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EXHIBITION MANAGEMENT

CHECK LIST

November 13, 2009	Final payment due for booth space
December 18, 2009	Deadline date for cancellation with a \$500 CAD administrative fee. After this date, no refund will be allowed.
April 1, 2010	Exhibitor registration form to be completed and sent to the Congress Secretariat by fax or mail
April 1, 2010	Deadline to take advantage of the special hotel rates negotiated for the Congress at the various hotels
April 1, 2010	List of names to be provided to the Congress Secretariat for name badge purposes
April 30, 2010	Discount rate is applicable up to 7 days prior to move-in date for telecommunications services. Onsite rate is applicable for each onsite order.
April 30, 2010	Deadline to obtain the discount rates on order forms.
May 7, 2010	Deadline to order audio visual and computer equipment and services

EXHIBITION MANAGEMENT

CONTACT INFORMATION

Congress Secretariat
c/o Marie Lanouette
Congress Manager
National Research Council Canada
1200 Montreal Road, Building M-19
Ottawa, ON K1A 0R6
CANADA

Telephone: (613) 993-0414
Fax: (613) 993-7250
E-mail: wtc2010@nrc-cnrc.gc.ca

Space rental
Exhibitor Registration
Exhibition Official Guide
Sponsorship Program

Venue

Vancouver Convention Centre
Suite 200, 999 Canada Place
Vancouver, BC, Canada
V6C 3C1

Desiree Rossiter
Telephone: (604) 647-7206
Email: DRossiter@vcec.ca
or
Linda Huang
Telephone: (604)647-7385
Email: LHuang@vcec.ca

Services

Internet and Telecommunications
Electrical and Plumbing
Rigging and Lighting

Exclusive Caterer

Vancouver Convention Centre
Suite 200, 999 Canada Place
Vancouver, BC, Canada
V6C 3C1

Sandy Eaton
Catering Sales Manager
Telephone: (604) 647-7240
Email: mailto:SEaton@vancouverconventioncentre.com

Services

Food and Beverages

Decorator

Levy Show Service
12340 Horseshoe Way
Richmond, BC Canada V7A 4Z1
Telephone: (604) 277-1726
Fax: (604) 277-1736

Services

Official Decorator
Turnkey Booth
Extra Furniture
Plants
Signs
Flower Rental
Advance Warehousing

Contact Name: Tom Benmore, Account Executive
Email: mailto:tbenmore@levyshow.com

Customs Broker & Official Carrier

Livingston Event Logistics
1140 West Pender Street, Suite 720
Vancouver, BC
CANADA V6B 4R5

Services

Customs Broker
Freight Forwarder

Contact Name: Robert Skelly or Stefanie Goss

Telephone: 604 687-5535

Fax: 604 687-1463

Email: rskelly@livingstonintl.com or sgoss@livingstonintl.com

Audio Visual / Computers

AWV-Telav
2295 St. Laurent Boulevard
Ottawa, ON
Canada K1G 4H6

Services

Audio Visual Equipment Rental and Technicians
Computer Equipment Rental and Technicians

Contact Name: Joanne P. Kiriakidis

Telephone: 613 526-3121

Fax: 613 526-0850

Email: kiriakid@avwtelav.com

EXHIBITOR'S SCHEDULE

Date	Set-up	Exhibition Hours	Dismantling
Sunday, May 16	08:30 – 16:00		
Monday, May 17		12:00 – 18:00	
Tuesday, May 18		09:30 – 18:00	
Wednesday, May 19		09:30 – 15:30	15:30 – 18:00

Move in (Set-up)

Exhibitors may begin setting up at 08:30 on Sunday, May 16 and completion of the set up should be done no later than 16:00. Unless a special authorization has been granted by the Congress Secretariat, exhibitors must respect the set-up schedule.

Move out (Dismantling)

Exhibitors may begin to pack materials and supplies when the Exhibition closes on Wednesday, May 19 at 15:30. **It is strictly forbidden to begin dismantling before this time.** All display material must be cleared from the exhibition hall by 18:00 on Wednesday, May 19. Shipments left on-site after 18:00 on Wednesday, May 19, will be transferred to a storage warehouse by Livingston Event Logistics and any applicable charges relating to such handling and shipping will be the responsibility of the exhibitor.

