



# EXHIBITOR INFORMATION GUIDEBOOK



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## Table of Contents

<b>A. GENERAL AND ADMINISTRATIVE INFORMATION .....</b>	<b>3</b>
1. PNE Contact Information .....	3
1.1 Administration Office .....	3
1.2 PNE Fair & Festivals Operations Staff.....	3
1.3 Service Departments.....	3
2. Hours of Operation.....	4
3. Move-In: Dates, Hours, Gates .....	5
3.1 Outside Grounds .....	5
3.2 Marketplace .....	5
3.3 Rollerland.....	5
3.4 Exhibitor Services.....	5
3.5 Incoming Goods.....	6
4. Move-Out.....	7
5. License Area.....	7
5.1 License Agreement & Term of License .....	7
5.2 Use of License Area.....	7
5.3 Contravention of Laws .....	7
5.4 Products and/or Services .....	7
5.5 Government Inspectors.....	8
5.6 Sound Devices.....	8
5.7 Food Sampling.....	8
5.8 Personal Services.....	8
5.8 City of Vancouver Single Use Cup and Bag By-Laws .....	8
6. Fees/Payments.....	8
7. Taxes.....	9
8. Workers' Compensation .....	9
9. PNE Smoking Policy.....	10
10. Additional Fees.....	10
11. Passes.....	11
12. Liability Insurance .....	11
13. Canadian Work Permit.....	12
14. Employment Standards .....	12
15. Prize Draws/Giveaways .....	13
16. Mail/Messages .....	13
<b>B. TECHNICAL AND OPERATIONAL INFORMATION .....</b>	<b>14</b>
1. Permits.....	14
1.1 Business License .....	14
1.2 Facilities and Maintenance .....	14
1.3 Fire Regulations .....	16
1.4 Fire Protection.....	17
1.5 Public Safety Requirements .....	17
1.6 Environmental/Sustainability .....	17
<b>C. COMPANY LISTINGS .....</b>	<b>19</b>
1. Banks and Credit Unions .....	21
2. Accommodation .....	21

## A. GENERAL AND ADMINISTRATIVE INFORMATION

### 1. PNE CONTACT INFORMATION

#### 1.1 ADMINISTRATION OFFICE

2901 East Hastings Street	Phone:	604.253.2311
Vancouver, BC V5K 5J1	Fax:	604.251.7753
	Website:	www.pne.ca

#### 1.2 PNE FAIR & FESTIVALS OPERATIONS STAFF

Cynthia Kwon	Manager, Fair & Festivals Operations	604.251.7754 or 604.505.1119
Tracy Vas	Assistant Manager, Exhibit Space	604-252-3688 or 604-404-0956

#### 1.3 SERVICE DEPARTMENTS

PNE Investigations	604.253.2311 local 3565	
Levy Show Service	604.277.1726	Marketplace Building – West Side
NES	604.469.2726	(Electrical Services – for buildings only)
People & Culture	604.252.3595	Coliseum Building – SE Corner, Upper Level
Parking Office	604.251.7713	Gate 6 – NW Corner of Exhibition Grounds
Public Safety	604.253.2311 local 2298 (Patrol) or 3540 (Dispatch)	
Facilities and Maintenance	604.251.7716	
Fire	911	Main Dispatch
First Aid	604.251.7778	Dispatch
First Aid Locations		Playland – West of Corkscrew

\* For numbers not listed above, please call main switchboard at 604.253.2311

## 2. HOURS OF OPERATION

### PNE Fair Hours

August 20 – September 5, 2022  
Monday, August 22 & 29

11:00am to 11:00pm  
Closed

### Marketplace

11:00am to 11:00pm

### Home Showcase Building (Rollerland)

11:00am to 10:00pm

### Barns

11:00am to 10:00pm

### Outside Grounds

Must stay open till 11:00pm

11:00am to 11:00pm

### Playland

Must stay open till park closes

11:00am to 11:00pm

\* All offices will be closed Monday, August 1 for a Provincial Holiday

### Exhibit Space Hours:

August 2–August 19  
August 20–September 6

10:00am to 6:00pm  
8:00am to 4:00 pm

### Vehicle Access During PNE Fair

Grounds and Licensed Areas will be open daily during the PNE Fair at 8:00am to allow for cleaning and preparation. Vehicles may enter the grounds up to 9:15am and will be granted a 30-minute unloading permit to be attached to the windshield, after signing in at the appropriate vehicle access gate. **ALL VEHICLES MUST BE OFF THE GROUNDS BY 10:00am** or they will be removed at the owner's expense.

There will be no access to the grounds or buildings on Monday, August 22 & 29.

### Vehicle Access Gates

Outside Exhibitors & Marketplace

8:00am to 9:15am

Gate 2 off Renfrew Street



### 3.5 INCOMING GOODS

**An employee of the Licensee must be present when delivery is made including Fairtime deliveries of food to concession stands.** Any shipments of exhibit materials unaccompanied by their owners or agents must be delivered, entirely at the owner's risk, directly to the exhibit booth in conjunction with Move-in dates for the Licensed Area.

All delivery items should bear the **Licensee's name and the building and booth number** in which the exhibit is located. The cartage company must provide labour, and a forklift, if necessary, to unload and move goods to the exhibit location. The PNE will not acknowledge delivery of such material and will not be responsible where cartage and other charges have not been prepaid.

Due to limited unloading areas, shipments arriving by semi truck must be scheduled in advance. There will be no "drop" shipments permitted or trailer parking/storage on site.

**Shipping Address** Licensee's Name, Building & Booth #  
c/o: PNE  
2901 East Hastings Street  
Corner of Renfrew & Hastings Gate 2  
Vancouver, B.C. V5K 5J1

#### Garbage Removal-Diversion Stations

Exhibitors are REQUIRED to take their garbage to the Diversion Stations located in or near your back of house area. Please ensure that you dispose the garbage in the PROPER Garbage, Recycling and Green Composting Bins.

- Food garbage collection will occur at the end of the day – please bring it out to the front of your stand.
- Cardboard boxes must be flattened. WAX cardboard boxes are not recyclable and must be placed in garbage bins.
- Please do not use the garbage containers that are for public use.
- Fines of \$125 per offence will be levied for non compliance.
- All entrances and fire exits MUST BE CLEAR of refuse at all times.

#### Shopping Bag and Cup By-Laws

Effective January 1, 2022, there is a ban on using plastic shopping bags. A minimum fee of \$0.15 for each paper shopping bag and \$1.00 for each reusable shopping bag to be charged.

For single use cups, there is a minimum fee of \$.025.

