

canwea



ANNUAL CONFERENCE
AND EXHIBITION

CALGARY, ALBERTA

OCTOBER 23–25, 2018

WIND ENERGY. NATURAL RESOURCE. MODERN POWER.

windenergyevent.ca

Exhibitor Reference Manual

Organized by



canwea
CANADIAN WIND
ENERGY ASSOCIATION | ASSOCIATION CANADIENNE
DE L'ÉNERGIE ÉOLIENNE



Deutsche Messe

Thank you for choosing to exhibit at the CanWEA 2018 Annual Conference & Exhibition in Calgary.

This Exhibitor Reference Manual covers the essentials of exhibiting at CanWEA 2018, combining key information, including important deadlines, into a single printable document. This information, as well as the service forms can also be accessed online from the Exhibitor section on: <http://windenergyevent.ca/already-an-exhibitor/>

Please review and share this information with your CanWEA 2018 participating personnel and ensure that you comply with the CanWEA 2018 Rules and Regulations. It is not our responsibility to communicate information to your staff or service providers; however, we can send our communications to up to three staff members if you provide us with their email address.

Key Requirements and Reminders

Certificate of Insurance (COI) – Required - Show Management requires that each exhibitor provide a COI that clearly shows liability coverage of \$3 million covering the show dates and listing the *Canadian Wind Energy Conference Partnership* as **additional insured**. If you do not have such insurance, information to help you easily acquire liability insurance is included on page 9. Possession of a Certificate of Insurance is a booth space contract requirement. Please send your COI to Tanguy Nuzzo tnuzzo@hfusa.com – **no later than October 1st**.

Shipping and Material Handling We strongly recommend that shipments be made in advance through GES, CanWEA 2018's Official Material Handling Service Provider. Using GES's advanced receiving system will eliminate any waiting times at the loading docks or in the marshaling yard, allowing you to schedule labour and set up avoiding costly delays. Additional information and GES's service forms can be found here: <https://e.ges.com/CA-00050961/home>

Booth Guidelines - All exhibitors must adhere to and comply with booth guidelines set for their exhibit space based on size.

Rules and Regulations - All exhibitors must read, adhere to and comply with the Rules and Regulations.

Installation / Dismantling - Move-in and booth installation should be completed by 3:30pm on Tuesday, October 23, for a 4:00pm Welcome Reception, on Tuesday, October 23. Dismantling and move-out must be completed by 11:00pm, Thursday, October 25. Note that dismantling and move-out begins at 3:00pm on Thursday, October 25. Any material left on the expo floor after 11:00pm will be forced freight at your expense.

We look forward to working with you this year!

Kelly Piva

Operations Manager
Hannover Fairs Canada

Jessica Ward

Director, Canadian Conferences and Events
Hannover Fairs Canada

Sharon Chester

Coordinator, Conferences and Events
Hannover Fairs Canada

Your booth space INCLUDES the following:

- 8' high back curtain and 3' high side curtains
- 2 Exhibitor Personnel Passes*
- 3 Exhibit Hall Only/Client Passes** (Expo & Reception Access Only) per 10' x 10' space

***Booths larger than 100 sq ft receive additional Exhibitor Personnel passes. Visit <http://windenergyevent.ca/registration/> for additional details**

**** codes expire after October 19th.**

Your booth space DOES NOT INCLUDE the following:

- **Carpet is mandatory (BMO Centre floor is concrete)**
- Insurance is mandatory
- Electrical outlets
- Electronic equipment (including but not limited to monitors, video and DVD players)
- Supplementary furnishing (including but not limited to racks, tables, chairs)
- Internet connection
- Storage facilities
- Set-up and tear-down services
- Parking
- Carpet cleaning, including after move-in
- Material Handling

Show Colours

Drape: White
Aisle Carpet: Bluejay (Blue & Black)

Exhibitor Dashboard and Online Floorplan

You should have received an email message with the subject line “CanWEA 2018 Exhibitor Dashboard Login.” Click on the link below and enter your ID and password to review and edit your company information for the online directory and printed expo guide and to purchase marketing opportunities.

