



DESIGNS FOR LIVING HOME & GARDEN SHOW

RULES & REGULATIONS

All exhibits and exhibitors are subject to all rules and regulations included in this section in addition to the Exhibitor Rules & Regulations stated on the reverse side of the Exhibit Space Contract, as well as the Booth / Exhibit Guidelines as stated in this exhibitor manual. In addition, all exhibits and exhibitors must abide by the rules & regulations of the Hamilton Convention Centre (HECFI). These rules are included in The Designs for Living Home & Garden Show Rules & Regulations.

Management has the right to make such changes, amendments and additions to the rules & regulations, as it shall deem necessary to the proper conduct of the Exhibition. Designs for Living Home & Garden Show Rules & Regulations, as amended, shall govern in all cases. Interpretation of its decision shall be final. Management may require exhibitors to make such alterations to their displays, as it deems necessary to the proper conduct of the Exhibition and, on failure to comply, may order the immediate removal of the entire exhibit at the Exhibitor's expense without compensation.

AUDIO / VISUAL RECORDING

Audio or visual recording of any event requires the written authorization of Show Management.

CARE OF RENTED SPACE

1. **Floors / Walls / Ceilings** – Painting, nailing or drilling of floors, walls, ceilings or any part of building is not permitted. Exhibitors wishing to lay floor coverings must use an adhesive that is easily removed and will not damage the floor. No signs or other articles to be fastened to the ceilings, walls, pipes or electrical fixtures.
2. **Stickers** - The Hamilton Convention Centre warns that exhibitors handing out adhesive backed promotional materials (sticker etc) will be charged for removal of this material from walls and floors of the building.

CONTESTS / COMPETITIONS

Contests or promotions conducted by exhibitors during Designs for Living Home & Garden Show must be free of obligation on the part of the winner. There must be “no purchase necessary” for all contests conducted at the show, or before prize material is collected. Show management must be notified of any contests being conducted when the value of the prize material exceeds \$500. Contests or promotions must be confined to the **exhibitor's own space**, unless otherwise stated by Show Management.

EXHIBITOR BADGES

Exhibit staff **must** wear a badge for access to the show. Exhibitors will be issued 10 badges for each booth. Additional exhibitor badges will be available at a rate of \$5 each. Each exhibitor **must** submit a complete list of staff expected to staff their exhibit. Exhibitor badges will include individual and company names. Staff not working at the show should be provided with Guest Passes for admission. Show management reserves the right to refuse admission to the show building to any visitor, exhibitor, or exhibitor(s) employees.

FOOD & BEVERAGE SAMPLING

No exhibitors are permitted to sample food or beverages without the advance written consent of The Hamilton Convention Centre. Please see the 'Sample Food and/or Beverage Distribution' Form.

FIRE SAFETY REGULATIONS

The building code prohibits the use of flammable materials in booth construction and décor. The Fire Marshall will remove equipment and materials considered hazardous at the exhibitor's expense. Fire regulations require all decorations be flameproof.

Exhibitors must comply with all local, provincial and federal laws, ordinances and regulations. Propane gas tanks shall be permitted only with the written consent of HECFI. Each tank shall not be connected to other propane tanks and shall be securely sealed against leakage.

INSURANCE

Show management, The Hamilton Convention Centre, or any of their affiliates will not accept responsibility for injury to any person(s), loss or damage to products, exhibits, equipment or decorations by fire, accident, theft or any other causes while in the building. Exhibitors or their agents must provide proper insurance for their own personnel, exhibits and materials against all such hazards. Exhibits that include running water features (hot tubs, pools, saunas, spas, etc), windows, doors, or landscape feature **must** carry full insurance for the entire duration of the show, including move-in and move-out.

Proof of insurance must be provided to Show Management before **February 26, 2010**. Please complete the enclosed mandatory proof of insurance form. Note that the deadline to order optional insurance through the official insurance provider is **February 26, 2010**.

PAYMENT OF ACCOUNT

Full and final payment for exhibit space must be made as of **Friday, January 31, 2010**. Show management reserves the right to refuse entry or exit to any exhibitor whose account has not been paid in full.

RETAIL SALES

Please provide your customers with a receipt of purchase to avoid any security problems when exiting the building.

SAMPLES / SOUVENIRS / BALLOONS

Distribution of samples, souvenirs, and promotional material and soliciting of business must be confined to the **exhibitor's own space**, unless otherwise stated by Show Management.

Only registered exhibitors and participants of the Designs for Living Home & Garden Show are permitted to promote or sell goods or services in the show. All other parties who attempt to make any solicitations without the approval of Show Management will be removed from the premises.

STAFFING OF EXHIBITS

Exhibitors are required to maintain a staff member in their exhibit at all times during the hours of the show. Security is an added problem when booths are not manned. Exhibitors are reminded that Show Management does NOT assume any responsibility for losses.