

## **RULES & REGULATIONS**

### **1. USE OF EXHIBITS**

Event Management reserves the right to restrict exhibits that, because of noise, method of operation, materials or any other reason, become objectionable. Event Management is the sole judge in this regard. Event Management may prohibit or remove any exhibit, which, in the opinion of Event Management, detracts from the general character of the exhibition as a whole, or consists of products or services inconsistent with the purpose of the exhibition. If in doubt, please call Event Management in advance of the show to discuss your exhibit.

Organizer will not be responsible or liable for injury to the person or property of exhibitors, their guests, invitees, employees and/or agents. Furthermore, the exhibitor agrees to defend or hold harmless Organizer, its directors, employees, stockholders and agents from any liability of personal injury and loss or damage to property. Exhibitors should purchase insurance against such contingencies. All property of an exhibitor is understood to remain in his care, custody and control in transit to or from or within the confines of the exhibit facility. If the exhibit fails to arrive, the exhibitor is nevertheless responsible for the booth rental and all other costs.

#### **Booth Operation**

All surfaces including structures visible to attendees must be finished or decorated at Exhibitor's expense. Event Management has the right to enforce this policy. This includes and is not limited to endcaps for the exposed section of a back wall property.

All signs and graphics must be professionally lettered and in keeping with the professional atmosphere of the event. Signs are limited to the booth area.

Exhibitor must request Organizer's approval of any hazardous items it expects to bring on site at least **30 days** in advance of exhibitor move-in. Confetti, helium, balloons, high voltage equipment and other similar items are prohibited.

Booths must be occupied **30 minutes** prior to opening and must be continually operated in person during all show hours. Exhibitor personnel must be fully qualified to demonstrate products and/or services displayed. All exhibitors must be dressed in suitable business attire. Theme costumes, special dress and all types of entertainment must be approved by Organizer **30 days** prior to exhibitor move-in. This includes but is not limited to characters, magicians and musicians.

All exhibits must remain completely intact until all visitors have left the hall following the official closing time. Failure to abide by this rule may result in the termination of the Exhibitor's Agreement and your removal from the show, and/or the prohibition from future exhibits.

Failure to occupy contracted space does not relieve an exhibitor from financial or other obligations. Booth set-up must adhere to schedule published in the General Information section in the Exhibitor Portal. Organizer may, at exhibitor's expense and risk, set up any display delivered to the show floor and not under construction **six hours** prior to the show opening.

### **Promotions**

All demonstrations or other promotional activities, i.e. literature handouts, roaming characters, etc. must be confined to your exhibit space and at no time will be allowed in the front of the Convention Centre in the exhibition hall aisles, in the conference area or walking through the general areas. Aisles should not be obstructed in any way. Booth personnel, including models, hostesses, etc., are not allowed to distribute literature or promotional items of any kind outside the confines of the contracted exhibit space. This restriction includes sidewalks outside the Convention Center as well as hotel locations in conjunction with the event.

NO live animals may be displayed as part of the exhibit booth, or brought onto the show floor. Vision or hearing impaired persons will be granted permission for trained guide dogs.

No exhibitor will be allowed to display signs in any of the common areas of the Convention Centre unless given permission by Event Management. At no time will individual exhibitor signs be allowed in conference areas or other common areas.

Exhibitors cannot plan events that interfere with exhibit or conference hours, or with other conference events. If you have any questions about whether your event interferes with the conference scheduling, please contact Event Management or your sales representative.

Sufficient space must be provided within the booth for the comfort and safety of persons watching demonstrations and other promotional activities. If large crowds gather to watch a demonstration and interfere with the flow of aisle traffic, Event Management has the responsibility, per the facility fire marshal, to resolve the situation. The exhibitor will be required to provide rope and stanchion or security personnel, to direct traffic, at their own expense, or the presentation will be terminated. Demonstration tables should be placed a minimum of **2 feet** from the aisle line.

Exhibitors shall not sell or exchange goods or money on the exhibit floor. Exhibitors may take orders and accept credit card imprints but may not deliver product to their customers at the exposition. Prize drawings are permitted as long as they confirm to Federal, Provincial and Local laws, rules and regulations.

Distribution of souvenirs and/or product samples is permitted as long the item does not infringe on the exclusivity of any official sponsorships. If you are concerned that your giveaway might fall into this category, please contact Event Management or your sales representative prior to production so as not to incur unnecessary costs.

### **Storage**

Exhibitors must make arrangements for accessible onsite storage if needed, with GES, the official show decorator. **Fire regulations prohibit storage of any kind behind exhibits or in the utility channel at the back of the booth.** This includes empty packing materials and supplies of literature.