Go to – <https://canwea2018.exh.mapyourshow.com>

2018 Key Exhibitor Deadlines

IMPORTANT— Everyone in the Exhibit Hall during Move-In and Move-Out is required to wear cap-toe shoes at all times (and a hard hat if building overhead). During the move-in/move-out, the BMO Centre is considered a construction site. No sandals or high heels please.

MOVE-IN		
October 21 (8:00am-6:00pm)	By Appointment Only or 20' x 20' booths or larger. GES will contact you by email within three (3) weeks of the event to provide you with your move-in date and time.	
October 22 (8:00am-6:00pm)	General move-in for all other exhibitors	
October 23 (8:00am-2:00pm)	General move-in for all other exhibitors	
EXPO OPEN	Time	Activity
October 24	10:00am-5:00pm	Exhibit Hall Open (Happy Hour from 4:00pm-5:00pm)
October 25	10:30am-3:00pm	Exhibit Hall Open
MOVE-OUT	Time	Activity
October 25	3:00pm-11:00pm	Tear-down and move-out

Times are subject to change.

IMPORTANT EXHIBITOR DEADLINES

September 7 Your exhibitor listing/company profile information must be completed to be included in the printed expo guide. Go to <https://canwea2018.exh.mapyourshow.com> to update your listing.

September 7 Exhibitor Appointed Contractor (EAC) Notification Form. Download the exhibitor appointed contractor notification form [here](#).

September 18 Receipt of ad material for the conference program or printed expo guide (if purchased or included in sponsorship) – please email schester@hannoverfairs.com.

October 1 [Housing Deadline](#) – last day for group rate

Please Note that there are companies soliciting our exhibitors by offering to book their hotel rooms. We don't have any arrangements with these organizations (they don't even state where they are calling from) and strongly advise you to book your hotel rooms through the options listed on the [CanWEA Hotel Website](#).

- September 20** GES begins accepting shipments (Advanced Show Receiving) – [More Information](#)
- October 1** Certificate of Insurance (\$3 Million in General Liability) – ensure that the Canadian Wind Energy Conference Partnership is listed as “additional insured” with the following address: 1500-480 University Ave, Toronto ON M5G 1V2 – send to KPiva@hfusa.com.
- October 1** Booth design and Hanging Signage Approval – please email KPiva@hfusa.com.
- October 5** Order from [GES](#): Material Handling, Advance Receiving, Installation & Dismantle Labour, In-Booth Forklift Services, Transportation Services or Customs Brokerage Services
- October 5** Last day for [Calgary Stampede BMO Centre discount rates](#) (Electrical, A/V Equipment, Sign & Banner Hanging, Internet & Telephone, Plumbing, Parking Permits, Digital Signage): - [More Information](#)
- October 12** Conexsys early-bird deadline for lead retrieval orders – [More Information](#)
- October 15** Final day shipments can be received at GES’s warehouse
- October 21** Move-in for 20’ x 20’ booths (or by appointment) only – 8:00 am-6:00 pm
- October 19** Last day to register ALL complimentary passes (all unredeemed passes become null and void after this date).
- October 22** Move-in begins at 8:00 am and booth installation must be completed by 2:00 pm on October 23.
- October 25** Dismantling and move-out must be completed by 11:00 pm. Note that move-out begins at 3:00 pm. Any material left on the expo floor after 11:00 pm will be forced freight at your expense.

Make sure everybody you want to meet knows you will be at CanWEA! Use our logos to promote your booth and attract visitors at CanWEA 2018. Go to <http://windenergyevent.ca/exhibit/promote-your-booth/> to download.

Key Contacts List

Show Management

Hannover Fairs Canada www.canwea.ca/

Contacts:

Kelly Piva, (773) 796-4250 x 239 kpiva@hannoverfairs.com

Jessica Ward (343) 700-3586 jward@hannoverfairs.com

Sharon Chester, (613) 294-3121schester@hannoverfairs.com

BMO Centre

Telecommunications; printing services; exhibitor parking; Rigging and Lighting, Audio Visual (PSAV) and Electricity.

