



IDS Vancouver 2022. Exhibitor Essentials #4

Welcome to Exhibitor Essentials #4. This newsletter series will highlight some of the important details you need to know as an exhibitor with IDS Vancouver 2022. The full IDS Vancouver 2022 Exhibitor Kit can be found [HERE](#); the Kit will provide you with essential details regarding order forms & deadlines, booth display regulations, health & safety rules, marketing opportunities and much more. Please review the Exhibitor Kit thoroughly with your team in advance of the show; this website is your best tool when planning your company's participation in IDS Vancouver.

Missed our last email? Check out earlier Exhibitor Essentials newsletters [HERE](#).

Occupational Health & Safety

NEW THIS YEAR: The Vancouver Convention Centre will no longer be providing complimentary high-visibility vests. Please bring safety vests for your entire team or be prepared to purchase them onsite.

Anyone working or visiting the show floor during move-in and move-out, regardless of their booth size or location on the show floor, **MUST** wear the following:

- High visibility vest. **NEW THIS YEAR: The VCC will no longer be providing complimentary high-visibility vests.** Safety vests are available to purchase at the Service Desk on the show floor or on through the [VCC Exhibitor Portal](#); you are also more than welcome to bring your own safety vests.
- CSA approved steel-toed safety shoes (look for the green triangular patch).



Exhibitor Health & Safety Declaration

All exhibitors are required to submit the Health & Safety Declaration Form by the appropriate deadline. We kindly ask that you advise your staff, suppliers and exhibitors of the safety practices.

[Health & Safety Declaration Form](#) (Mandatory)

Deadline: September 7, 2022

Exhibitor-Appointed Contractors

Any exhibitor who plans to use an independent contractor(s) other than the IDS Vancouver [Official Suppliers](#) must submit the Notice of Intent to Use Exhibitor Appointed Contractor (EAC) with a copy of the EAC's certificate of insurance. The EAC must comply with the requirements and regulations listed on the form. EAC's cannot perform the work of [Exclusive Suppliers](#).

[Exhibitor Appointed Contractor Form](#)

Deadline: September 7, 2022

Exhibitor Directory

IDS Vancouver has launched a new and improved **Exhibitor Profile Manger for IDS Vancouver 2022**. A unique login has been created for you and shared with you to edit your individual exhibitor listing, including your company's website, contact information, social media handles and photos. Our web analytics show that the Exhibitor Listing is the most visited section of our website, so this is a great opportunity for you to showcase your brand in front of thousands of consumers, trade and media.

EDIT YOUR LISTING:

Use this link to edit your web listing. Please keep the username and password for future reference.

[Click Here](#)

Upon logging in, you will be routed to the **Exhibitor Profile Manager**, and presented with the option to **edit your profile** (at the top of the page). Once you have updated your profile, the IDS team will review and publish the updated version. This process can take up to 5 business days. We recommend setting up your profile as early as possible. In the meanwhile, your company will be listed by name only.

Forgot your password? Click “forgot my password” on the login screen of the listing editing page.

If you encounter any issues while updating your profile, please contact info@idsvancouver.com

Exhibitor Orientation Recording

A recording of the online Exhibitor Orientation held July 27 is now available. To review any of the information covered by our team, including Programming Highlights, Digital Press Kit, Marketing Considerations and Onsite Logistics, click [HERE](#).

Exhibitor Badge Registration Portal

All exhibitors and their staff will be required to wear a badge during the show while on the show floor. These badges will allow free access to the exhibit hall during set-up, show hours and move-out. To avoid the registration lines onsite, exhibitors are advised to register their badges online in advance; exhibitors will receive an email from ids@microspec.com with their login password. If you can't locate the email, please visit <https://www.microspec.com/exreg/login/IDSV2022>, select your company name from the drop-down menu and then click “I forgot my password” to have the email sent to you. For detailed instructions on how to use the badge registration portal please refer to this [How-To PDF](#). Note, If you have any staff helping you during move-in and/or move-out who will NOT work in the booth during show days, they do NOT need to be registered here.

If you have questions, please contact Jennifer.Ledingham@informa.com.

Upcoming Deadlines

We are now almost halfway through August; please take a minute to review some of our upcoming supplier deadlines:

August 22: [Hardwall Order Form](#) (Earlybird Deadline)

August 24: [Electrical Order Form](#) (Earlybird Deadline)
[Cleaning Order Form](#) (Earlybird Deadline)

[Water/Plumbing Order Form](#) (Earlybird Deadline)

[Phone/Internet Order Form](#) (Earlybird Deadline)

August 31 [Advance Receiving Order Form](#) (Earlybird Deadline)

[Shipping & Customs Form](#) (Earlybird Deadline)

[Material Handling Order Form](#) (Earlybird Deadline)

[Carpet Order Form](#) (Earlybird Deadline)

[Signage Order Form](#) (Earlybird Deadline)

[Furniture Order Form](#) (Earlybird Deadline)

September 2 [Exhibitor Insurance Order Form](#)

September 7 [Exhibitor-Appointed Contractor Form](#)

[Mandatory Exhibitor Health & Safety Declaration](#)

September 14 [Audio Visual Order Form](#)

[Catering Order Form](#)

Booth Catering

The Vancouver Convention Centre (VCC) is the exclusive in-house supplier for all of your in-booth catering needs. Exhibitors who wish to have food served in their booth can make arrangements with Peter Wallace, Senior Catering Manager, at pwallace@vancouverconventioncentre.com, or through the [Booth Catering Order Form](#) on the VCC Exhibitor Portal website. Please note that alcohol is not permitted on the show floor unless it is purchased from the VCC. More information on booth catering, including the [VCC 2022 Exhibitor Catering Menu](#) and [VCC 2022 Wine Menu](#), can be found [HERE](#).

Submit Your Images

IDS is a year-round resource to promote your brand. Our reach is vast, including print advertising, digital newsletters and our social media channels. We use your images and stories to generate compelling content.

For consideration, please send us the following information:

- New Product Launches
- Showroom Openings
- Exciting Collaboration News
- New Projects

Images must be high-resolution and professionally shot. A variety of lifestyle and product shots are preferred. Please label individual images "CompanyName_DesignerName_ProductName". Click [HERE](#) to send your images.