

# Canadian Western Agribition

## *Highlights of General Rules & Regulations*

### BOOTH DIMENSIONS

All exhibits must remain within the confines of their own space(s) and no exhibitor will be permitted to erect signs or display products in such a manner as to obstruct the view, block other exhibits (especially those in adjoining booths), occasion injury or disadvantageously affect the display of other exhibitors. Exhibit backdrops not to exceed 10 feet in height (without written permission), including signs and display units. No part of exhibit sidewalls shall be higher than 4 feet in the front half of the booth. The aisles, passageways and overhead spaces remain strictly under control of the Show. CWA reserves the right to control or prohibit any exhibit(or) violating these guidelines. Special location requirements may be arranged to avoid any infractions. Please make note when applying for space.

### SUBLETTING

The exhibitor shall not sublet, trade, sell or allow others to occupy, any space allocated to them and no other company/person shall occupy or share possession of the trade show space without the prior written consent of CWA. This includes any materials or promotional materials not pertaining to your booth, only materials relating to the Exhibitors' product/service may be made available with the exhibit space.

### INSURANCE

The exhibitor shall make certain that it carries a 'Comprehensive General Liability Insurance Policy' of no less than \$2,000,000.00 to cover them at this event. The Exhibitor must furnish on request, proof that adequate insurance is carried.

### SOLICITING/GIVEAWAYS

Soliciting and/or distribution of literature outside of your allocated trade show space is prohibited. Material that could have an adverse affect on the facilities or livestock are not to be handed out to the public ie. balloons, yardsticks, stickers. CWA approval is required for all give-aways. There will be no registrations for drawing, giveaways or gaming operations of any kind with out prior approval from CWA.

### CONDUCT/STANDARDS

Professional displays are encouraged. Space visible to the public and/or your neighbouring exhibitors must be finished attractively.

Exhibitors shall clearly display through professional signage, prices of the products for sale.

Signs must not exceed the booth height regulation. They must fit within booth dimensions without blocking the view of another exhibitor. Exhibitors shall clearly display through professional signage prices of products for sale and identifying signage which is professionally printed. No poster board signs of any kind will be permitted. CWA does not allow "Discount, Clearance or For Sale" signs in your booth. You may however use the wording "Rodeo Special" or "Agribition Special". This will be strictly enforced.

Exhibitors shall only occupy the exhibit space allocated to them to exhibit only those products and services as listed on the '**Contract for Trade Show Space**'. The exhibitor shall conduct its exhibit in a professional and reputable manner and ensures its exhibit(s) adequately staffed.

Undue noise or unseemly methods of demonstrations made in the operation of exhibits will not be tolerated. Sound levels of sound amplification equipment must not interfere with any other persons. No microphones will be allowed. CWA may terminate the use of any such equipment or methods. The final decision of what constitutes undue noise and unseemly methods shall rest with CWA.

Exhibits shall be manned by agents of the Exhibitor during all times when the Show is officially open. Frequent or flagrant violations of this regulation can result in Exhibitor being barred from future participation at CWA.

### HEALTH REGULATIONS

Exhibitors wishing to offer food for sampling/sale must have a Temporary Food Service Permit from the City of Regina Health Department. Exhibitors are responsible to apply for this permit. The food offered for sampling/sale must be noted on the Trade Show Space Contract. It is essential the food come from an approved source - it must be prepared in an approved/licensed premise.

A food preparation and clean-up area, as well as product refrigeration is provided for Exhibitors offering food for sampling.

**A complete listing of Trade Show Rules and Regulations will be provided upon acceptance of application.**

