
INFORMATION KIT 2019

The Motorcycle — & ATV SHOW — EDMONTON —

JANUARY 11th – 13th, 2019
EDMONTON EXPO CENTRE
EDMONTON, ALBERTA
www.motorcycleshows.ca

POWER+SPORT™
SERVICES



SERVICES DE
SPORTS+MOTORISÉS

OPEN+ROAD®
Powersport Insurance

Dear Exhibitor:

We are very pleased that you have chosen to exhibit at The Motorcycle & ATV Show – Edmonton 2019. We have prepared this Exhibitor Information Kit to assist you with your preparations for exhibiting. Even if you have exhibited at the Show in the past, reading through it could save you much time, energy and money.

Enclosed you will find information regarding our order forms for services you may require at the show. Please return these promptly to the appropriate supplier(s), to ensure that the requirements for your exhibit space are met.

NOTE: All orders placed after the specified deadlines are subject to surcharges, see page 20 for final due dates.

We encourage you to take part in the VIP ticket program. For more information see page 13 of this booklet

NOTE: All other forms should be mailed or faxed to the appropriate suppliers.

If you need further information not covered in this Exhibitor Kit you may contact our Show Services Coordinator at infowest@powersportservices.ca or Sales Manager Brittany LaBrosse at brittany@powersportservices.ca or by calling 403-457-1080 or toll free at 1-855-598-3511.

Sincerely,



Laurie Paetz
Show Manager
Western Motorcycle Shows

The Motorcycle Shows are owned by:

Power Sport Services

Location | Suite 201, 3000 Steeles Ave East, Markham, ON L3R 4T9

Toll Free: 1-877-470-6642 | Office: 416-491-4449 | Fax: 416-493-1985

SHOW FACTS

SHOW: The Motorcycle & ATV Show - Edmonton

DATE: January 11th – 13th, 2019

SHOW LOCATION: Edmonton Expo Centre, Edmonton, Alberta

SHOW DATES AND HOURS:

Friday	January 11	NOON to 9:00 pm
Saturday	January 12	10:00am to 8:00 pm
Sunday	January 13	10:00am to 5:00 pm

All EXHIBITS MUST BE OPEN AND STAFFED DURING ALL SHOW HOURS.

ABSOLUTELY NO CHILDREN UNDER 16 ALLOWED ON THE FLOOR DURING MOVE-IN:

THURSDAY JANUARY 10TH FROM 8:00 AM - 8:00 PM AND FRIDAY JANUARY 11TH FROM 8:00 AM - 12:00 NOON AND MOVE-OUT SUNDAY JANUARY 13TH 5:00PM TO MIDNIGHT. The Alberta Ministry of Health and Safety and The Alberta Labour Board consider the show to be a construction site during move-in and move-out. NO EXCEPTIONS!

POWER SPORT SERVICES WESTERN REGIONAL OFFICE

Telephone: (403)457-1080 or toll free 1-855-598-3511

Suite 930, 10655 Southport Road S.W.
Calgary, AB T2W 4Y1

Fax: 1-888-552-6535

Website: www.motorcycleshows.ca

SHOW STAFF:

Laurie Paetz Show Manager

lpaez@powersportservices.ca

Brittany LaBrosse Sales Manager

brittany@powersportservices.ca

Show Services Coordinator

infowest@powersportservices.ca

SHOW OFFICE:

PLEASE REPORT TO THIS OFFICE DURING MOVE-IN TO PICK UP YOUR PRE-ORDERED EXHIBITOR BADGES AND WRISTBANDS. The Show Office is located just outside the front of Hall E under the show office sign.

Each employee is responsible for individual pick up of badges and wristbands

Please Note the SHOW OFFICE hours:

Thursday, January 10th – 8:00am to 8:00pm

Friday, January 11th – 8:00am to 9:00pm

Saturday, January 12th – 9:00am to 8:00pm

Sunday, January 13th – 9:00am to 6:00pm

SHOW COLORS: Black Draping (Back and Sides) with Red Aisle Carpet.

SHIPPING ADDRESS TO FACILITY:

All Shipments must be consigned to:

Attention: Edmonton Expo Centre
7515 118 Ave NW,
Edmonton, AB T5B 0J2
Attention: GES CANADA
HALL E Loading Dock
The Motorcycle & ATV Show - Edmonton
Your Company Name
Your Exhibit Space Number (s)

Goods delivered by common carrier will be received at the Edmonton Expo Centre commencing Wednesday, January 9th, 2019 from 8:00 am – 5:00 pm during show days.

Any goods delivered prior to January 9th will not be accepted and will be turned away.
PLEASE CONTACT GES CANADA for advance warehouse storage.

C.O.D. shipments will not be accepted by Show Management. All freight must be prepaid.