For more information on the by-laws, visit: [vancouver.ca/reduce-single-use](http://vancouver.ca/reduce-single-use).

#### Customs Information

Licensees are responsible to make arrangements with Canada Customs for the admission of exhibits into Canada from foreign countries. For further information, please contact Revenue Canada (see Company Listings – Section C)

#### Display Company

The official display company for the PNE is **Levy Show Service** 604.277.1726. Their onsite office is located on the northwest side of the Marketplace. Licensees requiring display services should complete the Display Order Form available online and submit with payment directly to Levy Show Service.

#### Electrical Services

If you have additional electrical requirements for the Marketplace or Home Showcase, please complete the NES (Nonis Electrical Services) order form available online, or visit [nesinc.bc.ca](http://nesinc.bc.ca).

## 4. MOVE-OUT

**LABOUR DAY MONDAY is a FULL FAIR DAY.** All concessions and exhibits must remain open and fully operational during Official PNE Fair Hours.

**Indoor Exhibitors** – may begin teardown **after** the building is officially closed until approximately 2:00am at which time the buildings will be locked. The Marketplace will re-open the next day at 8:00am for the continuation of move-out. Security will be in place from 11:00pm on Labour Day Monday until noon on Tuesday. **All inside booths must be removed from the Licensed Area by 12 noon on September 6, 2022.**

**Outside Grounds** – exhibitors may begin to move their booths after closing time on the final night of the PNE Fair, generally between midnight and 1:00am, although it could be later, dependent on how many visitors are still on the grounds. Licensees may disconnect their own plumbing and electrical if it is a plug-in style. If your electrical connection is directly wired to PNE services, PNE electricians **must** complete the disconnection and your patience is appreciated.

No vehicles are allowed to move out until the park manager approves.

**All outside booths must be removed from the License Area by 4:00pm, September 9, 2022.**

### Public Safety Patrol During Move-Out

After closing time on the final night of the PNE Fair, watchmen will be on duty in each licensed area until noon the next day. All displays and merchandise will be the responsibility of the Licensee. The PNE will not be held responsible for any loss or damage of Licensee's goods.

## 5. LICENSE AREA

### 5.1 LICENSE AGREEMENT & TERM OF LICENSE

The PNE Exhibitor Information Guidebook and the Rules & Regulations form part of your License Agreement.

The Exhibit Space License Area Agreement does not contain rights of renewal.

### 5.2 USE OF LICENSE AREA

Licensees must use their License Area for the purpose of operating their exhibit or concession and for no other purpose and may not assign, sublet, subcontract or part with any of their License Area. Under no circumstances are Licensees permitted to remain in their License Area after closing hours and must leave their License Area within 15 minutes of the closing time and the Exhibition grounds within 30 minutes after closing time. There is absolutely no sleeping permitted in the License Area.

### 5.3. CONTRAVENTION OF LAWS

Licensee is responsible for complying with all applicable federal, provincial and municipal laws with respect to its products and exhibit. This includes, but is not limited to, labour standard legislation with respect to minimum wages and benefits of employees working at its exhibits, social insurance numbers and immigration requirements.

### 5.4. PRODUCTS AND/OR SERVICES

All products and/or services offered for sale or displayed by the Licensee must be approved in advance by the PNE and listed on the License Agreement.

**With the sole discretion of the PNE Management, may require the Licensee to remove any products, or other items, from the Licensed Area and to cease and desist from providing or offering to provide any services. If the Licensee fails to remove such products or other items, the PNE may enter upon the License Area and remove and dispose of the same at the Licensee's cost. The Licensee shall have no claim whatsoever against the General Manager or the PNE in respect of such removal and disposal of products or other items, or in respect of the Licensee ceasing to provide services.**

**The PNE, in its sole discretion, may limit or specify the products and/or services offered for sale or displayed by the Licensee. Products deemed inappropriate or unsafe at our family Fair will not be permitted for sale or distribution. Such product includes adult novelties, laser pointers and toy weapons.**

### 5.5. GOVERNMENT INSPECTORS

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Health Canada inspectors or agents may approach you at your booth for the purpose of administering the Acts & Regulations and conduct an inspection of your activities to verify compliance. It is an offence to obstruct, hinder or make a false or misleading statement to an inspector. The Licensee will provide to all government inspectors or agents all information required in the conduct of their investigations and will not impede or overrule the work of any government inspector in any area of their jurisdiction.

### 5.6. SOUND DEVICES

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No sound devices (microphones, tape recorders, radios, etc.) shall be allowed unless they are an integral part of the items on sale or display. Exhibitors or sponsors desiring to use P.A. systems or other noisemaking devices must have written approval from the Manager, Fair & Festivals Operations. **Exhibitors with approved sound devices may have the privilege revoked if the noise level becomes too loud in the judgement of the PNE Fair Management.** Please be sensitive to your neighbours.

### 5.7. FOOD SAMPLING

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Written consent of the PNE must be obtained prior to any food sampling. Please complete the PNE Food Sampling Application form available on the PNE web page. Once approved by the PNE, a Temporary Food Booth application must be submitted to the Vancouver Coast Health Authority. Please refer to the Health Permit section under Operational Requirements for more details.

Food sampling requires the Licensee to supply a double sink with hot water tank to tie into cold-water source and sewer.

Certain food sampling are the privilege of PNE Sponsors only.

### 5.8. PERSONAL SERVICES

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All personal services booths must have a form of infection control in the booth. A **Personal Services Application** form (available on the PNE website), must be completed and submitted directly to the Vancouver Coastal Health Authority. A safety plan with COVID-19 protocols will need to be submitted for approval.

### 5.9. CITY OF VANCOUVER SINGLE USE CUP AND BAG BY-LAWS

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In accordance with the City of Vancouver by-law requirements, businesses are required:

- To charge a minimum \$0.25 fee on each single-use beverage cup (except free drinks)
- Display the cup fee on menu boards and other places where customers will see it
- Report to the City of Vancouver, the number of single-use cups distributed in the last 12 months (usually during the licence renewal period)
- Plastic shopping bags are banned in Vancouver and may not be used

All revenue from the above fees do not need to be remitted to the City of Vancouver and are not subject to any commission fees.

In addition to this by-law, customers' clean re-usable cups must be accepted.

Food vendors must have and follow a written procedure for serving drinks (hot and cold) in a customer's clean reusable cup for drinks ordered in store. The procedure must be in accordance with food safety and sanitary practices required by public health authorities.

