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**CACP 105<sup>th</sup> ANNUAL CONFERENCE**



**August 23-24, 2010**  
Shaw Conference Centre  
Edmonton Alberta

**PLEASE READ CAREFULLY**

## 1. INTRODUCTION

This package contains all the necessary documents required to exhibit at the upcoming Canadian Association of Chiefs of Police 2010 Conference and Trade Show being held at the Shaw Conference Centre. **Please ensure you read the attached information carefully and return all the required forms prior to the deadline dates indicated.**

In order to make the exhibition a success, all exhibitors agree to conform to the Rules and Regulations outlined in this Exhibitor Service Manual. These rules and regulations also apply to the representatives, employees and /or guests of all exhibitors/sponsors. This Exhibitor Manual contains all the required service order forms and the answers to most of the questions posed relating to the show. The Show is managed and produced by the Canadian Association of Chiefs of Police, 582 Somerset Street West, Ottawa, ON K1R 5K6.

	DATE	TIME
<b>EXHIBITOR MOVE-IN</b>	Sunday, August 22	12:00 – 20:00
<b>(hand-carry only)</b>	Monday, August 23	08:00 – 10:00
<b>All Exhibitors will be advised of their move-in time prior to July 30, 2010</b>		
<b>EXHIBITOR REGISTRATION</b>	Sunday, August 22	12:00 – 20:00
	Monday, August 23	07:30 – 17:00
	Tuesday, August 24	07:30 – 17:00
<b>SHOW HOURS</b>	Monday, August 23	10:00 – 15:30
	Tuesday, August 24	09:00 – 16:30
<b>Local police and emergency services personnel will be invited to attend the tradeshow on Tuesday, August 24 from 09:00 to 15:00.</b>		
<b>SHOW CLOSES TUESDAY, August 24 following the Closing Reception.</b>		
<b>DISMANTLING OF DISPLAYS</b>	Tuesday, August 24	17:00 – 21:00
<b><i>Please note: Due to the Closing Reception on Tuesday, tear down time will be strictly adhered to! No booth will be permitted to dismantle before 17:00 on Tuesday, August 24, 2010</i></b>		

### CACP 2010 Annual Conference

c/o Taylor & Associates

11-5370 Canotek Road

Gloucester, ON K1J 9E8

Tel: 613-747-0262 Toll Free: 800-853-4494

Fax: 613-745-1846

Email: [cacp@taylorandassociates.ca](mailto:cacp@taylorandassociates.ca)

Web site: [www.cacpconference.ca](http://www.cacpconference.ca)