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- Dollies will not be released until the aisle carpet has been removed.

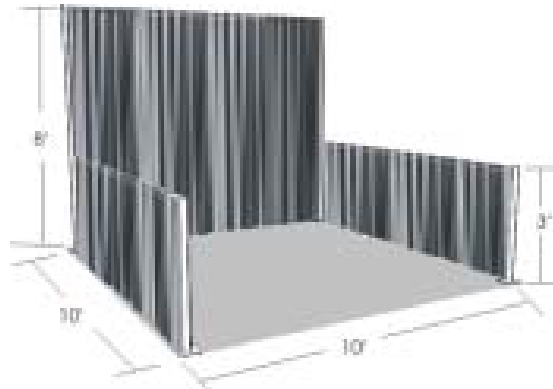
BOOTH REQUIREMENTS

1. PRODUCTS EXHIBITED:

Products exhibited are restricted to those products identified and approved on the Space Application/Contract. Show Management must approve all products in advance. Failure to provide information prior to the show can result in removal from the remainder of the show.

2. DISPLAY SET-UP AND APPROVAL:

BACKDROP AND SIDEWALLS - Management provides the following equipment for 10' x 10' booth rate exhibitors at no extra charge: 8 foot high drape backdrop and perimeter 3 foot high drape dividers between exhibits. Extra railing, carpet, and exhibit equipment can be rented from G.E.S Exposition Services, using the forms provided in the exhibitor login online after you've booked your space. (Exhibitor is to complete and mail). Please note that all on-site orders are subject to a premium surcharge.



All Display areas **MUST** have carpet or other appropriate floor covering throughout. Show Management reserves the right to restrict those displays that unduly hamper visibility to other displays. **Displays must not exceed 4' in height on either side and 8' in height on the back wall unless pre-approved by Show Management.** Show Management reserves the right to make final decisions in this regard. **Management reserves the right, at any time without prior notification, to alter exhibits, aisles, common carpet, feature sizes and locations in an effort to best serve the interest of the show. Their decision in this regard will be final.** Exhibitors planning to use special equipment or construction materials are required to submit plans to Show Management prior to **December 7th, 2018** to ensure compliance with show and union regulations.

Approved Display Vehicles: Safety precautions are a must. Sponsorship regulations may prohibit certain types of vehicles. Any vehicle driving onto or off the show floor must have a floor manager to act as a "spotter" to direct the vehicle. Please contact the Show Manager for approval and delivery scheduling. See Vehicle Traffic information on page 17 for a breakdown of regulations. **ONLY ¼ of a tank of fuel is permitted for ANY MOTORIZED VEHICLE along with locked gas cap and disconnected battery – Fire Marshall will be checking.**

3. BULK RATE DISPLAYS:

Backdrops and dividers are not permitted in bulk rate areas without pre approval from Show Management. Exceptions may be permitted in some cases, i.e. when a booth backs onto a wall or when sharing a back wall with another bulk exhibitor. Island booths requiring a wall must erect this wall in the center of their booth space. Exhibit walls must be finished on both sides to present an acceptable appearance to neighboring exhibits and the public.

4. INSURANCE/ LIABILITY:

Neither 8061246 Canada Inc. o/a Power Sport Services, Edmonton Expo Centre or The City of Edmonton 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. Exhibitors or their agents must provide adequate insurance for their own personnel, exhibits and materials against all such hazards. If the current insurance company that your business uses does not cover off-site or consumer show insurance we are able to provide you with an insurance company for the weekend. Visit www.exhibitorinsurance.com for more information on coverage and liability.

Every exhibitor is required to provide Show Management with proof of insurance by December 14, 2018.

5. SECURITY:

Security services will be provided during move-in, 24 hours on show days, and move-out until 12:00 a.m. Security is most difficult during the confusion of move-in and move-out segments of the Show. Watch your display and merchandise accordingly. Report any loss immediately to Show Management. **EVEN THOUGH WE HAVE SECURITY ON DUTY, 8061246 CANADA INC. o/a POWER SPORT SERVICES, GES CANADA, THE EDMONTON EXPO CENTRE and CITY OF EDMONTON WILL NOT ACCEPT ANY RESPONSIBILITY FOR LOSS OR DAMAGE OF MERCHANDISE DURING THE MOVE-IN, SHOW, AND MOVE-OUT OF THE MOTORCYCLE & ATV SHOW - EDMONTON. PLEASE INSURE YOUR OWN MERCHANDISE. **AS A REMINDER, EVERY EXHIBITOR IS REQUIRED TO SUBMIT PROOF OF INSURANCE COVERAGE TO SHOW MANAGEMENT PRIOR TO SHOW MOVE-IN. Coverage should include liability, theft and damage.**

NOTE: In the interest of providing the best possible security, exhibitors must leave the building within **30 minutes** after **show closing** and are allowed access **one hour prior to show opening**. Exceptions will be made provided exhibitors receive approval from show management. Exhibitors are asked to wear their exhibitor badge at all times while in the show facility.

