



August 21st & 22nd, 2021

BELL SENSPLEX

1565 Maple Grove Rd, KANATA ON K2V 1A3



August 21 and 22 2021

EXHIBITOR

MANUAL

www.epiqhockey.com



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Dear Exhibitor

Welcome to the 2021 EPIQ HOCKEY EXPO . Your exhibitor manual contains all of the important information you will need when planning for the show.

We appreciate your participation and look forward to working with you. in the meantime, should you have any questions, please refer to the contact information listed on page 5.

To help you achieve the most successful setup with your exhibiting experience we will be offering exhibitor services provided by Epiq Hockey.

Please refer to this manual for contact information and some of the products that you can order for your booth. If there is any specific furniture, display , booth layout or graphics that you would like to customize for the Expo, please do not hesitate to ask by emailing us at stuart.graham@epiqhockey.com



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EXPO Schedule

All exhibitors must sign in at the designated exhibitors entrance (TBA) before moving in. A wrist band will be provided and must be shown for re-entry.

Move in

Friday August 20 2021 5:00 PM - 11 PM

Final Event walk through Saturday , August 21st 2021 8.30 AM

EXPOHours

Saturday August 21 2021 10AM – 6 Pm

Sunday August 22 2021 10AM – 5 PM

Move Out

Sunday August 22 2021 5.15 Pm – 9 PM

Move out terms apply and can be read on page 13



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CONTACT INFORMATION

We are pleased to offer the following approved services providers to our exhibitors

EVENT MANAGEMENT

EPIQ HOCKEY

Stuart Graham General

Manager p: 343-417-

EPIQ (3747)

Jerrett Sani

Assistant GM

P: 613-406-2352

ELECTRICAL

TBA

INTERNET SERVICES

TBA

Booth Cleaning

TBA

Mailing and email addresses are strictly used for EPIQ Hockey communications only. Addresses are not sold to outside organizations. EPIQ HOCKEY lists will never be sold by a third party. If you are approached by a company other than the ones listed above or you are unsure of the affiliation please do not hesitate to contact us for verification.



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REGULATIONS AND REQUIREMENTS

- 1) All booths must give a level of product or service or knowledge related or focus theme associated with their product services or presentations. This is a Hockey Focused event.

To assist exhibitors in choosing which booth classifications they should book at the EPIQ HOCKEY EXPO, we have provided booth classifications below. We hope you find this helpful and as always we are here to help if you have any questions or are unsure which category your booth falls into. All vendors must display and produce a hockey focused or hockey theme space.

Exhibitor Booth

You are retailer/ marketer / promotional partner of a hockey focused product, including your own brand

You are a hockey focused crafter / custom manufacturer and wish to sell your products

You provide a hockey focused service and wish to sell / advertise that service

Club Booth

You are a registered not for profit organized committee club or registered charity

The purpose of the booth is to foster awareness or education for your club or cause

You do not sell commercially branded products / merchandize in volume

80% of your booth space is allocated to educational display and 20% is allotted to fundraising endeavors such as club merchandize and soliciting donations

- 2) Exhibit booths must be staffed and operational during published EXPO hours. Dismantling of booth content before the announcement of the EXPO closure will be subject to Penalty.
- 3) Exhibitors must wear wristbands to gain entry to the hall at all times on the floor.
- 4) Exhibitors must submit staff list to Epiq Hockey no later than July 9th 2019 10x10 Booths are allocated 4 staff wristbands and booths staffed by volunteers are allocated a maximum of 8 wristbands. Extra Wristbands are available in limited quantity for \$15.00 each. Exhibitors are responsible to manage the distribution of their allocated wristbands. Exhibitors must wear wristband to gain access to the hall.