Box 1060, Station M Calgary Alberta T2P 2K8

Phone: 403-261-0377

Fax 403-261-0144

eventservices@calgarystampede.com

Online order at <https://exhibitor.calgarystampede.com>

Show Services — GES

Move-in Schedule; Material Handling; Booth Carpeting & Furnishing, Booth Cleaning

<https://e.ges.com/CA-00050961>

Email: exhibitorserviceswest@ges.com

Phone: 1-800-636-8235

We're available Monday - Friday 8:30 AM - 4:30 PM MST

Blooms on 9th - Flowers/Plants

1420 9th Ave South East Calgary, T2G0T5

Phone: [403 454 4350](tel:4034544350)

Order online at <https://bloomson9th.ca/contacts>

Conexsys – Lead Retrieval

Order Online: www.conexsysleads.com

Event Code: CWEA1018E Order By Fax: (905) 405-9870

Order By Mail: CONEXSYS Registration Ltd. 34-7050B Bramalea Road Mississauga, ON L5S 1S9

Order By Email: troy@conexsys.com

For additional Information Toronto: (905) 405-8415 Toll Free: (800) 661-5319

Conference Hotels

<http://windenergyevent.ca/hotel/>

Conference Shuttles

Book inside the block to gain access to our complimentary shuttle service to the BMO Centre. Shuttle schedule to be announced.

Registration Exhibit Hall Only | Client Passes

Please note that the appropriate badge must be worn at all times. Badge transfers are not permitted.

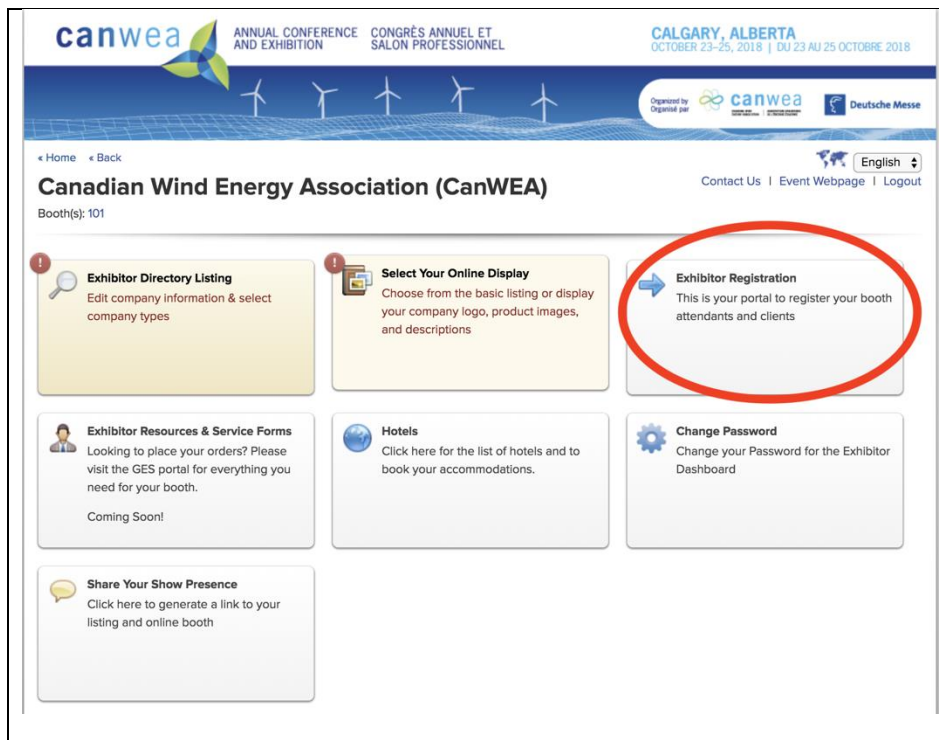
ALL Exhibit Hall and Client Passes MUST be registered on-line by October 19th; all unredeemed passes become null and void after October 19th.

ALL badges are to be picked up at the Registration Kiosks at the BMO Centre. It is recommended that you bring your Registration Confirmation for quicker check-in.

REGISTRATION of COMPLIMENTARY PASSES:

Complimentary Exhibitor Personnel Passes

A unique Exhibitor Portal is now available for your company to register your **Exhibitor Personnel Passes** and also make other conference purchases. You can access your registration portal through your exhibitor account in Map Your Show (MYS). Your MYS account is a “one stop shop” for access to everything you’ll need for the event. If you did not receive your login credentials, please contact [Sharon Chester](#)



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Organized by canwea Deutsche Messe

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Booth(s): 101

Exhibitor Directory Listing
Edit company information & select company types

Select Your Online Display
Choose from the basic listing or display your company logo, product images, and descriptions

Exhibitor Registration
This is your portal to register your booth attendants and clients

Exhibitor Resources & Service Forms
Looking to place your orders? Please visit the GES portal for everything you need for your booth.
Coming Soon!

