

2012 Newmarket Home & Lifestyle Show

Rules & Regulations

Be a part of the
Newmarket Chamber of Commerce
Leading Businesses. Leading Communities.™



Age Limits

Provincial regulations under the Ontario Health and Safety Act require that **no one under the age of 14** be on the show floor during set up and tear down hours. Do not bring under-aged children to the building during these hours as there are no facilities for them.

Animals & Pets

Animals and Pets are prohibited on the show floor with the exception of service dogs or St. John Ambulance Therapy Dogs.

Booth Etiquette

- Exhibits must be staffed during all hours of the event.
- Staff must not solicit attendees or distribute literature or samples from outside of their booth. Failure to comply could result in ejection from the show.

Booth Guidelines

- Maximum of four (4) exhibitors in each business category (2 per arena).
- Booth designs must adhere to these guidelines to ensure all exhibitors have an equal chance to be seen and display their products.
- Any variance to these guidelines must be brought to the attention of Newmarket Chamber of Commerce for consideration prior to move in. Any variances that have not been approved may be required to be altered on site at the exhibitor's expense.
- Use of canopies, platforms, specialty lighting or truss work could result in restrictions or obligations on the part of the exhibitor.
- Any exhibitors with vehicles, trailers, canopies, tent structures or a booth that contains stairs or risers must be brought to the attention of the Newmarket Chamber of Commerce.
- Exhibitors wishing to lay tile or any other floor covering cannot adhere it directly to the building floor – building paper, plastic covering or some other protective layer must be used.
- **Displays may not encroach on doorways or any fire fighting equipment.**
- The exhibitor is responsible for removal of garbage from their booth at all times.
- Subletting of booth space is prohibited.

Contests

Show Management reserves the right to terminate any contest, by removing ballots and ballot boxes from the booth, if it does not comply with the Competition Act, or with Show Management regulations. For more information on the Competition Act please contact the Competition Bureau at 800-348-5358.

Copyrighted Material

- The exhibitor is responsible for obtaining all required licenses and permits to use music, photographs or other copyrighted materials in their booth. Show Management reserves the right to remove any materials which is not accompanied by the proper documentation.
- The exhibitor will indemnify and hold harmless Show Management, the facility, their agents and employees from all loss, costs, claims, causes of action, suits, damages and liabilities.

Damages/Cleaning

- It is expected that the booth space will be left the way it was found.
- Use of non official tape could result in additional cleaning charges. Duct tape is not permitted to affix your floor covering to the floor. Double sided Scapa tape is the preferred type of tape to use.
- The distribution of stickers is not recommended as any removal of these stickers will be the responsibility of the exhibitor.
- It is prohibited to affix anything to building pillars, pipes, flooring or supports.

Display Vehicles

- Exhibitors who are planning on having a vehicle in their booth must contact Show Management with the intent and purpose. Safety precautions are needed and sponsorship restrictions may come into effect.
- All vehicles must be equipped with a locking gas cap, batteries must be disconnected and stick shift removed if necessary
- Special move in and move out times may be required.

Electrical Safety

- Exhibitors are not permitted to install any electrical wiring device on site other than regular extension cords. All on site wiring and connections must be done by facility electricians to ensure safety.
- All equipment on the show floor must be CSA approved with the appropriate visible stickers.
- Any unapproved equipment must have an ESA Permit to Show properly displayed. The equipment will not be permitted to be operational.

Fire Safety

- Decorative materials used in displays must meet the requirements of the Central York Fire Department.
- The following materials should be flame proof if used for displays: artificial flowers, paper, cardboard or compressed paper less than 1/8", plastic materials, split wood, textiles.
- Flammable liquids or gases are not permitted.

Health & Safety

The Ontario Health and Safety Act, as outlined in the "green book" and enforced by the Ontario Ministry of Labour, applies to the set up and dismantle of consumer shows. Employers are responsible to ensure all workers are provided the training, equipment and direction needed to operate and work safely. Unsafe acts on the show floor will be interrupted until a safe solution is implemented. Unsafe practices will not be permitted on site. Come to the site prepared with the proper equipment and amount of staff in order to avoid unnecessary delays. No motorized carts, scooters or the like will be allowed in the show aisles during show hours. The only exceptions will be to assist persons visiting the show.

