

General Show Information

LOCATION AND DATES

The 2009 A.O.R.S. Municipal Trade Show will be held in the Leamington Kinsmen Recreation Complex. The Trade Show hours will be from 9 a.m. to 4 p.m. on Wednesday, June 3rd and Thursday, June 4th, 2009.

MANAGEMENT

The word "management" used herein shall mean A.O.R.S. acting through its officers, directors, committees, agents, or employees in the management of the show.

INSTALLATION AND DISMANTLING OF EXHIBITS

Installation of exhibits may begin at 8 a.m. Tuesday, June 2nd, 2009. All exhibits must be erected or completely arranged by 5 p.m. Tuesday June 2nd, 2009. The Trade Show officially opens at 9 a.m., Wednesday, June 3rd 2009. Noisy or unsightly work in an exhibitor's booth is strictly prohibited during show hours. Goods received after the opening of the Trade Show must be delivered to the booth and put in place at a time other than the official show hours. Dismantling shall not commence until

after 4 p.m. Thursday, June 4th and must be completed by 8 p.m., Thursday, June 4th, 2009 unless special arrangements have been made with the Management.



OPENING CEREMONIES

11 a.m. June 3, 2009 At Main Entrance of Unico Arena

PAYMENT TERMS

The cost of the exhibit space must be submitted with the application to hold the space. Payments can be made by cheque, money order, MasterCard or Visa. All payments will be forfeited if space is cancelled after February 28, 2009.

LIABILITY

The 2009 Trade Show Executive Committee representing the Essex County Municipal Supervisors Association and the Association of Ontario Road Supervisors will not be liable for damages resulting to or from your display.

FIRST AID

In case of emergency, contact the registration desk. First aid will be available on site.

RENTALS

No chairs or tables will be supplied, but rentals will be available. Order forms will be mailed to all exhibitors prior to the Show.

WASHROOMS

Located throughout the grounds.

General Show Information

TELEPHONE

Located on the grounds.

PHOTOCOPY/FAX

Will be available on the grounds.

CUSTOMS CONTACT INFORMATION

A.O.R.S., 160 King Street, Box 129
Thorndale, ON N0M 2P0
Telephone: 519-461-1271, Fax: 519-461-1343

FORKLIFT

Forklift services will be available for inside booths as required. Outside booths that require forklift services should contact Trade Show representatives in order to make adequate arrangements.

EXHIBITOR'S AUTHORIZED REPRESENTATIVE

Each Exhibitor will be required to appoint one individual to represent the company in all dealings with Management. Each company representative will in turn appoint an alternate to act when necessary.

SUBLEASING OF SPACE

Exhibitors may not sublet neither their space, nor any part thereof or make any arrangements for display by non-exhibiting company.

BOOTH DESIGN AND USE OF EXHIBIT SPACE

All indoor booths will have a drapery background, posts, end and side partitions furnished by Management. Exhibits cannot obstruct the view of other exhibits. No built-up exhibit or other construction shall exceed 7 feet (2 meters) in overall height. In exhibit spaces around the perimeter of the exhibit hall (wall spaces), the background may extend up to, but not exceed 10 feet (3 meters). In the rear two-thirds of each booth, display material of any nature may not exceed 7 feet in height. Overhead canopies or simulated ceilings can not extend beyond booth



space. This rule does not apply to a machine or other piece of equipment.

SPECIAL EXHIBIT PROVISIONS

Adhesive-backed decals which may deface any surface of the building may not be distributed. Each exhibitor is asked to recognize the rights of other exhibitors and that general appearance of the show as a whole must take precedence over that of any individual exhibit. The special exhibit provisions will require the co-operation of the exhibitors and designs to maintain and insure that all displays are in good taste.

SPACE ALLOCATION

In the event of conflicts regarding space requests, or conditions beyond its control, the Association of Ontario Road Supervisors reserves the right to revise the floor plan, including relocation of any and all previously assigned booths.

FLAMMABLE MATERIALS/FUEL/GASOLINE/ BATTERIES AND PROPANE

No flammable fluids, substances, or materials of any nature, including decorative materials, use of which is prohibited by national, provincial or municipal fire regulations, may be used in any booth. Automobiles, trucks, tractors, machinery and other vehicles to be displayed may be driven to display area. When positioned, gas tank

General Show Information

cap shall be secured by locking and/or taping closed. Any use of liquid petroleum compressed gases is prohibited except by written variance from the Fire Chief.

Tanks may contain no more than the minimum required for positioning and removal. Battery leads shall be disconnected. Exhibitors are responsible for any damages to the floor caused by fuel, oils or similar substances. Exhibitors shall remove ignition key and gas tank key.

At conclusion of show, after public has left the building, all vehicles shall be removed. All curtains, drapes, and decorations must be constructed of flameproof materials, or treated with an approved flame proofing solution. Artificial lighting, such as lanterns and candles are prohibited. No drilling of any surface within the Trade Show facilities is permitted.

EXHIBITOR'S ADMITTANCE DURING NON-SHOW HOURS

Representatives of exhibiting companies will not be permitted to enter the exhibit area earlier than one hour before scheduled opening time each day of the show. Special arrangements must be made through the Exhibits office should exhibitors require additional time in their booth after closing hours at night. This does not apply to the night prior to the opening of the exhibit.

CAMPING

For booking contact: Leamington Business Improvement Association at 519-326-5761

SECURITY

Every reasonable precaution will be taken to protect property during installation, show and removal period. However, neither the management, service contractors, nor the employees of officials of the exposition hall are responsible for the safety of the exhibitor's property from theft, damage by fire, accident, vandalism, or other causes. If a theft occurs during installation, running of the show or removal, the exhibitor must notify both Security and Management in writing immediately. Security staff operate under the direction of Management.

CONTACT FOR EXHIBITOR SPACE

Name: A.O.R.S. Office
Telephone: 519-461-1271
Fax: 519-461-1343
Email: admin@aors.on.ca
Website: www.aors.on.ca

LYLE MORRIS, TRADE SHOW CHAIRPERSON

Tel 519-791-7178
Fax 519-975-0491

TIM MOUSSEAU, COMMITTEE MEMBER

Tel 519-975-2414
Fax 519-975-0491

email: ecmsa@primus.ca