### **Sound**

To maintain a professional atmosphere on the show floor for all exhibitors, as well as attendees, Event Management has implemented a sound-level policy. The maximum allowable level of sound emitted from an island exhibit booth will be **80 decibels**. If an exhibitor exceeds this level, he or she will receive three warnings to comply with said policy, and upon receipt of your third warning,

Event Management reserves the right to disconnect power for the remainder of the day. Power can be permanently disconnected if ongoing problems ensue. Linear Booths such as a **10' x 10' or 10' x 20'** must request approval from Event Management **30 days** in advance of exhibitor move-in to have any type of theater in their booth. Event Management has the right to monitor sounds levels in linear booths.

### **Lighting**

Supplemental lighting within the booth space is permitted providing the lighting does not interfere with exhibits or personnel outside of the booth. Event Management has the right to enforce the discontinuation of additional lighting if determined that lighting is intrusive in any way. Strobe lights, beacons and other bright flashing or rotating lighting is prohibited.

## **2. CARE OF BUILDING AND EQUIPMENT**

Exhibitors or their agents must not damage or deface the exhibition facility or the booths and equipment of other exhibitors. When such damage occurs, the exhibitor is solely responsible and is liable to the owner of the property so damaged.

### **Electrical/Flame Proofing**

The fire department has strict regulations governing trade shows. All electrical wiring must conform to National Electrical Code Safety Rules. In addition, all draperies, decorations and materials must be flame proofed in accordance with local fire codes. Materials may be inspected and/or tested by the fire marshal at any time.

The use of decorations incapable of being flame proofed is not permitted. These includes paper, balloons, confetti or those products with acetate cellulose or nitrate cellulose contents, decorative greens containing pitch and polyethylene artificial floral decorations. Exhibitor's products displayed for technical presentation are exempt from the above rules. If there is any question, consult your display builder or Event Management prior to move-in.

Representatives of the fire department will inspect and randomly test materials in the exhibition hall prior to and following the opening of the exhibition. It is important that exhibitors immediately correct violations. Should such violations not be corrected, Event Management reserves the right to take whatever action is necessary to alleviate the condition at the expense of, and as agent for, the exhibitor.

## **3. EXHIBIT CONSTRUCTION**

All Island booths (**20 x 20 or larger**) are required to submit a measured line drawing of the booth property to be constructed at GTEC. This drawing should detail all measurements for all structures including heights and dimensions for any hanging signs. Drawings must be submitted by **October 7<sup>th</sup>, 2016**. If the exhibit design includes a hanging sign, the drawing must be submitted by **October 7<sup>th</sup>, 2016**.

Event Management has the right to prohibit any exhibitor move in or booth set up if the drawing has not been received in advanced and approved. Any failure to submit a drawing for approval will affect your priority point status.

GTEC adheres to booth construction guidelines currently being developed jointly by the International Exhibitors Association and the International Association of Exposition Managers.

Specific guidelines listed here are supplemented with five pages of diagrams and descriptions – found in the Exhibitor Portal. Please contact Event Management to discuss any booth construction issues.

### **Canopies and Ceilings**

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products).

Canopies which are floor supported are considered part of the exhibit's booth structure and are subject to structure rules. These types of canopies are permitted to hang signs over their booths, given they follow the hanging sign rules. Canopies that are hung from the ceiling are considered hanging signs and are subject to those rules. The top of the canopy must be the top of the booth, no structures attached to the top of the canopy are permitted.

### **Canadians with Disabilities**

It requires access for disabled persons at convention centres, and as necessarily follows, floor exhibits. It is the responsibility of the exhibitor to be aware of, and be in compliance with, the rules set forth in this Act. Exhibitors are encouraged to provide exhibits that are accessible to all and barriers to none. In the absence of accessibility, each exhibitor must assume the responsibility for making alternative arrangements to serve the needs of persons with disabilities.

### **Smoke Detectors**

All fully enclosed booths or booths with enclosed rooms or canopies must be equipped with a smoke detector and fire extinguisher for each enclosed area. The fire marshal will conduct an inspection of these special booths.

## **4. ENGINEERING CERTIFICATION**

Booth structures such as towers and columns which exceed **12 feet (3.66M) in height** (including hanging signs) or are two-story exhibits (any height) regardless of whether people will occupy the area or not will require engineering certification verifying the structural integrity of the exhibit. Acceptable certification is in the form of a certified structural engineer's stamp or seal directly on a set of blueprints for the exhibit. This certification must be in your possession at all times during the event and posted inside the booth structure. Failure to obtain and have available the required documentation could delay or prevent construction of your exhibit. Signs must be posted indicating the number of people the structure will accommodate. This policy has been established to ensure the safety of exhibitors and attendees at the show.