For more information, please visit: [www.vancouver.ca/green-vancouver/businesses-and-charitable-food-providers.aspx](http://www.vancouver.ca/green-vancouver/businesses-and-charitable-food-providers.aspx)

## 6. FEES/PAYMENTS

Booth rental fees, services fees, and commissions are subject to GST, PST (if applicable). All Licensees must pay the fees on the dates specified in the License Area Agreement and must be paid in **Canadian Funds only**. Payments may be made by cheque, credit card, or money order. Failure to make payments on the required date may lead to revocation of the License Area Agreement by the PNE.



### Commission Charge / Refund Cheques

The PNE Fair uses cashless procedures onsite for retail and food and beverage – we strongly encourage our Fair guests to use tap enable cards or Apple Pay/Google Pay on their mobile device.

Licensees required to pay commission charges must report and pay on a daily basis, the amount of daily gross sales including tax(es). Daily gross sales includes all methods of payment. Percentage is calculated on the “Net” figure. All monies, cash tapes and sales reports must be sent via email to [fairsales@pne.ca](mailto:fairsales@pne.ca) by 10:00am the next day. Licensees will be required to self-report a daily sale summary and provide a scanned copy of the detailed till tape. Once the sales report is reviewed by the PNE Fair and Festival Operations team, the commission amount will be invoiced and must be paid by 1:00pm the next business day.

**\*\*\* Please note if you are late for payments, your License Area Agreement may be revoked.**

### Sales Commission Formula

Example: A \$100.00 total food sale including tax would be calculated as follows:

Total day’s Gross Sales including tax (es)	=	\$100.00
Sales less 5% GST	=	– (\$4.76)
Net Sales	=	\$ 95.24
25% Commission of Net Sales (payable to the PNE)	=	\$ 23.81
Plus 5% GST	=	\$ 1.19
<b>TOTAL COMMISSION PAYABLE TO THE PNE</b>	<b>=</b>	<b>\$ 25.00</b>

In the above example:

- Day of Sales is August 20
- Sales report with scanned copy of till tape must be sent to [fairsales@pne.ca](mailto:fairsales@pne.ca) by 10:00am August 21
- Commission invoices will be sent out on August 21 and must be paid by 1:00pm August 21

Licensees paying Commission Charges against the Exhibit Space Fee will receive their refund cheque approximately mid October. Cheques are issued to the Licensee, attention to the person named in the License Area Agreement and mailed to the address on file. Tips and the City of Vancouver disposable cup and bag fee are not commissionable sales and are solely for the vendor.

## 7. TAXES

### Sales Tax

There will be a sales tax added to all taxable items. All vendors must collect and submit provincial sales tax (PST). For more information, please visit the “Taxes & Rebates” page under “Business” on the Government of BC website at [www.gov.bc.ca](http://www.gov.bc.ca).

### Non-Residents Income Tax

There may be a 15% Non Resident Income Tax payable to Revenue Canada. Non Resident Exhibitors upon arrival in Canada, must contact **“Revenue Canada Business Window Accounts”** at 1-800.959.5525 for an interview via phone to determine if this is applicable to you. The Revenue Canada Business Window can provide you with general information about all Revenue Canada Business Programs (i.e. corporate income tax, import/export, payroll deductions, excise and GST), including the new Business Number (BN) Registration.

[www.canada.ca/en/revenue-agency/corporate/contact-information](http://www.canada.ca/en/revenue-agency/corporate/contact-information)

## 8. WORKERS’ COMPENSATION

**Registration is MANDATORY for ALL Exhibitors paying any wages and/or commissions.**

If you are a sole proprietor, independent operator or partner without paid employees, and employing family members only and do not have WorkSafeBC, you must notify Exhibit Space in writing by email or fax and state the reason for non-registration **no later than July 24, 2022.**

Companies registered with WorkSafeBC must provide the PNE with a copy of a clearance letter from the WorksafeBC **no later than July 24, 2022.**

## Out of Province Companies Working in BC

Registration is required for firms located in another province that:

1. Come to BC and hire BC workers.
2. Intend to work a total of 15 or more days a year in BC using only out-of province workers,
3. Work a total of 10 or more days in BC during 3 or more visits in a year.

In addition, all Licensees must comply with the BC Workers' Compensation Act and applicable regulations and instruct their employees to work in accordance with said Act and Regulations at all times. The Pacific National Exhibition may, at its discretion, terminate the Licensee's lease to operate on site for any violation of WorksafeBC or Corporate Safety requirements that the Licensee fails to correct at the request of the Pacific National Exhibition.

If you have any questions concerning the above, please phone the WorksafeBC Assessment Department at 604.244.6181 or visit their website at [www.worksafebc.com](http://www.worksafebc.com).

For further information on PNE safety requirements, please contact the PNE Occupational Health & Safety Officer at 604.252.3692.

The following general site rules apply to all PNE employees, exhibitors, contractors, and their employees on site:

1. All employees are expected to show up fit for work.
2. The consumption of alcohol or the use of non-prescription drugs or other substances that may hamper your safety on the job is not permitted.
3. Personal protective equipment must be maintained in good condition and used correctly when it is needed for the job.
4. Only properly trained and authorized employees shall operate equipment and machinery.
5. All unsafe acts and conditions must be reported to your supervisor or safety representative without delay.
6. An employee who sustains any injury, no matter how slight, must report it to their first aid attendant immediately. PNE first aid attendants may be available if a contractor first aid attendant is not.
7. Employees are expected to maintain good housekeeping in their area of responsibility.
8. **Employees shall not engage in any improper activity that creates a hazard. This includes practical jokes, fighting, unnecessary running or similar conduct.**

## 9. PNE SMOKING POLICY

The PNE smoking policy follows the WorkSafeBC guidelines which protects the rights of employees to work in a smoke-free environment. There are 2 practices that will affect exhibitors: smoking within 20 feet of a doorway and smoking while working. We ask that all exhibitors/concessionaires smoke in designated smoking areas only.

## 10. ADDITIONAL FEES

An NSF Fee of **\$150.00** (no tax) shall be paid by the Licensee to the PNE for any cheques returned due to insufficient funds.

The Licensee shall pay a Waste Removal/Cleaning Fee to the PNE, on a "cost recovery basis" for a License Area that has not been cleaned or cleared of excessive debris after completion of Move-out by the Licensee.

**A late fee of \$50.00 shall be paid by the Licensee to the PNE for any exhibit or concession which remains on the PNE grounds after 4:00pm, the first Friday after PNE Fair closing.** In addition, any exhibit still remaining after this time may be moved by the PNE at the expense of the Licensee. The PNE will have a lien on all exhibits and property until the Licensee pays removal expenses. Licensees leaving property, materials, structures, equipment or fittings do so entirely at their own risk and the PNE will not be liable for any loss or damage. It is essential your License Area be left in a clean and tidy condition.

