



Vancouver Convention Centre

April 25 & 26, 2010

Checklist		
	Completed	Date
Audio Visual Services (send order directly to Vancouver Convention Centre)		
Balloon Waiver (send waiver to Vancouver Convention Centre)		
Banner Hanging (contact Big Feats Management for more information)		
Booth Vacuuming (send order to Vancouver Convention Centre)		
Certificate of Insurance (Must have a copy on site and please fax a copy to 604-570-0409)		
Cooler Storage Request (send completed form to Big Feats Management)		
Customs (contact Events on the Move Logistics)		
Demonstrators / Host (contact Big Feats Management directly for information)		
Electrical Services (send order directly to Vancouver Convention Centre)		
Exhibitor Badge Order Form (register on line.)		
Food Preparation Services (send order directly to Vancouver Convention Centre)		
Forklift Services (send Special Requirements form to Big Feats Management)		
Freezer Storage Request (send completed form to Big Feats Management)		
General Labour (use Levy Show Services Forms)		
Hotel Reservations (to be made directly with the hotel)		
Internet (send order form directly to the Vancouver Convention Centre)		
Plumbing Services (send order directly to Vancouver Convention Centre)		
Service Contractor - Carpet / Furniture Signs / Exhibit Packages / Labour (send order form directly to Levy Show Services)		
Shipping, Transportation & Trucking (Contact directly Events on the Move Logistics)		
Show Photographer (contact Big Feats Management for information)		
Sign & Banner Hanging (send form directly to Big Feats)		



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Vancouver Coastal Health Temporary Food Establishment Application Form (FAX form to Big Feats Management at 604-570-0409)		
Telephone Services (send order form directly to Vancouver Convention Centre)		
Visitor Information Retrieval Systems (send order form directly Conexsys)		