



BOOTH RULES & REGULATIONS

BIIG TRADE SHOW: JANUARY 31-EBRUARY 2, 2018

SCOTIABANK CONVENTION CENTRE

6815 Stanley Ave
Niagara Falls, ON L2G 3Y9
<http://www.fallsconventions.com/>

QUESTIONS?

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EXHIBITOR MOVE-IN:

Tuesday, January 30:	12 p.m. – 6 p.m.
Wednesday, January 31:	9 a.m. – 4 p.m.

TRADE SHOW:

Wednesday, January 31:	6 p.m. – 9 p.m.
Thursday, February 1:	*8 a.m. – 5 p.m.
Friday, February 2:	*8 a.m. – 3:30 p.m.

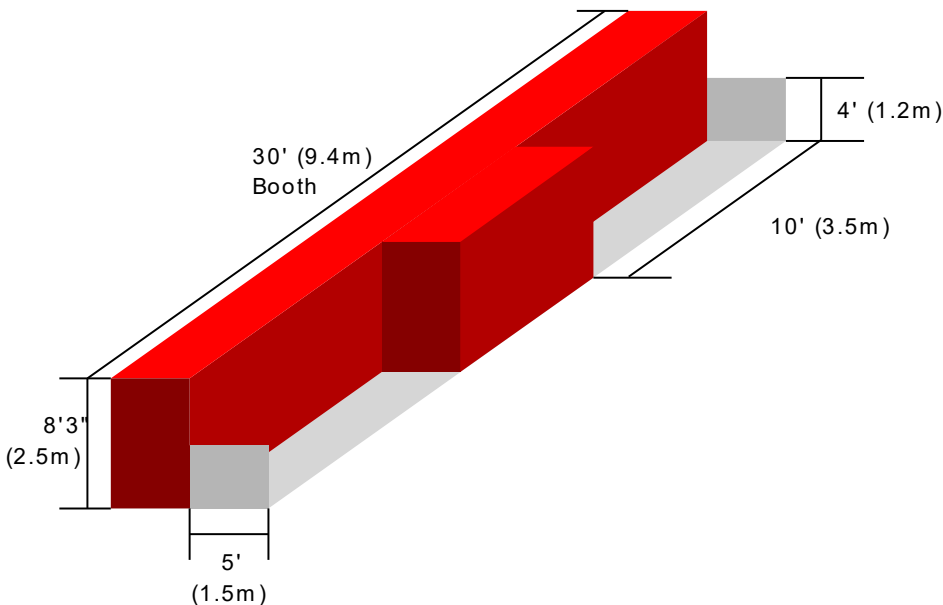
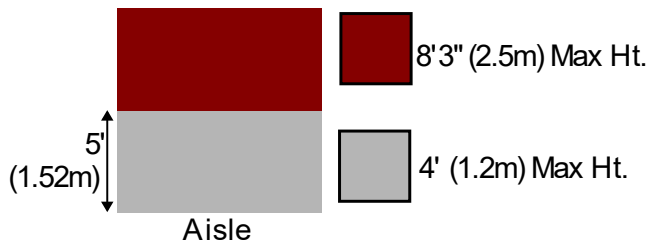
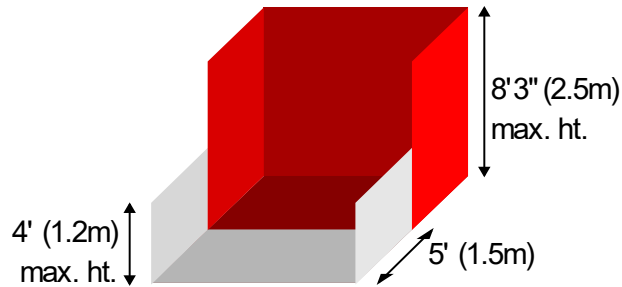
*Exhibitors are granted access at 8 a.m. delegate access begins at 8:30 a.m.

EXHIBITOR MOVE-OUT:

Friday, February 2:	3:30 p.m. – 8 p.m.
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STANDARD BOOTH

DEFINITION: ONE OR MORE STANDARD UNITS IN STRAIGHT LINE.



