

CANADIAN **OUTDOOR SPORT SHOWS**



EXHIBITOR **MANUAL**



February 17, 18 & 19, 2024
The International Centre

www.springfishingandboatshow.com

THE INTERNATIONAL CENTRE



HIGHWAY 401 & QEW

1. Take Hwy. 401 or QEW to Hwy. 427 North.
2. Follow Hwy. 427 North and exit at Dixon Road.
3. Turn left at the traffic lights at Dixon Road.
4. Follow Dixon Road (which becomes Airport Road) for approximately 4 kilometers.
5. The International Centre will be located on your left.

HIGHWAY 407

1. Take Hwy. 407 and exit at Airport Road.
2. Turn south at the traffic lights at Airport Road.
3. Follow Airport Road for approximately 5 kilometers.
4. The International Centre will be located on your left.



February 17, 18 & 19, 2024
The International Centre

www.springfishingandboatshow.com

BEFORE YOU GET STARTED

Please Read Carefully!

The time you take now to review this information will save to you time and money at the show.

Enclosed is your 2024 Spring Fishing & Boat Show Exhibitor Manual. This manual contains all the necessary information for the preparation and installation of your exhibit.

In this manual, you will find a checklist for service order forms. It is strongly suggested that you review this list to ensure that you have ordered all necessary services and completed and returned all forms before the deadlines.

Processing these forms at your earliest convenience will allow us and our service contractors time to provide you with the best service possible.

Should you have any questions, please call Andrew Pallotta at (416) 802-2277.

We look forward to seeing you at the show!



CHECKLIST FOR SHOW SERVICE FORMS

Please review the checklist below to ensure you have ordered all necessary services and completed and returned your forms before the deadline dates. All forms are located on our website.

1) Forms to be returned directly to the Spring Fishing & Boat Show office, if applicable

	FORM	DEADLINE
<input type="checkbox"/>	Contest/Prizes/Giveaways Release Form	February 1
<input type="checkbox"/>	Exhibitor Complimentary Pass Order Form	February 1

2) Forms to be returned directly to individual supplier, if applicable. In order to avoid a surcharge for late orders, please ensure that you return these order forms to the suppliers' office by the date noted.

	FORM	DEADLINE	COMPANY
<input type="checkbox"/>	Audio Visual	February 1	Shakedown Sounds & Lighting
<input type="checkbox"/>	Cleaning	February 1	H&S Services Inc.
<input type="checkbox"/>	Customs	February 1	North American Logistics Services Inc.
<input type="checkbox"/>	Decorating/FurnitureCarpet/Signs/Labour	January 25	Stronco Show Services
<input type="checkbox"/>	Electrical/Air/Plumbing	January 25	SHOWTECH Power & Lighting
<input type="checkbox"/>	Electrical Safety Code/ Permission to Show	January 25	Electrical Safety Authority
<input type="checkbox"/>	Exhibitor Badge Order Form	February 1	Spring Fishing & Boat Show
<input type="checkbox"/>	Forklift Service	January 25	Stronco Show Services
<input type="checkbox"/>	Telephone/Internet Services	February 1	The International Centre Telecommunications Department
<input type="checkbox"/>	Sign/Banner Hanging	January 25	SHOWTECH Power & Lighting
<input type="checkbox"/>	Transportation	January 25	Stronco Show Services

GENERAL SHOW INFORMATION

SHOW DATES & HOURS

Friday, February 16, 2024 12:00 p.m. – 8:00 p.m.
Saturday, February 17, 2024 9:00 a.m. – 6:00 p.m.
Sunday, February 18, 2024 9:00 a.m. – 5:00 p.m.

MOVE-IN DATES & HOURS

Thursday, February 15, 2024 12:00 a.m. to Friday, February 16, 9:00 a.m.

To efficiently accommodate exhibitors and save exhibitors' time, Show Management will send out an official move-in schedule 3 weeks prior to the show. All exhibitors will be given a designated move-in date & time and those who do not abide by the schedule will be served on a first-come, first-serve basis.

MOVE-OUT DATES & HOURS

Sunday, February 18, 2024 5:00 p.m. - 11:59 p.m.

ENTRY TO THE SHOW

Show Management reserves the right to refuse admission to the show building to any visitor, exhibitor, or contractor who, in the opinion of Show Management, is unfit, intoxicated, or in any way creating a disruption of the show.

For security reasons, Exhibitors will be required to wear their exhibitor badge in a prominent location when entering the building

SHOW OFFICE

Throughout the entire show period, Show Management will maintain a show office located upstairs in Hall 5, to assist all exhibitors and attendees.

SHOW LOCATION

The International Centre
Halls 5
6900 Airport Road
Mississauga, ON L4V 1E8
Tel: (905) 677-6131
Fax: (905) 677-3089

PRODUCED BY

Canadian Outdoor Sport Shows Inc.
215 Loretta Crescent
Stouffville, ON L4A 1H4
canadianoutdoorsportshows.com
springfishingandboatshow.com

SHOW MANAGEMENT

Andrew Pallotta – Show Manager
Tel: (416) 802-2277
Fax: (905) 640-2278
Email: andrew@fishandboatshow.com
Vita Pallotta – Administrator
Tel: (416) 662-3474 / (905) 640-2277
Fax: (905) 640-2278
Email: vita@fishandboatshow.com
Victoria Pallotta – Account Executive
Tel: (647) 988-4842 / (905) 640-2277
Fax: (905) 640-2278
Email: victoria@fishandboatshow.com