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- 5) Exhibits that include sound/audio / video displays must ensure the noise levels and lights resulting from the display does not disrupt the activities of neighboring exhibitors . EXPO management reserves the right to lower all sound equipment.
- 6) Promotional materials may not be distributed outside your exhibit space. Aisle space is sacred land secured for the attendees. Inventory , solicitation and or booth extensions are not permitted in the aisle space
- 7) Hydro is an exclusive element provided by the facility provider and installed by its certified technicians . Sharing of outlets splitting off cords or utilizing an open outlet is prohibited . Any exhibitor caught in this action will be invoiced as a last minute hook up at \$485.00 plus hst. Booking hydro before the July 9th deadline is essential for final floor plans and code approvals . Please contact EPIQ HOCKEY for any bookings before the deadline
- 8) Lighting should be directed to the inner confined of your booth space. Lighting should not project onto other exhibits or EXPO aisles.
- 9) The sale sampling or distribution of food for consumption on the premise must be approved by the EXPO management and licences and permits required by the Senplex obtained by the Exhibitor.
- 10) Stage shows or seminars using products or services of a non-exhibiting company must have written approval from the EXPO management.
- 11) All exposed parts of the displays must be finished so they do not present an unsightly appearance when viewed from adjoining booths or aisles. Side walls taller than the 3H side drape of the exhibit booth may not come out past 5' from the back drape
- 12) Signs in the booths will not be permitted to extend above the 8'h back drape. Signs on the island showcases will not be permitted to extend more than 16' above the floor . in order to maintain a positive and professional image for the hockey enthusiasts at the show, hand drawn signs of any nature are not encouraged. If you need signage please contact the EXPO office.
- 13) A booth booking is considered for one vendor , no sub leasing or sharing of booths is permitted
- 14) Exhibit space should be kept in good order with storage boxes placed under tables or in designated storage areas.
- 15) The use of helium balloons is not permitted by the facility
- 16) Fire regulations prohibit the use of sterno or any open flame including candles



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- 17) Electrical wiring and displays must conform to the national electrical code safety rules
- 18) No alcohol is permitted on the vendor floor at anytime
- 19) The use of nails screws or any material that can mark floors walls or the ceiling of the exhibit hall is prohibited
- 20) The only tape exhibitors are allowed to use for securing carpet or materials to the floor is double sided cloth tape
- 21) Dismantling of your booth prior to the close of the EXPO at 5.15pm on Sunday August 9 2019 will result in a \$100.00 fine.
- 22) The use of any tape, pins safety pins or glue to hang any signs or product on the booth drapes is prohibited any cuts to the drapes or fixing of the items to it will be automatically accounted as damage draper and will have a cost of \$65.00 per panel damaged
- 23) If the exhibitor notices any damage on drapes or other provided exhibitor materials at move in, please communicate to management asap to ensure non billing for the damages on the move in
- 24) It is expressly understood and agreed by the exhibitor that no claim of any kind against the EXPO management for loss, damage , theft or destruction of goods of exhibit; nor any injury that may occur to himself / herself or his/her employees while at the show. The exhibitor shall be solely responsible to his own agents and employees and to all third persons including invitees and the public for all claims , liabilities , actions, costs , damages and expenses arising out of or relating to the custody , possession , operation , maintenance or control of leased space ir exhibits . The Exhibitor does not indemnify and hold harmless EXPO management against any and all claims as may be asserted against it.



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BELL SENSplex

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INCLUDED IN YOUR BOOTH SPACE

Your booth space draped in blue and White

Back wall 10' wide x 8 high (multiplied by the number of booth spaces acquired)

Booths are 10' deep and 10 wide or 10 wide by 6 deep on half booths

Select booths have a small storage area behind the booth

Company Name in the exhibitors section of the EXPO website

Company name and website in the EXPO guide (must be registered by July 9th 2019)

4 weekend crew passes for all 10x 10 deep booth bookings

2 weekend crew passes for all 10 wide by 6 ' deep bookings

8 day crew passes for all club booth bookings

Additional weekend crew passes are available online or at the registration booth

Complimentary passes are available to Exhibitors for shared marketing programs (proof of ad is required) up to 4 passes.

Contact stuart.graham@epiqhockey.com

EXHIBITORS are responsible for drapery expenses related to misuse.

NOT INCLUDED IN YOUR BOOTH SPACE

Contact stuart.graham@epiqhockey.com or refer to

Hydro must be booked with EXPO management by August 2nd 2021.