## 2. CONTACT LIST OF SERVICE SUPPLIERS

<p><b><u>TRANSPORTATION</u></b>                  LANGE TRANSPORTATION &amp; STORAGE                  3965 Nashua Drive                  Mississauga ON L4V 1P3                  Tel: 905-362-1290                  Toll Free: 1-800-668-5687                  Fax: 905-362-1285  <b>Contact: Mathew Santos</b>                  Email: <a href="mailto:mathews@langeshow.com">mathews@langeshow.com</a></p>	<p><b><u>SHOW SERVICES</u></b>                  GOODKEY SHOW SERVICES                  Exhibitor Services Dept.                  9797 Jasper Ave                  Edmonton AB T5J 1N9                  Tel: 780-426-2211                  Toll Free: 1-877-426-2211 (North America)                  Fax: 780-426-5734  <b>Contact: Marilou Lumague</b>                  Email: <a href="mailto:Info@goodkey.com">Info@goodkey.com</a></p>
<p><b><u>ADVANCE WAREHOUSE &amp; STORAGE</u></b>                  LANGE / DIRECTRIGHT                  15303 128<sup>TH</sup> Ave                  Edmonton AB, T5V 1A5                  Tel: 905-362-1290                  Toll Free: 1-800-668 - 5687                  Fax: 905-362-1285  <b>Contact: Mathew Santos</b>                  Email: <a href="mailto:mathews@langeshow.com">mathews@langeshow.com</a></p>	<p><b><u>AUDIO VISUAL RENTALS</u></b>                  SHARP'S AUDIO-VISUAL                  9797 Jasper Ave                  Edmonton AB T5J 1N9                  Tel: 780-917-7667                  Fax: 780-425-6385  <b>Contact: Nicole Robson</b>                  Email: <a href="mailto:nicole.robson@sharpsav.com">nicole.robson@sharpsav.com</a></p>
<p><b><u>MATERIAL HANDLING/DRAYAGE</u></b>                  LANGE TRANSPORTATION &amp; STORAGE LTD.                  3965 Nashua Drive                  Mississauga ON L4V 1P3                  Tel: 905-362-1290                  Toll Free: 1-800-668-5687                  Fax: 905-362-1285  <b>Contact: Mathew Santos</b>                  Email: <a href="mailto:mathews@langeshow.com">mathews@langeshow.com</a></p>	<p><b><u>CUSTOMS BROKER</u></b>                  LIVINGSTON EVENT LOGISTICS                  Tel: 403-250-3753 ext 8414                  Toll Free: 1-888-853-9599                  Fax: 403-291-5305                  Mobile: 403-690-1688  <b>Contact: Christine Arseneau</b>                  Operations Manager                  Email: <a href="mailto:carseneau@livingstonintl.com">carseneau@livingstonintl.com</a></p>
<p><b><u>EMPTY CONTAINER STORAGE &amp; BOOTH CLEANING</u></b>                  LANGE TRANSPORTATION &amp; STORAGE LTD.                  3965 Nashua Drive, Mississauga ON L4V 1P3                  Tel: 905-362-1290                  Toll Free: 1-800-668-5687                  Fax: 905-362-1285  <b>Contact: Mathew Santos</b>                  Email: <a href="mailto:mathews@langeshow.com">mathews@langeshow.com</a></p>	<p><b><u>INTERNET CONNECTION</u></b>                  SHARP'S AUDIO-VISUAL                  9797 Jasper Ave                  Edmonton AB T5J 1N9                  Tel: 780-917-7667                  Fax: 780-425-6385  <b>Contact: Nicole Robson</b>                  Email: <a href="mailto:Nicole.robson@sharpsav.com">Nicole.robson@sharpsav.com</a></p>
<p><b><u>ELECTRICAL SERVICES</u></b>                  LANGE TRANSPORTATION &amp; STORAGE LTD.                  3965 Nashua Drive, Mississauga ON L4V 1P3                  Tel: 905-362-1290                  Toll Free: 1-800-668-5687                  Fax: 905-362-1285  <b>Contact: Mathew Santos</b>                  Email: <a href="mailto:mathews@langeshow.com">mathews@langeshow.com</a></p>	<p><b><u>SHAW CONFERENCE CENTRE</u></b>                  9797 Jasper Ave                  Edmonton AB T5J 1N9                  Tel: 780-421-9797                  Fax: 780-425-5121                  Contact:                  Email:</p>

### 3. MOVE-IN / MOVE-OUT

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#### 3.1 MOVE-IN:

Exhibitors may begin set up at 12:00 on Sunday August 22, 2010 as per the move in time. Exhibitor crates must be ready for storage by 11:00. All exhibits must be **set up by 10:00 Monday, August 23, 2010.**

**The Trade Show opens on Monday, August 23 at 10:00 to 15:30 and closes at 16:30 on Tuesday, August 24 with the Closing Reception!**

#### 3.2 SCHEDULED MOVE-IN:

In order to minimize congestion and waiting times, a specific move-in time will be assigned to you at a later date. The assigned move-in times will be based on your booth location and material handling requirements.

<b>Move-In/Setup:</b>	Sunday, August 22, 2010 (Deliveries and exhibit set-up)	12:00 – 20:00
	Monday, August 23, 2010 (Booth work and hand-carry only)	08:00 – 10:00
<b>Move-Out/Tear down:</b>	Tuesday, August 24, 2010	17:00 – 21:00 <b>No other time is acceptable.</b>

#### 3.3 ENTRY TO SHOW:

Show Management reserves the right to refuse admission to the show building to any visitor, exhibitor or exhibitor's employee who, in the opinion of Show Management, is unfit, intoxicated or in any way creating a disruption of the show.

**ONLY** Exhibitors and/or their appointed contractors wearing issued name badges are permitted to enter the Exhibit area during the move-In and, move-Out periods.