Hotels
Click here for the list of hotels and to book your accommodations.

Change Password
Change your Password for the Exhibitor Dashboard

Share Your Show Presence
Click here to generate a link to your listing and online booth

Complimentary Exhibitor Personnel Pass includes the following:

- Access to the Exhibit Hall during Set up and Tear Down Hours
- Access to the Exhibit Hall one hour prior to exhibit hall opening on 10/24/18 and 10/25/18
- Access to the Exhibit Hall and Presentation Theatre (in exhibit hall) during Exhibit Hall hours on 10/24/18 and 10/25/18
- Access to the Opening Plenary Session on 10/23/18
- Access to the Welcome Reception on 10/23/18 including 1 drink ticket
- Access to the Happy Hour on 10/24/18 – 1 drink ticket
- Access to Closing Reception on 10/25/18
- Ability to purchase tickets to luncheons \$110 each
- Ability to purchase tickets to Awards Breakfast on 10/25/18 \$75

IMPORTANT: this pass **does not** include the pre-conference workshop OR conference plenary sessions (except for Opening plenary session) OR concurrent educational sessions OR plenary luncheons OR the Awards Breakfast. There are no meals included with this pass; however, the Luncheons and Awards Breakfast can be purchased separately in advance during the registration process on-line. There is also a concession area with food for purchase in the Expo hall.

Exhibitor Registration: Canadian Wind Energy Association (CanWEA)

You have 2 complimentary exhibitor passes registration(s) remaining.

- o To register your complimentary passes click the "Add Complimentary Exhibitor" button below.
- o To purchase a Conference pass or additional Exhibitor passes, please click the "Purchase Conference / Exhibitor Passes" button below.

Please enter a unique password to access your exhibitor portal in the future:

Exhibitor Portal Password:

Client Passes

Exhibitors receive three (3) complimentary Client Passes using the code XXXXXXXXXX. This code is intended for exhibitors to invite customers/prospects to visit the trade show and your booth. Client Passes (valid Wednesday and Thursday) can be purchased below at a cost of \$99.00 per pass or 10 for \$792.00, which will add more uses to your company code.

[Click Here](#) to register your clients.
[Click Here](#) to see which clients have registered with the code.

Client Passes (valid Wednesday and Thursday) - Individual	\$99.00	<input type="checkbox"/>
Client Passes (valid Wednesday and Thursday) - 10 Passes	\$792.00	<input type="checkbox"/>

Payment Summary

Name	Total	Paid	Owing
<input checked="" type="checkbox"/> ✔ Exhibiting Company: Canadian Wind Energy Association (CanWEA)			

I have read and agree to the [Terms and Conditions](#) *

Add Complimentary Exhibitor

Purchase Conference / Exhibitor Passes

Save and Finish

Exhibit Hall Only/Client Passes

Register your 3 **Client Passes** in your Registration Portal and view who has used the Client Passes (see diagram below).

In your Registration Portal click on the link shown in the diagram below. Enter the Registration Code, hit the “Apply” button and complete your registration. This code can only be used **3** times and will stop working once that amount is reached, however extra Client Passes can be purchased through your exhibitor portal. When you purchase Client Passes, the number of uses for your client code will increase by the quantity you purchased.

If you are giving the code out to your guests to register themselves, they must register through the visitor portal <https://reg.conexsys.com/canwea2018>. Tell them to enter the Client Pass Code, hit apply and complete their registration.

