



CIM vancouver
may 3-6, 2026
CONNECT
convention + expo

Welcome to

#CIMCONNECT2026

Vancouver Convention Centre

Exhibitor Manual

Our Mining Moment: Leadership, Strategic Growth and Sustainable Operations

With excitement and anticipation, we welcome you to the much-awaited annual gathering of the mining industry, now proudly known as: CIM CONNECT!

Show Hours

Sunday,	May 3, 2026:	5 p.m. – 7 p.m.
Monday,	May 4, 2026:	10 a.m. – 5 p.m.
Tuesday,	May 5, 2026:	10 a.m. – 5 p.m.

PLEASE TAKE A MOMENT TO GO THROUGH THE EXHIBITOR MANUAL. IT CONTAINS ALL THE ESSENTIAL INFORMATION FOR SETTING UP AND RUNNING YOUR EXHIBIT. BY PLACING YOUR ORDERS EARLY, YOU CAN BENEFIT FROM THE BEST PRICES AND SERVICE FROM US AND THE SERVICE CONTRACTORS. THANK YOU!



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General Event Information

Event Presentation and Description

Following a record-breaking 2025, we are shaping the 2026 program with a stronger focus on operator-driven content and new strategies to encourage even greater participation from mine operators.

CIM CONNECT 2026 will also mark the 100th anniversary of the CIM Expo—a milestone in the history of both CIM and the mining industry. This centennial will be commemorated with special programming that celebrates the Expo's legacy, enhances the exhibitor and attendee experience, and creates a memorable event for all participants.

This year's theme, **Our Mining Moment: Leadership, Strategic Growth and Sustainable Operations**, reflects the convergence of social, economic and political forces bringing unprecedented attention to the minerals industry. CIM CONNECT 2026 is your opportunity to explore the innovations, operations and ideas needed to turn Canada's resource potential into production.

Event Promoter

The promoter of the CIM CONNECT 2026 Convention is the Canadian Institute of Mining, Metallurgy and Petroleum. Founded in 1898, it is the leading technical society of professionals in the Canadian minerals, metals, materials and energy industries. With over 10,000 national and international members, CIM strives to be the association of choice for professionals in the minerals industries.

Contact Information

Nadia Bakka Sales Manager, Exhibition and Sponsors Phone: (514) 939-2710 ext.1360 Email: nbakka@cim.org	Emie Gendron Coordinator, Exhibit Services Phone: (514) 939-2710 ext.1014 Email: egendron@cim.org
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Expo Schedule

Move-in

Thursday, April 30 Move-in for large booths and <u>heavy loads only</u>	4: 00 pm to 8:00 pm
Friday, May 1st For companies in zone 4-5-6-7	8: 00 am to 6:00 pm
Saturday, May 2nd For companies in zone 8-9-10-11-12	8: 00 am to 4:00 pm
Sunday, May 3rd Move-in for exhibitors with hand-carried items only. No forklift or crates on the floor at this point. ALL BOOTHS MUST BE SET-UP BEFORE 12:00 pm	8: 00 am to 12:00 pm

Exhibitor Access to the Expo Hall

Sunday, May 3rd	4: 00 pm to 7:15 pm
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Monday and Tuesday May 4th and 5th	9: 00 am to 5:15 pm
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Show Hours

Sunday, May 3rd	5: 00 pm to 7:00 pm
Monday, May 4th	10: 00 am to 5:00 pm
Tuesday, May 5th	10: 00 am to 5:00 pm

Move-out

Tuesday, May 5th Please dismantle your booth immediately after the show Exhibitors using Goodkey will receive move-out instructions on Tuesday morning.	5:00 pm to 11:00 pm
Wednesday, May 6th Forced freight at 2pm	8: 00 am to 2:00 pm

Admission

Mining community members are welcome to attend the Expo with an on-site admission fee of \$200 CAD. Early bird and regular pricing options are available. Please note that solicitation of any kind is strictly forbidden, and non-compliance will result in removal from the event.

Each 10x10 booth rental includes four exhibitor passes, granting access to all technical sessions, the Expo, and the Komatsu Gala. Exhibitors needing additional staff can register them for \$425 per person. You must register as a booth staff member online by logging into your Exhibitor Resources Centre.

Upon arrival, exhibitors, delegates, and visitors must pick up their badge from the registration desk to enter the Expo floor. Badges are not required during the move-in period.

Children and teenagers may visit the Expo when accompanied by a parent, teacher, or tutor.

CIM offers exhibitors the option to distribute complimentary Expo passes to key mining professionals. To request access to an electronic complimentary pass, exhibitors can email egendron@cim.org.

Getting to the Vancouver Convention Centre

Public Entrance

[1055 Canada Place Vancouver, BC, V6C 0C3 Canada](#)

[For general parking information click here](#)

Freight Entrance – Vancouver Convention Centre loading docks

Loading facilities for the West Building are via the West Truck Route off Waterfront Road accessible from Cordova Street or the foot of Main Street.

Purchase Order Deadlines

The rental is for space only; you would need to rent the services you will need. Please use this checklist to ensure that you have ordered/arranged all your essential products/services before the required deadlines.

*** Deadline for online ordering**

PRODUCTS/SERVICES TO ORDER	Advance Rate	Deadline
Audio-visual/computer services	TBC	TBC
<u>Booth Cleaning</u>	April 8, 2026	April 24, 2026 *
<u>Communication Services</u>	April 8, 2026	April 24, 2026 *
<u>Drayage / Material Handling</u>	April 13, 2026	On site
<u>Electrical Services</u>	April 8, 2026	April 24, 2026 *
<u>Food & Beverage</u>	NA	April 17, 2026
<u>Heavy Equipment Form</u>	NA	MARCH 27th, 2026
<u>Hotel Reservation</u>	At your earliest convenience to ensure availability.	
<u>Lead Retrieval System</u>	December 5, 2025	April 17, 2026 *
<u>Security Services</u>	April 8, 2026	April 24, 2026 *
<u>Show Decorator (Furnishings, plants, etc...)</u>	April 13, 2026	On site

<u>Sign / Banner Installation</u>	April 8, 2026	April 24, 2026 *
<u>Transportation, Customs brokerage</u>	April 13, 2026	On site

Sponsorship Opportunities

Is your company looking for a way to boost its brand visibility, stand out from competitors, forge valuable connections and showcase its expertise? Please visit the CIM Connect website to learn more about sponsorship opportunities. [Sponsor – CIM CONNECT](#)

Show Service Providers List

CIM has appointed the following companies as **Official Service Contractors** for the 2026 CIM Convention & Expo. If you are planning on using a non-official service contractor, please be advised that there are certain requirements that your appointed contractor must comply with before being allowed access to the floor. In addition, the Vancouver Convention Centre is the exclusive supplier for food and beverage, Internet/telecommunications, and cleaning services.

