



IDS Vancouver 2022. Exhibitor Essentials #7

Welcome to Exhibitor Essentials #7. 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](#).

Warning - Unauthorized Suppliers

Please be aware of unauthorized suppliers claiming to be partnering with IDS Vancouver 2022. There have been companies who approach exhibitors attempting to sell products or services they aren't able to deliver. Be on the lookout for the following warning signs:

- Contact emails are not personalized and may not refer to the show. All employees of IDS Vancouver have an @informa.com email address. A list of the IDS Vancouver team can be found [HERE](#).
- Contact emails that do not have a signature or a phone number to contact.
- A company requesting full payment in advance of providing the service.
- Be aware of fraudulent offers to buy attendee data lists. We do not sell or release data and have strict policies around the protection of data at Informa. These scammers do not have any relationship with IDS or Informa and they do NOT have the data they are attempting to sell.

If you receive any communications that seem suspicious, please contact Megan Mitchell-Downey, Lead Operations Coordinator, at Megan.Mitchell-Downey@informa.com. IDS Vancouver and Informa Canada take this type of unauthorized solicitation very seriously.

More information about our Official Suppliers can be found [HERE](#).

Upcoming Service Order Deadlines

With IDS Vancouver taking place next week, we STRONGLY recommend that all exhibitors place their service orders as soon as possible. The pre-show order deadline for the services listed below is Tuesday, September 13; after that time the VCC Exhibitor Order Portal will be closed to advance orders. Any service orders placed onsite will be subject to significantly higher fees, limited options and delayed installation. If your booth requires electrical, lighting, rigging or any of the services listed below, **now is the time to place your orders!**

Please note: If you have a floor port within the footprint of your booth, you are still required to order electrical services in order to access power from that port.

The Tuesday, September 13 pre-show service order deadline applies to the following services:

[Electrical Order Form](#)
[Cleaning Order Form](#)
[Water/Plumbing Order Form](#)
[Phone/Internet Order Form](#)
[Suspended Installations Order Form](#)
[Lighting Order Form](#)
[Audio Visual Order Form](#)
[Catering Order Form](#)

Complimentary Passes: A Valuable Part of the IDS Vancouver Exhibitor Experience

As an IDS Exhibitor you are entitled to complimentary Opening Night Party passes, Trade Day badges and Weekend tickets to distribute to your clients and contacts. 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](#).

Move-In Times & Voyage Control

Voyage Control is the online loading dock reservation system used by Vancouver Convention Centre. Emails were sent out last week with a link and instructions on

how to book your timeslot for move-in. Please check the colour-coded move-in floorplan for your assigned move-in time (this is the time during which you should book your Voyage Control timeslot). VCC off-loading areas will not be available for deliveries outside of your scheduled move-in times, however, booth displays can be worked on following your assigned offloading time. Download the colour-coded move-in plan [HERE](#). If you need your Voyage Control information reset, please contact Abby.Calusin@informa.com.



Complimentary Seminar Registration for Exhibitors

IDS Vancouver exhibitors are invited to attend the Friday Trade Day seminars free of charge; simply present your exhibitor badge at the door to enjoy our informative line-up of industry experts. This offer is subject to room capacity and is available on a first-come-first-serve basis. The seminar schedule is listed below; we hope to see you there!

Seminar Schedule for Friday, September 23

9:00 AM - 10:00 AM	10:30 AM to 11:30 AM	12:30 PM to 1:30 PM	2:30 PM to 3:30 PM
F01: The Depth of Light by ThinkL Studio (room 115)	F03: Reimagined Outdoor Kitchen Design (room 115)	F05: Digital Twinning: The Digital Art of the Future (room 115)	F07: Passive House: Future Thinking for High Performance Design and Comfort (room 115)
F02: Colour, Material and Finish Forecast: Spring Summer 2023 (room 117)	F04: The Evolution of Work, Workers and Workplace (room 117)	F06: Women in the Business of Design (room 117)	F08: Kitchen Design for the Home Chef (room 117)

To learn more about our seminar program and register, click [HERE](#).

Habitat for Humanity Sustainable Solutions: Material Donation Program

IDS Vancouver and the Vancouver Convention Centre have partnered with Habitat for Humanity Greater Vancouver to donate items rather than throw them out or ship them back post-show. Examples of acceptable items:

- Booth Construction Materials
- Furniture and Decor
- Product Samples

Contact Habitat for Humanity at donate@habitatgv.ca for pre-approval of materials and to arrange for your donation, or if you have any questions. Please include photos, material, size, and quantities. A representative from Habitat for Humanity will also be onsite to approve items during the following times:

HABITAT FOR HUMANITY'S ONSITE AVAILABILITY

TUES, SEPT 20: 1 PM – 5 PM

WED, SEPT 21: 1 PM – 5 PM

SUN, SEPT 25: 4 PM – 8 PM

Any items left behind that have not been pre-approved for donation will be the responsibility of the exhibitor and will be subject to disposal charges. More information about this program can be found [HERE](#).

Participate in this initiative to support your local community and simplify your move-out!

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).

