



Rules, Regulations

And

General Information

Governing All Owned and Operated

SHOW EXHIBITS

THESE RULES AND REGULATIONS FORM A PART OF THE SIGNED CONTRACT,
therefore, exhibitors, vendors and food concessionaires are requested to read this brochure
carefully and familiarize themselves with the Regulations of the Show. A few moments now
may save a lot of time and confusion in the future.

Exhibitors Please Note: Additional copies of Rules, Regulations are available on request.

RULES AND REGULATIONS GOVERNING ALL SHOW EXHIBITS

General Provisions

1. (a) The Term "Show/Event Management" as used herein shall mean the Show/Event Management of the Western Fair Association and/or such other person, for the time being, in charge of the business of the Association or the conduct of the show.

(b) the Term "Exhibitor" as used herein shall mean a person or company that does NO cash'n carry sales, and is only advertising/displaying the services being offered. i.e. windows, air conditioning, legal services etc. however they can take orders.

(c) the Term "Vendor" as used herein shall mean a person or company that DOES do cash'n carry sales where a person pays for a product and takes the product with them. i.e. jewelry, makeup, clothing, crafts etc. This includes, but is not limited to certain food items that are pre-packaged and are not intended to be consumed onsite, such as: honey, sauces, grains, cereals etc. and providing samples is permitted

(d) the Term "Food Vendor" as used herein shall mean a person or company that offers a menu of food and beverage items, for a specific amount, that are intended to be consumed onsite. This includes, but is not limited to pre-packaged: candies, pepperettes, etc.

(e) the Term "Activation" as used herein shall mean a person or company that offer free samples that adhere to WFD outlines, brand standards; does NO cash'n carry sales; and may or may not exhibit for the entire period of a show.

(f) The Term "Board" used herein shall mean the Board of Governors of the Western Fair Association.

(g) The Term "Association" used herein shall mean the Western Fair Association.

2. Any word used in the singular where the context permits shall include the plural or vice versa.

3. The Board reserves the right to alter, amend, add to or cancel any of these rules and regulations without prior notice.

4. The decision of the Board on any question of interpretation of these rules and regulations shall be final, conclusive and binding on all parties.

6. The decision of the Board on any dispute or difference arising between any exhibitor and the Association, or its officers, shall be final, conclusive and binding upon the parties.

7. ALL items for exhibit, sale, activation or consumption are to be approved by the Show Manager or specified designate. All Middlesex London Health Unit, or regulatory body regulations must be adhered to.

Allotment of Space

8. THE BOARD RESERVES THE RIGHT TO CANCEL AT ANY TIME, ANY SPACE ALLOTMENT TO ANY PERSON, PERSONS OR CORPORATION WITH OR WITHOUT REFUND, AS THE BOARD SHALL DECIDE FOR THE VIOLATION OF ANY RULE OR REGULATION; OR FOR ANY MISREPRESENTATION WHATSOEVER, EITHER WRITTEN OR VERBAL, IN ANY APPLICATION FOR SPACE ALLOTMENT. ALL SPACE ALLOTMENT IS ACCEPTED BY THE EXHIBITOR SUBJECT TO THESE CONDITIONS.

9. **The Association may accept or reject, or accept conditionally on terms, any application for space with or without cause. Space contracts are valid for the current show only and no contract implies that the same space or amount of space will be contracted for in another year.**

10. **No exhibitor may sublet the space allotted or any portion thereof, without obtaining written consent of the Association.**

11. Exhibit space will be allotted only to legitimate businesses, manufacturers or their duly authorized agents. Only the products as specified on the space contract may be shown, sold or exhibited. **No articles which are offensive by reason of their odour, sound or appearance or which are dangerous by reason of their combustible or explosive character will be accepted or admitted.** If any such be admitted through misapprehension on acceptance or otherwise, they shall be removed by order of the Show/Event Management.

INSURANCE

12. Contracts require all exhibitors to carry their own comprehensive liability policy with limits of coverage not less than **\$2,000,000** per occurrence, and where possible no deductibles. The Association requires a valid certificate of insurance providing proof of coverage and basic information regarding any deductible. **The Association also requires that Western Fair Association, the Corporation of the City of London and any additional name(s), be named as “additional insured” for the period of occupancy contracted and any additional set up or removal periods.** Please refer to your exhibitor contract for any further requirements.

