

CANADA'S NATIONAL BAKING INDUSTRY EVENT

# BAKERY | SHOWCASE

Trade Show & Conference



On behalf of the Baking Association of Canada, we thank you for participating in our 2023 Bakery Showcase! Taking place May 14-15, at the Vancouver Convention Centre, we're excited to welcome you to the show! Here's some information to help you prepare. If you have any questions, please don't hesitate to contact us. We're here to help!

## ACCOMMODATIONS

Accommodations in Vancouver can be expensive. Please take advantage of our special room rate with the [Executive Hotel Le Soleil](#). This hotel is a quick walk from the Vancouver Convention Centre. The easiest way for you to book is with the hotel directly mentioning Bakery Showcase via phone at 604-632-3000 or email [reservations@hotellesoleil.com](mailto:reservations@hotellesoleil.com) [Click here for a list of other hotels](#) near the venue and airport.

## VENUE

[Vancouver Convention Centre, West Building, Hall A](#)

1055 Canada Pl, Vancouver, BC V6C 0C3

## MOVE IN

### Friday, May 12, 2023

10:00am to 12:00pm (Priority Move-In)

12:00pm to 6:00pm (General Move-In)

All exhibitors not requiring loading dock access are to move-in during General Move In hours as listed above. Exhibits over 400 sq.ft. usually require as much time as possible to set-up their display and therefore will be considered part of the Priority Move-In.

**Please complete the attached move-in schedule** form from Boneyard to facilitate the orderly move-in of Exhibitors. It is important that each exhibitor adhere to the move-in schedule. Loads not arriving during their scheduled time will be turned away until all scheduled loads are completed. **All Exhibitors are required to complete the EXHIBITOR MOVE-IN FORM by April 7, 2023.** The move-in schedule will be established by Boneyard Event Services in conjunction with Show Management, taking into consideration Exhibitor requirements, size, booth location and time preferences.

### Saturday, May 13, 2023

8:00am to 4:00pm (General Move-In)

All exhibitors not requiring loading dock access are to move-in during General Move In hours as listed above.

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### **SHOWCASE DATES**

Sunday, May 14, 2023 11:00am to 5:00pm

Monday, May 15, 2023 11:00am to 5:00pm

### **MOVE OUT**

Monday, May 15, 2023

- Aisle carpet removal 5:00pm to 6:00pm
- Empty crate return 6:00pm to 10:00pm
- General move out 6:00pm to 10:00pm
- Cold storage removal deadline April 11 at 7:00pm

### **MOVE OUT DEADLINE Tuesday, May 16 at 11:00am**

Any questions regarding move-in before the event should be directed to [Azeemah Abowath](#), Event Manager, 437-998-4023. Questions that arise while you are at the show, including move-in and move-out periods, should be directed to the on-site show office (located off the registration area).

### **SHOW DECORATOR**

BES Inc (Boneyard Event Services) is the General Show Contractor. Services offered include:

- Advance and post show warehousing
- Exhibit labour
- System booth packages
- Carpets and cleaning
- Tables and drape
- Seating
- Counters, plinths, showcases
- Signage
- Transportation services

Please find the BES comprehensive service guide attached. **Pre-Show deadline for the best rate is April 21!**

### **DISPLAY RULES**

- Rules and guidelines attached

### **VANCOUVER CONVENTION CENTRE SERVICES**

Services that can be ordered online directly through the [Vancouver Convention Centre](#) include:

- Electrical
- Housekeeping
- Plumbing
- Compressed Air

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- Audio Visual
- Telecom/Internet
- Booth Security
- Rigging
- Catering

[CLICK HERE to access the online booking form.](#)

