

ALBERTA SNOWMOBILE & POWERSPORTS SHOW 2018  
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EXHIBITOR MANUAL  
Section 1...GENERAL INFORMATION

**Show presented by:**

Alberta Snowmobile Association  
11759 Groat Road  
Edmonton, AB T5M 3K6

**SHOW MANAGEMENT**

ATR Productions  
Bus: 780.667-6355  
Fax: 888-376-1131  
Show Director: Peri Price  
Email: info.edmsledshow@gmail.com  
Website: www.albertasnowmobileshow.ca  
ATR Productions is referred to as "Show Management".

**ADMISSION FEE**

Adults - \$15  
Youth and Seniors \$12  
Children 12 and under are free

**DATES AND TIMES**

**Friday** October 12th  
4:00 p.m. – 10:00 p.m.  
**Saturday** October 13th  
10:00 a.m. – 7:00 p.m.  
**Sunday** October 14th  
11:00 a.m. – 4:00 p.m.

**SHOW LOCATION**

Edmonton Expo Centre in Halls E,F,G,H  
www.edmontonexpocentre.com

**Address: Please indicate Show name, hall and booth # when shipping**

Edmonton Expo Centre  
7515 – 116th Avenue  
Edmonton, AB T5B 0J2

## EXHIBITOR MANUAL

### **EXHIBITOR ID -**

Wrist Bands will be provided for personnel who are staffing the exhibit space and must be pre-ordered. Each Exhibitor must supply a name list for wrist bands and personnel must report to show office for wrist band pick up.

**VIP PASSES: (See Order Form)** -Available for guests at a discounted rate.

**EXHIBITOR CHECK IN** - Please check in at the Show Office to pick up wrist bands and confirm your location prior to set up. Exhibitors must wear the wrist bands at all times during the show for Security identification.

Wrist Bands are allocated as follows:

- 10' x 10' booth = Max. 4
  - 10' x 20' booth = Max. 6
  - 10' x 40' booth = Max 8
- 400sqft or larger receive up to 10.

Extra Bands may be purchased in advance at \$7.00each  
Additional or replacement wrist bands ordered on show site will cost \$10.00  
regardless of whether they are lost, stolen or misplaced.

Please complete and return the **EXHIBITOR STAFF LIST ORDER FORM** by the **deadline provided. This form is located separately with your E-Kit** or is available on- line at [www.albertasnowmobileshow.ca](http://www.albertasnowmobileshow.ca) under the Exhibitor section.

### **MOVE--IN SCHEDULE (See attached map for your move in time allowance)**

ALL EXHIBITS MUST BE COMPLETED their set up by 1:00 P.M. ON FRIDAY, OCTOBER 12th at the latest and all crates and boxes removed from aisles so we can clean and vacuum before the 4pm opening time.

If you cannot move in during your scheduled time, you need to contact the Show Manager to make alternate arrangements where possible.

Move in Show office hours are Thursday, October 11th, 8:00 a.m. – 7:00 p.m.  
Friday, October 12, 8:00 a.m. – 1:00 p.m.

### **MOVE--OUT SCHEDULE**

Sunday October 14<sup>th</sup>, 4:00 p.m. – Midnight

All Exhibits and Materials must be out of the building by midnight or they will be removed by GES at a cost to the exhibitor. Arrangements for courier pick ups must be made through the Show Manager.

EXHIBITOR MANUAL  
GENERAL EXHIBITOR INFORMATION

**FLOOR PLAN/BOOTH LIST**

A copy of the floor plan and Booth List is available on-line at  
[www.albertasnowmobileshow.ca](http://www.albertasnowmobileshow.ca)

**OFFICIAL HOST HOTEL ACCOMMODATION**

The Official Show Hotel is:

Chateau Nova Hotel  
139 Ave and Yellowhead Trail  
Edmonton, AB  
Bus: 780-454-5441

Rates start at \$109.00 (Free parking /Free Wifi)

Appx 10min to Show Site. **PROMO CODE : alberta snowmobile show**

Guest rooms have been blocked under Alberta Snowmobile Show until October 5<sup>th</sup>.  
These rooms are subject to availability at the time of reservation, so please book  
early to avoid disappointment.

