

Exhibitor Guide



Rules & Regulations for Exhibiting

- 1. ADMISSION POLICY:** Admission is restricted to WRLA Members, Pre-Registered Exhibitors, and Pre-Registered Associate Members. Official show badges must be worn at all times. WRLA NONEX (non-exhibiting) Associate & Affiliate members' attendance cost is the price of one booth of \$1500 (2017 price) per person. Official show badges must be worn at all times.
- 2. BOOTH RENTAL TERMS:** Full booth payment is payable upon receipt of invoice by cheque, Visa, or MasterCard to guarantee booth space unless otherwise advised. Membership dues must be in good standing. Rental fees cover space(s) inside BMO Stampede Centre. Any requirements for additional space must be cleared with show management and a fee will be charged to cover such space(s).
- 3. SUBLETTING OF ANY SPACE:** Exhibitors shall not sublet or transfer any portion of their rented space(s) without permission of show management.
- 4. CANCELLATION AND REFUNDS:** In the event that an exhibitor cancels booth space(s), they must do so in writing and the following policy will apply: If the cancellation is received prior to December 1, 2016 and the space(s) is/are rented, and the Show is sold out, then a 100% refund shall be made. No Refunds will be made if booth(s) are cancelled after Dec 1, 2016.
- 5. SALES POLICY:** Exhibitors must be actively engaged in wholesale distribution and/or manufacturing of products for sale to building supply retailers in the Prairie Provinces. Services or products to be exhibited must be for resale to or for use by retail lumber and building material dealers. Show management reserves the right to refuse spaces and will act as the sole judge of applicability and fitness of exhibits. Exhibitors are not permitted to have any dealer assistance or participation or identification with the operation of their exhibit. Exhibitors are asked to report any infractions so that remedial action, if necessary in the opinion of show management, can be taken.
- 6. SHOW SPECIALS: SHOW SPECIALS:** In order to maintain the integrity of the Buying Show, *Show Management must insist that participating Exhibitors who offer show specials: **available only to those retailers attending the show; and available for the 2 days of the show; and non-exhibiting associate members must not offer any show specials.*** The integrity of the Buying Show relies on these rules being followed and they will be closely monitored by the WRLA Board, the retailers and exhibitors. Immediate remedial action, if necessary in the opinion of show management, will be taken for any reported infractions.
- 7. BOOTH SPECIFICATIONS:** All booths are 10' wide by 10' deep. Backdrops and rail type separating bars between booths will be provided free of charge. Company identification signs are the responsibility of the individual exhibitor. Carpet and one 110 volt duplex outlet is provided for each exhibitor. Additional electrical outlet(s) are available for rent. Rental of sundry items for exhibitor booth(s) such as tables, chairs, etc., are the responsibility of the exhibitor and can be arranged directly through GES or any other contractor of your choice. Any inquiries should be made directly to GES or your contractor.
- 8. HEIGHT LIMITATIONS AND APPEARANCE: Standard and Prefabricated Booths:** Large equipment or structures shall be placed as close as possible to the rear of the booth in consideration of neighboring exhibitors. There is no limitation as to the height of the equipment on display, provided such equipment is self-supporting and freestanding. **Contact Caren at ckelly@wrla.org for ceiling heights.** Exhibitors must not unduly obstruct visibility of adjacent booths, i.e. 50% visibility allowance for booths on either side. All Exhibitors shall ensure that no obstacles, materials or coverings of any nature are placed over any aisle carpeting, or allowed to protrude into any aisle. *Projection of side walls from rear of booth more than 4' high must be limited to a maximum length of 5' from the rear wall of the booth, allowing 50% visibility at the sides of exhibit.* All sides and surfaces of exhibit (booth and signs), which are exposed to view, must be properly finished and decorated. If any doubt exists that the booth does not meet these specifications, the Exhibitor must provide details and have such exhibit approved by show management prior to move-in. *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.*
- 9. TWO-STOREY BOOTHS** may be accepted by show management subject to the approval of all regulatory authorities. Plans and insurance certificates must be submitted with contract. **Contact Caren at ckelly@wrla.org for ceiling heights.**
- 10. PRE-BUILT TRAILER DISPLAY:** Exhibitors must notify show management if their booth is a pre-built trailer display which is moved on wheels or a trailer to its location as all trailers must be parked outside.
- 11. NUISANCE:** Exhibitor displays which may cause a disturbance or nuisance through excessively noisy machinery or demonstrations, flashing lights, objectionable devices of any description, the use of animals or other theme characters, or unseemly conduct by

