



May 5-6 2018  
Canada Centre, Evraz Place

# OPERATING GUIDELINES FOR Fan Expo Regina

# 2018

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## SECTION 1 - IMPORTANT CONTACT INFO



### SHOW WEBSITE

[www.fanexporegina.com](http://www.fanexporegina.com)

### SHOW LOCATION

Canada Centre  
Evraz Place  
1700 Elphinstone Street  
Regina, Saskatchewan, S4P2Z6  
306.527.1071  
[www.evrazplace.com](http://www.evrazplace.com)

### SHOW MANAGEMENT

Sr. Show Manager  
Sr. Operations Coordinator  
Operations Coordinator  
Exhibit Sales Manager  
Event Coordinator

**Gilbert Estephan** [gilbert@fanexpohq.com](mailto:gilbert@fanexpohq.com)  
**Brenda Holden** [brenda@fanexpohq.com](mailto:brenda@fanexpohq.com)  
**Albana Joxhe** [albana@fanexpohq.com](mailto:albana@fanexpohq.com)  
**Gurmeet Sethi** [gurmeet@fanexpohq.com](mailto:gurmeet@fanexpohq.com)  
**James Armstrong** [james@fanexpohq.com](mailto:james@fanexpohq.com)

### FAN EXPO HQ

20 Eglinton Ave. West, Suite 1200,  
P.O. Box 2055, Toronto ON, Canada,  
M4R 1K82

### COMMUNICATIONS & MARKETING

Pina Russo  
Fan Expo HQ  
Senior Marketing Manager  
Tel: 416.960.3484  
[pina@fanexpohq.com](mailto:pina@fanexpohq.com)

### AUDIO VISUAL SERVICES

**Inland Audio visual**  
2501 7<sup>th</sup> Avenue  
Regina, SK, Canada S4R 1C7  
Contact: Rick Hofenk  
Tel: 306.525.0690  
[rhofenk@inlandAV.ca](mailto:rhofenk@inlandAV.ca)

### LOGISTICS & CONSULTING INC.

**BEYOND BORDERS**  
Contact: Rob Parr, Operations Manager  
Tel: 416.771.4065  
[rob@beyond-bordersLC.com](mailto:rob@beyond-bordersLC.com)

### OFFICIAL SHOW DECORATOR

#### Hub City Display

Contact: Carol Baker Tel: 306.653.3705  
Advance Price deadline: May 1, 2018  
[www.hubcitydisplay.com](http://www.hubcitydisplay.com)

### ELECTRICAL & LIGHTING

**Evraz Place**  
100 Elphinstone Street  
Regina, Saskatchewan, S4P 2Z6  
Tel: 306.781.9200 Fax: 306.555.3443  
Advance Price deadline: May 1, 2018

### LOAD IN / MOVE OUT

Brenda Holden  
Fan Expo HQ  
Sr. Operations Coordinator  
Tel: 416.512.5451  
[brenda@fanexpohq.com](mailto:brenda@fanexpohq.com)

### FIRST AID

**West Office, Canada Centre**  
Located in West office by the washrooms, next to the Main Theatre.

## SECTION 2 - IMPORTANT DEADLINES

April 2, 2018:	Full Payment Due
April 6, 2018:	Exhibitor Contract Deadline
April 16, 2018:	HUB CITY DISPLAY Warehouse Opens to Accept Freight
April 20, 2018:	Extra Passes Order Form Deadline
April 20, 2018:	Final Booth Dimensions Deadline
April 20, 2018:	Booths 20' x 20' or greater, floor plans, line of sight variances & towers submitted
May 1, 2018:	HUB CITY DISPLAY Advance Price Deadline
May 1, 2018:	Canada Centre Exhibitor Discount Rate Deadline
May 3, 2018:	HUB CITY DISPLAY Warehouse Closes to Freight
May 4, 2018:	Move In Begins by Zone
May 5, 2018:	Show Opens 10:00AM
May 6, 2018:	2019 Application & Payment Due for Discounted Rate
May 6, 2018:	Show Closes and All Material Removed by 10:00PM

## SECTION 3- EXHIBIT HALL HOURS (Including Move-in/out, Set-Up, Registration)

**IMPORTANT:** We have once again assigned everyone a scheduled move-in time, which must be adhered to. All exhibitors will receive their schedule by April 25, 2018.

### EXHIBIT HALL/SHOW HOURS

Saturday May 5                    10:00 – 7:00PM    Show Hours  
Sunday May 6                     10:00 – 5:00PM    Show Hours

### MOVE-IN PROCEDURES

To minimize congestion, each exhibitor is assigned a specific move in date & time by zone. Please refer to the colour coded floor plan to ensure your booth falls within the specific time, this floor plan will be emailed to you by April 25, 2018.

