



## IDS Vancouver 2022. Exhibitor Essentials #5

Welcome to Exhibitor Essentials #5. 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](#).

### Upcoming Deadlines \*NEW DATES\*

Please review the UPDATED order deadlines to order services. This is the last weekend to take advantage of earlybird pricing on services such as rigging and lighting; we HIGHLY recommend that you place your orders today! **Prices increase after the dates listed below:**

- August 28: [Electrical Order Form](#) (Earlybird Deadline)  
[Cleaning Order Form](#) (Earlybird Deadline)  
[Water/Plumbing Order Form](#) (Earlybird Deadline)  
[Phone/Internet Order Form](#) (Earlybird Deadline)  
[Suspended Installations Order Form](#) (Earlybird Deadline)  
[Lighting Order Form](#) (see Rigging section of this link) (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 13 [Audio Visual Order Form](#)  
[Catering Order Form](#)

## Exhibitor Insurance

All exhibitors, as well as any exhibitor-appointed contractors, must possess comprehensive liability insurance which provides a minimum limit of liability of five million dollars (\$5,000,000) for bodily injury and/or property damage in any one occurrence, includes a cross-liability clause, names both **Informa Canada Inc.** and **Vancouver Convention Centre (BC PavCo)** as additional insured and provides that it will not be cancelled or materially altered before the termination of the Occupancy Period (September 19 through September 26, 2022 inclusive).

Please email a copy of your certificate to Megan Mitchell-Downey at [Megan.Mitchell-Downey@informa.com](mailto:Megan.Mitchell-Downey@informa.com). Deadline for submission is Friday, September 2, 2022.

## Complimentary Opening Night Party Passes, Trade Day Badges & Weekend Tickets

As an IDS Exhibitor you will receive complimentary Opening Night Party passes, Trade Day badges and Weekend tickets to distribute to your clients and contacts. In next day or so you will receive an email directly from MicroSpec Registration (the ticketing/registration company) with a custom link to your personal ticket/trade badge distribution portal. From there you will be able to distribute your allotment of complimentary passes to your network via email. This is a great way to take your company's visibility to the next level, and we strongly encourage you to take full advantage of this offering. **Important note: passes MUST be distributed electronically to guests and cannot be held for pick up onsite at the Show.**

For more information on complimentary tickets and trade badges, click [HERE](#).

If you would like to purchase additional Opening Night Party tickets, Trade Day registrations or Weekend tickets, please use code EXHIBITOR20 to receive 20% off. Additional tickets can be purchased [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).



## 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.