HEIGHT

Exhibit fixtures, components and identification signs will be permitted to a maximum height of 8'3" (2.5m).

Intent – If a portion of an exhibit booth extends above 8'3: (2.5m) high, the exhibit booth background will detract from the overall impact of the exhibit directly behind that booth regardless of how the rear of the offending exhibit is finished.

DEPTH

All display fixtures and components over 4'0" (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor's space which is at least 5'0" (1.52m) of the back line.

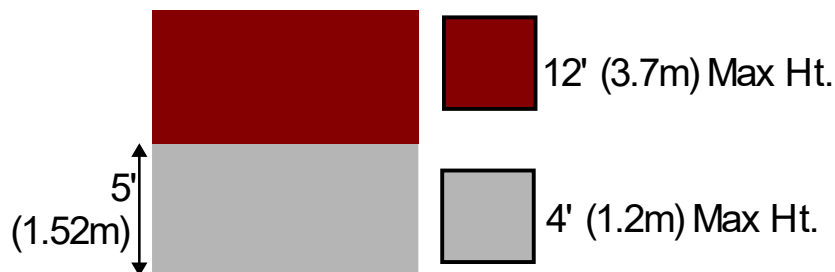
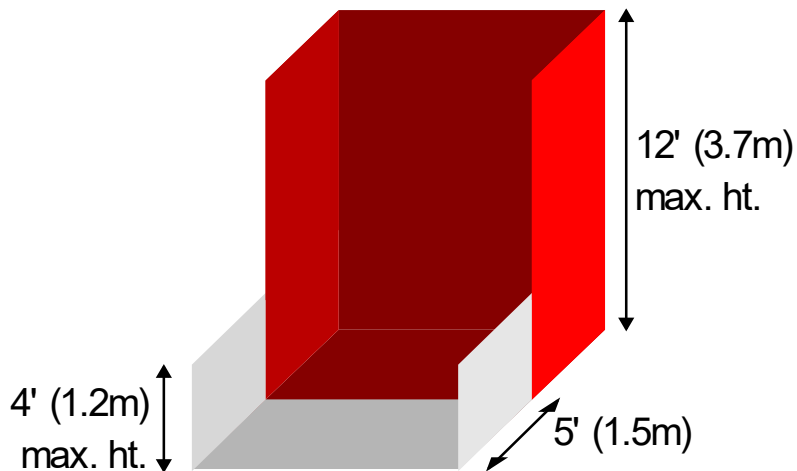
Intent – Each exhibitor is entitled to a reasonable sight line from the aisle regardless of the size of exhibit. Exhibitors with larger space – (30 lineal feet (9.14m) or more)- should also be able to effectively use as much of the total floor space as possible if they do not interfere with the rights of others. The limitation on display fixtures over 4'); (1.22m) and within 10 lineal feet (3.05m) of a neighbouring exhibit is intended to accomplish both aims.

IMPORTANT

Space dimensions shown on floor plan are from center line of booth equipment, such as side rails and/or back drape. Exhibit structures must be constructed to allow sufficient tolerance on each side for this equipment and for utility service at rear of booth.

PERIMETER WALL BOOTH

DEFINITION: STANDARD BOOTH LOCATED ON THE OUTER PERIMETER WALL OF THE EXHIBITOR FLOOR.



HEIGHT

Exhibitor fixtures, components and identification signs will be permitted to a maximum height of 12'0" (3.66m) in perimeter wall booths.

Intent – Because the outer perimeter booths are not backed up against another exhibitor's booth, display back walls and materials over 8'3" (2.5m) will not interfere with or distract from any other exhibit booth.

DEPTH

All display fixtures and components over 4'0" (1.22) in height and place within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor's space which is within 5'0" (1.52m) of the back line.

Intent – Each exhibitor is entitled to a reasonable sight line from the aisle regardless of the size of exhibit. Exhibitors with larger booth space – (30 lineal feet (9.14m) or more),- should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others. The limitation on display fixtures over 4'0" (1.22m) and within 10 lineal feet (3.05m) of a neighbouring exhibit is intended to accomplish both of these aims.