## **5. ENCLOSED AND MULTI-STORY EXHIBITS**

All multistory exhibits whether covered or enclosed must be approved by the governing fire marshal. An approved fire marshal stamped floor plan must be available at all times during the event and posted inside the booth structure.

Covered or roofed areas must be furnished with acceptable battery powered smoke detectors that emit alarms audible outside of the enclosed or covered area. Fire extinguishers must also be provided in all covered or roofed areas. The specific number of fire extinguishers is to be determined by the governing fire marshal based on the booth structure. It is the exhibitor's responsibility to submit to the fire marshal for approval and comply with regulations.



The exhibitor will provide for a fire watch within the booth space. Personnel providing fire watch services must be supplied with a class 2A10BC fire extinguisher in each enclosed area covered by the floor above. Personnel must be trained in the use of extinguishers.

Spiral stairways are not recommended for areas occupied by the public, visitors or clientele, unless specifically approved.

Exhibit booth plans must be submitted to Event Management for review a minimum of **60 days** prior to move-in and there must be a licensed structural engineer's stamp of certification on all plans.

The upper deck of multilevel exhibits greater than **300 square feet** in area shall have at least two remote means of egress.

Areas within the exhibit booth that are totally enclosed (walls and roof/ceiling) must be served by an emergency lighting source (battery powered) when such areas lead to exit access from the space, i.e. stairs, aisles, corridors, ramps and passageways leading to an exit from the booth space. All expenses related to multistory exhibits are the responsibility of the exhibitor.

## **6. PLATFORM EXHIBITS**

Raised platforms in booths present a significant safety issue. Exhibitors that plan to build their booth property on a raised platform are required to request approval from Event Management at least **30 days** prior to exhibitor move-in. In addition, a "Hold Harmless" agreement must be submitted to Event Management. Event Management retains the right to remove any exhibit that does not request approval and submit the "Hold Harmless" agreement. It is the responsibility of the exhibitor to minimize any and all potential hazards associated with their booth design/build. Event Management may require exhibitor to make changes to a hazardous area. This may include but is not limited to changes in booth construction, adding signage and/or rope and stanchion or a live security detail. Any and all associated costs are the responsibility of the exhibitor.

## **7. EXHIBIT HEIGHT RESTRICTIONS / HANGING SIGNS**

A hanging sign is permitted over any space **20' X 20' or larger** (island booths only), provided it is not deemed objectionable by Event Management and there are no physical constraints in the facility to prevent it. Signs and graphics can be hung to a **maximum height of 20'**, provided that written approval is received from Event Management at least **45 days** prior to exhibitor move-in, and that the bottom of the sign is at least **3'** higher than the tallest structure within booth. The width of any hanging or attached signs should not exceed **50%** of the booth width. The Ottawa Convention Centre rigging provider, Freeman Electrical will hang all signs. Arrangements must be made for special shipping and handling. Please contact Show Management – Val Kelly @ [val.kelly@ubm.com](mailto:val.kelly@ubm.com) for approval for Hanging signs.

Event Management has the right to request a sign be moved, altered or removed completely if the sign blocks the presence of other exhibitors.

Exhibitors with perimeter wall booths (booths located on a building's perimeter wall) will be allowed to build the back half of the booth **up to 12 feet in height**. The front half (50%) of the booth, including sidewalls and signs, must be no higher than **4 feet** including product display and plasma screens. There will be no exceptions to this policy. No hanging signs are permitted over linear

booths. Reference the Perimeter Wall Booth details page at the end of this document for more information.

Linear booths (booths that are no more than **10 feet** in depth and are attached to another neighboring booth) must allow for the back half of the booth to be no more than **8 feet** in height. The front half (**50%**) of your booth, including sidewalls and signs, must be no higher than **4 feet** including product display. There will be no exceptions to this policy. No hanging signs are permitted over linear booths. Reference the Standard Booth details page at the end of this document for more information.

