

BMO CENTRE STAMPEDE PARK

February 25th – 28th, 2016

Rules & Regulations



booth design & construction

A) **HEIGHT** - Inline booths may reach a maximum of 8' in height. Island booths may be over 8' in height. Perimeter booths may be 10' in height on back wall only. No walls or drape are allowed on the aisle side of the exhibit unless approved in advance by Show Management. **If unsure, please contact Show Management prior to set up.**

Displays, signage or exhibits requiring suspension from the ceiling of the exhibit hall are limited to specific areas where fastening may be possible and in accordance with booth guidelines. Any exhibit requiring such suspension must first apply in writing for approval. Cost is the responsibility of the exhibitor.

B) **DRAPE** – All booths will be supplied with 8' high draping at the back, and either 8' or 3' high drape on the side depending on location in the show. No draping is allowed on the aisle side of booths unless authorized in advance by Show Management. All solid walls must be neatly finished on both sides where visible. Any variation or changes in the standard draping are at the exhibitor's expense. Nothing is to be pinned or stapled to drape – "S" hooks are available from our show decorator.

C) **FLOORING** – **Appropriate floor covering is mandatory.** This could be carpet, interlocking stone, ceramic tile, linoleum, etc. and must cover the entire surface of your exhibit space. Companies without proper flooring will be made to rent appropriate flooring at their own expense. Please refer to page 3 for further information.

D) **SIGNAGE** – Any handmade signage will be taken down by Show Management. Signage for your company is meant to advertise your product or service within your exhibit space. If you require signage to be made for the show, management has appointed GES as sign contractor. **Hand drawn or unprofessional signs are not permitted.** Please refer to page 8 for further information.

cleaning

Exhibitors are responsible for cleaning their exhibit or having it done through GES Canada Exposition Services Limited at an additional cost (vacuuming, dusting, garbage removal, etc.). Order forms are online in the Exhibitor Kit.

Please clean and empty paints, varsols, etc. into the container provided in the wash rack at the back of the East Hall of the BMO Centre.

customs broker

For all customs related concerns, please contact our official customs broker Linda Vandop, Account Executive, Events for the Alberta Region – Mendelssohn Event Logistics, phone: 403-291-1694 or lvandop@mend.com.

display vehicles

Exhibitors who wish to have a vehicle in their exhibit space must inform Show Management of their intent and purpose prior to February 5th, 2016. Safety precautions are needed and sponsorship regulations may prohibit certain types of vehicles. **Any vehicle driving onto or off the show floor must have a Floor Manager to act as a “spotter” to direct the vehicle.** Please contact your Exhibit Sales Representative for approval and delivery scheduling.

Motor vehicles or gasoline powered equipment on the show floor that are a part of the show and are remaining in the building, must only have **¼ of a tank or 20 liters, whichever is less.**

draws or contests

All contests must have prior approval from Show Management.

Please fill in the Contest Request Form and return it before February 12th, 2016.
***Form found in the Exhibitor Kit online.**

Information obtained from the ballots is to be used solely by the exhibitor who collected the information and solely for the purpose mentioned on the ballot.

Show Management reserves the right to terminate any contest, by removing ballots from the booth, if it does not comply with the Competition Act, or with Show Management Regulations. For more information on the Competitions Act please contact the Competition Bureau at 1-800-348-5358. Names of winners must be submitted to Marketplace Events.

electrical services

Marketplace Events provides one 400-watt single plug in electrical outlet per exhibiting company. Additional outlets, such as 100-volt and 220-volt electrical service, are available at standard show rates. If you require accent lighting, spots or additional power, this is available on a rental basis through the Calgary Stampede Event Services, BMO Centre and Corral (order forms are located on the website in the Exhibitor Kit), **discount deadline is February 8th, 2016.**

**** Please note that the Calgary Stampede Event Services desk will now be located by Overhead Door #5 vs. the concourse by the LRT entrance.***

exhibitor (staff) badges

Complimentary exhibitor badges will be provided based on the square footage of exhibit space purchased. There will be a \$10.00 charge for each additional badge ordered.