DIRECTORY OF SUPPLIER SERVICES

<u>SERVICE</u>	<u>CONTACT</u>	<u>ADDRESS</u>
Audio Visual	Exhibitor Services Department Tel: (416) 285-9051 Fax: (416) 757-2666	Shakedown Sounds & Lighting 39 Riviera Drive, Unit 1 Markham, ON L3R 8N4
Booth Cleaning	Neil Moore Tel: (416) 548-7433	H&S Services Inc. 91 Skyway Avenue, Suite 207 Toronto, ON M9W 6R5
Catering Sample Food and/or Beverage Distribution	info@internationalcentre.com Fax (905) 678-4681	The International Centre 6900 Airport Road, P.O. Box 83 Mississauga, ON L4V 1E8
Customs	Joe Macdonald Tel: (416) 585-8227 or jmacdonald@nalsi.com Fax: (905) 951-9613	North American Logistics Services Inc. 49 Simpson Road Bolton, ON L7E 2R6
Decorating, Furniture Rental, Booth Carpet Rental, Signs, Plants, Labour & Forklift Service	Exhibitor Services Department Tel: (800) 665-2621 or (905) 270-6767 Fax: (905) 270-6771	STRONCO SHOW SERVICES 1510 Caterpillar Road, Unit B Mississauga, ON L4X 2W9
Electrical, Compressed Air, Plumbing	Exhibitor Services Department Tel: (905) 283-0550 Fax: (905) 283-0551	SHOWTECH Power & Lighting 5675 McLaughlin Road Mississauga, ON L5R 3K5
Fire Safety/Fireproofing	Captain Brian Walsh Tel: (905) 896-5913 Fax: (905) 896-5498	City of Mississauga Fire Department 15 Fairview Road West Mississauga, ON L5B 1K7
Hotel	Reservations Tel: 905-678-1401 or Toll Free 1-800-565-5769	Four Points by Sheraton Toronto Airport 6257 Airport Road Mississauga, ON L4V 1E4
Information Regarding Approval of Electrical Equipment	Customer Service Centre Tel: (877) 372-7233 Fax: (800) 667-4278	The Electrical Safety Authority Customer Service Centre P.O. Box 24143, Pinebush Postal Outlet Cambridge, ON N1R 8E6
Public Relations	Andrew Pallotta Tel: (416) 802-2277	215 Loretta Crescent Stouffville, ON L4A 1H4
Security	Treena Didine Tel: (416) 885-1946 Fax: (519) 746-9044	Tone-Gar Security Services Inc. 645 Westmount Road East Unit #14 Kitchener, ON N2E 3S3
Sign/Banner Hanging	Exhibitor Services Department Tel: (905) 283-0550 Fax: (905) 283-0551	SHOWTECH Power & Lighting 5675 McLaughlin Road Mississauga, ON L5R 3K5
Telephone/Internet	Encore Canada Tel: (905) 678-5120 Fax: (905) 366-0274 Email: TICC@EncoreGlobal.com	The International Centre Telecommunications Dept 2365 Matheson Blvd. East Mississauga, ON L4W 5B3
Transportation	Exhibitor Services Department Tel: (800) 665-2621 or (905) 270-6767 Fax: (905) 270-6771	STRONCO SHOW SERVICES 1510 Caterpillar Road, Unit B Mississauga, ON L4X 2W9

AUDIO VISUAL

Audio visual equipment can be ordered through Shakedown. An order form for these services can be found on our website.

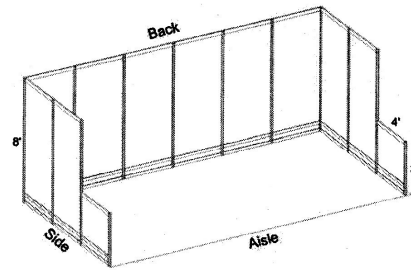
BOOTH DESIGN RULES

Please be sure to follow the rules & regulations stipulated below that pertain to your specific booth type. Please be advised that all booth displays are subject to Show Management's approval. If your booth contravenes these regulations, please submit a request in writing. Show Management will review your needs and a decision will be relayed quickly.

- **All booth space will be provided with curtaining.**
- Show Management reserves the right to mask unsightly areas at the expense of the exhibitor.
- Signs are intended to identify your exhibit space. Signage must be single sided unless you are an island or peninsula booth (see regulations below), face the aisle, be finished on the back side, and be within the specified height regulations stated below.
- **NO BACKWALLS OR SIDEWALLS MAY EXCEED 8 FT. IN HEIGHT UNLESS YOU HAVE AN ISLAND BOOTH.**
- **Booth materials and configurations are subject to the policies of the facility. Please contact Show Management for any non-uniform set-ups. Use of canopies, platforms, or other variables could result in restrictions or obligations on the part of the exhibitor.**
- Exhibitors with displays or exhibits requiring suspension from the ceiling of the exhibit hall are limited to specific areas where fastening may be possible and must contact SHOWTECH. Power & Lighting at (905) 283-0550). **Cost is the responsibility of the exhibitor.**
- All suspended materials and attachments wires, etc., must be removed after show closing. **Any materials left after move-out will be removed at the exhibitor's expense.**

Description of Booth Types:

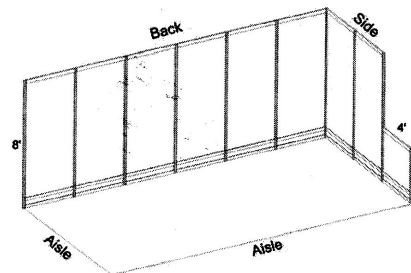
In-line Booth is one or more standard units in a straight line with neighbours on both sides.



Walls – The back wall must be 8 feet in height and the sidewalls must be no higher than 3 feet for a minimum of 4 feet from the aisle based on 10' deep booths (15' booth must be a minimum of 5' from the aisle). Both sides of the wall must be finished.

Signage – Top of the sign can be no higher than 12 feet from the floor. Signs must be one-sided and face the aisle. Reverse side must be finished.

