



20th Pacific Agriculture Show January 25-27, 2018- Rules & Regulations

1. GENERAL INFORMATION

1.1 Venue

The exhibition is being held at Tradex, 1109 Cornell Street, Abbotsford Airport, BC, V2T 6H5.

A show office will be established from Tuesday, January 26, 2018 at Tradex.

Show Office Telephone: 604-850-6713

Show Manager's cell: 604-833-9409

1.2 Exhibitor Move-In

Tuesday, January 23: 8 am – 4 pm

Wednesday, January 24: 8 am – 5 pm

Thursday, January 25: 7 am – 8 am

1.3 Exhibition Dates & Hours

January 25 - January 27: 9 am – 4:30 pm

1.4 Exhibitor Move-Out

Saturday, January 27: 5 pm – 7 pm

Monday, January 29: 9 am – Noon

1.5 Exhibitor Eligibility

Show Management reserves the right to reject or prohibit exhibitors or exhibits, which management considers objectionable, or to relocate exhibits or exhibitors when in management's opinion such moves are necessary to maintain the character and/or good order of the Show.



1.6 Altered Exhibit Plans

Management reserves the right at any time, without prior notification, to alter exhibits, feature sizes, demonstration times and locations in an effort to best serve the interests of the exhibition. Their decision in this regard will be final.

2. EXHIBITOR SPACE RESERVATION AND PAYMENT PROCEDURES

2.1 Space allocations and terms of payment

No exhibitors will be permitted to move into the exhibition unless space cost is paid in full in advance. Show Management reserves the right to resell the same space unless full payment is received in advance. Failure on the part of the exhibitor to occupy space during the Exhibition will result in forfeiture of all exhibit space fees paid or due to show management.

2.2 Subletting

No exhibitor may sublet any portion of his/her booth to another supplier without permission from show management.

2.3 Cancellation

The policy of refunding exhibit space payment is as follows:

An administration fee of \$100 will be charged for cancellation 90 days prior to the first day of the show. Cancellation after 90 days prior to the first day of the show whether or not the space is resold; exhibitors will be liable for 100% of total space cost. No exhibit space will be cancelled unless written notice is received

Services included in exhibit space cost

- Standard booth 8ft back drape and 3ft side walls
- Company sign (if required)
- Listing in show guide
- 24 hour security



3. DISPLAY REGULATIONS

3.1 Stand Operations

No moving in or out or dismantling will be permitted during show hours and access to the exhibition site prior to move in must be approved and arranged by show management.

Dismantling **must not** commence until the exhibition closes at:

4:30 pm, Saturday January 27, 2018.

Management reserves the right to terminate or limit a demonstration, which in their opinion, because of factors such as noise, toxic fumes, exhaust or smoke or any other factor, is offensive to other exhibitors or visitors or is in violation of insurance or WCB regulations.

3.2 Signs and Sign/Banner Hanging

Your company name as well as other information pertaining to your company must be installed within the limits of your exhibit space.

3.3 Public Hazard

Every exhibitor is responsible for the protection of the public to any hazard that exists within his/her exhibit, e.g. shock, electrocution, heat, fire, sharp objects, moving equipment or machinery. Adequate screening or protection must be in place and the show management reserves the right to declare the exhibit unsafe and order its correction or removal.

Lack of such declaration does not release the exhibitor from final responsibility for any harm or damage to the public and/or their property.

Exhibitors doing live demonstrations must supply show management with proof of insurance.

4. EXHIBITOR SERVICE INFORMATION

4.1 Security

Show management will provide sufficient 24-hour security personnel for move-in, show days and move-out. However, due to the volume of people and property, it is the exhibitor's responsibility to secure and insure his own material, merchandise and equipment (see Exhibitor Insurance). Exhibitors are encouraged to remove or conceal any small valuable objects in their exhibits when unmanned or overnight.



4.2 Exhibitor Insurance

Exhibitors are responsible for providing a Certificate of Insurance from their insurance carrier covering: personnel, exhibit material, machinery and equipment from the duration of the move-in, show days and move-out including public liability, property liability, property liability, property damage, fire & theft, etc. JGS Events / dba Pacific Agriculture Show must be named co-insured.

Management will not accept liability or responsibility for any loss, damage or injury occurring to exhibitor personnel or property, or any loss, damage or injury caused to anyone or anything by the exhibitor.

4.3 Official Show Guide

The Metro Valley Newspaper Group will produce the official Show Guide for the 2018 Pacific Agriculture Show.

The Show Guide will contain valuable program and feature information and will be distributed at the entrance to Tradex.

4.4 Furniture and Carpet

Global Convention Services Ltd. will provide tables, chairs, carpet, and other display items for an additional charge. Please use the Global Convention Services order forms provided.

Exhibitors are welcome to bring in their own furniture, carpet, etc.

4.5 Electrical

Global Convention Services Ltd. will provide power to your booth if required for an additional charge.



5. BADGE AND ADMISSION PROCEDURE

5.1 Exhibitor Badges

Badges will be provided for personnel staffing exhibits. Please email your exhibitor names to admin@agricultureshow.net before December 19, 2015 so that exhibitor badges can be printed in advance. Exhibitors should pick up their badges at the Show Office immediately upon arrival at the Show move-in. To avoid loss or duplication, badges **will not** be mailed.

5.2 Attendee Admission

Admission to the Pacific Agriculture Show is \$14.00 for adults; \$10.00 for seniors and 4H Members; Children under 12 no charge.