#### EXHIBITOR MOVE-IN DATES & TIMES

##### FRIDAY MAY 4, 2018

Staged Move In from 10AM – 10PM

**10AM**            Priority - By Appointment Only  
**2PM**             Zone 1 - Retail Exhibitors + Community Area  
**4PM**             Zone 2 - Retail Exhibitors + Community Area  
**6PM**             Zone 3 - Artist Alley & Pro Comic Artists \*Phase 1

##### SATURDAY MAY 5, 2018

**6AM – 9:30AM**    Zone 4 - Artist Alley + Pro Comic Artists \*Phase 2

#### Access to the Loading Area

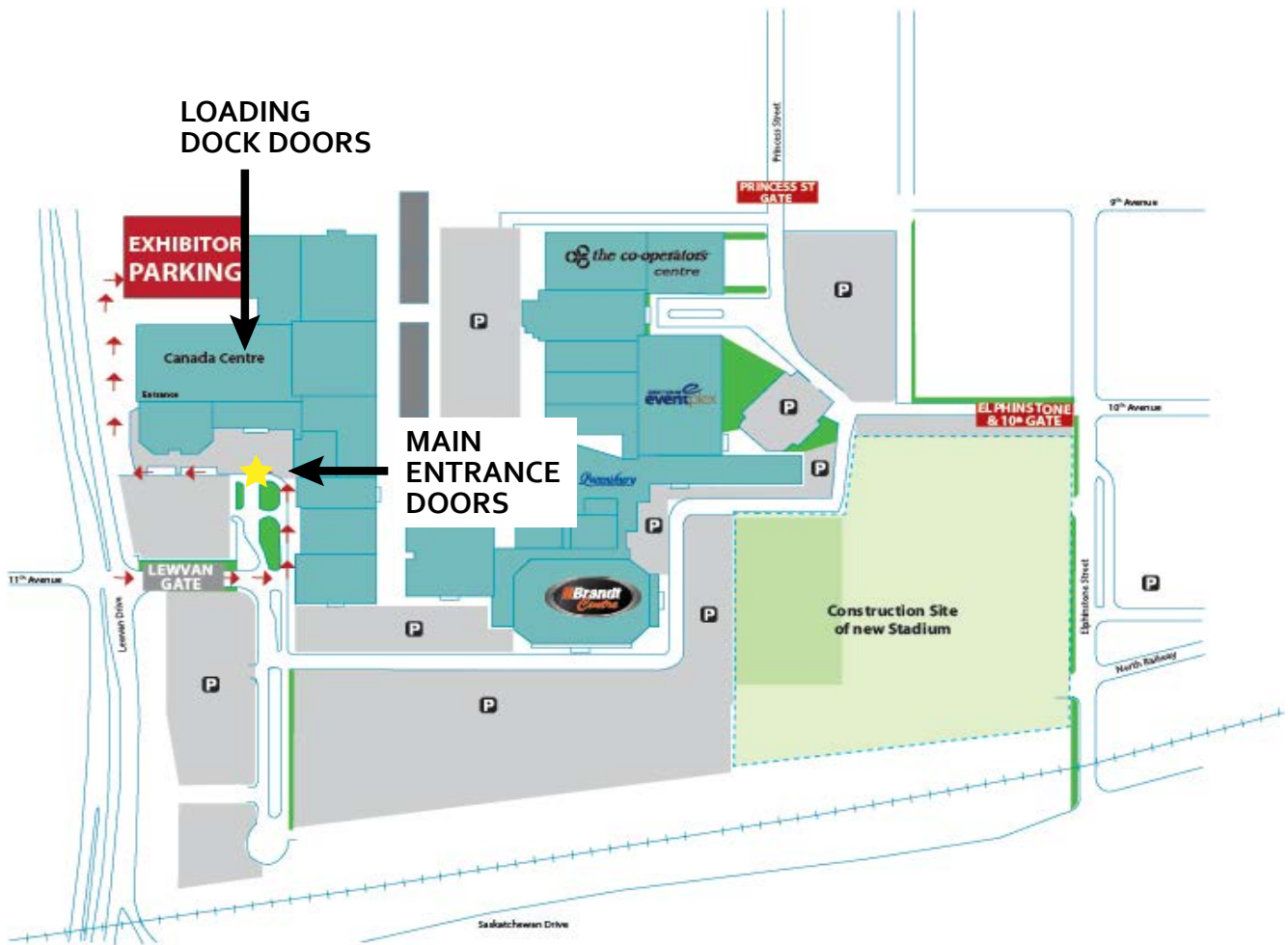
Evraz Place security and loading staff will determine whether or not vehicles can be staged inside the building during the move in - if you are granted access, it is important to adhere to all regulations at all times. Driving to your booth is strictly prohibited. A staged area inside the building will be identified. Ensure your four-way flashers are on, windows down, music off and headlights on. Drive at 10km and be mindful of pedestrian/freight movement on the exhibit floor.

Please unload all vehicles as quickly as possible and remove them from the building after unloading. This will ensure that the aisles are kept open and displays are not damaged.

#### Move In by the Main Entrance

Loading Areas do not have to be used if you are able to safely bring your booth display/product onto the show floor through the front of the hall. Simply park on the surface parking lot and access the Show Floor via the front entrance to Canada Centre, building. You may NOT move-in earlier than your scheduled time, however, if you DO NOT require loading area access you may move-in later than your scheduled time.

