

LOCATION

International Centre - The Conference Centre – Orion ABCD
6900 Airport Road
Mississauga, ON, Canada L4V 1E8
Tel: 905 677-6131 www.internationalcentre.com

Exhibits in Orion AB

For a map and driving directions please visit <http://www.internationalcentre.com/facility/directions>

SPONSOR MOVE-IN DATE & TIME

Wednesday, October 3, 2018 7:00 a.m. – 9:00 a.m.

SPONSOR MOVE-OUT DATE & TIME

Thursday, October 4, 2018 2:30 p.m. - 4:30 p.m.
All materials must be removed by 6:00 p.m.

CONFERENCE DATES & TIME

Wednesday, October 3, 2018 Exhibits open 9:00 a.m. – 5:15 p.m.
Evening Reception 4:15 p.m. – 5:15 p.m.
Thursday, October 4, 2018 7:00 a.m. – 2:30 p.m.

KEY CONFERENCE CONTACTS

Jennifer Hiatt 289-789-2253
Operations Coordinator 416-275-2327 (cell – on site only)
jhiatt@macgregorcom.com

Registration & Customer Service 1-888-443-6786
registration@wcdm.org

Dan Joyce 289-789- 2229
Event Director & VP Business Development 705-328-5323 (cell – on site only)
[djoyce@ macgregorcom.com](mailto:djoyce@macgregorcom.com)

SPONSOR BADGES

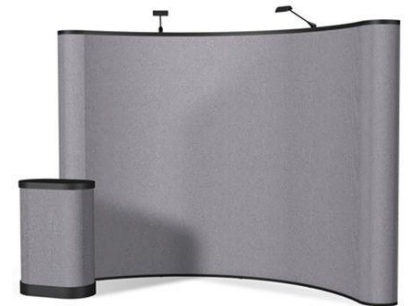
Every sponsor's representative is required to wear a badge. Please use the following link to register all booth personnel: <https://unity.divcomevents.com/se/DEMCON2018/EXH>

Badges entered by Monday, October 1, 2018 will be ready for pick-up on site.

The number of badges available to you is dependent on the level of sponsorship purchased.

TABLE SIZE AND LOCATION

Due to the nature of this event – there is no formal floor plan and your space location will be assigned upon arrival. Additionally, 10X10 booths are not allowed due to space limitations. A standard pop-up display, similar to the one pictured, maximum 8x8, is permitted.



PARKING

Parking at the International Centre is FREE.

DECORATING & CARPET

The exhibit space is carpeted. One draped table and two chairs will be supplied to all sponsors by Macgregor Communications. Please email Jennifer Hiatt at jhiatt@macgregorcom.com with any other special requirements that you may have. If we can't provide them we will be pleased to point you in the right direction.

INSURANCE

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

Exhibitors must provide adequate insurance for their own personnel, exhibits, and materials against all such hazards. We recommend that Sponsors review their company insurance coverage before the conference. Most insurance companies will provide additional riders if extra coverage is desired.

SECURITY

Security will be provided throughout the event. It is your responsibility to exercise caution and to safeguard your property and belongings. For security reasons, no large equipment may be removed from the show floor without Show Management authorization. Laptops and small items of value should not be left unattended.

Exhibitors should take all possible precautions to protect their own property. DEMCON Show Management does not assume any responsibility for losses incurred at any time during the event. Booths must be manned at all times when the show floor is open.

SHIPPING

Lange Transportation is the official carrier for DEMCON 2018. **If you require transport services to and from your company, cost estimates will be provided based on your specific requirements. Lange offers Pre-Show Warehousing, to facilitate shipments being delivered on, and not before, the move-in date.**

If you choose to ship your materials with a transportation company or courier other than Lange Transportation, **Show Management will not be responsible for the delivery of the shipments.** The International Centre will not receive shipments prior to noon on **Monday, May 7, 2018**. If you will be shipping small boxes with such things as marketing materials, we advise that you have these materials shipped to the hotel that you will be staying at and bring them with you to the show.

FOOD & BEVERAGE

The International Centre is the exclusive caterer for all food and beverage services. All arrangements for the serving of food and/or beverages within your booth require authorization from the venue.