6. FLOOR COVERING:

All Exhibitor spaces must be covered with carpet or appropriate covering throughout – **NO EXCEPTIONS ALLOWED**. Exhibitors wishing to lay their own floor covering must use an adhesive that will not damage the facility floor. We recommend that you get clearance with GES before you secure your flooring with it. See GES to purchase facility recommended double sided tape onsite. **3M tape products are NOT permitted.**

NOTE: ANY FLOOR CLEANING CHARGES WILL BE AT THE EXHIBITORS EXPENSE!

7. ELECTRICAL SERVICES:

No outlets or installations are provided by Show Management. If these are required, exhibitors must make arrangements with the official electrical contractor. Lighting, power outlets, rental of spots, floods and other lighting equipment and pre-wiring must be ordered from Show Tech Electrical Services. Electrical can be ordered on site or in advance by filling out the order form, or by calling **Show Tech at (780) 429-1162** (electrical, audio visual and banner hanging services). Or ordering online at <https://e.showtechordering.com/ST-00054379> Additional charges for any onsite orders will incur. All electrical equipment must conform to all C.S.A. or Alberta Electrical Approval requirements. Orders must be received by December 20, 2018 for advance pricing.

****EXHIBITORS MAY NOT SHARE OUTLETS****

8. PARKING PASSES: **Parking is not included with your booth space.** Edmonton Expo Centre charges all vehicles for parking. <https://edmontonexpocentre.com/exhibitor-parking/> Parking Passes will be on sale on Thursday January 10th just outside the Show Office.

9. 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 wear, headgear and harness (as necessary) are strongly recommended in most cases and required in others. Please keep your work area clean and tidy. Un-secured wires, trip hazards and sharp edges are everyone's concerns. Empty crates will be removed promptly to assist in freight free aisles.

10. TENTS, TRAILERS AND ENCLOSED STRUCTURES:

Any use of tents, trailers and enclosed structures must be preapproved by 8061246 Canada Inc. o/a Power Sport Services. Commercial grade fire extinguishers as well as fire alarms are mandatory as per the City of Edmonton Fire Regulations. Proof of fire proofing is requested, i.e. manufactures tag. **Tents and canopies must be approved for indoor use and have a permanently attached label indicating conformance to CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films". Commercial grade fire extinguishers as well as working smoke detectors are mandatory as per Fire Regulations.**

11. FIRE-PROOFING:

All exhibits must conform to the Edmonton Fire Marshall's regulations. For example, exhibit equipment must be flameproof, and flammable liquids and gases are subject to special regulations. With any specific questions on a product please contact our office for a copy of the City of Edmonton Fire Regulations.

IMPORTANT SHOW INFORMATION

1. SIGN APPEARANCES:

Professional signs are required and expected. No hand-written or “home-made” signs. All signs must be made of firm material that does not sag and must be made to post the sign properly. Use of duct tape or related materials may not be used to hang signs or used on support mechanisms. **Signage must not exceed the backdrop height of 8 feet, unless pre-approved by Show Management.**

2. SUBLETTING:

No exhibitor may sublet any portion of his or her allocated space to another supplier or dealer without the express written consent of Show Management. Only those items listed on the Space Application/Contract will be allowed in the booth. Any unauthorized products will have to be removed under the discretion of show management.

3. PAYMENT OF ACCOUNT:

Full and final payment for exhibit space must be made by **December 11, 2018**. Please contact the office if you need a copy of an outstanding balance forwarded to you prior to the above date. Show Management reserves the right to refuse entry to any exhibitor whose account has not been paid in full.

Account must be paid in full before exhibitor badges are handed out and move in can commence.

4. CANCELLATION POLICY:

No amount paid or payable once a contract has been accepted by Show Management is refundable in the event that the exhibitor does not use the reserved space. For complete details see the reverse side of the Space Application / Contract.

5. LATE COMERS / NO SHOWS:

Any space not claimed and occupied or for which no special arrangements have been made prior to **11:00 a.m., Friday, January 11th, 2019** may be resold or re-assigned by Show Management, without any obligation on the part of 8061246 Canada Inc. o/a Power Sport Services, The Motorcycle & ATV Show - Edmonton for any refund whatsoever.