To order online or obtain order forms, please log in to your ERC account.

<ul style="list-style-type: none"> • Customs Brokerage Services • Drayage & Material Handling • Logistics & Transportation Services 	<p>Goodkey Show Services</p> <p>rodella@goodkey.com</p> <p>780 426-2211 ext. 217</p> <p>Toll free: 1 877 726-2211</p>
<p>Show Decorator</p> <ul style="list-style-type: none"> • Drayage/Material Handling • Furnishings, plants • Plants • Printed signs 	<p>Goodkey Show Services</p> <p>exhibitorservices@goodkey.com</p> <p>780 468-8111</p> <p>Toll free: 1 877 726-2211</p>
<ul style="list-style-type: none"> • Electrical Services • Food & Beverage • Housekeeping Services • Internet Services • Security • Sign / Banner Hanging & Rigging 	<p>Vancouver Convention Centre</p> <p>Exhibit Services Coordinator</p> <p>exhibitservices@vancouverconventioncentre.com</p> <p>604 647-7480</p>
<p>Audio-Visual Equipment / Computers</p>	<p>Expertease</p> <p>Daniel Fisher, Project Manager</p> <p>514 416-EASE, ext. 3273</p> <p>Toll free: 1 844 877-EASE, ext 3273</p>
<p>Lead Retrieval</p>	<p>Streampoint Solutions Inc.</p> <p>Lorraine Joseph, Lead Retrieval Manager</p> <p>lorraine.joseph@streampoint.com</p> <p>703 201-0734</p>

Registration	CIM Registration registration@cim.org 514-939-2710 ext. 1320
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Shipping and Deliveries

Official Supplier



CIM Show Management recommends the use of its official supplier Goodkey Show Services (GSS) for all shipments to the show. Exhibitors using other carriers must ensure that these carriers coordinate their shipments with GSS to ensure optimal movement of goods on the truck access route during move-in and move-out.

Exhibitors who drop off their displays/equipment at the loading docks must do so in the designated area, advise Goodkey Show Services of their arrival and request onsite material handling services if required. Exhibitors choosing to move their goods themselves from the

loading area to their booth will have access to dollies at a cost. GSS rents such equipment on site upon availability. In both cases, GSS will take note of the activity and charge the exhibitor accordingly.

We strongly recommend that you make your arrangements with Goodkey Show Services. Avoid lost freight and obtain free warehousing for up to 30 days plus crate storage when you use GOODKEY Show Services for shipping.

Call Sam Gill at 1-877-726-2211 ext. 214 for a quotation.

Warehouse

Exhibitors using Goodkey Logistics will benefit from possible warehousing of their show materials for up to **30 days in advance** of the show move-in date (**April 6, 2026**). Show materials should be shipped to arrive at the warehouse no later than **April 27, 2026**, at 3:30 p.m. The Exhibitor's shipments will be delivered to the Vancouver Convention Centre.

Goodkey Show Services Ltd.

C/O CIM Vancouver 2026

Name of Exhibiting Company – Booth # XXXX (Mandatory)

UNIT 10 3751 North Fraser Way Burnaby BC

V5J 5G4

Tel: 1-780-426-2211 ex 214

Fax: 1-780-426-5734

Prior to the move-in date, the Vancouver Convention Centre will not accept advanced shipments.

Regular transport companies do not deliver on Saturday or Sunday.

Cross-border Shipments

Inbound and outbound shipments will be transported door-to-door. Imported displays and/or promotional items belonging to foreign exhibitors will be bonded by the show organizers as per the show provisions of Canada Customs Memorandum # D8-1-2. For more information please contact exhibitorservices@goodkey.com

Pallet and Non-palletized Shipments

Loose show material must be placed on wood pallets for forklift handling. Otherwise, the Exhibitors will be charged per 100lb weight.

Skid and pallet shipments are the best way to handle your display material. Exhibit shipments must be sent “prepaid”. Find out about the charges from the Official Transport Company for your inbound/outbound shipments.

The Vancouver Convention Centre will not accept freight shipments before scheduled move-in times. **NO EXCEPTIONS.**

Small Show Deliveries

Exhibitors sending small parcel deliveries can courier their shipments to the Vancouver Convention Centre receiving dock address (not to the office) - Deliveries will be handled by Goodkey Show Services at the receiving dock only during the move-in days (April 30 to May 3, 2026).

NOTE: There will be a minimum material handling fee for this service. Shipments arriving before the move-in date will be returned to its owner. Again, to avoid any parcel loss and untimely deliveries, show management strongly recommends the Exhibitors use the official carrier.

For best handling service, please coordinate your requirements with show officials.

Vancouver Convention Centre Shipping Label

In the Annex, you will find a pre-addressed mailing label for the Vancouver Convention Centre. We have provided this template so that you can easily fill in the blanks and photocopy as many pre-addressed labels as you need. All our mailing information is included for your convenience – however we ask that you please fill in the remaining sections, especially your **EXHIBITOR COMPANY NAME, CONTACT & PHONE NUMBER**.

Please note that every event at the Vancouver Convention Centre has an official move-in date. ***The Vancouver Convention Centre is unable to store exhibitor freight prior to any event due to the limited storage facilities. They reserve the right to refuse delivery of exhibitor freight that arrives at the facility prior to the appropriate move-in date.*** Please consult with GOODKEY SHOW SERVICES if you require more details regarding move-in dates or official freight storage.

Storage

Empty Containers & Crates

Goodkey is the exclusive supplier for on-site storage. All display containers and crates must be stored by Goodkey. The Exhibitor must establish plans to remove his crates and containers for storage. It is recommended that prior to moving in, the Exhibitors arrange through commercial agreement with Goodkey for the storage of their goods. Labels will be provided by Goodkey for proper identification of items. It is the Exhibitors responsibility to ensure his goods are properly identified with the appropriate labels. The containers and

crates will be returned by Goodkey for move-out at the show closing time. It will take at least two hours to deliver all the empties. All arrangements must be made via GSS.

Within the Booth Space

Fire regulations in most Exhibit Facilities prohibit storing empty carton containers or packing materials behind back drapes. In most cases, however, exhibitors may store a limited supply of literature or small display containers within their booth area, so long as these items do not impede access to utility services, create a safety problem or look unsightly.