If you require additional badges please fill out the Extra Exhibitor Badge Order Form and return it by February 15th, 2016.
***Order form found in the Exhibitor Kit online.**

Exhibitor badges must be picked up at the Show during Move-In. Exhibit space must be paid for in full before exhibitor badges can be picked up.

Please make sure your staff is aware that there is a \$10.00 fee to replace lost badges.

Exhibitors must wear their badges at all times; it will be easier for visitors to identify your company and your employees. As well, your exhibitor badge must be shown at the entrance to gain admittance to the show. It is imperative that your staff is informed of this policy as they will be refused entry without a badge. *We appreciate your co-operation and courtesy in this matter.*

facility care

Painting, nailing, drilling or screwing to the floor, walls or any part of the **building is not permitted except by prior approval of both Marketplace Events and Building Management.**

For further guidelines and regulations, please also refer to the information indicated under the heading “flooring.”

food & bev sampling

Any exhibitor giving food or beverage item samples are restricted to a 2-ounce liquid portion (maximum) or a toothpick size food portion (maximum). The Calgary Exhibition & Stampede Concessionaire agreement must be sent in for their approval, prior to move-in. Calgary Exhibition reserves the right to close any concession not following regulations. Alberta Health also requires a detailed application prior to exhibiting in the show, this is a mandatory form if you are involved with selling/sampling food or beverage items.

If required, please make sure you have made proper arrangements with the Calgary Stampede to order a hand wash station, blue boys or water hooks ups as they are not provided by Marketplace Events and water hook ups are not always accessible in every booth location. As an exhibitor you are responsible for draining your own holding tank, we ask you drain your tank in the dish rack room which is by Overhead Door 5.

Please fill out the Alberta Health Vendor Application and the Calgary Stampede Concessionaire Agreement and return it to the appropriate suppliers no later than 14 days prior to the event. Please also send copies of both forms to the show management team for their records.

*** Forms can be found on the Exhibitor Kit page on our website.**

forklift services

Forklift services are provided by our Show Service Provider GES, if you require a forklift to drop your items off at your booth location, at no cost. However, If you require additional forklift services within your booth location there is a fee for this service. Please refer to the GES order forms online in the Exhibitor Kit.

fire regulations & flame proofing

- The Calgary Fire Department requires proof that all materials (sheds, canopies, tents, and fabric coverings on display pop-ups, temporary structures including signage in and hung above a booth) comply with fire regulation and are rated CAN/ULC - S109. Any non-compliant material may be removed.
- As per the Calgary Fire Department Indoor Special Events Requirements Guide, all tents and canopies must have a **permanently attached label** indicating conformance to CAN/ULC-S109, Flame Tests of Flame-Resistant Fabrics and Films. **Any tents or canopies without the proper labeling will be removed from the show floor immediately.**
- Neither your booth, nor the gas connections, may infringe on the booth behind or beside you. Gas connections must be accessible at all times, in the event of an emergency.
- Highly visible signage must be used on each burn unit to warn parents of a burn hazard to children.

first aid and accident/incident reporting

All incident/accidents that occur on-site must be reported to security and Show management immediately.

First aid services are located on-site during move-in, move-out and show days to respond to medical emergencies, please visit the show office in room #105 or contact the show office at 403.261.0583.

flooring

Appropriate floor covering is mandatory and must cover the entire surface of your exhibit. This could be carpet, interlocking stone, ceramic tile, linoleum, etc. Exhibitors wishing to lay tile or other floor covering, or build any structure, may not adhere it directly to the building floor. It is required that building paper, plastic sheeting, or some other suitable protection be laid on the building floor. If two-sided adhesive tape is used, it must be completely removed by the exhibitor while dismantling.

Building Management strictly prohibits the following:

- The fastening of material to concrete floors by means of ramset fasteners or masonry nails.
- The fastening of nailing strips to any of the building walls, by any means.
- The painting of floors or walls in any part for the building.

freight free aisles & emergency exits

In order to provide unobstructed emergency access and egress during move-in/move-out, freight free aisles will be designated. Freight free aisles will be regularly monitored by the floor managers and all items found in these aisles (such as crates, carpet, boxes, etc.) will be required to be moved immediately.