#### 3.4 MOVE-OUT:

**DUE TO THE CLOSING RECEPTION - NO REMOVAL OR DISMANTLING OF EXHIBITS OR EXHIBIT MATERIAL IS PERMITTED BEFORE 17:00 ON TUESDAY, AUGUST 24, 2010.**

ALL MATERIALS MUST BE REMOVED BY **TUESDAY AT 21:00.** MATERIAL HANDLING SERVICES, INCLUDING RETURN OF CRATES AND SHIPMENT RETURNS, WILL BE AVAILABLE TUESDAY AFTERNOON AT 17:00.

Exhibitors are urged to remove small cartons and opened cases or products from the building immediately after the close of the show. While Show Management will take all reasonable security precautions to safeguard small items, immediate removal of such items will minimize the possibility of loss from pilferage. **Exhibits must be completely dismantled no later than 19:30 and removed by 21:00 Tuesday, August 24.**

**REMINDER:** Exhibitors are reminded that all materials, equipment, exhibits and displays must be completely removed from the Shaw Conference Centre prior to 21:00. Any articles not removed at this time will be removed by Lange Transportation and Storage Ltd. at the Exhibitor's own expense. The Canadian Association of Chiefs of Police, the Shaw Conference Centre and Lange Transportation and Storage Ltd. will not be responsible, or liable, for any loss or damage to articles removed after the deadline.

Should you have any questions, please note them on the **Move-In Questionnaire** available in the Lange Forms Section of the exhibitor kit or contact Mathew Santos at Lange.

Mathew Santos  
Lange Transportation & Storage Ltd.  
Tel: 905-362-1290  
Fax: 905-362-1285  
E-mail: [mathews@langeshow.com](mailto:mathews@langeshow.com)

## 4. EXHIBIT SPACE

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### 4.1 **EXHIBIT BOOTH INCLUSIONS:**

A standard exhibit booth includes:

- Complimentary registration for **one (1) booth personnel:**
- Name badges for all exhibit representatives (maximum 4 per booth)\*;
- One 10' wide x 10' deep booth space;
- 10' drapery back wall and a 3' high drapery sidewall;
- One 6' long skirted table and two (2) chairs;
- Set-up and dismantling of standard booth described above;
- Overnight security in the exhibit area for the duration and for move-in/move-out;
- Complimentary refreshments and luncheons throughout the exhibit;
- Invitation to attend the Presidents' Reception, Sunday August 22, the Edmonton Appreciation Night, Monday August 23 and the Closing Reception, Tuesday, August 24;
- Listing on the Conference Website;
- 50-word Company description (**in French & English**) in the **CACP Annual Conference Final Program**, which is included in the conference registration.

\* Additional booth personnel may register for a fee of \$300.00 per person to a maximum of four (4) company representatives in any one booth.

#### 4.2 **EXHIBIT BOOTH EXCLUSIONS**

The following is NOT included in your booth package:

- Material handling, additional equipment/supplies or drayage costs;
- Individual booth lighting, transportation, warehousing, brokerage services, special materials, carpets or furnishings beyond those already specified, and the movement, transfer, removal, storage, setup, and dismantling of customer exhibits;
- Electrical outlets and electricity;
- Telephone, computer data lines, and specialized telecommunication services;
- Specialized security staffing requirements for individual booths or exhibits, either overnight or during the event, in addition to the general level of security provided by the Conference Management;
- Conference Registrations: registrations may be purchased online at:  
[www.cacpconference.ca/registration](http://www.cacpconference.ca/registration)

**Note: All booths must be carpeted. It is the exhibitors' responsibility to arrange for carpeting.**

The EXHIBIT HALL FLOOR IS NOT CARPETED. Exhibitors may use their own carpet or order it from Goodkey Show Services (see order form). Exhibitor carpeting must remain within the dimensions of the booth space as outlined on the floor plan. Floor covering is mandatory for all booths and the exhibitor's responsibility.

