

# **Vendor Manual**

## **The Health and Wellness Show (THAWS), March 9-10, 2019 @ Tradex**

### **Parking:**

**Parking is free for exhibitors during move-in day (March 8, 2019), and \$6/day during the event.**

You may purchase parking at the event, or beforehand at the below link:  
<https://www.fvtradex.com/parking-pass-form>

### **Event Hours:**

The event takes place from 10am-5pm both Saturday and Sunday, March 9-10, 2019.

### **Tradex Guide:**

**This guide contains important rules, services and information for exhibitors.** Please be sure to read the Tradex Client Services Guide, particularly the sections for Exhibitors:

<https://www.fvtradex.com/files/File/Client%20Service%20Guide%20Jan%202017.pdf>

### **The Health and Wellness Show Terms and Conditions:**

**This contract provides important terms and conditions for vendors including payment policies, legalities, show regulations and more. This contract is agreed upon when submitting an online registration form.**

<https://www.thehealthandwellnessshow.ca/terms>

### **Order Forms (Food, Power, and more):**

#### ***Food & Beverages:***

**Tradex is the exclusive food service and caterer; as a result, they have a strict no outside food or drink policy.**

**Show management must be notified if you are providing food or beverage sales or samples at your booth. Please email [shara@thaws.ca](mailto:shara@thaws.ca)**

**Also, if you are planning on selling any food or beverages, or providing any samples, please see the below link and complete appropriate applications:**

<https://www.fvtradex.com/Food--Beverage-Catering>

**\*if you are bringing your own sink, it must be self-contained, unless you have arranged a sink to be provided or are along an outside wall and have arranged plumbing with show management**

### ***Personal Services:***

**Show management must be notified if you are providing a Personal Service at your booth. Please email [shara@thaws.ca](mailto:shara@thaws.ca)**

**If you are providing a personal service such as tattooing, manicure/pedicure, electrolysis, hair services or anything that could fall under the category of Personal Services, you must:**

- Fill in the Personal Services Health Application (at below link)**
- Read the Personal Services Guideline (at below link)**
- Read the Personal Services Guideline Fact Sheet (at below link)**

<https://www.fvtradex.com/order-forms--online-ordering>

**\*if you are bringing your own sink, it must be self-contained, unless you have arranged a sink to be provided or are along an outside wall and have arranged plumbing with show management**

### ***Services to your booth:***

**Exhibitors needing power, plumbing, and hardwired internet as well as other services are asked to fill in an application found at the below link.**

**\*Please note that Tradex provides free wireless internet; select Tradex Public while on site\***

<https://www.fvtradex.com/order-forms--online-ordering>

## **Food & Beverages for Vendors:**

**Tradex is the exclusive food service and caterer; as a result, they have a strict no outside food or drink policy.**

Tradex can provide food services directly to your booth during the event. You will be emailed information on this one month prior to the show, and again in the Final Reminders email one week before the show.

There will be a Food Court open throughout the event as well.

## **Vendor Customer Service:**

We will have a staffed Vendor Services Booth (in main foyer, just inside the main entrance) that will be manned throughout move-in and the event.

You can find us here to ask questions. Or, you can find one of our show staff or security to ask questions.

Vendors will receive an email one month before the show with important updates and a final email one week before the show with final reminders that will include a number you can text or phone for direct service to your booth.

Please feel free to phone or email us prior to the show should you have any questions.

## **Move-In Hours and Information:**

Vendors may move in between Noon-9pm on Friday, March 8<sup>th</sup>.

Please note that parking is free during this time.

Vendors must check in at the Vendor Services Booth (window to your right inside the main entrance) upon arrival to receive their Vendor Package, which will include:

- floorplan
- booth #
- Vendor Badges

Vendors arriving throughout the event or move-in, who have not yet received a Vendor Badge, may check in at the Vendor Services Booth to obtain one.

The show will be open one hour early (at 9am) each show day (Saturday and Sunday) for Vendors to make their way to their booth before show opening. All Vendors arriving must present their Vendor Badge throughout the weekend.

## **Move-Out Hours and Information:**

Move-out is from 5pm-11pm on Sunday, March 10.

Vendors are asked not to pack up before 5pm.

## **Hotel Group Booking:**

We have a group booking at the Sandman Abbotsford Airport Hotel as well as Sandman Suites Abbotsford.

Sandman Abbotsford Airport Hotel:

\$119 per night

Reserve by calling 604-859-7263 group name The Health and Wellness Show

Reference # 50716

Sandman Hotel & Suites Abbotsford:

\$119 per night

Reserve by calling 604-556-7263 group name The Health and Wellness Show

Reference # 129593

## **Vendor Accounts:**

When registering, Vendors submit an email address and password in order to take advantage of our free optional online features.

Please note that you do not need to use any of the features, they are optional.

- submit THAWS Blog entries for our website
- submit THAWS specials to our coupon page (a great way to build guest excitement about special deals happening at your booth) (coming soon)
- change your ad content and graphic at any time
- submit THAWS video content (a short video commercial about a product or service you will be showcasing at your booth, or introducing yourself/telling your story) (coming soon)
- submit your store link to our THAWS Shop Now page (coming soon)

## **Main Stage and Info Pod Speakers:**

We will have one main stage featuring several speakers, as well as four Info Pods with shorter, more intimate speaking sessions. If you are interested in speaking on a particular topic, at an Info Pod or on stage, please contact show management:

shara@thaws.ca

## **Interactive Activities:**

Businesses may apply to provide one of our interactive demos or activities, in order to provide guests with a fun experience and encourage them to sign up at your business:

- lesson demos in the Kids Zone (dance, martial arts, singing, etc)
- rock climbing, bike safety course, bouncy castle or other activities in the Kids Zone
- Weight training circuit with personal trainers to show a basic workout to guests in our Fitness Zone
- Yoga demos in our Wellness Zone
- any interactive activity relating to health and wellness, send us your ideas!

If you are interested in providing an interactive activity, please contact show management: shara@thaws.ca