Telephone and internet services (booked with the Sensplex)

Carpet (booked with EXPO Management)

Furniture (book with EXPO management)

Shipping or materials (contact EXPO office)

Booth Cleaning

Tables and Chairs (book with EXPO Management)

Table drapery or coverings (book with EXPO management)



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PAYMENT SCHEDULE

All payments for booth space are to be made by the exhibitor who has contracted the space. Booth payments can be made with Etransfer, Paypal, Cheque, cash or by credit card.

Final Payments must be received by EXPO management on or before the due date of July 21st 2021.

A deposit of \$25 is due upon receipt of your invoice. Late deposits will void extra space and location requests. If the booth payment is due and not received by Epiq Hockey, the exhibitor will be deemed to have terminated the contract for exhibitor space and booth space could be reallocated to another exhibitor.

The exhibitor is responsible for the full cost of their contracted booth space upon receiving the invoice for exhibit space. Any request by the exhibitor to terminate the contract for exhibit space must be received by Epiq Hockey in writing. If a termination notice in writing is received, the following will apply.

- 1) If notice is received by Epiq Hockey 90 days or more prior to the first day of move-in, the exhibitor will be responsible for 25% of the total contracted booth space fees.
- 2) If notice is received by Epiq Hockey 43 and 89 days prior to the first day of move-in, the exhibitor will be responsible for 50% of the total contracted booth space fees.
- 3) If notice is received by Epiq Hockey 42 days or less prior to the first day of move-in, the exhibitor will be responsible for 100% of the total contracted booth space fees.

Under no circumstances will the amount of any refund to the exhibitor exceed the amount of the booth space fees paid up until the signed notification or termination. Termination of the contract for exhibit space will disentitle the exhibitor (or applicant) to any rights or claims against the booth space, the fair or Epiq Hockey. The Exhibitor will remain responsible for paying their total contracted booth fees, except as noted above. All monies retained will be deemed a reasonable estimate of f=damages incurred by Epiq Hockey for administrative and other related cost arising out of the termination.

Payment for all services requested from Epiq Hockey by exhibitor must be processed full before move in dates.



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INSURANCE

Insurance for all exhibitors is required before move-in begins. Exhibitors may be asked to provide a copy of their policy upon registering or throughout the event. Exhibitors are required to have liability insurance coverage of at least \$2,000,000 for each separate occurrence during the period commencing on the first move-in date and terminating on the last move-out date. The policy shall protect Epiq Hockey and insure you against all claims, demands, action, or proceedings for money, damages, costs, penalties, losses and all liability which may be imposed by law for loss of life, personal injury, or damage to or loss of property arising from or in any way connected with your presence or operation at the event.

Epiq Hockey 499 Terry Fox Dr Box 91045 Kanata, Ontario K2T 0A3 and Sensplex 1565 Maple Grove Rd, Kanata, Ontario K2V 1A3 must be added as additionally insured. Please refer to the back of your contract or to our conditions of the contract page for further details.

For those who do not have existing coverage or are finding their present coverage more expensive. We have made arrangements with Iplay Hockey. For additional information please contact :

Iplayhockey.ca



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MOVE IN TERMS

Upon your arrival, please come to the exhibitor registration desk to register and receive your exhibitor package and arrange for final accounting before setting your booth up.

Exhibitors are responsible for loading and unloading of their booth's materials, inventory etc

Exhibitors are strongly encouraged to bring dollies, carts or means to transport their booth items from the loading area if required; there will not be carts available for exhibitor use.

Due to liability and insurance concerns, please restrict your travel on the event floor to the area to and from your booth within the hall from the nearest loading area.

No vehicles are permitted on the EXPO floor during move in time.

For safety / security reasons, no children under the age of 13 years old are permitted on the venue floor during move in and or move out time

Your representative should accompany all goods in transit from the loading area to your booth.

EXPO management and security retains the right to inspect any box or package that is removed from the exhibit with notice to the booth representative.

Out of courtesy please begin setup once all your hoods have been removed from your vehicle and your vehicle is parked in the exhibitor lot.