In addition to the freight free aisles, it is also essential that all emergency exits from the building be kept clear. Similar to the freight free aisles, all items found blocking the emergency exits will be asked to be cleared immediately by the floor managers.

In order to assist with sufficient work space, move-in times assigned must be noted and respected. Exhibitors are encouraged to carefully plan their move-in and only move in display items as required (i.e. move-in office furniture once carpet is laid). We appreciate your cooperation with this policy.

guest tickets

Guest Tickets are available to exhibitors for distribution to your customers, prospects, friends, and family at a discounted price of \$10 (regular \$16).

Please fill in the Guest Pass Order Form and return it before February 15th, 2016.

*** Form located in our Exhibitor Kit online.**

helium balloons, popcorn & peanuts in the shell

Helium balloons, popcorn or peanuts (in the shell) are NOT permitted in the show!

hotel accommodation

Marketplace Events has appointed **Hotel Arts** as our official host hotel. Please refer to contact sheet found in our Exhibitor Kit for more information.

insurance

Marketplace Events LLC, Calgary Home + Garden Show, or the Calgary Exhibition and Stampede, will not be responsible for injury to persons, nor the loss or damage of products, exhibits, equipment or decorations by fire, accident, theft or any other cause while in the show building or its environs.

No alcohol may be consumed on show site other than during designated times and locations as specified in this Exhibitor Service Manual and/or on posted signage by the show facility/convention center. Alcohol consumption is strictly forbidden during all move-in and move-out hours. Additionally, the use or distribution of illegal drugs is strictly forbidden. Any persons including exhibitors, service providers, employees, attendees or anyone else working at or attending the show that does not comply with this policy will be removed from the show and their credentials will be revoked.

EXHIBITORS MUST CONSULT WITH THEIR OWN INSURANCE BROKER TO ENSURE THAT THEY HAVE SUFFICIENT INSURANCE AGAINST ALL RISKS TO EITHER PERSONNEL OR EQUIPMENT AND PUBLIC LIABILITY. A COPY OF PROOF OF INSURANCE MUST BE PROVIDED TO Marketplace Events.

Please fill out the Certificate of Insurance Form and return it by **February 15th, 2016.**
*** Form located in our Exhibitor Kit online.**

If you currently do not have any insurance for your company for the duration of the show, you have the option of purchasing temporary insurance for X amount of days. Please see the link for **HKMB Hub International insurance** found on our website where you are able to purchase insurance for the Calgary Home + Garden Show.

material handling

Crates (not cartons) will be stored for the duration of the show and returned to exhibitors after 6PM, Sunday, February 28th, 2016. Each crate must have the company name and booth number clearly marked. Labels may be obtained from the Show Office or **GES Canada**.

If you require the use of heavy-duty unloading equipment, you are requested to notify Marketplace Events at least **two weeks prior to show time** so that arrangements can be made to have it available. Costs of renting and operating such equipment must be borne by the exhibitor. Exhibitors who can supply their own trucks and dollies are urged to do so.

microphones

The use of microphones is NOT permitted on the show floor unless approved by Show Management.

move-in

All exhibits must be ready by 11:30am, Thursday, February 25th, 2016.

Please refer to the website for the updated move in schedule with your specific move-in time. This should be posted within a month prior to the show.

For move-in please use:

Hall A – Door 5
Hall B – Door 6
Hall C – Door 12
Hall D – Door 13 & 16

There will be no access through the front entrances. Move-in will be through the back entrances only.

Please note that no vehicles will be allowed on the show floor after 4:00 PM or possibly earlier depending on exhibitor traffic on Wednesday, February 24th, 2016. Come early to avoid disappointment.

Security guards will be posted at all move-in doors. The floor director will patrol entrances. Please be advised that safety shoes, protective eye, headgear and harness (as necessary) are strongly recommended in most cases and required in others.