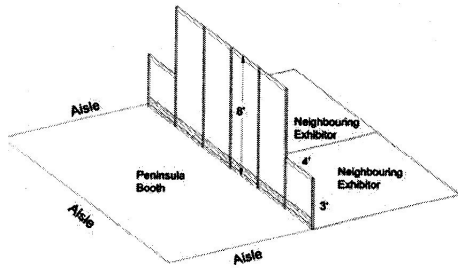
Corner Booth is a booth that has an exhibitor on one side only.



Walls – The Back wall must be 8 feet in height and the sidewalls must be no higher than 3 feet for a minimum of 4 feet from the aisle based on 10' deep booths (15' booth must be a minimum of 5' from the aisle). The exception to this booth type is that the side wall adjacent to the aisle is optional.

Signage – Top of the sign can be no higher than 12 feet from the floor. Signs must be one-sided and face the aisle. Reverse side must be finished.

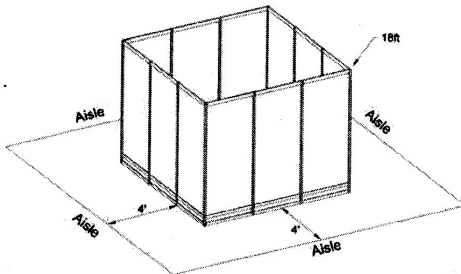
Peninsula Booth has three sides open to aisles and a wall adjoined to a neighbouring exhibit.



Walls – Back walls must not exceed 8 ft. in height and the side walls are to be graduated. All walls are to be on both sides. Full back walls are permitted only if preauthorized by Show Management.

Signage – Top of the sign can be no higher than 15 feet from the floor. If attached to the back wall, sign must be one-sided with a finished reverse side. If hanging from the centre of the booth, sign may be four-sided.

Island Booth has all four sides open to the aisles.



Walls – No walls permitted along an aisle. Height structures within booth space are limited to 18'. Unique designs must have show Management's approval.

Signage – Top of the sign can be no higher than 18 feet from the floor. Signs can be four-sided but must be finished on all sides.

Booth Flooring

Exhibitors with carpet/flooring may bring their own or rent it from the Show Decorator, STRONCO SHOW SERVICES. Exhibitors should use double-sided cloth tape as it is your best choice for easy removal. H&S Services Inc. does not recommend the use of packaging tape, duct tape, general purpose tape or double-sided foam tape. Double-sided cloth tape can be purchased through H&S Services Inc. at (416) 548-7433. **Any flooring adhesive left behind after the show will be removed by H&S Services Inc. with**

the charge of removal of tape residue being billed directly to the exhibitor.

Cleaning Services

Show Management attaches the utmost importance to the cleanliness of the building and the presentation of a neat appearance to visitors at all times. All aisle carpets will be cleaned daily by Show Management.

However, exhibitors are responsible for the appearance of their own booths. Should exhibitors require janitorial services (vacuuming, carpet shampooing, dusting and garbage removal), please contact H&S Services Inc. at (416) 548-7433.

An order form for these services can be found on our website.

Compressed Air

Exhibitors requiring compressed air should contact:

SHOWTECH Power & Lighting

5675 McLaughlin Road

Mississauga, ON L5R 3K5

Tel: (905) 283-0550

Fax: (905) 283-0551

Contact: Exhibitor Services Department

An order form for these services can be found on our website or directly at www.showtech.ca.

Contests/Prizes/Giveaways

The Spring Fishing & Boat Show will be strictly adhering to the guidelines for running contests and competitions as stated in the *Competition Act* as follows:

“Competitions and like promotions conducted by exhibitors in conjunction with their displays shall be of a clear-cut nature and free of any obligation to the winner. The award or awards, and the terms of same, must be clearly stated on the entry/ballot form. Awards which are conditional upon placing an order, or which represent a credit to be applied as part payment of an order, are not permissible.”

In addition, Show Management states that:

- All contests must have prior approval from Show Management. Contest rules & regulations and a release form can be found on

our website. The release form along with a ballot form must be submitted for approval prior to **February 1, 2024**.

The following conditions must be clearly stated on the ballots:

- Approximate retail value
- No purchase necessary
- Not redeemable for cash
- Delivery/Installation included or not included
- Consent from the customer to be contacted for promotional purposes
- Information obtained from the ballots is to be used solely by the exhibitor who collects the information and solely for the purpose mentioned on the ballot.
- Show Management reserves the right to terminate any contest that does not comply with the *Competition Act* or with Show Management's regulations, by removing ballots from the booth.

For more information on the *Competition Act*, please contact the Competition Bureau at 1-800-348-5358.

This policy is in place to protect the consumers, as well as the Exhibitor. If you are planning a contest, please return the Contest/Prizes/Giveaways/Release Form Order forms can be found on our website.

Copyrighted Materials

Each exhibitor is responsible for obtaining all necessary licenses and permits to use music, photographs or other copyrighted material in an exhibitor's booth or display. No exhibitor will be permitted to play, broadcast or have performed any music or use any other copyrighted material, such as photographs or other artistic works, without first presenting to Show Management proof satisfactory that the exhibitor has, or does not need, a license to use such music or copyrighted material. Show Management reserves the right to remove from the exhibit hall all or any part of any booth or display which incorporates music, photographs or other copyrighted materials for which the exhibitor fails to produce proof that shall remain liable for and shall indemnify and hold Show Management and the facility, their agents and employees harmless from all loss, costs, claims, causes of action, suits, damages, liability, expenses, exhibitor's agents or employees of any patent, copyright or trade secret, rights or privileges.

Customs Brokerage Services

EXHIBITORS SHIPPING GOODS FROM OUTSIDE CANADA

The Spring Fishing & Boat Show has obtained special privileges from Canada Customs in order to facilitate the entry of goods into Canada for exhibition purposes at this meeting. For the convenience of exhibitors who ship materials from the United States or other countries, arrangements have been made with North American Logistics Services Inc. to handle Customs clearance.

