



## EXHIBITOR INFORMATION KIT

Queens Place Emera Centre  
Liverpool NS

May 4 - 6th, 2018

Presenting Sponsors



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## **1. Show Producer**

The South Shore Home, Sport & Travel Expo is owned and managed by:

Darwin Event Group  
PO Box 667, 60 Morse Lane, Unit 16  
Berwick, NS B0P 1E0

Telephone: 902-679-7177  
Fax: 902-678-4436  
Toll Free: 1-877-679-7177  
Email: [info@darwineventgroup.com](mailto:info@darwineventgroup.com)  
Web: [www.darwineventgroup.com](http://www.darwineventgroup.com)

## **2. Show Personnel**

Show Manager: Matthew Schurman  
Office Manager: Natalie Schurman  
Queens Place Emera Centre  
Manager: Steve Burns  
Facility Phone: 902-354-4422  
Email: [sburns@regionofqueens.com](mailto:sburns@regionofqueens.com)  
Phone: 902-354-5741

## **3. Decorator/Display Contractor**

The official show decorator is:

Darwin Event Group  
Po Box 667, 60 Morse Lane, Unit 16  
Berwick, NS B0P 1E0

Telephone: 902-679-7177  
Fax: 902-678-4436  
Toll Free: 1-877-679-7177  
Email: [info@darwineventgroup.com](mailto:info@darwineventgroup.com)  
Web: [www.darwineventgroup.com](http://www.darwineventgroup.com)

An on-site exhibitor service centre will be open during move-in for your convenience and assistance. Materials not ordered in advance may be ordered on-site although we cannot guarantee availability.

## **4. Customs Broker**

The appointed Customs Broker is:

Atlantic Customs Brokers  
1525 Birmingham Street  
Halifax, NS B3J 2J6

Contact: Joseph Verhaeghe  
Telephone: 902-422-1225  
Fax: 902-429-3350  
Email: [jverhaeghe@atlanticcustombrokers.com](mailto:jverhaeghe@atlanticcustombrokers.com)

Exhibitors wishing to contact Canada Customs may contact:

Canada Border Services Agency

Telephone: 1-800-461-9999  
Web: [www.cbsa-asfc.gc.ca](http://www.cbsa-asfc.gc.ca)

## **5. Accommodation / Hotel**

The official hotel of the South Shore Home, Sport & Travel Expo is:

Best Western Plus  
Hotel & Conference Centre  
63 Queens Place Drive  
Liverpool, NS B0T 1K0

Telephone: 1-902-354-2377  
Web: [www.bestwestern.com/Liverpool](http://www.bestwestern.com/Liverpool)

\$99.00 / night (+ tax)

## **6. Show Photographer**

Contact Show Management for contact information.

## **7. Message Centre**

Messages for exhibitors will be received at Darwin Event Group's Office for your convenience. Messages will be delivered to the exhibitor's booth. The telephone number is:

Phone: 902-679-7177

# Exhibit Services

## **8. Show Office**

An on-site Show Office will operate 4:00 pm Thursday May 3 through to 8:00 pm Sunday May 6, 2017. The office is staffed one hour prior to daily public opening.

ALL EXHIBITORS are requested to check-in at the Show Office during move-in to pick-up their pre-ordered Exhibitor Badges.

## **9. Show Hours – Exhibitors**

Queens Place Emera Centre will be open to exhibitors, via the Exhibitors Entrance ONE HOUR before daily Show opening. Should an exhibitor require admission to the building earlier than the above, please contact Show Management to make advance arrangements. Security will be in effect at all times and exhibitor badges must be worn.

## **10. Show Hours - Public**

Friday May 4	4:00pm – 9:00 pm
Saturday May 5	10:00 am – 6:00 pm
Sunday May 6	10:00 am – 4:00 pm

## **11. Admission Costs**

Adult	\$8.00
Senior	\$6.00
Student	\$6.00
Under 12	Free

**Back by popular demand!** Come back again and again for free. Paid admission includes a weekend pass bracelet!

**Also back this year.** Each exhibitor will receive ten (10) Complimentary Customer Appreciation VIP Passes.

Additional Customer Appreciation VIP Passes are available for purchase on a pre-ordered basis (see section 57). Payment for these passes is payable in full upon receipt.