**The Host Hotel info and rates are also available on the show website at  
[www.albertasnowmobileshow.com](http://www.albertasnowmobileshow.com)**

EXHIBITOR MANUAL  
GENERAL EXHIBITOR INFORMATION

**GES - OFFICIAL SERVICE CONTRACTORS  
SHOW SERVICES CONTRACTOR**

PH – 780-469-7767

Attn: Derek

- Audio Visual
- Booth Cleaning
- Carpet
- Exhibit System rentals
- Furniture & Accessories
- Graphics and Signage
- Installation/Dismantling Labour
- Materials Handling
- On-site Forklift Handling
- Plants & Foliage
- Advanced Shipping and Storage

**Electrical SHOWTECH POWER & LIGHTING**

- Lighting
- Mechanical Services (i.e. water, drainage, air, etc.)
- Sign/Banner Hanging/Removal

Bus: 780.429.1162

Fax: 780.424.4715

Website: [www.showtech.ca](http://www.showtech.ca)

**Order form** available on show site at [www.albertasnowmobileshow.ca](http://www.albertasnowmobileshow.ca)

**High Speed Internet - See FREEMAN order form to book.**

**Freemanav-ca.com**

**Pls call: Simon Hollington-Sawyer**

**587-336-6413**

\*Daily Wireless is available on site for \$65. 3 day rate is \$55.

## RULES & REGULATIONS

### **SHOW TERMS & CONDITIONS**

#### Character of the Show (Altered Exhibit Plans)

Show Management reserves the right, at any time, without prior notification, to alter aisles, common carpet, features sizes or to reject or prohibit exhibitors or exhibits, which Show Management considers objectionable, or to relocate exhibits and exhibitors when in Management's opinion such moves are necessary to maintain the character and/or good order of the show. Management's decision in this regard will be final.

### **Payment Terms**

NO Exhibitor will be permitted to move into the Exposition unless space cost is paid in full in advance. Show Management reserves the right to resell the same space unless full payment is received in advance. Failure on the part of the exhibitor to occupy space during the show will result in forfeiture of all exhibit space fees paid to Show Management on behalf of the Exposition Organizers. No exhibit space will be cancelled unless written notice is received by Alberta Snowmobile Association. For cancellations occurring less than 90 days prior to the scheduled opening, 100% of the exhibitor's total contract obligation shall be entitled to the ASA (whether or not the space is resold).

In the event that the Alberta Snowmobile Show is cancelled for any reason, the Show Management will not be liable to the exhibitor except to refund monies paid to date for exhibit space. Late Comers/No Shows or any space not claimed and occupied prior to 12:00 p.m. on October 11th, 2018, may be resold or reassigned by Show Management without any obligation on the part of the ASA for any refund whatsoever.

PLEASE ADVISE US ON--SITE AT THE SHOW OFFICE IF YOU HAVE A LAST MINUTE EMERGENCY...NO REFUNDS WILL BE GRANTED FOR UNUSED EXHIBIT SPACE.

### **Soliciting, Samples and Souvenirs**

Exhibitor personnel or representatives distributing samples, souvenirs and promotional material or soliciting business, must do so in the confinement of their exhibit space. Such activities are not permitted in aisles, restaurants, registration areas, hallways or other exhibits.

### **Competitions, Draws and Contests**

If Exhibitors are planning to host competitions, draws or contests, etc. from their booth during the Show, the Show Management requires notification.

Sales, promotion and competitions conducted by Exhibitors in conjunction with their exhibits must be free of any obligation on the part of the winner. The schedule of prizes and terms of the competitions must be approved by Show Management prior to the show and comply with all existing government regulations. All draws must be conducted during show hours. A list of winners must be submitted to Show management daily and/or 1/2 hour before the close of the exposition. All contests conducted must not violate any provincial or federal laws or regulations in effect at that time.

## EXHIBITOR MANUAL

### Damage to Property

The Exhibitor is responsible for ensuring the care of Northlands property during the show.

