

KW Home & Garden Show

Sponsored by



March 23 - 25, 2018

Kitchener Memorial Auditorium Complex

**400 East Avenue (at Borden),
Kitchener, Ontario N2H 1Z6
Tel: (519) 632-5222
Fax: (519) 632-5251**

Show Dates and Hours

Friday, March 23rd	12:00 noon - 7:00 p.m.
Saturday, March 24th	10:00 a.m. - 7:00 p.m.
Sunday, March 25th	10:00 a.m. - 5:00 p.m.

Show Management

Ann Evoy, Show Manager
(519) 632-5222 Fax: (519) 632-5251
Email: ann@kwhgs.ca

www.kwhgs.ca

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All order forms are to be returned no later than March 1st, 2018.

GENERAL SHOW INFORMATION

Move-In Information:

To facilitate a fast and trouble free move-in at the K-W Home & Garden Show, we have set out the following agenda. The move-in will take place during the hours set below. Please note that arriving at your scheduled time will help to ease congestion and speed up your unloading process.

Move-In Hours:		(Scheduling confirmation applies)
Wednesday	March 21	8 a.m. - 8 p.m.
Thursday	March 22	8 a.m. - 8 p.m.
Friday	March 23	8 a.m. - 11 a.m.

When you arrive on site:

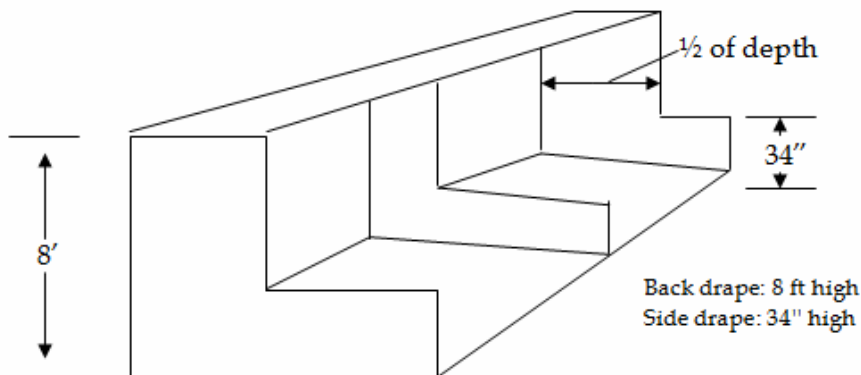
Before bringing your exhibit material into either building, you must first register at the show office, located in the main lobby between the two arenas. At that time you will

- 1) receive all passes and badges (ordered before the March 1st deadline),
- 2) receive any additional show information and instructions,
- 3) be shown to your appointed exhibit space.

Height Restrictions:

The maximum height for the back of an exhibitor's display (including signage) is **8 feet**. Any exhibitor, with the exception of those with an aisle on three sides of their exhibit, may have an **8 foot** high side wall (including signage) providing it does not exceed more than half of the Exhibit's depth from the back wall. The remaining half (of the exhibit's side) must not exceed **2 feet and 10 inches** high. *Exceptions will be made only with the written consent of Show Management. If the wall does exceed 34 inches, it is the exhibitor's responsibility to finish the back of the wall.

Contact your sales representative to verify your exact exhibit wall needs.



Move-Out Times:	Sunday	March 25th	5:00 p.m. -	10 p.m.
	Monday	March 26th	8:00 a.m. -	2 p.m.

All exhibits must remain intact and fully staffed until the show closing at 5 p.m. Sunday, March 25.

Display Information & Regulations:

- Use of nails, screws or any material in a fashion that can mark floors walls or ceiling of the exhibit hall is prohibited.
- The only tape exhibitors are allowed to use for securing carpet or material to the hall floor is "**double sided cloth tape**".
- Exhibitors planning to use special equipment or construction techniques are urged to submit plans to the Show Management well in advance, to ensure compliance with all regulations.
- Aisle space may not be used for exhibit purpose, or for general solicitation of business. Distribution of literature or other exhibit material is **prohibited** outside of your exhibit area.
- Audio-visual devices must not interfere with other surrounding exhibitors.
- The use of stickers or balloons of any type (including deflated, helium filled, air filled, on sticks, etc.) as give-away **is absolutely forbidden**.
- At the K-W Home & Garden Show, exhibitors go to great expense to present high quality exhibits. Likewise, Show Management invests much time and money into "dressing" the show to give it a finished and professional look. For this reason, we ask that any part of the back of your display panels, which are unfinished and are visible from the aisle, **must be finished in a fashion which complements the look of the show**.
- This means that if, from the aisle, the back of your display panels show wires, nails, wood braces, etc.; it is your responsibility to give it a finished look. We suggest covering it up with plywood, paneling, or drapes. Drapes can be ordered from the show contractor prior to the show on the order form enclosed. You will be putting much time and investment into your display. Don't stop one step short of presenting a professional image of your company.
- Floor Coverings in the exhibit space are mandatory – whether it be carpet, tile, artificial lawn, decking, stone, etc.