Due to limited space and the availability of loading docks, we strongly encourage exhibitors to arrange all their logistic requirements ahead of time, with Goodkey Show Services.

Heavy and Large Items

For heavy pieces exceeding **1000 lbs or 450kg**, and/or for large exhibits, please complete and submit the following [Heavy Equipment Form](#).

Note that hauling and lifting of oversized parts and machinery is an exclusive service performed **ONLY** by the Vancouver Convention Centre.

Move-In / Booth Set-up Schedule

Assembly Schedule

Your designated move-in time will be determined based on your location, the size of your display, and the equipment you plan to bring. Goodkey will provide a color-coded move-in

schedule, outlining when your booth will be accessible for setup. If you are only bringing hand-carried items, you will be permitted to move in on Sunday morning before noon.

During move-in, weight scales will verify and certify declared shipment weight. Material handling/Drayage charges will be applied in accordance with the actual weight of a shipment. Any discrepancies between measured value and shipped value should be reported to the CIM Sales Manager.

Thursday, April 30 Move-in for large booths and heavy loads only	4: 00 pm to 8:00 pm
Friday, May 1st For companies in zone 4-5-6-7	8: 00 am to 6:00 pm
Saturday, May 2nd For companies in zone 8-9-10-11-12	8: 00 am to 4:00 pm
Sunday, May 3rd Move-in for exhibitors with hand-carried items only. No forklift or crates on the floor at this point. ALL BOOTHS MUST BE SET-UP BEFORE 12:00 pm	8: 00 am to 12:00 pm

Exhibitors Contractors

Exhibitors may elect to perform the following show services themselves or outsource them to specialized show contractors of their choice:

- Freight shipments
- Assembly and dismantling of Exhibitors' large Exhibit display.

Note that hauling and lifting of oversized parts and machinery is an exclusive service performed ONLY by the Vancouver Convention Centre.

All exhibiting companies using a Third-Party Contractor for booth assembly (other than Goodkey Show Services), must fill in the [Exhibitors' Appointed Contractor form](#) and submit it to egendron@cim.org

The Exhibitors sub-contractors must coordinate their work with Show management to ensure timely execution so as not to interfere with the show logistics. ***It is the Exhibitor's responsibility to inform his contractors of all show rules and regulations and ensure that they adhere to them as well as to the venue's policies and all applicable laws.***

Exhibitors' sub-contractors are required to submit proof of workers' compensation. In addition, they must have property damage and liability insurance coverage. They must submit the Certificate of Insurance for a combined single limit of \$1 million bodily injury and property damage and/or \$1 million general aggregate with a \$1 million per occurrence limit. It is the Exhibitor's responsibility to submit this certificate with his Heavy Equipment Form.

The Exhibitors' appointed show contractors:

- Will coordinate the Exhibitors' show work with CIM management.
- Will not solicit business on the show floor.
- Will comply fully with CIM Expo the move-in and move-out schedule.
- Will work harmoniously with CIM's official show decorator. Any issues should be immediately brought to the attention of show management.

If the exhibitor has an APPOINTED CONTRACTOR, please click [HERE](#) for the EAC Form.

Goodkey Show Services has been mandated as the official material handling services contractor. These services at the exhibitor's expense are charged per hundred pounds weight with a minimum handling fee.

Booth ID Numbers

Booth ID numbers will be temporarily displayed and clearly visible during move-in and during the show. Appropriate signage will be placed by Goodkey.

Aisle Carpeting

The aisle carpet will be laid beginning at 4 pm. on Saturday, May 2, 2026. CIM requires that all exhibiting staff and contractors vacate the EXPO floor no later than 6pm.

Exhibitors who are still assembling their booths must have planned for the removal of their empty crates from the aisles before this time. Any additional labor costs incurred due to this negligence will be charged to the exhibitor in default.

Security

For security and insurance concerns no one under the age of 16 will be allowed in the exhibit area during move-in, booth set-up, dismantling and move-out.

High-visibility vests have to be worn by all exhibitors, contractors and booth builders at all times during move-in and move-out periods. Exhibitors are encouraged to bring their personal safety vests when exhibiting at the Vancouver Convention Centre, provided that

they are compatible with WorkSafeBC's requirements. The facility offers safety vests for sale at the Exhibit Service Desks and from safety vests vending machines.

Exhibitor's employees are prohibited from driving forklifts or using dollies, carts, power tools and other show equipment. For safety purposes only the official contractor is permitted to do such work.

Outbound Operations' Instructions

Show Closure Announcement

Exhibits must remain staffed and intact during the show and may not be dismantled or removed before the show officially ends. ***Exhibitors failing to abide by this rule will lose all accrued priority points and may be disqualified from exhibiting at future CIM EXPOs.***

Move-out Priority Schedule

The move-out schedule is a reverse order of the move-in schedule.

1. Exhibitors with hand-carried displays are the first group to move out, provided they do not use the truck dock facilities.
2. Exhibitors with light displays are the second group to move out, provided they are ready to move within the assigned period.
3. Exhibitors with heavy displays are the third group to move out, provided they are ready to move within the assigned period.

4. Exhibitors with heavy equipment and machinery are the last group to move out on Wednesday and must report punctually per the designated schedule. The Vancouver Convention Centre penalties for late departure will be borne by the exhibitor should delays be caused.

Exhibitors using Goodkey will receive move-out instructions on Tuesday morning.

Exhibitors making their own arrangements should make a reservation through Voyage Control and contact their designated carriers to coordinate the pick-up of their materials from the Vancouver Convention Centre.

The following documents and services can be obtained from the Exhibitor Services Counter: landing bills, shipping labels, assistance in dismantling and forklift services.

Aisle Carpeting Removal

At the announcement of show closure at 5:00 p.m. on Tuesday, the show decorators will be removing the aisle carpeting. Exhibitors must ensure that no materials from their booths impede this activity.

Booth Dismantling

Exhibitors are requested not to leave their booth unattended during move-out operations. Dismantling and packing should start immediately after the show closing. Exhibitors using Goodkey's show services to move out show material should check with the material-handling supervisor for labeling and shipping waybills prior to departure from the exhibit hall.

CIM show management strongly encourages Exhibitors to use the official carrier to facilitate the move-out.

Late Booth Dismantling

Booths left unattended after the 4-hour move-out period will be dismantled by CIM's display contractor, removed from the show site and stored at the exhibitor's expense.

Take note that any material left on the show floor, at 2:00 p.m. (14h00) PDT, on Wednesday, will be picked up by the official transporter and charged the same to the exhibitor. Significant weights can be back charged.

