicated, or is in any way creating a disruption to the show.

20. Exhibitor Entrance

Exhibitors may enter the Show from the main show entrance across from the Civic Hotel Lobby (one-half hour before show opening). Show hours are as follows:

September 15th & 16th, 2021

Wednesday, Sept 15th: 11:00 am - 7:00 pm

Thursday, Sept 16th: 11:00 am - 6:00 pm

You must wear your exhibitor badge for entrance to the show floor at all times.

21. Fire Extinguishers

All exhibitors are strongly advised to have a minimum of one (1) hand held fire extinguisher in their booth. This safety precaution enhances the efforts of Show Management and the City of Surrey Parks Board to satisfy the Surrey Fire Department requirements.

22. Flame Proofing

See Fire Regulations.

23. Civic Plaza Load Capacity

Surrey City Hall Civic Plaza is divided into two halves, one of which provides a 60,000lb load limit, or 250 lbs per square foot. The section of Civic Plaza which is free standing over the underground parkade is restricted to 125 lbs per sq ft.

24. Garbage Removal During MoveIn and Move-Out

When displays have been built, or subsequently dismantled, exhibitors must remove all garbage from the show floor. No garbage will be permitted to be left behind, and the cost for removal of any garbage left behind by an exhibitor will be charged back to the exhibitor at a premium rate.

LEAVE ABSOLUTELY NO TRACE.

25. Internet Access

Shaw Go Wifi wireless internet is available throughout Civic Plaza.

26. Insurance/Liability

Neither Show Management nor the City of Surrey will accept responsibility for injury to persons, loss of, or damage to, products, exhibits, equipment or decorations, by fire, accident, theft, or any other causes while onsite at Civic Plaza. Exhibitors, or their agents, must provide adequate insurance for their own personnel, the public, exhibits and materials against all such hazards.

ALTHOUGH WE HAVE SECURITY ON DUTY, THE BC LANDSCAPE & NURSERY ASSOCIATION AND CITY OF SURREY WILL NOT ACCEPT RESPONSIBILITY FOR LOSS OR DAMAGE OF MERCHANDISE DURING THE MOVE-IN, SHOW, OR MOVE-OUT OF GROW WEST COAST HORTICULTURE TRADE SHOW.

PLEASE ENSURE YOU INSURE YOUR OWN MERCHANDISE, DISPLAY ITEMS, AND EXHIBIT SPACE!

27. Latecomers/No Shows

Any space not claimed and occupied or for which no special arrangements have been made by 10:00 am on Wednesday, September 15th may be resold or reassigned by Show Management without any obligation on the part of **GROW WEST COAST** or the BC Landscape & Nursery Association, for any refund whatsoever. Please advise us if you have a last minute emergency. No refunds will be granted for unused display space.

28. Material Handling + Equipment

BCLNA provides material handling at the Civic Plaza, including forklift service, limited hand carts and dollies, limited pallet jacks, and volunteer labour support. Show Management will absorb the cost of unloading goods to a specific display area; however, any extended or special usage will be at the exhibitor's expense. For individual special needs, exhibitors are advised to contact Show Management in advance of the event.

29. Move-In/Move-Out Facilities

The Surrey City Hall Civic Plaza is a unique outdoor facility located in the busy core of Surrey, BC. Loading facilities are for temporary delivery/drop off and offloading only. Parking is prohibited on the plaza or in the laneway between Civic Hotel and Civic Plaza.

Deliveries/Drop Offs:

Deliveries to the Civic Plaza should be directed via 104th Avenue, off King George Blvd. From King George Blvd, take 104th Avenue westbound one block to City Parkway, and turn left (south). Follow City Parkway southbound past Civic Hotel to Central Avenue, and turn right (west). Take your immediate next right into the laneway between Civic Hotel and the Civic Plaza. Vehicle access to Civic Plaza will be controlled and monitored by show staff.

Please visit the www.growwestcoast.com for more detailed information.

30. Move-In Hours

MOVE-IN (full move in schedule sent late August):

Tuesday, September 14th 8:00 am – 8:00 pm
(No vehicles after 8:00 pm, exhibitors may remain at the plaza completing set up until 10:00 pm)

Wednesday, September 15th 8:00 am – 10:00 am

Hand carry items only, no vehicle access, final touches and set up until one hour before show open.

Detailed move in map to be provided 15 days prior to show.

31. Move-In, Move-Out No Children

WorkSafeBC regulations state that during the move-in/move-out hours, children under 16 years of age (this includes infants) are **prohibited** from the show floor.

THIS WILL BE STRICTLY ENFORCED, ABSOLUTELY NO EXCEPTIONS WILL BE MADE.

32. Move-In Off Loading

All major shipments, i.e. crates, will be off-loaded with forklifts and delivered to designated booth locations. **IT IS EXTREMELY IMPORTANT THAT EXHIBITORS ARE ON HAND TO RECEIVE THEIR SHIPMENTS.** This avoids damage and theft of goods and ensures delivery to correct booths. Exhibitors not on hand to receive their shipments may find that they have not been accepted.

Show Management provides forklift service from the truck to the exhibit booth location. Any specialty use of forklifts, i.e. to assist in set up of display, or unloading unusually heavy or awkward shipments, are at the exhibitor's expense and must be arranged by contacting Show Management in advance of the Event.

33. Move-Out Hours

Dismantling of displays will not begin until 6:01pm on Thursday, September 16th, 2021. Failure to adhere to this regulation may result in loss of exhibitor seniority for booth assignment in future events. Vehicles will be permitted on the plaza once adequate staging space has been cleared and made available - approximately two hours after show closing.