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MOVE OUT TERMS

Move out is scheduled no earlier than 5:15 PM on Sunday, August 22 2021: booth dismantling is not acceptable before 5:00 pm on Sunday August 22 2021.

Please do not attempt move out before the close of the EXPO as this will result in a \$100 fine.

All items must be dismantled and removed from the building by 9 Pm. Facility charges will be directed to the exhibitor if such a matter occurs.

Any exhibitor tearing down or packing their booths before this time could also be subject to sanctions regarding future event considerations

Due to Liability and insurance concerns, please restrict your travel on the event floor to the area too and from your booth within the hall from the nearest loading area.

Exhibitors are responsible for the loading and unloading of their booth materials, inventory etc.

No vehicles are permitted into the EXPO floor for move out.

Loading bays will not be opened fully until event staff has secured all drapery

Exhibitors are responsible to leave booth garbage in a neat pile next to the closest garage bin

For safety / security reasons no children under the age of 13 years old are permitted on the venue floor during move in and or move out time.



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PARKING

TBD

SECURITY

The event floor is secured with 24 hour security. At the end of each day staff will escort all exhibitors out in a systematic exit plan to ensure all booths are vacated. Any exhibitor on site after this process will be directed to security.

Exhibitors are required to exit the hall no later than 30 minute after scheduled close on Sunday August 22th 2021

Security is provided for your protection however, we are not responsible for theft. We suggest that you take precautions and not leave valuable items in your booth overnight. Door guards and perimeter guards are on duty during the hours that the doors open, with overnight guards throughout the duration of the event. As a safety precaution, your exhibit space should not be left unattended during the EXPO hours.



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SHIPMENTS

The Event staff can receive shipments delivered to the hall anytime between 10: Am – 3 Pm on Aug 21 2021. The product will be moved to your booth if pre-arranged.

Please contact our office for any shipping inquiries

Post event shipments to go out after the closing of the tear down will require specific arrangements with the facility and Epiq Hockey office.



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HANGING SIGNS FROM THE CEILING (RIGGING)

Fees associated for any banner hanging is \$385.00. Banners are to be double sided with only participating exhibitors branded.

Banners are not to be larger than 10 x 10 and are recommended to have a 2.5 sleeve on the top for the support hanging bar/





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COPYRIGHT / MATERIAL

Each exhibitor is responsible for obtaining all necessary licences and permits to use music, photographs or other copyrighted material in their booth or display. Event Management reserves the right to remove any part of a booth or display from the exhibit hall that incorporates music, photographs or other copyrighted material and for which the exhibitor fails to produce proof they hold all required licences.

DRAW , LOTTERY , PRIZES

The use of gaming, gambling, lottery, draws or any exchange of money, or promise of money for prizes money or goods is prohibited at the EPIQ HOCKEY EXPO. We will follow the rules of the Alcohol and Gaming commission of Ontario. Please refer to www.agco.ca for further information for charitable lottery licencing overview.

SOLICITING

Soliciting business is only acceptable within your booth square footage. Solicitation is not permitted to interfere with any other Exhibitors throughout the Show.

ELECTRICAL SAFETY CODE REQUIREMENTS

Exhibitors who displays of offers for sale any electrical equipment in the province of Ontario is subject to the requirements of the Electrical Safety code of Ontario and compliance with these regulations is mandatory.

No person shall advertise, display, or offer for sale or other disposal or sell or dispose of any electrical equipment unless it has been approved in accordance with RULE 2-024 of the electrical safety code of Ontario. The noted rule 2-024 in the code describes the process to have this equipment satisfy the requirements of rule 2-022, which states that all equipment must bear proof of certification acceptable to the Code or the equipment must be approved by an acceptable agency which is accredited by the Code.



