

Exhibitor Guidelines

The following is a list of basic guidelines for exhibiting at the **SUPERSHOW**. Show Management appreciates your attention to these guidelines and thanks you for adhering to the rules and regulations. Should you have any questions, please don't hesitate to contact a member of the Show Team.

Booth Staffing

Exhibitors must staff their booth during all public show hours. For public safety, it is expressly forbidden to disassemble or remove products from your display before the official Show closing.

Display Rules and Regulations

DISPLAY - Exhibitors are encouraged to utilize professional displays of drape or system display material and carpet. All signage must be professional in appearance, hand written signs are not allowed. Display material and product must be contained within the contracted booth area. No materials may be affixed to the building walls. Any damage done to the International Centre property will be billed back to the exhibitor.

BOOTH HEIGHT – Booth height, including signage, shall not exceed 8 to 10 feet unless a drawing has been submitted and approved by Show Management.

Exhibitor Credentials

To avoid on-site line ups, be sure to submit the credentials order form in advance. See enclosed order form for details. Exhibitors will be required to show their Show credentials or hand stamp when re-entering the building. Exhibitor credentials are for booth staff only and misuse of this system will result in loss of credential privileges.

Fire Regulations

Fire aisles must be kept clear at all times.

Move-In/Out

EXHIBIT MATERIALS - Moving in/out of exhibitors' display material/products through the entrance doors or any fire exit is strictly prohibited by Building Management. Exhibitors are directed to use the designated loading doors.

CHILDREN – Under new Health & Safety regulations children may not be on-site during move-in or move-out.

Smoking

The International Centre is a smoke-free building. Offenders may be fined up to \$5,000. Smoking is strictly prohibited.

Soliciting

Distribution of any sales material must be confined to the contracted booth area. Flyer distribution from Show aisles and entrances is prohibited.

Trailer Parking

Trucks and trailers may only be parked in designated transport vehicle parking areas. Check with the Hall Floor Manager if you are unsure where these areas are located.

On-site Services

Cash Machines

Cash machines are located at the entrance areas of Halls 1, 3, 5 and 6 for yours and the public's convenience.

UPS Store

The UPS Store located at Hall 6 offers a full range of business and communications services including shipping services, office supplies and internet access. Hours of operation will be posted in the Show Office. For additional information regarding area restaurants and services visit www.internationalcentre.com.