

Information and Regulations for Trade Fair Exhibitors

Cancellation Policy

Cancellation of space must be in writing and received by the show organizer 30 days before the show. In the event that such a cancellation is received, full payment will be refunded, less a \$100 cancellation fee. If cancellation notice is not received by the time specified, the exhibitor shall forfeit 100% of booth payment.

Show Security

Access to the show area will be secured overnight beginning at the time of exhibitor move in. Security will be provided, beginning at 9 p.m. Thursday until 10 a.m. Sunday. Exhibitors are responsible for their property at all times. Security is provided to assist exhibitors in the protection of their exhibits.

Display Restrictions and Safety

1. Black Gold Rodeo Association reserves the right to authorize and/or remove any questionable exhibits and or booth content.
2. All exhibitors are required to have liability insurance coverage.
3. Each exhibitor preparing food or displaying/showcasing equipment and/or products that are combustible, must provide a fire extinguisher to be displayed within their booth at all times.
4. Specially built displays may not exceed an overall height of 8 feet, unless permission is received from the Leduc Ag Days personnel.
5. Unfinished wood, cardboard, etc. panels must be painted or otherwise appropriately finished if visible from other booths.
6. All booths **MUST BE MANNED** during exhibit hours. There will be a complimentary booth attendant relief service available through the Black Gold Trade Fair booth on a first-come, first-served basis.
7. The exhibitor assumes responsibility for compliance with local and provincial ordinances and regulations covering licenses, permit, fire, safety and health.
8. Exhibitors with vehicles and motorized equipment inside the buildings:
 - a. Will be restricted to a maximum of eight (8) litres or two (2) gallons of gasoline per vehicles.
 - b. Must ensure that batteries are disconnected.
 - c. Must provide a ground sheet under vehicles to prevent contact of dripping oil/gasoline or other fluids with floor surface.
 - d. Propane and natural gas vehicles and/or propane cooking devices will not be permitted inside the building.
9. As a protection to all exhibitors, management reserves the right to restrict exhibits which, in its judgment, because of noise, safety or for any other reason, may be objectionable and/or detract from the character of the Trade Fair.
10. No balloons are allowed as give-away items. Any inflatable objects used in displays, must be safely secured and attached to such display to the satisfaction of the management.

11. Products that cause a hazard or pose a safety concern to the public or other exhibitors, such as slip hazards, products that could cause bodily harm, trip hazards, etc., will not be permitted, at the discretion of the Black Gold Trade Fair Committee. Committee members may request the termination of product use, relocation, etc. as deemed necessary.

Trade Fair Facilities

Restrooms and food facilities, including a licensed restaurant, are on site. A designated Exhibitor Lounge space will be set up for exhibitors to take breaks and enjoy refreshments over the event. Exhibitor Passes must be worn to access this area.

General

During the show set-up period, the Black Gold Trade Fair committee will operate a service desk on site to assist exhibitors with booth rental items and to deal with any problems or special requests of the exhibitors. In addition, the Leduc Ag Days Committee will provide personnel on site for the duration of the show. Exhibitors should contact the Black Gold Trade Fair personnel if service is required.

Booth Allocation

Exhibitors can note preferred locations for their booths. Booth assignment is **NOT** guaranteed and numbers will **NOT** be distributed or communicated until exhibitor move in time.

Exhibitor Exclusivity

Black Gold Trade Fair committee and Leduc Black Gold Rodeo will not restrict or provide exclusivity to a service or product sold by one exhibitor over a similar or same service or product sold by another exhibitor within the Trade Fair. Black Gold Trade Fair committee will do its best to have booths with similar or like products and services allocated to different locations within the trade fair, however we cannot guarantee anything. Location and distance from competing businesses will be at the discretion of the committee.

Exhibitor Parking

To provide as much parking as possible for visitors and customers, all exhibitors and their personnel are requested to park in the overflow parking located directly north of the Leduc Recreation Centre along the tree line.

