

THIRD PARTY TRADESHOW CLIENT PACKAGE



Housekeeping

- » Housekeeping services can be provided including booth vacuuming at a chargeable rate. This service is only available to an entire tradeshow - individual booths cannot order this service.
- » Booth vacuuming (once per day before opening) & waste basket emptying = \$32.00 per booth

What's In This Package

- » [What to Submit - Flowchart](#)
- » [TCU Place Third Party Tradeshow Regulations & Waiver](#)
- » [TCU Place Client Outside Food & Beverage Consent Waiver](#)
- » [Load-In Information](#)

WHAT TO SUBMIT





THIS IS YOUR PLACE

THIRD PARTY TRADESHOW REGULATIONS & WAIVER

TCU PLACE, 35 22ND ST E, SASKATOON SK, S7K 0C8

Venue: TCU Place
 Event Co-ordinator: _____

Event ID: _____
 EC Phone/Email: _____

Company Name: _____
 Company Contact: _____

Event Name: _____
 Phone/Email: _____

Event Date: _____
 Estimated # Booths: _____

Tradeshow Move-in Date: _____
 Tradeshow Move-out Date: _____

Client refers to the event organizer, **Exhibitor** refers to individual booth representatives. The Client is responsible for collecting all waivers, including SLGA permits, food & beverage waivers, request forms, and food & beverage regulatory approval documentation from individual exhibitors. **This Regulations and Waiver Form must be signed and returned with the contract. All tabletop displays and booth contents must meet TCU Place’s tradeshow regulations as listed below.**

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 Place Event Co-ordinator to verify height restrictions that may apply to their booth space.

Weight Restrictions

- » Maximum weight allowance of the tradeshow 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. Only electric transport equipment is allowed on the tradeshow floor. Components that exceed 2000 lbs or cannot be transported in the fashion above, exhibitor must contact Matt Colton at mcolton@tcuplace.com to make arrangements for transport. Transports that cannot be performed safely (OH&S Standards) may be turned away.
- » No forklift on site - vendor must arrange rental if one is required.

LOAD-IN/LOAD-OUT ACCESS

- » All exhibitors must move in through designated load-in areas. Depending on your show’s location, you will be using either the front freight elevator or the back loading dock. Carts and pallets are restricted from the Box Office Lobby.
- » Visit www.tcuplace.com/venue/ for load-in information & maps.

FREIGHT ELEVATOR

- » Rear Freight Elevator 11’ wide, 19’ long, 8’ high, load capacity 10,000 lbs. Located off Auditorium Avenue.
- » Front Freight Elevator 8’ wide, 19’ long, 8’ high, load capacity 10,000 lbs. Located off 22nd Street.
- » TCU Place Freight Elevator Operators are required for tradeshow load-in/out, charged back to client at applicable hourly rate. Freight elevator operation is restricted to TCU Place Staff.
- » Use of carts in passenger elevators during load-in and load-out is not permitted.
- » Should you have questions regarding the physical restrictions of the exhibition space, please contact your Event Coordinator.

ELECTRICAL/HIGH SPEED EQUIPMENT AND CONNECTIONS

- » TCU Place provides all exhibitor electrical and high speed connections at your booth. Please complete the **TCU Place Power and Internet Form (See Third Party Tradeshow Exhibitor Package)**, 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.

Initials (TCU Place): _____ Initial Here (Client): _____

Updated May 22, 2024

PLUMBING/WATER ACCESS

While TCU Place does not offer dedicated plumbing lines for events/tradeshows, depending on the location, we can get water to your booth. Fees may apply.

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.

SHIPMENTS & STORAGE

- » Each exhibitor is responsible for all shipping arrangements for items being picked up from TCU Place. All booths need to be clear at the end of the show. Any items left behind for courier pickup, must be picked up by the last show day. If any items require storage or are not picked up after the show, post-show storage fees will apply.
- » Exhibitors are required to remove all materials upon completion of the event. This includes, but is not limited to recyclables, equipment, furniture, crates, packing materials, printed materials, pallets, and lumber.
- » Any items left behind that require disposal will incur a waste diversion fee based on size, weight, and labour.
- » There is no storage available on-site for exhibitor crates or tradeshow setup gear. All items must be removed and stored on truck or offsite.

SECURITY

Beyond the normal securing of Exhibition space (doors to exhibit halls are locked after 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. If security services are required for your event, please speak to your Event Coordinator.