A. Exhibitors may ship their materials for display at the function duty-free, but subject to a deposit which can be handled by North American Logistics Services Inc.

B. Advertising matter, printed materials and nominal value give-away items are not subject to duties and taxes normally applied on imported goods. Exhibitors are responsible for all charges incurred by North American Logistics Services Inc.

C. For the duration of the event, the exhibit premises are a bonded area. Therefore, no display items may be removed from the show area without the knowledge and consent of North American Logistics Services Inc., Canada Customs, Service Contractor, and Exhibit Management.

D. **Closing The Show:** Normal procedure at the close will require the exhibitor to repack and label their shipment(s). Goods to be displayed at another show may be transferred in bond or held in bonded storage in Canada for a maximum of two years.

E. All materials shipped to the show will be customs cleared after their delivery to the appropriate booth. Customs clearance will not affect exhibitor's access to materials for set-up.

FOR MORE INFORMATION, PLEASE CONTACT:

North American Logistics Services Inc.
49 Simpson Road
Bolton, ON L7E 2R6
Tel. (905) 951-1612; Fax (905) 951-9613
Toll-free : 1-8888-595-5357
Email : jmacdonald@nalsi.com

Exhibitors must assume all responsibility for charges which may be assessed by customs against any shipments set to the show. It is further understood that Show Management is held harmless from any and all duties and taxes arising from such shipments.

It is important that bonded shipments be dispatched to arrive at least one week prior to move-in dates to allow for customs

clearance. Shipments must be prepaid and should be consigned as follows:

Name of Exhibitor, Booth # •
The Spring Fishing & Boat Show
c/o North American Logistics Services Inc.
49 Simpson Road, Bolton, ON L7E 2R6
Contact: Joe Macdonald
Tel: (905) 951-5499 or 1-888-595-5357
Fax: (905) 951-9613
Box _____ of _____

Notify: North American Logistics Services Inc. for customs clearance

Decorating/Furniture Rental/Carpet/Plants/Labour/Booth Rental

STRONCO SHOW SERVICES is the official general service contractor for the show. They provide furniture, carpet, plants, booth rental and labour/forklift service etc. Make your arrangements before the deadline date of **January 25** and you will receive the “advance prices”. All order forms for these services can be found through the link on our website or directly at www.stronconline.com.

STRONCO SHOW SERVICES
1510 Caterpillar Road, Unit B
Mississauga, ON L4X 2W9
Tel: (905) 270-6767 or (800) 665-2621
Fax: (905) 270-6771
Contact: Exhibitor Services Department

Display & Distribution of Materials

Display and distribution of advertising material is not permitted outside the confines of the booth space.

Display Vehicles

Exhibitors who wish to have a vehicle in their exhibit space must inform Show Management of their intent and purpose. Safety precautions are needed and sponsorship regulations may prohibit certain types of vehicles. Please call (416) 802-2277 for approval, regulations and delivery scheduling. Any vehicle driving onto or off the show floor must have a Floor Manager to act as a “spotter” to direct the vehicle.

Please review the “Fire Regulations Governing Exhibits and Displays in Public Buildings” information sheet provided by the City of Mississauga Fire Department can be found on our website.

Electrical Safety Code Requirements

The *Ontario Electrical Safety Code* (Ontario Regulation 10/02) is the provincial regulation that defines the requirements for electrical installations and electrical products in Ontario. The Electrical Safety Authority is responsible for enforcement of the *Ontario Electrical Safety Code*.

Rule 2-022 of the *Ontario Electrical Safety Code*, a provincial regulation, states that any electrical equipment that is being displayed, offered for sale or used in any show, convention, or similar exhibition, **MUST BE APPROVED**.

Electrical equipment is considered to be approved if it bears the certification mark or Field Evaluation label of an organization that has been accredited by the Standards Council of Canada to approve electrical equipment. If these markings are missing, the equipment is considered not approved.

These markings are not to be confused with similar markings used to identify equipment, which is approved for use in the United States and other countries. Here is a list of all approved certification marks or Field Evaluation markings accepted in Ontario:

1. Electrical Safety Authority (ESA)
2. Canadian Standards Association (CSA)
3. Entela
4. MET Laboratories Inc. (MET)
5. Intertek Testing Services
6. OMNI Environmental Services Inc.
7. Quality Auditing Institute
8. TUV Rheinland
9. TUV America
10. Underwriters' Laboratories of Canada (UCL)
11. Underwriters Laboratories Inc.

Note:

1. Electrical equipment must be approved as an assembled unit. Electrical equipment that consists of an assembly or combination of other individually approved electrical equipment or devices is considered unapproved.
2. The exhibitor is expected to make every reasonable effort to have electrical equipment approved prior to the show. The Electrical Safety Authority will permit equipment to be shown as stated in Rule 2-022(5) of the *Ontario Electrical Safety Code* for specific equipment and for a determined period of time. However, the exhibitor is requested to obtain written permission to show the equipment at the event from the Electrical Safety Authority.

A fee will be administered for this service. **An order form for this service can be found on our website under Vendor Information.**

Permission to show should be displayed with the equipment during the entire show, and does not provide permission to energize unapproved electrical equipment. **Failure to comply with any of these regulations could result in the equipment being ordered removed from display.**

ELECTRICAL SAFETY AUTHORITY
P.O. Box 24143
Pinebush Postal Outlet
Cambridge, ON N1R 8E6
Tel: (877) 372-7233
Fax: (800) 667-4278
Contact: Customer Service Centre

Electrical Services

The exclusive electrical supplier for the International Centre is SHOWTECH Power & Lighting. Make your arrangements before the deadline dates and you will receive the “advance prices”. Order forms for these services can be found on our website or directly at www.showtech.ca.

