

# MBM Shows Fall 2019

## Main Floor ~ Exhibitor Information

**Booth Sharing:** MBM Shows goes to great lengths to ensure the best experience for each vendor and attendee which includes limiting certain business categories of vendors. ***Sharing or sub-leasing your booth to or with another business is not permitted*** without previous MBM Shows written approval, and you may be asked to leave the show if there isn't compliance. Contact your representative if you have any questions.

### **Food:**

- All Health & Safety rules & regulations must be followed (if food or drink items will be sold or sampled at your booth) prior to and during the show.
- See the following links for guidelines and information: also found on our website's exhibitor tab.
  - [http://www.simcoemuskokahealth.org/docs/default-source/topic-food-safety/special\\_events\\_guideline.pdf?sfvrsn=0](http://www.simcoemuskokahealth.org/docs/default-source/topic-food-safety/special_events_guideline.pdf?sfvrsn=0)
  - [http://www.simcoemuskokahealth.org/docs/default-source/topic-food-safety/special\\_events\\_booklet\\_MOHLTC.pdf?sfvrsn=0](http://www.simcoemuskokahealth.org/docs/default-source/topic-food-safety/special_events_booklet_MOHLTC.pdf?sfvrsn=0)

### **PAYMENTS:**

- a 50% deposit is due at time of signing and full payment is due 30 days prior to the show.
- Sponsorships require full payment upon signing.

### **SET-UP: Friday, October 4<sup>th</sup> 9am to 5pm**

- Please use the main floor loading doors labelled as Zamboni entrance for entering. Beginning at 9am the Zamboni doors will be open to start your booth set up.
- Entrance doors will be locked throughout the day to ensure the safety of all our vendors. Please enter/exit via the Zamboni doors.
- Extra-large items, such as vehicles or bins, will need to be scheduled to coincide with piping and drapery installations. Please contact your representative if you have such items.
- A fork lift and driver will be on site to assist with larger items from 10am until 2pm. Please inform your representative immediately if you require this service and did not request on the contract. Scheduling of the forklift will go in priority with contract requests. ***Please supply your own dolly, ladder or other required items.***
- Hydro is available at an additional cost of \$80 per 6 amp outlet. To purchase contact your representative before September 20<sup>th</sup>. If you use electricity during the show, there will be an added charge of \$100 billed to your account per outlet.
- Carpeting, tables and chairs can be rented through AES. See the attached form. Note: most booths are supplied with 8-foot back drapery and 3-foot sides. Some exceptions may apply depending on the floor plan. Order request deadline is September 20<sup>th</sup>.
- Height restrictions: a tent maximum of 10' x 10' is permitted on the main floor.
- The South & South West parking spots will be reserved (for outdoor displays) and will have limited access. Please use the Zamboni entrance.
- Coffee & muffins will be available at the Zamboni doors from 9am till noon, free of charge, limited quantities are available.
- Large trailers, trucks or flat beds are permitted in the **north** parking lot over the weekend and overnight. Parking in the East, South or West lots are reserved for attendees. Please allow the closest parking spots for attendees to help ensure they have a great experience.

- Attaching any items directly to any drapery is prohibited. Banners and signs hang best with large 'S' shaped hooks to the piping which you can find at any hardware store. Any damage to the drapery is at the exhibitor's cost.
- Please stay within your booth dimensions as isle carpeting will be placed late Friday night.

#### **SHOW DAYS:**

- Saturday, October 5<sup>th</sup> show hours: 10am to 5pm.
- Sunday, October 6<sup>th</sup> show hours: 10am to 3pm.
- No outside food or beverages are allowed inside the BMC.
- If offering food or drink samples at your booth, please be respectful of our contract with Colts Catering. No food/drinks can be sold, or handed out, that takes away from their concession stand. Sample sizing or small items may be acceptable. Contact Kate or Janet for further details.
- Colts Catering will have coffee & muffins available for purchase from 9am, and lunch available from 11am at the Pizza Pizza concession stand by the east entrance on the upper concourse.
- Colts Catering offers a lunch box program. Please see attached form and contact Colts Catering directly if you wish to have lunch brought directly to your booth. Payment is made directly to Colts Catering.
- Parking: I encourage you to keep parking spots close to the entry doors available for attendees. Exhibitor parking is not permitted in the South, East or West lots. Outdoor spots are available for an additional cost for branding vehicle parking.
- Wifi is currently available in the BMC, but with limited coverage. Please only use wifi for POS purposes only. The password will be supplied in the Friday night package left at your booth.
- Three ATM's are available on site located on the upper concourse.
- Flying vehicles is prohibited. Please hand out all materials at your booth or speak to your representative about including materials in our vendor bags.
- Helium balloons are not permitted in the BMC.
- Smoking, vaping or **use** of Cannabis are not permitted in or within 9 feet of the BMC. ***Selling of any Cannabis item or derivative is not permitted.***
- Exhibits/booths must be attended during the show by at least one representative of the Exhibitor 15 minutes prior to opening until closing time, as well as throughout the show hours.
- Vendors must stay within their booth dimensions. Handing out flyers or using mascots outside your booth is not permitted without prior written consent from MBM Shows.

#### **TEAR DOWN:**

- The MBM Shows team strive to offer the best customer service we can for both exhibitors and visitors, and we ask that to show complete professionalism, ***you remain open at your booth until 15 minutes after closing time each day*** (also noted in the show setup and guidelines\*)
- Tear down can commence at 3:15pm on Sunday.
- AES Drapery will be removing isle carpeting starting at 3pm Sunday. Please keep all items clear of the isles until it has been removed. This will allow AES to work as fast as possible to allow a smooth tear down.
- Large or heavy items will need to be removed at the end of the night, a time-line will be provided closer to the show.

**Please see the Conditions of Contract for rules and regulations pertaining the MBM Shows.**