



MINIMUM BOOTH STANDARDS

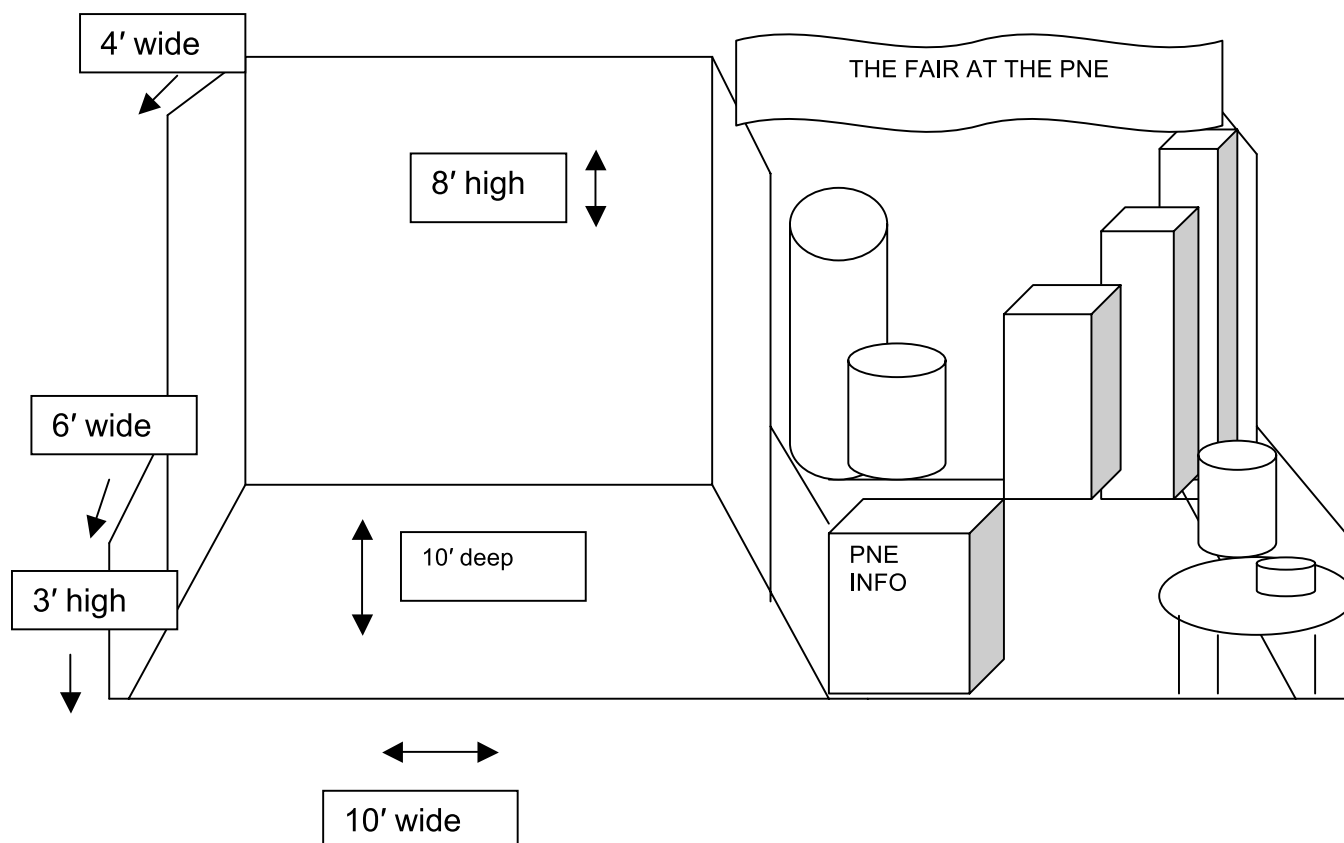


MINIMUM BOOTH STANDARDS

TABLE OF CONTENTS

A. PNE STEP DOWN DRAPED BOOTH SET-UP.....	3
B. MINIMUM STANDARDS FOR EXHIBIT BOOTHS	3
1. Exhibit and Concession License Conditions	3
2. Construction.....	3
3. Lighting	4
4. Signage.....	4
5. Product and Pricing	5
6. Conduct	5
7. Guidelines for Personal Services.....	6
7.1 Introduction.....	6
7.2 Premises & General Operation.....	6
7.3 Equipment	7
7.4 Infection Control.....	7
7.5 Other Materials	8
7.6 Personnel	8
7.7 Face Painting & Temporary Tattoos.....	8

A. PNE STEP DOWN DRAPED BOOTH SET UP – INSIDE BOOTHS



B. MINIMUM STANDARDS FOR EXHIBIT BOOTHS

All Exhibit Booths operated during the Annual Fair must maintain Minimum Standards and conform to Operational Guidelines established by the PNE:

1. EXHIBIT AND CONCESSION LICENSE CONDITIONS

Exhibit Booths and Exhibitors must abide and be governed by the License Conditions, Directives, Rules and Regulations which form part of the License Agreement and as agreed to in the execution of the License.

