

All Exhibits and Exhibitors are subject to the following Rules and Regulations.

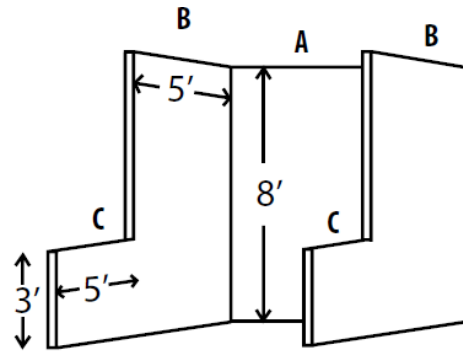
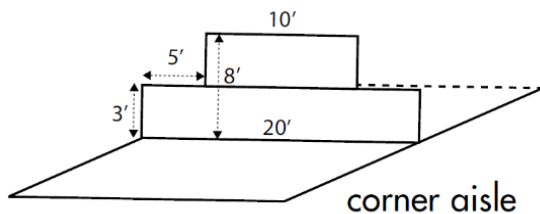
- 1) BOOTH SIGNAGE – Only booths of 400 square feet (peninsula or island) or more can hang signs in their booth.**

**BOOTH, RIGHT OF VIEW**

The first 5 feet enclosing the side the stand must not exceed 3 feet in height.

Dimensions (see Diagrams)

- A. Back partition: Length 10', Height 8'
- B. Side partition (back): Length 5', Height 8'
- C. Side partition (front): Length 5', Height 3'



**SIGNS, BANNERS and ANIMATION at the BOOTH**

Signs, banners (can only be hung in booths 400 square feet (peninsula or island) or more, and animation must be contained within the perimeter of your stand. No equipment or animation should exceed the kiosk limits or disturb the nearby kiosks nor be an obstacle to crowd movement in the alleys. (No hanging on the ceiling, ramps or walls of the BMO Centre and Soleno Pavilion). No loud presentations will be tolerated in the exhibition halls.

The maximum height for a structure inside the booth is 12' from the floor for peninsula or split island booth (minimum booth size 20' x 20'). For an island booth maximum height is 16'.

The maximum clearance height is 35 feet in the BMO Center, 20 feet in the Jefe Pavilion, 20 feet for Soleno Pavilion and 35 feet at La Coop.

- ❖ A sign installed on the adjoining wall is authorized only on the inside wall of your booth. The walls over 8 feet high (visible from your neighbor's booth) must look nice and clean without any logo or identification. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.



## EXHIBITOR GUIDELINES

### 2) Carpet

It is mandatory to have your exhibit space covered with carpet or other suitable floor covering (Except of it not being required is under a vehicle). You have the option of bringing your own carpet or rent it from GES.

### 3) Insurance

**Each exhibitor must provide proof of insurance covering them for the entire duration of the show, including move-in and move-out. Coverage for liability of a minimum of \$2,000,000 is required.**

Show Management will take responsible precautions to prevent losses and protect the interest of exhibitors, but under no circumstances will it be liable for such losses. Neither Show Management nor the owners of the building will be held responsible for personal injuries, losses or damage to products, stands, equipment, and decorations, resulting from fire, accident, theft or other, while in the building.

### 4) Payment of Account

**Full and final payment for exhibit space must be made before move-in commences.** Show Management will refuse entry to any exhibitor whose account has not been paid in full.

### 5) Care of Rented Space

Exhibitors must make sure that the space rented for their booth remains in good condition. They must not use or allow the use of nails, screws, hooks, or other similar fixtures for attaching any items. It is forbidden to paint the floor or to put anything on it without adequate protection that has been approved by the exhibit facility.

### 6) Character of Exhibits

Show Management reserves the right to restrict the use of glaring lights, objectionable lighting effects, or exceptionally noisy machinery. Sound presentations, slides, or movies will be permitted, if tuned to a conversational level, and, if not objectionable to neighboring exhibitors.

All batteries must be disconnected once vehicles are positioned in exhibits and may not be reconnected during show hours.

### **USE OF AIR HORNS IS STRICTLY PROHIBITED.**

No exhibits will be permitted which interfere with the use of other exhibits or impede access to them or impede the free use of the aisle.



## EXHIBITOR GUIDELINES

### 7) Booth Personnel

Booth personnel including demonstrators, receptionists, and models/hostesses are required to confine their activities within the exhibitor's booth space. No exceptions.

### 8) Safety Measures

Exhibitors who will show equipment in a moving and operating condition are required to provide every possible precaution for the safety of show visitors, their own operators and exhibitor personnel. During move-in and move-out, all personnel in the exhibit hall are required to respect the safety regulations of the Province of Québec.

**During move-in and move-out, ExpoCam is an INDUSTRIAL SAFETY ZONE. Appropriate Personal Protective Equipment is strongly recommended.**

### 9) Staffing of Exhibits

Exhibitors are required to maintain a staff in their exhibit at all times during the hours of the show. Security is an added problem when booths are not staffed. Exhibitors are reminded that Show Management does NOT assume any responsibility for losses.

### 10) Exhibitor Badges

ExpoCam will utilize a computerized badge system for all badges. Exhibitor badges will be supplied by the Show Management for all exhibit personnel. Exhibitor badges must be worn at all times in the show building and are required for entry into the building.

Exhibitor badges **will not** be mailed. They should be picked up at the Registration desks at the entry to ExpoCam, during move-in (September 20, 21) or on the show days (September 22 and 23).