Waste

The official contractor will dispose of all garbage at the Exhibitor's expense. The Vancouver Convention Centre has instituted an aggressive waste reduction program to reduce landfills and to recycle whenever possible.

Dock Procedures

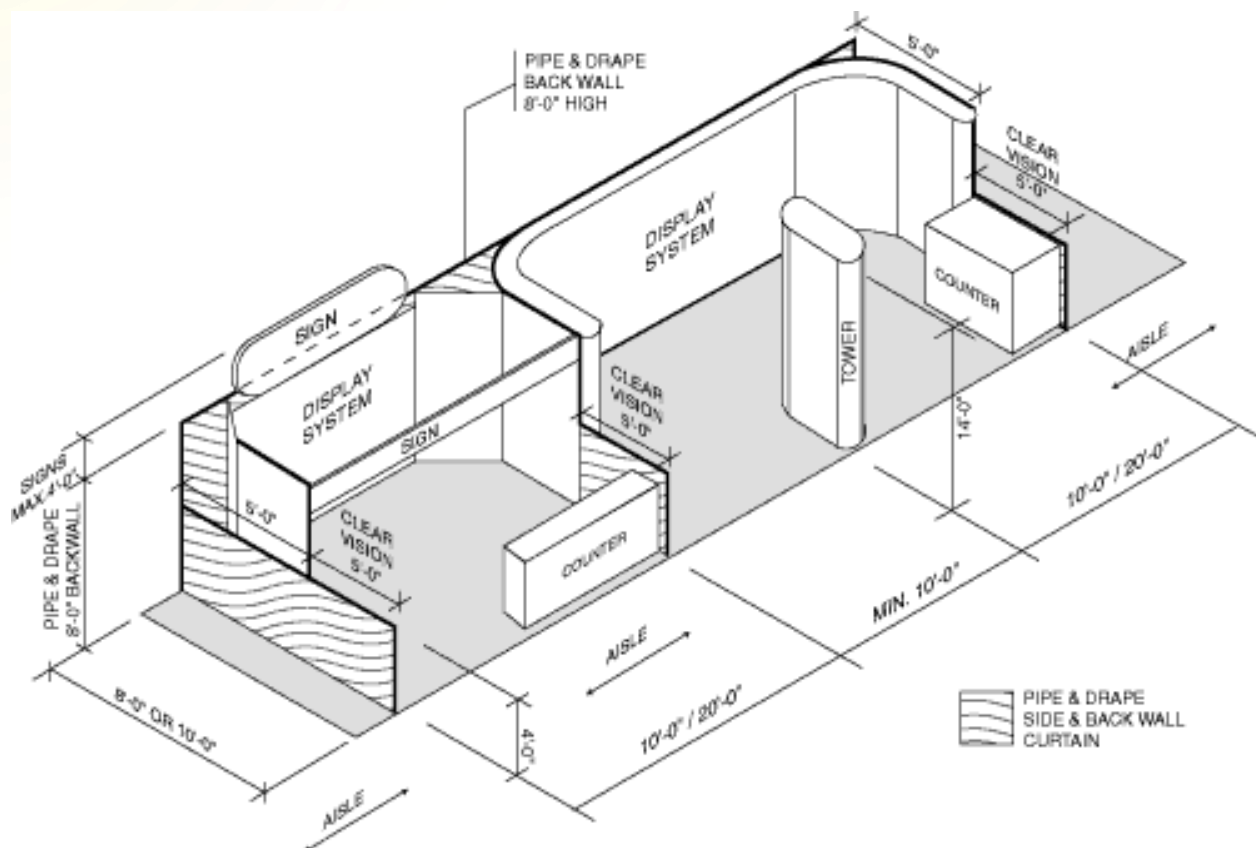
Trucks as well as all other vehicles will be staged in the truck holding area. ***NO TRUCK WILL BE ALLOWED TO BE PARKED IN THE LOADING DOCK AREA UNTIL THE OUTBOUND SHIPMENT IS ON THE DOCK AND READY TO BE MOVED.*** During the move-out, no vehicle will be called to the dock until the Exhibitor's materials are packed and ready for loading. Exhibitors must first report to the freight service desk at the loading dock during move-out hours for positioning and instructions before proceeding to the loading docks.