2. CONSTRUCTION

- Construction of the booth must be professional in appearance, in good structural condition and in good repair. The interior and exterior of the booth must be completely finished and aesthetically pleasing.
- The design of the booth should be unique and relate to the Exhibitor's corporate image and product. Visual appeal may be enhanced with a colour scheme throughout the display and added décor which compliments the product.
- Exterior colours must be bright with a glossy finish, complimenting the product, theme and design of the booth. All canvas must be clean and complimentary to the booth.
- All materials used in the construction of the booth, signs, showcards, price lists and the like must comply in all respects with Fire Regulations.
- The booth must be designed to be completely self-contained and equipped with any necessary equipment and seating.
- Storage items and equipment must not be visible to the public.
- All equipment contained in the booth must be in good structural and clean condition.

- Booths that are trailer mounted or roll-off style must be skirted to the ground. Hitches must be removed if possible, or camouflaged.
- Any and all wheeled vehicles that are used as part of the booth display must be skirted to the ground and remain in the Licence Area for the duration of the term of the Licence.
- Typical knock-up booths are not acceptable.
- Electrical cables must be kept neat with the excess cable or hoses stored under or inside the booth. The booth must meet all electrical regulations whether local, provincial or federal.
- Booth numbers when provided, are to be prominently displayed in a conspicuous place in the booth for the duration of the Fair.
- Standard regulation for construction of inside booths are:
 - Backwall height restriction for all booths is eight (8') feet without permission from the PNE.
 - Sidewall heights of signs, decorations and/or exhibited products must conform to the height of the booth partitioning provided by the PNE. No signs to be attached to Exhibition building walls.
 - All displays over eight (8') feet high must be approved by PNE Exhibit Space prior to installation.
- All other specialty areas to be determined by PNE Exhibit Space
- Standard regulations for construction of a booth on the Outside Grounds: Exhibitors must keep all structures, erections and additions within their Licence Area and follow individual limitations as specified by the PNE for various roadways, fire lanes etc.
- Standard regulations for construction of a booth in other areas: as specified by the PNE.
- Exhibitors must not move, alter, cover or remove portable drape sidewalls or, backwalls.
- If the booth is within an enclosure, the Licence Area must not contain over 25% solid roof and must not cover or impede the operation of the sprinkler system or any life safety device. If a fire hose standpipe or fire alarm is located within the Licence Area, it is the responsibility of the Exhibitor to provide visibility and access to such equipment.
- Any alteration or addition to the Exhibition premises must comply with any directives of the PNE regarding design and appearance and any other such special instructions as issued by the PNE. Immediately following closing day of the Exhibition, Exhibitors must restore the PNE's property to the original condition.
- Signs, fixtures or decorative materials must not overhang the aisles. Such signs, fixtures or materials must not encroach upon neighbouring booths. The PNE will have the right to require Exhibitors to remove any item which the PNE considers undesirable.
- The use of hardwall systems is recommended, particularly when products being sold require shelving to display products.
- Showcases or display equipment must be in good repair, matched and adequately lit to effectively display the product.
- Exhibitors must have floor covering (carpet or other appropriate alternative) taped and covering the exact dimensions of the booth. Under no circumstances will allowances be made to permit the extension of carpet into the aisle. Carpets must be clean and in good condition. Exhibitors with floor coverings of poor quality and appearance, or inaccurate dimensions will be required to provide a replacement acceptable to PNE standards.
- Exhibitors must ensure tables are in good condition and are professionally and fully skirted and compliment the colour scheme of the booth.
- The PNE shall have the right to direct Exhibitors regarding the arrangement of articles on display if the PNE considers the booth display undesirable.
- The booth must be of a standard and quality approved by the PNE. Exhibitors who bring or erect a booth which, in the opinion of the PNE is not of sufficient standard, will be required to remove the booth(s).
- Tents must be commercial grade and properly anchored.

3. LIGHTING

- Outside booths must be brightly lit on the interior and exterior.
- Lighting should highlight the overall exhibit, emphasize product, signage and workspace.
- Indoor booths should add at least one light to enhance their booth.

