

QUICK FACTS

SHOW DATES February 22-24, 2019		LOCATION
Friday, February 22	12pm – 6pm	Greater Hamilton Home & Garden Show
Saturday, February 23	10am – 6pm	Hamilton Convention Centre by Carmen's
Sunday, February 24	10am – 5pm	1 Summers Lane, Hamilton, ON L8P 4Y2

General Admission \$8 | Seniors Admission \$4 | Kids under 12 FREE

SHIPPING

Greater Hamilton Home & Garden Show
 Hamilton Convention Centre by Carmen's
 1 Summers Lane,
 Hamilton, ON
 L8P 4Y2

- Include Shipping Label with Company Name & Booth Number

MOVE-IN SCHEDULE

Thursday, February 21, 9am – 12pm (**Large exhibits ONLY**, pre arrange with show mgmt)

Thursday, February 21, 12pm – 10pm (Full Move in & Walk ins)

Friday, February 22, 7am – 10pm (loading area/remaining exhibits)

*Pre-show floor inspection begins promptly at 11pm on Friday, February 22

MOVE-OUT SCHEDULE

Sunday, February 24 5pm -12am

- ALL exhibits must be cleared by 12am

SHOW OFFICE HOURS

Thursday, February 21 9am – 9pm

Friday, February 22 Open during show hours

Saturday, February 23 Open during show hours

Sunday, February 24 Open during show hours

SHOW PERSONNEL

Paul McNair– Show Manager, 905-522-6117x545318, pmcnair@postmedia.com

Claire Levo – Account Manager, 905-522-6117x545334 clevo@postmedia.com

Jennifer Odell – Event Coordinator, 905-522-6117x545309, jodell@postmedia.com

EXHIBITOR PREPARATION CHECKLIST

MANDATORY FORMS

FORM	DEADLINE
<i>SCHEDULED MOVE IN BY BOOTH NUMBER!</i>	
Exhibitor Badges	Pick up on move in
Proof of Insurance	February 14/19

ADDITIONAL ORDER FORMS

FORM	DEADLINE
Promotional Opportunities	February 13/19
Show Guide Advertising	February 11/19
Starline – Electrical Services & Sign Hanging	February 13/19
Stronco - Booths, Furniture & Decorating	February 13/19

- Don't forget to send back all your order forms before the specified date to the supplier or to show management to take advantage of special pricing.
- Remember: Advanced orders with Starline Entertainment Group will be given first priority! On site orders are not guaranteed for same day installation.

MOVE IN | MOVE OUT DETAILS:

All exhibitors must follow the scheduled move-in unless instructed otherwise by show management. If you do not need the main loading areas, you may move in via the entrance doors and walk-in with small dollies.

MOVE-OUT SCHEDULE

Sunday, February 24, 2018 from 5 pm-11:30pm. Move-out will be completed by 12am on Sunday, February 24. Show management will not be responsible for items left on site at the Hamilton Convention Centre.

- **ALL exhibits must be cleared by 12am, everything from the show floor must be cleared prior to that time**

LOADING AREAS

GENERAL INFORMATION

The Hamilton Convention Centre's loading docks are located at the back of our building with dedicated street access. These loading docks are located at 10 MacNab Street South.

FORKLIFT / DOLLIES

A forklift is available for move-in on THURSDAY only. Flatbed dollies will be available throughout move-in/move-out. If you require extensive forklift use or have crates that need storage, you must make arrangements with: Stronco Show Services, Ph: 1-800-665-2621 There is storage but exhibitors who have excessive display material/exhibit crates need to advise Show Management.

- Dollies will not be released UNTIL after the show closes and the aisle carpet is removed.

VEHICLES IN THE LOADING AREA

Parking is not permitted in the loading areas. Exhibitors unloading will be permitted to leave vehicles for a brief period of time during move in, but must move their vehicles from the loading areas after you are through unloading. If you leave your vehicle in the loading area, Hamilton Convention Centre reserves the right to have it removed at your expense.

RULES & REGULATIONS

All exhibits and exhibitors are subject to all rules and regulations included in this section in addition to the Exhibitor Rules & Regulations stated on the reverse side of the Exhibit Space Contract, as well as the Booth / Exhibit Guidelines as stated in this exhibitor manual. In addition, all exhibits and exhibitors must abide by the rules & regulations of the Hamilton Convention Centre.

Management has the right to make such changes, amendments and additions to the rules & regulations, as it shall deem necessary to the proper conduct of the Exhibition. The Greater Hamilton Home & Garden Show Rules & Regulations, as amended, shall govern in all cases. Interpretation of its decision shall be final. Management may require exhibitors to make such alterations to their displays, as it deems necessary to the proper conduct of the Exhibition and, on failure to comply, may order the immediate removal of the entire exhibit at the Exhibitor's expense without compensation.

AUDIO / VISUAL RECORDING

Audio or visual recording of any event requires the written authorization of Show Management.

CARE OF RENTED SPACE

GENERAL INFORMATION

Floors / Walls / Ceilings – Painting, nailing or drilling of floors, walls, ceilings or any part of building is not permitted. Exhibitors wishing to lay floor coverings must use an adhesive that is easily removed and will not damage the floor. No signs or other articles to be fastened to the ceilings, walls, pipes or electrical fixtures.

Stickers – Hamilton Convention Centre warns that exhibitors handing out adhesive backed promotional materials (sticker etc) will be charged for removal of this material from walls and floors of the building.