Please note that priority will be given to the dismantling of booths 301 to 329 and 400 to 428. This will allow the quick closing of the airwall between Ballrooms B and C as Ballroom C needs to be set up for the evening banquet. The cooperation of exhibitors whose booths are located in those two first rows would be appreciated.

A service desk will be maintained for the duration of the exhibition for expediting freight, taking orders for outgoing shipments and preparing bills of lading.

It is the responsibility of the Exhibitor to confirm return shipping arrangements with Livingston Event Logistics.

Exhibitor Registration Desk

The Registration Desk will be open:

Monday, May 17	12:30 – 17:30
Tuesday, May 18	09:30 – 18:00
Wednesday, May 19	09:30 – 17:30

EXHIBITION MANAGEMENT

GENERAL INFORMATION AND SERVICES

Exhibitor Entrance

Exhibitors are permitted access to the exhibition hall half hour prior to the opening and after the closing of the exhibit.

Access to the Exhibition Hall

Exhibitor and freight entry to Vancouver Convention Centre is via the West Truck Route off of Waterfront Road.

West Building

Northeast Freight Elevators (3)

- 10' W 22'4" D 10' H
- 20,000 lbs

The West Truck Route has two-way access only and is 29'6" (m) wide with a lane width of 14'9" (m). There is a downward slope moving northbound on the truck route which falls 4' (1.22 m) over 63'11" (19.5m). The loading area consists of twenty-two loading bays, which can accommodate full-size semi-trailers up to 80' (24.4M) in length. Seven bays have dock levelers and there are three ramps off of the truck route for drive-on access to the Exhibit Halls. Loading dock clearance is 17' (5.2m) high, 12' (3.65 m) wide. Each Exhibit Hall has limited drive-on access through roll-up doors. Measurements of roll-up doors are as follows:

West Exhibit Hall A Loading Bays 22'6" wide by 15'4" high

West Exhibit Hall B Loading Bays 22'6" wide by 15'4" high

West Exhibit Hall C Loading Bays 16'4" wide by 15'4" high (forklift only)

West Exhibit Hall C Waterfront Road 22'6" wide by 23'11" high

Due to other activities taking place in the facility, not all bays and loading areas will be available. Loading facilities are for temporary pick up and delivery only. Parking is prohibited in the loading area or truck route. Freight may not be stacked or stored in the loading area, on the truck route or against fire exits, fire pull stations or fire hose cabinets.

No materials may be taken in or out through the main entrance unless they can be carried by hand (dollies are not allowed in the entrance hall).

Mobility Impaired Person Access

Vancouver Convention Centre is fully accessible for all mobility impaired person.

Parking

Cars

There are underground parking spaces available at the Vancouver Convention Centre on a first-come, first-served basis 24/7. Parking is also available in multi-level lots and underground in the downtown core. The West Building has 440 stalls and is operated by Impark. Impark can be reached at 1-877-909-6199. See further information under Section IV.

Lost and Found

All lost and found articles are catalogued and stored for 90 days at which time they are disposed of at the discretion of the Vancouver Convention Centre. To enquire about lost and found items, please call (604) 647-7299.

Services available at the Vancouver Convention Centre

The following services are available: Internet and telecommunications, electrical and plumbing, rigging and lighting.

Customized Vancouver Convention Centre order forms are available in Section IV.

You need to fill them out, print, sign and return them by fax at (604) 647-7325. Discount rates are applicable up to 7 days prior to move-in date.

On site, a services counter will help exhibitors with the latest demands but a 20 % additional charge will apply.

Admission to the Exhibition

The ITA – AITES 2010 World Tunnel Congress and 36th General Assembly Congress Secretariat reserves the right to refuse admission to the Exhibition to any visitor, exhibitor or employee, who, in its opinion, is undesirable or likely to disrupt the smooth functioning of the Exhibition.