IMPORTANT: *Client Passes may only be used to invite attendees from companies other than your own. If one of your Client Pass Discount Codes is used by an attendee from your company (including subsidiaries or parent company), you will forfeit the pass and the attendee will be liable for an Exhibitor Personnel Pass registration fee, payable prior to gaining access to the Exhibit Hall.*

Exhibit Hall Only/Client Pass includes the following:

- Access to the Exhibit Hall and Presentation Theatre (in exhibit hall) during Exhibit Hall hours on 10/24/18 and 10/25/18
- Access to the Happy Hour on 10/24/18
- Access to Closing Reception on 10/25/18
- Ability to purchase tickets to luncheons \$110 each
- Ability to purchase tickets to Awards Breakfast on 10/25/18 \$75

IMPORTANT: *this pass **does not** include the pre-conference workshop OR conference plenary sessions OR concurrent educational sessions OR plenary luncheons OR the Awards Breakfast.* There are no meals included with this pass; however, the Luncheons and Awards Breakfast can be purchased separately in advance during the registration process on-line. There is also a concession area with food for purchase in the Expo hall.

IMPORTANT: The complimentary code for the Client Passes will **expire at midnight on October 19** so please be sure to register your clients before this deadline.

Exhibitor Registration: Canadian Wind Energy Association (CanWEA)

You have 2 complimentary exhibitor passes registration(s) remaining.

- To register your complimentary passes click the "Add Complimentary Exhibitor" button below.
- To purchase a Conference pass or additional Exhibitor passes, please click the "Purchase Conference / Exhibitor Passes" button below.

Please enter a unique password to access your exhibitor portal in the future:

Exhibitor Portal Password:

Client Passes

Exhibitors receive three (3) complimentary Client Passes using the code [REDACTED]. This code is intended for exhibitors to invite customers/prospects to visit the trade show and your booth. Client Passes (valid Wednesday and Thursday) can be purchased below at a cost of \$99.00 per pass or 10 for \$792.00, which will add more uses to your company code.

[Click Here](#) to register your clients.
[Click Here](#) to see which clients have registered with the code.

Client Passes (valid Wednesday and Thursday) - Individual	\$99.00	<input type="checkbox"/>
Client Passes (valid Wednesday and Thursday) - 10 Passes	\$792.00	<input type="checkbox"/>

Payment Summary

Name	Total	Paid	Owing
<input checked="" type="checkbox"/> Exhibiting Company: Canadian Wind Energy Association (CanWEA)			

I have read and agree to the [Terms and Conditions](#) *

To pick up your badge, please go to the Registration counters, which will be located outside of Hall D at the BMO Centre. To make badge pick up quicker onsite, bring your bar code or email confirmation with you.

Pricing Policy

Member Pricing

In order to obtain member exhibit space pricing, you must be a qualified CanWEA member in good standing. Otherwise, an invoice for the price difference will be issued.

Default in Occupancy

It is understood and agreed to by the exhibitor that in the event the exhibitor *fails to install* the product in the exhibit space within the time limit set for opening exhibits, *or fails to pay* the space rental at the times specified, *or fails to comply* with any other provisions concerning use of exhibit space, show management shall have the right to take possession of said space for such purposes as it sees fit and the exhibitor will be held liable for the full rental price of said space.

Eligibility and Allotment of Space

Canadian Wind Energy Conference Partnership has sole right to determine the eligibility of any company or product for inclusion in the exposition. Space allotments will be made by *Canadian Wind Energy Conference Partnership* in keeping, if possible, with preferences and priorities of the exhibitor concerning location. *Canadian Wind Energy Conference Partnership*, however, reserves the right to make reasonable shifts of booth locations.

Payment Deadline and Cancellation Policy

PAYMENT

An invoice will be sent for the full amount. Payment in full is due within 30 days of invoice. For contracts executed June 1, 2018 or later, payment in full is due within 10 days of invoice date or September 12, 2018, whichever comes first. All cheques should be in Canadian Dollars and made payable to the Canadian Wind Energy Conference Partnership.

CANCELLATIONS

Exhibitor must submit any participation cancellations to the Canadian Wind Energy Conference Partnership (Organizer) in writing. If Exhibitor cancels its participation it agrees to pay as liquidated damages (and not a penalty) the following: (a) if Organizer receives written notice of participation cancellation before or on April 20, 2018, Exhibitor agrees to pay a cancellation fee equal to 50 percent of the total participation fee plus any and all nonrefundable options and services ordered by Exhibitor prior to cancellation; however, if Organizer is unable to re-sell the cancelled space, Exhibitor will be liable for 100 percent of the total participation fee plus any and all nonrefundable options and services ordered by Exhibitor prior to cancellation (b) if Organizer receives written notice of cancellation after April 20, 2018, Exhibitor will be liable for 100 percent of the total participation fee plus any and all nonrefundable options and services ordered by Exhibitor prior to cancellation. All cancellation fee(s) are payable immediately upon cancellation. The above cancellation fee(s) terms shall apply regardless of the execution date of this Contract.

