



Exhibitor Information Guide

Fort McMurray Tourism Spring Show & Market

April 27-29, 2018

SHOW MANAGEMENT

The Spring Show & Market is organized and managed by:

Fort McMurray Tourism

515 MacKenzie Blvd.

Fort McMurray, AB T9H 4X3

Trade Show Manager - Denise Barrow

Email: denise@visitfmt.com

Exhibitor Services Carole Jewers

Email: info@visitfmt.com

Phone: (780) 791-4336 ext 224

Toll Free: 1- 800-565-3947

Fax: (780) 790-9509

TRADE SHOW FACILITY

Fort McMurray Tourism's Spring Show & Market is held at MacDonald Island Park Regional Recreation Corporation of Wood Buffalo located in downtown Fort McMurray at the north end of Franklin Avenue.

The address is: 1 CA Knight Drive T9H 5C5

TERMS & CONDITIONS

Exhibitors agree to abide by all rules and regulations at the Fort McMurray Tourism Spring Trade show by virtue of signing the Exhibitor contract.

IMPORTANT- Please take care of immediately

RE: CERTIFICATE OF LIABILITY INSURANCE

*As you may know, as an exhibitor participating in a show, you must have adequate Liability Insurance with a **minimum \$2,000,000** limit to protect the Exhibitors, the attending public, the show organizer and yourself.*

Our insurance policy does not extend coverage to any exhibits and requires you to submit a Certificate of Insurance upon receipt of the exhibitor's information package.

There are (2) ways to arrange the required Insurance:

OPTION #1: SINGLE EVENT INSURANCE

There are several companies that offer single event insurance. Here are a few options.

www.palcanada.com

www.hkmb.com

OPTION #2: YOUR OWN INSURANCE

- Contact your own Insurance Company, request a certificate of Insurance with the following requirements below:
- **Fort McMurray Tourism Association.** listed as an additional insured.
- Dates of the show: **april 28-29-30**
- Comprehensive General Liability of \$2,000,000
- Bodily Injury and Property Damage Liability subject to a maximum \$1,000 Deductible.
- Products and Completed Operations Liability
- Contingent Employers Liability
- Broad form Property Damage
- Cross Liability clause
- Severability of Interest Clause

Your understanding and compliance with this requirement, is greatly appreciated and we thank you for your effort in ensuring the well being of everyone.

FOOD EXHIBITORS/ FOOD SAMPLING/ SELLING OF FOOD OR DRINK ITEMS

Any exhibitor selling or sampling food or drink items will need to fill out the Application for Environmental Health Approval Special Events. This form must be completed and submitted to the trade show manager by March 31, 2017. The application is attached.

Shipping Direct to Show Site

Please see Superior Show Material Handling

Display Company is Superior Show

Standard display includes the following:

- 8' back wall drape (Black)
- 4' sidewall drape (Black)
- One 800 watt electrical outlet
- One 8' draped display table* (Black & White)
- Two folding chairs
- Blue aisle carpeting

***an alternative size table is available at no cost if it is ordered directly from Superior Show Service 14 days prior to the show.**

Any changes to the items included in your booth can be made directly to:

Superior Show Services Ph: (780) 992-0404

Please see attached order form

ATM SERVICES/ DEBIT MACHINES

There are ATM machines at the Suncor Community Leisure Centre. It is recommended that vendors bring their own wireless debit machines.

EXHIBITOR BADGES

Each company will receive four exhibitor badges. Any individual working your booth must wear a badge to be admitted onto the Trade Show floor. Extra badges can be purchased from the show office for \$7 and will allow unlimited entrance for the weekend for your staff who are working with you.

Badges **CANNOT** be left with the cashier's desk or show office for pick up during the show.

MOVE IN

Large Displays and Bulk bookings ex: Hot tubs, vehicles.....must move in by Wednesday April 25, 2018 and must arrange a move in time with show management.

We strongly recommend that local exhibitors set up early on Thursday to alleviate last minute congestion at load in doors.

