

EDMONTON HOME + GARDEN SHOW

MAR 23-26
EDMONTON
EXPO CENTRE

**IF YOU HAVE ANY OTHER QUESTIONS,
FEEL FREE TO CONTACT US:**

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FREQUENTLY ASKED QUESTIONS

WHAT ARE THE SHOW HOURS?

Thursday, March 23rd	12 PM – 9 PM
Friday, March 24th	12 PM – 9 PM
Saturday, March 25th	10 AM – 9 PM
Sunday, March 26th	10 AM – 6 PM

WHEN CAN WE SET UP?

Please refer to your specific move-in time on the Move-In Schedule which can be found on the Exhibitor Kit online. The Move-In Schedule will be posted approximately 4 weeks prior to the show.

WHEN DO WE TEAR DOWN AFTER THE SHOW?

Sunday, March 26th	7 PM – 10 PM
Monday, March 27th	8 AM – 12 PM

Exhibits must remain intact and staffed until show closing at 6 PM on Sunday, March 26th. Please allow one hour for aisle carpet removal.

HOW DO WE GET OUR EXHIBITOR BADGES?

You will pick up your exhibitor badges during move-in at the onsite Show Office, Room E2. The number of badges you will receive depends on the size of your booth. If you would like to purchase additional badges, please see Section 1 in the Exhibitor Kit where the Extra Exhibitor Badge Form is located.

HOW DO WE GET OUR PARKING PASSES?

4-day parking passes are available to be ordered online through the Edmonton Expo Centre. The order link is posted on the Exhibitor Kit webpage under section 5. Once purchased, you will have to print your parking pass as you cannot pick it up onsite. Please note that one parking pass is required per vehicle. If you have not purchased your parking pass(es) by show open on Thursday, March 23, you will have to pay the regular rate of \$16/day. Exhibitors MUST park in the West Lot or in the Angled Exhibitor Parking behind the halls – subject to availability. Please see the online Exhibitor Kit (section 5) for complete details.

DOES OUR BOOTH HAVE TO BE STAFFED AT ALL TIMES?

It is mandatory that exhibitors have a staff member in their exhibit at all times during the hours of the show. Show Management does NOT assume any responsibility for losses.

WHAT IS SUPPLIED AT OUR BOOTH?

There will be an 8' backdrop and 8' side curtains (3' side curtains if you are in a perimeter booth). You will not receive tables, chairs, etc. You are welcome to bring your own, or rent them from the decorator - GES. If you booked your booth after March 20th, 2016 you are responsible for purchasing ANY required electrical from ShowTECH as basic electrical is no longer included in your booth cost.

DO I NEED TO COMPLETE AND SEND IN ANY FORMS?

Yes, please complete the mandatory Certificate of Insurance form and return it by **Friday, March 10th, 2017**. This form can be found on our Exhibitor Kit:

<http://www.edmontonhomeandgarden.com/exhibitor-kit>

You have also paid a mandatory \$129 Exhibitor Listing fee; therefore please ensure that your Exhibitor Listing has been uploaded online. The instructions can also be found in the Exhibitor Kit.

ARE THERE RULES FOR SIGNAGE WITHIN AND ABOVE MY BOOTH?

Hand written or unprofessional signs are not permitted. If the sign is attached to the booth, the top of the sign must not be higher than 12' from the floor with the bottom being at least 8' from the floor. Signs hung from the ceiling must be 11' from the floor to the bottom of the sign and 3' less than your booth width. All signage must be single sided, face the aisle in front of the booth and cannot be attached directly to the top of the back wall. It must be completely within the cubed boundaries of the rented space and must be finished when facing into a neighbouring exhibit. For any signage printing, management has appointed GES as sign contractor. Cost of banner hanging is the responsibility of the exhibitor and must be ordered through ShowTECH.

www.edmontonhomeandgarden.com/ShowTECH

Deadline for ShowTECH discount is **Wednesday, March 7th, 2017**

WHAT ARE THE BOOTH REGULATIONS?