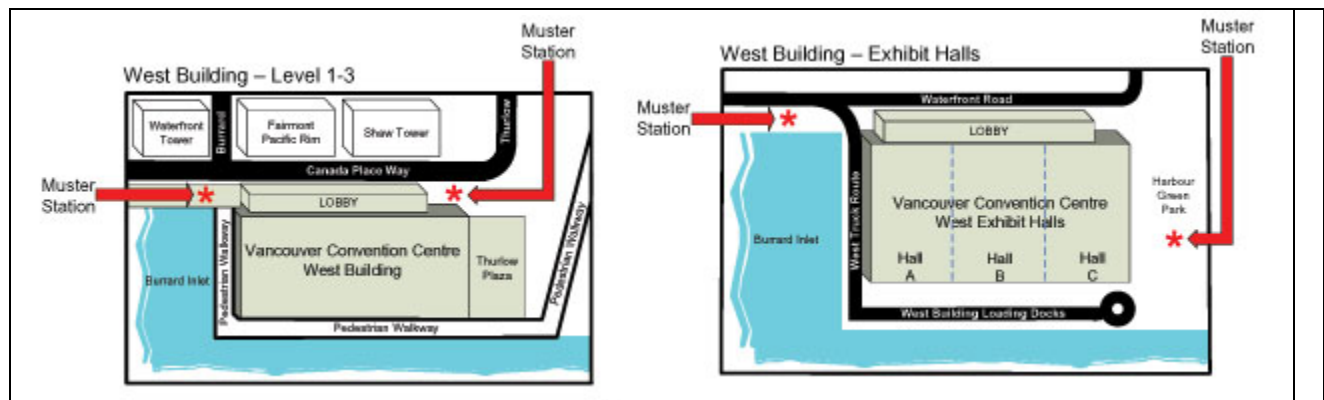
Conditions of Participation

The Exhibitor agrees to comply with and accept the terms and conditions of the Exhibition contractual agreement and in the Exhibitor Manual issued by the Congress Secretariat, and other such rules and regulations or operating procedures as the Exhibition Coordinator may reasonably require for orderly construction, conduct and dismantling of the Exhibition from set-up through dismantling.

The Exhibitor shall comply with all the rules, both general rules and those specific to construction and technical details, as well as those stipulated by the official legislation in force. Ignorance of these rules shall not grant exemption from the responsibilities that compliance carries.

During the exhibition, the Congress Secretariat representatives will be available to answer any questions you may have. Meanwhile, if you have any questions regarding the exhibition, do not hesitate to contact the Congress Secretariat (see contact information).

The Congress Secretariat representatives have full authority to enforce the regulations contained in this manual.



Languages

The official language of the Technical Program is English.

Support services will be available in English and French.

Liability/Insurance

Every reasonable precaution will be taken to protect exhibitor's property during installation, Congress period and removal. However, the Congress Planning Committee, the Vancouver Convention Centre and the National Research Council Canada will not accept responsibility for injury to persons or loss of or damage to products, exhibits, equipment or decorations by fire, accident, theft or any other cause while in the Vancouver Convention Centre. Exhibitors must carry appropriate insurance to cover display materials against damage and loss, and public liability against injury to the person and property of others. Exhibitors must have a copy of their insurance policy on hand to present it upon request.

GENERAL RESTRICTIONS

The following restrictions apply to exhibitors and their employees during exhibition setup and dismantling.

Common Areas

The public spaces of the Vancouver Convention Centre cannot be obstructed by exhibits or closed to general public access. Doors, fire cabinets, pull stations and house lighting cannot be covered or obstructed.

Animals

Animals or pets, with the exception of service animals are not permitted in the Vancouver Convention Centre except as an approved exhibit, activity or performance legitimately requiring use of animals. Such animals or pets must be on a leash or in an enclosed pen, and under control at all times. The owner must take full responsibility for his or her pet.

Balloons

Helium-filled balloons or other inflatable items are permitted if approved in writing through the Event Manager. Due to the complexity and costs of retrieving balloons from various areas within the Vancouver Convention Centre, it has become necessary to request a deposit when helium balloon decor is planned. Retrieval deposits and a signed deposit form are required prior to the date of set-up for any balloon decor. The deposit in full or in part is refundable following the move-out of the event.

Alcohol drinking during Setup and Dismantling

For safety reasons, alcohol consumption is not permitted during set-up, move-in or move-out times.

Fire

Exhibitors must comply with the fire prevention rules. See the attached *Fire Prevention Regulations* in Section IV of this manual. Also, please note that the Vancouver Convention Centre is a non smoking establishment.

Handling Services

Equipment, furniture and exhibits cannot be transported in the public passenger elevators or on escalators.

No smoking policy

In accordance with City of Vancouver Health By-Law #9535 all indoor and outdoor spaces of the Vancouver Convention Centre are NON-SMOKING.