IMPORTANT

Space dimensions shown on floor plan are from centre line of booth equipment, such as side rails, and/or back drape. Exhibit structures must be constructed to allow sufficient tolerance on each side for this equipment and for utility service at rear of booth.

HALF BOOTH

DEFINITION: 5' X 10" BOOTH

HEIGHT

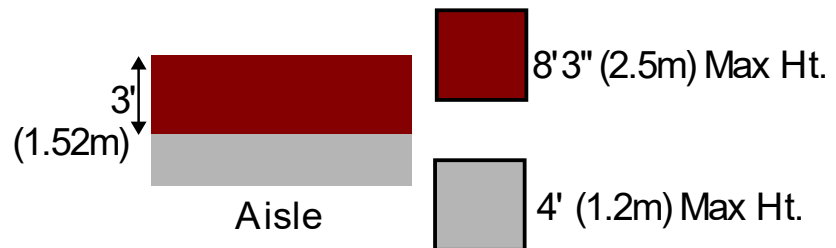
Exhibitor fixtures, components and identification signs will be permitted to a maximum height of 8'3" (2.5m).

Intent – If a portion of an exhibit booth extends above 8'3" (2.5m) high, the exhibit booth background will detract from the overall impact of the exhibit directly behind that booth regardless of how the rear of the offending exhibit is finished.



DEPTH

All display fixtures and components over 4'0" (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor's space which is at least 3'0" (0.95m) of the back line.



Intent – Each exhibitor is entitled to a reasonable sight line from the aisle regardless of the size of exhibit. The limitation on display fixtures over 4'0" (1.22m) and within 10 lineal feet (3.05m) of a neighbouring exhibit is intended to accomplish both aims.

IMPORTANT

Space dimensions shown on floor plan are from center line of booth equipment, such as side rails and/or back drape. Exhibit structures must be constructed to allow sufficient tolerance on each side for this equipment and for utility service at rear of booth.

CANOPIES AND CEILINGS

DEFINITION: AN EXHIBIT COMPONENT SUPPORTED OVER AN EXHIBITOR'S SPACE FOR DECORATIVE PURPOSES ONLY.

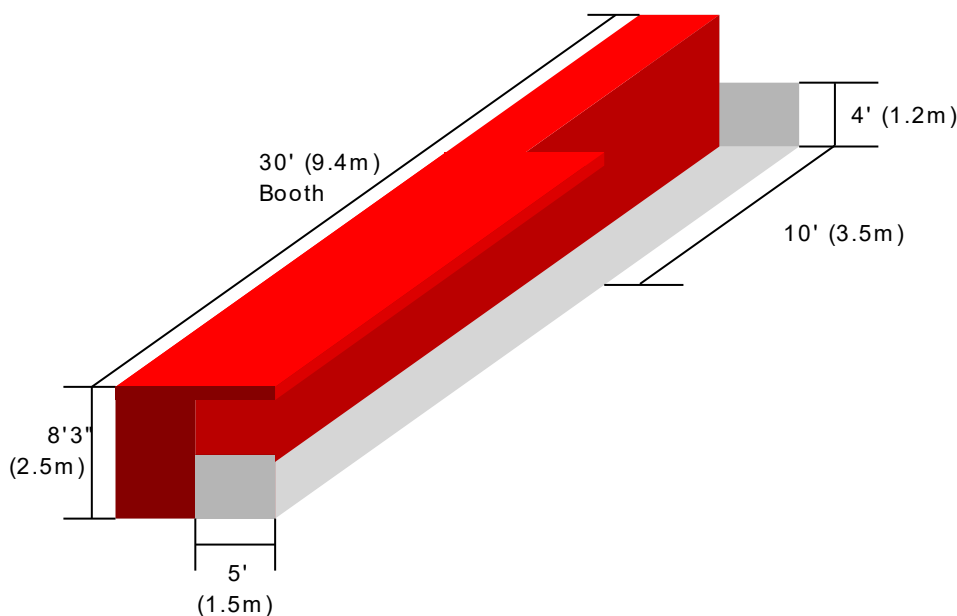
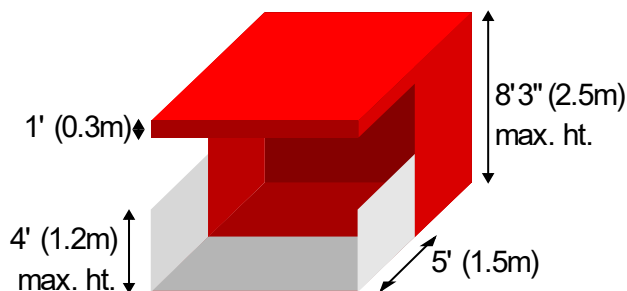
HEIGHT