SHOWTECH Power & Lighting
5675 McLaughlin Road
Mississauga, ON L5R 3K5
Tel: (905) 283-0550 Fax: (905) 283-0551
Contact: Exhibitor Services Department

Please be advised that any power or power required on a 24 hour basis will need to be ordered directly from SHOWTECH Power & Lighting and is at the exhibitor’s expense.

Exhibitors are not permitted to install any electrical wiring devices on-site other than regular extension cords. All on-site wiring and connections must be done by SHOWTECH.

Any electrical signs or lighting attached to the building structure must be installed by SHOWTECH.

Extension cords must be of the three-prong type (i.e., grounded) and must contain wires of the proper size to carry the electrical load. Cube taps or cube tap extension cords are not permitted.

The following power services are available throughout the buildings: 800 watt, 120 volt duplex outlet, approximately 6 amps; 1500 watt, 120 volt duplex outlet, approximately 12 amps; 15 amp, 120 volt outlet and 24 hour, 1500 watt, 120 volt duplex outlet.

Building Voltage: 120-208-600 volts. Other voltages are available upon request from SHOWTECH Power & Lighting. For any special requirements please contact SHOWTECH no later than 3 weeks prior to the move-in date for a quotation.

POWER TO ALL EXHIBITS WILL BE TURNED OFF NIGHTLY FOLLOWING AT SHOW CLOSING.

Exhibitor Badges

The number of exhibitor badges provided will be based on the square footage of exhibit space purchased. Badges are issued in the name of the contracted company only. The exhibitor badge order form can be found on our website. Please complete and return your form by February 1, 2024. **Badges will not be mailed out in advance.**

There will be a \$5.00 charge for each lost or additional badge ordered. For additional badges, payment must accompany the order form. Cash, cheque, Visa or MasterCard are accepted. Cheques must be made payable to **Canadian Outdoor Sport Shows Inc.**

Exhibitor badges will be available for pick up at Exhibitor Registration which is located at the Main Entrance of Hall 5. Please take into consideration that the registration desk is very busy 1 hour prior to show opening. If you have numerous staff working your booth throughout the show, they may pick up their own badges at the desk. If you prefer to have one person pick up all the badges, your authorized representative will be solely responsible for the distribution of those badges to each staff member prior to the arrival of the show. **Exhibit space must be paid in full before exhibitor badges will be released.**

Exhibitors must wear their badge at all times; it will be easier for visitors to identify your company and your employees. As well, your exhibitor badge must be shown to security to gain admittance to the show. It is imperative that your staff is informed of this policy as they will be refused entry without a badge.

We appreciate your cooperation and courtesy in this matter.

Exhibitor Complimentary Passes

Exhibitors may purchase complimentary passes for distribution to their customers and prospective customers. An order form for these tickets can be found on our website.

Exhibitor Parking

All parking for exhibitors and visitors at the International Centre is free of charge. There will be a designated area of exhibitor parking during the show.

Facility Care – Floor & Wall Damage

Exhibitors wishing to lay tile or other floor covering, or build any structure, may not adhere it directly to the building floor. It is required that building paper, plastic sheeting, or some other suitable protection be laid on the building floor.

Exhibitors with carpet/flooring should use double-sided cloth tape. H&S Services Inc. does not recommend the use of packaging tape, duct tape, general purpose tape or double-sided foam tape. Double-sided cloth tape can be purchased through H&S Services Inc. at (416) 548-7433. **Any flooring adhesive left behind after the show will be removed by H&S Services Inc. with the charge of removal of tape residue being billed directly to the exhibitor.**

Building Management strictly prohibits the following:

- the fastening of material to concrete floors by means of ramset fasteners or masonry nails.
- the fastening of nailing strips to any of the building walls, by any means.
- the painting of floors or walls in any part of the building.

Exhibitors are also responsible for oil, grease or any general damage to the floor.

Fire Regulations

The purpose of these requirements is to maintain an acceptable level of fire safety within the International Centre. The Facility/City of Mississauga Fire Department will strictly enforce these policies.

Display Materials

1. The following materials shall be flameproof if used for display or decorative purposes: Artificial flowers or foliage, plastic materials, split wood and bamboo fibres, textiles, paper (cardboard or compressed paperboard less than 1/8" in thickness is considered to be paper). Wallpaper is permissible if pasted securely to walls or wall board backing. Foam plastic cored art board shall be coated on all sides with a fire retardant paint, or varnish. Edges to be encased in a metal "U" channel or metal "muffler" tape. Tape

must extend at least 3/4" on face and reverse of board.

2. The use of the following materials shall be prohibited: Acetate fabrics, corrugated paper box boards, non-seam paper, paper backed foil, unless glued securely to suitable backing.
3. It is not necessary to flameproof textiles, paper and other combustible merchandise on display for sale, but the quantity so used shall be limited to the displaying of one salvageable length. Each sample must differ in color, weave or texture.

Flame Producing Devices

All exhibits having open flame devices must be accepted by the Fire Department. The general rules are:

1. Flame shall not be used solely to attract attention.
2. Exhibits utilizing flame producing devices must be attended at all times.
3. The use of an open flame is limited to certain articles of merchandise where the operation of an approved appliance or device definitely helps to promote the sale of such equipment.
4. Where candles are offered for sale, not more than four candles may be lighted at any one time, and they must be shielded by hurricane type chimneys. If glass contained candles are lighted, the flame must not extend above the rim of the container.

Flammable Gas

ONE 5 LB. PROPANE CYLINDER ONLY AS APPROVED UNDER THE PROPANE STORAGE, HANDLING AND UTILIZATION CODE FOR DEMONSTRATION PURPOSES. WHEN A CYLINDER IS USED WITH A SELF-CONTAINED PROPANE HAND TORCH OR SIMILAR EQUIPMENT IT SHALL HAVE A MAXIMUM WC OF 2 1/2 LBS.