If you are unable to move-in at the times predetermined, please contact Brenda Holden, Operations Coordinator at [brenda@fanexpohq.com](mailto:brenda@fanexpohq.com) or at 416.512.5451 to arrange for an alternate time. Important to note that ALL EXHIBITORS MUST BE SET UP BY 9:30AM ON SATURDAY, MAY 5, 2018.



CANADA CENTRE, EVRAZ PLACE

**MOVE OUT PROCEDURES:**

Exhibits must be staffed and completely operational until the official closing of 5pm on Sunday, May 6, 2018.

Examples of prohibited activity:

1. Dismantling/packing of exhibit display
2. Dismantling/packing of product or samples
3. Leaving the booth not staffed prior to official closing

The large overhead doors will not be unlocked and opened until the aisles are clear and the public have exited the building. No vehicles will be able to enter the building until the area is clear and it is safe to do so. This may take one hour to complete.

Prior to leaving the show on Sunday, remove all signs from the back drapery and if you used your own carpet, please ensure that it is removed. Hub City Display will not be responsible should any of your signage or carpet be misplaced during take down of the show. The building will remain open until 10pm on Sunday, May 6, 2018 for exhibitors to move out.

## SECTION 4 - EXHIBITOR BADGES & ACCESS

### 4.1 Exhibitor Badges (Allotment, Additional Badges, Where to Get Them)

All exhibitors and their booth personnel must wear their badges during set-up and teardown. Exhibitor badges will be available at Exhibitor Registration at Canada Centre East, Hall C loading docks during move-in. Canada Centre East and Fan Expo Regina Security will NOT allow anyone on the show floor who does not have an exhibitor badge or official set-up credentials. Exhibitor badges are for the use of booth personnel who will be staffing your booth during the convention.

- Two (2) Exhibitor badges come with each 10 ft. x 10 ft. booth
- Two (2) Exhibitor badges come with each Artist Alley table
- Three (3) Exhibitor badges come with each Premium Artist Alley Endcap

If you need to purchase additional badges, please fill out the Extra Exhibitor & Admission Passes Order Form available online. Exhibitor Badges are \$20.00 each (special advance rate), or \$35.00 (regular rate), and a limit of TWO may be purchased. Additional badges may be purchased at the attendee rate.

#### **Note:**

Exhibitors are responsible for their booth staff. Exhibitor badges are nontransferable. The exhibitor is responsible for all actions of his or her booth staff or anyone wearing their company exhibitor badge. Exhibitor booth personnel found in violation of policies will be removed, having their badge confiscated. Exhibitor staff misconduct can lead to the removal of the exhibitor from the exhibit floor without refund. Exhibitors removed in this way will NOT be allowed to return to future shows with Fan Expo HQ.

### 4.2 Exhibitor Badge Pick-up

Exhibitors who have paid in full for their space can pick up their badges starting Friday, May 4, 2018 in Evraz Place by the loading dock doors. Exhibitor registration will be open on Friday at 12:00PM until Saturday at 09:30AM.

### 4.3 Exhibitor Access

#### **Entering the Hall (Daily)**

Fan Expo Regina exhibitors may enter the hall through the front doors of the Regina Convention Centre **West Building** or via the West Truck Route off of Waterfront Road during scheduled move-in times or restocking times. The Exhibit Hall entrance will be staffed by security guards, so please be prepared to show your exhibitor badge.

#### **Exiting the Hall (Daily)**

The hall closes at 10:00PM Friday, 7:00PM Saturday and 5:00PM on Sunday. Please make your final transactions before that time. We will begin clearing attendees from the Exhibit Hall via a security sweep at the advertised closing time for that night.

#### **Note:**

**No exhibitor will be allowed to remain in the hall after hours.**

## SECTION 5 - PAYMENT FOR SPACE

### 5.1 General:

In the event that the exhibitor fails to fulfill or violates their contract, all monies paid shall be retained by Informa Canada Inc. and are nonrefundable and nontransferable. If the exhibitor fails to submit booth payments by the specified times Informa Canada Inc. is handed the right to take possession of said space and sell it to another party.

There will be no refunds for cancellations.

### 5.2 Advance Payment:

Exhibitors are required to pay in advance for all space requested. Acceptance of payment with the exhibitor application should not be construed to mean payment has been made in full, any discrepancies in balance will be billed.

## SECTION 6 - SHIPPING & DELIVERIES

Direct shipments must be made during the exhibitor's designated move-in day and time.

Every crate or carton must be marked with appropriate shipping labels.

Please ensure that a representative from your company is present when your shipment arrives. Also ensure that personnel working on your booth have your company name and booth number. This will ensure that the material handling on move-in days runs smoothly and efficiently and minimizes security hold ups. If an exhibitor's representative is not present, Fan Expo Regina reserves the right to order equipment and/or materials moved from the receiving dock to the exhibitor's booth area, or to order the removal of the truck from the receiving dock area. Charges for this service will be invoiced to the exhibitor.