## **12. Show Entrance - Public**

The Show Entrance is located at the main entrance on the North Side of Queens Place Emera Centre.

## **13. Show Entrance – Exhibitor**

The Exhibitor Entrance is the same as the Main Public Entrance located on the North Side of Queens Place Emera Centre as you approach the facility.

Persons not in possession of an Exhibitor Pass will not gain entrance through the exhibitor entrance or through the general public entrance. Exhibitors will be charged regular admission for entry. Admission fees are not refundable.

## **14. Parking**

Exhibitor Parking is included in the exhibit rental cost for each contracted exhibitor. Ample parking, combined with an attendant on the door and at the gate will control entrance throughout the show.

Please be courteous when parking in the designated Exhibitor Parking area. Please do not double park, block another exhibitor and do not park in a Fire Lane. Vehicles parked in the Fire Lane will be towed at the owners expense.

## **15. Exhibitor Badges**

Badges are issued free of charge to BONA FIDE EXHIBIT PERSONNEL ONLY who are 16 years of age or older, and on the following basis:

0 to 100 sq. ft.	3 passes
101 – 500 sq. ft.	4 passes
501 – 1,000 sq. ft.	5 passes
1,001 – 1,500 sq. ft.	6 passes
1,501 – 2,000 sq. ft.	7 passes
2,001 – 3,000 sq. ft.	8 passes
3,001 or more	9 passes

Additional exhibitor badges may be purchased at a cost of \$7.00 each (tax. incl.). To prevent delays, be sure to complete and return the Exhibitor Badge Order Form no later than April 30, 2018. Badges will not be mailed, but will be ready for pick-up at the Show Office after 4:00 pm Thursday May 3, 2018.

# Exhibit Services / Exhibit Standards

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## **16. Electrical & Lighting**

**Electrical is not included in the standard or bulk exhibit rental cost.** All electrical must be ordered in advance. Electricity is optional – if you do not require power, you do not have to pay. If special power hook-ups are required, please advise the electrical service provider the Darwin Event Group as soon as possible (additional charges may apply).

Electrical orders may be placed by submitting the attached Electrical Order Form no later than April 30, 2018 to:

Darwin Event Group  
Ph. 902-679-7177  
Fax. 902-678-4436  
Email. [info@darwineventgroup.com](mailto:info@darwineventgroup.com)

## **17. Telephone**

Exhibitors wishing to order telephone access for their booths must pre-order prior to the show. Include booth number and full company name when ordering. Orders must be placed directly with Aliant by phoning:

Telephone: 1-800-565-7283

## **18. Wireless Internet Access**

Wireless internet access is available throughout Queens Place Emera Centre. This service is complimentary and included in your booth fee. For more information contact: 902-679-7177

## **19. Bank Machine**

There is a bank machine on-site in the lobby, however, do not rely on this machine for your customer sale. It is suggested that you pre-order a telephone line with Aliant, have a wireless debit machine or accept online orders with the wireless internet access available within the building.

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## **20. Cleaning / Janitorial**

Aisles and common areas will be cleaned each day prior to Show opening. Exhibitors who do not arrange for booth cleaning service may not place debris or garbage from their exhibit area into the aisle. Exhibitors will be responsible for the removal of such material to a garbage disposal area in the building. Cleaning service / janitorial may be arranged through the Show Decorator.

## **21. Furnishings / Décor**

The Darwin Event Group is the official Show Decorator for the event.

Each 10 ft. x 10 ft. booth includes back and side drape. To order additional exhibit furnishings like tables or booth carpet complete and return the attached Exhibitor Equipment & Furnishings Order Form no later than April 30, 2018 to take advantage of show discounted pricing.

### **Darwin Event Group**

Telephone: [902-679-7177](tel:902-679-7177)  
Fax: [902-678-4436](tel:902-678-4436)  
Email: [info@darwineventgroup.com](mailto:info@darwineventgroup.com)

## **22. Advertising Opportunities**

Capitalize on on-going advertising campaigns that promote the 2018 South Shore Home, Sport & Travel Expo by advertising your products or services. Expand on your commitment to participate in the show by taking advantage of discounted advertising rates offered exclusively to exhibitors in the show.