#### 4.3 **CERTIFICATE OF INSURANCE**

Each exhibitor must maintain in force, during the days of the exhibition and during the two weeks preceding and succeeding those days, insurance in an amount not less than **\$2,000,000 of liability for injury to persons and loss of or damage to property**. This insurance must include coverage for product's liability, and all operations connected with the exhibition, and shall include the Canadian Association of Chiefs of Police together with the Shaw Conference Centre, Lange Transportation & Storage Ltd., *Taylor & Associates* and Goodkey Show Services as additional insureds. The exhibitor must deliver a certified copy of the insurance policy to the CACP office **by July 16, 2010** to:

CACP 2010 Annual Conference  
**c/o Taylor & Associates**  
11- 5370 Canotek Road, Gloucester, ON K1J 9E8  
Tel: 613-747-0262 or 1-800-853-4494  
Fax: 613-745-1846  
Email: [cacp@taylorandassociates.ca](mailto:cacp@taylorandassociates.ca)

#### 4.4 **EXHIBITOR STAFF BADGE AND TICKET ORDER FORM**

Exhibitor badges will be prepared in advance according to the completed **Exhibitor Personnel Registration Form** (Exhibitor Form 2). Non-transferable Badges can be obtained at the CACP Exhibitor Registration Desk, they will not be mailed. If any additional badges are required during move-in, they can be obtained on-site. Exhibitor badges must be worn at all times while in the Show. Please complete and return Exhibitor Form 2 by **July 16, 2010**, listing only the personnel who will staff the exhibit. **Staff personnel are limited to 4 people per booth space on duty during show hours**. Company badges will not be accepted in lieu of the official badge. Supplementing the badge with business cards, ribbons, or company logos is not permitted. Exhibitor badges may be made out only in the name of the company shown on the application for exhibit space.

Additional tickets for the Edmonton Appreciation Night will be available on-site. Limited space is available.

**Please note: A \$25.00 administration fee will be applicable to any booth personnel name changes received after August 13, 2010.**

## 5. CONFERENCE HOTELS

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The Conference Management has secured a block of rooms at the following hotels:

### **The Westin Edmonton (Host Hotel)**

10135-100 Street

Edmonton, AB T5J 0N7

Group Block: Canadian Association of Chiefs of Police

1-800-937-8461

**Room Rate:** \$195

**Room Block Cut off date:** July 21, 2010 (Price is not guaranteed after this date)

### **Hotel Fairmont MacDonald**

10065-100 Street

Edmonton, AB T51 0N6

Group Block: Canadian Association of Chiefs of Police

780-424-5181 or 1-800-441-1414

**Room Rate:** \$199

**Room Block Cut off date:** July 18, 2010 (Price is not guaranteed after this date)

### **Court Yard by Marriott (located beside exhibit centre)**

1 Thornton Court

Edmonton, AB T5J 2E7

Group Block: Canadian Association of Chiefs of Police

780-423-9999 or 1-866-441-7591

**Room Rate:** \$169

**Room Block Cut off date:** July 21, 2010 (Price is not guaranteed after this date)

## 6. SHIPMENTS

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In order to ensure an orderly move-in and to minimize waiting time for delivery vehicles, a move-in schedule will be in effect for this show. All Exhibitors will be scheduled according to their booth location and material-handling requirements. Exhibitors must complete the **Move-In Requirements Questionnaire** available under the Lange Section in this kit in order to ensure access according to their needs.

Any shipments arriving at the Shaw Conference Centre before Sunday, August 22, 2010, **will be refused**. Exhibitors who use Lange Transportation & Storage Ltd. will have their materials automatically priority-scheduled to the site to arrive prior to 12:00.

**6.1 ADVANCED SHIPMENTS**

Exhibitors who require advance warehousing should complete the Lange Advance Receiving Form in the Lange Forms section and address their shipment as follows:

**ADVANCED SHIPMENTS**

**CACP 2010 Annual Conference**

Exhibiting Company Name

Booth No. \_\_\_\_\_

c/o - Lange/DirectRight

15303 128<sup>th</sup> Ave

Edmonton, AB T5V 1A5

Attn: Mathew Santos

**SHIPMENTS DIRECT TO SHOW SITE**

**CACP 2010 Annual Conference**

Exhibiting Company Name

Booth No. \_\_\_\_\_

c/o – Shaw Conference Centre

9797 Jasper Ave

Edmonton AB T5J 1N9

**SHIPMENTS ORIGINATING OUTSIDE CANADA**

**CACP 2010 Annual Conference**

Exhibiting Company Name

Booth No. \_\_\_\_\_

c/o – Shaw Conference Centre

9797 Jasper Ave

Edmonton AB T5J 1N9

NB: Notify Livingston Event Logistics for Customs clearance

## 7. GENERAL CUSTOMS INFORMATION

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**Livingston Event Logistics** has been appointed as official customs broker for this convention. For all customs needs, we recommend that you deal directly with this customs broker. They will assist exhibitors in the completion of customs documents.