Direct Shipping Exhibit site address:

Canada Centre East, Evraz Place  
Fan Expo Regina  
Exhibiting Company Name, Booth Number  
1700 Elphinstone Street  
Regina, Saskatchewan  
Canada  
Piece \_\_\_ of \_\_\_

## SECTION 7 - EXHIBITOR ELIGABILITY & RESPONSIBILITIES

Only companies with products and/or services relating to comic, sci-fi, horror, anime, or gaming culture are eligible to exhibit. No adult materials or illegal weaponry may be displayed or sold without prior written permission through Show Management.

\*Subletting: The subletting of exhibit space without the prior written permission of Show Management is prohibited.

### 7.1 Staff Hours:

An authorized representative or dealer of the exhibitor must staff each exhibit during all open, public convention hours. This includes all set-up and teardown hours in which the exhibitor has a display in place. Exhibitors are asked to make sure the booth is staffed during these times, as this is when booth theft tends to occur.

### 7.2 Breakdown:

Exhibitors may not break down their display before the Expo closes on the last day of the show without permission from Show Management.

If there is an emergency and you need an early breakdown, please contact  
HUB CITY DISPLAY Show Services  
Contact: Carol Baker  
Tel: 306.653.3705

### 7.3 Character of exhibits:

Character of exhibits is subject to approval from Fan Expo Regina, and all decisions regarding the display of materials shall rest solely with Show Management.

### 7.4 Verbal Agreements:

All agreements concerning exhibit space must be in writing. No verbal agreements — including those involving space confirmation, placement, and payment — will be honored.

### 7.5 Space/Placement Guarantee:

Filling out an application for exhibit space does not guarantee requested or specific space or placement. Placement of your booth and/or table is at Show Management's sole and absolute discretion although we will do our best to accommodate requests



## SECTION 8 - DISPLAY REGULATIONS

- 8.1 Neighboring Exhibits:** No exhibit may block or interfere with a neighboring exhibit. All Corporate Booths 20 ft. x 20 ft. or larger must submit a brief floor plan no later than April 20, 2018.
- 8.2 Booth terminology and configurations** are based on a 10 ft. x 10 ft. exhibitor space. Please note that all retail spaces are based on an 8 ft. x 8 ft. space and minor adjustments are to be considered. If you need help with adjusting the details, please feel free to contact Brenda Holden 416.512.5451.

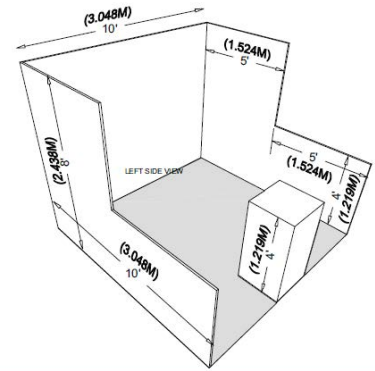
### LINEAR BOOTH

Linear Booths, also called "in-line" booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Regardless of the number of Linear Booths utilized, display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. **The maximum height of 8 ft. is allowed only in the back half of the booth space, with a 4 ft. height restriction on all materials in the remaining space forward to the aisle.**

NOTE: When three or more Linear Booths are used in combination as a single exhibit space, the 4 ft. height limitation is applied only to that portion of exhibit space which is within 10 ft. of an adjoining booth.

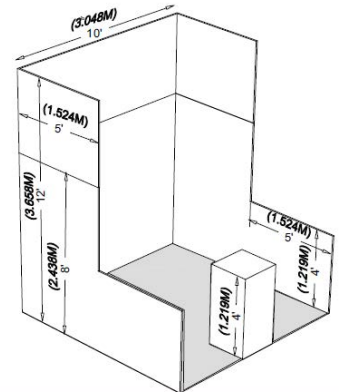
### LINEAR BOOTH 3D VIEW



### PERIMETER BOOTH

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit. All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height is 12 ft.

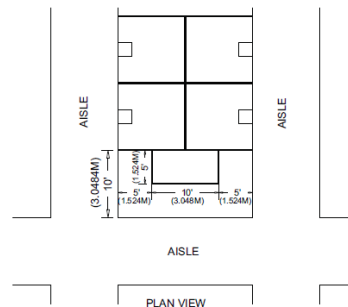
### PERIMETER BOOTH 3D VIEW



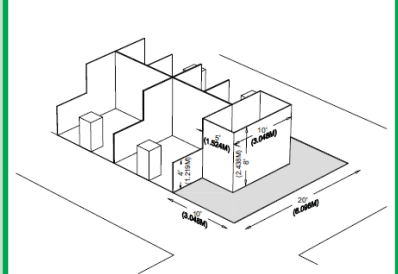
### END CAP BOOTH

An End-cap Booth is exposed to aisles on three sides and comprised of two booths. The maximum back wall height of 8 ft. is allowed only in the rear half of the booth space and within 5 ft. of the two side aisles, with a 4 ft. height restriction imposed on all materials in the remaining space forward to the aisle.