### **Official Show Guide**

Darwin Event Group  
Attn. Natalie Schurman  
Telephone: 902-679-7177

### **Presenting Radio Station**

CKBW  
Telephone: 902-543-2401

# Exhibit Services / Exhibit Standards

## **23. Publicity Information**

To help obtain maximum media coverage of the Show and its features and exhibited products, exhibitors are asked to refer to the enclosed Publicity Information Form. Increased show publicity helps to enhance awareness and corresponding show attendance. Show Management does not guarantee the use of all material supplied.

The deadline for providing publicity information is April 30, 2018. Please contact:

### **Darwin Event Group**

Attn. Matthew Schurman  
Telephone: 902-679-7177  
Fax. 902-678-4436

## **24. Audio-visual Equipment / PA Systems**

Audio-visual equipment must be kept at sound levels which do not interfere with other exhibitors. Audio-visual presentations must be designed and regulated such that the viewing audience is contained within the confines of the rented exhibit space only. A/V presentation which cause audience overflow into neighboring exhibits or impede traffic flow in show aisles will be ordered removed. All large screen A/V presentations must be approved in advance by Show Management.

## **25. Booth - Standard**

A standard booth (backwall drape – 8 ft. high and sidewall drapes – 3 ft. high) will be supplied by Show Management to only those exhibitors who have paid the STANDARD BOOTH rate.

Note: If an exhibitor occupies two or more booths, dividers will be provided at the extreme ends of the exhibit only. The open end on the corner booths will not be draped unless requested.

Standard back walls described above are the property of the Show Decorator. No materials may be attached to the booth using nails, screws or staples which will in any way affect the surface without expressed consent of the Show Decorator.

## **26. Bulk Space - Backdrops**

No draped backdrop is included in the Bulk Space rental.

Bulk exhibitors occupying wall space are permitted backdrops, but these must not exceed 8 ft. in height unless approved in advance by Show Management. Sidewalls are not to exceed 4 ft. in height. Where backdrops are permitted, they shall be provided at the exhibitor's expense.

Backdrops may be rented from the Show Decorator. See attached Rental Equipment and Furnishings order form.

## **27. Exhibit Standards**

### **(a.) Exhibit Restrictions**

Show Management reserves the right to restrict those displays that unduly hamper visibility to other displays. Show Management reserves the right to make final decisions in this regard.

### **(b.) Height Limitations and Appearances**

Backdrops / signage must not exceed ten feet (10 ft.) in height. Any exception must be approved in advance by Show Management.

### **(c.) Staffing of Exhibits**

Exhibitors shall staff their exhibits at all times during the hours of the Show. Security can be a problem when booths are not staffed. Exhibitors are reminded the Show Management does not assume any responsibility for losses; therefore, exhibitors should take all reasonable precautions to protect their own property. See Insurance / Liability section # 32.

# Exhibit Services / Exhibit Standards

## **27. Exhibit Standards (continue)**

### **(d.) Products Exhibited**

Products exhibited are restricted to those products identified and approved on the exhibit space contract. Show Management reserves the right to refuse any product not relating to the show's mandate.

### **(e.) Sound Levels**

Any attention-arousing devices such as noise-makers, flashing lights, movies, music, broadcasting, television, contest games, etc. must be approved in advance by Show Management.

### **(f.) Exhibit Boundaries**

Business must be conducted within contracted exhibit space. Aisle space may not be used for exhibit purposes or for general solicitation of business. Distribution of literature or other exhibit material is forbidden outside the immediate exhibit area.

Exhibitors wishing to enter another exhibitor's booth may do so only if invited.

### **(g.) Balloons and Inflatables**

All helium filled balloons are prohibited in Queens Place Emera Centre facility.

Large inflatable's may be acceptable, but must be approved in writing by Show Management prior to the Show.