Exhibitor Guide



personnel whether in the booth or not is not permitted. *Show management reserves the right to stop or remove the source of such disturbance.* If any doubt exists that the booth does not meet these conditions, the exhibitor must provide details and have their exhibit approved, in advance and in writing, by show management. **SOUND:** Exhibitors must police their own booth(s) to be sure the noise level from any demonstrations or sound systems is kept to a minimum and does not interfere with others. The use of sound systems or equipment producing sound is an exception to the rule, not a right. Show management reserves the right to determine at what point sound constitutes interference with others and must be discontinued.

- 12. SHOW & BOOTH ETIQUETTE: DRESS CODE:** All booth personnel must be appropriately dressed at all times for the duration of the show. Show management reserves the right to decide what is appropriate and the final decision, on what may be deemed improper dress, rests with them. **ALCOHOLIC BEVERAGES:** No alcoholic beverages of any kind shall be consumed, stored or offered at or from any booth during the entire duration of the show on the show floor. **FOOD AND BEVERAGES:** Eating in your booth during show hours is strictly prohibited. According to the license agreement, BMO Stampede Centre retains the rights to all food and beverage services offered in their buildings or on their property unless otherwise agreed. Any exhibitor inquiries regarding the service of any food or beverage from their booth space are to be forwarded to Show Management for approval, email Carenckelly@wrla.org with your request. Due to Health & Safety regulations, the right to dispense prepared foods is under the discretion of Show Management
- 13. HAZARDOUS MATERIAL:** According to our license agreement, hazardous materials are not permitted in BMO Stampede Centre. All motorized vehicles, forklifts, etc., can NOT have propane or fuel
- 14. CALGARY FIRE DEPARTMENT INDOOR SPECIAL EVENTS REQUIREMENTS: Fire Certificates for any fabric in your booth.** Please refer to Section 5 of the Exhibitor Guide for complete details
- 15. SOLICITING:** Participating exhibitors have the exclusive rights to promote or sell goods or services in this show. Any other parties will NOT be allowed to make any sale solicitations without the express written permission of show management. Distribution of samples, souvenirs and promotion material and soliciting of business must be confined to the exhibitor's own space(s). Exhibitors are asked to report any infractions so that immediate remedial action, in the opinion of show management, can be taken.
- 16. SHIPPING INSTRUCTIONS:** All shipments of merchandise and display materials should be PREPAID and consigned to Buying Show., c/o BMO Stampede Centre, 20 Roundup Way, Calgary, AB T2G 2W1, unless arrangements have been made with the Show Contractor/Shipper. Exhibitors should clearly mark their identifying company name and booth number(s) on all cartons and crates so that they will be placed in the proper area upon arrival. Exhibitors are to make their own shipping and pick up arrangements. Shipments should arrive no later than January 18, 2017. The organizers will not be responsible for any loss or damage to exhibits or displays.
- 17. MOVING IN:** Exhibitors will not commence booth set up before 8:00 am, Tuesday, January 17, 2017. Exhibitors must have their booths fully set up, merchandised, and decorated no later than 6:00 pm Wednesday, January 18, unless otherwise approved by show management. During the move-in, setup and move-out process, all Occupational Health & Safety Regulations must be strictly adhered too at all times. Material handling is provided by the WRLA and is included in the cost of your booth during move-in and move-out only.
- 18. STORAGE OF CRATES:** Exhibitors are responsible for storing their own crates, but show management with the help of BMO Stampede Centre authorities will provide space for this purpose. Please ensure all crates and packages are clearly identified with your Exhibitor company name and booth number(s).
- 19. MOVING OUT:** The moving out period between 4:30 pm to 10:00 pm, Friday, January 20 and 8:00 am to 6:00 pm on Saturday, January 21, 2017. If any product or booth material is left behind it must be clearly identified as garbage or to be picked up. Additional charges will apply if product is not picked ore removed up by the designated time.
- 20. EARLY TEAR DOWN -** The Buying Show is a two-day show - January 19 & 20, 2017. All booths must remain completely set up and decorated until the Show officially closes at 3:30 p.m., Friday, January 20, 2017. Early tear down is strictly prohibited. The dismantling of any booth affects the integrity of the show, disrupts the consistency of the Exhibit Halls, and detracts from neighboring booths. **Exhibitors must plan to have their booth operational at all times during exhibit hall hours. Hours are clearly stated in all materials - please make travel plans accordingly.**