**NO MATERIAL OF ANY KIND MAY BE AFFIXED TO THE CEILING OR TO ANY WALLS, WHETHER PAINTED, WOODEN OR VINYL, BY ANY METHOD WHATSOEVER.**

Touch of exhibits, etc. must be done in such a manner as not to deface or damage Northlands property. Proper precautions must be taken; otherwise repairs and cleaning will be carried out at the expense of the Exhibitor.

### **Security**

The Show Management, ASA or Expo Centre cannot guarantee against loss or damage of any kind, but will endeavor to protect Exhibitors by providing general security on a 24 hour basis from the beginning of move--in to the end of move--out.

### **Insurance/Liability and Indemnity**

Exhibitors must carry their own fire, theft, liability, property damage or other insurance. The Show Management, ASA and Edmonton Expo Centre shall take reasonable precautions to prevent losses and to protect the interests of the Exhibitors; however, under no circumstances will the Show Management, ASA or EEDC, be liable for such losses howsoever caused. In addition, the Exhibitor agrees to hold harmless the Show Management, ASA and EEDC from any and all claims for loss or damage asserted against the aforementioned by any person as a result of or in any way connected with, the wrongful acts or negligence of the Exhibitor.

Exhibitors and their representatives hereby agree to indemnify and hold harmless the Show Management, ASA and EEDC, the employees thereof and their representatives and agents against any and all claims for the loss, damage, theft or injury. Indemnification includes the period of storage prior to, immediately following (as well as throughout) the show. The Exhibitor, on signing the contract, releases the foregoing from any and all claims for loss, theft, damage or injury.

**LIABILITY: EXHIBITORS ARE REQUESTED TO CHECK THEIR OWN BOOTH INSURANCE TO ENSURE SUFFICIENT LIABILITY COVERAGE.** The Edmonton Expo Centre is not responsible for loss, theft, disappearance of or damage to Exhibitor's materials. Security Service is provided to help protect Exhibitor's property. All bills of lading furnished to Show Management, covering shipments by Exhibitors, will be checked at the time of actual loading and corrections made where discrepancies exist. In order to expedite removal of materials, Show Management shall have the authority, without further clearance from Exhibitors, to change designated carriers.

**Proof of Liability Insurance must be received by ATR Productions (Show Management).**

**All exhibitors must have a \$2,000,000 minimum in liability insurance. To secure proof of insurance simply phone your insurance provider and ask for a certificate naming: Alberta Snowmobile Association, the City of Edmonton, Edmonton Economic Development Corporation as additional insured.**

***There should be no additional cost from your insurance provider for this service.***

**Please Note: This is an official request, if proof of Insurance is not supplied – The AB Snowmobile Association/Show will not be held liable.**



## EXHIBITOR MANUAL

### **SERVICES INCLUDED IN EXHIBIT SPACE COST**

Basic exhibitor's package (10' x 10' booth) includes:

- The standard draped booth consists of:
  - 8' high backwall and 3' high sidewall.
- Perimeter Aisle carpeting
- 24 hour general show security
- Exhibitor Wrist Bands
- Promotional support
- On--site materials handling  
(up to 3000 lbs or 15mins of use.) Additional charges over these guidelines will be incurred by the Exhibitor.
- Crate removal, storage and return to exhibit

Bulk exhibitor's package (over 600 sq. ft.) includes the following items:

- (1), 8' decorated table and 2 chairs
- Crate removal and storage

The following are examples of items **NOT included** in either exhibitor's package:

- Parking
- Electrical
- Booth carpeting and cleaning
- Desk, counter and shelf rentals
- Exhibitor signage
- In-Booth security
- Liability insurance
- Telephone lines, and internet connections
- Booth décor (i.e. plants)
- Shipping
- Materials handling (over 3000 lbs.)
- Additional electrical requirements

## EXHIBITOR MANUAL

### **CARPET**

Carpet may be supplied by either the exhibitor or show contractor, but must remain within the dimensions of the booth space as outlined on the floor plan.

### **BOOTH OPERATIONS**

Exhibitors must ensure a fully staffed booth during visitor's hours.

No moving in or out will be permitted during show hours without prior approval and arrangements by Show Management. No forklifts or dollies on aisle carpet at any time. No booth may be dismantled or exhibit removed before 4:00 p.m. Sunday, October 14th.