DAMAGE & EXCESSIVE CLEANUP

- » Damage to property/fixtures other than normal wear and tear will be charged back to the Client.
- » No Exhibitor is to deface the premises. In particular, no nails, staples, hooks, tacks, screws, glues, 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 are to be transported with a pallet jack only - DO NOT

DRAG PALLETS ACROSS THE FLOOR! Ensure heavy, sharp, or otherwise floor-damaging displays are properly carpeted beneath to protect floors.

- » Appropriate protection must be placed on the tradeshow floor to prevent leaks or tears to the carpeted spaces. Damage incurred will result in a labour charge to repair the damaged area.
- » Use of confetti/glitter is prohibited.
- » Booths using flammable gas cylinders, maximum size is 5lb for any cooking appliance.

NOTE: There will be a Labour Chargeback at applicable rate to repair any damages.

PREFERRED SUPPLIER

TCU Place's preferred supplier for tradeshow drayage, decor and shipping services is Handy Special Events, 306-933-2727.

FOOD AND BEVERAGE REGULATIONS

TCU Place Requirements:

TCU Place retains full exclusivity to provide all food and beverage in our venue. However, sample size portions of food/beverage and/or pre-packaged products may be permitted with TCU Place approval.

The following documents are required in advance of the event date (6 weeks for food products and 2 months for alcohol):

1. The Client (Event Organizer) is responsible for all liability on behalf of its exhibitors and is responsible for signing the [TCU Place Outside Food & Beverage Consent Waiver](#) form releasing TCU Place (Levy) of any liability.
2. Each Exhibitor is responsible for completing the [TCU Place Exhibitor Food & Beverage Sampling Request Form \(See Third Party Tradeshow Exhibitor Package\)](#). The Client is to submit these to TCU Place for approval.
 - » If the food samples are considered potentially hazardous, additional licenses will be required by the Saskatchewan Health Authority (refer to requirements below).
 - » All exhibitors must comply with local health and safety regulations and follow safe food handling.
 - » All food samples must be bite-size portions (60 grams or 2"×2" in size or less).
 - » Samples must be served in disposable containers and use disposable utensils which must be supplied by the exhibitor. Compostable packaging is encouraged.
 - » Product ingredient list must be available at the tradeshow.
 - » Alcohol samples must be approved by the SLGA and may require special permits (refer to requirements below).
 - » Vendors/Exhibitors who have not received authorization for

Initials (TCU Place): _____ **Initial Here (Client):** _____

their food/beverage or alcohol samples may have products removed from their booth.

- » Samples may only be distributed from the exhibitor booth, and not in any pre-function or public spaces without written consent from TCU Place.
- » A tradeshow handling fee may be required pending the clients' requirements (ice, chilling, recycling, etc.).
- » If electrical is required for heating and cooling of food samples, please reference the **TCU Place Power and Internet Form (See Third Party Tradeshow Exhibitor Package)**.

Saskatchewan Health Authority Requirements:

Pre-packaged and non-potentially hazardous food items do not require a licence. For tradeshows where an exhibitor is selling potentially hazardous foods items, the exhibitor must complete a [Temporary Food Service Event - Vendor Application](#) and must follow Saskatchewan Health Authority regulations and guidelines. All applications are to be submitted to your public health inspector office at least 2 weeks prior to the event. A Public Health Inspector will review your application to determine if a license should be issued and if an inspection is required prior to issuing a license. Once approved, the event organizer is responsible for sending copies to TCU Place.

For tradeshows that are solely food focused where multiple vendors are present, the following applications must be submitted prior to TCU Place's approval:

- » The Client must complete the [Saskatchewan Health Authority Temporary Food Service Event - Event Organizer Application](#) and submit to the local public health inspector office 3 weeks prior to the event.
- » The Client distributes and collects the completed [Saskatchewan Health Authority Temporary Food Service Event - Vendor Application](#) forms from participating food vendors and submits to local public health inspector's office at least 2 weeks prior to the event.
- » If an exhibitor is uncertain, applications may be submitted to the Public Health Inspector phioc@saskatoonhealthregion.ca, 306-655-4605 who will review your application to determine if a licence is necessary or if an inspection is required prior to issuing a licence.
- » On the event day, please have a copy of your licence available as the Public Health Inspector may be touring the space prior to the opening to ensure all participants have met the Public Health Standards.