6. STAFFING OF EXHIBITS:

It is mandatory that all exhibitors staff their exhibits at all times during the hours of the Show. ****Security is an added problem when booths are not manned****. Exhibitors are reminded neither 8061246 Canada Inc. o/a Power Sport Services Show Management, GES Canada nor the Edmonton Expo Centre, City of Edmonton assume any responsibility for losses, therefore, exhibitors should take all reasonable precautions to protect their own property, **including insurance. EXHIBITORS ARE NOT TO ROAM AISLES WITH PAMPHLETS, COUPONS, MASCOTS, etc, Staff must remain in your contracted booth space area.**

7. AISLE SPACE

Aisle space may not be used for exhibit purposes, or for general solicitation of business. Distribution of literature or other exhibit material is forbidden outside the immediate exhibit areas. Show management will be monitoring throughout the show. **ALL AISLE SPACE IS MEASURED ACCORDING TO FIRE REGULATIONS AND MUST REMAIN CLEAR AND FREE OF ALL DISPLAYS, SIGNAGE, etc.**

8. CARE OF PROPERTY:

Use of nails, screws, tape or any material, which could mark the floors, or walls of the exhibit hall is **strictly prohibited**. Any material needed to be hung from the facility ceiling please contact Show Tech Services with your requests. Exhibitors wishing to lay their own floor covering must use an adhesive that will not damage the facility floor. We recommend that you get clearance with GES before you secure your flooring with it. See GES to purchase recommended double sided tape. **3M tape products are NOT allowed. Any cleaning charges will be at the Exhibitors expense.** Also, to ensure safety, fire department regulations state that construction or ceiling decorations must not be fastened to the sprinkler system or fire extinguishers anywhere in the building.

9. PROJECTION AND SOUND EQUIPMENT

Without exception, the sound portion of audio-visual presentations must be kept at a level, which does not interfere with other exhibitors. **VOLUME WILL BE REGULATED BY SHOW MANAGEMENT.** The use of microphones is NOT permitted on the show floor unless preapproved by Show Management. Large-screen audio-visual presentations must be designed and regulated such that the viewing audience is contained within the confines of the rented space. A/V presentations, which cause audience overflow into neighbouring exhibits, or impede traffic flow in show aisles, may be ordered removed. All large screen A/V presentations must be approved in advance by Show Management.

10. BALLOONS...etc:

The use of helium balloons; glitter, confetti or the distribution of adhesive backed decals is **strictly prohibited** in any exhibit. Show Management reserves the right to remove any such product at any time.

11. ENTRY TO THE SHOW:

Show Management reserves the right to refuse admission to the show site to any exhibitor, or exhibitors' employees who, in the opinion of the Show Management, is unfit, intoxicated or in any way creates a disruption to the show. Dress should at all times reflect a family atmosphere. Please see Exhibitor /Display Standards for more information.

12. EXHIBITOR GIVEAWAYS, DRAWS, PROMOTIONS & CONTESTS:

All contests must have final approval from Show Management. Sales promotions and competitions conducted by exhibitors in conjunction with their display must be free of any obligation on the part of the winner. Prize winners must not be required to place an order before collecting the prize offered. The schedule of prizes and terms of the competitions must be approved by Show Management at least 6 weeks before the Show and comply with all the existing government regulations. Show Management reserves the right to terminate any contest, by removing ballots from the booth, if it does not comply with the Competition Act, or with Show Management regulations. For more information on the Competition Bureau call 1-800-348-5358.

13. SOLICITING, SOUVENIRS & SAMPLING: Exhibitor personnel or representatives distributing samples, souvenirs and promotional material or soliciting business, must do so in the confinement of their exhibit space. Exhibitors are encouraged to offer promotional prizes as a means to promote sales of displayed products or services. **Any food or beverage samples must be pre-approved by Show Management as well as the Facility Catering Department and are subject to additional costs set by the Edmonton Expo Centre.**

14. FIRST AID SERVICES:

The Edmonton Expo Centre will be equipped with First Aid dispensaries and attendants in their office located just outside the main entrance to Hall C. Report all accidents and/or injuries to First Aid, Edmonton Expo staff person as well as Show Management.

15. EDMONTON VISITOR'S INFORMATION:

The following are beneficial websites to go to and learn more about attractions in Edmonton before your visit begins. If you require any further information please contact our office.

<https://exploreedmonton.com/>

www.travelalberta.com

BADGES, WRISTBANDS AND VIP TICKETS

Please follow the proceeding step by step instructions to register your employee show badges for this year's Edmonton Motorcycle Show.

NO BADGES WILL BE MADE ONSITE - The cutoff date for changes or additions is December 14, 2018

Badges are issued free-of-charge for exhibit personnel in the following quantities:

10'x10' booth = 5	Bulk areas 1,501 – 2,000 sq. ft. = 20
Bulk up to 1,000 sq.ft.= 10	Bulk areas over 2,000 sq. ft. = 25
Bulk area 1,001 – 1,500 sq. ft. = 15	

Additional exhibitor badges (or replacement for any lost badges) if required, may be purchased at **\$16.00 each** (GST included) All badges and wristbands will be available in the show office beginning **Thursday January 10th, 2019** located in front of Hall E. Individual wristbands will be put on at the same time as you receive your name badge.