Rules and Regulations

Display Guidelines

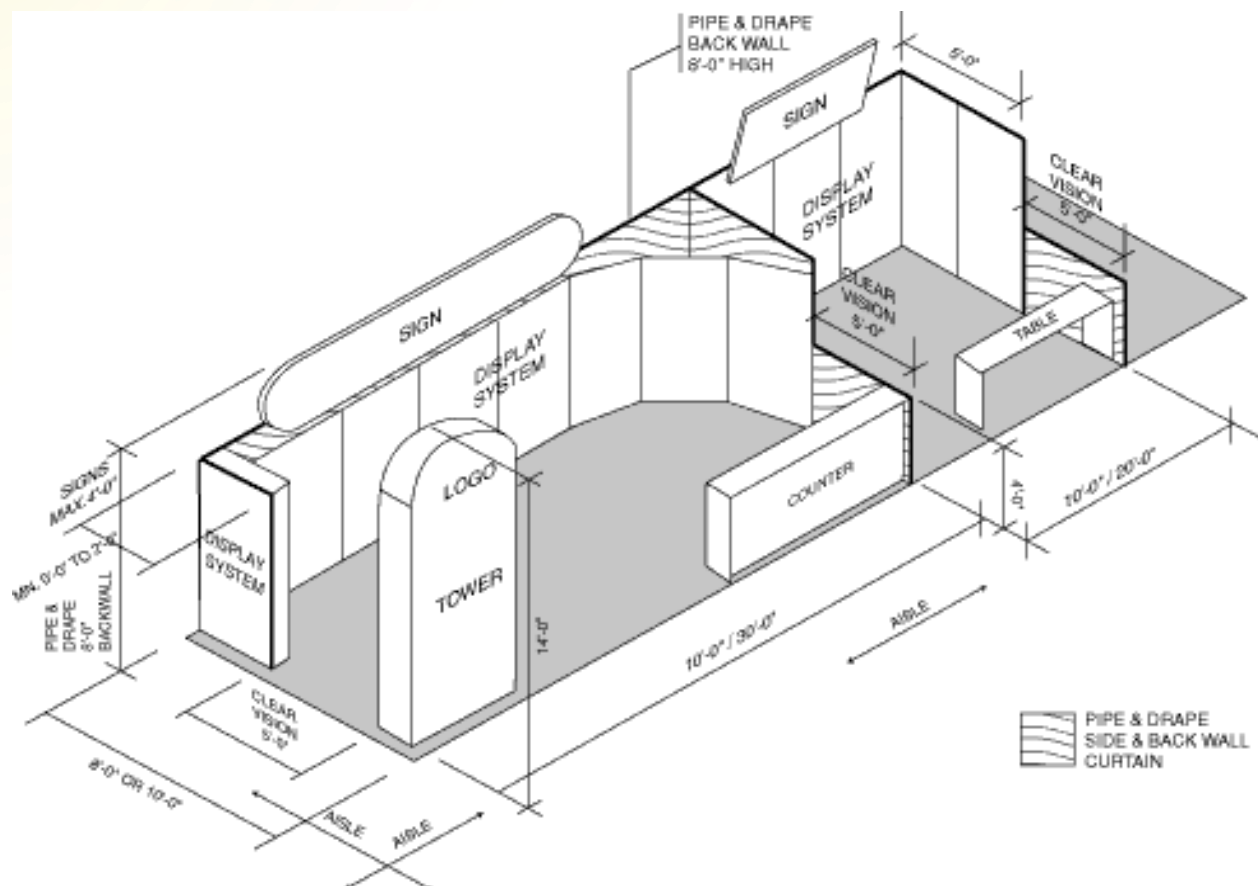
TYPE "A" - STANDARD IN-LINE BOOTHS

One or more standard units in a straight line, 8' (2.44 m) maximum in height. Exhibit fixtures and identification signs will be permitted to a maximum height of 12'0" (3.66 m). All display fixtures over 4'0" (1.22 m) in height and placed within 10 lineal feet (3.05 m) of an adjoining exhibit must be confined to that area of the exhibitor's space that is within 5'0" (1.52 m) of the aisle line (back half of booth). In some cases, a split-side drape may be required to mask the display edge.



TYPE "B" - CORNER BOOTHS

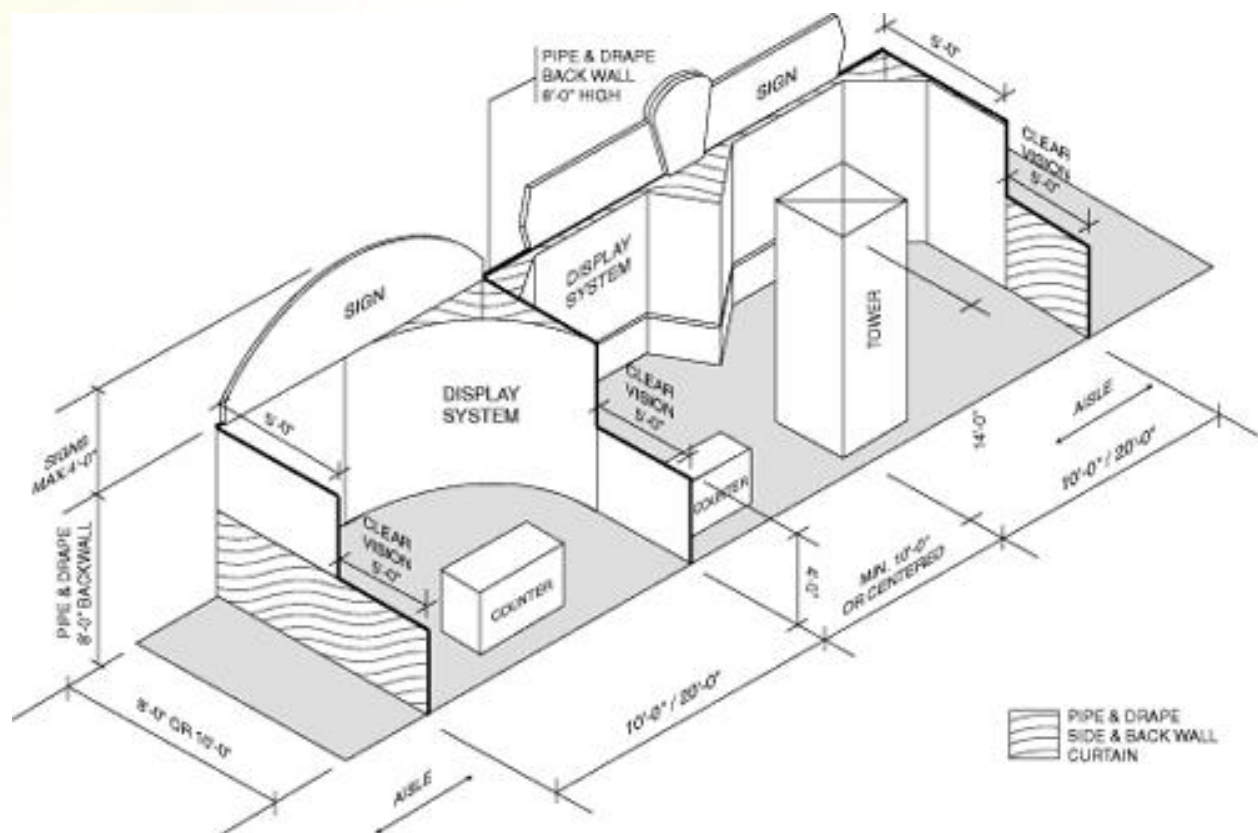
One or more spaces back-to-back with two aisles, 8' (2.44 m) maximum in height. Exhibit fixtures and identification signs will be permitted to a maximum height of 12'0" (3.66 m). All display fixtures over 4'0" (1.22 m) in height and placed within 10 lineal feet (3.05 m) of an adjoining exhibit must be confined to that area of the exhibitor's space that is within 5'0" (1.52 m) of the aisle line (back half of booth). In some cases, 2'0" (60 cm) of masking drape sidewall may be required for esthetics.