### END CAP BOOTH PLAN VIEW



### END CAP BOOTH 3D VIEW



## SECTION 8 - DISPLAY REGULATIONS

### PENINSULA BOOTH

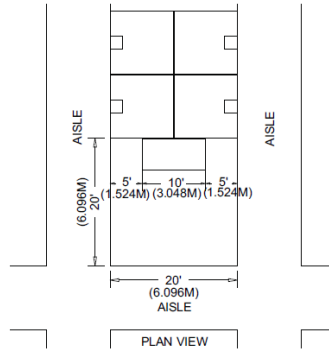
A Peninsula Booth is exposed to aisles on three sides, and comprised of a minimum of four booths. There are two types of Peninsula Booths:

- (a) one which backs to Linear Booths, and
- (b) one which backs to another Peninsula Booth and is referred to as a "Split Island Booth."

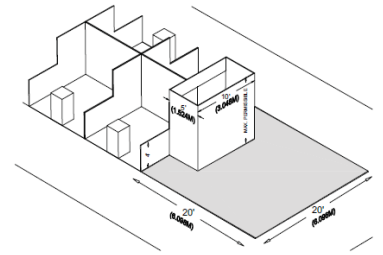
When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft high within 5ft of each aisle, permitting adequate line of sight for the adjoining Linear Booths.

Double-sided signs, logos and graphics shall be set back 10ft from adjacent booths.

**PENINSULA BOOTH PLAN VIEW**



**PENINSULA BOOTH 3D VIEW**



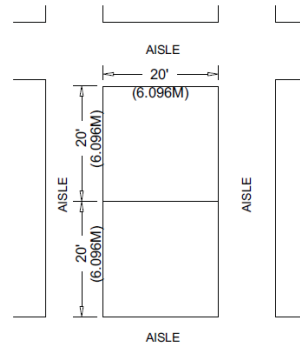
### SPLIT ISLAND BOOTH

A Split Island Booth is a Peninsula Booth, which shares a common back wall with another Peninsula Booth.

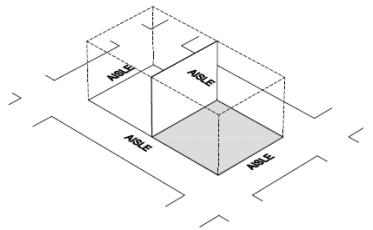
The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions.

The entire cubic content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be set back 10ft from adjacent booths.

**SPLIT ISLAND BOOTH PLAN VIEW**



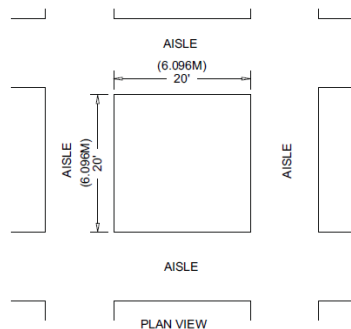
**SPLIT ISLAND BOOTH 3D VIEW**



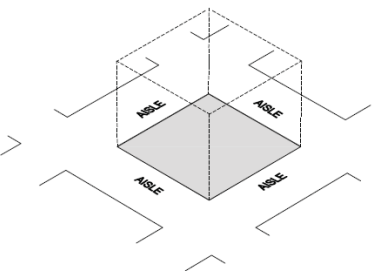
### ISLAND BOOTH

An Island Booth is any size booth exposed to aisles on all four sides. The entire cubic content of the space may be used up to the maximum allowable height.

**ISLAND BOOTH PLAN VIEW**



**ISLAND BOOTH 3D VIEW**



## SECTION 8 - DISPLAY REGULATIONS

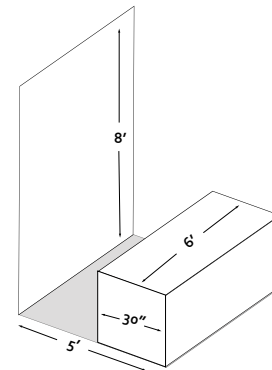
### ARTIST ALLEY

Artist Alley spaces include a 6 ft. by 30 in. skirted table. The entire Artist Alley space provided is 5 ft. x 6 ft. including the table. Artist Alley exhibit spaces must be set up so that the long edge of the skirted table remains parallel to the aisles and 4 feet from the front of the table to the back of the space. Exhibit fixtures, components, and identification signs will be permitted to a maximum height of 8 ft. Artist Alley spaces may not be set up like booth space. No sidewalls are allowed. No overhead arches or display space for merchandise will be permitted. No portion of the table may protrude into any aisle during show hours.

### PREMIUM ARTIST ALLEY

Premium Artist Alley spaces are 12 ft. wide x 6 ft. deep, including 2 skirted tables and a 3 ft. pipe & drape across the rear of the space.

ARTIST ALLEY BOOTH 3D VIEW



### TOWERS

A tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space confirmation being used. Towers in excess of 8ft. must have drawings available no later than April 6, 2018 (along with floorplan) for approval from Show Management and safety regulations in many facilities strictly govern the use of towers. A building permit or safety lines may be required.