HOURS FOR MOVE-OUT

Thursday, September 16th: 6:01 pm – 10:00 pm
Friday, September 17th: 8:00am – 4:00 pm

34. Move-Out Regulations

No exhibitor may commence to dismantle, pack or remove any part of his or her display until 6:01 p.m. on Thursday, September 16th, 2021.

All goods and displays must be removed from the facility by 4:00 pm Friday, September 17th, 2021. Any exhibitor material remaining on the premises Civic Plaza after 4:00 pm on Friday, September 17th, 2021 will be removed and placed in storage at the exhibitor's expense.

WARNING: THEFT MAY OCCUR DURING the confusion of move-out, especially between 6:00 pm to 10:00pm on Thursday. Watch your display carefully. If you do not dismantle Thursday evening, please pack and remove smaller and more valuable items.

No vehicles will be allowed entry onto the plaza until adequate space has been cleared for vehicle staging. This usually takes approximately 1.5-2 hours after show close.

Vehicles will be permitted onto the plaza for loading only when their display is fully dismantled and ready for loading. This is to ensure that as many exhibitors as possible can move out without congesting the facility. **Vehicle parking is not permitted on the plaza or the laneway between Civic Plaza and Civic Hotel.**

THERE ARE LIMITED DOLLIES AND HANDCARTS AVAILABLE. EXHIBITORS ARE ADVISED TO BRING THEIR OWN DOLLIES AND HANDCARTS.

35. Over-Sized Trucks + Trailers

Large and accumulated shipments arriving by major carriers in large trucks must coordinate arrival and move-in details no later than 10 days in advance. Please contact Show Management to discuss.

36. Parking

There are multiple surface parking lots located within a three block radius of Surrey City Hall Civic Plaza. All parking lots are pay lots, with hourly and daily rates.

37. Payment of Account

Full and final payment for exhibit space must be made 45 days prior to show opening, (full payment by August 1st 2021). Show Management reserves the right to refuse entry to any exhibitor for whose account full payment has not been received.

38. Plants

Exhibitors are encouraged to bring their own live plants and other similar decorations.

39. Plumbing

Plumbing services are provided exclusively by the City of Surrey. Cold water fills are available on the plaza. Due to restricted access to water sources on the plaza, it is crucial that all plumbing requirements are ordered well in advance of the move-in for the show. Drains are exclusively provided for the drainage of waste water. Use of drains for the disposal of any solids, solvents, hazardous materials or organic materials of any kind is strictly prohibited.

40. Safety Measures

Every exhibitor is responsible for the protection of the attendees as it relates to any hazard that exists within the exhibit space, i.e. shock, electrocution, heat, fire, sharp objects, machinery, etc. Adequate screening or protection must be in place and Show Management reserves the right to declare any exhibit unsafe and order its correction or removal.

Lack of such declaration does not release the exhibitor from final responsibility for any harm or damage to the public and/or their property.

41. Security Service

Show Management will provide uniformed watchman personnel for 24-hour patrol of building and grounds during move-in, show hours and move-out.

NOTE: During move-in and move-out you are responsible for the security of your merchandise and exhibit. Please watch your display accordingly. Report any loss immediately to Show Management.

54. Show Management

BC Landscape & Nursery Association (604) 575-3500

Show Manager:	Tyson Kidd	ext. 104
Marketing Coordinator:	Gulshan Josan	ext. 113
Seminar Coordinator:	Fanny St. Hilaire	ext. 108
Administration:	Seshley Kumar	ext. 112
Operations:	Cable Baker (call or text)	604.657.5170

55. Show Office

Show Management will maintain an onsite show office, from September 14th to September 17th in The Civic Hotel, Plaza B room (2nd floor).

56. Show Producer

Grow West Coast Horticulture Trade Show is professionally produced by:

BC Landscape & Nursery Association

Web: www.bclna.com

19951 Fraser Hwy | Langley, BC | V3A 4E2

Tel: (604) 575-3500

Fax: (604) 574-7773

57. Signs

All signs must be tasteful and professional. The use of handwritten signs, paper banners, large discount pricing cards or other such material is unacceptable. Signage may not impede adjacent booths. Signs identifying your booth, company or products must be clear and informative. Should you require signs for the show, please contact:

Dado Signs

www.dadodesigns.com

Dale Harvey

dale@dadodesigns.com

604.340.9039

58. Smoking

In accordance with the City of Surrey Health By-Law #16694, all indoor and outdoor spaces within a 7.5m perimeter of Surrey City Hall, Surrey Civic Plaza and Civic Hotel, Autograph Collection are NON-SMOKING.

59. Solicitation Prohibited

Solicitation in the aisles is strictly prohibited.

60. Staffing of Exhibits

It is mandatory that exhibitors staff their exhibits during all hours of the show. Security is an added problem when exhibits are not staffed. Exhibitors are reminded that Show Management does not assume responsibility for losses, therefore you should take precautions to protect your display, including obtaining insurance.

61. Storage

Very limited storage for crates, rolling racks, and pallets is available onsite, therefore it is given on a first come, first-served basis. Otherwise, the removal of crates from the premises and their return is the responsibility of the exhibitor.

Be sure to identify all crates, pallets, rolling racks, and boxes with your company name and booth number.

62. Subletting Booth Space

No exhibitor may sublet any portion of his or her booth space to another supplier without the written consent of Show Management.

63. Trespassing

Exhibitors are granted access to the Civic Plaza only at designated times, i.e. show hours, and one-half hour (30 minutes) before show open, and after show close. Entering another exhibitor's booth without their invitation or permission is STRICTLY PROHIBITED.