Helium

The use of helium (balloons) is restricted in the facility.

Insurance

- As a condition of exhibiting you are required to ensure you have insurance coverage for your booth space.
- The show maintains coverage for the neutral areas, such as aisles and feature areas. However, booth space is the responsibility of the exhibitor to be insured against thefts, damage and personal injury. All goods brought on-site need to be covered for any misfortunes. The exhibitor is also responsible for any personal injury that occurs as a result of their display and as such must have insurance coverage. The exhibitors will hold the Newmarket Chamber of Commerce Inc., the Show coordinators or any of its assignees and employees, harmless from any damage, expense or liability arising from any injury or damage to any person, including the general public, the exhibitor, its agents or employees or to the property of the exhibitor or others occurring either in the space occupied by the exhibitor or elsewhere arising out of its occupancy.
- **All exhibitors shall carry two (2) million dollars of liability insurance to ensure third party liability protection and contents coverage from set-up to exhibit removal. Exhibitor warrants they are insured for public liability for its remote location at the Show. The vendor agrees to hold the Newmarket Chamber of Commerce harmless for any act or omission of the vendor which causes bodily injury or property damage during the show. You must send a copy of your certificate of insurance naming the Chamber.** This can be done by either adding on a rider policy to your normal policy or temporary insurance can be secured.
- If you would like to take out temporary insurance, please fill in the form in the exhibitor kit or call Elliott Spagat, Buckley Insurance Brokers Ltd. 1-800-665-7283 ext. 314

Move In

- All exhibits must be show ready by 3:30pm before show opening on the Friday to allow for aisle cleaning
- Vehicles will not be permitted on the show floor. All unloading must be done from designated unloading areas. Vehicles need to be unloaded and removed from the loading area quickly.
- Labour required to unload materials or set up booth display is the responsibility of the exhibitor.
- All load-in equipment (forklifts etc) MUST be propane powered. Gasoline fueled engines are NOT allowed on the premises.
- If your load-in requires special permission due to complexity or magnitude please call the Chamber office for special scheduling.

Move Out

- The show closes at 5pm on the Sunday. For public safety it is required that you maintain your booth setup until 5pm.
- All materials used in displays must be removed from the building by 10pm unless approved by show management. Materials left behind will be removed at the exhibitor's risk and expense.

Sales & Receipts (vendor permits)

- Exhibitors must have a valid Vendor's Permit or Special Events Permit in order to sell goods or services at the show.
- Any consumer complaints regarding the sale of such goods or services will be immediately brought to the exhibitor's attention. To obtain an application for a permit, please contact Revenue Canada.
- All sales including credit card sales must be in Canadian funds. Currency must be clearly marked in the sales receipt.

Sampling (food & beverage)

- The building has very strict regulations concerning food and beverage sampling and sales.
- Sampling must be approved by Show Management and adhere to the safe food handling requirements of York Region Public Health.

Security

- Exhibitors are ultimately responsible for their own booth security.
- Uniformed guards are on duty during off hours. Please show them your courtesy as they perform their duties.
- You can contract your own overnight booth security, should you wish. Please confirm this with show management should you choose to do so.
- Do not leave valuables unattended.

Signage

- All signage must be professionally made. No hand written signs will be permitted.
- In line booths must have one sided signs with a finished back. Only corner booths can have double sided signs if they are hung in the center of the display.
- Review the booth design guidelines document to understand the regulations for sign hanging.

Smoking

The Magna Centre is a smoke free facility. By Law officers could be on site and any offender will be fined upon inspection.

Solicitation

Solicitation of exhibitors or attendees by non-exhibitors is strictly prohibited.

Sound Levels

- Microphone systems are not permitted at the event.
- Music and other sounds will be monitored by show management.
- Show Management reserves the right to make necessary adjustments to control the sound levels in the event that it is becoming a nuisance to surrounding exhibitors.

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