## **8. INSURANCE**

Exhibitor shall at its own expense maintain in effect throughout the Event including move-in and move-out days, and provide to Organizer at least thirty (30) days prior to move-in to the Event a certificate of insurance showing that there is in effect: (i) a Commercial General Liability insurance coverage of not less than \$1 million single occurrence/\$2 million aggregate combined limit for bodily injury and property damage, including coverage for personal injury, broad form contractual liability, operation of mobile equipment, product and liquor liability (where applicable) and (ii) automobile liability insurance coverage of not less than \$1 million combined single limit for bodily injury and property damage, including coverage for non-owned and hired vehicles, including loading and unloading operators, in which Organizer and the Event Facility are named as additional insured. Exhibitor acknowledges that the certificate of insurance requirement in the foregoing sentence shall not be deemed waived, nor shall Exhibitor be relieved of its obligation to provide such certificate, even if Organizer provides Exhibitor with the benefits hereunder without having received such certificate from Exhibitor. Exhibitor also agrees to obtain and maintain in effect throughout the Event workers compensation and employers' liability insurance in such minimum amounts as are required by law or are otherwise consistent with prudent business practice. Exhibitor agrees to waive the right of subrogation of its insurance carrier against Organizer and the Event Facility to recover loss sustained for real and personal property. See the sample Insurance document in the Exhibitor Portal Task List.

## **9. CHILDREN / AGE POLICY**

Because of insurance and safety limitations, no one younger than 18 will be permitted in the exhibit hall during set up, event days or move-out. (This includes children intended for use as a working component of your booth). Please notify your staff of this regulation. Each year Event Management is faced with turning away booth staff that arrive with children. We cannot make exceptions, regardless of affiliation or circumstances, and we do not provide childcare services at the event. No one younger than 18 will be allowed to participate in any demonstrations in the exhibit area without written permission from Event Management.

## **10. CARPETING / FLOOR COVERING**

All exhibit space must be fully carpeted or covered. The Ottawa Convention Centre is fully carpeted. If you wish to have a specific floor colour, you may rent a carpet from the show Decorator GES – refer to the Exhibitor Portal to access their information and order forms.

Cement or paste cannot be used to fasten floor coverings. Tape used to fasten carpet, linoleum or tile should have a cloth rather than paper binding to facilitate its complete removal from the floor. Event Management will hold the exhibitor responsible for removal of all tape from the exhibit floor. At the conclusion of the show, building management will inspect the exhibit floor, and any exhibitor

not complying with the above regulation will be invoiced for the labor required to clean the floor. It is the exhibitor's responsibility to inform any and all exhibitor-appointed contractors of this rule.

## **11. CAMERAS / VIDEO CAMERAS**

Exhibitors may photograph their own exhibits. Videotaping of your exhibit, or in your exhibit, cannot be conducted at any time without the permission of Event Management.

Requests for videotaping must be submitted to Event Management at least **30 days prior** to the show. In the event you will be contracting an outside company to perform this service, the Exhibitor-Appointed Contractor Form must be submitted along with the appropriate insurance form from the contracted video company. In addition, appropriate union labor and guidelines must be followed. Please be aware of fire regulations regarding show aisles. Photographers are not allowed to block aisles with tripods or electrical cables during show hours, as this is a safety hazard.

## **12. SECURITY**

Exhibitors must make provisions for the safeguarding of their goods, materials, equipment and displays at all times. Please be security conscious. Do not leave purses, laptops or any easily portable items unattended at any time in your booth.

Event Management maintains 24-hour perimeter security during move-in, show days and move-out. If you have additional security needs, please contact the security company represented in the Exhibitor Portal. Please remember, Event Management and the Ottawa Convention Centre will not be held responsible for lost or damaged property. You are urged to maintain full insurance coverage for damage or loss of property.

We ask your assistance in our security effort. Please be aware of the following rules and guidelines:

- Exhibitors must obtain appropriate badges at Exhibitor Registration.
- Badges must be worn at all times to gain admittance to the exhibit floor.
- Move-in and set up hours are outlined in the General Show Information. Exhibitors will be allowed access to the exhibit hall during this time. Exhibitors can remain in their booths to continue set up after move-in hours have closed but they must have the proper credentials for access during closed hours.
- A company badge may be worn in addition to the event badge, but not instead of the official show badge.
- Do not identify the product or manufacturer on the outside of your merchandise.
- During move-in escort your merchandise to your booth.
- During tear down, stay with your exhibit until your empty cartons are delivered and your exhibit is packed, sealed and properly labeled.
- Obtain proper insurance coverage for your goods, including transit to, from and at the show site.

### 13. EXHIBITOR-APPOINTED CONTRACTORS

In no event may exhibitors use any contractor other than the exclusive contractors stated in this manual.