Alcohol – SLGA Requirements

TCU Place retains full exclusivity to provide all alcoholic beverages in our venue. However, sample size portions of alcoholic beverages may be permitted with TCU Place's approval. Please contact Lindsay Edighoffer, TCU Place 306-975-7529 to determine permit requirements and allowances. Permits must be on display during the event. All pourers must have a valid Serve It Right Saskatchewan certificate. For more information, please visit the [Saskatchewan Liquor and Gaming Authority](#) for all rules and regulations.

I hereby accept and agree to the terms in the Tradeshow Regulations and Waiver outlined above. The terms and conditions outlined above act as a binding contract between both parties.

SIGNED AND DATED as of the _____ day
of _____, _____.

Name: _____

Signature: _____



THIS IS YOUR PLACE

CLIENT OUTSIDE FOOD & BEVERAGE CONSENT WAIVER

TCU PLACE, 35 22ND ST E, SASKATOON SK, S7K 0C8

The Outside Food and Beverage Consent Waiver must be signed and returned with the contract.

Venue: TCU Place ("Levy")

Booking #: _____

Event Coordinator: _____

TCU Contact Phone/Email: _____

Company Name (The "Client"): _____

Event Name: _____

Event Date: _____

RE: Special Event held at the Centennial Auditorium & Convention Centre located at #35 - 22nd Street East, Saskatoon ("TCU Place") on _____ (Date) (the "Event")

WHEREAS Levy provides catering services to TCU Place pursuant to a catering services agreement between Levy and The Centennial Auditorium & Convention Centre Corp.;

AND WHEREAS TCU Place has allowed the Client to provide certain food/beverage products and services at the Event (the "Products and Services");

The Client hereby agrees to and acknowledges the following in connection with foregoing:

- » The Client acknowledges that there are certain risks inherent in providing any Products and Services.
- » The Client hereby consents to and assumes at its own cost, all claims, liabilities, responsibilities, and risks associated with the provision of any Products and Services.
- » The Client assumes all risk on behalf of the exhibitors.
- » The Client hereby releases, waives, indemnifies, and saves harmless TCU Place (Levy), and its subsidiaries, affiliates, directors, officers and employees, agents and subcontractors, from and for any and all claims, liabilities, injury, damages, expenses, costs, charges, or fees (including reasonable legal fees) (collectively, "Claims"), arising directly or indirectly out of the acts or omissions of the Client in connection with the provision of any Products and Services (including without limitation any Claims related to food safety or occupational health and safety). This clause shall survive the expiry or termination of the Event.
- » The Client shall comply with all applicable laws and any policies of TCU Place (Levy) as furnished to the Client.

SIGNED AND DATED as of the _____ day of _____, _____.

Name Print: _____

Signature: _____

Title: _____

Date: _____

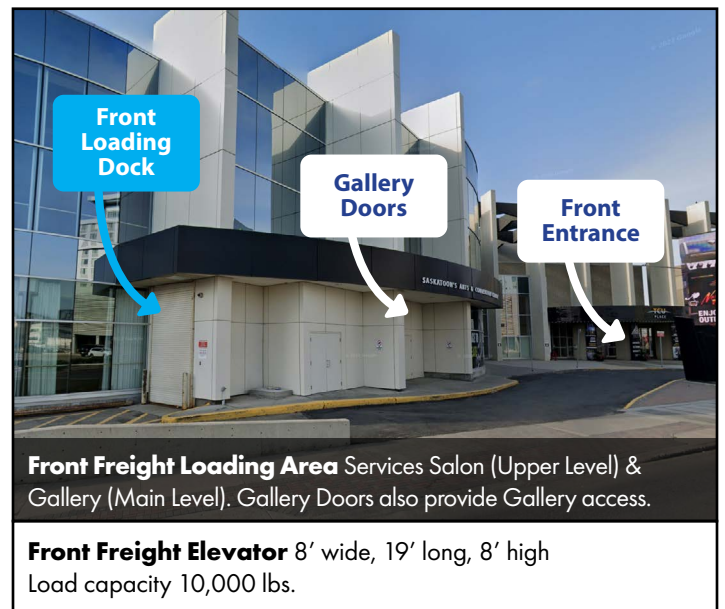
Address: _____

Phone: _____

cc. _____ (Sales Executive Name)

_____ (Event Coordinator Name)

LOAD-IN INFORMATION



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