Canopies, false ceilings. And umbrella will be permitted to a height that corresponds to the height regulation for the appropriate exhibit configuration of which they are a part. For example, canopies will not exceed 8'6" (2.5m) in height in a standard booth configuration. Furthermore, the canopy or false ceiling will not exceed 1'0" (30cm) in depth and cannot be used for identification or display purposes.

Intend - Exhibitors requiring canopies or false ceilings to create the desired exhibit environment within their booth space should be allowed to do so if the canopy and its support structure does not violate the intent of the height or depth regulation.

DEPTH

Canopies may extend out of the aisle line and up to the booth line on either side of an exhibitor's space providing that the support structure will not exceed 3" (97.6cm) in width when placed with 10 lineal feet (3.05m) of an adjoining exhibit



and not confined to the area of the exhibitor's space which is within 5'0" (1.52m) of the back line. Furthermore, canopies, false ceilings or umbrella will not be used for identification or display purposes except as would normally be allowed for any exhibit component with the regulation set forth for the exhibit configuration.

Intend – Exhibitors adjoining exhibits with canopies are entitled to the same reasonable sight line from the aisle as they would expect if they were adjacent to an exhibitor with a standard booth.

IMPORTANT

Exhibitors installing a display with a ceiling must check with the local fire department to ensure that their display meets with the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc.

PENINSULA AND END-CAP BOOTHS

DEFINITION: EXHIBIT WITH TWO OR MORE STANDARD UNITS WITH AN AISLE ON THREE SIDES.

HEIGHT

Exhibit fixtures, components, and identification signs will be permitted to a maximum height of 8'3" (2.5m).

Intent – If a portion of an exhibit booth extends above 8'3" (2.5m) high, the exhibit booth background will detract from the overall impact of the exhibit directly behind that booth regardless of how the rear of the offending exhibit is finished.

DEPTH

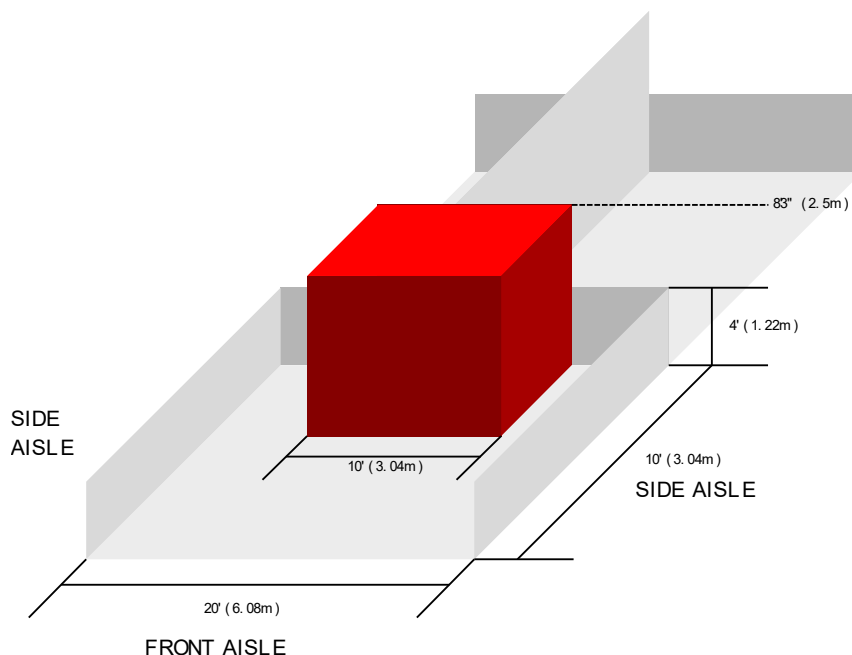
All display fixtures and components over 4' (1.22m) in height and placed within 10 lineal feet (3.05m) of a neighbouring exhibit, must be confined to that area of the booth that is at least 5'0" (1.52m) from the aisle line to avoid blocking the sight line from the aisle to the adjoining booth.