Release Forms:

No equipment and/or material from the exhibits can be removed from the building during the show unless accompanied by an authorized release form. Release forms can be obtained from the Show Office.

Security:

Security guards will be on duty from 8 a.m. on Wednesday, March 21st, and will continue around the clock until 2 p.m. March 26th. **NOTE:** In the interest of providing the best possible security, exhibitors are requested to leave the building each day within 1/2 hour of the show closing.

However, Show Management does not assume responsibility for loss or stolen items. Exhibitors should take all possible precautions, especially insurance, to protect their own property.

Sound, Noise & General Behaviour:

In order to have a harmonious relationship with other exhibitors; please refrain from any loud or disturbing noise, which may be irritating to nearby exhibitors or potential customers.

Exhibitors showing or demonstrating any apparatus, the operation of which causes noise must regulate their operation to suitable intervals in order to minimise unnecessary noise that may interfere with neighbouring exhibitors.

INFORMATION REQUIRED BY SHOW MANAGEMENT

Proof of Insurance:

Each exhibitor must understand that all property exhibited is at his risk and that Show Management does not assume any responsibility for the safety of exhibits against theft, fire, accidents or other events. Be sure to take reasonable precautions and contact your insurance broker for sufficient property and liability coverage. (See back of contract-conditions # 4 for further details). Before you move-in, Show Management must proof provided by your insurer that your insurance is in effect for the duration of the show.

Exhibitor Badges & Passes:

All exhibitors participating in the Home & Garden Show will receive the following number of badges and passes:

- 5 Full Show Exhibitor Badges *per 100 sq.ft.* (See details below)
- 5 Complimentary Guest Passes *per 100 sq.ft.* (See details below)

Exhibitor Badges:

All exhibitors must fill out the Exhibitor Badge Order Form supplied at the back of this Kit, and have all names returned to us no later than March 1st, 2018.

Each single booth (i.e. 40 to 100sq. ft.) will receive 5 exhibitor full show badges. Your booth must fill out the Exhibitor Badge Order Form supplied at the back of this kit, **and have all names returned to us no later than March 1, 2018.**

Companies that have booked **over 100 sq. ft.** of exhibit space will receive an additional 5 full show exhibitor badges **for each extra booth** as follows:

One booth	5 badges	Two booths (200 sq.ft.)	10 badges;
Three booths (300 sq.ft.)	15 badges	Four booths (400 sq.ft.)	20 badges
Six booths (600 sq.ft.)	30 badges	Eight booths (800 sq.ft.)	40 badges
Ten booths (1000 sq.ft.)	50 badges		

Complimentary Guest Passes:

Complimentary guest passes are good for a one-time admission to the Show. These passes are great to give to your special guests or potential clients. They can be used to further enhance your presence at the Show. We strongly recommend that you promote your show participation by distributing these passes. This good will gesture could translate into solid sales for you! If you do not require the full number of exhibitor badges to which you are entitled, you may request complimentary guest passes instead – 1 guest pass in exchange for one exhibitor badge.

Additional Passes

Additional passes may be ordered by mailing or by faxing the enclosed form to us by March 1st. If you choose to pay by cheque or purchase order, please make it payable to **Ontario Marketing Productions Limited**. For credit card users, please fill in the Credit Card Authorization at the bottom of the order form. Passes may also be purchased during move-in at the **Show Office**. All passes must be paid for prior to pick-up. **Once on site, there will be no invoicing.**

Full Show Exhibitor Badge \$5.00
 Complimentary Guest Pass \$5.00 or 10 for \$40.00

*All prices include tax. GST #122016769RT

Pass Distribution

Please note that badges and passes will not be mailed out to you. You may call us Or indicate on the badges & pass order form sheet if you wish to make arrangements to receive your passes in advance. Otherwise, all badges and passes can be picked up at the Show Office during the move-in.