4. SIGNAGE

- **Booth signage must be professionally lettered and designed and clearly indicate the product being sold. Signage styles should suit the theme of the booth.**
- Exhibitors must comply with any regulations made by the PNE with regard to the dimensions and positions of signs, showcards, price lists and the like.
- Backlit signage is recommended.
- **Handwritten signs including price signs are not acceptable and will be removed.**
- Products must be well presented and Exhibitors should use quality point-of-sale photography when applicable.

- Signage listing products and prices should be well placed and easily visible by the patron. All pricing should indicate whether GST is included in, or is extra to, the purchase price.
- **The PNE shall have the right to require Exhibitors to remove any sign which the PNE considers undesirable.**

5. PRODUCT AND PRICING

- **Exhibitors may not offer for sale or otherwise, any item other than the products listed in their Exhibit Space Licence. The PNE may limit or specify the nature of the products permitted to be sold.**
- The Licence granted to an Exhibitor will in no way be deemed an exclusive Licence. The PNE shall have the right to allot space for across-the-counter selling or otherwise to persons selling or exhibiting the same type of merchandise.
- During the final night of the Exhibition from 9:00 pm to 10:30 pm, those Exhibitors with an Order Taking Privilege may sell items which have been on display during the Exhibition. No extra merchandise will be allowed on the Exhibition premises for this purpose.
- Advertising material may not be distributed by Exhibitors except from within the Licence Area. The PNE shall have the right to require Exhibitors to remove any material the PNE considers undesirable.
- Solicitation for donations of any kind may not be conducted without prior consent of the PNE.
- Exhibitors selling items containing precious metals must follow requirements of the Precious Metals Marking Act and Regulations.
- Exhibitors selling security alarm systems are not required to obtain special permission to sell these products. However, Exhibitors who install security alarm systems must comply with regulations as set under the Securities Act of B.C. and must obtain a licence from the Attorney General, Security Programs Division.
- Used, rebuilt or fire sale articles or materials of any kind may not be exhibited or sold within the Exhibition. Incense may not be sold or displayed in any Licence Area.
- Exhibitors may not solicit subscriptions for any newspaper, periodical or other publication without prior written consent of the PNE.
- Courtesy cards or notices of materials on loan may not be displayed in the Licence Area without prior written consent of the PNE.
- Exhibitors may not sell or offer for sale any kind of security as defined in the Securities Act of the Province of British Columbia or distribute any literature relating to a "security".
- **Entertainment, draws or giveaways of any sort may not be presented within the Licence Area without prior written consent of the PNE.**
- The PNE reserves the right to regulate prices if the PNE decision is that the prices set by the Exhibitor are excessive or low. The Exhibitor shall agree to abide by the PNE posted prices if so set.
- All sales completed at the PNE must be in Canadian funds or U.S. equivalent at an exchange rate determined by the PNE on the date of the transaction.

6. CONDUCT

- **Exhibitors must operate strictly within the limits of the Licence Area and may not in any way operate in the aisle ways or roadways.**
- During official open hours of each day during the Fair, all booths must be open to the public and in the charge of a competent attendant. Booths with underage employees must have adult supervision at all times.
- Exhibitors must conduct business so as not to interfere with neighbouring Exhibitors and Concessionaires or cause annoyance to the public. The use of equipment such as microphones, radios, televisions, loud speakers, etc. must conform to acceptable decibel levels as established by the PNE. The PNE shall have the right to require Exhibitors to remove any product or cease and desist any business practice which the PNE considers undesirable.
- Exhibitors should possess several years of successful management experience preferably at major North American Fairs with direct expertise in the type of product being presented. Exhibitors should provide efficient, experienced and qualified personnel. Any employee who becomes unsatisfactory in the opinion of the PNE may be promptly removed from the Licence Area and from the Exhibition at the PNE's request.
- All Personnel must be well groomed in neat and clean attire and if suitable, uniformed, complimenting the product, theme and design of the booth.
- **All Personnel must wear their Photo ID badge daily upon entering the Fairgrounds.**
- All Personnel must be orderly and polite in their conduct and speech at all times.
- **All Personnel must refrain from eating and drinking in the Licence Area.**
- Smoking within Exhibit Buildings is strictly prohibited. As well personnel should refrain from smoking within all Outside Licence Areas. Smoking is allowed only within designated smoking area.
- The Licence Area and surrounding area must be kept clean, tidy and free from all rubbish, debris, waste, unused material or other combustible substances at all times.