TYPE "C" - PERIMETER WALL BOOTHS

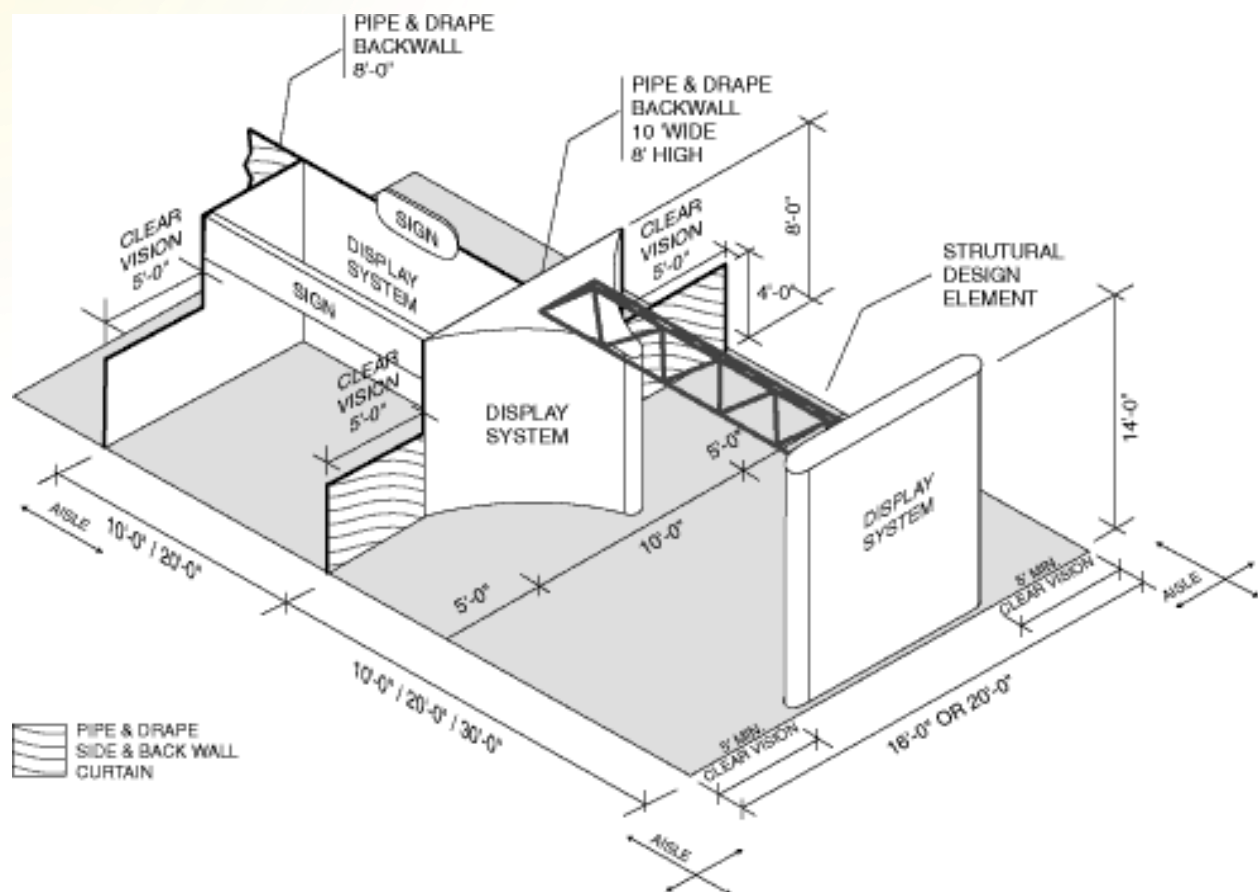
Standard booth located on the outer perimeter wall of the exhibit floor. Exhibit fixtures, components and identification signs will be permitted to a maximum height of 12'0" (3.66 m). All display fixtures over 4'0" (1.22 m) in height and placed within 10 lineal feet (3.05 m) of an adjoining exhibit must be confined to that area of the exhibitor's space that is within 5'0" (1.52 m) of the aisle line (back half of booth). In some cases, a split-side drape may be required to mask the display edge.

All booths will be confined to a maximum height of 8' (2.44 m). Because outer perimeter booths are not backed against another booth, back walls and materials over 8' (2.44 m) will not interfere with or distract from other booths.



TYPE "D" - PENINSULA BOOTHS

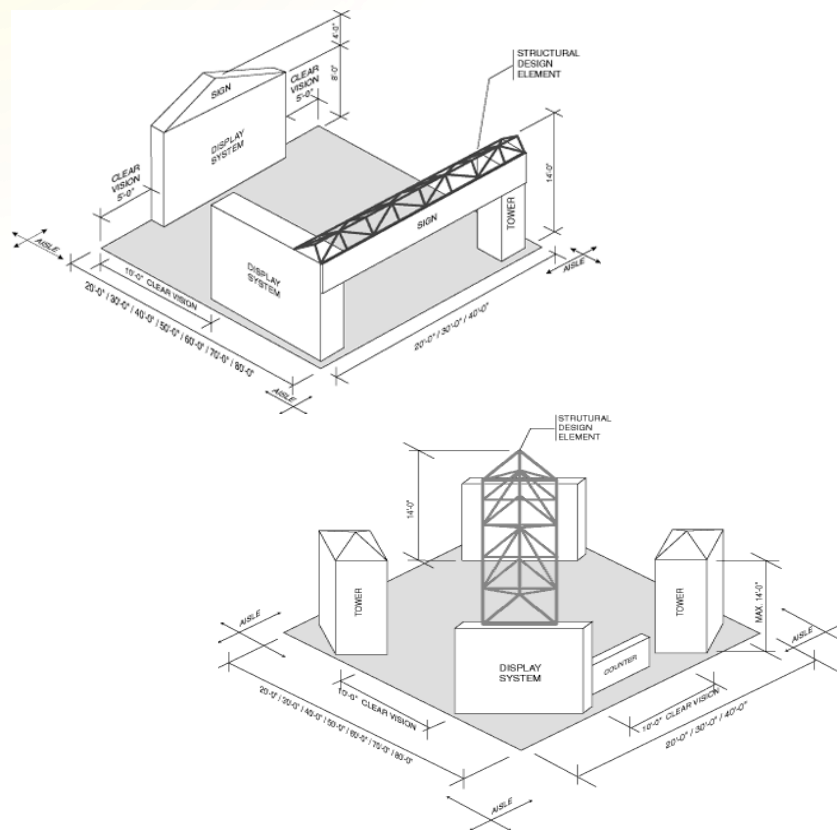
Four outside corner spaces back-to-back with three aisles, 8' (2.44 m) in height. Exhibit fixtures and identification signs will be permitted to a maximum height of 12'0" (3.66 m). All display fixtures over 4'0" (1.22 m) in height and placed within 10 lineal feet (3.05 m) of an adjoining exhibit must be confined to that area of the exhibitor's space that is within 5'0" (1.52 m) of the aisle line (back half of booth), on both sides. **CLEAR VISION MUST BE MAINTAINED.** The back wall is limited to 10'0" wide by 8'0" high for modular display systems (see drawings, Type D1 or D2). 15'0" maximum height for mobile equipment.