13. **SPACE RENTAL(S) FEES ARE DUE AND PAYABLE UPON THE SIGNING OF THE SPACE CONTRACT UNLESS OTHERWISE SPECIFIED IN THE SPACE CONTRACT OR PREVIOUS APPLICATION.**

14. In the event the space rental fees or any other charges are not paid in full prior to the first official move in day, by the close of the show, the exhibitor hereby grants to the Association a lien upon and the right to seize all articles, goods and equipment of the exhibitor in the said space allotted, and to hold the same until payment. In the event payment is not made within thirty (30) days thereafter, the Association shall have the right to sell the said chattels, articles and equipment to satisfy its lien and costs incurred.

Conduct of Exhibits

15. **All exhibits must be open to the public and in charge with a competent attendant during all hours the show is open. Exhibitors must vacate their booths and the building within thirty minutes (30 min) after show closing with the exception of the final day.**

16. **Exhibitors must install, arrange and conduct their exhibits in the space allotted to them in a neat and orderly manner, and in such a way as not to be a menace or nuisance to other exhibitors.** In default of this, the allotment may be cancelled and the exhibit ordered removed to some other locality or from the building by the Show/Event Management.

17. **Exhibitors must confine all exhibit activities to within the limits of the space allotted to them. Attendants and demonstrators are prohibited from operating outside on the Association’s parking lots/property, in the aisles or from extending their activities into the aisle in such a way as to be a nuisance or interference to the public or to other exhibitors.**

18. **Undue noise made in the operation of exhibits, or noisy, unseemly or unethical methods employed in sales or demonstration activities will not be tolerated.** All exhibitors must have an equal opportunity to conduct their own demonstrations without interference from their neighbours. The decision of what constitutes undue noise, unseemly or unethical methods shall rest with the Show/Event Management, whose decision shall be final.

19. The use of public address systems, amplifiers or any other similar device in connection with an exhibit for the purpose of attracting attention thereto is prohibited.

20. **Exhibitors of machinery or other exhibits liable to cause accidents, injury or damage to persons coming in contact with them shall guard their exhibits and protect the public from coming in contact therewith in accordance with the Occupational Health and Safety Act. Every such exhibitor shall indemnify the Association and/or sponsors from and against all claims and demands, costs, charges and expense which it may**

incur, suffer or be put to by reason of any accident, for any person being injured or suffering damage through or by reason of any such exhibit not being properly protected, or the public not being properly guarded there from.

21. Exhibitors showing mechanical devices or apparatus of any kind that are capable of motion, must regulate their operation to suitable intervals in order that unnecessary noise may not interfere with neighbouring exhibitors.

22. No gasoline, propane, explosives, or other dangerous substances will be permitted in any of the buildings, except as in Section 44 and 45.

23. "Courtesy" cards, or notices of materials on loan must not be displayed in exhibition booths.

24. (a) All exhibits shall be kept in clean and tidy condition, and all sweeping, dusting, removal of refuse, etc. shall be done each day and completion not later than a half hour prior to opening. Refuse must be removed to bins provided for the purpose, and all debris after building or reconstructing of display stands must be cleared from the building by the exhibitor or the contractor employed by the exhibitor.

(b) **No spray painting** inside buildings for any purpose whatsoever, except with the express written approval of the Show/Event Management. Paint touch-ups with brush permissible as long as proper steps are taken to prevent paint from spilling onto Western Fair Association property.

25. Exhibitors and contractors will not be allowed to distribute handbills or other advertisements about the grounds and buildings. Advertising matter may be distributed only from within the space in which an exhibit is installed. Any exhibitor distributing (either personally or by an agent) advertising matter which may be considered objectionable shall after he has been notified by the Show/Event Management to discontinue such practice, forfeit his space and all privileges if he continues so to offend.

NOTE: STICKERS DESIGNED TO BE SELF-ADHERING TO CLOTHING AND/OR OTHER MATERIALS ARE BANNED FROM USE OR DISTRIBUTION.

NOTE: EXHIBITORS AND CONTRACTORS WILL NOT BE ALLOWED TO CONDUCT SURVEYS ABOUT THE BUILDING(S)/ GROUNDS. SURVEYS CAN ONLY BE CONDUCTED WITHIN THE SPACE CONTRACTED.

26. No intoxicating liquor shall be brought to, or consumed in, or on the said exhibit space; or upon, or in any stand or booth erected thereon, with the exception of any alcohol themed events that have been approved by the Association.

