

ESTHÉTIQUE SPA INTERNATIONAL

19th Edition

March 19 & 20,
2017

Vancouver
Convention Centre



EXHIBITOR MANUAL

VANCOUVER

Esthétique SPA International

Vancouver Convention Centre, West Building

March 19-20, 2017

EXHIBITOR SERVICE MANUAL

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SECTION 1

A. EXHIBITORS' ID BADGES COUNTER

There will be an "ID BADGES" Counter directly on the Show Floor, during the Show Set-up starting Friday March 17 at 12 PM until 6 PM.. If you want to add more staff or change a name (correction), you will be able to do it Friday or Saturday until 6 PM. If you wish to add other names on Sunday (March 19) or on Monday (March 20), you will have to pay for their admission at the regular price (\$60 CDN)

INFORMATION: If you have any questions or if you are not able to find Robert Lamarche or Bernard Renaud on the Show floor, just go to the Exhibitors ID Badges Counter. Our friendly staff will be able to help you or they can reach Robert or Bernard by radio and send them to your booth

B. MATERIALS: RECEIVING AND SHIPPING

RECEIVING: We will have forklifts available to unload your materials Friday, March 17, starting at 8 AM until 5 PM; after 5 PM, your trucking company will have to unload your goods or you will have to rent a forklift at your own expense. There will also be forklifts available on Saturday, all day long.

SHIPPING: As you already know, you have to be out of the building on Monday night, March 20, before midnight **BUT you can still have your goods picked up on the next morning (Tuesday, March 21) between 8 AM and 11:30 AM.** After 11:30 AM, we will be forcing the floor, which means that our official transportation company will take charge of your shipment and you will have to pay their rates.

C. EXHIBITORS SETUP SCHEDULE

1. The floor map on page 7 is also a SETUP TIME SCHEDULE based on aisle location. First identify the aisle you are located on, and then read from left to right to find your allotted time frame. For a smooth process, please make sure your people are available for your designated schedule.
2. Goods delivery will start on Saturday, March 18, from 7:00 AM to 4:00 PM. No float will be permitted to circulate once the carpets have been laid in the aisles.

D. BOOTH INSTALLATION

1. To order your settings, you must contact GES Canada, official supplier.
2. EACH BOOTH MUST HAVE A RIGHT OF VIEW.
3. DRAPES ARE STRICTLY FORBIDDEN WITHIN THE BOOTHS.
4. RIGID WALLS AND CARPETS ARE COMPULSORY IN EACH BOOTH.
5. An esthetic overall look to each booth is a must. GES Canada / Exposervice Standard personnel will help you fulfill these requirements.
6. CARDBOARD BOXES ARE STRICTLY FORBIDDEN IN THE BOOTHS DURING THE LENGTH OF THE SHOW.

E. CARDBOARD BOXES

Storage space for all cardboard boxes will be made available to the exhibitors. As soon as your booth is set-up, we will furnish you with empty storage labels (available at the Exhibitors ID Badges Counter). Each box must be identified with a sticker bearing your booth number. When they are

ready, leave all boxes in the aisle where they will be picked up and stored away. They will be made available to you as soon as the show ends.

F. EXHIBITORS' DISMANTLE

Any and all dismantling of settings or products is strictly forbidden before 4 PM MONDAY MARCH 20. In order to allow GES Canada to remove carpets from the aisle, **NO MERCHANDISE can be removed from the booths before 4:30 PM**. Offenders could be refused future registration to ESI exhibits.

G. EXHIBIT DECOR

GES Canada is the official supplier for booth rentals and set-up for Esthétique Spa International exhibits. The following forms all pertain to the services provided according to ESI established standards. Also GES Canada sells custom booth made upon your choice and specifications. For all details regarding setting models, prices and packages available contact:

GES Exhibitor Services

Chelsea McLennan - Exhibitor Services Executive

Main 403.243.2212 | Fax 403.243.3868

Direct 403.218.7430 | Mobile 403.305.3768

mchelsea@ges.com

H. PROMOTIONAL MATERIALS

Handing out of promotional materials (flyers, booklets, samples etc.,) is restricted to the area within your stand. It is strictly forbidden to walk in the aisles and give out promotional articles or to leave said articles on tables in the food court or at any other location in the building.

I. TRANSPORT & CUSTOMS BROKER

North American Logistics Services Inc. (NALSI) is the official transportation, advanced warehouse and customs brokerage for ESI Vancouver 2017. NALSI will take care of transportation, and customs clearance into the show and after the show. In addition, North American Logistics Services offers a 30-day free storage service before the show if you use their transport service. It is important not to send anything directly to the Vancouver Convention and Exhibition Centre before March 17, 2017 as it will not be accepted before this date. That's when the advanced warehouse becomes significant. As ESI's Official Transport Company, North American Logistics Services has priority on the receiving platform where the goods will be delivered in the early morning of March 17, 2017

- As your official Customs Brokers, advanced warehouse and Transportation Contractor, North American Logistics Services offers the following services: Transportation service to and from the show from any point in the U.S. and the world.
- On-site experienced personnel from the first move-in day, until the last move-out day
- Pick-up of goods from Exhibitor's location (international and domestic)
- Preparation of all documents for the return of convention and exhibit materials

FOR MORE INFORMATION PLEASE CONTACT:

FERNANDO VERA at fvera@nalsi.com

OR ANDRES VALDES at avaldes@nalsi.com

TEL: (514) 868-6650

TOLL FREE: 1 (877) 332-8987

FAX: (514) 868-6651

Direct Freight:

**VANCOUVER CONVENTION CENTRE
ATTENTION: DOCK OFFICE ESI
ESTHETIQUE SPA INT'L
BOOTH # _____
VIA WATERFRONT ROAD TRUCK ROUTE
1055 CANADA PLACE
VANCOUVER, B.C
V6C 0C3**

J. AUDIO/VISUAL and LEAD RETRIEVAL SCANNER

CT8 Expo & Production is the official supplier for audio and video rental equipment for Esthétique Spa International for our Vancouver Trade Event as well as the lead retrieval scanner. For all details regarding prices and packages available please contact:

**CHRIS DERO
TEL: 1 (514) 213-5105
Chris@CT8Expo.com**

K. HOTEL ACCOMMODATION

CENTURY PLAZA HOTEL & SPA

1015, Burrard St., Vancouver
Tel: (604) 687-0575
Toll Free: 1-800-663-1818
Email: reserve@century-plaza.com
Rates:
Single occupancy Can\$109
Double occupancy Can\$119
One bedroom suite, single Can\$129

PAN PACIFIC VANCOUVER HOTEL

300-999 Canada Place, Vancouver, B.C.
Tel.: (604) 662-3223
Toll Free: Canada 1-800-663-1515
USA 1-800-937-1515
Fax: (604) 895-2469
email: reservations@panpacificvancouver.com
Passkey Booking Link: <https://aws.passkey.com/go/esi2017>
Rates: Single or double occupancy: C\$187 Harbour View room

Don't forget to mention **ESI Vancouver 2017** upon reserving to take advantage of our pre-negotiated rates.

L. STAFF

We also offer staff services to work in your booth. If you wish to know their fees or if you need more information, please contact:

ADECCO

Contact: Satinder Grewal

Phone: 604-669-1203

Email: Satinder.Grewal@adecco.ca

M. IMPORTANT NOTICE TO ALL EXHIBITORS

For security and insurance purposes, CHILDREN UNDER 16 ARE NOT ALLOWED on the show floor at all times (setup, exhibition and dismantling)