

## GENERAL RULES & REGULATIONS

### 1) PAYMENT OF SPACE

SME Show Management reserves the right to refuse move-in and use of space to any exhibitor who has not made full and final payment.

### 2) MOVE-IN PROCEDURE

Heavy equipment and awkward displays should be delivered on the date and time that has been specified on the official move-in schedule set out by Show Management.

### 3) MATERIAL HANDLING

Exhibitors requiring forklift services should contact GES Canada at 877-505-7767. All material handling transactions are between the materials handling contractor and the exhibitor. In case an exhibitor's representative is not present, Show Management reserves the right to order his equipment and/or material to be moved from the receiving door to the exhibitor's area. The charge for this service will be invoiced to the exhibitor by the official materials handling contractor.

### 4) HAND-CARRIED MATERIALS

If you do not require a forklift to move your materials to/from the show, the following has been set up for your convenience: Push dollies will be available at the loading doors. A crew is available if you require help.

### 5) CRATE STORAGE

Empty containers will be picked up, stored, and returned to you as a complimentary service. After your material is uncrated and properly identified with a storage label from GES Canada, a material handling crew will pick up your crates for storage. Identify every empty case, skid, crate or carton you wish returned to your booth at the end of the show. *Exhibitors are advised that storage areas are not secured. We suggest that no valuable materials of any kind should be consigned to storage.*

Due to Fire Regulations crates must not be stored behind your booth.

### 6) DISMANTLING OF EXHIBITS

No dismantling or removal of exhibits or exhibit material is permitted before the close of the show.

### 7) REMOVAL OF EXHIBIT MATERIALS

Where exhibitors fail to pick up or couriers refuse to accept shipments, this material may be hauled to a warehouse and the exhibitor will be charged accordingly for this routing or handling.

### 8) LABOUR AND TIPPING

Exhibitors are required to abide by the prevailing labour conditions and rates effective in the exhibit hall. All employees of Show Service Contractors are adequately paid and there is no need to tip.

### 9) US AND INTERNATIONAL FREIGHT

Exhibitors who are shipping goods to the show from outside of Canada are strongly advised to use the official customs broker for the show who will be on-site.

### 10) OVERHEAD DOOR DIMENSIONS

Please consider the height and width of the Halls being used: Hall C: 20' 19'8"

### **11) RULES GOVERNING SECURITY OF HALL**

Exhibitors are responsible for providing all workers with proper badges. On move-in and move-out days, the halls must be cleared no later than the times indicated in this manual. While Show Management will take reasonable overall security precautions, exhibitors are responsible to protect their own goods. During move-out, all booth material should be packed and properly labeled immediately after show closing before leaving the hall. Thefts must be reported to security immediately and police will be contacted directly. Any and all disputes of these rules must be taken up with Show Management.

### **12) NON-COMPLIANCE WITH RULES AND REGULATIONS**

Show Management reserves the right to make changes, amendments and additions to the rules and regulations without notice, as considered necessary to the efficient and proper conduct of the show. Interpretation of these rules and regulations shall rest with Show Management and non-compliance can result in the ejection of the offending exhibitor or in the closing of his/her exhibit.

### **13) CANCELLATIONS BY EXHIBITOR**

In the event of cancellation the exhibitor must notify Show Management in writing and is responsible for the amount due as per the payment terms of the contract.

### **14) CANCELLATION BY SHOW MANAGEMENT**

Show Management reserves the right to cancel space should payment not be received from the exhibitor within the prescribed time frame.

If Show Management should be prevented from holding the show by any cause beyond its control, or if it cannot permit the exhibitor to occupy his rented space due to circumstances beyond its control, Show Management will refund to the exhibitor the amount of rental paid by them, less a proportionate share in relation to the other exhibitors' space of the total show expenses incurred by Show Management to that date, and Show Management shall have no further obligation or liability to the exhibitor.

### **15) LOSS OR DAMAGE**

Exhibitors will be liable for, and will indemnify and hold harmless Show Management from any loss or damage whatsoever occurring to or suffered by any person or company, including, without limiting the generality of the foregoing, exhibitor, other exhibitors, management, the owners of the building and their respective agents, servants and employees, and members of the public attending the show, either (a) on the said space or (b) elsewhere.

### **16) DEMONSTRATIONS, DISTRIBUTIONS AND COMPETITIONS**

Display, demonstration and distribution of advertising material is not permitted outside the confines of the booth space. If audio/visual equipment is used, the sound must be subdued to such an extent as to ensure its having no nuisance effect on neighboring exhibitors.

Voice amplification may be used only with written permission from Show Management prior to show opening.

### **17) OBJECTIONABLE CONDUCT**

Management reserves the right at any time to reject, prohibit, or remove exhibits or any part thereof and to expel exhibitors generally from exhibits or the operation of exhibits, which may be objectionable to the participants and management. Without limiting the generality of the foregoing, this paragraph applies to a person's conduct or any printed matter which may affect the show generally.

### **18) STAFFING OF EXHIBITS**

Exhibitors must maintain staff in their booths at all times during the hours of the show.

### **19) MECHANICAL CONVEYANCES**

Mechanical conveyances such as electric carts, scooters, or bicycles will not be allowed in the aisles during the show hours.

### **20) SAFETY MEASURES**

Exhibitors showing equipment in operating condition must provide every precaution for the safety of their operators, show visitors, and exhibit personnel.

Operators must wear proper personal protective equipment during machinery operations. All belt-and chain-drive units must be covered with approved shielding. All equipment where welding, cutting of metal, wood or plastic is involved must be provided with approved safety shields. Waste materials, cuttings and shavings must be placed in bins for safe removal from the building. These bins and their removal may be arranged for with the Official Show Service Contractor.

### **21) FLOOR, WALL AND CARPET DAMAGE**

Exhibitors are responsible for any damage to the building in their rented space and general damages to carpeted areas adjacent to their rented space caused by their exhibits or displays. Painting, nailing, drilling, or screwing to the floors, walls or any other part of the building is not permitted. If you choose to install your own carpet or select an alternate decorator, you must arrange to have the carpet tape removed during moveout. If tape is not removed, exhibitors will be responsible for the charges incurred for the removal of the tape.

### **22) SUBLET**

It is agreed that under no circumstances shall space be sublet without the prior written permission of Show Management.

### **23) REMOVAL OF EXHIBIT**

The exhibitor further agrees that the conditions, rules and regulations of Show Management are made a part of the contract and that said exhibitor agrees to be bound by each and all of these rules and regulations, and that Show Management shall have the full power to interpret, amend, and enforce all rules and regulations in the best interest of the show.

### **24) RE-ASSIGNMENT OF SPACE**

Show Management shall have the right to change, if necessary, the assignment of space to be occupied by the exhibitor in order to create an effective exposition.

### **25) CONCESSIONS**

Exhibitors may not sell, serve or dispense any food or beverages in the space without express written permission. All Food and Beverage consumed within the exhibit hall must be provided through the official caterer. Please contact Show Management for further information.

### **26) FIRE REGULATIONS**

All exhibitors planning to use any type of fuel, such as gas, oil, helium gas, or propane, in their exhibits are requested to contact Show Management to discuss all matters pertaining to the installation of such equipment. All displays or exhibited materials must be fireproof to conform to Federal, Provincial and City Fire Laws. Also, table skirting and all cloth material must be flame proofed.

### **27) CAMERAS AND/OR VIDEO RECORDERS**

Cameras and/or video recorders are not allowed on the show floor unless approved by Show Management. Exhibitors are only permitted to take photos of their own booth and set up.