27. No illegal game of chance, dice game, pool, coin table, draw lottery or other illegal games shall be operated or carried in or on the said exhibit space, or in or on any stand or booth erected thereon.

28. No gambling device shall be brought upon the said exhibit space or into or upon any booth or stand erected thereon.

29. Balloons can ONLY be used to decorate a booth or room. No balloons of any type are allowed to be distributed at an event, without prior approval by the Show Manager. Reference #72 for Annual Fall Fair.

30. **NO LOTTERY OR DRAW** shall be conducted, sponsored or operated on the premises of the Association or in connection with any function thereon without the express written consent of the Show/Event Management first having been obtained. Application in writing for such consent shall contain full disclosure of all terms, conditions and methods of operation of the lottery or draw. Any consent so given may be revoked at any time by the Show/Event Management on any variance by the applicant or operator from the method of operation, term or conditions as disclosed. The decision of the Show/Event Management on any variation shall be conclusive and final. The Association will not be responsible for the payment of prizes, special premiums, or any form of sponsorship offered by Associations, Societies, Clubs or Individuals. The exhibitor must provide a copy of the ballot, prior to any consent being given. **Ballot must**

include your company name and the following disclaimer, "The information provided on this ballot is strictly confidential and will not be sold, loaned, rented, or given to any other individual or organization for any purpose, whatsoever."

31. a) **NO FOOD SAMPLING** shall be conducted, sponsored or operated on the premises of the Association or in connection with any function thereon, without the express written consent of the Show/Event/Spectra Management first having been obtained. This clause does not apply to Western Fair Association sanctioned Food and Beverage sampling events. Application in writing for such consent shall contain full disclosure of all terms and methods of operation for the food sampling. Any consent so given may be revoked at any time by the Show/Event/Spectra Management on any variance by the applicant or operator from the method of operation, term or conditions as disclosed. The decision of the Show/Event /Spectra Management on any variation shall be conclusive and final.

b) **NO LIVE ANIMALS** will be allowed in the show or as part of the display, except with the expressed written approval of the Show/Event Management, with the exception of service animals.

32. The Exhibitor shall procure at his own cost and expense all provincial and municipal licenses and all permits necessary for the purpose of authorizing him to carry on business or to exhibit in the show.

Move In of Exhibits

33. Exhibitors will be granted access to the buildings prior to the opening of the show for the purpose of setting up their exhibits. **PLEASE REFER TO THE MOVE-IN/MOVE-OUT SCHEDULE INCLUDED IN YOUR EXHIBITOR PACKAGE FOR APPLICABLE DATES AND TIMES.**

34. Assistance will be available to move exhibit material from the truck to the booth prior to the Show and from the booth to the truck after the Show. However, the Sponsors and/or the

Association will assume no responsibility for damages to any exhibit material that occurs during this service.

Exhibit Construction

35. The erection of structures, decorations or exhibits shall conform with adjoining exhibits and general layout of the building. **All workers must adhere to the Occupational Health & Safety Act and any other applicable legislation.** In all areas standard booths are 10 ft. frontage by 10 ft. deep (3.05 m by 3.05 m). The booth consists of an 8 ft. (2.44 m) high backdrop with installed 8 ft. (2.44 m) dividers that extend 5 ft. (1.525 m) from the backdrop, this may vary dependant on the show. The remaining 5 ft. (1.525 m) is a divider at a height of 3 ft. (.915 m). All backdrops and dividers will be composed of drapery material. Sizes of dividers may vary dependant on the show with the exception of the Food Court (see Rule #68).

36. **All signs, wings, background, display material or storage area over 3 feet (.915 m) in height must be erected or placed within 5 feet (1.525 m) from the main background, this may vary dependant on the show. Signs are to be hung as directed by the Show Manager, and must not hang from pipes, conduits or electrical track and must not protrude into aisles or walkways. Signs must not be attached directly to the Associations and/or Show Supplier supplied curtains, either by pins, glue, tape or hooks. Anything erected above the booth partitioning near or on a boundary line of a booth must be finished in a neat workmanlike manner on both sides so that a raw or unfinished side is not left exposed to the next exhibit and must be free of any wording, graphics etc.** Exceptions to this regulation can only be made by special arrangement with the Show/Event Management and may require special locations.

All exhibits must be clearly signed such that the Exhibitor's company name is easily identified by the public.