### 8.3 Cleaning of Exhibit Hall:

Aisles of the Exhibit Hall will be cleaned each night. The exhibitor is responsible for placing all trash in the appropriate containers.

### 8.4 Booth Floor Plan:

**Floor plans for spaces larger than 20 ft. x 20 ft. (400 sq. ft.) must be submitted prior to April 20, 2018.**

Plans received after this deadline may be disallowed by the Fire Marshal with no recourse. Floor Plans must note any vehicles (functioning cars, motorbikes, etc.), lighting structures, canopies or covered portions of the booth. Booths will require Show Management's final approval. Some booth elements and designs may not be approved even though they meet Fire Marshal codes and regulations.

### 8.5 Flooring:

Painting, nailing or drilling of floor is not permitted. If two-sided tape is used, it must be completely removed by the exhibitor during move-out. Exhibitors must not use masking tape, clear packaging tape or duct tape to adhere the covering to the show floor. The recommended tape is Scapa Tape which is a high-adhesion double-sided cloth tape commonly used at trade shows; it leaves almost no residue upon removal.

**NOTE:** Upon removal of each booth, Facility Management and Show Management will inspect each space for any damages incurred by the exhibitor and to check that all materials, including tape residue left on the floor, are properly removed. Any charges to make good the exhibit space will be passed on to the exhibitor.

### 8.6 Maintenance:

The exhibitor shall maintain their display in a clean and orderly manner and shall take action as may be necessary to prevent injury or damage to any person or exhibits in the Exhibit Hall.

## SECTION 8 - DISPLAY REGULATIONS

### 8.7 Lights:

No strobe or flashing lights are permitted as part of any exhibit display. Flash photography is subject to Show Management approval.

### 8.8 Draping:

Drape must hang at proper length and may not be pulled up to sell or display merchandise. No drape on an aisle table may be removed during the show. It is suggested that all aisle tables are draped.

### 8.9 Display safety:

All materials, displays, and products must be safe, stable, and resistant to collapse and fire. Show Management reserves the right and sole discretion to decide whether an exhibitor meets this definition.

### 8.10 Covered booths:

No exhibit space at Fan Expo Regina may incorporate a tent, partial or full roof or overhead covering of any kind without prior written approval. Partially covered booths must submit a Height and Line of Sight Variance request, please see Section 10. All partially covered booths are subject to additional rules and regulations.

### 8.11 Motorized Display Vehicles:

All vehicles must abide by the move-in and move-out schedules and procedures established by Show Management.

- Any vehicle that drips oil or other staining solutions may not be operated within Canada Centre East without a drip pan or dry absorption powder. Exhibitors will be charged cleaning costs for staining solutions not removed.
- No motorized vehicle may be operated on carpeted areas under any circumstances. Exceptions may only be authorized by the Vice President, Customer Service or Building Manager of Canada Centre East.
- All vehicles being displayed in the Centre must have drip pans underneath them and pads under all tires.
- Fuel tanks containing fuel, or which have ever contained fuel shall be maintained less than  $\frac{3}{4}$  full. Caps for Fuel tanks fill pipes shall be of the locking type and be maintained locked to prevent viewer inspection. If they cannot be locked, they shall be taped shut.
- The electrical system shall be de-energized by either:
  - a) removing the battery or
  - b) disconnecting both battery cables and covering them with electrical tape or other similar insulating material
- Tanks containing propane shall be maintained less than  $\frac{3}{4}$  full. Vehicles may be driven in and positioned. Engine should remain running, with valve shut off. Allow engine to run until all of the fuel line is used up. Turn ignition off.

If you feel that your display does not conform to the display rules, please contact Brenda Holden, [brenda@fanexphq.com](mailto:brenda@fanexphq.com) or 416.512.5451, as soon as possible so that you can discuss your concerns.

## SECTION 9 - BANNERS & BOOTH SIGNAGE

All signs must be single-sided. The only exception will be for signs hung from the ceiling. Banners that are above and attached to your booth must be single-sided. Only exhibitors with a booth greater than or equal to a 20 ft. X 20 ft. island or peninsula exhibit may hang signs from the ceiling. Exhibitors with 10 ft. X 20 ft. end caps **MAY NOT** hang signs. Nothing may be hung from the ceiling without prior written permission from Fan Expo Regina. All signs greater than 10 ft. high must be approved by Show Management prior to installation.

Fan Expo Regina must approve all banners hung from the ceiling for content and size. Please email an example or mock-up of your banner to Brenda Holden at [brenda@fanexpohq.com](mailto:brenda@fanexpohq.com) prior to installation.

All banners **MUST** be hung through Canada Centre East, Tel: 306.527.1071

## SECTION 10 - HEIGHT & LINE OF SIGHT VARIANCE

### 10.1 Retail Booth

As a courtesy to you and your exhibiting neighbors, we try to keep all linear booths at a consistent height. This is to allow all exhibitors equal opportunity to have their booth seen and to conduct business on the floor.