Wristbands must stay on for the duration of the show. Please have each individual staff member check into the show office with appropriate identification to pick up their badges and wristband.

- ***No employee can pick up badges or wristbands for any other employee.***
- ***ONLY BONA-FIDE EMPLOYEES OF THE EXHIBITING COMPANY, WORKING REGULARLY IN THE EXHIBIT, ARE ELIGIBLE FOR EXHIBITOR CREDENTIALS.***
- ***Badges are not transferable, and may be revoked at any time at the discretion of Show Management.***

Any exhibitor caught "badge" or "wristband" swapping will lose badge and wristband privileges and will be required to purchase entry for each day after an incident has occurred.

V.I.P. TICKETS:

V.I.P. tickets can be ordered through our office. We would recommend you to give them to your special customers as a thank you for their loyalty or use them to secure new customers. You will only be billed for tickets which are actually redeemed through the gates at a rate of \$12.00 including GST, per pass (\$3.00 less than the regular adult admission price). **There is a minimum order of 10 tickets.** There is no VIP Ticket youth rate available. To avoid errors in processing orders, only FAX or MAIL orders will be accepted. **NO TELEPHONE ORDERS PLEASE.**

Orders must be accompanied with a valid credit card number. Please have all orders in before **December 14th, 2018** if you would like the tickets to be mailed to you directly. Tickets can also be picked up at the show office when receiving your company's exhibitor badges. Orders may also be made at the show office during move-in or anytime during show hours please send an authorized company representative to do so. We also offer a Will Call system at the Show Office where tickets can be set aside for your clients. Please talk to our onsite Show Office staff for more information.

ADVANCE VIP TICKET SALES:

If retailers, companies or groups would like to pre-sell tickets to The Motorcycle & ATV Show - Edmonton, please contact our office at 403-457-1080 or toll free: 1-855-598-3511 or e-mail infowest@powersportservices.ca For the VIP ticket order form. We will list your business location and address on our website as an advance ticket retailer to drive people to your business. If you require assistance, we would be more than happy to walk you through the process.

SHOW SUPPLIERS

NOTE: Show Management recommends all exhibitors to order well in advance of due date due to holiday season schedule.

1. ELECTRICAL EQUIPMENT & BANNER HANGING SERVICES:

SHOW TECH POWER & LIGHTING

www.showtech.ca

9797 Jasper Ave

Telephone: (780) 429-1162

Edmonton, AB

Fax: (780) 424-4715

Electrical, A/V Services and Banner Hanging. All orders placed by **December 20, 2018** will be given the show discount accordingly, all orders placed after the advance date will be charged regular rates.

<https://e.showtechordering.com/ST-00054379>

2. SHOW DECORATOR & MATERIAL HANDLING:

GES CANADA

7730 – 34th Street N.W.

Telephone: (877) 505-7767

Edmonton, AB

Fax: (877) 469-1619

Furniture rental, flooring, drapery, cleaning requirements, casual labour can all be ordered from GES.

Orders are due by **December 28, 2018** to receive advanced deadline pricing.

<https://e.ges.com/CA-00054041>

3. MATERIAL HANDLING:

GES CANADA

7730- 34th Street N.W.

Telephone: (877) 505-7767

Edmonton, AB

Fax: (877) 469-1619

Casual labour and forklifts can all be ordered from GES.

Orders are due by **December 28, 2018** to receive advanced deadline pricing.

4. SHOW HOTEL:

FOUR POINTS BY EDMONTON, SOUTH

7230 Argyll Road

Telephone: 1-800-465-3648 or 780.465.7931

Edmonton, AB T6C 4A6

www.fourpointsedmontonsouth.com

The Four Points is offering a preferred rate to The Motorcycle & ATV Show - Edmonton exhibitors of **\$115.00** per night plus taxes for a deluxe queen room which includes 1 breakfast. \$120.00 for a double. The rates include free parking and use of the indoor pool and fitness center as well as access to restaurant and pub facilities. If calling to reserve quote **2019 Edmonton Motorcycle Show** group code **EA06AB** when booking. **The cutoff date to get the preferred rate is December 28, 2018 @ 5:00pm so be sure to book early.**

Book online: <https://www.starwoodmeeting.com/Book/2019MotorcycleShow>

5. OFFICIAL NATIONAL CARRIER:

LANGE TRANSPORT

3965 Nashua Drive, Mississauga, ON L4V 1P3

Contact: Amanda Parsons **Direct:** (905) 362-4383 **Toll Free:** 1-800-668-5687 ext. 284

Fax: (905) 362-1285 **Email:** amandap@langeshow.com

Lange Transportation has been appointed the official carrier for The Motorcycle Shows. Lange specializes in the movement of exhibits and product for events across Canada. They can handle all types of shipments from skidded and crated to loose materials including bikes that require blanket wrap and strap service. As the official carrier, Lange will be given priority docking privileges during the move-in. **Booking Deadline Dec 7, 2018.**

6. SHOW GUIDE INFORMATION:

Inside Track Communications

The 2019 show guides will be full size colour magazine packed with new motorcycle and accessory information, show maps and schedules plus tips for all riders. The guides have become an anticipated compliment to the show and product of lasting value to the consumers in attendance.