Exhibitors will also be expected to keep aisles clear of all materials

Until aisle carpet is removed, and in respect to fellow exhibitors and to the professional people who comprise the audience, exhibitors are specifically prohibited from employing any type of attraction, which in the opinion of the organizers, detracts from the professional nature of the show.

### **SELLING PRODUCTS**

A receipt (cash register or manual) must be issued and the product must be bagged and wrapped.

### **SOUND SYSTEMS/NOISE LEVELS**

If you will be demonstrating equipment that causes noise, you must confine your operation to suitable intervals so you don't impose on neighboring exhibits. Watch your own booth to be sure the noise level from your demonstration or sound system is kept to a minimum and not interfering with others.

**Show Management reserves the right to determine when sound constitutes interference with others and to shut the system down.**

Exhibitors who plan to use a promotional game in their booth must notify Show Management in advance.

### **FLOOR OF BUILDING**

The following is STRICTLY PROHIBITED by the Expo Centre:

- Drilling holes in the floor;
- Attachments to, painting or any other defacement of the floor;
- Adhering tile, floor covering or any other structure directly to the building floor; Using ramset fasteners or masonry nails to fasten display material to the floor; Fastening/nailing strips to any of the building walls or floors by any means.

## EXHIBITOR MANUAL

### **BOOTH AND HEIGHT RESTRICTIONS**

Contracting companies may NOT extend the length of their 10 foot sidewalls to the aisles whether a standard draped booth is supplied by Show Management or a pre-fabricated or custom designed booth is used, the sidewalls may NOT be higher than 8 feet and may NOT extend out from the back-wall by more than 4 feet. The height restriction of the exhibit booth in the exhibition hall is 8 feet (2.4 meters). Please have your designer contact Show Management to arrange approval of any exhibit over 8 feet high.

**SIGNS AND BANNERS** All signs, banners and other display materials must be properly affixed to the exhibit or be self-supporting from the floor within the height restrictions of your particular area. For signs/banners requiring manlift service, please contact SHOWTECH Power & Lighting at 780.429.1162 for pricing.

**\*Custom Signage is available through GES Inc. at your own expense.**

### **FIRE REGULATION**

Fire regulations require that all material used in exhibits and stand construction must comply with the Edmonton Fire Department Safety Requirements. All decorating materials used including artificial flowers, foliage, textiles, etc. must be flame proof. If you have questions, please contact Show Management. Show Management urges that all exhibits be equipped with a fire extinguisher for your own safety.

**Propane-** Strict guidelines for the storage of propane tanks on-site are in place as is the use of propane at Northlands Expo Centre. If propane is being brought into the building, containers cannot be more than half full and maximum weight must not exceed five (5) pounds. The tank shall NOT be connected to their propane tanks, and shall be securely sealed against leakage. No spare bottles are permitted in the trade hall for storage purposes.

**Vehicles Fire** regulations prohibit the operation of gasoline, propane or diesel fuel engines during Show hours. However, equipment may be operated when necessary during move-in and move-out. Ignition systems must be kept locked at all times. If locking is not possible, battery cables must be removed. Fuel levels in tanks or cylinders cannot be more than ¼ full, and all such tanks or cylinders must be equipped with a lock-on fuel cap and locked at all times when equipment is in the building.

**NOTE: NO WET OR MUDDY VEHICLES WITH STUDED TIRES WILL BE ALLOWED ON THE SHOW FLOOR.**

### **SAFETY MEASURES AND REGULATIONS**

Safety Measures Exhibitors who are showing equipment in a moving, operating condition are required to provide every possible precaution for the safety of show visitors, their operators and exhibit personnel. Waste material must be placed in bins provided for safe removal from the building. Public Hazard Every exhibitor is responsible for the protection of the public from any hazard that exists within his exhibit, i.e. shock electrocution, heat, fire, sharp objects, machinery, etc. Adequate screening or protection must be in place and Show Management reserves the right to declare any exhibit unsafe and order its correction or removal. Lack of such declaration does not release the exhibitor from final responsibility for any harm or damage to the public and/or their property. **EXTREMELY IMPORTANT!!**

