

CANECT - Exhibitor Rules and Regulations

PLEASE NOTE:

- **Any contractors involved in the set-up of your display must receive a copy of these Rules and Regulations.**
- **Also see: Safety Rules in CANECT 2010 on-line Exhibitor Service Manual**

ENDORSEMENTS

CANECT does not approve, endorse or recommend the use of any specific commercial product or service. Exhibitors cannot state or imply either verbally, or in printed literature that their product or service is or has been approved, endorsed or recommended by the CANECT 2010 Conference and Trade Show.

PAYMENT OF ACCOUNT

CANECT reserves the right to refuse entry to any exhibitor whose account has not been paid in full.

CANCELLATION

Exhibitors can cancel out of the show by advising the Conference & Trade Show Specialist in writing before January 31st, 2010. The deposit(s) per 10ft x 10ft booth(s) will be retained as liquidated damages. If an exhibitor cancels after January 31st, 2010, the entire booth space payment will be forfeited, and any amount left unpaid may be forwarded to a collection agency.

PARKING

The International Centre has free outdoor parking.

MOVE-IN AND MOVE-OUT

MOVE-IN DATES & TIMES

Monday, May 3, 2010 from 8:00 a.m. to 8:00 p.m.

SHIPPING

All crates, cartons and packages must be consigned to CANECT 2010 c/o Stronco Show Services. Your company name and booth number(s) must be clearly marked on each container. All shipments must be prepaid.

IMPORTANT NOTICE: DO NOT ship anything to the INTERNATIONAL CENTRE before your scheduled move-in time.

Exhibit materials must be securely crated and/or packaged to avoid damage during move-in and move-out. Palletizing is strongly recommended and larger crates should have wheels mounted on them.

MOVE-IN

All exhibitors must complete and return the move-in requirement form to Stronco Show Services. Exhibitors will be assigned a scheduled move-in time and will be notified of this time by Stronco two weeks prior to the show. If the assigned time presents a bonafide conflict for an exhibitor, then Stronco will reschedule.

VEHICLES

International Centre staff will help marshal vehicles in their lot.

MATERIAL HANDLING

Your materials will be moved to and from the exhibit area, including crate/carton storage and return. The cost of this service is included in the booth price. If a crew member is not immediately available at the loading dock, please make yourself known to the official show service contractor or CANECT staff member.

You can move materials yourself provided you can carry the load without any form of mechanical assistance. Materials should not be left unattended at the dock, since CANECT and the Show Contractors are not responsible for theft, damage or loss of property.

BOOTH SET-UP

Set-up can commence at 8:00 a.m. on Monday, May 3rd and must be completed such that the display is, in all respects, ready by 8:00 p.m. Monday, May 3rd, so that aisle carpets and other decorations can be placed.

Materials, equipment or devices protruding into aisles will be removed. Viewing of exhibits may not be permitted after 8:00 p.m. on Monday, May 3rd.

TEARDOWN

The show closes at 3:00 p.m. on Wednesday, May 5th. At this time storage containers will be returned to your booth and teardown can commence.

IMPORTANT NOTICE: Dismantling of booths will not be permitted before 3:00 p.m. May 5/10

No materials are to be placed in the aisles until the carpet has been lifted. Your materials will be moved to the dock when they are properly packaged and vehicles are in place.

MOVE-OUT

This will commence shortly after 3:00 p.m. on Wednesday, May 5th.

IMPORTANT NOTICE: Move-out must be completed by 10:00 p.m. on Wednesday, May 5th. Any remaining materials will be classified as forced freight and removed by the official show service contractor. Handling costs will be the responsibility of the exhibitor.

STAFFING

Your regular full-time employees can install and dismantle your exhibit. There will be reasonable limits on the number of people you use and the time you take. These limits, and any need for additional labour, should be negotiated directly with show management. You are responsible for workers compensation, unemployment insurance, etc. for your employees on-site.

These rules and regulations and all others relating to the INTERNATIONAL CENTRE must be explained to all staff who are in any way involved with your booth. Copies of all relevant documents must be kept in the booth at all times!

IMPORTANT NOTICE: Booths are to be staffed at all times during the show hours.

CONTRACTORS

You can use your own decorating company, which will be admitted only after showing your official order. No such contractor will be allowed to canvass other exhibitors inside the exhibit area. **If you are not using the services of the official decorator (Stronco), you must complete and submit the Exhibitor Appointed Contractor Form located in the Exhibitor Services Manual by the deadline date.

It is your responsibility to provide your contractor with copies of all forms, including the Rules and Regulations and Safety Rules, and ensure that they are aware of all times and limitations. Whether you use the official show contractor, your own staff or another contractor, a copy of your insurance coverage must be faxed to CANECT at 905-841-7271. You must also ensure that your contractor has liability and current WCB insurance coverage.

IRREGULAR BOOTH DISPLAYS

Displays with a background height of 8ft or less do not require approval. They must be erected with proper concern for safety and with no damage to exhibit area floors, walls etc. Displays whose background height exceeds 8ft must have prior written approval by the CANECT Management. Your request may be accompanied by a detailed, to-scale drawing. Failure to obtain approval could result in your being ordered to stop construction of your display.

FURNITURE

You can use your own or rent from the official show contractor who has a large selection (see the Stronco brochure in your on-line exhibitor service manual).