Exhibitor Rules and Regulations

Certificate of Insurance (COI)

Canadian Wind Energy Conference Partnership requires that each exhibitor provide a Certificate of Insurance that clearly shows **liability coverage of \$3 million covering including show dates, October 23-25, 2018**. The Certificate of Insurance must have *Canadian Wind Energy Conference Partnership* named as Additional Insured: *Canadian Wind Energy Conference Partnership, 480 University Ave, Suite 1500 Toronto, ON M5G 1V2 Canada*.

Please send your certificate of insurance to tnuzzo@hfusa.com no later than October 1st.

If you do not have an insurance provider an application form for a COI is available on our website.

This is a contract requirement.

INSURANCE AND INDEMNITY

The Client shall obtain and maintain satisfactory evidence of third party general liability insurance including personal injury, broad form property damage, contractual liability, owners and contractors protective, products and completed operations, contingent employers, cross liability and severability of interest clauses in form and content satisfactory to Canadian Wind Energy Conference Partnership with a limit of no less than \$3,000,000.00. Such insurance shall include Canadian Wind Energy Conference Partnership as an additional insured and shall provide that this insurance will not be cancelled or permitted to lapse. The insurance shall have no exclusions pertaining to injury of a participant and shall waive any right of subrogation.

Evidence that the insurance described above is in force and effect shall be provided to Canadian Wind Energy Conference Partnership. Canadian Wind Energy Conference Partnership reserves the right to request such higher limits of insurance or other types of insurance as the BMO Centre deems appropriate to the event in its sole discretion.

The Exhibitor acknowledges and agrees that space provided by Canadian Wind Energy Conference Partnership hereunder shall be occupied at its own risk and that the Exhibitor shall not be entitled to protection under any insurance carried by Canadian Wind Energy Conference Partnership nor shall it have recourse against Canadian Wind Energy Conference Partnership for losses, damages, claims, costs or expenses in relation to any occurrence connected with Canadian Wind Energy Conference Partnership's provision of the space. The Exhibitor shall procure and maintain for itself and its employees, agents and contractors all insurance as may reasonably be required. The Exhibitor shall indemnify and hold Canadian Wind Energy Conference Partnership harmless from and against any and all liabilities, losses, damages, claims, causes of action and expenses including without limitation, legal fees and costs associated with or resulting, directly or indirectly, from any act of negligence or negligent omission of the Exhibitor, its employees, agents and contractors in using the space hereunder.

Booth Space Definitions (as per IAEE standards)

Please ensure that you understand the type of booth space you are purchasing and its restrictions.

EXHIBITOR DISPLAY RULES

Display rules are in accordance with the [International Association of Exhibitions and Events \(IAEE\)](#) Rules and Regulations with exceptions noted as part of the text below.

BOOTH SPECIFICATIONS

All booths are 10' x 10', except the island booths as noted on the floor plan. Pipe and drape backs are 8' high and side rails are 3' high. A one-line booth sign is included. Display material cannot exceed 8' in height for interior linear booths.

Display material for in-line perimeter booths cannot exceed 8'. Display material for in-line booths cannot be higher than 4' from the aisle to within 5' of booth back wall this to preserve sight lines for in-line booths. The height limit for island booths is 16' with exceptions required in writing by the Canadian Wind Energy Conference Partnership for any higher heights. Maximum height for hanging signs is 20' (6.10m), distance is measured from the floor to the top of the sign. The bottom of all hanging signs must be at 16' height, measured from the floor to the bottom of the sign. A booth must be at least a 20' x 20' to have a hanging sign. End-cap Booths do not qualify for hanging signs and graphics. All hanging signs require approval in writing from the Canadian Wind Energy Conference Partnership.