All personnel working and operating equipment at the show site must comply to all general safety regulations as set out by the Alberta Occupational Health & Safety under Act 448/83. **FAILURE TO COMPLY WITH OCCUPATIONAL HEALTH & SAFETY REGULATIONS COULD MEAN THAT WORK ON SETTING UP YOUR BOOTH CAN BE SHUT DOWN.**

### **SMOKING BY--LAW**

The City of Edmonton has a by--law regarding smoking in public areas. As a public facility, Northlands is governed by the by--law in all buildings including public concourses, stairways and washrooms. Therefore, there will be no smoking allowed in the facility.

### **ALCOHOLIC BEVERAGES**

NO alcoholic beverages shall be brought into or consumed in space leased by the exhibitor. Prosecutors could be fined.

**Show Set up Personnel**– No one under the age of 16 is allowed on the show floor for set up or tear down. This is a Facility Rule and will be reinforced by Expo Staff.

## EXHIBITOR MANUAL

### **MOVE-IN AND MOVE-OUT SCHEDULE**

MOVE--IN SCHEDULE -Please refer to the coloured move in schedule for your set up time. Exhibitors that do not arrive in their scheduled time frame will have to wait or may not be permitted into the building until they can be accommodated. Exhibitor section – [www.albertasnowmobileshow.ca](http://www.albertasnowmobileshow.ca)

NOTE: ALL EXHIBITS MUST BE COMPLETED BY 1:00 PM ON FRIDAY, OCTOBER 12th AISLE CARPET WILL BE LAID AT THAT TIME AND FORKLIFTS, DOLLIES, ETC. WILL NOT BE PERMITTED IN THE EXHIBIT AREA AFTER THE CARPET IS LAID.

For safety reasons during the move--in /move--out segments, children under 15 years of age will not be allowed in the Show area.

Dollies and forklifts will be available to assist with exhibitor move-in.

**Pressure Washer** will **NOT** be available on site for exhibitors. Wash Bays are available at Hughes Station across the street (NE Corner of 118 Ave & Gretzky)

During the installation and removal of exhibits or the construction of booths, the show aisle ways must not be used at any time for the storage of plants, materials or debris of any description.

After 1:00 p.m. on Friday, October 12th, any materials will be cleared from the site by Show Management, who will not be liable for any resultant loss to the Exhibitor or his Contractor unless other arrangements have been made with Show Management. All dollies, packing materials and surplus equipment or constructional materials must be removed from the show floor by 1:00 p.m. on Friday.

**LOADING AREA** There are over head doors and loading docks available.

All move--in items must come through the overhead doors. We encourage offloading to occur outside of the building to keep traffic moving inside and keep aisles unblocked as a courtesy to all.

During show hours, material delivery will NOT be accepted at the overhead doors or the man doors beside each one. If deliveries have to be made during show hours, they have to be directed to the Show Office.

### **SHOW OFFICE - Hall E**

Show Management will maintain a Show Office on—site, throughout the show.

The Show Office will be located at the front of Hall E. On site Business services are available through the Expo Business Centre located in the mall area.

### **EXHIBIT SERVICES - GES INC.**

The official show contractor is GES Inc. offering materials handling, décor rental materials, janitorial and labour services. For further details, please refer to their order forms available on the show website for download at [www.albertasnowmobileshow.ca](http://www.albertasnowmobileshow.ca) or call 780-469-7767 for assistance.

## EXHIBITOR MANUAL

### **MATERIALS HANDLING AND EQUIPMENT**

GES INC. is the official materials handling contractor and provides the following services

- Freight handling
  - Scheduling
  - Forklifts consisting of loads up to 3,000 lb. are included in your booth rental.
- Other services include: Unload freight and deliver to booth, Pickup, store and return empty shipping containers. Reload freight for return with your specified carrier
- The above services are supplied up to a maximum of 3,000 lbs./exhibitor at no additional charge. Any exhibitor bringing in excess of 3,000 lbs and or 15 mins of service are responsible for additional freight handling charges.

### **STORAGE**

GES Canada is responsible for crate removal, storage and return at the conclusion of the Show.