37. No signs, fixtures, or decorative materials shall be allowed to overhang the aisles, and such signs and materials must not encroach upon neighbouring exhibits in such a way as to be a menace, interference or nuisance.

Signs may not be hung from water lines, sprinkler pipe or electrical track/duct. Signs must be hung from the building structure. Signs may not be hung from the ceiling structure.

No signs, fixtures, or decorative materials shall be allowed to be hung from the ceiling in the Agriplex Arena.

38. The use, for decorative purposes, of paper of any kind or other material tends to create a fire hazard and will not be permitted.

(a). Exhibitors that bring in and lay their own booth carpet are requested to purchase the appropriate carpet tape from the official Show Supplier.

39. The Show/Event Management shall have the right to prescribe the material to be used in the construction of booths or signs, show cards, tablets, or the like, and to regulate their dimensions and positions, and generally to direct the arrangement of articles on exhibition, so far as the same may be necessary to secure the harmony and an attractive appearance, of which the Show/Event Management shall be the sole judge.

40. Exhibits should be in place and in complete readiness the evening before the opening of the show. If the exhibit is not in place by the opening of the show the exhibitor forfeits all rights to assigned booth space.

41. No exhibits, nor any part of an exhibit, will be permitted to be removed before the close of the Exhibition. Any Exhibitors acknowledge and accept that the Association is committed to providing a Healthy and Safe work environment for it's employees and for those who contract work or participate in activities on the property or in the facilities of the Association. This commitment applies to any contract. The Exhibitor or Contractor shall abide by the Occupational Health and Safety Act and

Regulations and any work guidelines provided by the Association or any other legislation or Authority and agrees that the Association's employees may intervene at any time to ensure adherence to such regulations and guidelines.

Sale of Goods

42. All reasonable latitude will be allowed Exhibitors in the taking of orders for the sale of articles on exhibition, but delivery of any article will not be permitted until the close of the Show, unless the exhibitor has purchased a retail selling privilege and dependant on type of product ie. Hot tub.

43. A RETAIL SELLING PRIVILEGE WILL BE GRANTED to any bonafide exhibitor upon advance written application, including item(s) to be sold and payment of the retail rental rate for that booth space.

All exhibitors to erect professional signage, clearly visible in booth, stipulating any and all warranty, exchange and refund polices. If no such policy is posted, it is understood that any and all monies paid are 100% refundable.

Soliciting subscriptions for any newspaper or periodicals is prohibited except where special permission is granted by the Show/Event Management. If the privilege is desired, written application must be made by the publisher to the Show/Event Management at least ten (10) days prior to the opening of the Show, giving complete details of the proposed method of operation.

Safety and Protection of Exhibits

44. Any exhibitor requiring the heating or cooking of any material or food product must use equipment and methods approved by the City of London Fire Inspector and Fuel Safety Division of TSSA and have an approved type of extinguisher in the exhibit. Industrial deep fryers with a self-contained venting hood, compliant with NFPA 96 are allowed. Units will be subject to Inspection by both Western Fair Association Staff and City of London Fire Department.

45. a) Exhibitors of vehicles containing gasoline will be required to limit the storage of gasoline in each vehicle to one gallon (4.54 litres). Precautions must be taken to render the vehicles inoperable. All batteries must be disconnected and gas and propane caps sealed.

b) Exhibitors that connect to a natural gas connection must have a CO monitor and appropriate fire extinguisher in the booth. Exhibitors must log CO readings minimum of once every hour for duration of event.

46. Tanks are only permitted to be used outside, and their use and storage must comply with TSSA fuel regulations. Tanks will be subject to inspection by both Western Fair Association Staff and TSSA Officials.

47. The Sponsors and/or Association accepts no responsibility for the safety of materials and articles sent or brought to the show, all such materials and articles remain at the sole risk of the Exhibitor.

48. The Sponsors and/or Association shall not be liable for any loss to an exhibitor occasioned by fire, flood, accident, condition of structure, or the negligence of other exhibitors, officials or otherwise, howsoever.

49. Security will be doing their regular security patrol. The Association and/or Sponsors will not be responsible for goods or materials left on the premises at any time.

Special attention should be given to the protection of portable materials prior to the Exhibition when exhibits are in the course of preparation, and after the building closes on the final day when exhibits are being removed.