Fines levied for non-compliance of the License Area Agreement and Terms & Conditions will be paid for by the Exhibitor.

**This includes opening late, closing early, late payments including percentage payments, booth standards, health violations and recycling/composting. Fines will be \$125.00 for first offences, second time offences will be \$175.00 or your License Area Agreement may be revoked.**

### Sales Transaction

All sales from your booth at the PNE must be in Canadian funds.

## 11. PASSES

**For security reasons, all exhibitors and their respective employees are now mandated to purchase and visibly wear PNE Exhibitor ID badges.**

Licensees contracted for full Fair who have paid the Exhibit Space fee in full as specified in the License Area Agreement will receive a fixed number of 15-Day ID vouchers and offsite parking passes for their own and their employees use.

Parking passes assigned with booth rent are offsite at a local school. These passes have no value and cannot be traded or refunded.

### Pass Order Form

The Pass Order Form is sent with your contract. You must complete and return as soon as possible to [lbrett@pne.ca](mailto:lbrett@pne.ca)

15-Day ID Pass	\$49
Exhibitors Daily Admission Ticket	\$10

### Parking

The Parking Lot for Exhibitors is located at AR Lord School on Lillooet Street, but the entrance is off Georgia Street. Please note there is no shuttle from the AR Lord School.

## 12. LIABILITY INSURANCE

Third Party Public Liability Insurance is mandatory for all Licensees in all License Areas and is a condition of the Exhibit Space License Area Agreement.

The following must be on the Insurance Certificate:

- Minimum requirement of \$2,000,000 per occurrence including \$2,000,000 for bodily injury and death to any one or more persons or for property damage
- Must name both the PNE and the City of Vancouver as Additional Insured to be valid
- The Insured name must be the same as the Licensee (business name on the License Area Agreement)

**A \$150.00 fine will be levied if we do not receive proof of insurance by July 31, 2022.**

It is the responsibility of exhibitors to follow up with Exhibit Space to ensure we are in receipt of the Insurance Certificate. Exhibitors and Concessionaires will not be permitted to set up until insurance is provided.

For your convenience, PAL Canada Insurance provides short-term liability insurance programs. Visit their website: [www.palcanada.com](http://www.palcanada.com).

It is your responsibility to deal directly with the insurance company.

The security of products in the Licensee's booth is the responsibility of the Licensee and products should be insured accordingly, for fire, theft and damage insurance. All merchandise should be covered with a cloth or other material after closing of the PNE Fair each night.

In general, the License Agreement provides that each applicant will be liable at all times and will hold harmless and indemnify, the City of Vancouver, and the Pacific National Exhibition for all costs, expenses and damages they may suffer as a result of, but not limited to those items listed below:

- Injury to or death of the applicants own employees and contractors;
- Loss of or damage to the applicant's own property and that of its employees and contractors;
- Any loss, direct, indirect or consequential, that the applicant, its employees or contractors may suffer as a result of an interruption to the business of the applicant regardless of how caused;
- Any and all types of losses suffered by any parties arising from the applicants operations.

### 13. CANADIAN WORK PERMIT

All Licensees who reside outside of Canada are required to obtain a work permit prior to entering Canada. For information and forms, please visit the Citizenship and Immigration Canada (CIC Canada) website: [www.cic.gc.ca](http://www.cic.gc.ca)

Overseas exhibitors must apply at the Canadian Visa Office in your country of residence.

\*Overseas applicants applying for a Visa and Canadian Work Permit must satisfy the Canadian High Commission or Canadian Embassy of their intent.

Please note the Pacific National Exhibition has no authority to approve or make recommendations. Documentation of the approved application must be carried with the non-resident when entering Canada.

You must be fully vaccinated to enter Canada.

### 14. EMPLOYMENT STANDARDS

Provincial Employment Standards apply to all Licensees on the grounds. Compliance with minimum standards will be monitored during the PNE Fair by an Industrial Relations Officer of the Ministry of Labour Employment Standards (see Company Listings – Section C).

#### Minimum Wage

The minimum wage is \$15.65 per hour as of June 1, 2022.

Please refer to Employment Standards on the Ministry of Labour website at [www.labour.gov.bc.ca/esb](http://www.labour.gov.bc.ca/esb)

An employee may be paid on a commission basis; however, commission wages paid in each pay period must equal or exceed the minimum wage for each hour worked.

#### Overtime

Overtime must be paid if an employee works more than eight (8) hours in one day or when an employee works more than 40 (forty) hours in one week. Daily Overtime rates are time and one-half the regular rate for all hours worked in excess of eight (8) in the day, and double the regular rate for all hours in excess of eleven (11) in the day. Weekly overtime rates are time and one-half the regular rate for all hours worked in excess for forty (40) in the week, and double the regular rate for all hours in excess of forty-eight (48) in the week, excluding daily overtime already paid.

#### Deductions

An employer is not permitted to withhold, deduct or require payment of any kind against an employee's wage except for statutory deductions. Deductions for breakages, damages and shortages are considered unlawful deductions and are recoverable as wages. An employee cannot be required to pay the employer's cost of doing business, such as, providing floats or uniforms, etc.

#### Lunch Break

Each employee is entitled to a period of at least one half-hour free of work so that the employee does not work more than five hours without a break.

#### Child Employment Permits

In accordance with the Employment Standard Act, employment of children under the age of fifteen is prohibited without prior approval by the Employment Standards Branch.

An "Application of Employer for Child's Permit of Employment" form is located in the back of this book. Additional forms may be obtained from the PNE Human Resources Department and/or the Employment Standards Branch. Upon completion, please forward forms to Employment Standards Branch (see Company Listings – Section C).

#### Termination

An employee who quits must be paid all wages owed within six (6) days of the last day worked. An employee who is terminated must be paid in full within 48 hours after being terminated or fired.

**Vacation Pay**

Where an employee is employed at least five (5) days the employer must pay the employee an additional 4% of the total wages earned by the employee. Vacation Pay is paid on the employee's final cheque.

**Record Keeping**

Employers must keep a record for each employee of wages earned, wages paid, wage rate, hours worked each day, deductions made and the reason for them, the employee's name, occupation, date of birth and residential address. These records must be kept for 7 years after the employment ends.

**15. PRIZE DRAWS/GIVEAWAYS**

A Prize Draw/GIVEAWAY Application must be submitted to Exhibit Space for approval prior to July 31. The form is available on the PNE website ([www.pne.ca](http://www.pne.ca) – under the Fair then select Exhibit Space) to be printed.