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CARPET COLOUR OPTIONS

Table Model	Image	Quantity	Price
10 x 6			\$135.20
10 x 10			\$212.00
10 x 20			\$380.00
20 x 20			\$676.00
Underpad per Sq ft			\$ 1.75

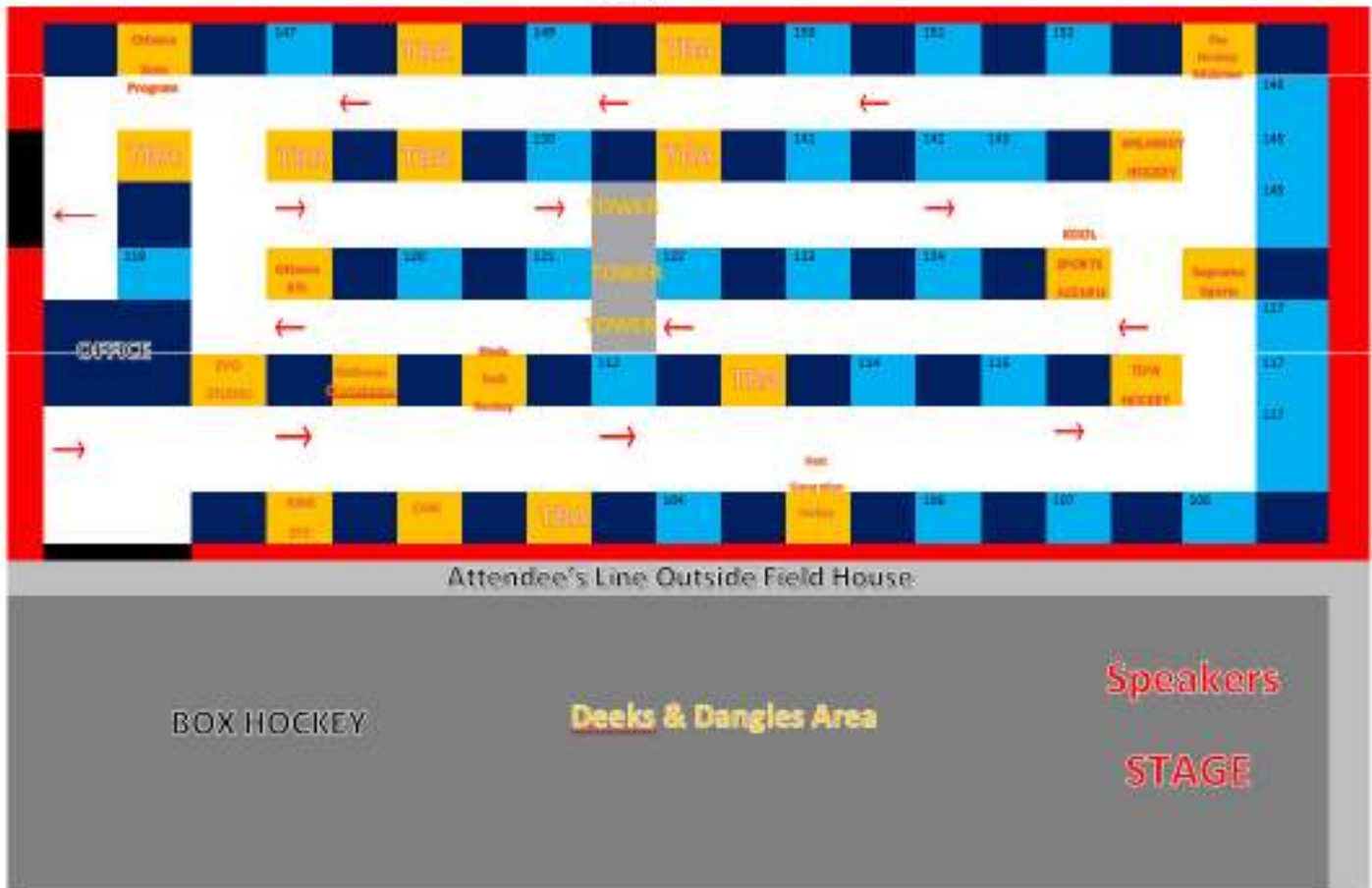


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FLOOR PLAN V4 February 11 2021



Note: The floor plan is subject to change.

To create a booking , update a booking or view up to date booth availability please visit <https://epiqhockey.com/epiq-hockey-expo-home>