TYPE "E" - ISLAND BOOTH

Exhibit with one or more display levels in four or more standard units with aisles on all four sides. Exhibit fixtures, components and identification signs will be permitted to a maximum height of 14'0" (4.27 m) provided written approval is received from exposition management at least 60 days prior to the show. Because an island booth is automatically separated by the width of an aisle from all neighboring exhibits, full use of the floor plan is permitted. 15'0" maximum height for mobile equipment.

Full width 8' high back walls ARE NOT PERMITTED. 5' CLEAR VISION MUST BE MAINTAINED ON EITHER SIDE, see drawing.



Approval of Irregular Booth Displays

Booth types A, B and C with a background height of 8-ft (2.44 m) or less do not require approval. However, they must be erected with safety in mind and without damaging the Exhibit floor, walls or other surfaces.

Booth Type E “Island” with a background height exceeding 8-ft (2.44 m) ***must have prior approval from the CIM Sales Manager.*** Requests must be forwarded with full-scale detailed drawings. Failure to obtain the Director’s approval may result in modification of the display system at site.

Floor loading capacity

The floor loading capacity throughout the EXPO Hall is as follows:

VCC WEST BUILDING:

Exhibit Halls = 300lbs/ft.

For heavy pieces exceeding **1000lbs or 300 lbs./ft²** and for large exhibits, please complete and submit the following [Heavy Equipment Form](#).

Mandatory Insurance Coverage

All Exhibitors must take out an insurance policy that includes a minimum coverage of \$1,000,000 CDN for liability to third parties, damage to property and theft of equipment and products. The coverage must be valid for the duration of the show including set-up and dismantling periods and must show the Canadian Institute of Mining, Metallurgy and Petroleum as the CERTIFICATE HOLDER.

To obtain this COI simply contact your company insurance broker and ask for Umbrella Coverage for \$1M in General Liability (as above) covering the dates of the event.

The exhibitor is responsible for and is held to send a copy of the Certificate of Liability Coverage to the organizer. A copy of this proof of insurance must be available at all times during the show. Exhibitors who cannot provide a copy of the insurance certificate at the site will be requested to complete and sign a waiver form.

Please upload your insurance certificate to your exhibitor resources centre (ERC).

Booth Inspections

The Fire and Safety Officer and the CIM Sales Manager (or their appointees), will conduct booth inspections prior to opening the show and ensure that Exhibitors have complied with the show rules and regulations. Exhibitors in default will be requested to promptly comply. ***Serious infractions of the show rules and regulations can result in the Exhibitor's expulsion from the show.*** In these instances, all fees will be forfeited, and the Exhibitor may be barred from participating in future CIM EXPOs.

Degradation of the Premises

The exhibitors, by their own fault or their contractors, will be held liable for any harm or damage to the building or its components caused during the transportation, installation or removal of materials.

Fire Safety Obligations

In brief, the regulations of the Fire Department Prevention Bureau state the following:

All curtains, drapes, carpeting and other similar furnishings and decorative materials shall be noncombustible or flame-retardant treated to the satisfaction of the Fire Department. No flammable fluids or substances may be used or shown in exhibits. Decorations made of natural trees (i.e., coniferous or broad-leaved) are permitted provided they are potted with their roots and watered regularly. Any dry vegetation or dried-up trees shall be prohibited. Open flame or pyrotechnic devices are not permitted.

The Fire Safety Officer of the Vancouver Convention Centre has full discretionary power to apply additional rulings to ensure conformity with local fire codes and to maintain an acceptable level of fire safety within the Vancouver Convention Centre. If your display has any of the follow aspects, you MUST advise show management by email nbakka@cim.org

- Exhibit configuration is 1,000 sq.ft. or more.
- Exhibit has a roof/mezzanine/second story.
- Exhibit has a raised platform.
- Exhibit exceeds 12 feet in height.
- Exhibit material exceeds 10,000 lbs. gross weight.
- Exhibit material exceeds 300 lbs./sq.ft. limit.
- Exhibit has prohibited material.
- Materials/processes/equipment require a special permit.
- Exhibit has suspended signs/banners/lights.
- Exhibit has a hard wall (in-line booths N/A).
- Exhibit has a motorized vehicle/combustion engine.
- Exhibit contains liquid fuels/natural gas/propane (6 weeks' notice to process request).
- Exhibit contains cooking appliances.
- Exhibit contains hazardous material which does not comply with Government regulations on material handling in the workplace.

Safety Equipment

Access to portable extinguishers and fire cabinets shall always be maintained free of obstruction, including during set-up and dismantling of the exhibit. Under no circumstances can fire suppression equipment be removed, moved or made inaccessible. Emergency exit doors must always remain accessible. ***The Fire and Safety Officer may limit or restrict use of any of the above items.***

Vehicles on Show Floor

Vehicles will be allowed in the building for display purposes provided they meet the following requirements:

- The fuel tank opening is satisfactorily locked and sealed in an approved manner to prevent the escape of vapors and it does not exceed five gallons.
- At least one cable is removed from each set of batteries.
- There is no fueling or de-fueling.
- The equipment does not obstruct the aisles.
- The equipment is not operated during show hours.

A [heavy equipment form](#) must be filled out for all mobile equipment requirements.

Aisles and exits must be kept free of obstructions, easels, signs, etc. If the setup does not comply, show management and the Fire & Safety Officer can request modification to your arrangements. Failure to abide will result in an eviction.

Obstructions

Nothing shall be hung from or affixed to any sprinkler piping or heads. Ceiling decorations must never impede the operation of the sprinkler system. All exit doors shall always remain operable and unobstructed. Exit signs, manual pull stations; fire department handsets; fire hose cabinets and portable fire extinguishers shall not be obstructed in any manner. If a fire hose standpipe is located in an 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 the same.

Lighted Signs

Lighted signs are permitted. However, under no circumstances can they be projecting, revolving or flashing. The Expo Manager reserves the right to determine at all times what constitutes a nuisance for other exhibitors.

Hanging Requirements

Suspending a sign over an Expo space is permitted under these conditions:

- The bottom of a suspended sign must be at least 16 feet above the floor. An exhibitor's suspended sign must be above his booth - and not above the aisle.
- The height and size of banners, signs, and other postings must be pre-approved by the Sales Manager and by the Vancouver Convention Centre.
- The anchorage of elements to the structure is the exclusive service of the Vancouver Convention Centre. Only VCC's personnel are authorized to operate the equipment required for these installations. During this operation, security perimeters are required. Proper planning is essential not to disrupt the move-in & move-out schedule.