1. Equipment must be set up as remote as possible from public aisles, and installed in a manner to comply with approved safety standards.
2. One 40 cu. Ft. cylinder of acetylene will be permitted for use in Arts & Crafts type displays and for demonstration purposes.

Aerosols

1. It is permissible to exhibit one pressurized container, not exceeding one pint capacity

of each product classified as a flammable liquid.

2. Non-flammable products are not restricted.

Vehicles

1. Motor vehicles or gasoline-powered equipment on display must be equipped with lock-on type gasoline tank caps and batteries are to be disconnected. Gasoline tanks must not be filled beyond the $\frac{3}{4}$ mark in order to allow for expansion of product. Vehicles unable to be equipped with lock-on type caps must have caps sealed in a manner acceptable to the Fire Department.
2. Running of display vehicles during exhibit is prohibited unless approved by the Fire Department.
3. Shows requiring vehicles to run as part of a performance or contest must fill vehicle outdoors from approved safety containers. Propane charged cylinders are not permitted on self-propelled vehicles or trailers on display inside buildings.
4. If at any time an Inspector deems that equipment is being operated in a manner dangerous to public safety, he shall cancel the privilege of the exhibitor concerned.

Display Layout

1. Display must not encroach on exit doorways.
2. No portion of a display shall project into any aisle as designated for the show concerned.
3. The aisle clearance at the bottom and top of a stairway shall be equal to the width of the stairway. Access to exits shall be maintained clear.
4. Where the occupant load exceeds 200 persons in the assembly occupancy containing non-fixed seating, the seats shall be fastened together in units not less than 4 or more than 12, or each end seat abutting an aisle shall be securely fastened to the floor. If the area is enclosed, approved illuminated EXIT signs are required.
5. Fire protection
 - a) If fire protection equipment is located within the exhibit space, it shall be the responsibility of the Show Management to provide direct and unobstructed access to such equipment
 - b) a fire extinguisher bearing the Underwriters' Laboratories of Canada

designation 2-A shall be provided and maintained for each 3,000 square feet of floor area.

- c) In every eating establishment wherein cooking is conducted, there shall be provided and maintained therein, one dry chemical fire extinguisher bearing the Underwriters' Laboratories of Canada Designation 40-BC.
 - d) In every eating establishment and exhibit or display in which commercial cooking equipment producing grease-laden vapours are used, the cooking equipment shall be installed and exhaust ventilated in conformance with the requirements of the *Ontario Building Code*.
 - e) An approved fire extinguisher must be installed in exhibit areas where flame producing devices are used, or when required by an Inspector.
6. Hay, straw, shredded paper and excelsior packing must be removed from the building unless it can be returned to tightly closed packing containers.
 7. Any enclosed showroom with an excess of 2,000 sq. ft. or an occupancy of 60 persons must have two means of egress as remote as possible.
 8. Boxes, crates and cartons from which merchandise has been removed, must be piled neatly in a storage area designated by Show Management.
 9. Separation – A minimum of 20 feet wide separation shall be provided between any non-sprinklered, covered areas of over 200 square feet. Non-sprinklered areas of under 200 square feet will be determined based on combustible load and subject to approval by the operations department.
 10. Protection – Protection criteria for the covered areas which create the potential for obstruction of the building's sprinkler system.
 - a) The area of covered portion of a booth or the area of roofed area or platform which covers the floor area below.
 - b) The protection required for covered areas up to 200 square feet and between 200 and 800 square feet will depend on the use and the occupancy conditions within that area. Appropriate protection may include any or a combination of the following provisions:
 - I. A trained security guard to monitor against unsafe conditions;

- II. Smoke alarms within the covered areas;
- III. Additional hand fire extinguishers;
- IV. Sprinkler protection;
- c) This sprinkler protection need not be separately alarmed.
- d) The protection required for covered areas over 800 square feet will have proper sprinkler coverage.
- e) Exhibition booths with flame retardant fabric canopies not to exceed 200 square feet.

To pass materials: Hold materials to be tested in vertical position, apply flame to the lower edge for a minimum of twelve (12) seconds.

To pass a test of satisfactory resistance to flame spread, a material should not continue to flame for more than two (2) seconds after the test flame is removed.

Fireproofing

If you have any questions about fireproofing please contact Captain Brian Walsh of the City of Mississauga Fire Department at (905) 896-5913.

The following test (NFPA 701 Match Flame Test) may be used to determine if a material is flame resistant:

1. Cut off a small piece of the material (1½ inches wide by inches long) and hold it with a pair of pliers.
2. Hold a wooden match ½ inch below the bottom of the material 12 seconds.
3. If, when the match is taken away, the material stops burning within 2 seconds, it is flame resistant.
4. If the material goes up in flames immediately or continues to burn for more than 2 seconds after the match is removed, it is not flame resistant.

Helium Balloons

Helium balloons are not permitted at the show.

Hotel Accommodation

The Spring Fishing & Boat Show has partnered with Four Points Sheraton Toronto Airport which is located at 6247 Airport Road, Mississauga. To make reservations and take advantage of the special rate based on a single/double occupancy, simply call 905-678-1401 or Toll Free 1-800-565-5769 and please identify that you are an Exhibitor at the Spring Fishing & Boat Show and the room rates are in effect until January 15, 2024. A link

for reservations is provided on our website for your convenience.

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 exhibitors review their company insurance coverage prior to the show. Most insurance companies will provide additional riders if extra coverage is desired.