Intent – Exhibitors adjoining peninsula exhibits are entitled to the same reasonable sight line from the aisle as they would expect if they were adjacent to an exhibitor with a standard booth.

IMPORTANT

Peninsula booths are normally "faced" towards the cross aisle. Any portion of the exhibit bordering another exhibitor's booth must have the back side of that portion finished and must adhere to applicable display rules and regulations.

Exhibitors installing a display with a ceiling must check with the local fire department to ensure that their display meets with the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc.



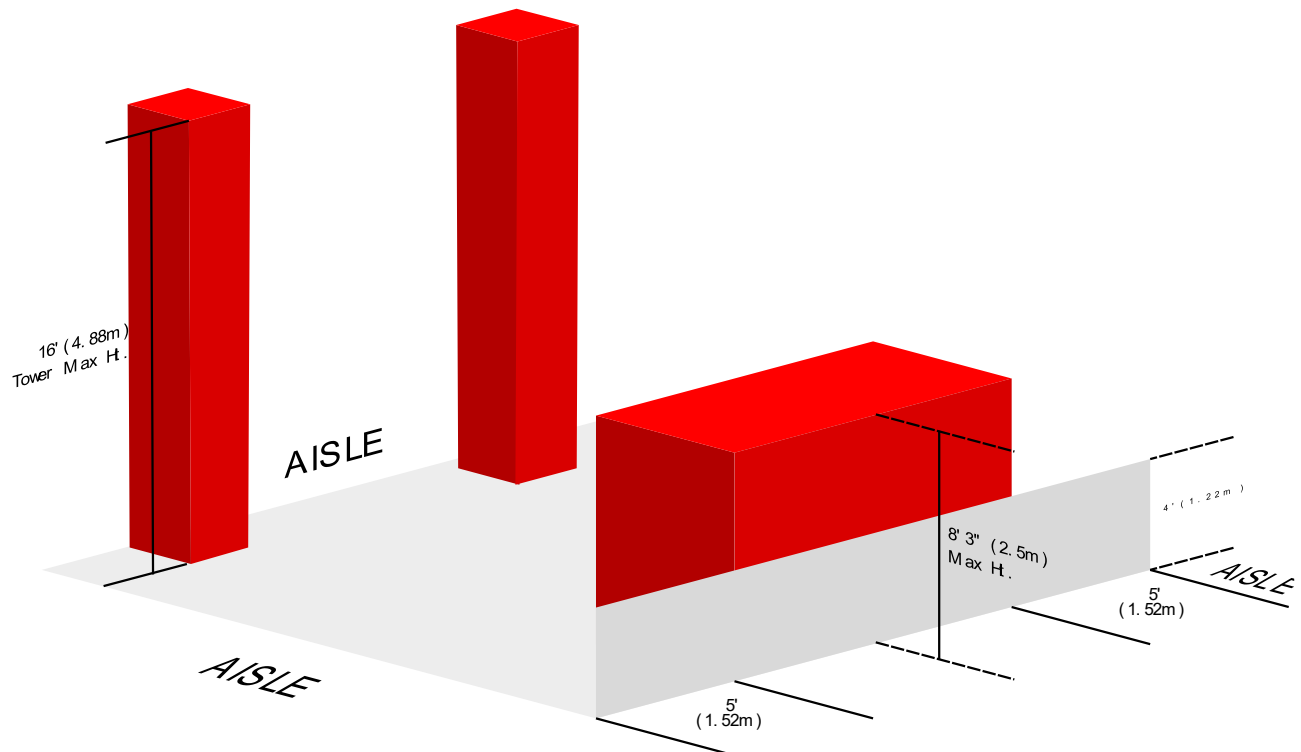
TOWERS

DEFINITION: A FREE-STANDING EXHIBIT COMPONENT SEPARATE FROM THE MAIN EXHIBIT FIXTURE THAT IS USED FOR IDENTIFICATION AND DISPLAY PURPOSES ONLY.