Security

Every reasonable precaution will be taken to protect exhibitors' property during installation and removal. However, neither the Congress organizers nor the Vancouver Convention Centre can assume responsibility for your display during the hours the exhibit is open. Security will be provided after exhibit hours.

BOOTH SPECIFICATIONS

Booth Package

The booth package includes the following:

- A 3m x 3 m (10' x 10') space
- The Exhibitor's Manual
- One 1500 Watt Duplex Receptacle for each 3m x 3 m (10' x 10') exhibit space
- Overnight security
- General lighting in the Exhibit Hall
- Heating/cooling.
- Two exhibitor badges (include receptions and coffee)
- The Congress Program and Book of Abstracts + CD ROM of Proceedings
- Visibility on the Congress website with a link to exhibitors' organization including a 25 word description
- Listed in the final program with description

Please note that all furnishing have to be ordered or provided by the exhibitor. Please note that the hall is carpeted.

Rental of a turnkey booth will be possible at an additional charge through the official congress decorator.

Booth Construction

Exhibitor with in-line type booths are requested to conform to "right of light" display designs. Exhibitors will not be permitted to construct sidewalls that block a reasonable right of light of neighboring booth(s). The back wall of the booth should not exceed 2.4 metres (8 feet) high and the side walls should not exceed 1 metre (3 feet).

Freight Elevators

Northeast Freight Elevators (3)

- 10' W 22'4" D 10' H
- 20,000 lbs

Use of the freight elevators may be arranged through the Event Manager. For the safety of all individuals, freight elevators are not intended for passenger use.

Additional Electrical Services

Electrical services are supplied exclusively through the Vancouver Convention Centre.

For additional electrical services, please refer to the order form in the section IV of this manual.

Rigging

West Ballrooms A, B, C, & D have rigging points on a 12' by 12' grid with each point rated at 1,000 lb (453.6 Kg) vertical load capacity.

Preservation of Rented Space

Exhibitors must make sure that the space rented for their booth remains in good condition. No signs or other articles are to be fastened to walls or electrical fixtures. The use of thumbtacks, nails, screws, bolts or any tool or material that could mark floors or walls is prohibited. It is also forbidden to paint the floor or the walls of the exhibition hall. Exhibitors may not place posters on the walls, except with a written authorization from the show management.

Sign and Banner Hanging

Banners can be suspended in some locations inside the event space. The facility requires advance notice of any banners and will need the following details about your banners:

- number of banners to be installed
- size (length, width, height and weight)
- intended locations for banners
- banner material
- banners over 25 lbs. will be custom quoted

Exhibitors who require banner installation must complete and return the Banner Installation Request with full payment.

Banner hanging at the Vancouver Convention Centre is an exclusive service.

DELIVERIES OF EXHIBITION MATERIAL

Deliveries prior to Set-up Date

The ITA-AITES 2010 World Tunnel Congress and 36th General Assembly nor the Vancouver Convention Centre will not accept shipments prior to the Congress. For advance shipments, please make arrangements with Livingston Events and Levy Show Services by filling out the appropriate form included in their section. All shipments must be prepaid by the shipper, all shipping waybills must be marked "Bill to Shipper" (including charges for shipping, duties and/ or taxes). Collect shipments will not be accepted. Common carriers do not make deliveries on Saturday or Sunday unless special arrangements have been made. Prior to sending domestic or international shipments, the applicable order forms and Canada Custom Invoice must be completed and sent to Livingston Event Logistics. Three copies must accompany the shipment. Exhibitors using their own broker will have to arrange their own bond or cash deposit with Canada Customs at the point of entry into Canada.

With the exception of banners which are required by the facility five business days in advance of move-in, the Vancouver Convention Centre cannot accept freight shipments on behalf of exhibitors before or during scheduled move-in times.

Levy Show Service or Livingston Event Logistics have been chosen for the consignment of all freight shipments. Levy Show Service will be responsible for the arrangements and related costs for off-site storage before, during and following the license period outlined in the License Agreement at a cost to the exhibitor.

The Vancouver Convention Centre is unable to store exhibitor freight prior to any event due to the limited storage facilities. Delivery at the Vancouver Convention Centre should be Sunday, May 16, 08:30 – 15:30. We reserve the right to refuse delivery of exhibitor freight that arrives at the facility prior to the appropriate move-in date and does not have the following information: name and address of receiver, name and address of sender, event name and booth number.

