



PRINCE GEORGE
CIVIC CENTRE

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WELCOME

«Event_Description»

EXHIBITORS

- ✓ Temporary parking in front of the Civic Centre (inside the Civic Plaza) will be permitted during the hours of **LOAD-IN & LOAD-OUT** only. Parking in the Civic Plaza during the show will not be permitted.
- ✓ The angled parking along Lower Patricia Boulevard (at the base of Connaught Hill) and the Coliseum/City Hall is available at no cost for all day **SHOW PARKING**. Refer to parking map.
- ✓ Please turn off your display **LIGHTS** in your booth every night. The lights may become very hot causing a fire hazard. Displays must not block, impede or obstruct a **FIRE EXIT** and appropriate aisles must be designated.
- ✓ We have a **CARDBOARD RECYCLING** bin at our loading dock. Please flatten and dispose of all your cardboard. Ask us for help!
- ✓ The Civic Centre is a busy venue, with limited storage. We require all **SHIPMENTS** to arrive on the move-in day and be returned on the last day of the event. Advance shipments will not be accepted by the facility. Please refer to our Shipping and Handling guidelines.
- ✓ For some events, additional **STORAGE SPACE** can be found in the Dressing Rooms located directly behind the main stage in the back hallway. Please contact the Administration Office for more information (250-561-7723).
- ✓ Absolutely **no spray products** are to be used for cleaning/polishing wheels, tires, chrome, upholstery, etc... inside the facility for **VEHICLE EXHIBITS**. Please help us protect our hardwood floors and ensure the safety of all our customers by using wipe-style products. Cars, trucks and machinery must be clean, have a "locking-type" gas cap and tanks must not be full to allow for normal expansion. Protective sheets of plastic must be placed underneath the vehicle. A maximum 20lb propane container, subject to Provincial Gas Inspection, is permitted.
- ✓ All **FOOD & BEVERAGE** service is exclusively provided by the Civic Centre. It is not permissible for food and beverage to be brought in and served in the facility. All sampling requests must be approved in advance by the Civic Centre and meet the requirements of the Health Inspection Branch of BC. For further information, please contact our Food and Beverage Department at 250-614-7850.
- ✓ The Civic Centre is a **NON-SMOKING** facility. Smoking is permitted 3 meters beyond the main entrances.
- ✓ Banners and **DECORATIONS** can be suspended in some locations within the event space. The use of tacks, staples, nails, etc... is not permitted. All decorations must be treated with flame proofing before installation and/or meet the current specifications of the BC Fire Code. Open flame candles are not permitted. Please contact the Administration Office for more information (250-561-7723).
- ✓ Exhibitors using electrical, mechanical, hydraulic or flame producing elements and displays requiring **FLAMMABLE** fuel shall have a ABC dry chemical extinguisher at all times (5lb minimum).