HEIGHT/DEPTH

Towers will be permitted to a height and depth that correspond to the height and depth regulations for the appropriate exhibit configuration of which they are a part. For example, towers that are part of a peninsula exhibit will not exceed 8'3" (2.5m) in height, and will not be placed within 10 lineal feet (3.05m) of a neighbouring exhibit unless they are confined to that area of the exhibitor's space which is at least 5'0" (1.53m) from the aisle line to avoid blocking the sight line from the aisle to the adjoining booth.

Intent – Towers are part of the overall exhibit presentation and, therefore, must be treated as a component of the total exhibit configuration. The maximum height and depth regulations have been set to avoid undue competition between exhibitors to see who can go the highest or be seen the farthest, while also assuring exhibitors who are adjoining exhibits with towers of the same reasonable sight line from the aisle as they would expect if they were adjacent to an exhibitor with a standard booth.



Structural Integrity: All towers must have drawings available for inspection by BiiG Management, the installation and dismantling contractor, the exhibitor and governmental authority during the time the towers is being erected and exhibited and dismantled at the show site. Drawings must include a signature or stamp of a reviewing structural engineer indicating that the structure designed is properly engineered for its proposed use, and a signature of an authorized official of the exhibit building company indicating that structure is built in compliance with the details and specifications set forth on the drawings.

Intent – Exhibitors adjoining exhibits with towers are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth.

BACK TO BACK BOOTH

DEFINITION: FOUR OR MORE STANDARD UNITS BACK TO BACK WITH AISLES ON OPPOSITE SIDES.

HEIGHT

Exhibit fixtures, components, and identification signs will be permitted to a maximum of 8'3" (2.5m).

Intent – If a portion of an exhibit booth extends above 8'3" (2.5m) high, the exhibit booth will detract from the overall impact of the exhibit directly on each side of that booth regardless of how the sides of the offending exhibit are finished.

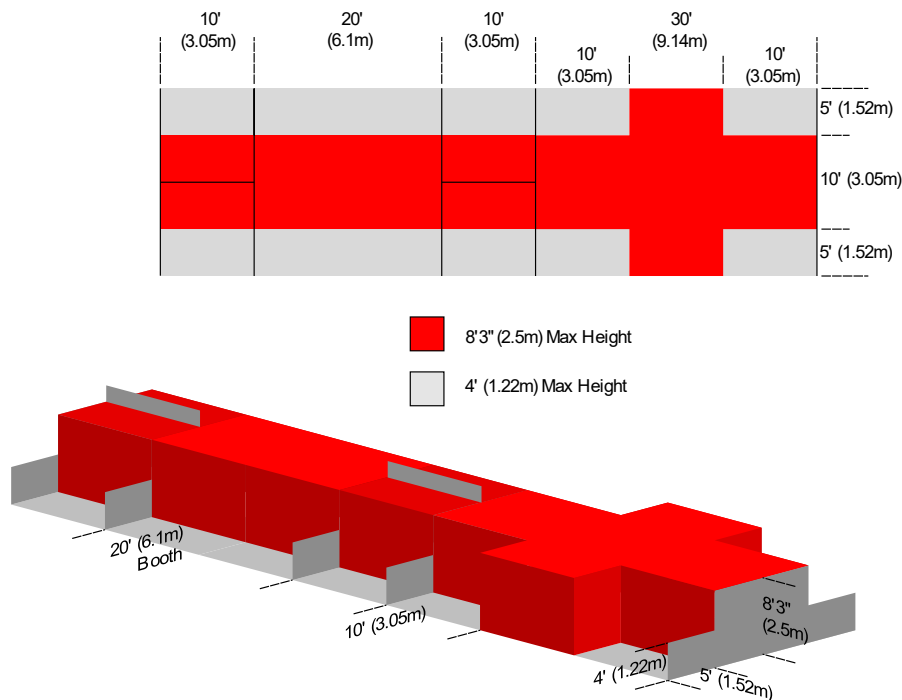
DEPTH

All display fixtures and components over 4'0" (1.22m) in height and placed within 10 lineal feet (3.5m) of an adjoining exhibit, must be confined to that area of the exhibitor's space which is at least 5'0" (1.52m) from the aisle line.

