

TRADE SHOW BOOTH GUIDELINES

- Booth assignments will be based on space availability and offered on a first-come, first-served basis with full payment.
- Vendors will be notified via www.CCUFSA.com website (see Trade Show floor map) when their booth space is reserved.
- Vendor agrees space(s) assigned shall be accepted unless rejected by applicant within ten (10) working days of notice.
- Vendor agrees products listed in registration form are those it proposes to exhibit and will advise CCUFSA via email of any changes prior to the conference start date.
- SELLING of products or services is NOT permitted at the Trade Show.
- There is no restriction on the number of sales representatives to operate your booth but **each staff member must register as a delegate to receive their Trade Show name badge. You may list all staff members when you register online at www.ccuftsa.com** (There is no cost to any staff member to work just your booth)
- Applicants wishing to join CCUFSA as an Associate Member must complete a separate membership application form on-line <http://ccufsa.com/associate-members/>. Dues are \$395.50 per year (\$350.00 + HST).

TRADE SHOW RULES & REGULATIONS

SPACE ASSIGNMENTS

- CCUFSA will make all booth assignments and will attempt to assign you to your preferred space.
- Spaces will be assigned according to a priority based on the number of years of participation in the Trade Show and with receipt of application and full payment.
- CCUFSA reserves the right to change booth locations as necessary.
- The exhibitor will hold harmless CCUFSA, the CCUFSA Executive members, Caesars Windsor Hotel and Casino, and all staff from any and/or all liability which may result from any cause whatsoever.

PAYMENTS AND CANCELLATIONS

- Booths will not be assigned until the full booth rental fee has been received by the CCUFSA office.
- The full booth fee is due and payable no later than **May 2nd, 2022**. Should payment not be received by this date, CCUFSA reserves the right to cancel the booth space and assign to another vendor.
- No refunds will be made for cancellation by an exhibitor after **June 1st, 2022**. Booth spaces confirmed and assigned are not transferable.

BOOTHS AND EQUIPMENT

- Each booth space (10' wide x 8' deep) will include black pipe and drape, two 6' skirted tables and 1 chair (as needed) and 1 (one) standard electrical outlet. **All other furnishings, electrical cables, equipment etc. required are the responsibility of the exhibitor at their own expense. CCUFSA does not stock extra electrical equipment on site.**
- CCUFSA will pay on-site kitchen, cooking and standard electrical expenses. Any special electrical requirements will be billed directly or back to the exhibitor at cost.
- *There is **NO COOKING with OPEN FLAME** permitted at any time, on the trade show floor.*
- **** Induction portable cooktops for warming are permitted - all other equipment to be approved by CCUFSA****
- **VENDORS MUST PROTECT TRADE SHOW CARPETED FLOOR FROM ANY DAMAGE AT ALL TIMES**
- Set up may start at 7:00 am, tear down may begin at 4:00 pm. Exhibits must be completely dismantled and removed by 6:30 pm. The Trade Show begins at 12:00 noon.

ADVERTISING/PROMOTIONS

- Vendors may request to email advertising/coupons/promotional related materials to announce the Trade Show products you will be showcasing. Ads must be emailed for approval to Mark Kenny markkenny@mac.com by **June 1st, 2022**. Emails regarding same, may be sent to the delegate list only, on **Monday thru Friday the week prior** to the conference. Delegates must be given the opportunity to opt-out of any email lists you use.

USE OF BOOTHS

- All demonstrations and exhibits must be confined to the exhibit booths. No exhibitor shall assign, sublet or share whole or any part of the booth space allotted without the written approval of CCUFSA.
- Products that are non-perishable and acceptable for donation to food banks must be placed in the designated area after the show.
- Exhibitors are requested to use sustainable product packaging and utensils for sampling of food and beverage.

OBJECTIONABLE MATERIAL AND ACTIVITIES

- Exhibitors are prohibited from using sound amplifying equipment that is objectionable. Music may NOT be played within a booth without written permission. Exhibitors will not be permitted to use strolling entertainment nor to distribute samples or souvenirs except from within their own booth(s).
- Exhibitors who use costumed models or mannequins should be certain that their manner of appearance and dress are such as not to offend even the most critical. Any question of propriety should be cleared with CCUFSA prior to the conference. CCUFSA reserves the right to request modification of any questionable content or exhibit.

HANDLING AND STORAGE

- Exhibitors will make their own arrangements for delivery and receipt of shipments and storage prior to the event through the Show Decorator or the Hotel. Shipping details will be emailed to all vendors once all booth spaces are confirmed by CCUFSA.

LIABILITIES AND INSURANCE

- Exhibitors agree to maintain such insurance that will fully protect CCUFSA from any and/or all claims of any nature, including claims under your worker's compensation system (ie: Ontario - WSIB or other province equivalent), and any damages for personal injury, including death, which may arise in connection with the operation of the exhibitor's display. Damage due to inadequately packed property is exhibitors own responsibility. In the event the exhibitor damages parts of the building, he/she agrees to reimburse the owner of the building for cost of repairing such damages. The exhibitor expressly agrees to protect, save and hold harmless CCUFSA from all loss and/or damages whatsoever caused by exhibitor to said building, or any part thereof, directly or indirectly.
- CCUFSA will not be held liable for failure to hold the conference or Trade Show as scheduled.

ADMISSION

- CCUFSA will have sole control over all admission of persons to the conference and the Trade Show. All persons visiting the exhibits will be admitted according to the rules established by CCUFSA. All visitors to the trade show must have a CCUFSA provided name badge, ordered on-line prior to the Trade Show.

INSTALLATION AND DISMANTLING

- Exhibits must be installed during the times specified by CCUFSA. Booth set-up can begin on **Thursday, June 23rd, 2022, at 7:00am (booths must be completely setup by 11:30 am).**
- Exhibits may NOT be dismantled prior to the official closing of Trade Show at 4:00 pm, and **AFTER** the raffle prizes have been drawn.
- Exhibits must be completely dismantled and removed by **6:30 pm on June 23rd, 2022.**
- Exhibitors are responsible to place all packaging garbage, refuse, and recyclables in the appropriate areas during tear down of booths.
- Food Bank donations area will be available for any non-perishable foods suitable for donation.
- Equipment maybe donated to local charities, if in good working order.