Subject to the prior written consent of the PNE, Licensees may conduct free Draws, GIVEAWAYS from their License Areas provided that the following criteria are met:

**PRIZE DRAW RULES**

- Prizes must relate to product sold, promoted or exhibited in booth.
- All parts of the draw tickets MUST be printed with your company name, date of draw (no later than Labour Day by 10:30pm), and list the prizes and values. (Attach sample of the draw ticket to application).
- A copy of the rules and conditions for the draw must be visibly posted in the License Area. (Attach copy to application). Rules & Regulations may also be part of the draw ticket if visibly posted as above.
- All patrons are eligible to participate in the contest (unless age or sex is a reasonable qualification and the same is advertised in the Rules & Regulations.)
- No additional purchase or demonstration is required to receive a prize.
- No list of the names, addresses and telephone numbers of the persons entering the draw are to be distributed except to the PNE.
- Prize draw ballots may not be used in future prize draws by your business but used for Leads only.
- Winners of prizes must not be required to leave their domicile area in order to receive prizes, and the Licensee must undertake to mail, ship, or deliver prizes to the winners.

**GIVEAWAYS**

- GIVEAWAYS include merchandise, samples, advertising novelties and gimmicks. Balloons are not permitted as a GIVEAWAY, inflated or deflated.
- GIVEAWAY items should reflect product sold, promoted or exhibited in booth.
- This entails Licensee supplying a double sink with hot water tank to tie into cold-water source, and booth must be close to a sewer for grey water.
- Certain merchandise GIVEAWAYS are the privilege of PNE Sponsors only.

**Raffles and Games of Chance**

Licensees must not sell, or permit to be sold, or otherwise dispose of any raffle ticket, coupon or voucher of any kind entitling the recipient to benefit from any game of chance or mixed game of chance or skill.

**16. MAIL/MESSAGES**

There is no delivery service or postal station located on the grounds. Staff will advise you should you receive correspondence during the PNE Fair.

## B. TECHNICAL AND OPERATIONAL INFORMATION

### 1. PERMITS

#### 1.1 BUSINESS LICENSE

The City of Vancouver does not require Licensees to obtain a Business License for the duration of the PNE Fair. Licensees may wish to confirm this with the City of Vancouver, Permits and Licenses Department (see Company Listings Section C). Where the City of Vancouver plumbing permit or any other permits are obtained by the PNE on behalf of the Licensee, the Licensee shall reimburse the PNE for the cost of such permits.

##### Electrical Permit

Outside exhibits and concessions are required to obtain an electrical permit from the City of Vancouver, Permits and Licenses Department (see Company Listings – Section C).

##### Plumbing Permit

If the City of Vancouver requires the PNE to ensure that Licensees with plumbing connections have plumbing permits, then the PNE will obtain the plumbing permits and add the cost to the Licensee's account. Licensees are to ensure that hook-ups meet all codes.

##### Compressed Gas, Oil Burning Equipment Permit

All Licensees must obtain a permit if utilizing such substances. Please contact the City of Vancouver, Permits and Licenses (see Company Listings – Section C).

##### Gas Permit

All Licensees must obtain a permit if utilizing Liquified Petroleum or Natural Gas. The gas supplier will get the permit for you. For information, please contact Technical Safety BC (see Company Listings).

##### City of Vancouver Health Permit

All food concessions are required to display a valid permit issued by the City of Vancouver Coastal Health Authority prior to commencement of operations. Licensees must complete and submit the Temporary Food Booth Application directly to Health Department by midnight of July 15, 2022. The \$50 food permit application fee will be charged by Vancouver Coastal Health representative. The operator will be required to have a FOODSAFE level 1 certificate (or equivalent), and in the absence of the operator, at all times there must be at least one employee at the booth with a FOODSAFE level 1 certificate (or equivalent).

**Vancouver Coastal Health will charge an Administration Late Fee of \$50.00 for applications sent after July 15, 2022.**

Temporary Food Booth Application is available on the PNE website.

#### 1.2 FACILITIES AND MAINTENANCE

Electricity, Water & Sewer and Natural Gas services provided by the PNE are not included in the booth rental fee and are subject to 5% GST and 7% PST. The charge(s) will be added as a "Services Fee" to License Area Agreements as a separate line item and are due at the same time as booth rental fees. The Services Fee is based on requirements as indicated on your Exhibit Space application form. Should there be any discrepancies upon completion of booth audits, adjustments will be made to your account.

##### General

The use of electrical appliances such as kettles, coffee pots, space heaters, air conditioners, and hot plates, which are intended for the personal convenience of Licensees and their staff, are not allowed. Many causes of costly power failures have been due to overloading of electrical circuits. If determined you caused the power failure, you will be charged minimum \$125 per hour for the service call.

The Electrical Safety Branch, BC Ministry of Municipal Affairs, Recreation and Housing, requires that all appliances in use, electrical connections, installations, assemblies, motors, equipment or products must be approved and conform to all CSA or Acceptable Certification Marks in BC requirements. U.L. approval is not acceptable (see Company Listings – Section C).

The Electrical Safety Branch requires that Exhibitors with NON CONFORMING appliances used for "DISPLAY ONLY" apply in writing to the City of Vancouver, Chief Electrical Inspector (Electrical Permits Dept) for a Letter of Permission.

Electrical equipment for which approval is sought should be submitted to the Canadian Standards Association (see Company Listings – Section C).

The cost of decorating, fitting and otherwise preparing the License Area for the Exhibition shall be paid by the Licensee. The Licensee must first determine from the PNE if additional electrical or plumbing requirements in the License Area are feasible.

#### **A. Inside Electrical Service**

All installations for electric power supplied to the License Area must be carried out by the PNE Electrical Department or designate at the expense of the Licensee.

#### **B. Outside Electrical Service**

The PNE has installed, near your concession or exhibit space, a panel equipped with plugs from 15amp, 30amp to 60 AMP, 120/208 Volts. Licensees must supply one of the following:

- A heavy duty 3 prong 120 Volt extension cord OR
- A 30amp 4 wire (#10) 125/250 Volt male twist lock cord cap (single phase) – 30AMP must have a box panel.
- A 60 AMP 4 wire (#6) 125/250 Volt male cord cap (single phase)

These 30 + 60 AMP male cord caps should be on the end of a minimum 50 foot length of portable power cable from the Licensee's electrical line space panel complete with main breaker, inside the booth.

The Power cables will be connected directly into PNE pits. Only one of these cables or extension cords will be allowed from each location.

- A 100amp 4 wire (#2 AWG) single phase portable power cable OR
- A 100amp 5 wire (#2 AWG) three phase portable power cable

Licensees located close to a power source and who only require 15amps service do not require a panel.