MOVE-OUT PROCEDURES

SPONSOR MOVE-OUT DATE & TIME

Thursday, October 4, 2018

2:30 p.m. - 4:30 p.m.

All materials must be removed by 4:30 p.m.

Exhibitors may begin dismantling displays ONLY after 2:30 p.m. at the end of the show day unless instructed otherwise by management. Earlier dismantling of displays is NOT permitted as a courtesy to your fellow participants.

Exhibitors should remove small cartons and open cases of products from the building immediately after the close of the show. While Show Management will take all reasonable security measures to safeguard small items, immediate removal of such items will minimize the possibility of loss from pilferage.

A representative from the exhibiting company should remain with the space until the service contractor has picked up all goods and merchandise. Boxes, crates, signs or merchandise, especially paper brochures, being returned to the Exhibitor must be clearly marked so that they are not mistaken for garbage. At the end of move-out, all miscellaneous unmarked goods not in crates risk being disposed of.

ABANDONED FREIGHT

At the close of the show, if an exhibitor fails to pick-up or couriers refuse shipments, Show Management reserves the right to reroute such shipments where no disposition is provided. Exhibits left on the premises after - 6:00 p.m. after the show will be removed and put into storage by Lange Transportation and Storage Ltd., at the exhibitor's expense.

These exhibits will only be returned upon receipt of a storage charge, which will cover time, labour and rental space. If you require warehousing of your exhibit after the show, please complete the After-Show Warehouse Form.

A representative from the exhibiting company should remain with the space until the service contractor has picked up all goods and merchandise. Boxes, crates, signs or merchandise, especially paper brochures, being returned to the Exhibitor must be clearly marked so that they are not mistaken for garbage. At the end of move-out, all miscellaneous unmarked goods not in crates risk being disposed of.

PLEASE ENSURE THAT YOUR COURIER OR FREIGHT COMPANY WILL PICK UP THE MATERIALS AT THE CLOSE OF THE SHOW BETWEEN 2:30 PM - 4:30 PM.

RULES AND REGULATIONS

SPACE REGULATIONS

All exhibits must be freestanding and self-supporting. Show Management reserves the right to refuse entry or to have removed at the Exhibitor's expense any display, which is not in accordance with these rules and regulations. If any doubt exists, the exhibitor must provide details and have such exhibits approved by Show Management prior to move-in.

Exhibits must not hinder or obstruct any fire equipment, emergency exits, display signage, windows or doors. Exhibits may only be installed in the designated licensed area as indicated on the floor plan.

Management may require Exhibitors to make such alterations to their display's as it deems necessary to the proper conduct of the Exhibition and, on failure to comply, may order the immediate removal of the entire exhibit without compensation and at the Exhibitor's expense.

CARE OF BUILDING

Painting, nailing or drilling of floors, walls, ceilings or any part of the building is not acceptable. Exhibitors cannot attach signs or other articles to ceilings, walls, pipes or electrical fixtures. Attachment of any type to the walls or flooring is not permitted. Charges will apply for all tape damage and/or adhesive removal.

DESIGNATED ENTRANCES

All persons, articles, exhibits, displays and property of any kind and description shall be moved into and out of the building only through those entrances and exits the Show Management and venues have designated.

EXHIBITING OFF-SITE

No advertising, promotional, or demonstrative materials are permitted on trailers, trucks, corridors, or any display devices on venue property or official hotel lobbies.

FIRE SAFETY REGULATIONS

All venues are equipped with sophisticated fire protection equipment including: automatic sprinklers, smoke and heat detection, fire alarm and voice communication systems. Upon arrival, familiarize yourself with the building, particularly as to the nearest exit, manual pull station and fire extinguisher. If you see fire activate the nearest fire alarm manual pull station and leave the fire area closing all doors behind you. Do not attempt to fight a fire unless it is small enough to extinguish with one of the portable extinguishers located throughout the building. There is no fire hoses provided for use by occupants.