"The ITA WORLD TUNNEL CONGRESS 2010 has registered with the Canada Border Services Agency (CBSA) and has designated Livingston Event Logistics as the official provider of customs services. The exhibit hall has received "Border-to-Show" status and Livingston Event Logistics will facilitate customs procedures based on the exhibitor needs for entry into Canada. Livingston Event Logistics staff will contact exhibitors and provide instructions prior to the conference as well as will be on-site for the entire event.

Livingston Event Logistics' service will facilitate only one invoice for both your customs and transportation requirements. Exhibitors with shipments originating outside of Canada are advised to contact them for shipping and customs brokerage information.

We strongly recommend that you use Livingston Event Logistics' services as the ITA WORLD TUNNEL CONGRESS 2010 negotiated on your behalf very favorable and competitive rates."

Advance ground shipments should be sent to the following address (accepted before May 12, 2010):

ITA WORLD TUNNEL CONGRESS 2010 / LIVINGSTON EVENT LOGISTICS
Your Company Name / Booth Number: _____
3985 Still Creek Avenue
Burnaby, BC V5C 4E2
CANADA

Advance air shipments should be sent to the following address (accepted before May 12, 2010)
ITA WORLD TUNNEL CONGRESS 2010
c/o LIVINGSTON EVENT LOGISTICS
Your Company Name / Booth Number: _____
4840 Miller Road, Door 28
Richmond, BC V7B 1K7
CANADA

Deliveries during Set-up

Exhibitors who do not use the services of the official carriers may send their material directly to:

Your "Company Name and Booth #
ITA-AITES 2010 World Tunnel Congress and 36th General Assembly
Vancouver Convention Centre
Waterfront Road Truck Route
Vancouver, British Columbia, Canada
Attn: GUEST SERVICES
Tel: (604) 647-7299

Exhibitors must have staff on site as the Congress Secretariat will not assume responsibility for lost or damaged material.

Levy Show Service has been appointed for drayage in the exhibition hall. They will receive all shipments, whether brought by Livingston Event Logistics or sent directly to the exhibition hall. Services will be charged accordingly. Drayage includes receiving of the exhibition material, delivery to the exhibition space, removal of empties (crates and cartons), storage during the exhibition, return of empty crates and cartons, and delivery to the dock for pick-up by the Exhibitor's freight company. Please note that your on-site representative must have a duly completed waybill to accompany the repacked material. Once your on-site representative has repacked the material and labeled each container, he/she must then call the transporter to arrange for the pick-up. Please refer to Section III of this manual for rates and forms.

Deliveries during Exhibition

Any handling of merchandise outside of the set-up and dismantling time periods will require permission from the Congress Secretariat.

Force Freight

All display material must be cleared from the exhibition hall by 17:00 on Wednesday May 19th. Shipments left on-site after 17:00 on Wednesday May 19th will be "forced" from the exhibition floor and transferred to a bonded storage warehouse by Livingston Event Logistics. All charges relating to this transfer and storage will be the responsibility of the exhibitor.

FIRE PROTECTION

The facility is divided into zones and each zone is fully equipped to detect and contain smoke and/or fire. An alarm will sound at the first sign of a problem and is considered a “first-stage” alarm, which the facility refers to as a “priority one alarm.” When there is a “priority one alarm” no action is immediately necessary. It means all individuals are to standby for further instructions from the public address system. In almost all cases, the cause of the problem is identified and rectified at this point (usually in 1 – 4 minutes). The alarm will stop sounding, and activity can proceed as usual.

In the rare case that a problem goes beyond a priority one alarm, the alarm continues to ring but changes into a highly audible, rapid alarm known as a “priority two alarm.” This stage is accompanied by instructions over the public address system, and may include evacuation instructions.

Notification of Fire

In collaboration with the City’s fire and emergency agencies, the Vancouver Convention Centre has its own designated emergency number. Dial 7500 from any house phone for emergency assistance.

Approved Floor Plans

Aisles and exits, as designated on approved show plans, must be kept clean and free from obstruction. Fire lanes in and around the facility must remain clear and unobstructed. Adequate facility staff must be hired to guide vehicle traffic in these areas during move-in and move-out.

Easels, signs, chairs, etc. cannot be placed beyond booth areas into aisles. Display literature is to be limited to reasonable quantities. Reserve supplies should be kept in closed containers and stored in a neat and compact manner.

