

GENERAL INFORMATION

All of the information in this manual and all order forms for show services are available in your online Exhibitor Kit.

Location:

Edmonton EXPO Centre, Hall **H**
7515 118 Ave NW
Edmonton, AB T5B 4X5

Move-in Dates & Times: (see Move-in / Move-out Information in your Exhibitor Toolkit for detailed move-in information)

Thursday, February 22	8:00 a.m. – 9:00 p.m.
Friday, February 23	8:00 a.m. – 9:00 p.m.
Saturday, February 24	8:00 a.m. – 6:00 p.m.

Show Dates & Times:

Sunday, February 25	10:00 a.m. – 6:00 p.m.
Monday, February 26	10:00 a.m. – 6:00 p.m.
Tuesday, February 27	10:00 a.m. – 3:00 p.m.

Move-out Dates & Times: (see Move-in / Move-out Information in your Exhibitor Toolkit for detailed move-out information)

Tuesday, February 27	3:00 p.m. – 11:00 p.m.
----------------------	------------------------

Please Note

NO CHILDREN ON THE SHOW FLOOR – No one under the age of sixteen (16) years is permitted on the show floor, under any circumstances, except infants of tender years, incapable of sitting up on their own. **NO STROLLERS ALLOWED.** If taken onto the show floor, these infants must be carried at all times by the parent in a bunting bag or similar support. Parent(s)/guardian(s) will be required to sign a 'Release and Indemnification Acknowledgement' waiver before entering the show floor. Daycare is not provided. **NO PETS ALLOWED.**

Show Policies

Below are details about setting up for a successful show for the 2024 Alberta Gift + Home Market. These rules are designed to ensure safety and fairness to all exhibitors. Management reserves the right to restrict exhibits which, because of noise or any other reason, become objectionable; also, to close without indemnity the exhibit of any exhibitor who shall refuse, after notice, to conform to the rules.

For more information, please refer to The Canadian Gift Association's Show Conditions, Rules and Regulations of Agreement included in on the back of your exhibiting contract.

Attendance – no guests

IMPORTANT! NO GUESTS ARE ALLOWED. This show is a wholesale show and it is not open to the public. Guests are prohibited in order to protect the best interests of both buyers and exhibitors.

Produced by

Exhibitor cooperation is requested to restrict invitations to qualified buyers only. Guests and those not directly related to the gift trade will be denied entry to the show. When you invite buyers verbally or in writing be sure to mention that they are required to provide the following, ideally in advance to registration@cangif.org:

Retail business identification along with employee identification for each individual will be required for registration. Business cards alone are not acceptable. To view the list of required documentation, please visit: <https://www.cangif.org/alberta-gift-fair/en/buyers/register-now/>

Booth Installation/ Dismantling

Exhibitors are reminded that they may install their own exhibits using the services of their regular employees. If they do not use their own employees, the use of the Official Show Service Contractor is recommended. All display materials, including prefabricated booths, must be pre-fitted and ready for installation prior to shipment to the building. If an exhibitor requires additional assistance in the movement and installation of his display, they should contact and use the services of a professional display company.

Carpeting

For the Alberta 2024 Market, floor coverings (eg tile, carpet broadloom etc) are not mandatory, although recommended. If you are using a floor covering, it should completely cover the booth's floor space.

The installation of your booth carpet must be within the confines of your own display area. If the booth is 10 feet deep, your carpet must be kept within this 10-foot depth and under no circumstances will allowances be made to permit the extension of your carpet into the aisle or into another booth not your own.

** IMPORTANT MESSAGE **

ANY FLOORING ADHESIVE LEFT BEHIND WILL BE REMOVED BY BUILDING CLEANING SERVICES WITH THE CHARGE OF REMOVAL BEING BILLED DIRECTLY TO THE EXHIBITOR.

Cleaning Service

Show Management provides janitorial service for aisles only. Building cleaning staff will not enter any exhibit for the purpose of sweeping or dusting.

Conduct

Exhibitors are responsible for and agree to make good any damage to the building or Show equipment caused by their occupation of the space.