During the Show Hours: All badges and passes not picked up during the move-in, will remain in **the Show Office** for pick up by individual exhibitors during the show. The Home & Garden Show Staff will not be responsible for bringing the passes out to your staff from your booth if you have neglected to do so. You staff will be required to purchase their admission ticket to enter the show.

Contest / Draw

Contests and draws conducted by exhibitors in conjunction with their exhibit at the show must be free of any obligations on the part of their winners. **Prize winners must not be required to place an order before collecting the prize offered.** The listing of prizes and terms of the draws must be clearly stated on the entry form. Exhibitors wishing to conduct a contest or draw in association with/at the Kitchener Home & Garden Show must follow all rules under **section 59 of the Competition Act** obtainable from Consumers and Corporate Affairs. Failure to comply with the rules of this Act constitutes a criminal offence.

Any exhibitor running a contest, a draw or merchandise give-away in their exhibit must first receive written approval from the **Manager of the KW Home & Garden Show (prior to the opening day of the show)**. Upon completion of the **KW Home & Garden Show** all exhibitors must give the name, address and phone number of the winner to Show Management.

Drape Requirement:

Show Management provides back drapes free of charge, ONLY if your Drape Order Form is returned to us no later than March 1st. Show Management will also provide you, free of charge, with two 3-foot high side drapes - ONLY if requested. Theses side drapes will not automatically be placed in your booth. You must fill out the order form attached.

SHIPPING, RECEIVING & MATERIAL HANDLING

Customs Broker:

All U.S. and Foreign exhibitors can arrange for custom clearance through:

Livingston Event Logistics

40 University Avenue, Suite 400
Toronto, ON M5J 1T1
Tel. (416) 863-9339 ext. 240
Cell (647) 409-5035
Fax (416) 863-5149

Sam Mangat, Event Co-ordinator

Email: smangat@livingstonintl.com

Canada Customs, Customs Verifications & Services

1980 Matheson Blvd. East
Mississauga, Ontario, L5A 3A4
Tel. (905) 803-5261
Fax (905) 803-5353

Shipping & Proper Labelling of Goods:

If you are having your goods delivered directly to the show, be certain that all shipping charges are pre-paid. Crates and packages should be clearly marked as follows:

KW Home & Garden Show

(Your company Name) (Your Booth Number)

Kitchener Memorial Auditorium

400 East Avenue, Kitchener, ON N2H 1Z6

Receiving of Goods:

Please note that all goods arriving prior to move-in day will not be accepted. Also, Show Management will not accept C.O.D. shipments. We recommend that arrangements be made to have all goods arrive on the same day as your scheduled move-in time assigned by the Show Management.

Storage:

Show management will provide empty crate storage during the show. Exhibitors should properly identify their crates and containers in order to facilitate the return of your crates during the move-out.

If you wish to have your crates stored, they are to be left in the aisle outside your exhibit space prior to opening day for removal.

The crates will then be returned to the exhibit for repackaging at 8 a.m. on Monday, March 26, 2018.

Material Handling:

Material handling inside the building is the responsibility of each exhibitor. In order to facilitate the move-in and move-out, forklift service will be available for those who have requested the service. Please request this service if needed, while co-ordinating your move-in time with our office. (See order form attached). Dollies will also be at your disposal (at no extra charge) during the move-in and move-out to the show.

Building Specifications:

Kinsmen Arena: Ceiling Height – 22 feet **under centre beams,
Loading Doors – 15' 5" wide, 14' high

Kiwanis Arena: Ceiling Height – 22 feet **under centre beams,
Loading Doors – 12' 6" wide, 14' high

OFFICIAL SHOW SERVICES

Official Display Contractor:

Hahn Rentals are equipped to provide complete design, display and furniture rental services, such as carpets, plants, cleaning, chairs, and tables. They will maintain a service counter at the show.

Hahn Rentals Attention: Chuck Latter Tel. (519) 746-8955
95 Baffin Place Fax (519) 746-2188
Waterloo, ON. N2V 2C1

Official Electrical & Plumbing Contractor:

The Show Management will supply a single duplex outlet to each booth at no extra charge. Any extra electrical requirements will be at your own expense. Should you require any supplementary power to your booth, please contact Show management at (519) 632-5222.