Exhibitors must carry insurance as stated in the rules & regulations of your contract. Conditions are as follows:

The exhibitor is responsible for the placement and cost of insurance relating to its participation in the show. The exhibitor shall obtain and maintain at its own expense during the period commencing on the first day of the move-in date and terminating on the last move-out date, a policy of insurance acceptable to management. The policy of insurance shall name Canadian Outdoor Sport Shows Inc. as loss-insured and insure the exhibitor against all claims of any kind arising from, or in any way connected with, the exhibitor's presence or operations at the show. The exhibitor shall carry liability insurance of \$2 million with a \$500 deductible. The exhibitor agrees to furnish immediately to management upon request, certificates of insurance pertaining to all policies of insurance carried by the exhibitor together with satisfactory evidence from the insurer of the continuation of such policies. If the exhibitor fails to comply with any of the foregoing, in addition to any other rights or remedies available to management at law or under these rules and regulations, management shall have the right to take possession of the display space for such purposes as it sees fit and the exhibitor will be held liable for the full contract price for the said space.

The exhibitor accepts all risks associated with the use of the exhibit space and environs. The exhibitor shall not make any claim or demand or take any legal action, whatsoever, against Canadian Outdoor Sport Shows Inc., the show sponsors or the facility for which the show is held, for any loss, damage or injury howsoever caused, to the exhibitor, its officers, employees, agents or their property. The exhibitor agrees to indemnify and hold harmless Canadian Outdoor Sport Shows Inc. sponsors and the facility, their respective agents, affiliates and employees, against all claims,

costs and charges of every kind resulting from their occupancy of the exhibit space or its environs, for personal injuries, death, property damages, or any other damage sustained by the exhibitor or its officers, agents, employees or those for whom in law are responsible, or Canadian Outdoor Sport Shows Inc. or a visitor to the show.

Internet Services

Telephone/internet services can be ordered through the International Centre Telecommunications Department. Order forms for these services can be found on our website.

Materials & Equipment Handling

- Forklift requirements are the responsibility of the exhibitor and should be ordered directly through STRONCO SHOW SERVICES.
- Standard size dollies will be available at the shipping entrances.
- Labour required for moving materials and equipment, set-up and dismantling of exhibitors is the responsibility of the individual exhibitor.

Move-In Dates and Hours

To efficiently accommodate exhibitors and save exhibitors time, Show Management will send out an official move-in schedule 3 weeks prior to the show. All exhibitors will be given a designated move-in date & time and those who do not abide by the schedule will be served on a first-come, first-serve basis.

Please be advised that all booths located in front of loading doors will be the last to move in and the first to move out.

Due to safety, liability and production reasons, vehicles cannot be permitted on the exhibit floor unless for moving in your boats. All unloading must take place from designated areas. Vehicles must be removed from the loading area immediately after unloading.

Exhibitors may remain in the building until 8:00 pm on Thursday, February 15th, 2024, and Friday, February 16th, 9:00 a.m. to set up their booth. Forklift service is only available during official move-in hours.

If you have outside personnel installing your booth, please make sure they are advised of the move-in days and hours.

Move-Out

Sunday, February 18, 2024, 5:00 p.m. – 11:59 p.m. (1/2 hour required for aisle carpet removal)

No dismantling or removal of exhibits or exhibit material is permitted before the close of the show. No crates will be removed from the storage area to the booths until **after** the aisle carpets have been rolled up and removed. **Please do not place any product on the aisle carpet until it has been removed.** Please be advised that a 1/2 hour will be needed for aisle carpet removal. Exhibitors are urged to 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. Show Management assumes no responsibility for losses. Release forms are not required during move-out.

The hall must be cleared by 11:59 p.m. on Sunday, February 18, 2024. Any material not removed from the exhibition hall by 11:59 p.m. will be removed and stored by our official transportation company at the expense of the exhibitor.

Dollies will be available for use at the receiving doors once the aisle carpet has been completely removed and must be returned when finished.

If you have outside personnel dismantling your booth, please make sure they are advised of the above move-out schedule.

Payment of Exhibit Space Rental

Full payment of exhibit space must be received by February 1, 2024. If you have any questions regarding your balance, please contact Vita Pallotta at (905) 640-2277. Show Management will refuse the use of space to any exhibitor who has not made full and final payment.

Photography

Exhibitors may engage their own photographer, if desired. Permission to do so must be granted by Show Management. Shots requiring the use of a tripod may only be taken during non-show hours when the public is not admitted to the building.

Plumbing Services

Exhibitors requiring plumbing services should contact:

SHOWTECH Power & Lighting
5675 McLaughlin Road
Mississauga, ON L5R 3K5
Tel: (905) 283-0550
Fax: (905) 283-0551
Contact: Exhibitor Services Department

Order form for these services can be obtained through the following at www.showtech.ca.

Propane/Natural Gas

If any propane or natural gas fired equipment is to be displayed in an exhibitor's booth, the exhibitor must contact Show Management, prior to move-in, explaining the nature of the equipment. Requests will then be submitted to the City of Mississauga Fire Department for approval, rejection or limitations:

Enclosed are some regulations:

Flammable Gas

1. One 5 lb propane cylinder only as approved under the *Propane Storage, Handling and Utilization Code* for demonstration purposes. When a cylinder is used with a self-contained propane hand torch or similar equipment it shall have a maximum WC of 2½ lbs.
2. Equipment must be set up as remote as possible from public aisles, and installed in a manner to comply with approved safety standards.
3. One 40 cu. Ft. cylinder of acetylene will be permitted for use in Arts & Crafts type displays and for demonstration purposes.

Retail Sales at Show

Exhibitors must have a valid Vendor's Permit in order to sell goods or services across the counter at the Spring Fishing & Boat Show. Any consumer complaints received with regard to the sale of such goods and services shall be immediately brought to the exhibitor's attention. If complaints cannot be settled to the mutual satisfaction of all concerned, Show Management reserves the right to act as an arbitrator and their decision shall be final and binding on all parties. In no way shall any of the foregoing be deemed to make Show Management a party to any contract of the purchase and sale of any goods or services of any exhibitor.

All sales including credit card sales must be in Canadian Funds or sales will be prohibited by Show Management. The currency must be clearly stated on the Credit Card Slip.

