

Exhibitor Bulletin No 2 – November, 2009

Dear 2010 CPMA Exhibitors:

This month's update includes:

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a2z Exhibitor Portal

Use the a2z Exhibitor Portal tool to add and/or update your **company profile**, products, services, categories and **booth personnel**.

Please login at http://s15.a2zinc.net/clients/cpma/cpma2010/public/e_login.aspx , using the password that was emailed to you with your Exhibit Confirmation letter in November. Once logged in, please take the time to verify your contact information, and complete your print profile, online profile, brand(s), and categories that pertain to your business. **The print profile description box will be used in the official CPMA Exhibitor Directory Listing (show guide handed out to all participants)**. Note that this information will be viewed by all attendees.

Exhibitor's Corner

Exhibitor's Corner at http://convention.cpma.ca/en_exhibitors.asp is your comprehensive guide to help you plan, organize and get the best results from your company's participation at the CPMA trade show. It will lead you to your successful presentation at the 2010 CPMA Trade Show! Make sure to print out your Exhibitor Deadline Checklist at <http://convention.cpma.ca/pdf/CPMA%202010%20Various%20Exhibitor%20Deadlines.pdf> and read regularly the Exhibitor's Bulletins and Exhibitors Tips. Even as an experienced exhibitor, you may find many important tips here and keep a good track of all important deadlines to make your participation even more successful.

Exhibitor's Services Manual - Freeman Online

To access all the necessary forms (i.e. carpet, electricity, furniture, shipping information, food sampling, catering, customs information, shipping information), please go to Freeman Online at <http://www.freemanco.com/store/show/showInformation.jsp?showID=197830&sc=735347&referer=e> . Please note that you must create your own login profile within this page, in order to access all the forms.

If you might have any further questions related to specific Exhibitor services, please contact:

- If you have any questions on booth furnishings, carpet, floral, customs and shipment, installation and dismantle, warehousing and forklift services, please contact Faye Moffatt at Freeman. Tel: 416-252-3361 ext 258 or by e-mail Faye.Moffatt@freemanco.com .
- If you have any questions on electrical, plumbing, telecommunication and internet services, please contact Desiree Rossiter at the Vancouver Convention Centre. Tel: 604-647-7319 or by e-mail DRossiter@vancouverconventioncentre.com .

- If you have any questions on catering orders, please contact Jennifer Rafuse at the Vancouver Convention Centre, Catering department. Tel: 604- 647- 7245 or by e-mail jrafuse@vancouverconventioncentre.com.
- If you have any questions on display coolers rentals, please contact Richard Epton at Lowe Refrigeration Inc. Tel: 770-461-9001 or by e-mail richardc@loweusa.com.
- If you have any questions on hostess / booth personnel to hire, please contact Anne Christophulos at BBW International Inc. Tel: 416- 219 – 5574 or by e-mail achristopulos@bbwinternational.com

Save by Shipping to the Advance Warehouse !

Due to limited storage space at the Vancouver Convention Centre to store exhibitors' products and very limited dock space to unload trucks, we require all exhibitors to take advantage of the Advance Storage Warehousing for produce and non-produce.

We ask all our exhibitors to limit your products to only what you will use. There is not much room to store extra products at the Convention Centre. Exhibitors, who cannot utilize the advance storage warehouse and need to ship direct, will be given an appointment schedule for unloading closer to the trade show move-in dates.

Please make sure that all boxes / cases are labeled properly and can be clearly identified with the exhibitor's company name and booth number.

Please make sure to separate your Produce from your Non-Produce.

Shipping labels are available in Exhibitors Services Manual.

Please note that increased rates apply for Onsite Material Handling (produce and non-produce). Save by shipping to the advance warehouse!

Mon 04/12/2010	ADVANCE WAREHOUSE NON PRODUCE RECEIVING START DATE	08:30 AM	04:30 PM
Mon 05/03/2010	ADVANCE WAREHOUSE PRODUCE RECEIVING START	08:00 AM	05:00 PM
Mon 05/03/2010	ADVANCE WAREHOUSE NON PRODUCE RECEIVING DEADLINE	08:30 AM	04:30 PM
Mon 05/10/2010	ADVANCE WAREHOUSE PRODUCE RECEIVING DEADLINE	08:00 AM	12:00 PM

Please note that Freeman Exhibit Transportation, in conjunction with ABC Customs Brokers Ltd. will be providing Canadian Customs Clearance Services as well as, U.S. customs clearance for the return of your shipment (if applicable). Freeman Exhibit Transportation / ABC Customs Brokers Ltd. will manage all of your customs clearance formalities and ensure your products arrive at the show.

Move- In Dates

Please note that due to the larger size of the event and limited loading dock space at the Vancouver Convention Centre, we will be starting move-in one day earlier on **May 11, 2009**.

EXHIBITOR MOVE-IN (as per targeted move-in schedule - to follow)

Tuesday May 11, 2010 8:00 AM - 6:00 PM

Wednesday May 12, 2010 8:00 AM - 6:00 PM

Thursday May 13, 2010 8:00 AM - 12:00 PM

All exhibits must be fully installed by **May 13, 2009 at 12:00 PM (No exceptions permitted)**.

The targeted move-in schedule will be provided closer to the show dates. Exhibitors with smaller 10' x 10' booths or located near the load in route will be moving in after May 11, 2010.

Insurance Certificate

All exhibitors are required at their sole cost and expense, to procure and maintain comprehensive liability insurance against claims for bodily injury or death and property loss, theft or damage, occurring prior to, during and after the trade show. A copy of your certificate of insurance must be provided to show management (CPMA) by April 1, 2010.

What is required?

1. Please contact your current insurance company and request a certificate of insurance naming CPMA as the additional insured party. In most cases, there should not be a charge associated with this request, as long as you have existing liability insurance coverage.
2. CPMA must be added as certificate holder (please include following information):
Canadian Produce Marketing Association (CPMA)
162 Cleopatra Drive
Ottawa, ON K2G 5X2
Canada
Attn: Natalia Kaliberda
3. Insurance certificate must cover the dates of May 11 to May 15, 2010.
4. Insurance must cover no less than \$1 million comprehensive general liability insurance.
5. Insurance certificate must be provided under your exhibiting name.
6. Insurance certificate must be provided to show management no later than April 1, 2010.
7. Insurance certificate must be faxed **or** emailed **or** mailed to CPMA. Please do not send us multiple copies.
8. CPMA reserves the right to forfeit booth space for any exhibitors who do not provide show management (CPMA) with adequate documentation as requested, **prior to April 1, 2010**.

Traceability Pavilion

CPMA Announces New Traceability Pavilion and Traceability Learning Centre at the 2010 Convention & Trade Show!

CPMA is pleased to announce a new opportunity for attendees and exhibitors alike to learn and share information regarding traceability implementation. The Traceability Centre will be a Pavilion on the trade show floor which will include exhibitors with a focus on traceability solutions along with learning opportunities including mini education sessions, ask an expert and more. If you need to know more about traceability implementation in your organization, CPMA has the solution!