CONTESTS / COMPETITIONS

Contests or promotions conducted by exhibitors during the Greater Hamilton Home & Garden Show must be free of obligation on the part of the winner. There must be “no purchase necessary” for all contests conducted at the show, or before prize material is collected. Show management must be notified of any contests being conducted when the value of the prize material exceeds \$500. Contests or promotions must be confined to the exhibitor’s own space, unless otherwise stated by Show Management.

EXHIBITOR BADGES

Exhibit staff must wear a Home Show badge for access to the show. Exhibitors will be issued 8 generic company badges for each booth. Badges will be in holders to allow staff to display business cards. Additional exhibitor badges will be available if required. Exhibitor badges are for working staff throughout the weekend, staff not working at the show should be provided with admission tickets to enter the show. Show management reserves the right to refuse admission to the show building to any visitor, exhibitor, or exhibitor(s) employees. Badges to be picked-up in show office second level of the Convention Centre in ROOM 201 GHH&GS Office.

FOOD & BEVERAGE SAMPLING

No exhibitors are permitted to sample food or beverages without the advance written consent of Show Management.

PARKING

The Hamilton Convention Centre by Carmen’s is directly connected to a six level underground parking garage operated by the City of Hamilton Municipal Parking Authority, able to accommodate up to 600 vehicles at once. Because this is a municipal owned lot, parking charges will apply based on the duration of stay and can range anywhere from \$2.00 per hour to a daily maximum of \$11.00. Rain or shine, you won’t have to worry about braving the elements, as you can take the elevator right from the underground parking lot directly to the first, second or third floor levels of the Hamilton Convention Centre by Carmen’s.

BOOTH/EXHIBIT GUIDELINES

Standard booths include complimentary back drape & pipe

- Additional booth furnishings, accessories, decorations and signs are available from Stronco Show Services.

GENERAL INFORMATION

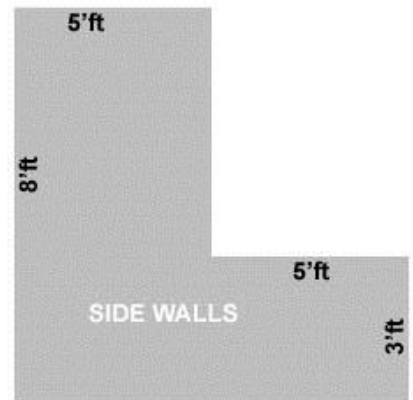
CARPET/ FLOORING

The facility has hard industrial flooring. Exhibitors must provide a floor covering. Booth carpet may be ordered through Starline Entertainment Group, Ph: (905) 822-4850 or you may supply a suitable floor covering of your own. Inner booth flooring is parquet and carpet is recommended!

BOOTHSDISPLAYS

To maintain consistency from show to show, the trade show industry has established guidelines for booth construction. The Greater Hamilton Home & Garden Show exhibitors must conform to these guidelines. An exhibitor planning to use or build a prefabricated display should make sure that:

1. An allowance of one inch is made on either side of the display to allow for the thickness of standard dividers. If lengths exceed 9' 10", notify show management so special arrangements may be made.
2. Projection of sidewalls must be limited to a maximum of five feet from the rear of the booth, allowing for 50% visibility at the sides of the exhibit. They must not exceed beyond **5 feet** and must drop to 3 feet beyond that point extending to the aisle.
3. All sides and surfaces of exhibits (booths and signs), which are exposed to view, must be properly finished and decorated.



ELECTRICITY

Exhibitors who require electricity in their booths are required to make advance arrangements with Starline Entertainment Group. Electrical services including hard-wired connections, electrical outlets, rental lighting and installation of electrical fixtures are also available through Starline Entertainment Group - Show Services, Ph: (905) 822-4850.

AUDIO VISUAL DISPLAYS

Complete Audio/Visual display rentals are available. Check with show management to obtain an order form if you have any A/V requirements.

WIFI / HIGH-SPEED INTERNET SERVICES

COMPLMENTARY high speed WI-FI is offered to all three levels of the Hamilton Convention Centre facility, service throughout the hallways, corridors, as well as inside the banquet and meeting rooms themselves. Password: **hccbycarmens**. Note that large numbers of guests may result in service interruption. Please call the Bell Trade Show Desk, Ph: 1-800-414-8424 to order a hard wired line if required.

VEHICLE DISPLAYS

Plastic must cover all flooring underneath all vehicles inside the facility. All vehicles inside the building must have disconnected batteries and a minimum of fuel in the tanks / capped tanks.

CHARACTER OF EXHIBITS

Show management reserves the right to restrict the use of glaring lights, objectionable lighting effects, or exceptionally noisy machinery. Sound presentations, slides, or movies will be permitted, if tuned to conversation level and, if not objectionable to neighboring exhibitors. Sound levels may not exceed 70 decibels more than 4 feet from the source. Exhibits must not cause or produce any unusual, noxious or objectionable smoke, gases, vapors or odors.

DEMONSTRATIONS

Demonstration areas must be organized within the exhibitor's space, so as not to interfere with any aisle traffic and sampling or demonstration tables must be placed a minimum of two feet away from the aisle line. Demonstrations interfering with normal traffic flow may be asked to refrain from continuing until traffic flow as diminished.

HAZARDOUS MATERIALS

All demonstrations involving any moving or potentially hazardous machines, displays or part, must have hazard barriers to prevent accidental injury to spectators. Exhibits that include such demonstrations must be properly insured. A supervisor who can stop the proceedings in the event of an emergency must constantly monitor demonstrations. Any demonstration involving potentially hazardous by-products such as dust, fumes, sparks or flames must be approved in writing by Show Management prior to the event.