If Licensees hire an electrical company to hook up their equipment, the contractor must be approved by the PNE Electrical Department and conform to code standards. Work will be subject to inspection by a City of Vancouver Electrical Inspector and the PNE Electrical Foreman.

\$125 minimum per hour and cost of materials will be charged for repairing electrical problems due to vendor's electrical equipment and panels being defective and/or not conforming to the Canadian Electrical Code as well as overloading.

#### **C. Water & Sewer Services**

Licensees must not remove, alter, or tamper with any plumbing connections put in place by PNE Technical Services. Should the PNE be required to make any repairs to services, the cost of materials & labour will be added to your account. **Water Supply**

All plumbing fixtures in all Food Establishments must be connected to a public water system. As the PNE Fair is over 14 days in length, all food booths must comply with Vancouver restaurant guidelines. Holding tanks, therefore, are not permitted.

- Hoses or water lines used to connect the potable water supply to a Food Establishment's plumbing fixture must be Food grade material; Type "L" copper, CPVC flow guard pipe or crimp pex pipe.
- Both inside and outside Food Premises must use 1 ½" ABS or copper pipe with glue or clamp to connect attachments from the sink to the sewer. Garden hoses are NOT acceptable.
- All temporary water lines used to provide potable water to Food Premises must be sanitized with an approved sanitized solution (see Appendix A) prior to operating the Food Premises.
- The faucets on all sinks and hand washing basins in all Food Premises must provide sufficient hot (minimum temperature 50 degrees Celsius) and cold running potable water at a suitable pressure at all times.
- Potable water lines for every Food Premises must be installed with a back flow preventer.

#### **Sewer System**

All plumbing fixtures in all Food Establishments must be connected to a public sanitary sewer system.

For further requirements on food concessions and food sampling booths, please refer to the Health Guideline Book, Section 3 – Plumbing.

#### **D. Gas Services**

Licensees in any License Area wishing to utilize the natural gas service must contact the Exhibit Space department. Approval for use of natural gas (NG) on PNE property must be obtained from the Technical Services Department.

All natural and propane gas installations must be installed or performed by a licensed gas fitter. Arrangements must be made by contacting a bonded propane contractor who will acquire the permit for you from the BC Safety Authority. The contractor will arrange for a licensed gas fitter to hook up tanks, and will also provide propane for your own tank and extra tanks if needed.

LPG fuel cylinders up to, and including 5 lbs. capacity, may be permitted inside PNE buildings by permission of the PNE. All cylinders over ten years old, and/or in apparent poor condition must be approved by an authorized propane supply company. All connectors must be of copper, iron, or the approved flexible variety. All fuel cylinders must be securely anchored by chain, and set on a level cement slab or asphalt base.

### **1.3 FIRE REGULATIONS**

All Licensees planning to use any type of fuel, such as gas, oil or propane gas in their exhibit, are requested to contact the Exhibit Space Manager to discuss matters pertaining to the installation of such materials and equipment. All Licensees must comply with the building, gas fitting, plumbing and electrical by-laws of the City of Vancouver.

#### **Open Flame**

- Flame shall not be solely for attracting attention. The use of open flame is limited to certain articles of merchandise where the operation of an approved appliance or device definitely helps to promote the sale of such equipment. Prior approval must be obtained from the PNE Fire Marshall.
- Equipment must be set up in a manner to comply with approved safety standards; a suitable fire extinguisher shall be provided on recommendation of the PNE Fire Marshall.
- If any time the PNE Fire Marshall deems such equipment to be operated in a manner dangerous to the public or building safety, he shall cancel the privilege of the exhibitor concerned.

#### **Floor Plan Approval**

- No portion of a display shall project into any aisle as designated for the show concerned.
- Exit doors may not be concealed or obscured by drapes or temporary partitions, etc.
- The aisle clearance at the bottom and top of a stairway shall be equal to the width of the stairway.
- If the area is enclosed and darkened at any time, approved illuminated EXIT signs are required.
- If a fire hose standpipe is located in the exhibit space, it shall be the responsibility of the Exhibitor to provide access to such equipment, and if the view to such equipment is obstructed, to provide designating signs for it.
- Hay, straw, shredded paper and excelsior packing must be removed from the building unless it can be returned to tightly closed packing containers.
- Construction or ceiling decorations of the show booths must not impede the operation of the sprinkler system.
- Any enclosed showroom with an area in excess of 2,000 sq. ft. or any occupancy of 60 persons must have two means of exit as remote as possible.
- Fuel load of any booth must not exceed 10 pounds per square foot.

#### **Flame Proofing**

The following materials shall be flame proofed if used for displays or decorative purposes: all cloth material, including table skirting; artificial flowers; artificial foliage; paper which is defined as cardboard or compressed paperboard less than 1/8" thick; plastic materials; split wood and bamboo fibres; styrofoam; textiles; straw; grass; hay; wood chips; and shavings.

Flame proofing of cloth, light wood, straw, showcard, etc. is very inexpensive, easy, and quickly done with no harmful after-effects. If your material is safe in water, it is safe in the following approved formula. Under normal usage, one treatment is good for about six months:

- 9 ounces Borax, 4 ounces Boracic Acid, 1 gallon water. Mix ingredients in a bucket, soak cloth materials, wring out and hang up to dry. For wood products, showcard, or other similar products, use a plastic spray bottle.
- To test materials, hold material to be tested in a vertical position. Apply flame to the lower edge for a minimum of 12 seconds. To pass the flame spread resistance test satisfactorily, a material should not continue to flame for more than two seconds after the test flame is removed.

The use of the following materials shall be prohibited: Acetate fabrics; corrugated paper box board; seamless paper, wallpaper; and paper backed foil unless glued securely to suitable backing. It is not necessary to flameproof textiles, paper and other combustible merchandise on display for sale, but the quantity so used shall be limited to the displaying of one salvageable length.

#### **Flammable Liquid**



Flammable liquids or gases shall not be stored inside the building. It is permissible to exhibit one pressurized container of aerosols, not exceeding one pint capacity, of each product classified as a flammable liquid. Non-flammable products are not restricted. Motor vehicles or gasoline powered equipment on display must be equipped with lock-on type gasoline tank caps and batteries are to be disconnected.

#### 1.4 FIRE PROTECTION

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Primary fire fighting service originates from a City Fire Hall. The PNE shall not be responsible to the Licensee for any damage done to the Licensee's property by reason of fire, however caused, and Licensees shall obtain their own fire insurance. The Licensee shall abide by and comply with all Provincial and City of Vancouver Fire Regulations governing exhibits and displays in places of public and private assembly and all related regulations of the PNE.