***ABSOLUTELY NO CHILDREN UNDER 14 ALLOWED
ON THE FLOOR DURING MOVE-IN AND/OR MOVE-OUT.***

move-out

Removal or dismantling of exhibits or exhibit materials will NOT be permitted before 7PM, Sunday, February 28th, 2016. (1 hour delay to allow for aisle carpet removal). Early dismantling of your booth may prevent your future participation in our shows.

Exhibitors are strongly urged to remove all cartons and open cases of product from the building immediately after the close of the show. **While Marketplace Events will take all reasonable security measures to safeguard small items, immediate removal of such items will minimize the possibility of loss from pilferage.**

The same move-out door system as during move-in will be in effect. Security will patrol the front entrances, with one supervisor on the floor. Exhibitors must post staff in their booth during move-out to secure their merchandise.

Exhibitors are reminded that charges will be made by the Calgary Exhibition & Stampede for equipment and material left in the building after 2PM on Monday, February 29th, 2016.

parking

Calgary Exhibition & Stampede directly controls **ALL** parking (order forms are located on our website). **Pre-order 14 days in advance of the week of move-in and save money!**

There will be no reserved/designated “Exhibitor Parking”; however the parking pass will guarantee a parking spot on Stampede Park.

The S Lot on the Stampede Grounds is no longer available to exhibitors for overnight truck/trailer storage. Lot #25 is the only lot on the grounds available now for this purpose.

press releases

Exhibitors are urged to provide Reformation PR with press clippings and photographs of any new products being shown. Reformation PR’s information can be found on our Directory of Services.

propane/natural gas/compressed

If any propane or natural gas fired equipment is to be displayed in an exhibitor’s booth, the exhibitor must contact Show Management, prior to move-in, explaining the nature of the equipment. Requests will then be submitted to the Safety Engineers for approval, rejection

air

or limitations.

public relations

Marketplace Events has appointed Reformation PR as our official provider of public relations for the Calgary Home and Garden Show, please refer to the Directory of Services for their contact information if you wish to get in touch with them.

security service

Exhibitors are responsible for their own booth security. Security guards will be on duty 24-hours a day throughout move-in, show days, and move-out. They are there to safeguard your interests. Please extend them your fullest co-operation and courtesy in the performance of their duties.

Exhibitors are asked to report any losses to the Show Office immediately. Security personnel will conduct an investigation. Show Management assumes no responsibility for losses.

sheds/canopies/ temporary structures

- The Calgary Fire Department requires proof that all materials (sheds, canopies, tents, and fabric coverings on display pop-ups, temporary structures including signage in and hung above a booth) comply with fire regulation and are rated CAN/ULC - S109. Any non-compliant material may be removed.
- As per the Calgary Fire Department Indoor Special Events Requirements Guide, all tents and canopies must have a **permanently attached label** indicating conformance to CAN/ULC-S109, Flame Tests of Flame-Resistant Fabrics and Films. **Any tents or canopies without the proper labeling will be removed from the show floor immediately.**

shipping

Call **GES at 403-243-2212** to ship your materials.

Materials shipped directly to the site, must be clearly labeled as follows:

**Calgary Home and Garden Show
(Your Company Name & Your Booth Number)
#20 Roundup Way
BMO Centre, Loading Door #6
Calgary, AB T2G 2W1**

Note: Due to security risks, packages not properly marked will be refused.

Only prepaid shipments will be accepted on-site during move-in. Management reserves the right to refuse non-paid shipments.

show decorator

The official show decorator is **GES Canada Expositions Services Limited (GES)**.

Please refer to the Directory of Services located in the Exhibitor Kit. They are responsible for the following:

- Furniture Rental (tables, chairs, etc.)
- Sign Writing/Banners Orders
- Carpet Rentals
- Draping

- Display Set-up Assistance
- On-Site Labour and Cleaning

To take advantage of discount pricing, all order forms and full payment must be received on or before the discount date of **February 8th, 2016**.

show floor safety

The set up and tear down of an exhibit floor is defined by law as a construction zone. As such, safety shoes, protective eye, headgear and harness (as necessary) are strongly recommended in most cases and required in others. Keep your work area clean and tidy. Un-secured wires, trip hazards and sharp edges are everyone’s concerns.