#### Exclusive Show Contractors

Audio/Visual	Freeman Audio Visual
Booth Cleaning	Ottawa Convention Centre – provided by Event Management
Electrical	Freeman Electrical
Food Service/Catering	Ottawa Convention Centre
Hanging Signs/Rigging	Freeman Electrical
Material/Freight Handling	GES
Networking Services	Freeman IT
Telephone Lines	Freeman IT

Exhibitors using contractors other than GES, the official labor contractor, for labor and/or supervision, must notify Event Management by **October 7<sup>th</sup>, 2016**. **No exceptions.**

Contractors other than the GTEC official labor contractor must also file a certificate of insurance, showing general liability coverage and worker's compensation valid in Ontario, with Event Management. In addition, the Exhibitor-Appointed Contractor Form, signed by the exhibitor, must be sent to Event Management by **October 7<sup>th</sup>, 2016**. Forms from exhibit houses, public relations companies, etc. will NOT be accepted.

Failure to fulfill any of the previous requirements will jeopardize the exhibitor-appointed contractor's ability to obtain proper badges and admission to the exhibit floor, and therefore their ability to serve you as their client. These requirements must be fulfilled by any and all vendors, service contractors and supervisory personnel in the following categories:

- Audio/visual
- Computer rental
- Exhibit houses
- Floral
- Installation and dismantling
- Photography
- Security
- Staging/lighting/special effects
- Any other services not mentioned

Exhibitor-appointed contractors may obtain the appropriate badges only at the Show Office on Level 3 of the Ottawa Convention Centre. Exhibitors are responsible for informing contractors of the following requirements and ensuring their compliance.

- Exhibitor-appointed contractors must agree to abide by all rules and regulations of the show, and agree to abide by all union rules and regulations.
- Exhibitor-appointed contractors are allowed to do display work only.
- All rigging will be done by Freeman Electrical at the Ottawa Convention Centre.



- Forklifts other than those used by GES are not allowed on the show floor.
- The exhibitor will be liable for any expense or damage caused by, or as a result of its appointed contractors.
- Exhibitors may not order badges for their contractors.
- Exhibitor-appointed contractors are not allowed to set-up service desks on the show floor or in any booth.

You must fill out and return the *Exhibitor Appointed Contractor Form* found in the the Exhibitor Portal. Failure to do so will result in show management not allowing your EAC on the show floor. You may grant your exhibitor-appointed contractor access to the Exhibitor Portal by adding them to the “manage participants” task under the exhibitor action items heading. All exhibitors are responsible for providing EACs with show rules and regulations and access to the Exhibitor Portal. Event Management will NOT grant access.

#### **14. NO-FREIGHT AISLES**

To expedite move-in and move-out of the show, certain aisles in the exhibit hall will be designated as NO-FREIGHT AISLES. These will be identified by signs and floor markings and are to remain clear of crates, cartons and equipment at all times. Event Management will remove any freight obstructing these aisles. Removal and return of freight will be at the exhibitor’s expense. No-freight aisles are also an important component of our fire evacuation life safety plan. Your cooperation is appreciated.

#### **15. UNION REGULATIONS**

All exhibitors must abide by existing agreements and regulations covering the use of services, material and freight handling and labor in the Ottawa Convention Centre.

#### **16. FOOD AND BEVERAGE**

Food and beverage consumed or distributed in the convention facilities must be purchased through the Ottawa Convention Centre, the exclusive supplier, and must be approved by Event Management. Contact Sueann Sheasgreen at 613-688-8219 or email [ssheasgreen@shaw-centre.com](mailto:ssheasgreen@shaw-centre.com) .

#### **17. TRANSPORTATION REGULATIONS**

Because of limited space, private buses, limousines and company vans will only be allowed to drop off or pick up passengers. Traffic and parking officials will police the property and remove any unauthorized vehicles.

#### **18. USE OF COPYRIGHTED MATERIAL**

Each exhibitor at GTEC 2016 is solely responsible for securing any necessary license assignment or other legally effective permission to display, perform, distribute, post or use in any way any copyrighted material or other intellectual property owned or licensed by a third party. Pursuant to the Application and Contract for Exhibit Space, exhibitor indemnifies UBM, LLC for any and all liability arising from exhibitor’s breach of this commitment.

## **21. FINAL AUTHORITY**

Organizer is the sole and final authority as to the interpretation of these rules and their application. Organizer may issue specific variances or exceptions for special situations upon request. Such variances do not establish a precedent or permanent modification beyond the specific case involved. Organizer may make modifications to a booth without specific permission of the exhibitor and at his risk and expense, in order to satisfy the terms and intent of the Show Rules and/or the Fire Marshal. Furthermore, Organizer has the authority to establish penalties, including the removal from the current or future shows. Organizer's decision is final.