Please check in with trade show staff at the main entrance before set up. You will receive a package that contains your exhibitor bracelets, parking pass and any paperwork that is still outstanding

Thursday April 26, 2018

8:00 am to 9:00 pm Absolutely no access to floor areas after 9pm

Friday April 27, 2018 Need Late Check In Approval by Show Management

8:00 am to 10:00 am LIGHT CARRY ONLY, NO DOLLIES WILL BE ALLOWED ON THE FLOOR AREA

There are load in doors for each floor area.

All exhibits must be completely set up by 10:00 am. This will allow our display company time to finalize floor set up and preparation. **No carts or dollies allowed after carpets have been secured.** Show opens at 1pm Friday April 27.

SHOW TIMES

Trade show management requires that all exhibitors be in their booth at least 15 minutes prior to show opening. Please allow for parking.

Friday, April 27 — 1:00 pm to 9:00 pm

Saturday, April 28 — 10:00 am to 7:00 pm

(Exhibitors will only be allowed on the floor at 9:30 am)

Sunday, April 29 — 10:00 am to 5:00 pm

(Exhibitors will only be allowed on the floor at 9:30 am)

The only exhibitors that will be allowed on the floor before these set times will be exhibitors that have applied to show management for early floor access.

MOVE OUT

Displays must not be dismantled prior to 5:00 pm on Sunday, April 29

Items that may be easily damaged or stolen should be removed immediately following the show. The premises must be vacated by **midnight on Sunday**. Items left for courier pickup must be clearly labeled and placed in the designated area and be picked up no later than Monday May 1. **Any items left after Monday April 30, 2018 will be brought to the Superior Show warehouse and it will be the responsibility of the exhibiting company to pay all associated shipping costs.**

Fort McMurray Tourism and the Suncor Community Leisure Centre assume no responsibility for items left on the floor.

BOOTH DESIGN GUIDELINES

Trade show management has guidelines in place to ensure that every exhibitor has an equal opportunity to display their products/ services. Exhibits must be within the following height limits. **Back walls must not exceed 8ft and side walls must not exceed 4ft. unless prior approval from show management is in place.**

BOOTH OPERATIONS

Exhibitors must ensure that their booth is staffed at all times during show hours. Moving in or out will not be permitted during show hours.

Exhibitors will be expected to keep their display and all materials within their designated space and not in the aisles.

Soliciting of business and or distribution of samples must be confined to the exhibitor's own booth space if found soliciting outside of designated booth space you will be asked to leave the show.

SOUND SYSTEMS/ NOISE LEVELS

If you are demonstrating a product that causes noise, you must confine the noise to suitable intervals so you don't impose on your neighbor. Trade show management reserves the right to determine when sound constitutes interference with others and to shut the system down or to ask the exhibitor to turn the volume down to an agreed upon noise level.

- Equipment or devices producing noise or odors that disturb exhibitors or visitors will not be tolerated.
- If after ONE warning from show management, the exhibitor does not reduce the sound level, show management may elect to shut the power off to threat exhibitor.
- All speakers must face inward and not out towards the aisles.

SECURITY

Security guards will be on duty 24 hrs a day, on a roaming basis from the start of move in to the start of move out. Fort McMurray Tourism (Show Organizers) will not accept any liability for loss or stolen items.

Security Tips for Exhibitors

Move In

- Have adequate staff present at the booth
- Report any discrepancies in goods received to the shipper immediately.
- Ensure you have proper insurance coverage.
- Store valuables out of sight

During the Show

- Never leave your booth unattended. Small items, samples or laptops are easily taken.
- Pack small items in boxes out of sight, or remove them from the booth overnight.
- Report all security and safety incidents to on site security of trade show organizers (Fort McMurray Tourism trade show manager or staff).

Move Out

- Remove valuables, small cartons and open cases of products from show area upon close of the show.
- Have proper exhibitor identification on all products.
- Don't leave your booth unattended
- Keep any electrical equipment, ex. Tv's, computers, in plain boxes that does not identify the product.

FIRE & SAFETY REGULATIONS

The Fort McMurray Fire Prevention Bureau and the Alberta Occupational Health & Safety Board in conjunction with the Regional Recreation Corporation of Wood Buffalo require the adherence to safety requirements governing exhibits and displays. Failure to comply with the fire and safety regulations could mean that your booth could be shut down.

