



## Show Rules & Regulations

Tradex Centre, Abbotsford, BC, September 30 – October 2, 2010

### 1. ALCOHOLIC BEVERAGES

The use of alcoholic beverages in an exhibitor's booth is prohibited. Consumption of alcohol is also prohibited during the show move-in and move-out.

### 2. BALLOONS

Helium "give-away" balloons, large inflatables or advertisement balloons may not be used at TRUXPO. This is due to TRADEX being located at an airport; should a balloon escape it could endanger air traffic.

### 3. BOOTH CLEANING

All booths will be cleaned prior to the show opening and will be cleaned each night after closing. Normal cleaning charges are included in the booth rental charges. Charges for extra cleaning or damages caused beyond the normal wear and tear will be the responsibility of the exhibitor. Please advise show management if cleaning is not required. Please note that exhibitors are responsible for removing any plastic carpet covering prior to the opening of the show.

### 4. CHARACTER OF EXHIBITS

Sound presentations, slides or movies will be permitted if the volume is tuned to conversation level and if not objectionable to neighbouring exhibitors. Live bands are not allowed in an exhibit. TRUXPO reserves the right to restrict the use of glaring lights or objectionable lighting effects. No exhibits will be permitted which interfere with the use of other exhibits or impede access to them or impede the use of the aisle.

Booth personnel (including sales personnel, demonstrators, receptionists and models) are required to confine their sales activities (including the distribution of exhibitor information) within the exhibitor's booth space. No booth may install any item which interferes with the display of a neighbour. If a dispute occurs, show management has the sole right to decide what is best for the whole show.

### 5. 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. A prize winner 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 and their employees as well as employees and their immediate families of the British Columbia Trucking Association are not eligible to win any of the door prizes being given away at TRUXPO.

Please note that the public address system at TRADEX will be used for TRUXPO prize draw and emergency announcements only. No announcements will be made for exhibitors.

#### 6. **COMPRESSED AIR**

Exhibitors are required to advise show management if they plan to use compressed air with their exhibits. All compressed air tanks brought into TRADEX are to be stored and secured in an upright position in accordance with the Hazardous Materials Act. On-site storage of compressed air tanks must be discussed with show management.

#### 7. **DECORATIONS & CARPETING**

Carpeting, without underlay, is provided for TRUXPO exhibitors; colours are chosen in advance of move-in by exhibitors and changes are not permitted within two hours of the scheduled move-in time. If you wish to install your own carpeting, please advise show management and ensure that your carpet is set up at least two hours in advance of your scheduled move-in time.

Please note that during move-in, some carpets are protected with a plastic cover. It is the exhibitor's responsibility to remove any plastic carpet covering prior to the show opening. The plastic covering does not need to be kept. Note that detailing supplies used on tires must not mark or stain the carpets.

Pipe and drape is provided for booths set up along the walls at TRADEX; drape height will be 8' at the back and 3' on the sides. Booths may not be draped if this impedes the view of other booths. All decorative materials must be treated with flame proofing before installation. No hay or straw is permitted due to the flammability of this material. Extra charges may be levied for damage or extra cleaning if wear and tear is beyond the normal scope.

#### 8. **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 the show management, is unfit, intoxicated or in any way creating a disruption of the show. Animals or pets, with the sole exception of service animals, are not permitted in TRADEX.

#### 9. **EXHIBITOR BADGES**

Exhibitor badges will be supplied for all exhibit personnel. These must be worn at all times in TRADEX and are required for entry to the building. The badge order form must

be returned to show management by the due date noted on the form, listing all personnel who will staff the exhibit. Exhibitors must notify show management of any exhibitor-appointed contractors who will be onsite at Tradex during move-in, the show, or move-out.

10. **EXHIBIT MOVE-IN**

All move-in must be completed via the designated doors and loading bay. Exhibitors are required to check in with the TRUXPO Move-in Coordinator in front of TRADEX upon arrival. Exhibitors are not permitted to move in via the front doors at TRADEX except for small packages. All movement of crates must be completed by Wednesday, September 29, 2010 at 4:00 pm. On Wednesday, September 29 after 4:00 pm the aisle carpets are installed and no forklifts will be operated after this time. Small articles may be brought into the show at any time. Please note that the TRADEX floor has a maximum load capacity of 250 lbs / 113.6 kg per square foot. Children under the age of 16 are not allowed on the show floor during move-in and move-out. Please note that closed-toed shoes must be worn during move-in and move-out. (See Material Handling section for more information.)

11. **EXHIBIT MOVE-OUT**

No removal or dismantling of exhibits or exhibit material is permitted before 4:00 pm, Saturday, October 2, 2010. Move-out will take place from the main building during the evening of October 2<sup>nd</sup>. Immediately at 4:00 pm on October 2<sup>nd</sup> all outside displays that block overhead doors are to be moved. Crates will be returned to exhibitors as soon as possible once the doorways are cleared. Exhibitors are urged to remove small cartons and open cases of products from the building immediately after the close of the show. While show management will take all reasonable security measures to safeguard small items, immediate removal of such items will minimize the possibility of loss.

