



ESI ESTHÉTIQUE SPA  
INTERNATIONAL  
21<sup>st</sup> Edition

Esthétique  
Spa  
International

March 31 & April 1, 2019

*Vancouver*

# **Esthétique SPA International**

Vancouver Convention Centre, West Building

March 31 and April 1, 2019

## **EXHIBITOR SERVICE MANUAL**

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## **SECTION 1**

For your convenience, we have provided a close-up map of the Vancouver Convention Centre and surrounding streets (see page 8).

**VANCOUVER CONVENTION CENTRE  
1055 CANADA PLACE  
VANCOUVER, BC  
V6C 0C3**

### **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 29 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 31) or on Monday (April 1), 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 29, 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, April 1, before midnight **BUT you can still have your goods picked up on the next morning (Tuesday, April 2) 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 30, 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 APRIL 1 . 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**

**Rachida Lallali – Exhibitor Services Representative**

**TEL: 1 (514) 367-4848**

**FAX: 1 (514) 367-5115**

**Email: montreal@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 2019. 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 29, 2019 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 29, 2019

- 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](mailto:fvera@nalsi.com)**

**OR ANDRES VALDES at [avaldes@nalsi.com](mailto: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 APPLICATION**

**CHRISD AV Services** 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 application. For all details regarding prices and packages available please contact:

**CHRIS DERO**

**TEL: 1 (514) 213-5105**

**[Chris@CT8Expo.com](mailto:Chris@CT8Expo.com)**

## **K. HOTEL ACCOMMODATION**

### **Pan Pacific Vancouver Hotel**

300-999 Canada Place, Vancouver V6C 3B5

The Hotel is connected to the convention centre

Tel.: 604-662-3223

Toll Free: Canada 1-800-663-1515 - USA 1-800-937-1515

Fax: 604-895-2469

e-mail: [reservations@panpacificvancouver.com](mailto:reservations@panpacificvancouver.com)

Passkey Booking Link: <https://book.passkey.com/go/EsthetiqueSpaTour2019>

Rates:

Single or double occupancy: Can\$239 Deluxe Room

### **Metropolitan Hotel Vancouver**

645 Howe St., Vancouver V6C 2Y9

A 5-minute walk to convention centre

Tel.: 604-687-1122

Toll free: 1-800-667-2300

E-mail: [reservations@van.metropolitan.com](mailto:reservations@van.metropolitan.com)

Rates:

Single or double occupancy: Can\$169 Deluxe Room

Don't forget to mention **ESI Vancouver 2019** upon reserving to take advantage of our pre-negotiated rates. **Special apply until January 24, 2019**

## **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](mailto: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)**