If you are shipping from the USA, it is necessary to complete their Order Form and Canada Customs Invoice. Prior to shipping, please fax all copies of these completed forms as well as your shipment tracking number to: **Christine Arseneau at 403-291-5305**. Customs Forms are available under the Livingston Event Logistics Forms Section of this kit.

**For Exhibitor Customs Inquiries Please Contact:**

Christine Arseneau, Operations Manager

Tel : 403-250-3735 ext 8414

Mobile: 403-690-1688

Fax: 403-291-5305

[carseneau@livingstonintl.com](mailto:carseneau@livingstonintl.com)

For detailed Customs and Shipping information, please visit [www.livingstoneventlogistics.com](http://www.livingstoneventlogistics.com).

## 8. DELIVERIES

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**There is no marshalling yard at this venue.** All deliveries should be sent directly to the Shaw Conference Centre at the scheduled time on move-in day, Sunday, August 22, 2010 and to the following address:

**Exhibiting Company Name**  
**CACP 2010 Annual Conference**  
**Booth No. \_\_\_\_\_**  
**Shaw Conference Centre**  
**9797 Jasper Ave**  
**Edmonton, AB T5J 1N9**

## 9. STORAGE OF EMPTY CONTAINERS

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**Very limited on-site storage is available at this facility.** Exhibitors must remove empty containers from the exhibit hall or complete the **Lange Material Handling** order form available in this kit.

Exhibitors, who have paid for drayage, may obtain **Storage Labels** from Lange Transportation.

Each empty container should have a storage label affixed to it with the Exhibitor name and booth number clearly marked. Place all empty containers in the aisle making sure the storage labels are clearly visible. The containers will be removed and placed in the designated storage area prior to show opening and returned when the show closes.

***Exhibitors who have not paid for drayage service will be required to label, remove, store and return their own empty containers.***

## 10. MATERIAL REMOVAL

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Any goods or materials to be removed from the show floor during the show days, including before and after show hours, will require a properly completed **Materials Removal Order Form** available from the Service Desk and also included in the Lange Forms Section of this kit.

Removal forms will be authorized by Show Management at the time of exit. All items being removed must be described on this form, including the model and serial number for identification. Personnel removing equipment from an exhibit will also require identification. These procedures are designed to prevent theft and misdirected shipments.

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## RULES AND REGULATIONS

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### 1. **Payment of Accounts**

Show Management, acting on behalf of all exhibitors and in the best interest of the Canadian Association of Chiefs of Police, reserves the right to refuse entry to any exhibitor whose account has not been paid.

#### (a) **Subletting of Space**

The Canadian Association of Chiefs of Police (CACP) and its organisers prohibits and enforces that exhibitors cannot assign or sublet any part of their allotted and paid for exhibit space with another business or firm.

Contracts for exhibits space are between CACP and its organisers and each individual exhibitor and NOT between exhibiting companies. Therefore, the subletting of space is grounds for CACP's termination of any contract that exists.

### 2. **Exhibit Guidelines**

#### (a) **All single and in-line booth back walls are restricted to 10 feet in height and the dividers between the booths to 4 feet in height. No display at its full 10-foot height may extend more than 5 feet from the back wall at that height.**

#### (b) **An Island Exhibit** is a block of four or more booths with aisles on all four sides. An Island Display may extend to a height of 16 feet where ceiling height permits. An Island Exhibit may extend to this height to the boundaries of the space rented. The exhibitor will be charged for booths eliminated to create the island design. However, the booths eliminated should not be considered part of the exhibit space and therefore cannot be used for display.