FIRE REGULATIONS

The Fort McMurray Fire Prevention Bureau in conjunction with the Regional Recreation Corporation of Wood Buffalo requires the adherence to fire safety requirements governing exhibits and displays.

1. Decorating materials, including artificial flowers and foliage, shall be inherently flameproof or properly treated with a flame retardant.

2. Unless otherwise approved, flammable or combustible and/or compressed gases shall not be used or displayed. Where approved cylinders containing pressed gases shall be protected against mechanical damage and shall be stored on racks or by other accepted devices designed to hold them securely in place.
3. **Aerosols** – It is permissible to exhibit one pressurized container, not exceeding one pint capacity of each product classified as flammable liquid.
4. Motor vehicles or gasoline powered equipment on display shall be restricted to 1/2 of a tank of fuel and be equipped with a lock-on type gasoline cap. Batteries need NOT be disconnected. Keys must be removed from all vehicles.
5. All storage shall be kept in allocated areas. No empty cardboard containers are permitted to be stored in the booth space.
6. A propane-fuelled vehicle may be parked indoors provided there are no leaks in the propane system and the tank is not filled beyond its maximum permitted density. This vehicle shall have the shut-off valve closed and secured to prevent tampering. Special conditional permission must be obtained from Northlands prior to the vehicle entering the building.
7. **No propane cylinders** are permitted in any indoor exhibits.
8. All electrical appliances, electrical cords and electrical connections shall comply with the Electrical Code.
9. **Candles can be displayed but cannot be lit.**

SAFETY REGULATIONS

EXTREMELY IMPORTANT!!

Occupational Health and Safety

Employers operating in Alberta must comply with the Alberta Occupational Health and Safety Act, Regulation, and Codes as applicable to their operation. Further information can be obtained from Workplace Health and Safety South region. [OHS Act, Regulation & Code](#)

Fire

The owner as defined in the Alberta Fire Code 1.2.1.2 must comply with all regulations and codes as applicable to their operation. Further information can be obtained from the Fort McMurray Fire Department.

http://www.municipalaffairs.gov.ab.ca/cp_fire_codes_&_standards.cfm

Public Health

The owner must comply with all regulations and codes as applicable to their operation. Further information can be obtained from Fort McMurray Health Region.

<http://www.calgaryhealthregion.ca/publichealth/envhealth/>

***FAILURE TO COMPLY WITH OCCUPATIONAL HEALTH & SAFETY REGULATIONS COULD MEAN THAT WORK ON SETTING UP YOUR BOOTH CAN BE SHUT DOWN.**

HELIUM BALLOONS

Helium Balloons can be used as part of your display if properly secured but **CANNOT** be used as give-aways. Helium tanks are **NOT ALLOWED** on the floor. **Popcorn** is **NOT ALLOWED** on the floor

CLEANING

The aisles of the building will be cleaned each day prior to show opening. Exhibitors may sweep out their own booths into the aisles at the end of the day for pick up by the janitorial service. Exhibitors are responsible for the

cleaning of their own booths prior to the opening of each day.

SINGLE USE BAGS

On September 1, 2010, the single-use shopping bag bylaw comes into effect. This bylaw eliminates the use of single-use shopping bags in the Regional Municipality of Wood Buffalo.

PRINTING & SIGNS

We recommend our following member businesses for your printing and sign needs:

- Printing Unlimited 780-791-9638
- Superior Show Service 780-992-0404
- T & S Signs 780-790-1945

MEDIA ADVERTISING

We recommend the following Fort McMurray Tourism members for all your media advertising needs:

- | | |
|--|----------------|
| <input type="checkbox"/> Country 93.3 | (780) 743-2246 |
| <input type="checkbox"/> KAOS 91.1 FM | (780)791-5911 |
| <input type="checkbox"/> K-Rock 100.5 FM | (780) 791-0810 |
| <input type="checkbox"/> Mix 103.7 FM | (780) 791-0103 |
| <input type="checkbox"/> Rock 97.9 | (780) 743-2246 |
| <input type="checkbox"/> Fort McMurray Today Newspaper | (780) 743-8186 |
| <input type="checkbox"/> Shaw Advertising Services | (780) 743-8784 |