

## RULES & REGULATIONS

### Newmarket Home & Lifestyle Show

Ray Twinney Recreation Complex

March 29<sup>th</sup> – 31<sup>st</sup>, 2019

#### 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.

Children under the age of 14 must have adult supervision at all times, including during show hours.

#### Animals & Pets

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

#### Balloons (Helium)

No balloons with helium are permitted on the show floor under any circumstance. Anchors are no substitute. The balloons can become stuck in the ceiling structure of the arenas and cause a safety hazard.

#### Space Heaters

Temporary space heaters are prohibited in both arenas

#### Sponsoring the Show

- We will open up sales first to sponsors. All organizations interested in sponsorship in their category can submit their interest in sponsorship within the dates stated. If there are more than 4 organizations interested within a category we will complete a draw on the next business day following the close of the sponsorship period as stated.

#### Health & Wellness Category

In the Health & Wellness Category – specific to Chiropractic, Massage and multi-disciplinary practices:

- We will accept a total of 4 multi-discipline Health & Wellness Centres into the show
- As per the general show categories, we will open up sales first to sponsors. All organizations interested in sponsorship in their category can submit their interest in sponsorship within the dates stated. If there are more than 4 organizations interested within a category (including Health & Wellness) we will complete a draw on the next business day following the close of the sponsorship period as stated.
- We will not accept any additional chiropractic or massage therapy representatives into the show (even if this is their sole focus) and will not accept any additional Health & Wellness that offer either Chiropractic or Massage Therapy.
- Individual health practitioners outside Chiropractic or Massage (e.g. Dentist, Naturopath, Chinese Medicine, Podiatry, Weight Loss) will be accepted into the show (limit of 2 per arena)

This would be similar for any other categories that present similar concerns. Certain segments related to HOME (Renovate, Decorate or Landscape) may accept additional exhibitors at the discretion of show management. (Sponsors will always be limited to 4 per category)

#### Booth Etiquette

- Booths must be manned at all times during show hours.

- Exhibitors 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). Some exceptions may apply.
- 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 bring it to the attention of the Newmarket Chamber of Commerce.
- Exhibitors wishing to lay tile or any other floor covering cannot affix 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 service equipment.**
- The exhibitor is responsible for removal of garbage from their booth at all times.
- Subletting/Sharing of booth space is prohibited.
- All booths come with an 8' high backdrop drape. **No display should exceed this height.**
- All sides have 4' high side drapes. **No display should exceed this height.** Side draping may only be removed for end units.
- All signage/display should be set back protruding no further than 4' from the back of your booth.

### 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 notifying them of their 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 flameproof 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 setup and dismantling 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 adequate number 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.

### Insurance

- As a condition of exhibiting, exhibitors are required to have proper insurance coverage for their booth space. (*See Certificate of Insurance document for more details*)
- The show maintains coverage for the neutral areas, such as aisles and feature areas. However, it is the responsibility of the exhibitor that booth space be insured against third party property damage and bodily injury including injuries sustained as a direct or indirect result of their display. The Newmarket Chamber of Commerce is not responsible for loss or damage to any property belonging to exhibitors. It is the responsibility of the exhibitor to have proper insurance in place for all goods brought on-site.
- 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 a minimum of \$2,000,000 (two million dollars) of liability insurance for the full duration of the event including set-up and removal. Exhibitor warrants they are insured for public liability for its remote location at the Show. A certificate of insurance showing Newmarket Chamber of Commerce Inc and the Town of Newmarket as additional insured must be provided prior to an exhibitor being allowed access to the show floor.
- Contact your insurance agent or broker to request the certificate; if you do not have Commercial General Liability you may purchase a short-term policy to provide liability coverage ONLY for the duration of the show.
- To purchase a short-term policy, you can call Buckley Insurance Brokers Ltd. 1-800-665-7283.

### Move In

- All exhibits must be show ready an hour 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 material or set up booth display is the responsibility of the exhibitor.
- No forklifts are allowed on the show floor other than that of the facility.

- All load-in equipment **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 **5:00pm** on the Sunday. **For public safety it is required that you maintain your booth setup until 5:00pm. All exhibitors must NOT dismantle their booth or begin moving out before 5:00pm. If you do not abide by the rules you will not have the privilege of booking your booth for the following year until the booth sales open up to the public (after early bird and member signup).**
- All materials used in displays must be removed from the building by **8:00 pm** unless otherwise 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, see *Appendix 65 - Special Events Vendor Application Form*.

#### **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 facility 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.