When crates are empty and ready for storage, please obtain crate storage labels from GES Inc.

IN LARGE CLEAR LETTERS, please identify your Company by Name and Booth Number. If you have more than one crate, it is advisable to further identify i.e. 1 of 3, 2 of 3, 3 of 3, etc. Exhibitors are asked to leave their empty crates in the aisle to be picked up. Show Management will then remove crates, store them in an approved location and return them to your booth location at the show closing. Cartons, boxes and crates may not be stored under tables, behind displays or in any part of the exhibit area. Packing materials such as excelsior, shredded paper and the like, must be returned to the empty cartons immediately. Accumulation of these materials is prohibited.

### **MOVE--OUT SCHEDULE**

Dismantling must not commence until the show closes at 4:00 p.m. on Sunday, October 14<sup>th</sup>.

Exhibitors must keep all displays and materials requiring dollies or forklifts within their designated space and not in the aisles until the aisle carpet is removed. Forklifts, dollies, etc. collecting goods will not be allowed to enter the Show Hall until all aisle carpet is rolled up on Sunday, October 14<sup>th</sup>.

Exhibitors must leave their site in the same condition in which they found it. Booth sites must be completely cleared by no later than midnight on Sunday. If longer dismantling time is needed, special permission must be obtained by Show Management. After midnight on October 14<sup>th</sup>, Show Management may have any objects found on booth sites removed and the cost will be charged to the Exhibitor. Show Management will not be responsible for any damage to property in these circumstances. After displays have been dismantled, all waste must be removed by Exhibitors. Disposal bins will be available. Any waste remaining in an Exhibitor's booth area will be removed at the Exhibitor's expense.

## EXHIBITOR MANUAL

### **SECURITY TIPS FOR EXHIBITORS**

#### Move-In

- Use plain boxes, containers and labels that do not identify the products.
- Have adequate personnel present at the booth to receive the shipment and take inventory.
- Report any discrepancy in goods received to the shipper immediately.
- Ensure you have proper insurance coverage. During the Show
- Pack small items in boxes out of sight, or remove them from the booth overnight.
- Never leave your booth unattended. Samples or briefcases are easily taken.
- Report all security and safety incidents to Show Management immediately.

#### Move-Out

- Have proper exhibitor identification on all goods.
- Remain with your shipment until it is removed from your booth.
- Don't leave booths unattended. Many outsiders have access to the booth area during this busy time.

### **SHIPPING DIRECT TO SHOW SITE**

Shipments being sent directly to the Edmonton Expo Centre will be received **ONLY** from 8:00 a.m. on Thursday, October 11th and no later than 1:00pm on Friday, October 12th.

Make out the Bill of Lading and consign to the following shipping and receiving address as indicated below:

Alberta Snowmobile Show

Edmonton Expo Centre - Hall E

7515 - 116th Avenue

Edmonton, AB T5B 0J2

Your Company Name

Show Site Contact Name and phone number

Your Booth Number

**All inbound** shipments must be **prepaid**, labeled and accompanied with a Bill of Lading or Delivery Receipt showing the number of pieces, weight and description of merchandise.

For delivery prior to October 11th, GES Inc. will provide Material Handling. For additional information and cost on materials handling, please contact: GES directly at 780-469-7767 – Derek Tuckett

**OUTBOUND SHIPPING AND HANDLING** Each exhibitor will be expected to label exhibit materials and to furnish outbound shipping information. Previous shipping labels must be removed or obliterated, as GES accepts no responsibility for misdirected shipments due to old shipping labels. When your staff has repacked your goods at the show's conclusion, GES will pick up your crate(s) and load them on the carrier you have appointed.

## EXHIBITOR MANUAL

### **SHOW DECORATOR ( order form attached)**

GES Inc. is the official Show decorator, responsible for: • Audio Visual Order Form • Booth Cleaning Order Form • Carpet Order Form • Exhibit System Rental Order Form • Furniture & Accessories Order Form • Graphics & Signage Order Form • Installation/Dismantling Order Form • Materials Handling Order Form • On-site Forklift Handling Order Form • etc

**Order Forms** are also available online on the show website under exhibitor info: [www.albertasnowmobileshow.com](http://www.albertasnowmobileshow.com)

### **DRAPED BOOTH**

A standard draped booth is supplied by Show Management. THERE IS NO CHARGE TO THE EXHIBITOR FOR THIS SERVICE.