Furnishings rented from Stronco will be placed in your booth no later than Monday, May 3rd and will be removed soon after 3:00 p.m. on Wednesday, May 5th.

EXHIBITOR REGISTRATION

Exhibitor badges are not required during move-in.

A link for ordering your badges online will be provided soon. Badges can be picked up on-site at the registration desk located at the entrance to Hall 3.

For any questions, please contact Denise Simpson at 905-727-4666 ext 21 or denise@canect.net

FIRE & HEALTH MEASURES

FIRE

The INTERNATIONAL CENTRE's Rules and Regulations include Fire Regulations for Exhibitors. The conditions in these regulations must be incorporated into any display planning and materials must be made known to all your staff.

SMOKING

The INTERNATIONAL CENTRE is a non-smoking facility; therefore smoking will not be permitted in any part of the building.

HOUSEKEEPING

Bulk waste must be placed in containers provided in the aisles at closing time each day. For booth cleaning purposes a janitorial request form is included in the exhibitor service manual.

SECURITY

CANECT will provide security on a 24-hour basis in the storage and exhibit area, starting at 8:00am, Monday, May 3rd, and continuing until 12 midnight on Wednesday, May 5th. Times are subject to change.

IMPORTANT NOTICE: At the time of move-in, all exhibitors should provide a list of items valued over \$500 each to the show manager.

You are advised to take every precaution against damage, loss or theft, especially during the move-in and move-out period, and must ensure your display is staffed at all times during the exhibit hours.

CANECT assumes no responsibility for damage, loss or theft of any nature.

Only designated CANECT staff will be allowed to enter the Exhibit Area before or after show hours.

DURING THE SHOW

HANDOUTS

You can offer delegates literature, supplies and handouts in reasonable quantities. Supplies must be kept in closed containers and stored in a neat, compact manner within your booth. If you wish to hand

out food samples, a food and beverage authorization form must be completed and returned to the INTERNATIONAL CENTRE for approval.

****Under no circumstances can literature be distributed outside of your booth space. This includes the aisles, the entrance to the trade show floor, the bookstore, the registration areas and outside seminar rooms.**

IMPORTANT NOTICE: No stick-on decals of any type can be brought into the INTERNATIONAL CENTRE.

COMPETITIONS

Sales promotions and competitions conducted by exhibitors in conjunction with their display must be free of any obligation on the part of the winner. Prize winners must not be required to place an order before collecting the prize offered. The schedule of prizes and terms of the competition must be clearly stated on the entry form.

DRAWS

If you conduct a draw in your booth it is your responsibility to contact the winner directly.

IMPORTANT NOTICE: Booth competitions and draws will not be announced during the show. The PA system will only be used for emergency purposes, and instructions related to the opening or closing of the show.

ON-SITE SELLING

A valid Ontario vendor's permit is required for exhibitors to sell on-site. Distribution of samples, souvenirs and promotional materials, as well as soliciting of business, must be confined to the exhibitor's booth space. Such activities are not permitted in the aisles, restaurants, registration area, hallways or other exhibits.

NOISE

You can use audio-visual equipment to promote your products or services; however, audio levels will be monitored and must not present a nuisance to delegates or other exhibitors.

Mobile noise-emitting devices (Robots etc) can be used with discretion. CANECT staff will monitor their use to ensure noise levels are reasonable, aisles are not obstructed and no form or canvassing or harassing of other exhibitors occurs. This rule will be strictly enforced.

LIABILITY AND INSURANCE

Envirogate Event Management, Inc., CANECT 2010 Conference and Trade Show, the International Centre, and all official show contractors, their agents and/or employees accept no responsibility for loss, damage or injury to persons, or any other causes while in transit to or from and/or on display at the International Centre. CANECT will not be liable for delivery of space in the event that the building is damaged or destroyed by fire, an Act of God, public enemies, strikes, authority of the law or any other causes beyond its control.

IMPORTANT NOTICE: Exhibitors MUST provide adequate liability insurance. A recommended vendor has been supplied as part of the exhibitor services manual. A copy of your proof of insurance should be forwarded by fax or mail to Denise Simpson at 30-220 Industrial Pkwy. S., Aurora, Ontario L4G 3V6 or 905-841-7271 no later than April 15, 2010.

ENFORCEMENT OF RULES AND REGULATIONS

Any infraction of these Rules and Regulations can result in your ejection from the show. In this event, your booth fee will be forfeited and, depending on the infraction, you can be barred from future expositions.

INTERPRETATION OF RULES & REGULATIONS

CANECT reserves the right to make such changes, amendments and additions to the rates, rules and regulations that are considered necessary for the proper conduct of the Trade Show and will inform you of these changes.

Interpretation of these Rules and Regulations will rest with CANECT and this decision is final.

IMPORTANT NOTICE: Any contractors involved in the set-up of your display must receive a copy of these Rules and Regulations. If you would like a copy emailed to your contractor, please contact Denise Simpson at 905-727-4666 ext. 21 or denise@canect.net

SUGGESTIONS FOR IMPROVEMENT

Exhibitors suggestions for improvements are welcomed and will be given full consideration by the show management. Please complete the exhibitor survey at the end of the show.

Denise Simpson
CANECT Show Manager
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