In a linear booth, exhibit fixtures, signs and all components, are permitted a maximum height of 8 ft. If you do not comply with the line of sight rules, you will be asked to adjust onsite.

Show Management may be able to grant a variance to the Height and Line of Sight policy and you are asked to forward this request no later than **April 20, 2018**.

Variance requests must be accompanied by appropriate details and floor plan of the requested exception.

Please note that we may not be able to grant every request we receive.

If we can find a location that will not negatively affect other exhibitors or the event, we will try to grant your request.

### 10.2 Artist Alley Booth

Due to the nature of the Artist Alley Area, all booth heights are restricted to a maximum height of 8ft. and therefore you can not request a height and/or line of site variance. For more information please refer to Section 8.2 of the Operating Guidelines.

If you need to request a height and/or line of sight variance, you must do so no later than April 20, 2018. Please send a copy of your floor plan, including elevation, and a brief description of the variance to [gurmeet@fanexpohq.com](mailto:gurmeet@fanexpohq.com). Please include your company and contact info.

## SECTION 11 - ELECTRICAL COMPLIANCE

### 11.1 Code:

Electrical wiring and equipment must meet the Saskatchewan Electrical Safety Code requirements, <http://www.saskpower.com/wp-content/uploads/2012-Interpretations-FINAL.pdf>

### 11.2 Noise:

Any electrical or other mechanical apparatus must be muffled so that the noise does not bother the other exhibitors

## SECTION 12 - LIABILITY

Exhibitor will hold harmless the Sponsor and Host Facility, or any of their respective officers, agents, employees, Representatives or affiliates, from any liability, damage, loss, harm, claim, or injury to property or person of the Exhibitor, Exhibitor officer, agents, employees or other persons, whether caused by the negligence of the Sponsor or Host Facility, or from theft, fire, water, accident or any other cause whatsoever.

## SECTION 13 - SOUND

### 13.1 Levels:

Exhibitors must monitor their own booths to be sure that noise levels from sound systems or any other device/activity are kept to a minimum and do not interfere with others. Show Management will be monitoring the sound levels of all booths and may require that an exhibitor turn down the sound level in their booth. Failure to comply may result in any sound system in the booth being turned off.

### 13.2 Interference:

Speakers and sound systems must be turned to the inside of the booth. The use of sound systems or equipment producing sound is an exception to the rule, not a right. The Show Management reserves the right to determine at what point sound constitutes interference with others and must be discontinued.

### 13.3 Devices:

No megaphones, bullhorns, or microphones will be allowed. Exceptions may be made on a case-by-case basis. Please contact Show Management for more details.

## SECTION 14 - EXHIBITOR OFFSITE EVENTS

Exhibitor offsite events that conflict with show or conference hours must have the approval of Fan Expo Regina.

## SECTION 15 - IN-BOOTH EVENTS

### 15.1 Aisle Interference:

Giveaways, video games, video viewings, demonstrations, flyer distribution, and autograph areas must be organized within the exhibitor's space so that they do not interfere with any traffic in the aisle. Giveaway tables, autograph tables, video viewing tables, or demonstration tables must be placed a minimum of 2 ft. back from the aisle. Videogames should be installed at the back of the booth to accommodate persons playing as well as onlookers. Should participants and/or onlookers interfere with the normal traffic flow of the aisle or overflow into the neighboring exhibits, the Show Management may discontinue the activity.

### 15.2 Prizes:

No drawings for prizes may be held that require the winner be present to win. This includes trivia contests, audience participation events, and scavenger hunts. Absolutely no games or contests where a fee is charged to participate are allowed. This includes wheels of fortune, card picks, raffles, and grab bags as well as video games and other arcade style games. No contest will be allowed that involves the consumption of any food or beverage. Contests must comply with applicable provincial and federal regulations.

### 15.3 Signing Events:

Exhibitors must space at least 30 minutes between signing events. Exhibitors may not have more than one signing event going on in their booth at any given time. All in-booth signings must be coordinated with Fan Expo Regina. Certain restrictions will apply. Not all signings may be allowed on the exhibit floor. Please contact Show Management for information pertaining to individual exhibitor specifics.

### 15.4 Giveaways and Flyer Distribution:

Giveaways and flyer distribution must take place from within and exhibitor booth only, and never in aisles, lobbies, outside Fan Expo Regina site, or in any other Canada Centre East space.

### 15.5 Stickers:

No exhibitor may give away or distribute stickers. Exhibitors will be charged for removal of stickers found adhered to walls, furnishings, or any part of Canada Centre East.

### 15.6 Security:

Exhibitors will be responsible for providing security from Fan Expo Regina's official firm for any in-booth event if necessary. Please contact Show Security at least 2 weeks prior to such in-booth events to ensure crowd safety and flow. If you have any questions, please contact Ground Patrol, Evraz Place – 306.537.0698.

Celebrity Signings can be a great way to get the attendees to your booth. However, because of the crowds at Fan Expo Regina, we need to make sure these signings are as safe and well organized as possible.

