

EXHIBIT REGULATIONS FOR THE
40th ANNUAL
WINDSOR
HOME & GARDEN
SHOW

April 5 - 7, 2024

Central Park Athletic Centre • 3400 Grand Marais Rd E., Windsor, ON N8W 1W7

Shows often appear to have a lot of rules and regulations. The reason is to provide a fair, level “playing field” on the show floor for all exhibitors. It is necessary that all exhibitors adhere to these guidelines to avoid problems and conflicts on-site.

Move-In and Set-Up Times:

Wednesday, April 3 ~ 3:00 pm – 7:00 pm - Vehicles & Large Displays ONLY
(MUST CALL THE OFFICE TO CONFIRM TIME)

Thursday, April 4 ~ 8:00 am - 7:00 pm

Friday, April 5 ~ 8:00 am – 10:00 am (Loading Doors Close at 10:00 am)

There Will Be No Vehicles On The Show Floor For Off-Loading.

IF YOU HAVE A VEHICLE OR TRAILER THAT WILL BE ON DISPLAY AT THE SHOW, IT MUST BE MOVED INTO PLACE ON WEDNESDAY, APRIL 3, 2024. PLEASE NOTIFY OUR OFFICE AND WE WILL HAVE OUR OPERATIONS MANAGER, JOE FRASER CONTACT YOU TO SET-UP A MOVE-IN TIME

- **THE ROLL-UP DOOR IS 14' WIDE X 18' HIGH FOR HALL “A”.**
- **Exhibitors must bring their own dollies or carts as they are not provided by 20/20 Show Productions Inc.**
- **BE ON HAND TO ACCEPT DELIVERIES.**
- **ARRANGE FOR ALL LABOUR NECESSARY TO HANDLE MATERIAL TO AND FROM YOUR EXHIBIT BOOTH.** Fork truck service will be made complimentary to all exhibitors based on availability.**
- **Check in with Show Personnel upon arrival for direction to your correct booth location.**
- **Unload vehicles and immediately move them from loading points.**
- **Exhibitors must not bring pets into their booth**
- **No FOOD or BEVERAGES are allowed to be handed out from exhibit booths (ie: Popcorn, water, coffee, etc., unless written authorization is received from Show Management.**

MUST READ: Due to the fact the show will be directly on top of the turf grass:

- There will be no wood or stone cuts inside the building. Please pre-fabricate any structures or make the cuts outside.
- There will be no filling of hot tubs, ponds with water, etc. at this show.
- On-site complimentary labour to assist exhibitors with the moving of larger products and items. This team of 6 to 8 people will only assist with large items and will not be permitted to set up displays.
- Any exhibitor that has rock, stone, mulch, dirt or heavy items must first cover the area with 3/8" plywood and plastic sheets/tarps. This is to safeguard against any damage to the turf grass.
- A complimentary fork truck will be made available, based on availability. Only the certified 20/20 Show Productions Inc. driver will be permitted to operate the vehicle.
- Skid steers or other vehicles (ie: tractors, trucks, cars) will not be permitted inside the building for move-in purposes.
- The only vehicles permitted in the building will be those for display purposes only
- Booth carpeting will not be permitted as it will not adhere to the turf grass.
- There is no use of Amour All or other similar cleaners to be used in the facility as it will damage the turf.
- Exhibitor parking and shuttle service will be used during show hours.
- ***PLEASE NOTE: The use of nails, screws, pins, etc. will not be permitted on-site as these items become a hazard when left behind***

Exhibitor Badges:

All exhibitors must wear name tags identifying themselves to Show Staff upon entering the show through the Exhibitor Entrance.

Exhibitor Etiquette:

Exhibit staff must stay within the confines of their allotted booth space when doing business. This means the following: No standing in the aisle to stop show visitors or to talk to show visitors. No walking the show to hand out exhibit material to show visitors. No solicitation of show visitors outside the main entrance of the show or putting exhibit material on car windows in the visitor parking lot.

