

MBM Shows Fall 2019

Upper Concourse ~ 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 Vendors:

- All Health & Safety rules & regulations must be followed prior to and during the show. Ask your representative for the appropriate forms.
- See the following links for guidelines and information: also found on the website, 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_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 4th 9am to 5pm

- Please use the loading doors labelled as Zamboni entrance for entering. Beginning at 9am the Zamboni doors will be open to start your booth set up. You may use other doors located closer to your booth for unloading but please do not prop them open due to health and safety reasons.
- Entrance doors will be locked throughout the day to ensure the safety of all our vendors.
- ***Please supply your own dolly, ladder or other required items.***
- Hydro is available at an additional cost per 6 amp outlet for \$80. Please contact your representative before September 20th. If you use electricity during the show, there will be an added charge billed to your account at a rate of \$100 per outlet.
- Carpeting, tables and chairs can be rented through AES. See the attached form. Note: most booths are supplied with 8-foot cream back drapery. Some exceptions may apply depending on the floor plan. Order request deadline is September 20th.
- Height restrictions: upper concourse booths may have ***size*** restrictions. Your sales representative will have booth specifics if applicable. Tents are **not** permitted on the upper concourse. 18" clearance is expected below every sprinkler.
- 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 on the main level 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 exhibitors cost.
- Please stay within your booth dimensions.

SHOW DAYS:

- Saturday, October 5th show hours: 10am to 5pm.
- Sunday, October 6th 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. Coverage might not fully cover the upper concourse.
- Flyering 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.

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