- Booth personnel are required to work within the confines of their booth space. Working in the aisles is not permitted unless you have purchased Roaming Rights.
- Show Management reserves the right to refuse entry or to remove at the exhibitor's expense, any display that 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. Management may require exhibitors to make such alterations to their displays as it deems necessary to the proper conduct of the exhibition and, if failure to comply, may order the immediate removal of the entire exhibit without compensation and at the exhibitor's expense.
- Appropriate floor covering is mandatory for every booth. This could be carpet, interlocking stone, ceramic tile, linoleum, etc. and must cover the entire surface of your exhibit space. Companies without proper flooring will be made to rent appropriate flooring at their own expense.
- Exhibitors need to make arrangements to dispose of any shipping crates or other rubbish created through the building or dismantling of their individual displays. Exhibitors are responsible for removing their own trash. Please plan accordingly.
- Inline booths may reach a maximum of 8' in height. Island booths may be over 8' in height. Perimeter booths may be 10' in height on back wall only. No walls or drape are allowed on the aisle side of the exhibit unless approved in advance by Show Management. If unsure, please contact Show Management prior to set up.
- Exhibits must have 8' high walls along the sides and at the back of the booth; however, booths along the perimeter of the show are required to have 3' side walls unless approved by Show Management. All solid walls must be neatly finished on both sides where visible.

IS THERE WIRELESS INTERNET SERVICE AVAILABLE AT THE SHOW?

Internet services are available through the Edmonton Expo Centre (discounted rate available only until **March 9th, 2017**):

<http://edmontonexpocentre.com/plan-your-event/internet-order-form/>

Telephone services are available through ShowTECH:

www.edmontonhomeandgarden.com/ShowTECH

Please pre-order by **March 7th, 2017** to receive a discounted rate.

WHO IS THE DECORATOR?

The official show decorator is GES Canada Exposition Services Ltd. (GES). The decorator office will be open during move-in, show times, and move-out. GES can supply your booth with furniture rentals, signage/banner printing, carpet rentals, draping, and even display set-up assistance. Order what you need well in advance of the show to ensure availability of all needed items and to take advantage of their discounted rates.

Deadline for discount is Friday March 3rd, 2017. You can reach GES by phone at 780.469.7767 or by email: edmonton@gesexpo.com. Order forms can also be found here: www.edmontonhomeandgarden.com/GES

IS THERE AN ADDITIONAL CHARGE FOR ELECTRICAL?

Yes, you are responsible for purchasing electricity from ShowTECH if you booked your booth after March 20th, 2016. If you renewed on-site or booked prior to March 20th, 2016 you will have one electrical plug/1500 watts(120 V) included in your booth cost, however, if you require any ADDITIONAL electrical services, you will need to place an order through ShowTECH. They will have a discounted rate available until **March 7th, 2017**. You can reach ShowTECH by phone at 780.429.1162 or you can place your order here: www.edmontonhomeandgarden.com/ShowTECH

WHAT IF I NEED GAS HOOK-UP?

Contact your exhibit sales consultant for details. Your consultant will ensure you're in a suitable location for gas hook-up. You must then order gas through ShowTECH.

WHAT ARE THE FIRE SAFETY REGULATIONS?

The Edmonton Fire Department requires proof that all materials (sheds, canopies, tents, fabric coverings on display pop-ups, temporary structures including signage in and hung above a booth) comply with fire regulation and are rated CAN/ULC - S109. Any non-compliant material may be removed. As per the Edmonton Fire Department Indoor Special Events Requirements Guide, all tents and canopies must have a permanently attached label indicating conformance to CAN/ULC-S109, Flame Tests of Flame-Resistant Fabrics and Films. Any tents or canopies without the proper labeling will be removed from the show floor immediately.

HOW DO I SET IT UP/MAKE CHANGES TO MY EXHIBITOR LISTING?

You were emailed instructions to set up your initial Exhibitor Listing. Please check the website to view your listing:

<http://www.edmontonhomeandgarden.com/exhibitor-list>

If you would like to make changes to your listing at any point, please contact Amy at amya@mpeshows.com

WHAT HOTEL SHOULD I STAY AT DURING THE SHOW?

For discounted rates (until **March 6th, 2017**) please contact:

Matrix Hotel
10640 100 Ave NW
Edmonton, AB T5J 3N8
780.429.2861
www.matrixedmonton.com

WHAT IS THE WEBSITE FOR THE EDMONTON HOME + GARDEN SHOW?

www.edmontonhomeandgarden.com