All exposed parts of a display must have a finished surface versus exposed framing. Crates, containers, other packing materials and boxes may not be stored behind booth. **Carpet is mandatory for all exhibitors.**

Split Island Booths (min 20' x 20')

A split island booth is a peninsula booth which shares a common back wall with another peninsula booth (each a minimum of 20' x 20'). The entire cubic content of this booth may be used, up to the maximum allowable height, without any backwall line of sight restrictions. 16' is the maximum booth height allowance including signage and no signage may face within 10' of the neighboring booth.

End-cap booths

No End-cap booths are permitted under 400 sq. ft.

Exhibitor and Booth Guidelines

Hanging Signs and Graphics— Hanging signs and graphics are **only permitted in standard Peninsula and Island Booths**, to a maximum height range of 16ft to 20ft from the top of the sign. **All other booths do not qualify for hanging signs and graphics.** The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type.

Hanging Signs and Graphics should be set back 10ft from adjacent booths and be directly over contracted space only.

Approval for the use of Hanging Sign and Graphics, October 1st to kpiva@hannoverfairs.com

Signs and Illuminations—Signs involving the use of neon or similar gases are prohibited. Electric flashing signs must be low intensity and require prior approval of the specifications of their use by show management. Should the wording on any sign or area in the exhibitor's booth be deemed to be contrary to the best interest of the show, the exhibitor agrees to make such changes as may be requested by show management.

Carpeting/Floor Covering- All exhibit space must be fully carpeted or covered. Carpet enhances your corporate image and continues the overall professional look of the show. You may supply your own carpeting, or rent it from GES, the official Show Services Provider.

Exposed parts of displays and/or equipment must be finished or covered in such a manner as not to be unsightly to exhibitors in adjoining booths.

Parallel Events—No parallel events will be allowed during scheduled CanWEA events.

Booth Personnel—Show Management reserves the right to make determinations on appropriate exhibitor attire. If for any reason an exhibit and/or its contents are deemed objectionable by Show Management, the exhibitor may be asked to alter the attire of its employees, booth staff and/or models. If necessary, the exhibitor may be asked to remove the individual(s) in question at the exhibitor's sole expense. Exhibitors with questions about compliance with these guidelines should consult with Show Management in advance of the show. **An attendant must be in the booth at all times when the exhibit floor is open.**

Code of Conduct – Show Management is dedicated to providing a harassment-free conference experience for everyone, regardless of gender, sexual orientation, disability, physical appearance, body size, race or religion. We do not tolerate harassment of conference participants in any form. Sexual language and imagery is not appropriate for any conference venue. Conference participants violating these rules may be expelled from the conference without a refund, at our discretion.

Exhibitors in the expo hall are also subject to the anti-harassment policy. In particular, exhibitors should not use sexualized images, activities, or other material.

Subletting/Co-Exhibiting—The Exhibitor shall not assign, or apportion space allocated to it without the prior written permission of *Canadian Wind Energy Conference Partnership* and the granting of such permission, without limitation, shall be conditional upon any assignee or co-exhibitor agreeing, in writing, to these Terms and Conditions. Additional occupancy fees will apply.

Recruiting—Exhibitors shall not have any display or signs for purposes of recruiting employees in their booth.

Sound—Amplifiers and other sound generating equipment must be operated at levels which will not interfere with other exhibitors.

Care of Premises— The exhibitor is liable for any damage caused to building, floors, walls, columns and to standard booth equipment or other exhibitor's property. Application of labels, tape, paint, lacquer, adhesives or other coatings to building columns, floors and wall or to standard booth equipment is strictly prohibited.

Safety and Public Policy

- a) Compliance: The exhibitor assumes all responsibility for compliance with all pertinent ordinances, regulations and codes of duly authorized local, provincial and federal governing bodies concerning fire, safety and health and environmental requirements, together with the rules and regulations of the operators and/or owners of the property wherein the show is held.
- b) Inflammable Materials: All booth decorations must be flameproof and all hangings must clear the floor.
- c) Electrical Code: Electrical wiring must conform to the National Electrical Code Safety Rules. If inspection indicates that exhibitor's display is not in compliance with these regulations, or otherwise constitutes a fire hazard, the right is reserved to cancel all or such part of the display that is irregular and effect the removal of same at exhibitor's expense.
- d) The Exhibitor covenants and agrees to comply, at its cost, with all environmental laws, regulations, rules and policies as may have application to fluids, materials or substances present or used in its exhibit and without limiting the generality of the foregoing the Exhibitor shall employ or cause to employ any authorized disposal service as may be required by such laws, regulations, rules and policies for the removal of such fluids, materials or substances.