Telephones:

To arrange for the installation of temporary telephone services for your booth, at your expense, please contact the Bell Canada Business Office at:

Bell Canada

Trade Show Desk
Fax: 1 – 866 – 242-3131
Email: tradeshow@bell.ca Phone: (800) 414-8424 ISDN Call: (888) 999-4736

SAFETY MEASURES:

Exhibitors who will show equipment in operating condition are required to provide every possible precaution for the safety of the show visitors, their operators and exhibit personnel.

All belt and chain drive units must be covered; all equipment where cutting of metal, wood or plastic, must have a safety shield. Waste materials, cuttings and shavings must be placed in bins and their removal may be arranged for with the Official Display Contractor at your request.

FIRE REGULATIONS

Please read and understand these regulations.

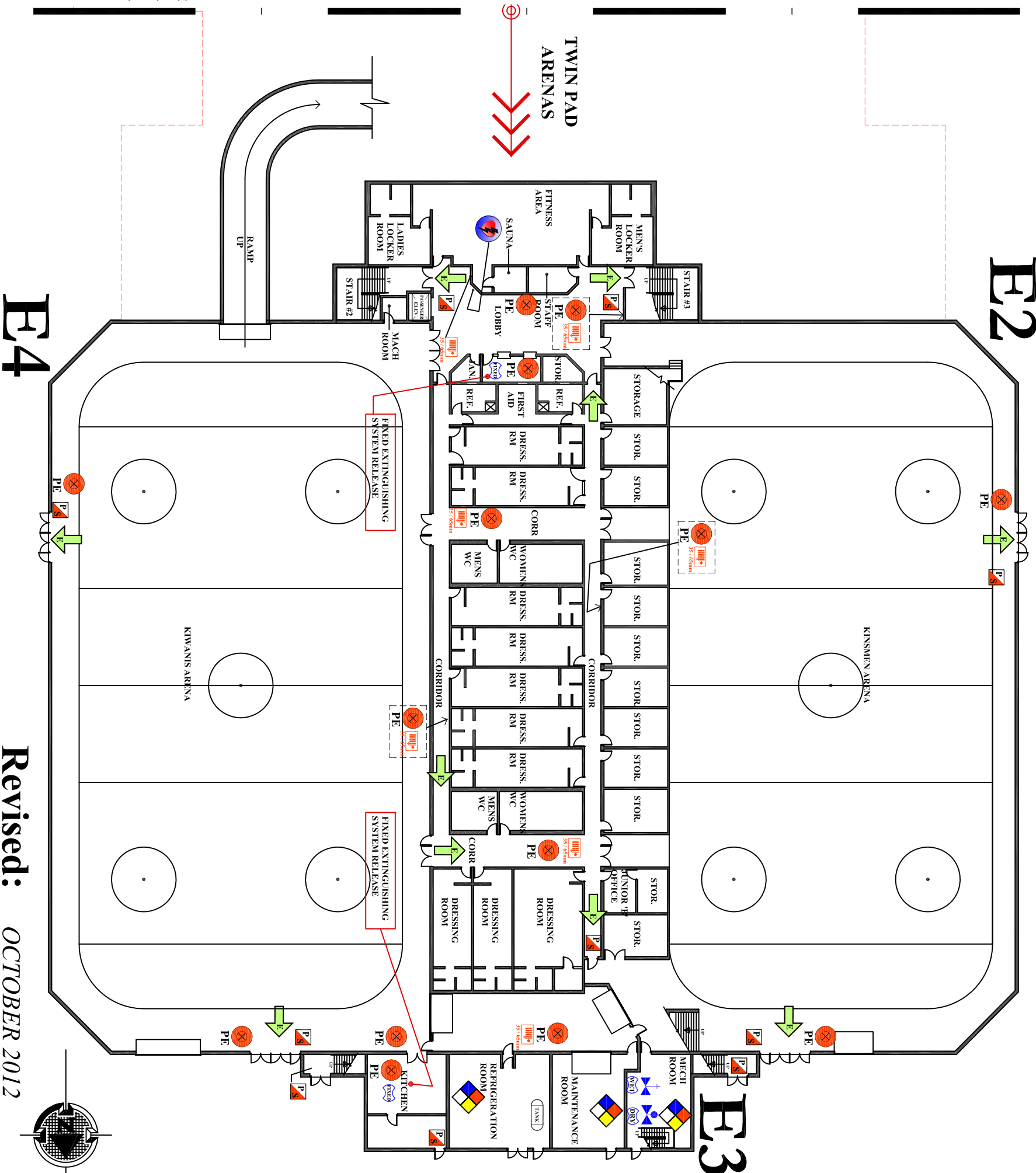
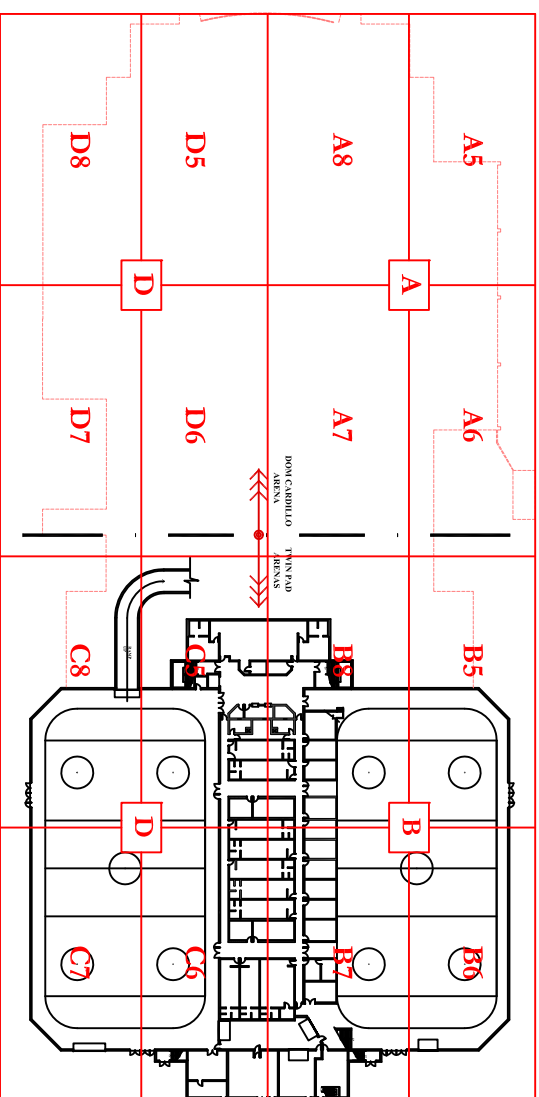
FIRE REGULATIONS GOVERNING EXHIBITS AND DISPLAYS IN PLACE OF PUBLIC OR PRIVATE ASSEMBLY:

- The arrangement of any non-fixed row seating is to conform to the requirements of article 2.7.1.6 of the Ontario Fire Code.
- All fire hose cabinets, extinguished and pull stations are to be conspicuously identified and unobstructed.
- Drapes, curtains and other decorative materials used in the building shall meet the requirements for a high degree of flame resistance as prescribed in sub-section 2.3.2 of the Ontario Fire Code.
- Unless approved, the use of open flames is not permitted within the building.
- Vehicles shall not park, or be allowed to park in the fire routes.
- Turnstiles, railing or barriers shall not obstruct the exits or access to exits. Exit doors must not be concealed or obstructed by drapes or temporary partitions, etc.

- All exit doors equipped with panic type hardware must allow the door to swing wide open when force of not more than 20 pounds is applied to the hardware in the direction of exit travel.
- All exit signs must be clearly visible and illuminated at all times when the building is occupied.
- Any use of theatrical or display fireworks must conform to article 5.2.2.2. Of the Ontario Fire Code.
- Motor vehicles or gasoline-powered equipment on display must have the batteries disconnected and the caps for fuel tanks locked or secured against tampering. Propane powered vehicles, or recreational equipment equipped with propane, are to have the propane cylinders removed from the equipment while in the building. Unless prior authorization has been granted by the Fire Department, no internal combustion engine shall be operated within the building while the show is open to the public.
- Supervision staff or Fire Department Officials may order the removal of any materials where the quantity or nature of the materials may create a hazard to the public.
- Motor vehicles or gasoline-powered equipment on display must be equipped with lock-on type gasoline tank caps and batteries must be disconnected.
- Displays must not encroach on exit doorways.
- No portion of a display shall project into an aisle as designated for the show concerned.
- Exit doors must not be concealed or obscured by drapes or temporary partitions, etc.
- The aisle clearance at the bottom and top of a stairway shall be equal to the width of the stairway.
- In areas where seating is provided for 300 or more persons, such seats shall be fastened together in rows not exceeding 14 seat to a row, with aisles of adequate width.
- If a fire hose standpipe is located in exhibit space, it shall be the responsibility of the Show Management or exhibitor, as the case may be, to provide access to such equipment, and if the view to such equipment is obstructed, to provide designation signs for same.
- Hay, straw, shredded paper and excelsior packing must be removed from the building unless it can be returned to tightly closed packing containers.
- Boxes, crates and cartons from which merchandise has been removed must be neatly piled in a storage area designated by Show Management.
- Construction of or ceiling decorations in the show booths must not impede the operation of the sprinkler system.
- Any enclosed showroom with an area in excess of 2000 square feet or occupancy of 60 persons must have two means of access as remote as possible.
- To test materials, hold material to be tested in a vertical position, apply flame to the lower edge for a minimum of 12 seconds.
- To pass a test of satisfactory resistance to flame spread, a material shall not continue to flame for more than 2 seconds after the test flame is removed.

