

**W. H. Yeates Exhibition  
September 24-26, 2017  
St. John's, NL**



**EXHIBITOR RULES, RESPONSIBILITIES AND REGULATIONS**

**RULES**

**Restrictions**

TAC reserves the right to restrict exhibits that do not comply with rules and regulations set forth by TAC and the event venue(s). Exhibitors who refuse, after notice, to conform to rules and regulations will be asked to close their respective display(s) without reimbursement and liability to the Association.

**Exhibition Vehicles**

Exhibition vehicles will not be allowed in the exhibit hall.

**Set-Up Requirements**

Exhibitors are solely responsible for setting up and dismantling their displays. However, the exhibit contractor can provide additional personnel for a fee. Once the exhibit is set up, all empty boxes and cases must be stored.

**Exhibition Hours**

**During exhibition hours**, absolutely no shipments, equipment or material may be brought on the exhibition floor. All exhibitors are required to have their area completely set up before the exhibition opens and will have access to the exhibit hall early each morning on show days to carry in supplies or make minor booth adjustments.

## Standard Exhibit Spaces

Exhibits in standard booth or table top spaces are not limited to the type of exhibit equipment installed. However, the approved maximum height for all regular exhibit spaces is ten (10) feet. Please contact TAC if your booth is larger than the maximum height allowed.

To ensure that the display value of an adjoined booth is not reduced, sidewalls, fixtures and other display material must not exceed the maximum height of ten feet in the portion of the space extending not more than 48 inches from the back wall. From that point to the front of the space, fixtures, tables, counters and other display material must not exceed a height of 50 inches.

Exhibitors wishing to display a banner above their booth must respect the size of their allocated booth space. Banners cannot overlap onto the aisles or other exhibitor's booth space.

The Bannerman Ballroom has a 21' ceiling and the lobby has a ceiling height of 12'. The loading dock is located at 101 New Gower Street. Standard pallets with a maximum height of 6' 10" are allowed. Max weight for the freight elevator is 4,000 kg. Exhibitors can bring items in themselves as long as items weigh 30 lbs. or less. Anything heavier will need to be transported into the exhibition by Canadian AV. Refer to the [floor plan](#) for more information.

TAC will visit each booth during set-up to remove draping that is not required in order to make the exhibition more open concept. Please speak with your TAC representative on-site if you wish to keep your drape.

Any booth covered by a ceiling over 300 square feet will need to be protected by a sprinkler system installed in accordance with fire safety regulations.

## RESPONSIBILITIES

### Advertising, Promotion and Sales

Exhibitor advertising and promotion must be limited to the confines of each exhibitor's space. TAC reserves the right to ban any objectionable items and to prevent the distribution of any articles or products deemed unsuitable.

Sale of consumer goods is prohibited and will result in a fine to the exhibiting company.

### Liability and Insurance

Exhibitors must carry their own fire, theft and applicable insurance. TAC shall take reasonable precautions to prevent losses and to protect the interests of exhibitors. However, under no circumstances will TAC be liable for such losses. Exhibitors are required to obtain from their insurer a certificate of comprehensive general liability insurance, with a limit of \$5,000,000 inclusive, indicating that the Transportation Association of Canada (TAC) has been added as an additional named insured for the confirmed exhibition dates.

**The TAC office must receive the certificate by August 16;** an electronic copy can also be emailed to [Jacques A. Maltais](#), Sr. Events Manager.

In the event that TAC does **not** receive the certificate of comprehensive general liability insurance prior to the booth set-up, a **\$500 penalty fee** will be charged in addition to registration fees. Failure to provide proof of

the certificate prior to the exhibition set-up date may result in **immediate termination** of the application without reimbursement. Refer to the Exhibitor Checklist for a sample of the required form.

### **Responsibility for Losses**

If an event, including but not limited to, acts of God or acts, regulations, or orders of governmental authorities; fire, flood, explosion, disaster, hurricane, tornado, civil disorder (including labour disputes or demonstrations of any kind); acts of terrorism or other violence; curtailment of transportation facilities, or other emergency, that make it impossible, illegal or otherwise inadvisable for the Transportation Association of Canada (TAC) to host its Annual Conference & Exhibition, this contract shall terminate without further obligation on the part of any party hereto. In the event of a cancellation, postponement or disruption of the TAC Conference & Exhibition for any cause beyond TAC's control, the host Convention Centre and/or hotel facilities, TAC shall have no obligation whatsoever to the Exhibitor.