Intent – Each exhibitor is entitled to a reasonable sight line from the aisle regardless of the size of exhibit. Exhibitors with larger space (30 lineal feet (9.14m) or more would also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others. The limitation on display fixtures over 4'0" (1.22m) and within 10 lineal feet (3.05m) of a neighbouring exhibit is intended to accomplish both aims.

IMPORTANT

Space dimension show on floor plan are from centre line of booth equipment, such as side rails and/or back drape. Exhibit structures must be constructed to allow sufficient tolerance on each side for this equipment and for utility service at read of booth.



DEMONSTRATIONS

DEFINITION: THE PART OF THE EXHIBIT PROGRAM INVOLVING THE INTERACTION OF EXHIBIT PERSONNEL AND THEIR AUDIENCE THROUGH PRESENTATIONS, PRODUCT DEMONSTRATIONS OR SAMPLING.

REGULATIONS

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 2'0" from the aisle line. Should spectators or samplers interfere with the normal traffic flow in the aisle or overflow into neighbouring exhibits, BiiG Management will have no alternative but to request that the presentation or sampling be eliminated.

Intent – The aisles are the property of the entire show and each exhibitor has the responsibility to assure proper flow of traffic through the entire show. When large crowds gather to watch a demonstration or for sampling and interfere with the flow of traffic down aisles or create excessive crowds in neighbouring booths, it is an infringement on the rights of other exhibitors. Aisles must not be obstructed at any time.

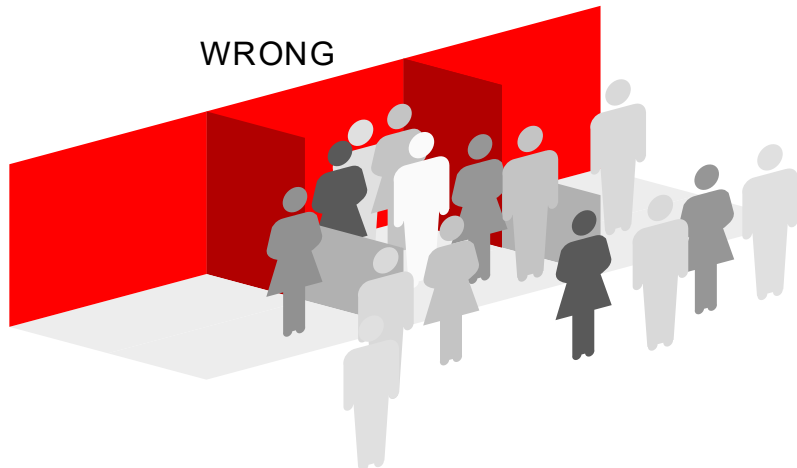
SOUND

Exhibitors must police their own booths to be sure the noise levels from demonstrations or sound systems is kept to a minimum and does not interfere with others. Remember, the use of sound systems or equipment producing sound is an exception to the rule, not a right. BiiG Management reserves the right to determine at what point sound constitutes

RIGHT



WRONG



interference with others and must be discontinued.

SAFETY PRECAUTIONS

All product demonstrations involving any moving and potentially hazardous machines, displays, or parts, must have hazard barriers to prevent accidental injury to spectators. Demonstrations must always be supervised by exhibitor personnel who can stop the demonstration in the event of an emergency and all demonstrations involving potentially hazardous by-products, such as dust, fumes, sparks, or flames, must be

approved in writing by exposition management and the local fire department 60 days prior to the show.

NOTICE

If you intend a larger product demonstration, give-aways or other activities that are intended to draw a larger crowd you can rent the trade show theater. This space is specifically intended to allow you to have more than 50 people participate in your event. The use of sound equipment, video equipment and other multimedia operations is allowed in this area. For more information please contact BiiG Management.