



## GENERAL SHOW INFORMATION

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1. **Aisle Carpet**

Aisle carpeting is provided.

2. **Alcoholic Beverages**

The use of liquor (spirits, wine and beer) by exhibitors in their exhibit areas is contrary to regulations set out by the Liquor Control Board of Ontario.

3. **Arrangement of Exhibit**

Exhibit booth are restricted to a height of 8'. Exceptions may be permitted with the written approval of Show Management in advance of the show. Aisle space must not be used for exhibit purposes or for solicitation of business. Exhibits must not unduly obstruct visibility of adjacent booths, i.e. 50% visibility allowance for booths on both sides. Island booths of 20' x 20' or larger may be allowed to be higher than 8', depending on their location on the floor. There are overhead wires in the facility which limit the height variation in certain areas on the floor. If a booth structure in an island booth exceeds 11', an engineering certification verifying the structural integrity of the exhibit is required. Please contact Show Management if you have any questions in this regard.

4. **Badges**

Exhibitor badges are available for pick up in the Show Office. Badges must be worn at all times. See enclosed form for ordering. Please note: There is a restriction to the number of staff allowed in boothspace for the duration of the show at any given time. Allowing for the fact that many exhibitors rotate staff, the following will be mandatory. At any given time, the following will be the maximum staff allowed in boothspace on the show floor:

10' x 10' space – 4 staff

20' x 10' space – 6 staff

30' x 10' space or larger– 8 staff

5. **Balloons**

No balloons, confetti or popcorn may be given out during the show. The use of helium is not permitted.

6. **Booth Rental**

The booth rental fee entitles each exhibitor to the following:

- Designated floor space at the Ernst & Young Centre with general house lighting and heating/air conditioning
- Standard booth backdrop and low side curtains
- Janitorial service for maintenance of aisles and public areas
- Overnight Security
- Exhibitor badges
- Four complimentary VIP passes per booth
- Show Management on-site at all times
- Company listed in Show Guide, if received prior to show guide cut off date of February 15<sup>th</sup>.
- Publicity and promotion

7. **Compliance with Rules and Regulations**

Show Management reserves the right to make such changes, amendments and additions to the rules and regulations as considered necessary to the official and proper conduct of the Ernst & Young Centre. Interpretation of these rules shall rest with Show Management and non-compliance with the regulations can result in the ejection of the offending exhibitor, or the closing of an exhibit. Neither the Ernst & Young Centre, nor its employees, nor the Ottawa-Gatineau **GOLFEXPO**, nor its employees shall be responsible for bodily injury, loss or damage to products, displays or exhibits, equipment or decorations by fire, accident, theft or while they are at the Ottawa- Gatineau **GOLFEXPO**. Any exhibit that has not been dismantled and completed removed by 10:00 pm, Saturday March 9<sup>th</sup> 2019, is considered to be



**STRANDED FREIGHT** and will be removed to the Warehouse of the official show decorator and all costs will be charged back to the exhibitor. The exhibitor shall save harmless the Show Management from any damages so incurred.

#### 8. **Contests and Draws**

Draws conducted by exhibitors in conjunction with their exhibit 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 competitions must be clearly stated on the entry form. Exhibitors wishing to conduct a contest/draw at the Ottawa-Gatineau **GOLFEXPO** must follow all rules under Section 59 of the Competition Act obtainable from Consumer and Corporate Affairs. Failure to comply with the rules of this Act constitutes a criminal offense. Fines could be as high as \$25,000, and imprisonment terms of up to 5 years. Contest/draw rules and regulations must state that such a contest/draw is conducted independently of the Show and that Show Management will NOT assume responsibility for any liability arising as a result of contest/draw being held at the Show. All such competitions must be approved by Show Management at least 2 weeks before the show and comply with all existing government regulations. All information gathered must be by means of a ballot and must include an option for attendees to "Opt In" to receive further electronic communications from exhibitor and **MUST** be CASL compliant. This ballot is subject to approval by Show management, and must be submitted to show management for approval. A Contest/Draw Approval Form is available online and should be returned by February 22<sup>nd</sup>, 2019.

#### 9. **Damage to Property**

Use of nails, screws or any material which can mark floors, walls, columns or ceilings is prohibited. Exhibitors wishing to lay any floor covering may not adhere same to the building floor. In such cases, it is suggested that building papers or other suitable protection be first laid down or double-faced tape may be used as an adhesive. Exhibitor is liable for any damage caused to building floors, walls, columns or ceilings or to standard booth equipment. Any damage caused due to exhibitor negligence will be billed to the exhibitor.

#### 10. **Default in Occupancy**

Any exhibitor failing to occupy space contracted for is not relieved of the obligation to pay the full rental of such space. If not occupied, and paid for in full, by the time set for completion of installation, such space may be possessed by Show Management and reallocated or assigned for such purposes as they may see fit.

#### 11. **Deliveries/Shipping**

Deliveries/shipping must be made before the Show opens each day. Please advise Show Management of any expected deliveries. **Exhibitor displays shipped to the show will ONLY be accepted on Thursday March 7<sup>th</sup> at the Ernst & Young Centre. Any shipments arriving before this date may be returned by the facility.**

All shipments should be consigned to:

OTTAWA-GATINEAU **GOLFEXPO**  
Company Name/Exhibitor Name/Booth Number  
EY Centre  
4899 Uplands Drive, Hall 2  
Ottawa, ON K1V 1J9



Crates and packages should be clearly marked showing:

Show name

Company name

Booth number

Show building and complete address

Customs broker, when necessary, including name and telephone number (where shipments are made from outside Canada)

ALL FREIGHT MUST BE PREPAID. C.O.D. SHIPMENTS WILL NOT BE ACCEPTED BY SHOW MANAGEMENT. EXHIBITOR GOODS WILL NOT BE ACCEPTED AT THE ERNST & YOUNG CENTRE PRIOR TO ACTUAL MOVE-IN PERIOD, COMMENCING 2:00 PM. THURSDAY MARCH 7<sup>TH</sup> 2019

#### 12. **Entry to Show**

Show Management reserves the right to refuse admission to any visitor, exhibitor, or exhibitor's employees who, in the opinion of Show Management, is under the influence of drugs or alcohol, or in any way creating a disruption of the show.