Exhibitor Services:

Electrical service must be ordered in advance of move-in by using the *enclosed* **"Electrical Service Order Form"**. Your order will then be waiting for you when you arrive for set-up. Advance orders are \$100.00/110v outlet and orders must be received by March 29, 2024. Any orders taken after March 29 or at the show will be **\$150.00 per 110v outlet**. All tables, chairs, etc. can be ordered directly from the **Show Decorator (RVS Exhibitional Draperies)** or **EXHIBITORS MAY BRING THEIR OWN**. *Please refer to the enclosed order form.* This form must be completed and forwarded to RVS Exhibitional Draperies who will ensure your order is delivered prior to your set-up. They will also have a desk at registration for any last minute orders. However, on-site orders will be more expensive. *(Please refer to enclosed order form also attached.)* All electrical hook-ups are subject to inspection and must have a CSA sticker displayed.

Telephone Service/Hard-Wired Internet:

If telephone services are required, this must be arranged by the Exhibitor through the Bell Canada Tradeshow Office by emailing them at tradeshow@bell.ca and installed during move-in hours.

Internet Services:

There will be no Wi-Fi provided by 20/20 Show Productions Inc. as the Building is not equipped with the proper Wi-Fi infrastructure. We recommend each exhibitor use their “Personal Hot Spot” available with I-Phones and Androids through your wireless carrier.

Janitorial Services:

Aisle cleaning will be provided one hour before show opening on Friday, Saturday and Sunday. On-going exhibit site-cleaning is the responsibility of the Exhibitor.

Exhibitor Parking

- When you arrive at the show, you will be instructed where to park. All exhibitors must find off-site parking for empty trailers and vehicles. They will not be allowed on Central Park Athletic Centre property.

Exhibitor Access:

Exhibitors may access the building one hour prior to opening on each day of the show. All exhibitors entering the show **must present their exhibitor badges to show personnel at the exhibitor entrance.**

SHOW HOURS

Friday, April 5 ~ Noon- 7:00 pm

Saturday, April 6 ~ 10:00 am - 6:00 pm

Sunday, April 7 ~ 10:00 am – 4:00 pm

Exhibitors will have access to the show one hour prior to show opening each day!

Booth Dimensions:

Exhibitors should check their site perimeters prior to setting up their displays. If you have any doubts about the size or perimeters of your booth, please consult Show Personnel. Booth dimensions will be strictly enforced to ensure clear aisles for show visitors.

Fire Regulations:

Fire extinguishers, fire hose boxes, exit doors, exit signs and emergency lights must **not** be blocked or obscured by exhibits. All materials used in your display must meet the requirements of the city Fire Marshall. An inspection by the Fire Marshall will commence prior to show opening.

Exhibit Vehicles

All motorized vehicles on display **MUST** have batteries disconnected, less than ¼ tank of fuel, must have 3/8” plywood 12” x 12” under all tires and a pad under the oil pan.

Insurance (Exhibitor Property & Public Liability):

20/20 Show Productions Inc. is insured against Public Liability and Facility Damage arising at the show. This insurance does not cover Exhibitor’s property placed on display. Exhibitors should staff their booths prior to show opening and be in attendance during all show hours. Exhibitors should contact their insurance carrier to assure that their products are covered while on display at the show. Exhibitors are responsible for their own products and

equipment, which includes any lost, damaged or stolen goods. 20/20 Show Productions Inc. requires all exhibitors to carry \$2,000,000. Public liability for on-site coverage while at the Windsor Home & Garden Show. 20/20 Show Productions Inc., and Central Park Athletics must be added as additional insured.

Contests and Giveaways:

Contests and like promotions by Exhibitors shall be of a clear-cut nature and *FREE* from any obligations to the winner. The award(s) and terms of same must be clearly stated on the entry form and must not be conditional upon placing an order or purchase of a service contract

Selling, Samples and Signs:

Soliciting of business, distribution of samples/literature and the posting of signs/banners/posters is permitted only within the perimeters of your own booth. All selling or soliciting outside of your booth location is prohibited. All signage must be professionally done, handwritten signs are not permitted.

Sound Systems:

Televisions, DVD's, sound systems and musical instruments are permitted at the show. However, Show Management reserves the right to control the volume from these sources. The use of sirens, electronic whistles and alarms is not permitted.

Move-Out Times:

Sunday, April 7 ~ 4:05 pm – 9:00 pm ONLY!!!