Exhibitor Guidelines

Move-In/Move-Out Times

- Staggered move-in times will be in effect for all exhibitors. Exhibitors will be notified of their designated move in time by e-mail prior to the event. Exhibits must be ready to open to the public Friday, at the trade fair start time.

- To unload booth equipment & displays, please access the North side of the Leduc Recreation Centre. Exhibitors will be permitted to unload at this location and move vehicles immediately after they have unloaded to allow access to other exhibitors.
- Any exhibitors providing machinery & vehicles may be required to move into their space with additional considerations, times and/or restrictions. Please contact 780-887-3235 for information.
- Outdoor Exhibitors will be located on the West parking lot of the Leduc Recreation Centre in designated locations & move in times.
- When the show closes to the public exhibitors can remove their displays.

Note: No displays can be removed from the show prior to the show closing at 4 p.m. on Sunday.

Booth Space & Sound

Exhibitors must not extend their displays beyond the space allotted by their booth. Any exhibitor using sound equipment (video or audio tapes) should keep the volume at a minimum to avoid distracting other exhibitors.

Signage

All display signage must be professionally prepared. The Black Gold Trade Fair committee reserves the right to remove any such items that may be deemed inappropriate. Signs and/or posters cannot be affixed on any walls, curtains, or drapes within the Leduc Recreation Center or the temporary structures within. Signage must not interfere with walkways and is not permitted on guest floors.

Distribution of Printed Materials

Selling/Marketing of product/service - must be confined to your allotted area. Only exhibitors will be allowed to distribute materials or sell/market their product/service. Non-exhibitors must make prior arrangements with the Trade Show Committee for permission to distribute materials at the show.

Wireless Internet

FREE Wireless Internet access is available at Leduc Recreation Center. Access to the Wi-Fi is not guaranteed. Exhibitors are responsible for following the guidelines and policies outlined on the log-in-page.

Labour/Drayage

Exhibitors must provide their own labour for the unloading of trucks and transportation of equipment and display materials to and from the exhibit area. The Rodeo/LRC does not provide labour for this purpose. Should you require assistance please contact the

event services provider for this service. To avoid damage to flooring, wooden skids must be placed under all heavy pieces of equipment. Bolts or other fastenings must be countersunk below the surface of such skids, and sharp edges or nails that might scratch into the floor must be eliminated. All RVs and large vehicles must use the supplied materials to support vehicles during the load in and load out process. Any vehicle remaining in the show area must have drop cloths, drip pans, or appropriate materials underneath to ensure the protection of the floor below. The Leduc Recreation Center will hold the exhibitors liable for any damages to the property.

Food Services

Any people responsible for food must ensure the flooring is protected at all times. Drip trays, tarps and carpet are all required. No open flames are allowed. Food service vendors are also responsible for the cleaning of the food preparation area. All cleaning and service supplies are the responsibility of the vendor. Vendors will be required to supply a \$200 damage deposit, which is fully refundable after the event and after inspection of the food area and discarded items is found to be to the satisfaction of the Black Gold Trade Fair committee and the Leduc Recreation Centre. Additional items, such as stoves, floor coverings, refrigerators, etc., can be rented at the expense of the exhibitor through the contracted event service. It is strongly recommended that food service personnel arrange a viewing of the facility to ensure all requirements are met.

Fire Regulations

All display materials including banners must be flame-retardant and may be subject to inspection by Leduc Fire Services.

Liability and Insurance

IN CONSIDERATION of participation in the Leduc Black Gold Rodeo, City of Leduc and Black Gold Trade Fair committee members, the exhibitor shall indemnify and save harmless Leduc Black Gold Rodeo, City of Leduc and Black Gold Trade Fair committee members and all the members thereof, and all other groups working under the direction of the Trade Fair, from all fines, suits, proceedings, claims, liabilities or action of any kind or nature (including, but not limited to, cost and reasonable lawyer's fee) arising or growing out of or any way connected to the exhibitor's operation of the Exhibitor's booth and general participation in the Trade Fair. Exhibitors must complete and sign the official Trade Fair Application form and if requested by the show organizer, provide proof of coverage of insurance.