ABSOLUTELY NO CHILDREN UNDER 14 ALLOWED ON THE FLOOR DURING MOVE-IN AND/OR MOVE-OUT.

show management

The Calgary Home and Garden Show is managed and produced by:

Marketplace Events
602 - 5940 MacLeod Trail SW, Calgary, AB T2H 2G4
Phone (403) 253.1177 | Fax (403) 253.7878

ON-SITE SHOW OFFICE
 (effective February 22nd – 29th, 2016)
 Phone: (403) 261-0583
 Fax: (403) 261-0323

	contacts	office	cell
Kim Meroniuk	Exhibit Sales (A – J)	403.253.1177 x208	403.615.4394
Casey Matulic	Exhibit Sales (K – Z)	403.542.1649	403.542.1649
Micheline Picot	Exhibitor Marketing & Sales Coordinator	403.253.1177 x205	403.850.1924
Jenn Tait	Operations Manager & Assistant Show Manager	403.253.1177 x207	403.973.6056
Lauren Wilson	Show Office Administrator	403.253.1177 x201	403.803.3472
Amy Tuck	Sales Assistant	403.253.1177 x214	403.478.2698
Terri Higgins	Group Manager	778.475.1495	250.351.4690

signage

Management has appointed GES as the sign contractor. We suggest that you order your signs well in advance of the show (order forms are located on our website). **Hand drawn or unprofessional signs are not permitted in the show. Any signage deemed unprofessional shall be removed by show management.**

Any signs hung above a booth by Calgary Stampede Event Services must have proof that the sign complies with Fire Regulation and rating CAN/ULC-S109. Price signs pertaining to competition are not permitted. Where price must be advertised, signs must be small, neat and inoffensive, and Marketplace Events shall have the right to prescribe the character and number.

Banners to be hung – Please contact Calgary Stampede Event Services well in advance of the show (order forms are located on our website) to arrange for banner hanging. Banners

cannot always be hung over your exhibit due to the limitations of the ceiling beams. All signage and banners must be hung a minimum of 11 feet above the floor. **Banners must be 3' less than your booth width, one-sided only unless you are an island or peninsula exhibit over 400 sq. ft. in size.** All booths 200 feet square or smaller shall only have single-sided signage. Any banners or signage deemed inappropriate by Show Management will be removed at the exhibitor's expense. All other signage must be incorporated into your exhibit and not exceed overall height of 12' and **may not be double-sided where it faces directly into a neighbouring booth.**

slips, trips & falls

During move-in, there may be a considerable amount of debris, water and snow on the floors that can cause potential injury. We ask that Exhibitor's on-site employees and/or suppliers/contractors be continuously aware of their surroundings and alert to potential hazards. In addition, everyone must comply with the following procedures:

- All work areas/booth spaces are to be kept in reasonable order and materials not in use (ie: tools, wood, etc) be appropriately stored.
- Reinforce with employees positioning of materials at booths to minimize congestion as much as possible.
- Reinforce with employees placing waste in appropriate waste containers.
- All vehicles entering the buildings must have competent drivers and ensure that precautions are taken to avoid excess snow, rain, oil, etc. on the show floor.
- All vehicles and trailers must be in proper working condition with no fluid leaks.
- Utilize the minimum amount of packaging required and return packaging when possible (ie: wood, reusable packaging etc).
- Notify show management of any unsafe practices or conditions noticed that could pose a potential hazard.

smoking by-law

Calgary Exhibition & Stampede has been deemed a "Non-Smoking" building guided by the City by-law 57M92. Smoking is permitted outside the building only.

soliciting

Soliciting is not permitted in the aisles, in other exhibitor's booths, at any building entrance/exit, or anywhere on the grounds of Stampede Park.