Advertise in one specific show guide or reach all four shows at a great package price and communicate with the consumers that need your product.

All ads must be booked by **November 23, 2018** and all material must be submitted by **December 3, 2018.**

For more information on advertising in the official show guides of the Calgary, Edmonton, Vancouver and Toronto contact DAVID WEBER @ INSIDE TRACK COMMUNICATIONS INC. • INSIDETRACKNEWS.COM

INSIDE TRACK MOTORSPORT NEWS • INSIDE MOTORCYCLES • MX AND OFF-ROAD TEL: (519) 869-4969
• EMAIL David@InsideTrackPublications.com • CELL: (416) 938-7223 • FAX: (416) 962-7208

5. EXHIBITOR INSURANCE:

BROKERS TRUST INSURANCE GROUP INC

434 North Rivermede Rd., Suite 3

Concord, ON L4K 3M9

Phone: 905-695-2971 **Toll Free:** 1-866-836-9066

Fax: 905-760-2260 **Website:** www.exhibitorinsurance.com

Please visit the exhibitor login area for forms

Every exhibitor is required to carry exhibitor insurance and provide proof of insurance to our office by December 14, 2018.

Occupational Health and Safety Act & Regulations

For Industrial Establishments

8061246 Canada Inc. o/a Power Sport Services would like to ensure the move-in and move-out of the show runs as smoothly as possible for everyone involved. The health and safety of everyone on the show floor is of utmost importance. These health and safety requirements are not only best practices but are also requirements of the Occupational Health & Safety Act. Everyone on the show floor must work together and needs to be responsible for ensuring a healthy and safe working environment.

All Exhibitors are required to ensure health and safety of everyone, including their onsite employees and suppliers/contractors retained to provide services on their behalf on the show floor.

In order to ensure that everyone understands the importance of these requirements all Exhibitors **are required to sign and return the “Exhibitor Health and Safety Compliance Declaration” prior to move-in.**

Show Management will be monitoring the show floor to ensure a healthy and safe work environment. Should you or your employees observe any hazard or unsafe work practice on the show floor, we request that you notify Show Management immediately.

GENERAL HEALTH AND SAFETY REQUIREMENTS

All Exhibitors Must:

- Ensure their on-site employees and suppliers/contractors comply with all required safe work practices as required by health and safety law and outlined in this document.
- Ensure that any of their on-site employees and suppliers/contractors appointed as supervisors has been adequately trained in local health and safety legislation and have a good understanding of the industry hazards & controls as they relate to their responsibilities on the show floor.
- Ensure their on-site employees and suppliers/contractors have been properly trained/certified to carry out all their job tasks safely as required.
- Ensure that any of their on-site employees and suppliers/contractors operating any equipment on the show floor have been properly trained and certified to operate the equipment as required.
- Ensure that all on-site employees and suppliers/contractors whose activities require the use of Personal protective equipment are properly equipped.
- Monitor and enforce the required health and safety practices for their on-site employees and suppliers/contractors during the move-in and move-out.
- Ensure that all exhibitor owned/rented equipment tools and machinery are/have been maintained in safe operating condition in accordance with the manufacturer’s specifications.
- Ensure during any overhead work that safe work practices are being complied with.
- Must provide copies of any accident or incident reports to Show Management as applicable.
- Must comply with all safety rules while working in or accessing any common areas.
- Must work together with the facility, show management and contractors to ensure dock/traffic safety requirements are maintained.
- Must implement the required hazard controls as assigned by Show Management.

EMERGENCY PROCEDURES

For fire and medical emergencies, please contact the show office located in front of hall E.

MEDICAL EMERGENCIES

- All accidents that take place on-site need to be reported to Show Management immediately.
- First aid services are on-site during move-in, move-out and show days to respond to medical emergencies and can be quickly contacted by Show Management.