- Exhibitors may employ a janitorial service to clean the Licence Area. The janitorial service will be responsible to purchase their gate admission credentials from the PNE. Exhibitors should sweep their booth prior to closing and deposit garbage in a disposable container in the aisle for the night sweepers to remove. After the Fair, any unusual amount of garbage removal or cleanup required will be invoiced to the Exhibitor.
- Have realistic objectives. The number of qualified staff, the point-of-purchase display, marketability of your product and aesthetics of your booth and display will dictate your overall success more than will the number of visitors who walk past your booth. Good boothmanship will lead to increased sales and qualified leads.
- Exhibitors must abide by all applicable laws of British Columbia.
- **The Pacific National Exhibition Management shall have the absolute right and discretionary power to interpret, alter, add, cancel, relax, or vary any of the PNE Standards in individual cases, except where such changes would contravene local provincial or federal statutes.**

7. GUIDELINES FOR PERSONAL SERVICES

A Personal Services Application form must be submitted to the Vancouver Health Department. (application form is posted on our website).

7.1 INTRODUCTION

These basic Personal Service Establishments guidelines have been developed to supplement the Personal Service Establishment Regulations, made pursuant to the B.C. Health Act.

These guidelines apply to all Personal Service Establishments as defined in the regulations and include, but are not limited to the following:

Acrylic Nails	Laser Therapy	Skin Care (Esthetics)
Acupuncture	Manicure/Pedicure	Spas (Health Clubs)
Electrolysis	Massage/Therapeutic	Steam Baths
Face Paint	Touch Techniques	Tanning
Flotation Tanks	Mud Baths	Tattooing
Hair Services/Accessories Sauna		Waxing

Portions of these guidelines may not apply to specific services and generally do not apply to services that fall within the scope of medical services or procedures.

Specific guidelines are available for various types of services or premises and are intended to be used in conjunction with these general guidelines.

7.2 PREMISES & GENERAL OPERATION

- The premises shall be maintained in a clean, sanitary, pest free condition and in good repair.
- Floors, walls, and ceilings are to be constructed of easily cleanable material and maintained in a good state of repair.
- Tables, counter tops, cabinets and other furniture shall be constructed of non-absorbent, easily cleanable material and shall be kept clean and sanitary.
- Sufficient space shall be provided for storage of equipment, supplies and instruments.
- Hand basins and toilets shall be conveniently located and accessible to patrons and operators. Hand basins are to be supplied at all times with hot and cold running water, soap and single service towels.
- Backflow prevention devices are required in all situations where contaminated water has the potential of entering the potable water system.
- All premises offering personal services shall be:
 - entirely separate from any premises used for living or sleeping purposes,
 - entirely separate from any food premises, or other incompatible business,
 - adequately lighted and ventilated,
 - designed specifically for the particular service(s) provided, and
 - in compliance with Vancouver Coastal Health Bylaw requirements regarding smoking areas.
- Ventilation shall be installed and maintained in accordance with the Vancouver Building Bylaw. Local exhaust ventilation may be required.
- The operator must insure that Material Safety Data Sheets are available for all hazardous products.

- All towels, pillow coverings and other launderable items that come in contact with a patron shall be thoroughly washed in hot water after each use and dried in a clothes dryer set at the hottest temperature.

7.3 EQUIPMENT

- All equipment and devices are subject to approvals and/or certification.
- Motor and frames of all equipment subject to contamination shall be treated daily with chemical disinfectant.
- All equipment and surfaces coming in contact with exposed skin shall be easily cleaned and must be disinfected or covered with clean paper, freshly laundered linen or approved single-use material before each patron uses the equipment.

7.4 INFECTION CONTROL

- Equipment, instruments and materials used in personal service establishments are placed into one of the following categories and must be either sterilized or disinfected accordingly:

Critical Items

- Puncture the skin, or enter sterile tissue e.g. Acupuncture needle.
- Critical items must be:
- Purchased as sterile & disposed of after a single use or
- Sterilized between use.
- Critical items should be disposable. Where not feasible, sterilization is the alternative.

Sterilization is considered to be the complete destruction of microbial life. Heat method is the choice when sterilizing items.

A chemical sterilant may also be used if precise controls on organic load, shelf life, contact time, temperature and pH are ensured.

Where sterilization is required, the method used must be monitored for effectiveness (e.g. time/temperature test strips in autoclaves).

Semi Critical Items

Come in contact with the mucous membranes or with skin that is not intact. e.g. Instruments used for acne treatment.

Semi-critical items must be:

- Purchased as sterile & disposed of after a single use or
- Treated using high level disinfection

High level disinfection is considered to destroy all micro organisms with the exception of many bacterial spores.

High level disinfection is accomplished by wet pasteurization or use of chemical germicides.