Prohibited Materials

All decorations, drapes, signs, banners, acoustical materials, moss, bamboo, plastic cloth and similar decorative materials must be made flame retardant.

Internal combustion engines, vehicles or equipment cannot contain more than one-quarter tank of gasoline or fuel and must be inoperable, e.g. battery and/or ignition disconnected, or the vehicle is locked and the hood cannot be opened from the outside of the vehicle. Fuel caps must be taped or locked shut, drip pans are required under all vehicles while inside the facility and keys are to be left with the Vancouver Convention Centre Guest Services. Vehicles that are equipped with pressurized nitrous oxide tanks must have the tanks emptied prior to display in the facility.

The Vancouver Convention Centre Exhibit Regulations for Fire Safety prohibits propane containers on-site that exceed 20 lbs. (9.1kg).

Flow restriction valves must be used on all propane tanks and are available from ICG Propane (604-421-2511) or Acklands-Grainger (604-879-4211). All propane connections must be inspected and approved by the Vancouver Convention Centre.

For events with larger propane requirements, special arrangements must be made through the Provincial Gas Inspector. Please consult the Event Manager for assistance.

Electrical Equipment

All electrical, data and audio visual cables must be secured and matted to conform to electrical/safety standards and are subject to inspection at any time. Suppliers install their own matting, which will be inspected by the Vancouver Convention Centre prior to the Event start.

Pyrotechnic Equipment

Formal approval must be given for all events requesting to use pyrotechnics. Please contact your Event Manager for further information on the approval process.

EXHIBITION SERVICES

Exhibitor's Registration

Exhibitors must have one person available at their booth at all times from at least 15 minutes before the opening of the Exhibition until closing time.

Exhibitors and their staff must check in individually at the Registration Desk, where they will receive their name badge. Exhibitor name badge must be worn to access the exhibition hall at all times during the exhibition.

Congress Registration

The Exhibitor name badge does not allow attendance to the Congress sessions and activities. To register for the Congress, please fill out the registration form in section VI and fax it to (613) 993-7250 or you may register on line at http://wtc2010.org/11-registration_e.shtml.

Exhibition Official Guide

Each exhibitor will be entitled to a listing in the Exhibition Official Guide, with a short text of 25 words describing their products and services.

All texts and coordinates must be received no later than April 1, 2010.

Additional Name Badges

Each Exhibitor is allowed two (2) badges per booth. Additional badges will be available at a cost of \$200.00 CAD each. Exhibitor badges are not transferable. List of names must be received by the Congress Secretariat no later than April 1, 2010.

Exhibition Program

The Organizing Committee has made every effort to make participation at the Exhibition fulfilling and productive for attendees and exhibitors. Please note that the Welcoming Reception, all coffee breaks, as well as the poster sessions will be held in the exhibit area. Also, participants will have some time during lunch breaks to visit the Exhibition. The Internet Café, adjacent to the Exhibition area will be an added benefit.