All Celebrity Signings must be coordinated with Show Management in advance. Not all booths will be able to accommodate all signings. The best way to get approval for your signing is to have a plan for controlling the lines in your booth during any signings. Please note that you may be required to hire security for high traffic events.

## SECTION 16 - CARDBOARD BOXES AND EXCESS TRASH

You must break down all cardboard boxes. The Show Management will assess a cleaning charge to any exhibitors who do not break down their boxes. To avoid unexpected cleaning charges or if you expect a high volume of empty boxes and need assistance breaking them down, please call Canada Centre East cleaning crew at 306.527.1071 to schedule booth cleaning and trash removal. Any amount of trash thrown into the aisles may incur a cleaning charge from Fan Expo Regina.

## SECTION 17 - LICENSING/ANTI -BOOTLEG

Fan Expo Regina or FanExpoHQ does not permit or condone the sale of bootleg or unauthorized merchandise at the show.

The sale and/or display of ANY merchandise shall ONLY BE ALLOWED where the merchandise has been approved by the license holder for the property depicted and does not infringe on copyright or trademark laws.

By attending Fan Expo Regina as an exhibitor, you are agreeing to follow these guidelines and any violation may result in immediate expulsion from the event without refund.

Fan Expo Regina works with law enforcement authorities, licensees, and rights holder to act against the sale of bootleg and unauthorized merchandise at this event. Any exhibitor caught selling any bootleg or otherwise unauthorized material or merchandise may additionally be subject to prosecution by local, provincial and federal authorities who will be given full access to this event.

## SECTION 18 - FORCE MAJEURE

In the event that, due to circumstances beyond the reasonable control of Fan Expo Regina:

- (a) Fan Expo Regina is postponed, cancelled (in whole or in part) or moved to a different location;
- (b) the Canada Centre East or its exhibitor area is unavailable (in whole or in part); or
- (c) the installation, exhibition or move-out time for exhibit booths is reduced

There will be no refunds (in whole or in part) of exhibitor or advertisement fees.

For purposes of this Section, the term "circumstances beyond the reasonable control of Fan Expo Regina shall include, but is not limited to: power outage, fire, earthquake, flood or other weather conditions, labor dispute or strike, war, riot, act of public enemy, acts of violence by third parties, governmental and municipal acts or ordinances, and other acts of God".

1. No decorations, signage or display materials are to be taped, tacked or attached to walls, pillars and interior or exterior doors unless authorized by Evraz Place.
2. No portion of a display is to obstruct any exit aisles or doorways. All materials used for display or decorative purposes, are to be inherently flameproof or properly treated with a chemical retardant. The use of open flame candles or straw and hay is prohibited.
3. Motor vehicles or gasoline powered equipment on display are restricted to ¼ tank of fuel and are to be equipped with a locked tank cap. Batteries are to be disconnected and a drop sheet to be placed fully underneath each vehicle or piece of equipment.
4. The Government of Canada Copyright Act states that SOCAN (Society of Composers, Authors & Music Publishers of Canada) has authority to collect license and royalty fees. Evraz Place is required by law to obtain performing rights licenses and remit fees back to SOCAN. This licensing fee will apply to receptions, conventions, fashion shows and dances.  
Some bands may be already licensed, if so, please provide a copy, and the fee will be waived.
5. Shipments of goods for events must be pre-arranged with Evraz Place. No shipments will be accepted prior to the day of the event. All boxes etc. must be clearly marked with the name, date and the building location of the event or they will not be accepted.
6. All electrical cords, connections and appliances are to comply with the Electrical Code.
7. All function areas will be assessed after each event for damages and a damage charge may apply.
8. All wording for advertising, tickets, posters and print must be approved in advance by Evraz Place management.
9. The Licensee acknowledges that I.A.T.S.E. (International Alliance of Theatrical & Stage Employees) is a certified union with an exclusive contract at Evraz Place and agrees not to violate said contract in the operation of their event.
10. All personnel required for any event must be provided by Evraz Place.
11. Any changes regarding room set up, event and/or access times and menus must be given 72 hours (3 business days) prior to the event or labour & set up charges will apply.
12. Should the number of guests attending the event differ from the original number quoted, Evraz Place reserves the right to provide an alternative room to suit the group size.
13. Invoicing will be based on the guaranteed number or actual number of attendees, whichever is the greater.
14. Evraz Place is not responsible for damages, or loss of any articles left on the premises, prior to, during or following any event.
15. Decorations and equipment must be removed at the end of the event, unless prior arrangements have been made.
16. Excess food items from the buffet may not be taken out of the facility.
17. Evraz Place has INLAND AV as our audio-visual supplier, if any other Supplier is used, you will be responsible to pay charges, in respect of use of the facility, electrical equipment, and electrical power.
18. Evraz Place reserves the right to inspect and control all events including conduct and performance of entertainers and audible level of music played.
19. All prices regarding food and beverage, rentals, equipment charges are subject to change without notice.
20. Any damages or additional costs incurred as a result of failing to comply with any Evraz Place policy will be charged to the event/convener.