

# Exhibitor Manual

**November 6-8, 2024**

**Vancouver Convention Centre**

\*\*FMF is a 4-day conference for attendees, the exhibit hall is open Wed – Fri\*\*

**Applications will be accepted until October 15<sup>th</sup>, 2024**

If you receive any calls or emails from unauthorized service or travel providers, do not provide any information and please report to [fmfexhibits@cfpc.ca](mailto:fmfexhibits@cfpc.ca). See FMF Official Supplier list below.

## FMF 2024 Exhibitor Check List

### Due Dates/Early Bird

<b>Submit Company Bio</b>	Submit your 40-word company description click <a href="#">here</a>
<b>Due August 30</b>	Exhibit Hall Guide Ads 1 <sup>st</sup> upload – See specs <a href="#">here</a> and send to <a href="mailto:fmfexhibits@cfpc.ca">fmfexhibits@cfpc.ca</a>
<b>Due September 15</b>	Submit Main Stage Session Information (if applicable) to <a href="mailto:fmfexhibits@cfpc.ca">fmfexhibits@cfpc.ca</a>
<b>Due October 2</b>	Exhibit Hall Guide Ads 2 <sup>nd</sup> upload – See specs <a href="#">here</a> and send to <a href="mailto:fmfexhibits@cfpc.ca">fmfexhibits@cfpc.ca</a>
<b>Due October 1</b>	Provide <a href="#">Proof of Exhibitors Insurance</a> – send to <a href="mailto:fmfexhibits@cfpc.ca">fmfexhibits@cfpc.ca</a>
<b>Due by October 1</b>	<a href="#">Contest Request form</a> – Submit any special requests to <a href="mailto:fmfexhibits@cfpc.ca">fmfexhibits@cfpc.ca</a>
<b>Due October 7</b>	Book your <a href="#">Travel and Hotel</a>
<b>Due October 7-29</b>	Order advance shipping services – Freeman – <a href="#">click here</a>
<b>Due October 8</b>	Order carpet, tables, booth décor, and labour – Freeman – <a href="#">click here</a>
<b>Due October 14</b>	Order electrical services or banner installation – VCC – <a href="#">click here</a>
<b>Due October 14</b>	Order safety vests, internet, cleaning, telecom, additional security – VCC – <a href="#">click here</a>
<b>Due October 15</b>	Register booth staff via MicroSpec - <a href="#">click here</a>
<b>Due October 15</b>	<i><u>Payment deadline: Outstanding invoices must be paid in full by this date.</u></i>
<b>Due October 26</b>	Order Catering / Food & beverage – VCC – <a href="#">click here</a>
<b>Due October 30</b>	Order Lead Retrieval scanners – MicroSpec – <a href="#">click here</a>
<b>Due November 1</b>	Order TV, iPad, laptop and computer rentals – AV Canada – <a href="#">here</a>
<b>Shipping Labels</b>	
<b>Advance Shipping</b>	Arranged with Freeman – <a href="#">click here</a>
<b>Direct to Show Site</b>	For direct shipping to show site – <a href="#">click here</a> *Delivery must be on Nov 5 <sup>th</sup>

## Exhibit Hall: A & B1

Loading dock: Vancouver Convention Centre West, Hall A & B1  
1055 Canada Pl, Waterfront Road, Truck Route  
C/O Freeman,  
Vancouver, BC, V6C 0C3, CA  
Shipments must arrive November 5, 2024 (cannot arrive early)

Main Entrance: West Building - 1055 Canada Place, Vancouver, V6C 0C3

## Exhibit Hall Move In Hours\*

Tuesday, Nov 5            9 am – 7 pm

## Exhibit Hall Move Out Hours\*\*

Friday, Nov 8            4 pm – 10 pm

**\*High-visibility vests have to be worn by all exhibitors, contractors and booth builders at all times during move-in and move-out periods\*\* To save time and money, please bring your own PPE or order vests from the VCC.**

For assistance with Online Ordering or any of the service order forms, please contact Exhibitor Services at +1-604-647-7480 or by [email](#).

## Exhibit Hall Hours

**The exhibit hall doors will open for Exhibitors Only at 7:00 am**

Wednesday, Nov 6 7:30 am – 3:30 pm  
Thursday, Nov 7 7:30 am – 3:30 pm  
Friday, Nov 8 7:30 am – 3:30 pm

## Badge Pick up: FMF Registration Desk

Tuesday, Nov 5 2:00 pm – 4:00 pm (pending set up timing)  
Wednesday, Nov 6 7:00 am – 3:15 pm  
Thursday, Nov 7 7:00 am – 3:15 pm  
Friday, Nov 8 7:00 am – 3:15 pm

## Booth Space:

Each booth has a draped 8' high back wall and 3' side walls.

Leave the logistics to us. FMF is thrilled to present our NEW Turnkey Booth Package designed to transform your experience. Deadline to order is October 1<sup>st</sup>. See page 2 on the application for more details.

You can utilize the decorator of your choice to furnish and carpet your booth OR use our FMF official suppliers to rent the following items: Carpet, counters, tables, chairs, display cases, electrical, internet, lighting, sign production, rigging, etc.

## Exhibitor Food and Beverage:

Exhibitors will have access to complimentary breakfast and two breaks per day. Lunch is conveniently available for purchase in the Exhibit Hall from 10:30 am – 2:30 pm daily for all exhibitors or attendees.

## Exhibit Hall Guide - Publishing Schedule & Deadlines:

Initial upload will be week of October 1<sup>st</sup> – materials deadline is AUGUST 30<sup>st</sup>, 2024

Final upload will be week of October 28<sup>th</sup> – materials deadline is OCTOBER 2<sup>nd</sup>, 2024

## FMF Policies & Guidelines

Review the [Policies and Guidelines](#) for more FMF 2024 details

## Social Media

Tag FMF on social media and we will be happy to re-share your posts - #myfmf #FMF2024

## Official FMF Suppliers:

*\*Warning: FMF is not affiliated in any way with third-party housing bureaus, agencies, or organizations. Please report any unauthorized solicitations to the attention of show management at [fmfexhibits@cfpc.ca](mailto:fmfexhibits@cfpc.ca)*

Service	Supplier	Links	Contact name and contact information
TV, iPad, laptop and computer rentals	AV Canada	<a href="#">Order Form</a>	Contact: Zaman Ishaad Telephone: 905-566-5500 <a href="mailto:Zaman.i@av-canada.com">Email: Zaman.i@av-canada.com</a>
Insurance	Exhibitor Insurance	<a href="#">Information Sheet</a> <a href="#">Order Online</a>	Toll Free: 1-866-836-9066 <a href="mailto:info@exhibitorinsurance.com">Email: info@exhibitorinsurance.com</a>
	Freeman Decorating	<a href="#">Quick Facts</a>	Customer Support Center - (888) 508-5054

Material handling, shipping, carpet, tables, booth décor, and labour		<a href="#">Order Online</a>	
Lead Retrieval scanners	MicroSpec	<a href="#">Order Online</a>	Telephone: 416-780-9825 <a href="mailto:leadretrieval@microspec.com">E-mail: leadretrieval@microspec.com</a>
Electricity, plumbing, booth cleaning, telecommunications, banner installation, security, rigging (more than 50 lbs)	Vancouver Convention Centre	<a href="#">Order Online</a>	Telephone: 1-604-647-7480 <a href="mailto:exhibitservices@vancouverconventioncentre.com">exhibitservices@vancouverconventioncentre.com</a>