Exhibitor Guide



-
- 21. SECURITY:** The Association will provide security, who will be on duty from 6:00 pm, Monday, January 16 to 5:00 pm, Friday, January 20, 2017.
 - 22. LIABILITY:** Neither the Association, nor BMO Stampede Centre will be responsible for damage, theft, or personal injury howsoever caused, nor for goods sent to the Exhibition Centre or Hotel before or remaining after the exhibit, nor while in transit to or from the exhibit, or during the show.
 - 23. INSURANCE:** The Exhibitor is responsible to provide sufficient liability insurance protection from the time of setup to completion of dismantling. www.exhibitorinsurance.com/why-exhibitors-use-us.html The Exhibitor must provide proof of insurance upon request.
 - 24. INDEMNITY:** The Exhibitors shall be solely responsible for and answerable in damages for all acts or omissions due to or caused by any person at any time while the exhibitor is in occupation of the assigned booth(s) or any portion thereof, and shall indemnify the Association, its officers, staff, agents or anyone for whose actions or defaults the Association would be responsible for all claims or losses arising from or in connection with such acts or omissions.
 - 25. LIMITATIONS ON RENTALS:** The Association assumes no liability for fulfillment of the lease contract with exhibitors for space if prevented there from by any of the following causes: partial or total destruction of the premises by fire, an act of God, the public enemy, strikes, operation of law, or any other cause beyond the control of the Association. The Association will, however, in the event of their not being able to provide the exhibit space(s) for any of the above-named reasons, reimburse space renters pro-rata on any amount paid in, less any and all legitimate expenses incurred by reason of the lease contract, including advertising, salaries, etc.
 - 26. THE ASSOCIATION** reserves the right, in case the exhibitors shall (i) fail or refuse to comply with the orders or requests of the Association, or (ii) permit any conduct or act which in the opinion of the Association is improper, or renders it inadvisable that the exhibitors shall be allowed to continue carrying on business under this Agreement, or (iii) fail to comply with the terms and conditions herein, to forthwith terminate this Agreement and take possession of the assigned booth(s) and at the cost of the exhibitor remove him and all property there from, and the Association shall not, nor shall any of its officers, servants, or agents, be liable in damages or otherwise by reason of such termination or removal and notwithstanding such termination or removal the exhibitor shall pay in full the fee set out above.
 - 27. BINDING OF CONTRACT:** The Exhibitor Contract (agreement) shall not be binding until accepted by the Association. The Exhibitor shall not be entitled to exhibit in the show unless the booth space rental and current membership dues have been paid in full by due date as specified on invoices. The exhibitor agrees to comply with the terms and the lease agreement between BMO Stampede Centre and the Association, and also to comply with the rules and regulations of the Association.
 - 28. USE OF BUYING SHOW AND WRLA LOGO AND/OR NAME:** The Buying Show or WRLA logo and/or name are registered trademarks and use of the logo's and or name in any form is not permitted without the express permission of the WRLA. Logos are available upon request.
 - 29. IF ANY OF THE ABOVE RULES AND REGULATIONS ARE VIOLATED THE FOLLOWING WILL OCCUR:** The Company will be contacted by letter to inform them of their offense. If a second offense should occur, the Company will be expelled from the Buying Show for a one-year period and/or at the discretion of the Board of Directors, termination of their WRLA membership.

The Western Retail Lumber Association Inc. WRLA reserves all rights. Subject to change without notice.