

# EXHIBITOR RULES AND REGULATIONS



2011 Conference and Exhibition  
September 11-14 ~ Edmonton, Alberta

## ADVERTISING AND PROMOTION

Exhibitor advertising and promotion must be limited to the confines of each exhibitor's booth. TAC reserves the right to ban any objectionable items and to prevent the sale or distribution of any articles or products deemed unsuitable.

## RESTRICTIONS

TAC reserves the right to restrict exhibits which, due to noise or any other reason, become objectionable and to close without liability to the Association the display of any exhibitor who refuses, after notice, to conform to exhibition rules and regulations.

## SHIPPING AND RECEIVING INFORMATION

- ★ **Shipments Originating in Canada:** Exhibitors may send domestic shipments to the Shaw Conference Centre for delivery only on September 9, 2011 between 8:00 am and 6:00 pm. For early delivery, (August 11 – September 7) shipments must be sent to Goodkey Show Services Ltd. between 8:30 am and 3:30 pm.
- ★ **Shipments Originating Outside of Canada:** For the convenience of exhibitors shipping material from abroad, arrangements to handle customs clearance have been made with Goodkey Show Services Ltd. Contact [info@goodkey.com](mailto:info@goodkey.com) or refer to the **Customs Brokerage and Freight Information Services** information.
- ★ **Shipping and Receiving of Goods.** Inbound and outbound shipping arrangements are the responsibility of the exhibitor.

Receiving and storage of display material and packing cases may be arranged with Goodkey Show Services Ltd. **Materials handling and storage fees** will apply. All exhibit material must be removed from the Shaw Conference Centre within the time allotted for dismantling. Any material not claimed before the deadline will be removed by Goodkey Show Services Ltd. at the exhibitor's expense.

Please ensure that proper outgoing shipping arrangements have been made before leaving the Shaw Conference Centre.

## EXHIBIT SET-UP

### Exhibit Contractor

Goodkey Show Services Ltd. has been appointed official exhibit contractor. Order forms for exhibit rental requirements are included in the **Exhibitor Service Manual**. All orders should be received no later than August 22. Contact information is also indicated on the exhibition area **floor plan**.

### SET-UP OF EXHIBITS

Exhibitors are solely responsible for setting up and dismantling their displays. However, Goodkey Show Services Ltd. can provide additional personnel for a fee. Once the exhibit is set up, all empty boxes and cases must be stored.

Lighting in the exhibition area is generally good. However, exhibitors may wish to obtain additional lighting for special effects. This can be arranged through Showtech Power & Lighting at (780) 429-1162 or refer to the **electrical order form**.

Exhibit spaces do not include electrical outlets. Detailed information on the cost of electrical connections is available from Showtech Power & Lighting. Please contact Showtech Power & Lighting by September 1 at (780) 429-1162 or refer to the **electrical order form**.

Any damage done to walls, floor coverings or light fixtures by any exhibitor will be charged to the exhibitor.

### STANDARD EXHIBIT SPACES

Exhibits in standard booth spaces are not limited to the type of exhibit equipment installed. However, the approved maximum height for all regular exhibit spaces is eight feet, including signs. **There are no exceptions to this height limitation.**

To ensure that the display value of an adjoining booth is not reduced, sidewalls, fixtures and other display material must not exceed the maximum height of eight feet in the portion of the space extending not more than 48 inches from the back wall. From that point to the front of the space, fixtures, tables, counters and other display material must not exceed a height of 50 inches.

### BOOTH EQUIPMENT

Each booth will be equipped with a standard eight-foot-high back wall and three-foot-high sidewalls, covered with black flame-proofed drapes. **Additional booth equipment** may be rented through Goodkey Show Services Ltd.

### TELEPHONE AND INTERNET SERVICES

Telephone, telecommunications and Internet lines can be installed in booths at an additional cost. TAC and the Shaw Conference Centre assume no responsibility for the security of these lines and associated equipment and can assume no liability for charges incurred by unauthorized users. Orders can be placed as follows:

- ★ **Telephone lines:** Please contact Showtech Power & Lighting by September 1 at (780) 429-1162 or refer to the **order form**.
- ★ **Wired Internet and Wireless Internet:** Please contact Sharp's Audio-Visual by August 22 at (780) 917-7667 or [scc@sharpsav.com](mailto:scc@sharpsav.com).

## SAFETY, SECURITY AND LIABILITY

### Fire Protection

No portion of an exhibit booth shall obstruct any exit aisle or fire exit door. All display material must be flameproof and is subject to inspection by the Edmonton Fire Department. No inflammable fluids or substances may be used or shown in booths. Exhibitors should check the nearest fire exits before the show begins.

### Security Guards

Security service will be provided to guard the exhibition area during the hours when the exhibits are closed. While precautions will be taken to prevent losses, TAC cannot accept any liability for loss or damage of any kind. Exhibitors are strongly urged to remove any valuables from booths when they are not staffed.

### Electrical Regulations

All electrical equipment used in exhibits must meet CSA standards, as well as the standards of the Shaw Conference Centre.

### Shaw Conference Centre Property

No signs or other articles should be fastened to walls or electrical fixtures. The use of thumbtacks, Scotch tape, nails, screws, bolts or any tool or material which would mark the floor or walls is prohibited.

Whenever food or liquids are displayed, there must be suitable floor coverings to protect Shaw Conference Centre property.

### Liability and Insurance

Exhibitors must carry their own fire, theft and other insurance. TAC shall take reasonable precautions to prevent losses and to protect the interests of the exhibitors. However, under no circumstances will TAC be liable for such losses. **Exhibitors are required to obtain from their insurer a certificate of comprehensive general liability insurance, with a limit of \$5,000,000 inclusive**, indicating that the Transportation Association of Canada (TAC) has been added as an additional named insured for the exhibition (Sunday, September 11 to Tuesday, September 13 inclusive). The TAC office must receive the certificate by June 30; an electronic copy can also be sent to [srozon@tac-atc.ca](mailto:srozon@tac-atc.ca).

### Responsibility for Losses

TAC will not be responsible for losses due to causes or conditions beyond its control – such as acts of God; war; government acts, regulations or orders (including governmental advisories, quarantines and curfews); fire, flood or explosion; disaster; any delay in necessary and essential construction or renovation of the Shaw Conference Centre and other TAC conference facilities; strikes, lockouts, work stoppages or other restraint of labour, either partial or general; riots; civil disorder; embargos; terrorism; or curtailment of transportation facilities or services; or other similar conditions – through the exhibition's scheduled dates or opening. Under such conditions, TAC will not be responsible for any expenses incurred by an exhibitor in preparation for, or in the promotion of, an exhibit, and the Association may retain such part of the exhibitor's space rental fee to cover expenses incurred up to the time such contingency occurred. TAC will not accept any claim for loss due to fire, theft or damage of exhibits, nor will it be held liable for any personal injury caused by the exhibit or exhibitor.