Non Critical Items

Come in contact with intact skin but not with mucous membranes. e.g. combs

Non-critical items must be:

- Purchased as sterile & disposed of after a single use or
- Treated using low level disinfection.

Low level disinfection kills most bacteria, some viruses and some fungi but does not necessarily kill resistant micro organisms and spores. A variety of low level disinfectants can be used. For specifics on sterilization and disinfection refer to Table 1 on Page 16.

The chemicals in Table 1 refer to active ingredients, not trade names.

Prior to sterilization or high level disinfection, the following steps should be followed:

- To avoid debris from drying on instruments, place items in a disinfecting bath immediately after use.
- Rinse items in hot water (cool if blood soiled).
- Wash debris from items, preferably with an ultrasonic cleaner if sharps are handled.
- Rinse

Following sterilization or disinfection, items are to be handled and stored to prevent contamination. It is the responsibility of the operator to provide written details of sterilization/disinfection procedures on request.

All equipment, instruments and materials intended for single service use upon patrons and those that cannot be disinfected or sterilized adequately shall be disposables. These items must not be used on another patron and must be disposed of after being used.

- A disposable, rigid, puncture-resistant “sharps” container must be used to dispose of all needles and sharp equipment.
- Disposable needles shall not be recapped, but discarded directly into the “sharps” container.
- When sharps containers are full, add ½ cup of bleach, and fill container with water. Seal the container and discard in garbage.
- Paper towels, tissues and other potentially contaminated items should be discarded into plastic bags.

7.5 OTHER MATERIALS

All creams, lotions, powders and other cosmetics shall be kept in clean, closed containers. They shall be dispensed by one of the following methods.

- use a clean single service spatula to remove a portion of the substance from its container;
- use a metal or plastic collapsible tube;
- use individualized single service portions. (To prevent contamination of bulk materials)

Combs, Hairbrushes, Hairclips and Vibro Massagers: After each customer, wash these items in hot water and household detergent; then either dry with fresh paper towel and hand blow-dryer or use an alcohol or alcohol and chlorhexidine wipe. Do not use wire brushes. Replace worn/damaged brushes sooner rather than later.

7.6 PERSONNEL

All persons engaged in providing personal services shall:

- practice acceptable personal hygiene,
- wear clean outer garments,
- wash hands with soap and warm water immediately before and after providing service,
- refrain from smoking while providing service and
- demonstrate competency in the use of equipment and procedures in their field of practice.

7.7 FACE PAINTING & TEMPORARY TATTOOS

Face painting is defined as the application of water-based paint or make-up on the face to create a design. Hygiene and sanitation are important in the application of face paint to prevent any possible allergic reactions and spread of skin infections between individuals.

SPECIAL EVENTS

Event organizers should have the contact information for the face painting artist(s). The event organizers or artist(s) can contact the local Health Department to get more information on standards and procedures for applying the paints and make-up to prevent the spread of diseases or contamination of the products.

FACE PAINTING PRODUCTS

- Face paint must be non-toxic, cosmetic-grade, and suitable for applying to the face
- Paints must be hypoallergenic
- All face paints used should be easily removable with make-up remover, baby wipes, or with regular soap and water

REQUIREMENTS OF THE FACE PAINTING ARTIST

- Artist hands must be clean and free of sores and open cuts
- Non-latex gloves may be worn, but they should be changed frequently
- Supply disposable towelettes for wiping tips of pencils in between use
- At the face painting station, a temporary hand washing station should be set up with running water, liquid hand soap and paper towels. If this is not possible, use disposable wet towelettes or alcohol based hand sanitizer for hand cleaning between clients.

FACE PAINT APPLICATION

- Permission from the parent or caregiver should be obtained prior to applying on a child
- Do not apply paint to any person who has visible sores, conjunctivitis (pink eye), open cuts, skin rashes or other skin conditions
- Area on the skin where the paint will be applied must be cleaned with single use alcohol wipes, baby wipes, or face cleanser (dispensed with a disposable applicator e.g. cotton swab)
- To test for an allergic reaction, paints can be applied to the arm first
- Creams and paints should be dispensed in small quantities onto a disposable paper/cup/container (left over paint and paper must be discarded after each customer.
- Avoid application of paints too close to the eyes or lips
- Application on the face must be with single use disposable applicators such as:
 - Sponges
 - Swabs
 - Cotton tipped applicators
 - Disposable brushes*
 - Applicator sticks

* Common use brushes should not be used if the brushes cannot be cleaned and sanitized in-between customer use

Provide a garbage container at the work station

REFERENCES

BC Ministry of Health Guidelines for Personal Services Establishments (PSEs)

BC Personal Services Establishment Regulations