Noise and Odours—No excessive noise or obstructive work will be permitted during operating hours of the Exposition, nor will excessively noisy displays, or exhibits generating objectionable odours be allowed.

Lotteries and Contests—The use of draws, games of chance, lottery devices, musical instruments, carnival barkers and other sideshow practices is permitted with written permission of *Canadian Wind Energy Conference Partnership*.

Demonstrations, Souvenirs, Samples—All demonstrations must be confined to the limits of the booth. Distribution of samples, souvenirs, publications etc., is likewise limited to the booth confines. Booth attendants and anyone representing the exhibitor must remain within the boundaries of their booth and not entertain in the aisle. **This rule will be strictly enforced.**

Age Restriction during Move-in & Move-out—No one under the age of 16 will be permitted in the Exhibit Hall during set-up and dismantling periods. Proof of age may be required.

Move In & Move Out Safety—**Everyone in the Exhibit Hall during Move-In and Move-Out is required to wear cap toe shoes and a hard hat.** During the move-in/move-out, the BMO Centre is considered a construction site.

Facility—No nails or screws may be driven into the floor. No damage of any nature may be done to the carpets, tables, chairs or to any part of the exhibit hall. The Exhibitor will be responsible for any damage.

Booth Space Limitation—Aisles must be kept clear of exhibits, material, and equipment once the show opens.

Food, Beverages and Alcohol—No food, beverages, or alcohol will be distributed directly by exhibitors unless pre-approved by *Canadian Wind Energy Conference Partnership* Show Management and the BMO Centre. BMO Centre has exclusive rights to all food, beverage and alcohol.

Arrangement of Exhibits

Show management shall have full discretion and authority in the placing, arrangement and appearance of all items displayed or distributed by the exhibitor and may require the replacing, rearrangement, removal or redecorating of any item(s) or booth without liability for costs that may accrue to the exhibit or as a result of the action. Plans for specially built displays in variance with regulations contained in the agreement must be submitted to show management for approval no later than October 1st to kpiva@hannoverfairs.com. Special pricing may apply.

Calgary Fire Department

Important: Exhibitors are cautioned when installing a display with a ceiling, or second level, to review the Calgary Fire Department Regulations. This information can be found here: <https://e.ges.com/CA-00050961/otherservices>

Security

Security will be provided in the Exhibit Hall from 8:00am on Sunday, October 21, 2018, to 11:00pm on Thursday, October 25; however, that even though show management is providing this service, we are not responsible for any loss or damage of materials to an Exhibitor.

Shipping

It is NOT recommended to ship directly to the BMO Centre, as they will only accept your delivery on the day of your scheduled set-up time. No advance shipping will be accepted. Couriers are not likely to deliver on the weekend.

Canadian Wind Energy Conference Partnership recommends that shipment be made in advance through GES, the Official Service Contractor. Using GES for your material handling means that you can ship up to 30 days prior to your move-in date (GES will store your material). In addition, you will get priority delivery to your booth, which will save valuable time during set-up. Shipping labels, for Advance Show Receiving through GES, are included in the GES Exhibitor Order Forms found on the CanWEA website.

Storage

The BMO Centre has limited storage space for exhibitor materials. If you do require storage space onsite, your material handling must be done through GES. Complete details on material handling and storage are included in the Exhibitor Services Forms. Exhibitors will not be permitted to store packing crates and containers in their booths during the period of the show.

Official Suppliers

Show management has selected GES as its Official Material Handling Service Provider/Contractor, as well as a number of other suppliers to provide services for CanWEA 2018. These suppliers provide exhibitors with quality services and products, at competitive rates, to ensure a smooth and problem-free exposition. Additional information on the official suppliers, including their service forms, is available in the Exhibitor Services Forms found at: <https://e.ges.com/CA-00050961>



Venue Regulations

Please visit <https://e.ges.com/CA-00050961/otherservices> for more detailed information.