



TRADE SHOW REGULATIONS 2020

PHYSICAL RESTRICTIONS

Booth co-ordinators and exhibitor-appointed contractors should be aware of the following physical restrictions.

Height Restrictions

- » Any booth/displays exceeding 8 feet in height must contact TCU Event Coordinator to verify height restrictions that may apply to their booth space.

Weight Restrictions

- » Maximum weight allowance of the Trade Show floor is 300 lbs/sq ft. Maximum weight restriction for tradeshow displays on Main Stage is 100 lbs/sq ft.
- » Large Tradeshow components must be on pallets for transport with power jack or on castors. Diesel powered transport equipment is not allowed on the tradeshow floor. Components that exceed 2000 lbs or cannot be transported in the fashion above, Exhibitor must contact Marty Gilley at (306) 975-7794 or mgilley@tcuplace.com to make arrangement for transport. Transports that cannot be performed safely (OH&S Standards) may be turned away.
- » Please contact Marty Gilley for any forklift requirements, (306) 975-7794.

FREIGHT ELEVATOR DIMENSIONS

- » Rear Freight Elevator 11' wide, 19' long, 8' high, load capacity 10,000 lbs. Located off Auditorium Ave.
- » Front Freight Elevator 8' wide, 19' long, 8' high, load capacity 10,000 lbs. Located off 22nd Street
- » Visit www.tcuplace.com for load-in information and maps.
- » TCU Freight Operators are required for Tradeshow Load-in/out, charged back to client at applicable hourly rate. Freight elevator operation is restricted to TCU Staff.
- » Should you have questions regarding the physical restrictions of the exhibition, please contact Show Management.

OTHER RESTRICTIONS

- » TCU Place does not accept exhibitor shipments without the express consent and prior approval of our Receiving Department. Please contact your Tradeshow Provider to arrange exhibit shipping.
- » Booth rental carpet is available from Handy Special Events. Exhibitors are not allowed to extend booth carpet beyond their defined booth space.

OTHER RESTRICTIONS CONTINUED

- » Beyond the normal securing of Exhibition space (doors to exhibit halls are locked off hours), it is the responsibility of the client to provide Security Services to Tradeshow areas as they deem fit - both when Tradeshow is closed and open. Delegate badge checking is recommended for tradeshow admittance. TCU Place is not responsible for lost or stolen items.
- » TCU's preferred supplier for tradeshow drayage, decor and shipping services is Handy Special Events, (306) 933-2727.
- » Linear booths will be delimited with back walls set at an 8 feet height and sidewalls set at a 3 feet height.
- » Booths using flammable gas cylinders, maximum size is 5lb for any cooking appliance.

NOTE: There will be a Labour Chargeback at applicable rate to restore floors from any tape residue left on the tradeshow floor from 2-sided tape!!

- » No Exhibitor is to mar or in any way deface the premises. In particular, no nails, staples, hooks, tacks, screws, gummed, or adhesive stickers are to be utilized on/in any part of the premises. Use of said materials will be subject to reasonable removal/repair charges by management.
- » **Pallets to be transported with pallet jack only - DO NOT DRAG PALLETS ACROSS THE FLOOR! Ensure heavy/sharp/floor-damaging displays are properly carpeted beneath to protect floors.**
- » **Use of confetti is prohibited.**
- » **Damage to property/fixtures - other than normal wear and tear - will be charged back to the Client.**

ELECTRICAL/HIGH SPEED EQUIPMENT AND CONNECTIONS

- » TCU provides all exhibitor electrical connections. Please complete the Electrical Order Form, charges for power at applicable rate. All operating electrical equipment used in the booth, as well as merchandise, lighting and display equipment must have C.S.A. or equivalent provincial-power authority. Exhibitors should take the required steps to ensure electrical equipment meets these requirements. Failure to comply with the requirements to have electrical equipment approved may result in the equipment being refused connection to the source of electrical supply and may be ordered removed from your exhibit.
- » TCU also provides high speed connections at your booth. Please complete the High Speed Order Form, charges at applicable rate.

FIRE REGULATIONS

- » The purpose of these requirements is to maintain an acceptable level of fire safety within TCU Place. TCU Place in compliance with Fire Code Regulations does not allow blocking of exits or aisles. Exit doors and signs must be visible at all times. The Exhibitor assumes responsibility for compliance with municipal and provincial regulations concerning fire, safety and health.
- » Aisles and exits must be kept clear at all times with exit signs clearly visible.