- The Exhibitor must supply all cables, chains, pipes or other materials needed to hang his or her materials.

The sign needs to be approved by the CIM Sales Manager and the Vancouver Convention Centre. **To request for an overhead quote** [click here](#)

In addition to completing the Vancouver Convention Centre order form, the exhibitor must submit a [Heavy Equipment Form](#) to the CIM Sales Manager for all hanging requirements.

Should you have any questions, contact:

Exhibit Services Coordinator

exhibitservices@vancouverconventioncentre.com

1-604-647-7480

Safety Measures

- Open flame devices and burning or smoke-emitting materials are prohibited.
- No display or exhibit shall be installed or operated in a way which could interfere with the visibility of an exit sign or access to any exit, nor shall any display block access to fire- fighting equipment.
- If necessary, the Fire and Safety Officer may request fire-extinguishing apparatus, which will be at the Exhibitors' expense. All such equipment must always remain visible and accessible.
- The use of welding and cutting equipment for demonstration purposes may be allowed only with a permit from the Fire and Safety Office.

- Compressed flammable gases, flammable or combustible liquids, hazardous chemicals or materials, Class II or greater lasers, blasting agents, and explosives are prohibited in the Exhibit Hall.

Security of the premises

The Vancouver Convention Centre and CIM ensure the general security of the perimeter of the Expo 24 hours a day. Exhibitors must take the necessary measures to protect their goods, materials, equipment, and EXPO components at all times. ***Never leave a handbag, portable computer or other portable item unattended in your stand.*** If you wish to have additional security for your stand, you can order the service online with the VCC by completing the order form in the [Event Services Section](#).

We remind you that CIM and the Vancouver Convention Centre cannot be held liable for losses and/or damages to products and goods. The exhibitor is solely responsible for the security inside the confines of his booth.

Work delays may be caused by interruption of service due to breakage of machinery, apparatus, equipment, power failure or any other source outside CIM's control. However, it is mutually understood and agreed that CIM will use proper and reasonable care to prevent work delays.

Expo Management will not tolerate abusive argumentation over show rules and regulations. Abusers may be expelled. Exhibitors are responsible for their staff and contractors' behaviors.

Sales & Promotional Activities

The distribution of samples and promotional materials as well as any solicitation activities are prohibited outside the rented EXPO space. These activities are also prohibited at the entrances of the EXPO hall, in the concourse or any other area on the Vancouver Convention Centre property.

On-site selling of samples or actual display products, as well as open solicitation of business must be confined to the Exhibitor's booth space. CIM EXPO management encourages Exhibitor's staff to network on the EXPO floor and to invite clients to their booths.

Management Reserves the right to:

- Approve or prohibit any display which is objectionable (i.e., noise, odor) or degrades the good reputation and/or image of the event.
- Prohibit attraction-seeking ploys or stunts, which are aggressively promotional (theatrical-type shows), intended for use in booths, halls, corridors or approaches thereof. CIM insists that exhibits must be in good taste. Degrading side shows antics and/or other undignified promotional methods (scantily clad models) will not be permitted.
- Maintain the event's professionalism and high caliber by always applying the "Good Neighbor Policy". Loud or obtrusive audio-visuals, presentations or other activities distracting neighboring booths will not be permitted.
- Prohibit signs or lighting which causes distractions or interferes with other exhibitors.
- Close exhibitors who serve or distribute alcoholic beverages from their booth.

- Relocate or re-number any exhibit space at any time.

Tips & Tricks to Increase the ROI of your Participation

Exhibiting at an expo can be a great way to promote your business, but it can also be expensive. To make the most of your investment, it's important to have a clear plan and strategy in place. In this section, we will provide you with some valuable tips and tricks to help you maximize your ROI and get the most out of your participation. We hope that these tips will help you achieve your goals and make your participation at the EXPO a success.

Pre-Event

- Use one of the assets provided in our promotional toolkit to promote your participation at CIM Connect and invite participants to visit your booth to discover your new product, discuss an opportunity, etc.
- Place an ad in the convention's printed program.

On Site

- Use the convention mobile app's social feed to invite attendees to visit your booth.
- Take advantage of our meeting pods to schedule appointments with your clients and partners.

- Make sure your booth is visually appealing and stands out from the crowd.
- Offer interactive experiences that engage attendees and encourage them to spend more time at your booth. This could include games, quizzes, or virtual reality experiences.
- Follow up with leads promptly after the expo. Send personalized emails or make phone calls to thank attendees for visiting your booth and offer additional information about your products or services.
- Offer exclusive content to attendees. This could include access to industry experts, exclusive white papers, or other valuable resources.
- Provide personalized experiences. You can use data and analytics to personalize your messaging, content, and offers to each attendee.

Suggestions for Sustainable Exhibition

Events can have a significant impact on the environment, but it is possible to reduce this impact by adopting eco-friendly practices. CIM wants to propose an event that considers the principles of sustainable development to reduce greenhouse gas (GHG) emissions, encourage local suppliers, use sustainable modes of transportation, and reduce the amount of residual waste generated. In this section, you will discover different actions that you can take to help us collectively reduce our environmental impact.

- **Avoid transporting and shipping your booth.** If possible, choose a local booth supplier instead of bringing your booth from far away. This will reduce the costs and pollution associated with transportation.

- **Buy or rent your booth to reuse it.** If you have already designed your booth with lights, audiovisual components and painted graphics, you can still be eco-friendly by buying your booth and planning to reuse it in the future. Make sure to communicate with your supplier to discuss the storage solutions they offer.
- **Support the local economy** when buying promotional gifts or products to maximize the socio-economic benefits.
- **Reduce your paper and business card usage by creating QR codes** instead of printed company information.
- **Choose recycled or durable materials to build and decorate your booth.** For example, you can use certified wood, cardboard, fabric or recycled metal. Avoid disposable or hard-to-recycle materials, such as plastic or polystyrene.
- **Ban single-use plastics.**
- For more suggestions you can consult the IMEX [Guidelines for sustainable exhibition participation.](#)

By following these few tips, you can create a more environmentally friendly booth, reduce your costs and show your commitment to sustainability.



Annex

Vancouver Convention Centre
Via Waterfront Road Truck Route
1055 Canada Place Vancouver
BC, Canada, V6C 0C3

Attn: GOODKEY SHOW SERVICES

Details: Event Name: CIM CONVENTION & EXPO 2026 Event Date: MAY 3, 2026

Contact: Calvin Goodkey, Show Services Director

Booth Number: _____

Exhibiting Company: _____

Contact Name: _____

Contact Cell Phone Number: _____