Drayage and Service of Exhibit Materials

50. Shipments of exhibit material unaccompanied by their owners may be consigned through Association's Official Show Supplier Representative entirely at the owner's risk. By contacting this company, your exhibit material will be received at a location designated by the show supplier. Pricing and handling questions will be handled by the Official Show Supplier Representative. **No shipments will be**

accepted on Association grounds until the first official day of move in.

NOTE: Exhibitors may make arrangements for available display services, trades people and labourers by contacting the Association's Official Show Supplier Representative.

51. Exhibits must be serviced one half hour prior to opening each day of the Show.

52. Firms wishing to rent occasional furniture, plants etc. may make arrangements by contacting the Official Show Supplier to render this service for which the exhibitor agrees to assume all costs.

Customs

53. To facilitate the clearing of Canadian Customs with products and/or materials to be displayed, exhibitors out of country are responsible for making the necessary arrangements with the brokerage firm of their choice. The Association will not be liable for any costs etc. associated with the clearing of products.

Removal of Exhibits

54. PLEASE REFER TO THE MOVE-IN/MOVE-OUT SCHEDULE INCLUDED IN YOUR EXHIBITOR PACKAGE FOR APPLICABLE DATES AND TIMES.

55. All exhibitor material of any description must be removed from the buildings and grounds by the exhibitor or contracted agent or employee. Exhibitors must arrange for the removal of their exhibits, under their own supervision, at the termination of the Show. **No exhibit, nor any part thereof, may be removed prior to the actual close of the Show unless ordered by the Show/Event Management. It is highly recommended that exhibitors have competent attendants in their booths after the closing hour on the closing day of the Show to ensure proper packing and to prevent the loss of any articles. Any early tear downs will jeopardize participation and space location in future shows.**

Any exhibit(s) not removed from the building or the grounds, by the end of the specified

move out deadline, will be charged a “late fee” as noted on your move-in/move-out schedule.

56. Exhibitors are requested to note that space contracts are valid for the period of the Show only, and no contract implies that the same space, or amount of space, will be contracted for in another year. All space during the balance of the year will be used by the Association at its discretion.

The Association reserves the right to re-allocate all locations or booths prior to the next year's show.

57. Truckers will not be allowed into the building to pick up any exhibits on the final day, until it is safe and Show Management has given authorization.

Parking

58. All Parking Lot areas must be kept free of equipment and machinery.

No Exhibitor or Sponsor may park on the apron (interlocking brick) in front of any building or take away public parking spaces.

Admission to the Buildings

59. Admission to the buildings will be controlled. Exhibitors should have proper identification at all times.

A complement of non-refundable admission passes, as shown on the Exhibitor's space contract, will be made available to Exhibitors. Exhibitors can purchase additional passes from the show office.

60. Once final payment has been received, exhibitors are entitled to a complement of admissions pro-rated on the basis of the number of booths rented.

Electrical Supply

61. Outlets (110 V plugs) may be obtained from the Show Supplier at a rental charge while supplies last or Western Fair Association as

stated in the exhibitor rental package. All exhibitors must adhere to Electrical Safety Standards and are subject to inspections.

62. Any material or equipment requiring special wiring services will have the work done by Association electricians and the costs involved will be billed to the exhibitor requiring this special service.

Note: All displays or equipment requiring hydro to operate a water display, eg. sauna, hot tub, whirlpool, fountains, etc., must be equipped with a ground fault circuit interrupter and be CSA approved or equivalent. Please visit www.esasafe.com for more information and required Permission to Show and/or Permission to Energize forms.

63. All wiring and hook-ups must be done by an electrician with the exception of maintenance on exhibitors' equipment or the pre-wired portion of any exhibit. All equipment must have appropriate CSD-ULC stickers.

Maintenance and inspection of Exhibitor's equipment or pre-wired portion(s) of any exhibit is the responsibility of the Exhibitor.

Services

The installation of, or connections to, natural gas appliances or equipment must be done by a licensed gas fitter, according to THE ONTARIO GAS UTILIZATION CODE. All connections must be tagged and include identification of fitter including license number. All equipment must be C.S.A. approved. Please visit www.esasafe.com for more information and required Permission to Show and Permission to Energize forms.

All hydro/electrical hook ups must be completed by a WESTERN FAIR ASSOCIATION electrician, according to THE ONTARIO ELECTRICAL SAFETY CODE. Please visit www.esainspection.net for further information.