CONSTRUCTION ACTIVITY

- In accordance with the Ministry of Labour policy where work activity requires the use of elevating work platforms, scaffolding, cranes or other hoisting or lifting devices or where the completed structure will equal or exceed 5 meters in height, or where a part of the permanent or temporary work is required to be designed by a professional engineer, the Construction Regulations will be applied to the work by all Exhibitors employees or suppliers/contractors.
- Where an Exhibitor's on-site employees or suppliers/contractors may be involved in both construction and non-construction activities concurrently in the same area and they cannot be physically separated by time or barrier or distance, then the Construction Regulations will apply to all the work being done in that area.
- All work areas deemed as construction under the control of the Exhibitor's on-site employees or suppliers/contractors will have an adequate barrier erected around the area that will ensure the safety of personnel not working within the construction area.
- The barrier must be maintained by the Exhibitors on-site employees or suppliers/contractors at all times during the period of activity deemed as construction.
- Only authorized personnel assigned to work within the construction area will be allowed to enter the area and the Exhibitor's on-site employees or suppliers/contractors must monitor that no other personnel enter the area unless authorized to do so for the purpose of conducting work within the area.
- All the rules that apply to construction areas will be strictly enforced by Show Management.

SAFETY FOOTWEAR MANDATORY DURING MOVE-IN/MOVE-OUT

- Due to significant vehicular and equipment traffic, all move-in/move-out, Exhibitor on-site employees and/or suppliers/contractors are recommended to wear proper footwear when on-site during move-in and move-out.

FREIGHT FREE AISLES AND EXITS

- In order to provide unobstructed emergency egress during move-in/move-out, freight free aisles will be designated.
- Freight free aisles will be regularly monitored by show management and all items found in these aisles (such as vehicles, crates, carpet, boxes etc.) will be required to be moved immediately.
- In addition to the freight free aisles, it is also essential that all exits from the building be kept clear. Similar to the freight free aisles, all items found blocking the exits and passageways will be cleared immediately.
- Exhibitor's on-site employees and/or suppliers/contractors must ensure that emergency exits are not obstructed as per local fire code requirements.
- Exhibitor's on-site employees and/or suppliers/contractors will maintain "freight free aisles" as required.
- In order to avoid congestion, freight free aisles must remain clear at all times. For safety reasons the number of vehicles allowed on the show floor will be restricted by Show Management.

VEHICLE TRAFFIC including Motorcycles and ATV's

- Ensure all equipment on the show floor is in safe operating condition i.e.: headlights working and turned on, with backup beepers working.
- Vehicles such as, but not restricted to forklifts, lifts, booms where the operator does not have full view of the intended path of travel should have a trained spotter guide them to ensure pedestrian safety and protection of the facility and materials on the show floor.
- All vehicle operators must be trained and certified as required.
- Show Management will be monitoring vehicle traffic conditions during move-in/move-out.
- Exhibitors must reinforce with on-site employees and/or suppliers/contractors that the safe operation of all vehicles especially forklifts are critical.
- Vehicles entering the building must adhere to the 5km per hour speed limit
- Vehicles inside the building must be shut off immediately. No idling is permitted
- Vehicles may not be re-fueled inside the building
- Vehicles that are a part of the show and are remaining in the building, must have battery cables disconnected
- Locking gas caps and the tank must be only ¼ full
- No Riding of Motorcycles on the Show Floor. All motorcycles, scooters must be pushed in. Large ATV's/ Side by Sides and Spyders can be ridden at a slow safe speed with a spotter to ensure the aisles are clear.

WORKING AT HEIGHTS

There are many situations where working at heights is necessary. In order to avoid injury, we require the following procedures to be followed:

- Proper extension devices (i.e.: ladders) must be used. 12' ladders or higher are not permitted for safety reasons. Items such as tables, chairs, boxes etc. shall not be used to lift a person or to be stood upon.
- All ladders should be maintained in safe working order with suitable heights, weight loads, non-slip footings, rung spacing and tethers capable for what they are subject to.
- When in use, ladders also need to be placed on a firm non-slip ground surface.
- Ensure on-site employees and/or suppliers/contractors working at heights comply with all the local fall arrest and fall protection legislated requirements.
- Proper fall protective equipment (i.e.; lanyard and safety harness) must be worn when working at heights over 3 meters.
- Ensure a safe and engineered approved anchor is used as the fixed support system for fall protection equipment and that the anchor system meets weight and height requirements for the task.
- Ladders are not to be used as working platforms. If working at a height is required for an extended period of time, proper platforms must be used.
- All Exhibitors, on-site employees and/or suppliers/contractors working at heights must be trained and understand the proper use of fall protection equipment and extension devices.
- Work at heights should be carried out with the use of the proper lifting equipment and personnel must be tied off with the required fall arrest equipment.
- All Exhibitors will reinforce with on-site employees and/or suppliers/contractors strict compliance requirements to fall arrest and fall protection standards and procedures.