#### (c) **Peninsula** exhibits will not be permitted.

#### (d) **Pre-fabricated Booths:** An exhibitor planning to use a pre-fabricated display must ensure that an allowance of one inch (1") is made on each side of the display to allow for thickness of support poles for standard dividers. Lengths must not exceed nine feet ten inches (9' 10"), nineteen feet ten inches (19' 10"), etc.

All sides and surfaces of the pre-fabricated exhibit (booth and signs) that are exposed to view must be properly finished and decorated.

#### (e) **Floor Covering:** *All booths must be carpeted by the exhibitor.* Exhibitor carpeting must remain within the dimensions of the booth space as outlined on the floor plan.

#### (f) All exposed parts of displays must be draped or finished so as to present an attractive appearance when viewed from aisles or adjoining exhibits, and must not be objectionable to other exhibits or to Show Management. If such required draping is not ordered, the official supplier of the Exhibit Services and Equipment, with the approval of Show Management, may install it and charge the exhibitor.

No signs or other articles are to be fastened to walls, floors, ceilings, drapes, equipment or electrical fixtures. The use of thumb tacks, scotch tape, nails, screws, bolts or any tool or material that could mark the floors, walls, drapes or equipment are prohibited. Any damage will result in a surcharge to the exhibitor. Exhibitors must surrender their space in the same condition in which they received it. **No helium-filled balloons, whether for decorative purposes or inflated for distribution to registrants, no confetti, sequins or glitter will be permitted in the Exhibit Hall.**

- (g) **Rules of Conduct:** Show Management retains full authority in the interpretation and enforcement of all rules and regulations governing exhibitors.

These regulations may be amended at any time by Show Management, upon written notice by Show Management, to such exhibitors as may be affected by these amendments. Show Management reserves the right, even after an application to exhibit has been approved, to restrict and/or to dismiss any exhibit it deems undesirable or objectionable.

**Any objectionable practices by either exhibitors or official suppliers should be reported immediately to Show Management.**

Exhibitors who fail to abide by the rules and regulations as outlined in this manual, or who, in the judgement of the officials of Show Management, conduct themselves in an unethical manner, will be dismissed from the conference without refund.

All interviews, demonstrations, detailing or distribution of literature must take place within the booth space assigned to the individual exhibitors and must not interfere with normal aisle traffic in order to avoid infringing on the rights and privileges of other exhibitors.

Exhibitors must not place demonstration areas on the aisle line of their exhibit if they expect many people to congregate there at one time. Exhibitors should allow sufficient space within the booth area to absorb the majority of the anticipated crowd.

Exhibitors whose displays or presentations cause spectators to interfere with normal aisle traffic or to overflow unduly into the display area of neighbouring exhibits may be asked to re-arrange their displays and/or to limit or eliminate their presentations.

### **3. Show Policy Regarding Independent Contractors**

Show Management, acting on behalf of all exhibitors and in the best interest of the Canadian Association of Chiefs of Police, has appointed official service contractors to perform and provide necessary services and equipment.

Official service contracts are appointed in order to:

1. Ensure the orderly and efficient installation and removal of exhibits.
2. Assure the distribution of labour to all exhibitors according to need.
3. Provide sufficient labour to satisfy the requirements of exhibitors and of the show itself.
4. Ensure that the proper type and limits of insurance are in force.
5. Avoid any conflict with local union regulations and requirements.

The official contractors will provide all usual trade show services, including labour. However, exhibitors may provide their own supervision or may appoint their own exhibit installation contractor or exhibit display supplier. Should an exhibitor wish to have an exhibit installed by a contractor other than the official contractor, the following conditions must be met:

1. The exhibitor must inform Show Management of the name and address of the contractor and the work to be performed. This information must be received in writing thirty (30) days before any work begins at the show site.
2. Each exhibitor must maintain in force, during the days of the exhibition and during the two weeks preceding and succeeding those days, insurance in an amount not less than **\$2,000,000 of liability for injury to persons and loss of or damage to property**. The exhibitor must deliver a certified copy of the insurance policy to CACP by **July 16, 2010**.
3. The Exhibitor-appointed contractors must agree in writing to the following conditions. This documentation must be received thirty (30) days before any work begins at the show site.
  - a) Exhibitor-appointed contractors must agree to abide by all rules and regulations of the show.
  - b) Exhibitor-appointed contractors must agree to abide by all union rules and regulations.
  - c) Exhibitor-appointed contractors and their employees and agents must wear identification badges at all times. Temporary labour badges will be issued only to persons actually supervising, installing, dismantling, and maintaining exhibits on behalf of official contractors and Exhibitor-appointed contractors who provide the above-mentioned documentation.