Powers of the Association

64. **The officers of the Association shall have the right at all times to enter upon and inspect the space allotted to the Exhibitor in all stands, booths, apparatus and goods erected or placed thereon.**

65. Every person, who wilfully hinders or obstructs the officers or servants of a society, or constable appointed under this section in the execution of their duties or who gains admission to the grounds contrary to the rules of the society, is guilty of an offence and on summary conviction is liable to a fine of not less than \$1 and not more than \$20 to be paid to the society for its use and benefit. R.S.O. 1980, c. 14 s. 30, s.s. (3).

66. The officers of a society may by their rules and regulations prohibit and prevent theatrical, circus, or acrobatic performances, exhibitions or shows and may also regulate or prevent the huckstering or trafficking in fruits, goods, wares or merchandise on the exhibition grounds or within three hundred yards (275 metres) thereof on the day of an exhibition, and any person who, after notice of such rules and regulations, contravenes any provisions thereof is liable to be removed by an officer of the society or a constable and is liable to the penalties provided in this Act. R.S.O. 1980, c 14, s 19, s.s. (2).

67. In case the Exhibitor shall fail or refuse to comply with any order of an official of the Association duly authorized in respect of any matter herein provided, or in case he/she shall do or permit anything to be done upon or about the said location of an indecent, offensive or illegal nature, or in case he/she shall fail to comply with the terms and conditions hereof, then and in every case the Show/Event Management, on behalf of and in the name of the Association, may forthwith terminate this contract and take possession of the space hereby assigned and at the cost of the Exhibitor, remove him and all his property from the grounds of the Association, in which event neither the Association nor any of its officers or agents shall be liable in damages, or otherwise, to the Exhibitor by reason of such termination, closing or removal and the Exhibitor hereby expressly waives and forever releases the Association and its officers and agents from all claims and

demands of every kind and nature which may hereafter arise or be made in consequence of action taken under the provisions of this section.

Police and Fire

The Association will not be responsible for any loss or damage by fire, theft, or otherwise, and should exhibitors require their exhibits covered by insurance, they must give the matter their own personal attention.

Exhibitors Please Note

Additional copies of Rules, Regulations and General Information Governing all Exhibits are available for your staff or display people on request.

****ANNUAL WESTERN FAIR****
ADDITIONAL RULES & REGULATIONS

(a)The Term "Show/Event Management" as used herein shall mean the Show/Event Management of the Western Fair Association and/or such other person, for the time being, in charge of the business of the Association or the conduct of the show.

(b) the Term "Exhibitor" as used herein shall mean a person or company that does NO cash'n carry sales, and is only advertising/displaying the services being offered. i.e. windows, air conditioning, legal services etc. however they can take orders.

(c) the Term "Vendor" as used herein shall mean a person or company that DOES do cash'n carry sales where a person pays for a product and takes the product with them. i.e. jewelry, makeup, clothing, crafts etc. This includes, but is not limited to certain food items that are pre-packaged and are not intended to be consumed onsite, such as: honey, sauces, grains, cereals etc. and providing samples is permitted

(d) the Term "Food Vendor" as used herein shall mean a person or company that offers a menu of food and beverage items, for a specific amount, that are intended to be

consumed onsite. This includes, but is not limited to pre-packaged: candies, pepperettes, etc.

(e) the Term "Activation" as used herein shall mean a person or company that offer free samples that adhere to WFD outlines, brand standards; does NO cash'n carry sales; and may or may not exhibit for the entire period of a show.

(f) The Term "Board" used herein shall mean the Board of Governors of the Western Fair Association.

(g) The Term "Association" used herein shall mean the Western Fair Association.

NOTE: all Fair exhibitors/vendors/food vendors/activations are also subject to the general rules and regulations noted above.

ALL exhibit space is based on a first-come-served-basis and subject to availability and the discretion of Show Management.

ALL items for exhibit, sale, activation or consumption are to be approved by the Show Manager or specified designate. All Middlesex London Health Unit, or regulatory body regulations must be adhered to.

Exhibit Construction

68. Food Court: backdrop will be composed of 8' high x 5' wide hard wall panels. Requests for drapery must be submitted in writing for approval.

69. Exhibitors will be granted access to the grounds and buildings prior to the opening of the Fair for the purpose of preparing their booths. **PLEASE REFER TO THE MOVE-IN/MOVE-OUT SCHEDULE INCLUDED IN YOUR EXHIBITOR PACKAGE FOR APPLICABLE DATES AND TIMES.**

All workers must adhere to the Occupational Health & Safety Act and any other applicable legislation.