### FOOD SAMPLING REQUESTS

- Food sampling requests must be submitted to the Vancouver Convention Centre at least **14 business days prior to the scheduled event** – EMAIL TO [mdelosreyes@vancouverconventioncentre.com](mailto:mdelosreyes@vancouverconventioncentre.com)
- Requests must include a detailed list of the products to be sampled, and the quantities of each item; it is important to detail what exactly are they looking to do as well (i.e. cook or bake during the tradeshow? Or will there be a food demonstration? etc.)
- Foodservice exhibitors may only offer food & beverage samples in the exhibition area.
- All sampling is **subject to Vancouver Coastal Health food safety and sanitation regulations** and must comply with any other specific requirements mandated by Vancouver Coastal Health and the Provincial or Federal Departments of Health and Agriculture, as applicable.
- Health regulations may require that any prepared products be appropriately inspected and licensed for consumption by Vancouver Coastal Health.
- **Note: It is the responsibility of the Exhibitor to comply with all local Health and safety regulations**, which may include utensils or hand washing sinks installed at the Client's/Exhibitor's expense.
- **The appropriate permit applications must be submitted to Vancouver Coast Health at least 14 business days in advance of the event.**
- For **Further information and permit applications, please visit:** <https://www.vch.ca/en/health-topics/health-protection-permits-licensing> Or call **Vancouver Coastal Health 604-675-3800**
- **Once you receive the permit, email a copy of the permit to Maria** [mdelosreyes@vancouverconventioncentre.com](mailto:mdelosreyes@vancouverconventioncentre.com)
- Exhibitors may only offer samples for the purpose of promoting their merchandise or services. Accordingly, food & beverage samples are limited to products manufactured, processed, or distributed by the respective Exhibitor only. **Sampling portions are limited to four ounces of liquid (non-alcoholic) and one ounce of food.**

### US & INTERNATIONAL FREIGHT

Exhibitors who are shipping goods to the Event from outside of Canada are strongly urged to use the Official Customs Broker, [Boneyard Event Services](#). Representatives from Boneyard will be on-site throughout the Event to ensure that all your customs needs have been addressed. Exhibitors who choose to use another customs broker or hand-carry goods into Canada should

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present a copy of the Revenue Canada letter at the time of entry into Canada. To request a copy of this letter, send an email to [aabowath@annexbusinessmedia.com](mailto:aabowath@annexbusinessmedia.com).

## **INSURANCE**

**Please note that it is mandatory to have exhibitor insurance.** Please email your company's proof of insurance (PDF certificate provided by your insurance provider) to [aabowath@annexbusinessmedia.com](mailto:aabowath@annexbusinessmedia.com)

### **Your exhibitor insurance certificate needs to include:**

- Annex Business Media listed as an additional insured (105 Donly Drive South, Simcoe, ON N3Y 4N5)
- Dates of the event: May 12-15 (includes Move-In and Move-Out dates) at the Vancouver Convention Centre, West Hall A
- Event Name: Bakery Showcase 2023
- Comprehensive General Liability of \$2,000,000

**If you can't locate your insurance certificate or need to purchase, [click this link.](#)**

## **EXHIBIT BOOTH & AISLE CLEANING**

Show Management will provide aisle cleaning as follows:

- A pre-show clean before the trade show floor opens including vacuuming of aisles along with bulk trash removal. All bulk waste should be placed in containers and set in the aisles
- The aisles will be vacuumed each day after the trade show floor closes.
- Aisle garbage removal will be done on a continuous basis during move-in, show hours and move-out.
- Exhibit booth cleaning is not included in your booth rental it can be ordered from the Vancouver Convention Centre.

## **STAFF BADGES**

You are allotted a certain number of complimentary trade show passes which is based on your booth size / BAC membership status. Additional passes can be purchased through your exhibitor registration portal.

By now, you should have received an email from Conexsys, with registration information. If you have not received this, please email [aabowath@annexbusinessmedia.com](mailto:aabowath@annexbusinessmedia.com) with the email address you would like this re-sent. Badges will be available to pick up at the registration counter located in the main lobby starting Saturday, May 13.

## **LEAD RETRIEVAL**

To order your lead scanner please complete the online form. [CLICK HERE to access form.](#)

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**QUESTIONS** If you have any additional questions, we're here to help! Email Azeemah Abowath, Event Manager [aabowath@annexbusinessmedia.com](mailto:aabowath@annexbusinessmedia.com).