Soliciting of business and distribution of sample, souvenirs, and literature, including solicitation by costumed personnel, must be confined to the exhibitor's space.

Solicitation of exhibitors or visitors by non-exhibitors is strictly prohibited and should be reported to Show Management immediately.

sound systems

Home entertainment, music and other exhibitors producing sound must keep sound to a minimum within their own exhibit. **Show Management reserves the right to control sound levels or in the event it becomes a nuisance to other exhibitors.**

The use of live bands, recorded music, public address systems, etc., is not permitted on the show floor or within the grounds of the BMO Centre unless authorized by Show Management.

stone cutting

Due to the hazards related to stone cutting, exhibitors are requested to pre-cut stone off site

prior to the move-in.

Stone cutting is not permitted at your booth, **the only exception is with the use of a wet saw**. All sage work practices must be followed during any stone cutting activity. You must keep the stone cutting area clean and free of any hazards or waste material.

subletting of exhibit space

Exhibitors are **NOT PERMITTED TO SUBLET** their space to another company or product without prior written permission from Marketplace Events. Violators will be removed from the show.

telephone service

Exhibitors must make their own arrangements for phone service in their booth. Phone services can be ordered through Calgary Stampede Event Services.

***Order forms are located on the Exhibitor Kit Page of our website.**

use of tools

Hand and power operated hand tools may need to be utilized on the show floor, please review the following requirements for the use of tools:

- Ensure all staff operating tools are competent and knowledgeable on the proper and safe operation of such tools. Pre-show training, regarding the operation of power operated hand tools, is recommended as required.
- Ensure all move-in and move-out staff are properly equipped with the appropriate tools for completing tasks. All power tools must be in safe working condition with the appropriate safety mechanisms.
- All staff operating tools are required to wear appropriate personal safety equipment. Safety gloves and glasses are essential when risk of hand and eye injuries is high.

vehicular traffic

In order to maintain freight free aisles and avoid congestion, the number of vehicles allowed on the show floor at any one time will be restricted.

The loading area can become very congested and therefore all exhibitors are asked to respect their move-in times as per the schedule.

For those exhibitors with small loads, dollies will be on loan to assist with the transfer of material to the booth location, we ask that this be done safely and efficiently and that your vehicle be moved as soon as possible to allow your fellow exhibitors the space to also move-in.

If you do require access onto the show floor with your vehicle, there are a couple of policies you need to follow:

- All drivers must be competent and capable to maneuver in confined spaces. They need to respect the rules of the road and show floor.
- All vehicles and trailers need to be in proper working condition with lights, brakes, transmission, etc.
- A spotter must be used to escort the vehicle and for all reversing vehicles.
- Maximum speeds posted must be respected. When on the show floor, vehicles will not be allowed to drive faster than walking speed.
- Idling must be kept to a minimum while in the building.

- We ask that vehicles are clear of snow, ice or mud prior to entering the show floor.

working at heights & the use of ladders

There are many situations where working at heights is necessary. In order to avoid injury, we require the following procedures to be followed:

- Proper extension devices (ie: ladders) must be used. Ladders higher than 10' are not permitted for safety reasons.
- Items such as tables, chairs, boxes etc. shall not be used to lift a person or to be stood upon.
- All ladders should be maintained in safe working order with suitable heights, weight loads, non slip footings, rung spacing and tethers capable for what they are subject to (must be CSA Approved).
- When in use, ladders also need to be placed on a firm non-slip ground surface.
- Ensure on-site employees and/or suppliers/contractors working at heights comply with all the local fall arrest and fall protection legislated requirements.
- Proper fall protective equipment (ie; lanyard and safety harness) must be worn when working at heights over 3 meters.
- Ensure a safe and engineered approved anchor is used as the fixed support system for fall protection equipment and that the anchor system meets weight and height requirements for the task.
- Ladders are not to be used as working platforms. If working at a height is required for an extended period of time, proper platforms must be used.
- All Exhibitors, on-site employees and/or suppliers/contractors working at heights must be trained and understand the proper use of fall protection equipment and extension devices.