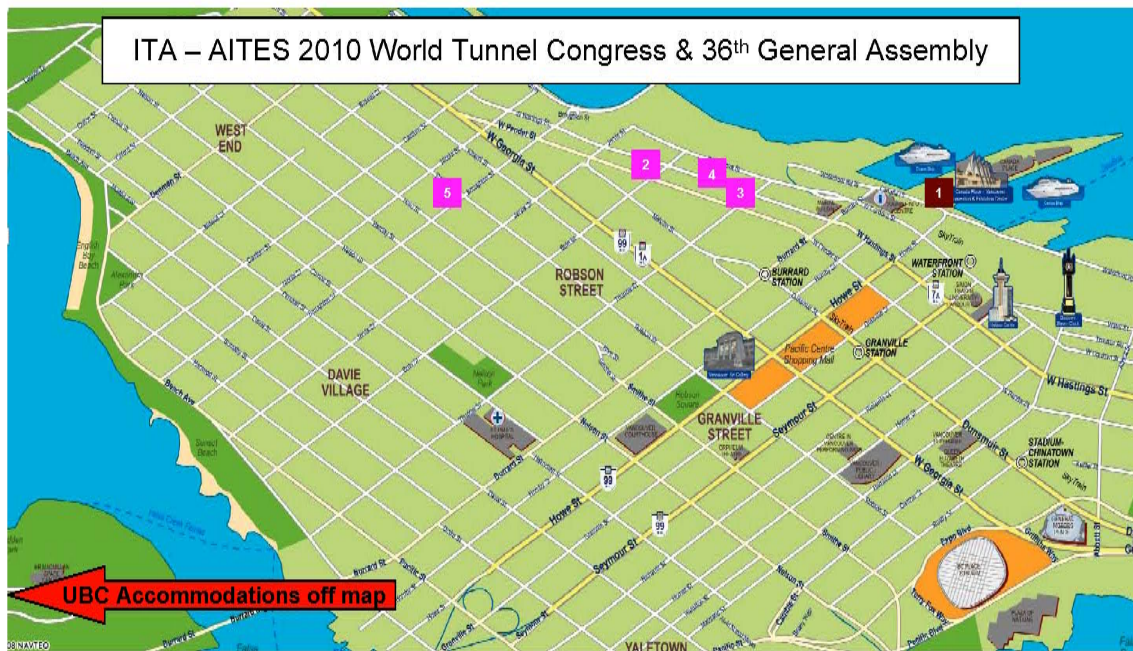
Hotel Accommodation

Rooms have been reserved on behalf of participants in several hotels located in downtown Vancouver and in the vicinity of the Vancouver Convention Centre. Please note that the Marriott Hotel is the Congress Headquarters hotel and is at a walking distance to the Vancouver Convention Centre. Reservations can be made online through the Congress website at http://wtc2010.org/06-hotels_e.shtml to take advantage of the special rates negotiated for the Congress. Please make sure to mention WTC 2010.

Reservations should be made no later than **April 1, 2010** to take advantage of the special rates negotiated for the Congress. After that date, the Congress room blocks will be released and hotel may charge higher rates.

List of Hotels

Name of hotel	Single or Double \$ CAD	Reservation cut-off date
Marriott Hotels & Resort (Pinnacle)	\$242.00	April 1, 2010
Renaissance Vancouver Harbourside	\$242.00	April 1, 2010
The Empire Landmark	\$161.00	April 14, 2010
The Coast Coal Harbour Hotel Group Booking Code: CCC-GFC124	\$109.00 (Comfort Room) \$129.00 (Superior Room)	March 10, 2010



- 1** Vancouver Convention Centre
- 2** Coast Coal Harbour Hotel
- 3** Marriott Pinnacle Downtown Vancouver

- 4** Renaissance Vancouver Hotel Harbourside
- 5** Empire Landmark Hotel

SUPPLIER SERVICES

Decorator

Levy Show Service is the official decorator of the ITA-AITES 2010 World Tunnel Congress and 36th General Assembly. Its services include booth rental as well as the supply of extra furniture, accessories, signs, carpet and plants.

To order booth, furniture or additional decoration services, (see Contact information of this section of the manual for coordinates) or use the order form in the DECORATOR section II of this manual.

Audio Visual / Computers

AVV-Telav is the official supplier of audio visual and ITA-AITES 2010 World Tunnel Congress and 36th General Assembly. However, modem lines and Internet access must be ordered from the Vancouver Convention Centre. Please fill out the form included in section V of this manual.

To order audio-visual, computer equipment and services, contact AVW Telav (see contact information) or use the order form in the Audio-visual/Computer section V of this manual.

Customs Broker and Official Carrier

Livingston Event Logistics has been appointed the official customs broker and freight forwarder for the ITA-AITES 2010 World Tunnel Congress and 36th General Assembly. Livingston Event Logistics will have a representative on site to assist with all transportation and customs clearance.

To make arrangements, (see contact information) or use the forms in the Customs Broker/ Carrier section III of this manual.

Electricity

For additional electrical requirements, please complete the attached form provided by the Vancouver Convention Centre in section IV of this manual.

Food and Beverages Services

Please note that all food & beverage services must be supplied exclusively by the Vancouver Convention Centre. Please contact the Catering Department for a current Catering Menu Package or any food and beverage planning assistance or for a current Catering Menu Package (also available online at www.vcec.ca). It is not permissible for any food and beverage to be purchased or brought in from off-site and served in the facility. (see contact information for coordinates).

Telecommunications Services

Please contact the Vancouver Convention Centre to obtain a telephone line or internet connection (see contact information for coordinates). See order form in section IV of this manual.