Booths must be ready and staffed for Show opening and at all times during Show hours. Exhibitors are not to accost buyers in the aisle or in other exhibitors' booths. **Handouts of promotional material or product, is strictly prohibited outside the confines of your exhibit space. Any breach of this regulation will be dealt with severely.**

No cameras are allowed in the building unless permission has been given by Show Management. **Photographing another exhibitor's display is not permitted without the consent of the exhibitor. In addition, exhibitors are reminded that visiting other booths is by invitation only and they are requested to observe this fundamental courtesy at all times.**

Contests and Draws

Draws conducted by exhibitors in conjunction with their display must be free of any obligation on the part of the winner. Prize winners must not be required to place an order before collecting the prize offered. The schedule

of prizes and terms of the draw must be clearly stated on the entry form and must comply with all existing regulations. Show Management must be notified of all such activities at least two weeks before the show.

Electrical

Electrical outlets are not included in booth costs. Exhibitors are not allowed to install any electrical wiring or devices on site other than regular extension cords. **All onsite wiring and connections must be done by Showtech.**

Any electrical signs or lighting attached to the building structure must be installed by Showtech.

Exhibitors must abide by all contractual agreements with all exclusive contractors and unions at Edmonton EXPO Centre.

All electrical equipment and assemblies must conform to all Canadian Standards Association requirements and the Canadian Electrical code. It is, therefore, the responsibility of each exhibitor to ensure that all electrical equipment in, on or about their booth comply with the above regulations. This includes electrical merchandise as well as lighting and display equipment.

Exhibition Property

Signs or other articles are not to be fastened to walls, floors, doors, pillars, safety rails, equipment or electrical fixtures/lines and sprinkler lines. The use of thumb tacks, scotch tape, nails, screws, bolts, or any tool or material which marks the floor, walls or equipment is prohibited.

The approved carpet masking tape is Renfrew Tape #172, available from display companies (GES Canada). Any other type of tape will have to be approved by the facility management.

All tape must be removed from the floor once the exhibit has been dismantled. In the event that an exhibitor violates this regulation, Show Management will hold the exhibitor responsible for the cost of any repairs.

Exhibitor Badges

Print at home exhibitor badges. The trade show contact will receive an email from Conexsys Registration a little closer to the show date with a unique link for your company to enter the names who will be working in your booth. The trade show contact will be responsible for either printing and handing out the badges or sending the link to their staff/ reps to print themselves.

It is required that all persons have show badges for entrance onto the show floor. **Exhibitors should wear their badges at all times including move-in/move-out.** All personnel/outside contractors who will be setting up and/or tearing down the booth should have Move-In/Move-Out Badges and should wear their badges at all times; **these badges are not acceptable during the show.**

REMINDER: BADGE NAMES WILL NOT BE CARRIED OVER FROM LAST SHOW!

Any last-minute staff requiring badges that have not had their names entered into the exhibitor badge registration system will be able to order badges onsite. Each person will have to present a **personalized imprinted business card with the company name or a note on the exhibiting company letterhead endorsing the individual** as a representative of their company in order to pick up their badge.

Personal identification is also required for on-site badge pick up.H

FREE Exhibitor Parking

The Exhibitor's parking lot is located south of Hall H in the West Exhibitor Lot. Exhibitors can use the North lot during load in/out periods, but must make it available for Buyers attending the show as this is prime space. Please park in the West Parking Lot during Show days and get your Parking Validated by show office with your exhibitor badge.

During the show days, please access our site using the entrance from 112th Ave and 79th Street.

Free Give-Away

An exhibitor wanting to give away handouts of any kind MUST supply a sample to Show Management prior to opening so that Security can be advised.

Insurance

As an Exhibitor participating in a show, you must have adequate Liability Insurance with minimum \$2,000,000 coverage to protect the Exhibitors, the visitor, the show organizer and yourself. Our insurance policy does not extend coverage to any exhibits and requires you to submit the Mandatory Insurance Requirements Form prior to move in.

IMPORTANT! Please be aware of your insurance options. Kindly complete the Mandatory Insurance Requirement Form available in the forms section of your Exhibitor Kit and return it to us before the deadline date.

For the official show insurance supplier's printable order form, please refer back to the supplier services section of your Exhibitor Kit. If you are employing a third-party contractor to do any work on your booth, they are also required to provide us with proof of insurance.

Materials Handling

Material handling is provided by Show Management free of charge and covers the offloading of freight from the vehicle to your booth. Although security precautions will be taken, Show Management assumes no responsibility for the loss, or damage, either during move in, the show, or move out periods, of any product either in a booth or in a feature area.