#### 1.5 PUBLIC SAFETY REQUIREMENTS

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##### Inspection by PNE Occupational Safety Manager

The Licensee shall allow the Fire Marshall or a representative of, to inspect the License Area at all times.

##### Requirements for Structure Materials & Flame Proofed Materials

All structures and erections within the License Area shall be made from such materials as may be approved by the PNE, and no substances such as tarpaper, building paper, cellophane, straw, foam rubber or other similar materials shall be used.

All cloth material used in connection with the construction of or decoration of structures in the License Area shall be flame proofed. Corrugated cardboard, crepe paper and other similar products may be used for decorative purposes only in the License Area provided they are flame proofed, out of reach of the public and securely attached to an approved building material backing. No Licensee shall bring into any Exhibition building any material or substance or construct any structural erection within the License Area, the presence of which will cause a fire hazard in such building.

##### Fire Extinguishers

Licensees shall provide fire extinguishers as required by the PNE and they shall be installed in accordance with the specifications. Generally, merchandise and non-grease producing food booths should have Type "ABC Dry Chemical" fire extinguishers. Food Booths requiring a fire suppression system must have both Type "K" and "ABC Dry Chemical" fire extinguishers. (See Health Guide).

##### Compressed Gas & Oil Burning Equipment

No Licensee shall use compressed gas or oil burning equipment without a City of Vancouver Permit and the written permission of the PNE.

##### Gasoline & Explosives

No Licensee shall bring or keep within the Exhibition premises any gasoline, explosives or dangerous substances.

##### Machinery & Exhibits

All machinery in motion or other exhibits liable to accident, injury or damage to persons or property coming in contact with them, shall be adequately guarded and protected.

#### 1.6 ENVIRONMENTAL/SUSTAINABILITY

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##### **The PNE is establishing a comprehensive environmental policy for all Licensees participating in the annual PNE Fair.**

This document outlines the environmental and sustainable requirements for all exhibitors and concessionaires.

- **Participate in the PNE Recycling program** for items including, but not limited to, cardboard, organics, fluorescent bulbs, batteries, plastics, cans, and bottles.
- **Remove or significantly reduce packaging** of shipping materials through the suppliers including, but not limited to, items such as wooden skids, plastic and bread racks.

- Exhibitors will be required to explain what packaging they have reduced, what their alternative methods are, and how their new methods are more environmentally friendly.
- **Using compostable products** including, but not limited to, plates, cups, napkins, knives, forks, and spoons.
  - At least **three** of the products (i.e. plates, cutlery, napkins) that exhibitors use must be deemed as being biodegradable or compostable. **Use of Styrofoam is completely forbidden.**
- **Using environmentally friendly cleaning supplies.**
  - Vendors and or concessionaires will be required to use at least three different products that have been certified as biodegradable, environmentally friendly, or compostable. Symbols to look for on such products include:



**Lighting Requirements**

It is not permitted for any licensee to have display or show lights turned on during daylight hours.

Use of energy efficient lighting including, but not limited to, LED or low wattage bulbs.

- Exhibitors may be required to describe and verify how they reduced their electricity consumption.

**Tips for Lighting:**

- The wattage rating tells how much electricity a bulb uses, not how bright it is.
- Compact fluorescent light bulbs are a bright idea. They use less electricity and last up to 10 times longer than incandescent bulbs.
- **ENERGY STAR®** labeled compact fluorescent light bulbs use 75 percent less energy than incandescent bulbs.
- Outdoor halogen lighting uses much less energy than standard incandescent lights.
- Halogen lighting has light output that is similar to a regular incandescent bulb but uses up to 40 percent less energy.

**Water Conservation**

Introduce measures that reduced water consumption.

- Exhibitors will need to be able to explain how they have taken measures to reduce their water consumption. The following actions are vague suggestions of ways to reduce water consumption:

Tips for Water Conservation:

- Install a low-flow faucet aerator, which can cut water use in half.
- Soak pots and pans before washing.
- When buying a new dishwasher, consider purchasing a water-saving model. Newer models can cut water use by 25 percent and are no more expensive than non-conserving models.
- Wash only full loads in the dishwasher.

**Sourcing of Food Products**

- Purchase and use local sustainable food in their operation. Local sustainable food combines the economic benefit of local food with the environmental and social benefits of sustainable farming and production. Specifically, local sustainable farmers and processors work to:
  - Reduce or eliminate synthetic pesticides and fertilizers, and conserve soil and water;
  - Protect and enhance wildlife habitat and biodiversity;
  - Provide safe and fair working conditions for on-farm labour;
  - Provide healthy and humane care for livestock;
  - Reduce on-farm energy consumption and greenhouse gas emissions; and
  - Focus on local and regional distribution whenever possible.

**Attention:**

- Please note that documentation, such as receipts or logos, will often be required to verify compliance with environmental standards. Items that will require documentation will include, but not be limited to, tableware, lighting, sustainable food supplies and equipment.
- Please remember that the use of **Styrofoam on PNE grounds is now forbidden.**

## C. COMPANY LISTINGS

### **Elevation Tent Rentals**

1800-1095 W Pender St  
Vancouver, BC V6E 2M6  
Tel: 604.837.6230  
Email: sales@elevationtents.rentals

### **ARCTIC ICE**

Tel: 604.888.4311  
Fax: 604.888.4350

### **BUSINESS LICENSES/BUILDING PERMITS AND COMPRESSED GAS & OIL BURNING EQUIPMENT**

City of Vancouver  
Permits and Licenses Department  
453 West 12 Avenue  
Vancouver, BC V5Y 1V4  
Tel: 604.873.7611

### **ELECTRICAL INSPECTOR**

Tel: 604.873.6401

### **TECHNICAL SAFETY BC**

Tel: 1-866.566.7233  
Email: info@safetyauthority.ca  
Website: www.safetyauthority.ca

### **CANADA EMPLOYMENT & IMMIGRATION**

Foreign Worker Recruitment Centre  
Sinclair Centre  
#300-757 W. Hastings Street  
Vancouver, BC V6C 1A1  
Tel: 604.666.8808 Fax: 604.666.8920

