

## Policy for Exhibitors/Display Companies

We are thrilled to welcome you to our facility and trust that your time with us is successful. We pride ourselves in keeping the facility safe and in pristine condition. We appreciate your co-operation in adhering to the regulations listed below.

1. Alterations to any part of the structure of the Centre, or to items of furniture or equipment forming part of it, may not be made without prior written authorization from the event manager in each individual case. These prohibitions include the drilling of holes, mechanical fastening (nails, staples, push pins etc.), or adhesive fastening (tape, glue, sticky Velcro etc.), and the attaching in any manner of decals, promotional literature or items. Failure to comply will result in a \$50.00 minimum penalty per occurrence to the client. Labour/Repair charges will apply to remove prohibited products from the SCCN property
2. Use of masking, clear packaging and plastic based tape are prohibited. To secure booth flooring to Exhibit Floor, only cloth based tapes such as polyken or painters tape are acceptable. Labour/Repair charges will apply to remove prohibited tapes from the SCCN property.
3. Helium balloons, animals, birds or pets of any description require written authorization.
4. Sample food/or beverage products may not be distributed or sold by sponsoring organizations except upon written authorization. Please see the Sample food/or beverage exhibitor form.
5. Passenger elevators and escalators ARE NOT TO BE USED for transporting freight or equipment from level to level. This includes hand dollies/ handcarts and hand carrying boxes, easels, chairs, tables etc.
6. Protective footwear must be worn during move-in and move-out. At specific times, the Exhibit Floor (or parts therein) may be deemed as 'Construction' areas by the Show Manager. If you have been given permission to be on the floor at these times you will be required to wear an approved hard hat in the designated 'Construction' zone. When working higher than 3 meters (10 ft.) you must use fall protection.
7. It is recommended, as a fire safety precaution, and for insurance purposes, no one under the age of 16 years to be allowed in the exhibit area during move-in/move-out.
8. During move-in/move-out, exhibit halls, loading dock areas and back of the house service areas are considered hazardous work areas. As such, there shall be absolutely no drinking of alcoholic beverages, no horseplay and in general, any and all unsafe conditions or activities are to be corrected promptly
9. Storage for crates or other materials are not provided in the Centre. Exhibitors must make their own arrangements. All materials, boxes, signs and other materials must not be sent to the centre prior to the official move-in date as specified in your exhibitor manual and must be removed upon the completion of the event.
10. Use of pyrotechnics, hazer's, fog/smoke machines, or any other special effect/activity requires SCCN approval at least 3 weeks in advance. The Event Manager will need a full production schedule including rehearsals. Labour charges will apply for a fire watch.
11. Access to/or the use of the Exhibit Hall Floor ports is exclusive to SCCN Electrical and Mechanical staff. Exhibitors are not permitted to use these for any purpose.
12. Smoking is NOT PERMITTED anywhere inside or on the SCCN premises.
13. You are required to report any unsafe conditions or accidents of which you have knowledge to a security guard or event management employee.

**plan to be impressed.**