

House of Praise Business Convention & Exhibition 2013

Exhibitors Manual

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2. INTRODUCTION

Dear Exhibitor,

Welcome to the “2013 House of Praise Business Convention & Exhibition” taking place on September 28th, 2013 at the Westin Bristol Hotel, Toronto. Our goal is to make your experience as an exhibitor a productive and valuable one.

This Exhibitor Service Manual contains all of the information and resources you will need to plan your show participation and get the most out of everything the event has to offer. If you are not in charge of coordinating your exhibit set-up, please pass this manual to the appropriate person in your organization and make sure to read it carefully.

The exhibition team is always available to answer any questions you have in order to make this event a valuable addition to your marketing strategy. We look forward to working with you. If you have any questions after reviewing this material, please contact us at:

Phone Number: 905 -624- LORD (5673)

Toll free Number: 1-866-801-7078 or email events@houseofpraise.ca

We look forward to seeing you at this year’s event!

3. GENERAL INFORMATION

1.1. EXHIBIT SPACE PACKAGE

Your exhibit space rental includes:

- Standard booth consisting of six-foot-wide tables with a table covering shared between 2 exhibitors.
- Guaranteed space selection for next year's convention.

1.2. EXHIBITOR SERVICE/INFO CENTER

The services provided by the Exhibition Team for "House of Praise Business Convention & Exhibition" 2013 are represented in the Exhibitor/Info service center.

1.3. FIRST AID

First aid station is located in the Exhibitor/Info service center. The first aid station is in operation during the entire installation, operating, and dismantling periods.

1.4. INSURANCE

Whilst the Organizer takes every precaution to protect your property during the event, the Organizer is not responsible for any loss or damage. You may wish to consider buying insurance cover. You are responsible for insuring against any legal liability incurred in respect of death, bodily injury or damage to property belonging to third parties.

1.5. BOOTH STORAGE

Materials may be stored underneath the booth table during the show, however all materials stored must be masked/covered so they are not visible.

1.6. PARKING

Westin Bristol has parking available at the back of the hotel.

1.7. PUBLIC SPACE

Souvenirs and literature can only be handed out from within the confines of exhibitors' booths. Passing out promotional material or literature in the aisles, outside the convention center, or public areas is prohibited. Also, posting signs anywhere other than within the confines of exhibitors' booths is prohibited.

1.8. SELLING ON THE EXHIBIT FLOOR

Exhibitors at the convention may sell their products directly to attendees from their booths on the show floor.” Exhibition Management reserves the right to ask you to remove signs, sale notices if they are defacing the walls.

4. RULES & REGULATIONS

2.1. ALCOHOLIC BEVERAGES AND FOOD ITEMS

The use and distribution of alcoholic beverages during the exhibition is prohibited. **No food items or food samples will be allowed on the Exhibition floor**, however food related business can still participate by being creative in their exhibition displays.

2.2. CANADIANS WITH DISABILITIES ACT

The exhibitor understands that the Disabilities Act requires that its display be accessible to persons with disabilities. Exhibitor agrees that it is solely responsible for ensuring that its display complies with this act.

2.3. BOOTH REPRESENTATIONS

Exhibitors' booth staffing shall be restricted to representatives of the Exhibitor who are actually working in the exhibitor's booth. Such representatives shall wear "Exhibitor" badge identification at all times. House of Praise may at its sole discretion limit the number of booth representatives at any time. All Exhibitors' representatives other than those working in the booth are to register as attendees.

2.4. BOOTH STAFFING

Exhibitors will not be permitted to dismantle or to begin dismantle prior to the close of the exhibition on Saturday, September 28th at 6.00 pm. An Exhibitor, who violates this regulation, may lose priority points for future booth assignments or may be denied exhibit space in future “House of Praise Business Convention” exhibitions.

2.5. DAMAGE TO PROPERTY

Exhibitor is liable for any damage caused to building floors, walls, columns, display tables and table cloths or to other exhibitors' property. Exhibitor may not apply paint, lacquer, adhesive, or other coating to building columns and floors or to display tables & table cloths. Holes may not be drilled, cored, or punched in the building.

2.6. DECORATION

House of Praise may require the replacing, rearrangement, or redecorating of any item or display table which House of Praise deems inconsistent with the Principal Purpose of the Exhibition or inappropriate for any other reason and no liability shall attach to House of Praise for costs that may arise thereby. Exhibitors building special background (retractable banners) must ensure that they do not infringe on the adjoining Exhibitor's display table.

2.7. DEMONSTRATIONS AND BOOTH ACTIVITIES

Exhibitors shall not solicit business in aisles or engage in any activity that leads to congestion in the aisles. Exhibitors wishing to include demonstrations, presentations, drawings or crowd gathering activities of any type must confine such activity within their booth area. Exhibition Team reserves the right to restrict exhibits that, because of **noise, methods of operations, materials or any other reason** become objectionable. The sound level from an exhibitor's booth shall not intrude nor violate the rights of any and all adjacent areas.

2.8. DISMANTLING

Exhibitors must remove all their materials from the floor upon conclusion of the event. Exhibitors shall be liable for all storage and handling charges resulting from failure to remove exhibition material from the exhibition floor before conclusion of the dismantling period. No displays may be dismantled prior to 6:00 pm on the day of the event.

2.9. ELECTRICAL SERVICES

All electrical service is provided by Technical Department of Westin Bristol. If you require special consideration in regards to electrical fixtures (plugs, extensions, appliances & equipment) not addressed in this Exhibitor's Manual, please provide prior notice indicating the number of stations required and a brief description of the appliance or equipment. Address all requests to the Exhibition Team at events@houseofpraise.ca.

Please note that data services will not be provided and Exhibitors are solely responsible for arranging for data/network services if required.

2.10. FLAMMABLE MATERIALS

No flammable fluids or materials of any nature, including decorative materials, use of which is prohibited by national, state, or city fire regulations, may be used in any booth.

2.11. LOTTERIES, CONTESTS

The operation of games of chance, lottery devices, or the actual or simulated pursuit of any recreational pastime is permitted only upon written approval from House of Praise. No announcements will be made over the public address systems, and winners must not be required to be present to win.

2.12. PROHIBITED MATERIAL

Balloons, lights, lasers, horns, musical instruments, projected light outside booths, use of other mechanical devices that create or may create objectionable noises, odors, congestion, or any material deemed by Exhibition Management to be a negative distraction are prohibited. Exhibition Management reserves the right to determine when such items become objectionable.

2.13. RULES

Exhibitor agrees to abide by the rules, guidelines, and regulations included in the Exhibitor Manual, and by any reasonable amendments that may be put into effect by the Exhibition Team.

2.14. SAFETY DEVICES

Exhibitor agrees to accept full responsibility for compliance with national, province and city regulations in the provision and maintenance of adequate safety devices and conditions for the operation of machinery and equipment. Please see Section 3.9.

2.15. EXHIBITION DETAILS

Date: Saturday, September 28, 2013

Venue: Westin Bristol Hotel, 950 Dixon Road, Toronto M9W 5N4, ON

Event time: 04:00pm – 6:00pm

Exhibitor's Set-up time: 07:00am – 09:00am

Exhibition Specialist Walkthrough: 08:00am – 09:00am

All exhibits must be open and staffed during open event hours and the hall will be cleared after the close of the exhibition.