Exhibitor staff must ensure that their booth materials have been packed (on pallets, shrink wrapped, and clearly marked) and arrangements made for shipping prior to exiting the building after the close of the show. Exhibitors may remain around the clock to finish dismantling their exhibits. Exhibitors are reminded that they will be charged for any equipment and materials left in the TRADEX building after Sunday, October 3<sup>rd</sup>.

12. **EXHIBITOR PARKING**

TRUXPO will be purchasing exhibitor parking passes, which will be issued to exhibitors free of charge for their use during the show. The number of passes issued will be based on the square footage of your booth. Your exhibitor parking passes will be issued at the exhibitor registration beginning on Tuesday, September 28, 2010. Exhibitors will be advised at that time if they are to park in a designated exhibitor parking area or in the main lot. Parking passes must be displayed on exhibit staff vehicles while on TRADEX property.

Exhibitors are not permitted to park trailers or campers in the parking lot at TRADEX; any such vehicles will be towed at the owner's expense without warning. Exhibitors are

also not permitted to park any vehicle or trailer along the roadways to TRADEX. Please note that there will be no charge to exhibitors for parking during move-in and move-out for the show.

13. **FIRE REGULATIONS**

All aisles and exits on the show floor must be kept clean and free from obstruction. Easels, signs, chairs etc. cannot be placed beyond booth areas into the aisles. Display literature is to be limited to reasonable quantities. Reserve supplies should be kept in closed containers and stored in a neat and compact manner. Exhibitors must clear their booths of combustible rubbish daily. No pyrotechnics or special effects are allowed. All decorations must be made flame retardant. All roofed exhibits must be pre-approved by show management and contain a working smoke detector and a visible fire extinguisher. Fire lanes in and around the facility must remain clear and unobstructed.

14. **FOOD AND REFRESHMENTS**

Food and beverage services are provided exclusively by TRADEX. The sale or sampling of food and beverages from exhibit booths is not permitted without prior written permission from the TRADEX Food Services Department. Exhibitors are not permitted to bring food or beverages (including alcohol) into TRADEX without the written permission of TRADEX. Please contact the TRADEX Food and Beverage Services Department at 604-851-4162 or 866-853-1533 for all your catering needs.

15. **INSURANCE**

Neither show management nor the building owners will accept responsibility for injury to persons, loss of or damage to products, exhibits, equipment or decorations by fire, accident, theft, or any other cause while in the buildings or on the grounds. Exhibitors must provide adequate insurance for their own personnel, exhibits and materials.

Large space exhibitors (400 square feet and over) are required to provide a certificate of insurance verifying Commercial General Liability in an amount of not less than \$2,000,000 showing the British Columbia Trucking Association as an Additional Insured with respect to Liability.

16. **INTERNAL COMBUSTION ENGINES AND PROPANE**

Any internal combustion engines, vehicles or equipment must not contain more than one quarter (1/4) tank of gasoline or fuel and must be inoperable (battery and / or ignition disconnected). Fuel caps must be locked or taped shut. Drip pans are required under all vehicles while inside the facility. Engines may not be operated during show hours. A 10 lb. dry chemical fire extinguisher must be kept close to any engine. All air horns must be disconnected. All vehicle keys are to be left with TRUXPO show management or the TRADEX duty manager.

Propane tanks must not be larger than a 10 lb. unit. The tank must be certified as to its proper filling density and be clearly labelled with an expiry date. Flow restriction valves

must be used on all propane tanks. Extra tanks cannot be stored inside TRADEX. (Arrangements may be made to store tanks in the exterior enclosure). Propane tanks must be kept upright at all times. All propane connections must be inspected and approved by TRADEX.

17. **INTERPRETATION OF REGULATIONS**

Show management has the right to make such changes, amendments and additions to these Exhibitors Rules and Regulations, as it shall deem necessary for the proper conduct of the exhibition. The Exhibitors Rules and Regulations and operational rules shall rest with the management and its decision shall be final. Show 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 exhibitor's expense.

18. **LIMITATION OF LIABILITY**

All exhibitors agree that neither the British Columbia Trucking Association, their employees, the Fraser Valley Trade & Exhibition Centre (TRADEX) nor their representatives will be responsible for any injury to any exhibitor, its employees, agents or property; or for loss by fire, theft, damage, delay, electrical or mechanical failure, labour trouble, or any cause whatsoever while the exhibits and merchandise are in transit, within the exhibit area, or while being moved into or out of the TRADEX building.

The exhibitor further agrees to indemnify and save harmless for injury to any person or loss or damage to any property caused by the act or omission of themselves, their agents or employees arising out of, or in connection with, their exhibit and the use, occupancy and maintenance of the space allotted under this agreement.

19. **MATERIAL HANDLING**

TRUXPO is pleased to provide material handling services for all TRUXPO exhibitors free of additional charge, provided the number and dimensions of crates to be unloaded and moved is reasonable. For high, unusual or very heavy lifts (over 5,000 kgs), exhibitors are encouraged to contact Levy Show Service for assistance.