Drayage and Service of Exhibit Materials

70. Shipments of exhibit material unaccompanied by their owners may be consigned through Associations Official Show Supplier Representative entirely at the owner's

risk. By contacting this company, your exhibit material will be received at a location designated by the show supplier. Pricing and handling questions will be handled by the Official Show Supplier Representative. **No shipments will be accepted on Association grounds until the first official day of move in.**

NOTE: Exhibitors may make arrangements for available display services, trades people and labourers by contacting Association's Official Show Supplier Representative.

71. Supplying and Servicing of Exhibits and Concessions: Supply vehicles and exhibit service vehicles will be admitted onto the grounds through designated gates two (2) hours prior to opening. Refer to schedule included in the contract package. Vehicle, driver and passengers must leave the grounds 1/2 hour prior to Fair opening. Times/dates are subject to change and will be noted in your exhibitor package.

NOTE: To avoid any confusion, remember to exit via the same gate of entry.

72. Balloons can ONLY be used to decorate a booth or room. No balloons of any type are allowed to be distributed at an event, without prior approval by the Show Manager.

Admission to the Grounds

73. Admission to the buildings will be controlled. Exhibitors should have proper identification at all times.

74. A complement of non-refundable admission tickets/passes, as noted on the Exhibitor's space contract, will be made available. Additional non-refundable admission tickets can be purchased from the Show Office or for the Food Concessionaires from the Midway Office.

75. Food vendor Parking Permits, if available, will be distributed on a first-come-first-served basis, are limited and are non-refundable. Permits are only valid on Association specified lots and upon availability. Please refer to your

exhibitor package for further clarification. Forms and payment are to be made at the Midway Office.

76. All paid entrances to the grounds will be closed each night by approximately (dependant on weather) 11:00 p.m., unless otherwise noted, and with the exception of the final night.

Move out will commence at the close of the Fair, at approximately Midnight and only on the direction of the London Police.

Electrical Supply

77. Subject to availability and location of booth, the basic booth rental without further charge includes an allotment of hydro units as specified on your exhibitor contract, and as long as the proper forms have been completed and returned to the Official Show Supplier or Show Management by the deadline date.

Maintenance and hydro inspection of the Association electrical equipment is supplied. Additional outlets (lights or 110 V drops) may be obtained through either Show Management or the Show Supplier at a rental charge while supplies last and based on the booth location. Forms will be included in your exhibitor package.

Maintenance and inspection of Exhibitor's equipment or pre-wired portion(s) of any exhibit is the responsibility of the Exhibitor.

For further information please visit www.esainspection.net.

Services

78. (a) **The installation of, or connections to, natural gas appliances or equipment must be done by a licensed gas fitter, according to THE ONTARIO GAS UTILIZATION CODE. All connections must be tagged and include identification of fitter including license number. All equipment must be C.S.A. approved.** Please visit www.esasafe.com for more information and required Permission to Show and Permission to Energize forms.

Exhibitors that connect to a natural gas connection must have a CO monitor and fire extinguisher in the booth.

(b) **All hydro/electrical hook ups must be completed by an ASSOCIATION electrician, according to THE ONTARIO ELECTRICAL SAFETY CODE.** Please visit www.esasafe.com for more information and required Permission to Show and Permission to Energize forms.

Note: All displays or equipment requiring hydro to operate a water display, eg. sauna, whirlpool, hot tub, fountains, etc., must be equipped with a ground fault circuit interrupter

79. All propane equipment and LPG storage units shall be approved and will be subject to inspection and regulations set by the local inspector for the Fuels Safety Program of TSSA (Technical Standards & Safety Authority). **NO PROPANE IS ALLOWED INSIDE THE BUILDINGS**

Police and Fire

The Association grounds are situated within the city limits. There is a detachment of police on duty night and day as well as a complement of watchmen, thereby reducing the risk and possibility of fire to a minimum. Notwithstanding these precautions, the Association will not be responsible for any loss or damage by fire, theft, or otherwise, and should exhibitors require their exhibits covered by insurance, they must give the matter their own personal attention.

Exhibitors Please Note

Additional copies of Rules, Regulations and General Information Governing all Exhibits are available for your staff or display people on request.