Packing and dismantling of exhibits cannot commence while the public is in attendance at the show. ***Exhibitors are responsible for the cost of handling, loading and dispatching of all materials left in the building after 9 pm on Sunday, April 7, 2024.*** There will also be a charge to exhibitors if they leave an excessive mess during move-out.

Security:

20/20 Show Productions Inc. acts with due diligence to protect the property of all exhibitors. Each exhibitor is however, responsible for their own displays and property on-site at the Windsor Home & Garden Show.

Building is alarmed and secured each night.



EXHIBITOR BADGE FORM

**PLEASE FAX OR MAIL NO LATER THAN
March 29, 2024**

This form is for BOOTH STAFF ONLY!!

FAX OR MAIL TO: 20/20 SHOW PRODUCTIONS INC.

Attention: Barb Price

#201 – 242 Lauzon Road Windsor, ON N8S 3L6

Fax: (226) 363-0455 E: barb@exposition.com

PLEASE PRINT OR TYPE

The name of each person that will be staffing your display booth during show hours.

Booth Number(s) _____

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Maximum of 10 persons unless authorized by Show Management! Anyone requiring more than 10 badges will be required to pay \$5.00 for each additional badge over 10!

Completed By: _____ Company: _____

NOTE:

Badges will NOT be mailed, they will be available for pick-up at the show during MOVE-IN!!



ELECTRICAL ORDER FORM

PLEASE PRINT

Company Name: _____

Booth #: _____ Contact: _____

Address: _____

City: _____ Prov: _____ Postal Code: _____

Phone: () _____ Email: _____

ELECTRICAL PRICING

Pre-Show Price: \$100.00/110v: # Req'd _____ Cost: \$ _____ On-Site Price: \$150.00

Pre-Show Price: \$200.00/220v – 40 Amp-: # Req'd _____ Cost: \$ _____ No On-site Orders

All electrical must be paid by e-transfer (stuart@exposition.com) or cheque prior to move-in

1. All prices include installation and rental charges for the duration of the show and removal at completion.
2. All rental charges are subject to 13% HST Tax.
3. Unauthorized use of power will result in a Show Price charge to the offending exhibitor
4. **ALL ELECTRICAL ORDERS MUST BE RECEIVED NOT LATER THAN MARCH 29TH, 2024. ORDERS RECEIVED AFTER MARCH 29TH OR ON-SITE WILL BE \$150.00.**

Please Fax This Form Back to Barb Price at 226-363-0455
All cheques should be made payable to: 20/20 Show Productions Inc.
Or Email to barbp@exposition.com

ELECTRICAL SERVICES USAGE GUIDE

The following wattages are approximate and are provided to help you estimate your power usage. To assist in estimating we recommend that you refer to the name plate or stamp usually on the back or bottom of any electrical apparatus and the order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the show.

**The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts)
5 – 100 watt light bulbs = (5 x 100 = 500 watts)**

	Wattage
Computer - Monitor (independent)	120 - 200
Computer - Desktop (Monitor & CPU)	200 – 900
Computer – Laptop	100 – 300
DVD Player	50 – 100
Electric Frying Pan	1200 – 2000
Flat Screen TV – 32” to 50”	1000
Heat Lamps	250
Heater - Portable	1500 – 2000
Hot Plate – Single	1000
Hot Water Heater	(30 amp/208 volt/Single Phase)
Steamer	2000
Stereo (Amplifier)	100 – 500
Television	100 – 500
Vacuum Cleaner	100
Water Cooler - Cold Water	1000
Water Cooler – Hot/Cold Water	1000

**PLEASE NOTE:
ALL EXHIBITORS MUST BRING THEIR OWN EXTENSION CORDS AND
POWER BARS IF REQUIRED!**



The Ontario Ministry of Labour deems the set-up and move-out of a trade/ consumer show to be a construction site. All people that are building on the show floor during these times must wear steel-toed safety shoes/boots and a

hard hat. This applies to anyone constructing or building at the show.

Eg: pergolas, sunrooms, landscape displays, etc.

This does not apply to companies that are simply carrying their products, signs or literature to their booth for standard booth setup.

If you are not sure, please call our office.

Thank You

Show Management
20/20 Show Productions Inc.