Exhibitors are encouraged to use the official carrier, YRC Reimer, for delivery and pick up as this will facilitate a quicker and more systematic move-in and move-out. Priority will be given to exhibitors using the official carrier.

Any exhibitors not using the official carrier must supply their own trailer for container storage and have a representative onsite to supervise the loading and unloading of their exhibit.

PLEASE NOTE THAT THE WORKERS COMPENSATION BOARD OF BC REQUIRES ALL FORKLIFT OPERATORS TO HAVE CURRENT CERTIFICATION. Any exhibitors who wish to make their own arrangements for material handling to their booth must send proof of certification to TRADEX, attention Bill Tavares, at fax: 604-850-7699 by September 1<sup>st</sup> and have a representative onsite.

TRUXPO material handling forklifts will not be available to construct exhibits or erect signs. A form is available from Levy Show Service for in-booth forklift services and labour.

Please note that TRADEX will not accept deliveries / shipments prior to the scheduled move-in date or provide storage after move-out. Any shipment received prior to the move-in period will have to be turned away. TRADEX employees are not authorized to sign for the receipt of exhibitor goods.

20. **MECHANICAL CONVEYANCES & ANIMALS**

Mechanical conveyances such as electric carts, scooters or bicycles will not be allowed in the aisles during show hours. The only exception to this rule will be for handicapped persons visiting or exhibiting at the show.

Animals or pets, with the exception of service animals, are not permitted at TRADEX.

21. **PAINTING**

Painting (for detailing or other purposes) is not permitted inside the TRADEX building. Any painting done outside on TRADEX property must not leave permanent marks on the pavement or building.

22. **PAYMENT OF ACCOUNT**

All booth fees must be paid in full prior to the move-in for TRUXPO. Exhibitors who have not paid their booth fees in full will not be allowed to exhibit at the show. Please note that exhibitors may not give or re-sell their exhibit spaces to another party.

23. **SECURITY, EMERGENCY EXITS & FIRST AID**

Proper identification is mandatory on-site during all move-in, event and move-out days. Security guards will be on 24-hour duty from the beginning of move-in until the end of move-out. Show management does not assume any responsibility for losses incurred from pilferage or any other causes. Exhibitors should take all possible precautions to protect their own property, including insurance as necessary. All emergency doors at TRADEX are fitted with Mag-locks that will open when a pull alarm is activated. Under fire regulations, these doors cannot be used during move-in, the event or move-out unless there is an emergency.

TRADEX has a fully equipped First Aid Room located between Pillars 7 & 8 on the North side of both halls. All accidents / incidents must be reported to the Duty Manager or TRADEX First Aid Attendant to ensure proper action is taken and accurate records kept.

In the event of an emergency evacuation, security staff will help direct you to the nearest emergency exit and the facility's muster station across the street from the TRADEX main entrance.

24. **SIGNAGE / BOOTH HEIGHT**

Exhibitor booths and signage along the perimeter walls may not interfere with the building sponsor advertising signage permanently attached to the walls at TRADEX; exhibitor booths & signage along the walls may go to a maximum height of 8'. Exhibitors in the middle of the show hall (20 x 50 and larger) may erect such signage as does not interfere with neighbouring exhibits - at a maximum height of 20'. Exhibits may not be constructed or signage hung that prevent attendees from viewing neighbouring exhibits.

The hanging / suspension of any materials from the ceiling of TRADEX must be pre-approved by show management and TRADEX; requests must include a complete set of drawings. Outside exhibitors may erect signage and structures to a maximum height of 20'. TRUXPO show management will settle any disputes between exhibitors.

Exhibitors who require banners hung must contact Nonis Electrical Services / NES Inc. for installation. Please note that a form is provided with this kit.

25. **SMOKING**

In accordance with City of Abbotsford Smoking By-Laws, all indoor spaces of TRADEX are Non-Smoking. Exhibitors may not smoke immediately in front of exit doors.

26. **SOLICITING, SAMPLES & SOUVENIRS**

Distribution of samples, souvenirs, promotional and informational material, and soliciting of business must be confined to the exhibitor's booth space. Such activities are not permitted in the entrance, foyer, registration area, aisles, restaurants, hallways, lots or other exhibits.

27. **STAFFING OF EXHIBITS**

Exhibitors are required to maintain adequate staff in their exhibit at all times during the hours of the show, including the Premier Opening. Security is an added problem when booths are not staffed. Exhibitors are reminded that show management does not assume any responsibility for losses.

28. **UNAUTHORIZED DISPLAYS**

Exhibitors are only allowed to set up displays in booth spaces that have been allocated to them by show management and have been paid for in full prior to the show. All unauthorized displays will be promptly removed at the exhibitor's expense. This includes all areas on the grounds, in the parking lots, and along the roadways to TRADEX, which are the property of the City of Abbotsford. Any tractors, trailers or displays parked on or near the TRADEX grounds without authorization will be towed at the exhibitor's / owner's expense without warning.