It is necessary that every exhibitor give a proof of purchase or a receipt to the customers, to be

shown to security when exiting the show. Exhibitors not providing a proof of purchase or a receipt to customers may be prohibited from further retail sales activity.

Sample Food and/or Beverage Distribution

Free sampling of food and beverages, within an exhibitor's own booth, must adhere to the regulations set forth by the facility and is only permitted with approval by Show Management and Sodexho Catering. If you plan to sample or distribute any food or beverages please contact Show Management and Sodexho Catering at (905) 671-1061.

Security

Exhibitors are responsible for their own booth security. Uniformed security guards will be on duty 24 hours a day throughout move-in, show days, and move-out. They are there to safeguard your interests. Please extend to them your fullest co-operation and courtesy in the performance of their duties.

Show Management requires the use of Release Forms by exhibitors removing material from the show during show days. This is for your protection.

Exhibitors are asked to report any losses to the Show Office immediately. Security personnel will conduct an investigation. **Show Management assumes no responsibility for losses.**

Security Service

The Official Show Security Contractor is:

Tone-Gar Security Services Inc.
645 Westmount Road East Unit #14
Kitchener, ON N2E 3S3

Exhibitors wishing additional security service must make arrangements at their own expense.

Shipping

Materials can be shipped in advance to our Advance Warehouse. Call Stronco Show Services at (800) 665-2621 or (905) 270-6767 to make these arrangements.

Show Management strongly recommends using our advance warehouse service. Doing so allows you to pre-ship your materials and have them arrive on a priority schedule. It eliminated waiting time and guarantees delivery before your scheduled move in time.

Materials being shipped directly to Show site must be clearly marked as follows:

Name of Exhibitor, Booth #
The Spring Fishing & Boat Show
The International Centre
Hall #5
6900 Airport Road
Mississauga, ON L4V 1E8

✓ **Note: Due to security risks, packages not properly marked will be refused.**

Shipments for Hall 5 will not be accepted until Thursday, February 15, 2024. Only prepaid shipments will be accepted on site during move-in. Show Management reserves the right to refuse non-paid shipments.

Show Floor Safety

The set-up and tear-down of an exhibit floor is defined by law as a construction zone. As such, safety shoes, protective eye, headgear and harness (as necessary) are strongly recommended in most cases and required in others. Keep your work area clean and tidy. Unsecured wires, trip hazards and sharp edges are everyone’s concerns. **Please also note that children are not permitted on the show floor during set-up and tear-down.**

Signs & Display Cards

STRONCO SHOW SERVICES can produce signs and display cards for your booth. It is advisable to order signs well in advance of the show to avoid premium prices. An order form for this service can be found by clicking into the following link www.stroncoonline.com.

Signs are available from:

STRONCO SHOW SERVICES
1510 Caterpillar Road, Unit B
Mississauga, ON L4X 2W9
Tel: (905) 270-6767 or (800) 665-2621
Fax: (905) 270-6771
Contact: Exhibitor Services Department

In-line and corner booths must have single sided signs with a finished back. **Only island and peninsula booths may have double sided signs if hung in centre of booth.**

Top of signs should be the following height from the floor:

In-Line Booth & Corner Booths	12 ft.
Peninsula Booth	15 ft.
Island Booth	18 ft.

Bottom of signs must be a minimum of 8 feet off the floor.

Smoking By-Law

The Spring Fishing & Boat Show is guided by the no-smoking by-law #406-79, which prohibits smoking in public areas. Any offender may be fined a maximum of \$5,000.

Soliciting

Soliciting of business and distribution of samples, souvenirs and literature, including solicitation by costumed personnel, must be confined to the exhibitor’s space. Soliciting is not permitted in the aisles, in other exhibitors’ booths, at any building entrance/exit, or anywhere on the grounds of The International Centre. Solicitation of exhibitors or visitors by non-exhibitors is strictly prohibited.

Sound Systems/Microphones

Sounds systems and microphone use will not be allowed by exhibitors. Home entertainment, music and other exhibitors producing sound must keep sound to a minimum within their own exhibit. Show Management reserves the right to control the sound level in the event it becomes a nuisance to other exhibitors.

The use of live bands, recorded music, public address systems, etc., is not permitted on the show floor or within the grounds of The International Centre unless authorized by Show Management.

Staffing of Exhibits

Exhibitors must maintain staff in their booths at all times during the hours of the show.

Storage of Empty Crates

Limited storage will be available on-site.

Removal of empty crates from your booth space, storage and return of the crates at the end of the show will be provided.

Please carefully identify every empty case, skid, crate or carton before it is placed in storage by completing and affixing the storage labels. Storage labels will be made available through STRONCO SHOW SERVICES.

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.

Telephones

Temporary on-site telephone services can be made through:

Encore Canada
The International Centre Telecommunications
2365 Matheson Blvd. East
Mississauga, ON L4W 6B3
Tel: (905) 678-5120
Fax: (905) 366-0274

An order form for this service can be found on our website.

Transportation

Exhibitors requiring assistance to ship displays, products, etc., may make arrangements by contacting the Official Show Carrier:

STRONCO SHOW SERVICES
1510 Caterpillar Road, Unit B
Mississauga, ON L4X 2W9
Tel: (905) 270-6767 or (800) 665-2621
Fax: (905) 270-6771
Contact: Exhibitor Services Department

A cost-effective alternative to using your own carrier, Stronco Show Services comes in during off hours to ensure that your shipment is there when you need it to be. Doing so allows you to pre-ship your materials and have them arrive on a priority schedule. It eliminates waiting time and guarantees delivery before your scheduled move in time. You and your staff or exhibit house can just show up and your shipment will be at your booth.

Please make sure that you pre-order material handling for your shipment.

An order form for shipping & material handling can be found on our website.



FOR ALL FORMS PLEASE VISIT
springfishingandboatshow.com