



## Exhibitor Information

### **Shipment of Exhibitor Material**

All exhibitor material must be shipped with Events on the Move. The Fairmont Empress will not accept exhibitor shipments before the scheduled move in time and will refuse or re-direct the shipment to Events on the Move.

Exhibitors are responsible for the arrangements and related costs for off-site storage before, during and after the show. It is also recommended to use Events on the Move for all custom brokerage and shipping. Please contact Events on the Move for further details.

Events on the Move                      604-647-0130

The Fairmont Empress is not responsible for any materials left in your booth during the day, overnight or after the show. Please ensure valuables are secured. Should you be shipping material out after the show it is your responsibility to pack, tape and label your material with accurate shipping and customs documentation and call your transport company for a pickup. Our banquet team can assist in moving the material to our loading dock, our drayage charge is \$7.00/box.

### **Electrical Services**

All electrical is supplied through The Fairmont Empress. Please refer to the electrical order form. We request that these orders be processed a minimum of 14 days prior to the show. Methods of connection to and distribution of electrical power must conform to existing electrical safety standards. Any item not meeting these standards may be requested to be removed from the show.

### **Heavy Equipment**

Exhibitors displaying heavy or mechanical equipment (i.e. motors, engines, vehicles etc) must provide pads underneath the equipment. Exhibitors will be responsible for any repairs, replacements or extraordinary cleaning as a result of their use of the hotel function space. Please speak with a representative of our Catering/Conference Services team for arranging the movement of larger pieces.

## **Liability**

The Fairmont Empress will not assume any liability for damage or loss of any nature.

## **Exhibit Rules**

- Nothing is to be posted, nailed, glued, stapled or taped to columns, doors, floors or walls in any hotel function area.
- Hallways, access ways and doors are to be kept free from obstacles.
- The use of open flame is prohibited; this includes candles, lamps or torches.
- No flammable liquid or substances may be used or shown in a booth or in a function room.
- The following materials are not permitted in any function room: straw, hay, acetate fabric, corrugated paper or combustible material.

## **Exhibitor move in and move out times**

The schedule for move in and out will be set by the Exhibit Manager, please refer to your exhibit material provided by the Exhibit Manager. Admittance to the exhibit area will be restricted to pre-arranged times only.

## **Telephone/Internet Services/Audio Visual**

Please refer to the Internet Services order form, all phones and internet services are provided by PSAV. We request these orders be processed a minimum of 14 days prior to the show.

## **Loading Entrances**

All material will be loaded in through our hotel loading dock off Humboldt Street; this is open Monday – Friday 8:00-16:00. If another entrance has been arranged the Exhibit Manager will communicate this to you. No exhibitors will be permitted entrance through the front door of the hotel or permitted to park / unload in the circle driveway.

## **Food & Beverage Services**

The Fairmont Empress is the exclusive provider of catering services in all function space. Please contact the Catering/Conference Services Manager should you wish special permission to show/offer food at your booth.

The Conference Services & Catering Department of the Fairmont Empress may be contacted at 250-995-3682 or [EMPCatering@Fairmont.com](mailto:EMPCatering@Fairmont.com)