Affixing the labels is the sole responsibility of the exhibitor or his/her representatives. ALL PREVIOUS LABELS should be removed or obliterated. Materials handling personnel assume no responsibility for:

- Errors to above procedures
- Removal of containers with old 'Empty' labels
- Improper information on 'Empty' labels
- Valuables stored in containers with 'Empty' labels

Music, Photographs and other Copyrighted Material

Each exhibitor is responsible for obtaining all necessary licenses and permits to use music, photographs or other copyrighted material in exhibitor's booth or display. Show Management reserves the right to remove from the exhibit hall, all or any part of any booth or display which incorporates music, photographs or other copyrighted material and for which the exhibitor fails to produce proof that the exhibitor holds all required licenses. The exhibitor shall remain liable for and shall indemnify and hold Show Management and the facility, their agents and employees, harmless from all loss, cost, claims, causes of action, suits, damages, liability, expenses and costs, including reasonable attorney's fees, arising from or out of any violation or infringement (or claim violation or infringement) by the exhibitor, exhibitor's agents or employees of any patent, copyright or trade secret rights or privileges.

Product Removal

Merchandise may be removed by the exhibitor only at the end of each show day (with the exception of the last day) and must be accompanied by a Product Removal Form, which can be obtained from the Show Office. **On the last day of the show, no product is to be removed prior to show closing.** Buyers will not be permitted to return to the show floor once the show closes at 3pm on the last day. **NO EXCEPTIONS!**

Security

The show will have 24-hour security; however, Show Management accepts no responsibility or liability for loss or damage to merchandise or display material.

Please secure all laptops during the show hours and move-in and move-out. Do not leave these items unattended for any period of time.

Uniformed security guards will be on duty throughout move in, show days and nights, and move out. These people are there to safeguard your interests. Please extend them your fullest cooperation. You can assist by not bringing in any person not directly involved in the set up or dismantling of your display.

Exhibitors are asked to contact the Show Office IMMEDIATELY if losses are experienced, so that the security personnel can conduct an investigation.

Securing Booth and Product At The Show

It is important to note that the Alberta Gift + Home Market is not responsible for any loss of product while you are exhibiting at the show as per item #7 of your signed Application and Exhibit Space Contract, Canadian Gift Association Conditions, Rules and Regulations of Agreement. Uniformed security guards will be on duty throughout move in, show days and nights, and move out. Please extend them your fullest cooperation. You can assist by not bringing in any person not directly involved in the set up or dismantling of your display.

The following suggestions may be helpful to you in securing your booth:

- 1) **Booth Security Guard**: an actual guard placed in your booth while you are not there will certainly deter the desire to remove any product.
- 2) **Cover up**: as soon as product is in your booth during move-in, and when you close up each night of the show, cover any vulnerable product and secure it (i.e.: wire mesh, fabric, etc.).
- 3) **Remove**: any small items that you have concern about (i.e. one of a kind pieces) place them under tables or in boxes hidden out of sight or take them with you when you close up for the night.
- 4) **Display Cases**: can be used instead of glass shelving. Cover the display shelves with cloth eliminating the visual temptation. Ensure to keep the opening of the case inside the booth and lock it.
- 5) **Close in**: any exposed/open front and/or sides of any glass-shelving units so that tempted, quick fingers can't reach in, grab & run.

Shipping Instructions

No merchandise will be accepted before the first day of move in. All shipments must be prepaid, otherwise they will be refused.

Shipments should be addressed as follows:

Alberta Gift + Home Market
Company Name
Booth Number(s)
Edmonton EXPO Centre, Hall H
7515 - 118 Ave. NW
Edmonton, AB T5B 4X5

Show Office

Show Management will maintain a fully staffed show office at the entrance of Hall H. If we can be of any assistance, please do not hesitate to contact us at any time.

Show Sales

IMPORTANT! The Alberta Gift + Home Market is a wholesale marketplace whereby orders are placed for future delivery. Exhibitors are not allowed to sell product to buyers as product and/or samples may not be removed from the show at any time. **Exhibitors shall not violate the wholesale character of this market by selling merchandise for delivery at the exhibit space or on the Show premises. Sales to private persons are not permitted.**

Signs

All exhibits should have a sign with their company name. All signs must be in a readily visible, prominent location, and may not exceed the 8' height limit. Hanging signs or product must be approved in writing by show management.

No signs of any kind will be permitted in any area of the show facility which advertises any other event, exhibition, display or service. Exhibitors are not allowed to display any type of signs outside the confines of their booth. Show Management reserves the right to prescribe the character and number of signs.