#### 4. **Motorized Equipment/Mechanical Conveyances**

The use of motorized equipment such as forklifts, manlifts and scissorlifts on the show floor is provided exclusively by Lange Transportation & Storage Ltd.

Mechanical conveyances such as electric carts, scooters or bicycles will not be allowed in the aisle during show hours. The only exception to this rule will be in the case of handicapped persons visiting the show.

#### 5. **Storage**

Limited on-site storage is available for empty containers. Each empty container should have a storage label affixed to it with the exhibitor name and booth number clearly marked, preferably with a felt marker. Exhibitors who have paid for storage may obtain **Storage Labels** from Lange Transportation.

Place all empty containers in the aisle making sure the storage labels are clearly visible. The containers will be removed and placed in the designated storage area before the show opens and returned when the show closes.

**Exhibitors who have not paid for drayage service will be required to label, remove and return their own empty containers.**

## 6. **Exhibitor Registration and Name Badges**

Please list all representatives from your organization who will be staffing your booth. A company may register up to one (1) individual per booth at no charge. Additional booth personnel may be registered at \$300.00 per person plus GST. Registration includes Exhibit Hall access, the President's Reception, Edmonton Appreciation Night, Closing Reception and all refreshment breaks on the Trade Show Floor. Please refer to the **Exhibitor Personnel Registration Form** (Exhibitor Form No.2) included in this kit for confirmation on the Chiefs Provincial Night.

Badges will be available at the Exhibitor's Registration desk. Badges are not transferable. Each exhibiting company representative must wear the official badge for admission to and while in the Exhibit Hall. Company badges will not be accepted in lieu of the official badge. Supplementing the badge with business cards, ribbons, or company logos is not permitted. Exhibitor badges may be made out only in the name of the company shown on the application for exhibit space.

**Note: A \$25.00 administration fee will be applicable to any booth personnel name changes received after August 13, 2010.**

## 7. **Temporary Help and Access to Exhibit Hall**

Only qualified exhibitor personnel or temporary help in the exhibitor's direct employ will be issued name badges and allowed access to the Exhibit Hall.

It is the exhibitor's responsibility to register the names of models or other temporary help for name badges in order that these may be prepared in advance of the convention, thus avoiding on-site charges. Please remind your temporary help to allow sufficient time to register on-site and obtain their name badges, as there may be line-ups.

Please provide these individuals with the correct name of the company, the booth location, and the name of the appropriate company contact at the booth. These individuals **cannot** be registered as exhibitor personnel or gain access to the Exhibit Hall without this information.

## 8. **Security in the Exhibit Hall**

Show Management cannot guarantee against loss or damage of any kind, but will endeavour to protect exhibitors by providing general security during times when the exhibit area is not open to registrants.

All persons must present proper identification and credentials to gain entry into the Exhibit Hall. Exhibitors who wish to remain in the Exhibit Hall after hours must identify themselves to security personnel and sign in and out.

**Exhibitors wishing to remove any goods or items from the Exhibit Hall must obtain an *Exhibit Materials Release Form* from the Service Desk and must present this signed form to Security when removing goods from the Exhibit Hall.**

Each exhibitor is solely responsible for their exhibit material and should insure these exhibit materials against loss or damage during the convention. Please put all small items of value out of sight each night. All property of an exhibitor is understood to remain within the exhibitor's care, custody and control, whether in transit to, or from, or within the Exhibit Hall.

## 9. Care of Facility Property

The Exhibitor is responsible for ensuring the care of the show facility property during the convention and trade show. No signs, posters or other items or articles are to be fastened to facility property by any means.

Painting, nailing, bolting, drilling, clamping, taping or use of adhesives on floors, walls, ceilings, fixtures or any part of the facility is not permitted.

Exhibitors wishing to lay any floor covering must use an *approved* adhesive that will not damage the floor and is easily removed.

## 10. Signs and Banners

All signs, banners and other display materials must be properly affixed to the exhibit or be self-supporting from the floor within the height restrictions outlined in this manual.