To the extent that any Exhibitor benefits have not been completely or partially received at the date of such termination, the Exhibitor is entitled to obtain a partial refund as reasonably calculated by TAC (less any and all legitimate expenses incurred by TAC for initial administration fees, design work, etc.)

The Exhibitor hereby waives any and all claims against TAC for damages or compensation due to the cancellation or postponement of the Exhibition pursuant to this paragraph.

TAC will not accept any claim for loss due to fire, theft or damage of exhibits, nor will it be held liable for any personal injury caused by the exhibit or exhibitor.

### **Shipping and Receiving Information**

#### **★ Shipments Originating in Canada:**

- Exhibitors may pre-arrange **direct to site** and **advanced domestic shipments** with Canadian AV.

#### **★ Shipments Originating Outside of Canada:**

- For the convenience of exhibitors shipping material from abroad, arrangements to handle customs clearance have been made with [PF Collins international Trade Solutions](#). Questions can be directed to [Anthony Murphy](#), Import Supervisor. Please ensure that you bring a printed copy of the Canada Border Services Agency form when coming through Canadian customs.

Inbound and outbound shipping arrangements are the responsibility of the exhibitor. Shipping forms, prices and deadlines are listed in the Exhibitor Checklist.

**Note:** The Delta Hotel and the St. John's Convention Centre will **not** accept shipments of any kind. Arrangements must be made with the above companies based on the shipping country of origin or with the FedEx office located in the hotel.

Receiving and storage of display material and packing cases may be arranged with the appointed official exhibit contractor. Materials handling and storage fees will apply.

All exhibit materials must be removed from the exhibition venue within the time allotted for dismantling. Any materials not claimed before the deadline will be removed by the exhibit contractor at the exhibitor's expense.

Please ensure that proper outgoing shipping arrangements have been made before leaving the exhibition venue.

## **REGULATIONS**

### **Fire Protection**

No portion of an exhibit booth shall obstruct any exit aisle or fire exit door. All display material must be flameproof and is subject to inspection by the local Fire Department. No flammable fluids or substances may be used or shown in booths. Exhibitors should check the nearest fire exits before the show begins.

### **Security Guards**

Security service will be provided during closing hours to guard the exhibition area. While precautions will be taken to prevent losses, TAC cannot accept any liability for loss or damage of any kind. Exhibitors are strongly urged to remove any valuables from booths and table tops when they are not staffed.

### **Electrical Regulations**

Exhibit spaces do not include electrical outlets. Any electrical equipment used in exhibits must meet CSA standards, as well as the standards of the exhibition venue. Refer to the Exhibitor Checklist for forms, prices and deadlines.

### **Exhibition Venue**

- During the set-up and tear down of the exhibition, children under the age of 16 are NOT allowed on the exhibition floor.
- Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, walls, painted surfaces or columns. Any damage charges will apply to the exhibiting company.
- No holes may be drilled, cored or punched in the building.
- No adhesive back (stick-on) decals or similar items may be distributed or used in the building.
- Any damages incurred to the building will be charged at the expense of the exhibitor.
- No helium balloons are permitted in the building.
- No food samples may be distributed by exhibiting companies except upon written authorization from TAC and the Venue.
- Parking in loading dock areas, except for loading or unloading, is prohibited. Violators' vehicles will be towed at their own expense.
- Passenger elevators must not be used for moving goods or materials between floors; the loading docks and freight elevators must be used for this purpose.
- All tape and fastening material used on flooring must be removed after the event. If this is not done, the cost of removal will be charged to the exhibitor.
- Smoking in the venue is strictly forbidden. The venue policy states that smoking is not allowed anywhere within the facility including loading docks and parkades.
- Any photographs or video footage taken of the exhibitors or their booths during the exhibition remains TAC's property and can be used for the purposes of promoting TAC activities.