LEGEND

- | | |
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| <ul style="list-style-type: none"> ➔ MAIN ENTRANCE ↗ SECONDARY ENTRANCE E1 E1 - EXPOSURE 1 E2 E2 - EXPOSURE 2 E3 E3 - EXPOSURE 3 E4 E4 - EXPOSURE 4 ➔ DESIGNATED EXIT Ⓜ PULL STATION 📦 STORAGE (MATERIALS AND CHEMICAL) 🔧 SPRINKLER - WET 🔧 SPRINKLER - DRY 🔧 FIXED EXTINGUISHER SYSTEM ⚙️ VALVE - OS&Y ⚙️ VALVE - ISOLATION CONTROL 🔧 TANK - PRESSURIZED 🔧 FIRE HOSE CABINET - 38-65mm 🔧 ELEVATOR FREIGHT ⚡ VALVE - NATURAL GAS SHUT OFF ⚡ ELECTRICAL PANEL | <ul style="list-style-type: none"> 🏠 CHIMNEY 🔧 PORTABLE FIRE EXTINGUISHER 🔧 FDC - SPRINKLER 🔧 FDC - STANDPIPE 🔧 EMERGENCY GENERATOR 🔧 FIRE ALARM CONTROL 🔧 VALVE MAIN WATER SHUT OFF 🔧 ROOF ACCESS 🔧 TANK NON PRESSURIZED 🔧 ELEVATOR PASSENGER 🔧 LOCK BOX 🔧 REMOTE ANNUNCIATOR 🔧 AUTOMATED EXTERNAL DEFIBRILLATOR |
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Revised: OCTOBER 2012



ELECTRICAL SAFETY CODE REQUIREMENTS

Please read and understand these regulations.

The Electrical Safety Code of Ontario, regulation 794/80, requires that all electrical equipment must be approved before it may be lawfully advertised, displayed, offered for sale, sold or otherwise disposed of/used in the Province of Ontario.

It is therefore the responsibility of each exhibitor to ensure that all electrical equipment in, about, his or her booth complies with the above regulation. This includes electrical merchandise as well as lighting and display equipment. All display lighting fixtures must have an approved cord or be wired an approved box.

Electrical equipment for which approval is sought shall be submitted to:

Canada Standards Association

178 Rexdale Boulevard

Rexdale, Ontario M9W 1R3 **Phone:** (416) 747-4000

The approval of this Association is acceptable to all electrical inspection authorities in Canada. You are referred to them for detail procedures.

One of the fundamental requirements for CSA certification is that all the appropriate approval markings (CSA monogram or label) must appear on each device. If such markings are missing, the device must be considered unapproved and therefore subject to special inspection.

If you wish to display, offer for sale, or use, any electrical equipment which is not now certified by the Canadian Standard Association, it is first necessary to submit same to Ontario Hydro Corporation's Electrical Inspection Department for approval, by means of their Special Inspection services.

Should any of this equipment not conform, it is recommended that you request temporary permission to exhibit while the necessary approval certification is being sought. Please write directly to:

Ontario Hydro

Attn: Supervision Electrical

Approvals Inspector

700 University Avenue

Toronto, Ontario M5G 1X6

Ontario Hydro

Field Approval Electrical Inspector

3357 Walker Rd., Unit 4

Windsor, Ontario N2W 5J7

Phone: (519) 972-1646

Any questions concerning regulations for booth wiring should be addressed to Ontario Hydro (above address - 3357 Walker Rd., Windsor).

Failure of electrical equipment to comply with Safety Code requirements can result in the equipment being refused connection to the source of electrical supply and it may be ordered removed from the display.

www.kwhgs.ca