Storage of Crates & Cartons

Boxes and cartons must be neatly piled in storage areas designated by Show Management/Materials Handling. To avoid losing cartons and packing material, Show Management suggests that for storage exhibitors flatten their cartons and tie them together or pack cartons and label. Extra paper for packing can be brought in at the end of the Show. Those exhibitors with crates should pack their cartons inside these containers to avoid loss. Please make sure your cartons and crates are properly labelled before storing. Storage labels can be obtained at the Lange Service Deck. Due to fire hazard concerns and the need to have access to electrical boxes, storage of empty boxes and packing materials is not permitted behind exhibitors' booths. Show management provides free pick-up storage/delivery of empty crates and boxes.

Fire Regulations

Fire safety requirements govern exhibits and displays in places of public or private assembly.

Please Note: These are general requirements only meant to be used as guidelines. For further information contact the Public Safety and Education Branch at: 780.496.3850.

The following types of materials will be acceptable for booth construction:

- Wood
- Combustible materials including plastics having a flame spread rating not exceeding 150 and a smoke developed classification not exceeding 300.
- Non combustible materials as regulated by the Alberta Building Code.

The following materials, if used for display or decorative purposes, shall be inherently flameproof or properly treated with a chemical flame retardant:

- Flowers (artificial)
- Foliage (artificial)
- Textiles
- Plastic materials
- Moss
- Bamboo
- Paper, cardboard or compressed paperboard
- Any other material used for festive decorations
- Wallpaper is permissible if pasted securely to walls or wallboard backing.

Permission may be given to use material such as:

- Hay or straw
- Acetate fabrics
- Paper backed foil

The use of the following materials indoors shall be prohibited: acetate fabrics, oilcloth, corrugated paper, paper backed foil, unless glued securely to suitable backing.

It is not necessary to flameproof textiles, paper, and other combustible merchandise on display for sale, but the quantity used shall be limited to an acceptable amount.

The use of open flame is limited to certain equipment that requires open flame to demonstrate the function of such equipment. However, individual approval is required from the Public Safety and Education Branch to have such open flame. Open flame shall not be used solely for attracting attention.

Unless otherwise approved, flammable or combustible and/or compressed gases shall not be used or displayed.

Aerosols - It is permissible to exhibit one pressurized container, not exceeding one pint capacity, of each product classified as a flammable liquid. Non-flammable products are not restricted.

Where candles/oil lamps are offered for sale, not more than four candles/oil lamps may be lit at any one time in your booth and they must be approved by Show Management/Fire Marshall. Devices having open flames shall be securely supported in non-combustible holders and shall be located or protected so as to prevent accidental contact of the flame with combustible materials. A portable fire extinguisher must also be readily available in your booth.

Approval for the use or display of propane must be granted by the Alberta Government Gas Protection Branch on an individual basis. Use or display of propane without written permission is strictly forbidden. Any booth which may pose a particular hazard by the storage or actions within, must provide a portable fire extinguisher with a minimum rating 2A 20BC.

Equipment must be set up in a manner to comply with acceptable safety standards. If at any time the fire Inspector deems such equipment to be operated in a manner dangerous to public safety, he shall ask the Show Management to cancel the privilege of the exhibitor concerned.

No portion of display shall obstruct any exit aisle or exit doorways.

If a fire hose standpipe, manual fire alarm pull station or exit sign is located within the exhibit space, it shall be the responsibility of the Show Management or Exhibitor, as the case may be, to provide access to such equipment and if the view to such equipment is obstructed, to provide designating signs for same.

No outdoor displays shall restrict access to, or obstruct from view, any fire hydrant or Fire department connection on any building.

Show Management

Alberta Gift + Home Market
Produced by the Canadian Gift Association

4444 Eastgate Parkway, Unit 23
Mississauga, ON L4W 4T6

Tel.: 416.679.0170 or 800.611.6100
abgifthomemarket.ca

Dwyane McKillop
President & CEO

Carolyn Hoshooley
Vice President – Events

Norm Schulz
Director Sales & Operations

Angela Voelkner
Executive Assistant & Registration Manager

Marla Skopitz
Sales Co-ordinator

Melissa Bae-Nichols
Sales Co-ordinator

Sarojini Baul
Membership Administrator

Mike Canavan
Sales Co-ordinator

Carrie Severn
Hospitality Manager