### 11) Competitions

The schedule of prizes and terms of any competitions taking place during the show must be submitted in writing to Show Management at least six weeks before the show. Draws conducted by travel companies are not permitted.



## EXHIBITOR GUIDELINES

### **12) Soliciting, Samples & Souvenirs**

Distribution of samples, souvenirs and promotional material and soliciting of business must be confined to the exhibitor's booth space. Such activities are not permitted in the aisle, restaurants, registration area, hallways or other exhibits. No exceptions.

### **13) Debris Potential**

Popcorn machines and helium balloons are not permitted due to the debris potential.

### **14) Food and Refreshments**

The serving of food and beverages by the exhibitor is acceptable if approved in writing by Show Management in advance. All such service must conform to contractual arrangements between ExpoCam and be purchased from the official caterer.

### **15) Alcoholic Beverages**

Information to follow.

### **16) Release Forms**

Release forms to remove goods from the exhibit hall are required from the opening day to the closing of the show (move-in and move-out not included). Release forms must be signed by the exhibitor (or senior representative at the exhibit) and by Show Management for removal of material not under bond. Forms are available from the Show Office. Removal of goods in bond must first be cleared with Canada Customs. Upon presentation of this clearance, a release form will be issued by Show Management.

### **17) Exhibit Removal**

No removal or dismantling of exhibits or exhibit material is permitted before 6:00 pm on September 23, 2021. Exhibitors are urged to remove small items or products from the building immediately after the close of the show. While Show Management will take all responsible security measures to safeguard small items, immediate removal of such items will minimize the possibility of loss from pilferage.

Exhibitors are reminded that charges will be made by Show Management, GES and Consult Expo Inc on equipment and materials left in the building after the final move-out date. For exhibitors with vehicles in their booth need to comply move in and out schedule.



## EXHIBITOR GUIDELINES

### **18) Security**

Security guards will be on 24-hour duty from opening time of move-in until closing time of move-out. Show Management does NOT assume any responsibility from losses incurred from pilferage or any other causes. Exhibitors should take all possible precautions to protect their own property and should have appropriate insurance. Small items such as laptop computers and cellular phones should NEVER be left unattended.

### **19) Entry to Show**

Show Management reserves the right to refuse admission to the show building to any visitor, exhibitor, or exhibitor's employee, who, in the opinion of Show Management, is unfit, intoxicated or in any way creating a disruption of the show. Abusive language, threats, assaults, vandalism, theft, and all other inappropriate actions will result in immediate removal from the premises and prosecution if appropriate.

### **20) Mechanical Conveyances**

Mechanical conveyances such as electric carts, scooters, robots, or bicycles will not be allowed in the aisles during show hours. The only exception to this rule will be in the case of handicapped persons visiting the show, and duly authorized show personnel.

Exhibitors demonstrating mechanical or electrical products in their booth are required to take appropriate safety precautions and have adequate insurances coverage.

### **21) Animals**

Except for seeing eye dogs, no animals, birds or pets of any description are permitted in the building without prior written approval of Show Management and the Facility.

### **22) Children**

Children (under the age of 18) are **not** permitted in the exhibit hall during move-in or move-out.

### **23) Hospitality Suites**

Exhibitors holding Hospitality Suites, Receptions or other events are requested to avoid conflicting with Show Hours.

### **24) Smoking**

In accordance with the city of St Hyacinthe bylaws, all areas in Espace St Hyacinthe are designated as non-smoking.



## EXHIBITOR GUIDELINES

### **25) Photography**

Photographs/ videotapes of exhibitor's booths may not be taken without permission of that organization's representatives.

### **26) Storage**

Show Management does not provide lockable storage for exhibitor use; please take your storage requirements into account when designing your booth. Fire Regulations do not permit the storage of packaging or equipment behind exhibitor's booths.

### **27) Interpretation of Regulations**

The Management has the right to make such changes, amendments, and additions to these Exhibitors Rules and Regulations as it shall deem necessary to the proper conduct of the Exhibition. The Exhibitors Rules and Regulations as amended, shall govern in all cases.

Interpretation of the Exhibitors Rules and Regulations and Operational Rules shall rest with the Management and its decision shall be final. Management may require exhibitors to make such alterations to their displays as it deems necessary to the proper conduct of the Exhibition and, on failure to comply, may order the immediate removal of the entire exhibit without compensation and at the Exhibitors expense.

**Exhibitors failing to observe Show Rules and Regulations may be removed from the Exhibit Hall.**

### **28) Eligibility / Operation & Conduct**

#### **Counterfeiting**

An exhibitor may not show counterfeit products, or another manufacturer's products which have been purchased or lifted from a distributor or another manufacturer, or any products which are deemed by Show Management in its sole discretion to be deceptively or illegally marketed. Exhibitors who display products on the show floor or offer products in their catalogues displayed at ExpoCam that are found to violate a patent or trademark will face sanctions by Show Management. Sanctions are up to the Show Management, and may include closing the booth, together with a ban from the show and loss of seniority privileges and other sanctions as deemed appropriate by Show Management.

Newcom Média Québec is confident that all our exhibitors seek to maintain the highest of standards of compliance with Canadian law and industry standards. If you have any questions concerning ExpoCam rules, regulations and compliance procedures on this, or any other matter prior to the show, please contact Sarah Borisko at 416-510-6867. During the show, please direct any problems concerning possible intellectual property violations to the show office located BMO Centre.