OVERHEAD WORK

In order to minimize the risk of head injuries, the following standards must be followed:

- Minimize the number of staff required in an area where overhead work is taking place.
- Exhibitor's on-site employees and/or suppliers/contractors carrying out overhead work will set up and maintain a work area protection zone using a barrier that will alert and prevent any personnel from walking or working within any potentially unsafe area under the overhead work.
- Exhibitors shall ensure any rigging work is conducted by competent riggers in accordance with rigging standards.
- Exhibitors shall work with Show Management to schedule overhead work during periods where there is no other floor work being conducted.
- Exhibitors must ensure all their staff respect all work area protection zones.
- Exhibitors must ensure that all on-site employees and/or suppliers/contractors performing overhead work are trained and work in a safe manner and are aware of potential risks with people working below.

SLIPS, TRIPS AND FALLS

During move-in, there may be a considerable amount of debris, water and snow on the floors that can cause potential injury. We ask that Exhibitor's on-site employees and/or suppliers/contractors be continuously aware of their surroundings and alert to potential hazards. In addition, everyone must comply with the following procedures:

- All work areas/booth spaces are to be kept in reasonable order and materials not in use (i.e.: tools, wood, etc.) be appropriately stored.
- Reinforce with employees positioning of materials at booths to minimize congestion as much as possible.
- Reinforce with employees placing waste in appropriate waste containers.
- All vehicles entering the buildings must have competent drivers and ensure that precautions are taken to avoid excess snow, rain, oil, etc. on the show floor.
- All vehicles and trailers must be in proper working condition with no fluid leaks.
- Utilize the minimum amount of packaging required and return packaging when possible (i.e.: wood, reusable packaging etc.).
- Notify show management of any unsafe practices or conditions noticed that could pose a potential hazard.

OPERATION OF TOOLS

Although power operated hand tools are utilized daily at your business, please review the following policies while on the show floor.

- Ensure all on-site employees and/or suppliers/contractors operating tools are trained, competent and knowledgeable on the proper and safe operation of tools.
- Ensure all on-site employees and/or suppliers/contractors are properly equipped with the appropriate tools for completing tasks.
- All power tools must be in safe working condition with the appropriate safety mechanisms and guards.
- All on-site employees and/or suppliers/contractors operating tools are required to wear appropriate personal safety equipment. Safety gloves and glasses are essential when risk of hand and eye injuries is high.

ELECTRICAL WORK

- Electrical energy is capable of causing severe personal injury, death or fire. Electrical equipment and installations must be installed in accordance with the Alberta Provincial Electrical Safety Code.
- Ensure that only CSA approved electrical equipment or equipment approved by the designated Provincial Authority is used. UL approved equipment is not legal in Canada. It must be ULC.
- Ensure that electrical equipment is in good working order.
- In the event of an emergency ensure that the main power source is easily and quickly accessible.
- Must use designated electrical company for any electrical work required.

FREIGHT STORAGE AND STACKING

- The stacking of freight during move-in and during the show can expose everyone having access to the storage areas to injury resulting from the collapse of crates or any stored and stacked items.
- Improper storage of freight can lead to fire hazards (flammables and combustibles) as well as the blocking of fire exits (including exit routes) and the obstruction of fire suppression equipment such as fire extinguisher, fire hose cabinets and sprinklers.
- Exhibitors shall ensure on-site employees and/or suppliers/contractors assigned to the stacking of freight have been trained on safe stacking practices and are competent.
- Exhibitors must enforce the safe storage and stacking requirements with your staff. Please arrange with GES for all your storage needs.
- Exhibitors must comply with all facility restrictions related to the storage and staking of freight.

REQUIRED SERVICES – CHECK LIST

<u>SUPPLIER</u>	<u>REQUIREMENT</u>	<u>DEADLINE</u>	<u>COMPLETE</u>
The Motorcycle & ATV Show - Edmonton Fax: 888-552-6535	Booth Payment VIP Tickets Badge Registration Proof of Insurance	December 11 December 14 December 14 December 14	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Four Points by Sheraton 1-800-465-3648 or 780.465.7931	Hotel Reservation Booking Deadline	A.S.A.P. December 28	<input type="checkbox"/>
Show Tech Electrical Services https://e.showtechordering.com/ST-00054379	Electrical Order	December 20	<input type="checkbox"/>
Show Tech Electrical Services	Signage and Banner Installations	December 20	<input type="checkbox"/>
Edmonton Expo Centre	Parking Passes	January 10	<input type="checkbox"/>
Freeman A/V Edmonton Expo Centre	Internet	December 28	<input type="checkbox"/>
GES Canada https://e.ges.com/CA-00054041	Furniture, Tables, Chairs and Carpet Rentals	December 28	<input type="checkbox"/>
Inside Track Communications	SHOW GUIDE	November 23	<input type="checkbox"/>
Lange Transport	Official National Carrier	December 7	<input type="checkbox"/>