### **CITY OF VANCOUVER**

453 West 12th Avenue  
Vancouver, BC V5Y 1V4

### **COCA-COLA BOTTLING LTD.**

2450 United Boulevard  
Coquitlam, BC V3K 6G2  
Tel: 604.523.7500  
Fax: 604.464.5056

### **CANADIAN SPRINGS WATER**

Tel: 604.232.7620

### **SUPERIOR PROPANE**

1 887.873.7467  
Local calls: 604.644.1084  
Tank rental, delivery & hook-up

### **PAL Canada Insurance**

www.palcanada.com

### **LEVY SHOW SERVICE**

210-12011 Riverside Way  
Richmond, BC V6W 1K6  
Email: operations@levyshow.com

### **NONIS ELECTRICAL SERVICES INC. (NES)**

Port Moody, BC V3H 5B9  
Tel: 604.469.2726  
Fax: 604.469.2716  
Website: www.nesinc.bc.ca

### **YRC REIMER EXPRESS LINES**

3985 Still Creek Avenue  
Burnaby, BC V5C 4E2  
Tel: 604.433.3332  
Website: www.reimerexpress.com

### **GORDON FOOD SERVICES**

1700 Cliveden Avenue  
Delta, BC V3M 6T2  
Tel: 604.540.5405  
Fax: 604.540.3970

### **CSA APPROVAL**

Canadian Standards Association  
13799 Commerce Parkway  
Richmond, BC V6V 2N9  
Tel: 604.273.4581

Electrical Safety Branch  
Ministry of Municipal Affairs  
Recreation and Housing  
Tel: 604.660.6262

### **CUSTOMS**

Canada Border Services Agency  
Within Canada: 1-800.461.9999  
International: 1-204.983.3500 or  
1-506.636.5064  
Website: www.cbsa-asfc.gc.ca

### **DAVIDSON & SONS CUSTOM BROKERS**

#1220 – 1188 W Georgia  
Vancouver, BC V6E 4A2  
Tel: 604.681.5132  
Fax: 604.681.2601  
Website: www.davidsonandsons.com

### **EMPLOYMENT STANDARDS**

Industrial Relations  
Employment Standards Branch  
#210 – 4946 Canada Way  
Burnaby, BC V5G 4J6  
Tel: 604.660.4946 or 1800.663.3316  
Fax: 604.660.7047  
Website: www.labour.gov.bc.ca/esb

**STORAGE (close to PNE)**

**MAPLE LEAF STORAGE**

3001 Wall Street  
Vancouver, BC  
Tel: 604.251.1200  
Email: mlswall@direct.ca  
Website: www.mapleleafstorage.com

**PUBLIC STORAGE**

111 Commercial Drive  
Vancouver, BC  
Tel: 604.253.0044  
www.publicstoragecanada.com

**TAX – GST**

<http://www.cra-arc.gc.ca/tx/bsnss/tpcs/gst-tps/menu-eng.html>  
Tel: 1-800.959.5525

**TAX – NON-RESIDENT**

**TAX INFORMATION**  
Revenue Canada Business Window  
Tel: 1-800.959.5525

**TAX – PROVINCIAL SALES**

Provincial Revenue  
Customer Services  
Tel: 604.660.4524

**VANCOUVER COASTAL**

**HEALTH AUTHORITY**

Public Health Inspectors –  
(Food Booth applications)  
Angelo Kouris 604.675.3811  
Sophie Fantillo 604.675.3836  
General Tel: 604.675.3800  
Fax: 604.736.8651

**HEALTH CANADA**

**CONSUMER PRODUCT SAFETY**

#400 – 4595 Canada Way  
Burnaby, BC V5G 1J9  
Tel: 604.666.5004  
Website: www.hc-sc.gc.ca or  
www.healthcanada.gc.ca/productsafety

**VANCOUVER FIRE & RESCUE SERVICES.**

Fire Marshall  
Tel: 604.665.6000

**WORK SAFE BC**

6951 Westminster Highway  
Richmond, BC V7C 1C6  
Assessment Inquiry  
Tel: 604.244.6181  
1-800.661.2112 (within BC)

## 1. BANKS AND CREDIT UNIONS

Bank machines providing cash dispensing service only will be available on-site to the public during Fair time. The following banks are within the vicinity of the PNE grounds:

### **BANK OF MONTREAL**

2515 East Hastings St.  
Vancouver, BC  
(4 blocks West of PNE)  
Tel: 604.665.6693

### **HONG KONG BANK OF CANADA**

2590 East Hastings St.  
Vancouver, BC  
(3 blocks West of PNE)  
Tel: 604.253.1531

### **TORONTO DOMINION BANK**

2497 East Hastings St.  
Vancouver, BC  
(4 blocks West of PNE)  
Tel: 604.654.3990

### **CANADIAN IMPERIAL BANK**

OF COMMERCE  
2602 East Hastings St.  
Vancouver, BC  
(3 blocks West of PNE)  
Tel: 604.665.6860

### **ROYAL BANK**

2381 East Hastings St.  
Vancouver, BC  
(5 blocks West of PNE)  
Tel: 604.665.8000

### **VANCITY CREDIT UNION**

2510 East Hastings St.  
Vancouver, BC  
(4 blocks West of PNE)  
Tel: 604.877.7000

## 2. ACCOMMODATION

The following hotels offers a PNE preferred corporate rate:

The PNE Fairmont Hotel Vancouver – 604.662.1901

The PNE Fairmont Waterfront – 604.691.1991

Fairmont Pacific Rim – 604.695.5435

The PNE makes no recommendations on the following:

### **STAY 22 BOOKING**

#### **SEARCH ENGINE**

[www.stay22.com/  
embed/62a79c96d1abce0016833e7e](http://www.stay22.com/embed/62a79c96d1abce0016833e7e)

### **ACCENT INNS**

3777 Henning Drive  
Burnaby, BC V5C 6N5  
Tel: 604.473.5000  
Toll Free: 1.800.663.0298

### **EXECUTIVE INN**

4201 Lougheed Hwy  
Burnaby, BC V5C 3Y6  
Toll Free: 1.800.590.3932

### **HILTON VANCOUVER METROTOWN**

6083 McKay Avenue  
Burnaby, BC V5H 2W7  
Tel: 604.639.3724 or 604.438.1200

### **HOLIDAY INN**

700 Old Lillooet Road  
North Vancouver, BC V7J 2H5  
Toll Free: 1.877.985.3111

### **ATRIUM INN**

2889 East Hastings St.  
Vancouver, BC V5K 2A1  
Tel: 604.254.1000  
Toll Free: 1.888.428.7486  
Email: [info@atriuminn.com](mailto:info@atriuminn.com)

### **DELTA BURNABY HOTEL AND CONFERENCE CENTRE**

4331 Dominion St  
Burnaby, BC V5G 1C7  
Tel: 604.430.2828  
Toll Free: 1-800.667.6116

### **BURNABY CARIBOO RV PARK**

8765 Cariboo Place  
Burnaby, BC V3N 4T2  
Tel: 604.420.1722