• Backwall height -- 8 feet • Sidewall height -- 3 feet

Show colours are red and black

### **ELECTRICAL AND TELEPHONE SERVICE (DEADLINE: September 28, 2018)**

Electrical and telephone services are the exclusive responsibility of SHOWTECH Power & Lighting. Should you require any electrical needs, please complete the Electrical/Lighting Form attached.

There is space provided for ordering telephones on the Electrical/Lighting Form. This form is also available at [www.albertasnowmobileshow.ca](http://www.albertasnowmobileshow.ca)

### **ELECTRICAL SAFETY CODE REQUIREMENTS**

All electrical connections, installations, assemblies, motors or any electrical operating gear must conform to the Canadian Standards Association or the Alberta Electrical Approval requirements. It is the responsibility of each exhibitor to ensure that all electrical equipment in, on, or about your booth complies with the above regulations. This includes electrical merchandise as well as lighting and exhibit equipment. Should any of this equipment not comply, it is recommended that you request temporary permission to exhibit while the necessary electrical approvals and certification is being sought.

Electrical equipment for which approval is sought, should be submitted to:  
CANADIAN STANDARDS ASSOCIATION OR ALBERTA LABOUR Electrical Safety  
1707 -- 94 Street 303, 10339 – 124 Street Edmonton, AB T6N 1E6 Edmonton, AB  
T5N 3W1 Canada Bus: 780.490.2015 Bus: 780.427.6868  
Fax: 780.435.0998

**AUDIO VISUAL RENTALS** (DEADLINE: Sept. 28th, 2018) Exhibitors requiring audio visual rentals for their booth should contact Inland Audio Visual directly or any other supplier of your choice.

Inland Audio Visual Services:

100, 17893 - 106A Avenue Edmonton, AB  
PH.423.1671 Fax800.587.4004  
[www.inlandAV.ca](http://www.inlandAV.ca)



## EXHIBITOR MANUAL

### **INTERNET SERVICES**

Exhibitors requiring wired high speed internet service for their booth should contact Freemanav-ca.com - Simon Hollington- Sawyer at 587-336-6413. Order Form included.

### **JANITORIAL SERVICE**

Show Management will be responsible for cleaning public areas only (i.e. walkways and aisles). If you would like your booth cleaned, please contact GES.

### **PARKING AT SHOW SITE**

Edmonton Expo provides FREE parking for all exhibitors during show move--in only. Parking passes will be available for sale at move in at the Show Office. 3 day passes are \$42 and allow in and out privileges.

Parking is controlled by Expo Centre and is available to exhibitors at a discounted 3 day rate, with in/out privileges).

**\*\*PLEASE REMEMBER THE PARKING PASS IS FOR THE EXHIBITOR PARKING LOT ONLY (West Lot).**

After unloading on move--in day, you will be required to park in the West Lot for the remainder of the weekend. THE LOTS BEHIND EACH HALL are RESTRICTED PARKING AND RESERVED FOR EVENT STAFF AND NORTHLANDS VEHICLES ONLY. Once unloaded, you will be required to return to the general parking area. Vehicles without "restricted area" passes found parked in the restricted zone will be ticketed and towed at the owner's expense.

**INFORMATION ON OVERNIGHT TRAILER PARKING WILL BE AVAILABLE DURING MOVE--IN AT THE SHOW OFFICE!** The dedicated trailer lot is identified on the parking map at [albertasnowmobileshow.com](http://albertasnowmobileshow.com) (exhibitor section)

### **SECURITY**

Each exhibitor is solely responsible for insuring their exhibit material against loss or damage during the show. Please put all small items of value out of sight each night. All property of an exhibitor is understood to remain within the exhibitor's care, custody and control in transit to, from or within the exhibit hall. Show Management cannot assume responsibility for any exhibitor property, which is lost or stolen. Exhibitor wrist bands will be provided to all identified exhibitor personnel.