FOOD & BEVERAGE – SAMPLE AUTHORIZATION

The International Centre has exclusive food and beverage distribution rights within the Convention Centre. Exposition sponsoring organizations and/or exhibitors may distribute samples of food and/or beverage products ONLY upon written authorization. The International Centre will not be responsible for the quality or state of the food or beverage served by an authorized vendor.

INDEMNITY AND HOLD HARMLESS AGREEMENT

The Exhibitor will be liable for and will indemnify and hold harmless Management for any loss or damage whatsoever suffered by Management as a result of any loss or damages whatsoever occurring to or suffered by any person or company, including without limiting the generality of the foregoing Exhibitor, other exhibitors, Management, the owner of the building and their respective agents, servants and employees and members of the public attending the

Show, either on the space or elsewhere if said loss or damages arose from or were in any way connected with the Exhibitor's occupancy of space.

LABOUR & TIPPING

Exhibitors are required to abide by the prevailing labour conditions and rates effective in the exhibit hall. All employees of Show Service Contractors are adequately paid and there is no need to tip. Please report immediately to Show Management any discourtesies or attempts to imply that service will be speeded up or improved by tipping.

LIMITATION OF LIABILITY

Management reserves the right at its sole discretion to change the date or dates upon which the show is to be held and shall not be liable in damages or otherwise by reason of any such change. In addition, Management shall not be liable in damages or otherwise for failure to carry out the terms of the Agreement in whole or in part where caused directly or indirectly by or in such consequence of

fire, storm, flood, war, rebellion, insurrection, riot, civil commotion, strike or by any causes whatever beyond the control of Management whether similar or dissimilar from the causes enumerated herein. In the event that the exhibit space to be used by the Exhibitor should in any way be rendered unusable, the Exhibitor shall pay for such space only for the period during which it was or could have been used as determined within the sole discretion of Management. Management will make a refund of all monies paid by the Exhibitor to Management in the event that the Show is not held as proposed by Management.

PAYMENT OF ACCOUNT

Full and final payment for exhibit space is required before confirming assigned exhibit space. Show Management reserves the right to refuse entry to any exhibitor whose account is not paid in full.

SHOW MANAGEMENT

Show Management reserves the right to make changes, amendments and additions to the rules and regulations without notice as considered necessary for the efficient and proper conduct of the Show. Interpretation of these rules and regulations shall rest with Show Management, and non-compliance of these regulations can result in ejection of the offending Exhibitor or the closing of his/her Exhibit.

SOLICITING & SAMPLES

Only Exhibitors and Sponsors have the exclusive rights to promote or sell goods and services in this show. All other parties who attempt to make any sale solicitations without the expressed written permission of Show Management will be permanently removed from the show area.

Distribution of samples and promotional material, and soliciting of business must be confined to the Exhibitor's own space. Such activities are not permitted in the aisles, restaurants, registration areas, hallways or other exhibits. Exhibitors wishing to enter another Exhibitor's space may only do so if invited.

SOUND LEVELS

Electrical and other mechanical apparatus must be muffled so that noise does not disturb other Exhibitors. In space presentations and audio-visual aids must keep sound level to an acceptable volume for neighbouring exhibitors.

STAFFING OF EXHIBITS

Exhibitors are required to maintain staff in their exhibits at all times during the hours of the show. We suggest you retain staff in your space until management has had time to clear the aisles of attendees each day at the closing of the show. Security is an added problem when spaces are not manned

STORAGE OF CRATES

Please carefully identify every empty case, skid, crate or carton you wish returned to you by affixing and completing the storage labels. Storage labels are available from Show Management at the show office or from the decorating company.

Crates will be removed from the aisles to the designated storage areas prior to the show opening and returned to the exhibit area after the closing of the show. Exhibitors are advised that storage areas are not, and cannot be, secured. Therefore, no valuable materials of any kind, products or exhibits, should be consigned to storage.

All crates, crating materials, equipment and containers must be removed from the show building and grounds on the move-out dates. **Lange Transportation & Storage will remove any freight left on the show floor after 6:00 pm into the Lange warehouse storage at the exhibitors' expense.** These exhibits will only be returned upon receipt of full payment for storage charges, which will cover time, labour and rental space.