#### 13. **Fire Prevention**

NO combustible or inflammable liquid or material may be used in any exhibit or display. These include paper or those products with acetate cellulose or nitrate cellulose contents, decorative greens containing pitch and polyethylene artificial floral decorations. All materials used for decorative purposes must be flameproof. All exhibit, display or demonstration installations must meet the requirements of all regulations and inspections enforced by the local Fire Department and the Ernst & Young Centre. Representatives of the fire safety department will inspect and may randomly test materials on the Show floor prior to and following the opening of the Show. It is important that any violations are immediately corrected.

#### 14. **Food/Beverage Distribution**

The Ernst & Young Centre has exclusive food and beverage distribution rights within the facility. Any Food & Beverage required by exhibitors within their boothspace, must be purchased from the Ernst & Young Centre. They can be contacted at:

Tel: 1-888-822-9221 or 613-822-8800

Email: [info@cecentre.ca](mailto:info@cecentre.ca)

#### 15. **Insurance**

Current and in force Commercial General Liability Insurance coverage is necessary for exhibitors at the Ottawa-Gatineau **GOLFEXPO**. A copy of Certificate of Insurance is required by the Show Management. Please fax a copy of this document to 613 226-4148, by February 22<sup>nd</sup>, 2019.

Management reserves the right to refuse admission to any exhibitor who fails to comply with this regulation. In this event, no refund will be forthcoming for exhibit costs.



#### 16. Prefabricated Booths

Exhibitors planning to use their own prefabricated display should advise Show Management by contacting Val Kelly, Show Administrator at telephone 613-487-3911 or email [vkelly@ngcoa.ca](mailto:vkelly@ngcoa.ca). If a prefabricated display is to be used which will completely cover the back of the exhibit space, a standard backwall drape WILL NOT be required.

Any exhibitor planning to use, or build a prefabricated display, should ensure that:

- An allowance of 1" is made on each side of the display to allow for the thickness of support poles for standard dividers. If lengths exceed 9'10", 19'10", etc., notify Show Management so that special arrangements can be made.
- Projection of side walls from the rear of booth is limited to a height of 8' for a maximum distance of 4'. The continuing side wall is limited to 4' in height allowing 50% visibility at the sides of the exhibit.
- All sides and surfaces of exhibit (booth and signs) which are exposed to view must be properly finished and decorated. If a booth structure in an island booth exceeds 11', an engineering certification verifying the structural integrity of the exhibit is required.

If you have any questions in this regard please contact Val Kelly at 613 487-3911 or email [vkelly@ngcoa.ca](mailto:vkelly@ngcoa.ca)

Show Management reserves the right to refuse entry or to have removed at the exhibitor's expense any display which is not in accordance with these rules and regulations. If any doubt exists, or where a special case exists, the exhibitor must provide details and have such exhibit approved by Show Management.

#### 17. Security

Show Management does not assume any responsibility for losses due to fire, theft, accident, personal injury, bodily harm and all perils. Booths must be manned at all times during show hours. Security Guards will be on-site overnight from 9:00 pm Thursday March 7<sup>th</sup> to 8:00 am Friday March 8<sup>th</sup>, and 8 pm Friday March 8<sup>th</sup> to 9 am Saturday March 9<sup>th</sup>.

#### 18. Signs

Exhibitors are permitted to display signs representing their products only in those areas for which they have contracted space. All signage must be professionally done. The top of all signage must be positioned a maximum of 8' from the floor. Any exceptions must be pre-approved by Show Management. Signage may not be attached directly to the back drape, they may be hung by means of S-hooks from the top of the drape line piping. If you require S-Hooks on site please contact the show office.

For information on local signage vendors, please contact Val Kelly at 613-487-3911 or email [vkelly@ngcoa.ca](mailto:vkelly@ngcoa.ca)

#### 19. Sign/Banner Hanging

Any exhibitor requiring signs or banners to be hung above their booth space must contact the Show Manager for approval in advance of the show. All sign hanging must be done by the official supplier – Freeman Electrical.

#### 20. Telephone Service / Internet

Installation of temporary Internet and Telephone services for exhibit booths must be arranged through DE Systems, the exclusive vendor for these services (see order form online)

**If an Exhibitor is making use of the wireless option available for purchase - Please note it is the responsibility of each exhibitor to ensure that the computer equipment used has the necessary wireless cards to enable the use of this service.**



21. **Vehicles on Display**

- All internal combustion engine vehicles displayed in the facility must have less than 10 litres of fuel.
- Tanks cannot be refueled or emptied inside the facility or on facility property.
- Fuel tanks must be equipped with a locking gas cap, or taped closed.
- Battery cables must be disconnected and taped at the end.
- The facility floor under the vehicle must be protected with plastic sheeting.
- During non-show hours vehicles must be locked.
- A properly tagged set of keys to each vehicle must be left with security or show management at the facility prior to display.
- No repair or alterations may be made on vehicles.
- Fire extinguishers, in appropriate numbers and classifications must be provided by exhibitors.