### **(h.) Contests, Competitions and Draws**

Sales promotions and competitions conducted by exhibitors in conjunction with their display must be free of any obligation on the part of the winner. Prize winners must not be required to place an order before collecting the prize offered. 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.

A list of winners of exhibitor's prizes must be submitted to Show Management no later than ten (10) days after the Show closes.

Note. No PA announcements will be made of contest winner's names.

### **(i.) Soliciting, Samples and Souvenirs**

Exhibitor personnel or representatives distributing samples, souvenirs, promotional material or soliciting business must do so from inside their exhibit space and are not permitted in show aisles, feature areas, lounges or other exhibits.

Exhibitors handing out food samples from their exhibit space must receive prior written approval from Show Management.

Only participating exhibitors and sponsors have the right to sell goods and services at the South Shore Home, Sport & Travel Expo. All other parties who attempt to make sales solicitations will be removed from the Queens Place Emera Centre facility.

Exhibitors are asked to report any infractions to the Show Office so that immediate action can be taken.

## **28. Facility – Care of Floors, Walls, Ceiling**

Painting, nailing or drilling of floors, walls, ceilings or any part of the building is prohibited. Exhibitors wishing to lay any floor covering must use an adhesive that will not damage the floor and is easily removed. Removal is the responsibility and at the expense of the exhibitor. No signs or other articles are to be fastened to ceilings, walls, pipes or electrical fixtures.

# Safety & Security / Fire Regulations

## 29. Public Safety / Security

Uniformed Security Personnel will be on duty during move-in, show hours, overnight and move-out. Move-in commences 4:00 pm Thursday May 3, 2018 and move-out ends at 12 noon Monday May 7, 2018.

Note: Security is most important during the activities of move-in and move-out. Watch your display and merchandise accordingly.

Report any loss immediately to the Show Office. See Insurance / Liability section # 32.

\* We strongly recommend you cover your booth merchandise during move-in and each night using tarps or cloth, etc.

## 30. First Aid

Report all accidents and / or injuries to Security, Queens Place Emera Centre staff and Show Management.

## 31. Safety Measures

Exhibitors who are demonstrating equipment are required to provide every possible precaution for the safety of the show visitor, the equipment operator and exhibit personnel.

## 32. Insurance / Liability

Exhibitors, or their agents, must insure their own personnel, their exhibits and their display materials to a minimum of \$1,000,000 liability insurance. Proof of insurance is required.

Neither Show Management nor Queens Place Emera Centre will accept responsibility for injury to persons, loss of, or damage to, products, exhibits, equipment or decorations by fire, accident, theft or any cause while in the building or on the premises.

Even though Security Service is provided, the Darwin Event Group and Queens Place Emera Centre will not accept responsibility for loss or damage of merchandise during the move-in, show or move-out of the South Shore Home, Sport & Travel Expo .

## 33. Firearms, Display of

The sale of restricted and non-restricted firearms is permitted at the South Shore Home, Sport & Travel Expo under the following conditions:

1. All firearms on display are to be rendered inoperable by the use of secure trigger locks or by removing firing pins or bolts.
2. During move-in and move-out and upon show closing each evening, (Thursday May 3, Friday May 4 and Saturday May 5, 2018) all firearms are to be locked in gun safes and not visible to the public.

## 34. Fire Regulations

### General

All exhibitors planning to use any type of fuel such as gas, oil or propane in their exhibit is requested to contact the Queens Place Emera Centre Facility Manager, Steve Burns by phoning 902354-5741 to discuss all matters pertaining to the installation of such matters and equipment.

### Open Flame

1. No live flames permitted in building of any kind without written permission of Show Management, two weeks prior to event.
2. The use of open flame is limited to certain articles of merchandise where the operation of an approved appliance or device definitely helps to promote the sale of such equipment. Prior approval must be obtained from the Queens Place Emera Centre Facility Manager
3. Equipment must be set up in a manner to comply with approved safety standards; a suitable 5 lb. fire extinguisher shall be provided on the recommendation of the Queens Place Emera Centre Facility Manager.
4. If at any time the Queens Place Emera Centre Facility Manager deems such equipment to be operated in a manner dangerous to the public or building safety, he shall cancel the privilege of the exhibitor concerned.



