



CELEBRATING 25 YEARS

ANIMALS

Animals, birds or pets of any description in the BINGEMANS Conference facilities require written authorization.

BANNERS/SIGNS/DECORATIONS

No holes may be drilled, nails driven, hooks, screws or pushpins tacked into any part of the Conference Centre or its equipment (including tables); this is strictly forbidden. Under no circumstances may banners, decorations or signs and similar material be nailed, stapled, screwed, taped or attached to ceilings, walls or other painted surfaces. Failure to comply will result in a damage charge to the client. Masking Tape – only on cushion clothing walls, and moveable walls. Funtak is permitted on painted, glass or wood surfaces.

Signs/banners hung from the ceiling or above three metres on the wall, may require the rental of a scissor lift and only fully trained and documented personnel trained for the scissor lift will only be allowed.

CLEANING SERVICES

BINGEMANS is the exclusive supplier for cleaning services within the building. Cleaning of meeting rooms, public corridors/common areas, show aisles and restrooms will be provided complimentary. **Supplementary charges will apply to interior booth cleaning and the removal of bulk trash, crates, pallets, packing material and lumber.**

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ELECTRICAL

For ordering of these services please refer to the show services form.

FIRE AND SAFETY REGULATIONS

In the event that a portion of the exhibitor's back wall is a "fire exit door", the exhibitor must leave total access to it and may not drape it, cover it or obscure it in any way. Total access must be available from aisles to exits at all times and without the obstruction of any kind.

- The following materials shall be flameproof if used for display or decorative purposes: flowers, foliage paper, cardboard, or compressed paperboard less than 1/8 inch in thickness, plastic materials, split wood and bamboo fibers, Styrofoam and textiles. Wallpaper is permissible if pasted securely to walls or wallboard backing.
- It is not necessary to flameproof textiles, paper or other combustible merchandise on display for sale, but the quantity used shall be limited to the displaying of one salvageable length.
- The use of an open flame is limited to certain articles of merchandise where the operation of an approved appliance or device definitely helps to promote the sales of such equipment and must be pre-approved.

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- Equipment must be set-up in such a manner to comply with approved safety standards and a suitable fire extinguisher shall be provided on recommendation of the inspector. If at any time the inspector deems such equipment to be operated in a manner dangerous to public safety, he or she shall cancel the privilege of the exhibitor concerned.
- Flame shall not be used solely to attract attention.
- Flammable liquids or gases shall not be stored inside the building.
- Displays must not encroach on exit doorways.
- Boxes, crates and cartons from which merchandise has been removed, must be neatly piled in a storage area.

All exhibitors are subject to Hydro, Kitchener Fire Department and BINGEMANS' Show office inspections, rules and regulations. All propane tanks must be empty. All vehicles must have a locking gas cap securely fastened to the tank.

BINGEMANS reserve the right to prohibit any situation they deem hazardous.

All items on display must be CSA, CGA and / or Hydro approved.

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FLOOR LOAD

The maximum floor load is 100 pounds per square foot.

FOOD AND BEVERAGE SERVICES/CONCESSIONS

BINGEMANS is the exclusive caterer for all food and beverage services. All arrangements for the serving of food and/or beverages must be made through the Catering Sales office. No food and beverage is to be brought onto the premises. No sample food and/or beverage products may be distributed or sold by sponsoring organizations except on written authorization.

FREIGHT DELIVERIES & STORAGE

The LCC restricts delivery and/or storage prior to and following an event. No shipments or deliveries of any kind shall be accepted by BINGEMANS unless the Client is present to accept the same. Written authorization must be obtained from the BINGEMANS to make storage arrangements. Fees may apply.

HELIUM BALLOONS

Helium balloons may not be distributed at BINGEMANS without written approval from the Catering Sales Department.

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PARKING

BINGEMANS has easily accessible parking for over 750 cars at the conference centre and 1000 additional car parks within a five-minute walk.

SECURITY

Twenty-four-hour security for the building perimeter is provided. BINGEMANS may stipulate the Client arrange security, at the Client's expense, depending on the size and type of event. All security arrangements are subject to approval by BINGEMANS management. The Client is responsible for all loss and damage to personal property or equipment.

SET UP AND TEAR DOWNS

During move-in/out, exhibit halls, loading dock areas and "back of house" service areas are off limits to the public. As such, there shall be absolutely no drinking of alcoholic beverages, horseplay and in general, any and all unsafe conditions or activities are to be corrected promptly.

All clients and exhibitors are to unload their vehicles through the rear loading doors of both Marshall Hall and the Ballroom. Any damage to the building as a result of moving materials in through the front doors is the responsibility of the client and/or exhibitor.

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SMOKING

BINGEMANS is a smoke-free facility and this includes loading docks

TELEPHONE & DATA COMMUNICATIONS

For ordering of these services please refer to SALES ACCOUNT MANAGER.

VEHICLES AND MOTORIZED EQUIPMENT

Vehicle access into the Centre is through the loading dock entrance.

PREPARATION AND CLEANING

1. All cleaning including washing/hosing down of vehicles must take place outside the loading dock area before the vehicle is taken to the exhibit floor.
 - The exhibitor must supply ALL CLEANING SUPPLIES.
2. Once the vehicle is cleaned and wiped down, then it can be driven into the exhibit hall level where the exhibitor must wipe down the tires to avoid staining/marketing the fully carpeted exhibit hall.

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3. The exhibitor must also supply the following to protect the flooring:
 - Plastic sheeting underneath the engines.
 - Floor pads for underneath the tires.
4. Final polishing can be done once the vehicle is in place.

DISPLAYS AND CONTROL

1. Equipment on display must be equipped with lock-on type fuel tank cap. The fuel tanks must not be filled beyond 3/4 mark in order to allow for expansion of product.
2. Vehicles on displays must be locked, continuously supervised or battery disconnected.
3. Running of displayed vehicles during the exhibit is prohibited
4. Propane charged cylinders are not permitted inside BINGEMANS Conference Centre.
5. One set of vehicles keys must be turned over to event staff before vehicle enters show area.

WASTE REMOVAL

BINGEMANS has a full recycle, waste and compost removal program.

During set-ups and tear downs appropriate receptacles will be available on loading dock and/or service areas adjacent to exhibits for your convenience. **Excessive waste product may result in additional changes for exhibitor** and show management.

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LIABILITY AND LIABILITY INSURANCE

BINGEMANS shall not be liable for the damage, loss or other destruction of the exhibits by reason of fire, theft, accident or other destructive cases, and each Exhibitor shall lease exhibit space at his or her sole risk. The Exhibitor shall at all times be responsible for insuring against any and all loss due to fire, theft, accident and all other perils. BINGEMANS is not intended to be insurers nor are they intended in any way to be liable or accountable to the exhibitor, its agents, servants, employees, respecting any loss or damage of any nature whatsoever regardless of cause.

EXHIBITORS CONDUCT AND BOOTH

The Exhibitor shall not conduct themselves in such a manner or operate their equipment at a level of sound that is determined at the sole discretion of BINGEMANS or be detrimental to the welfare of the show or to other exhibitors. BINGEMANS reserves the sole right at its discretion to take whatever action is necessary to enforce the Exhibitor to observe the foregoing including eviction of the exhibitor from the show and facilities without compensation.

Thank you for your cooperation and we look forward to working with you on your event!

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