# Fire Regulations / Food & Beverage

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## Floor Plan Approval

1. No portion of a display shall project into any aisle as designated for the show concerned.
2. Exit doors may not be concealed or obscured by drapes or temporary partitions, etc.
3. If a firehose standpipe is located in exhibit space, it shall be the responsibility of the exhibitor to provide access to such equipment and if the view to such equipment is obstructed, to provide designating signs for same
4. Hay, straw, shredded paper and excelsior packing must be removed from the building unless it can be returned to tightly closed packing containers.
5. Boxes, crates and cartons from which merchandise has been removed must be neatly piled in a storage area designated by Queens Place Emera Centre Management.
6. Construction or ceiling decorations of the show booths must not impede the operation of the sprinkler system

## **35. Motor Vehicles**

Motor vehicles or gasoline-powered equipment on display must be equipped with lock-on type gasoline tank caps and batteries are to be disconnected.

## **36. Food & Beverage**

It is the responsibility of the exhibitor to restrict the access of patrons with food and/or beverages from their display area if they choose. Signs restricting food and beverage in the booth are suggested. For special food and beverage requirements contact the Queens Place Emera Centre Facility Manager.

## **37. Temporary Event Food Service Permit**

Temporary event food services means a booth or structure erected to provide a food service at an exhibition or trade show to a maximum of fourteen (14) consecutive days or less per year.

The Nova Scotia government regulations require a temporary event permit to operate. The permit offers minimum standards intended to help vendors meet the requirements of the regulations and to prevent the occurrence of food poisoning due to improper food handling.

A copy of the permit application is attached. A fee may be required and must accompany the application submitted a minimum of 30 days prior to the event.

## **38. Alcoholic Beverages**

The consumption of alcoholic beverages in the exhibitor's booth or bulk space is prohibited. Alcoholic beverages may only be consumed in designated licensed areas.

## **39. Concessions**

The Queens Place Emera Centre canteen will continue to offer their food services for added convenience. The canteen will be open limited hours during move-in.

## **40. Exhibitor's Lounge**

Open during Show Hours. This lounge is near the canteen, open to exhibitors and their guests. Seating is limited.

# Move-in / Move-out Material Handling

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## **41. Move-in**

Bulk Space – 1,000 sq. ft. +  
Thursday May 3 --- call to schedule

Standard booths (eg. 10 ft. x 10 ft.)  
Thursday May 3 4:00 pm – 9:00 pm

Aisle carpet installation is scheduled to begin promptly at 9:00 pm Thursday May 3, aisles must be clear of items, boxes and debris.

**Note: booths located in front of a main loading door will be the last to set-up their display and the first to tear down.**

It is possible to move-in and out of the building through several different entrances. Please take notice which entrance is most appropriate and most efficient for your booth set-up and tear-down.

### **East side of arena**

Using the loading door, both large and small items can be moved in here. The maximum clearance height of this door is 16 ft.

## **42. Move-out**

Hours: Sunday May 6 4:00 pm – 10:00 pm  
Monday May 7 8:00 am – 12:00 noon

**Exhibitors will not dismantle, pack or remove any part of their display until the show closes at 4:00 pm on Sunday May 6, 2018.**

Note: to accommodate the aisle carpet removal, vehicles will not be allowed to access or to leave Queens Place Emera Centre for approximately 15 minutes immediately after show closing. Please plan accordingly.

There will be no Security Service in the facility after 12:00 noon on Monday May 9, 201:

## **43. Material Handling / Dollies**

Dollies and carts will be available on-site, on a limited first-come basis. Contact the Show Decorator (Darwin Event Group) during move-in.

## **44. Material Handling / Forklift Service**

Forklift service (max. 5,000 lb) will be supplied by Show Management on a pre-order basis only. Contact Show Management if you will require the use of a forklift for move-in or out.

## **45. Storage – Crates**

Limited crate storage is available on-site on a first-come basis. Otherwise, crate removal and return is the responsibility of the exhibitor.

Containers should be well identified with Company Name and booth number(s). Contact Show Management for arrangements.

## **46. Storage – Trailers**

Trailers to be left on-site during the show should be parked at the back of the Exhibitor Parking lot.

## **47. Mobile Wash**

Trailers and vehicles requiring washing prior to move-in should make arrangements in advance of the event.

# Material Handling / General Information

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## **48. Shipping & Freight**

All shipments should be consigned to:

South Shore Home, Sport & Travel Expo

**Your Company Name**

**Your Booth Number(s)**

Queens Place Emera Centre

50 Queens Place Drive

Liverpool, NS B0T 1K0

Telephone: 902-679-7177

Note: Include Custom Broker's name if shipments are made from outside Canada (see section # 4).

Goods delivered by common carrier will be received at Queens Place Emera Centre commencing Thursday May 3, 2018 from 8:00 am – 4:00 pm during move-in as well as show days. Please note that any goods delivered prior to May 3, 2018 will not be accepted and will be turned away.

**COD shipments will not be accepted by Show Management. All freight must be prepaid.**

## **49. Floor Plan Adjustments**

Management reserves the right, at anytime, without prior notification, to alter exhibits, aisles, common carpet, feature sizes and locations in an effort to best serve the interests of the show. Show Management's decision in this regard will be final.

## **50. Payment of Account**

Exhibit space payment is due and payable in full prior to the opening of the 2018 South Shore Home, Sport & Travel Expo.

Show Management reserves the right to refuse entry to any exhibitor whose account has not been paid in full.

## **51. Late Comers / No Shows**

Any space not claimed or occupied, or for which no special arrangement has been made prior to 10:00 am on Friday May 4, 2018 may be resold or reassigned by Show Management without any obligation.

No refunds will be granted for unoccupied display space.

## **52. Subletting**

No exhibitor may sublet any portion of his booth or space to another supplier without the express written consent of Show Management.

## **53. Exhibit Space – General Information**

The exhibit space rate entitles each exhibitor to:

- Floor space at Queens Place Emera Centre with general house lighting and controlled temperature
- FREE internet link on our website
- FREE Show Guide Listing
- 8 ft. high drape backdrop and side rail drape (excluding bulk space)
- Exhibitor badges (allotment based on booth size)
- Janitorial service for maintenance of aisles and public areas
- Material handling (max. 5,000 lb.)
- Crate / box removal and storage
- 24 hour security
- Ten (10) complimentary admission VIP passes

## **54. Drape Color**

The standard booth drape color is black

# General Information

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## **55. Aisle Carpet Color**

The aisle carpet color is black.

## **56. Signage**

Exhibitors are permitted to display signs representing their products only in those areas for which they have contracted space. All signs must be of a professional quality.

Signs must not exceed 8 ft. in height. Any exceptions must be pre-approved by the Show Management.

## **57. Guest Tickets**

Additional customer appreciation VIP passes are available to exhibitors for distribution to their customers at a discounted rate of \$7.00 (incl. tax). See attached Customer Appreciation VIP Pass Order Form.

Guest Tickets will also be available to purchase at the Show Office during Show hours.

## **58. PA Announcements during the Show**

Out of respect for our exhibitors and the various presentations and demonstrations, limited PA announcements will be made during the Show. This includes the announcements of prize winners, demonstrations and presentations. Exceptions will be emergencies.

## **59. Mechanical Conveyances**

Electric carts, scooters or bicycles will not be allowed in the aisles during show hours. The only exceptions will be handicapped persons visiting the show and authorized show duty personnel.

## **60. Entry to Show – Conduct**

Show Management reserves the right to refuse admission to the Show to any visitor, exhibitor or any exhibitor's employee who, in the opinion of Show Management is unfit, intoxicated, or in any way likely to cause a disruption to the Show.

## **61. Smoking**

Smoking is prohibited inside any of the buildings at Queens Place Emera Centre.

## **62. Animals**

No animals are permitted in the facility, unless approved by Show Management as part of the exhibit, activity or performance that legitimately requires the use of animals.

Seeing Eye and Ability Assistance dogs are permitted.

## **63. Website**

Visit the Show's website at:

[www.thesouthshoreexpo.com](http://www.thesouthshoreexpo.com)