Island exhibitors who wish to suspend signs from the ceiling must provide Lange with specifications before approval can be granted (refer to the **Lange Suspended Sign Order** form included in this kit).

## 11. Promotional Information

Exhibitors are responsible for ensuring that all promotional and product- or service-related information intended for distribution to delegates during the convention is factually accurate and professionally tasteful in its presentation. Promotional and educational materials available from an exhibitor's display must not present information or claims that are at variance with those contained in the appropriate product monograph.

The names and logotypes of the Canadian Association of Chiefs of Police are proprietary trademarks for the exclusive use of the Canadian Association of Chiefs of Police and may not be printed, used or displayed for any purpose without the express written permission of the Canadian Association of Chiefs of Police. Such permission will not be granted for purely promotional purposes or in any way that would imply endorsement of a particular company, product, service or activity.

## 12. Soliciting, Samples, and Souvenirs

Exhibitor personnel or representatives distributing samples, souvenirs, and promotional material or soliciting business must do so within the confines of their exhibit space. Such activities are not permitted in the aisles, registration areas, hallways or other exhibits. Exhibitors wishing to enter another exhibitor's area may only do so if invited.

The building owners warn that exhibitors handing out adhesive-backed promotional material will be charged for removal of this material from the walls and floors of the building.

**Only participating exhibitors have the exclusive rights to promote or sell goods or services in this show. All other parties who attempt to make any sale solicitations without the express written permission of Show Management will be removed permanently from the show area. Exhibitors are asked to report any infractions to the Show Office so that immediate remedial action can be taken.**

### **13. Product Samples, Food, and Beverages**

The distribution of product samples, food and beverage items from the exhibit booths to delegates attending this convention is ***prohibited***.

#### **13.1 Lead Retrieval Devices**

Name badges are NOT BAR CODED. Exhibitors are asked to collect business cards at their booth for any follow-up potential leads

### **14. Insurance**

It is mandatory that exhibitors carry their own fire, theft, or other insurance. Show Management shall take responsible precautions to prevent losses and to protect the interests of exhibitors; however, under no circumstances will Show Management, the Canadian Association of Chiefs of Police, Lange Transportation & Storage Ltd., the Shaw Conference Centre, *Taylor & Associates* or Goodkey Show Services, accept responsibility for injury to persons, loss of or damage to products, exhibits, equipment, or decoration by fire, accident, theft, or any other causes while in the building. Exhibitors, or their agents, must provide adequate insurance against all such hazards for their own personnel, exhibits, and materials. (For more details on Insurance, please go to page 6.)

### **15. Liability**

The exhibitor agrees to indemnify and hold harmless the Canadian Association of Chiefs of Police, the Shaw Conference Centre, Lange Transportation & Storage Ltd., *Taylor & Associates* and Goodkey Show Services, the employees thereof and their representatives against any claim for loss, damage, theft or injury. Indemnification includes the period of storage before and after the Trade Show. The exhibitor, on signing the contract, releases the foregoing from any and all claims for loss, theft, damage or injury.

### **16. General Liability**

Show Management acts for the exhibitors and their representatives in the capacity of an agent, not as a principal. Show Management assumes no liability for any act or act of omission with this agency.

Exhibitors and their representatives hereby agree to indemnify and hold harmless the Canadian Association of Chiefs of Police, the Shaw Conference Centre, Lange Transportation & Storage Ltd., *Taylor & Associates* and Goodkey Show Services, the employees thereof, and their representatives and agents against any and all claims for loss, damage, theft or injury. Indemnification includes the period of storage before and immediately after the Annual Meeting and Exhibit. The exhibitor, on signing the contract, releases the foregoing from any and all claims for loss, theft, damage or injury.

Before any exhibit may be removed from the building, exhibitors must make arrangements satisfactory to Show Management, the Shaw Conference Centre and Show Management's official suppliers for the payment of any charges incurred by the exhibitor in connection with representing his/her exhibit.

## **17. Safety Measures**

Exhibitors who are displaying equipment in a moving and operating condition are required to provide every possible precaution for the safety of show visitors, their own operators and exhibit personnel.

## **18. Fire Regulations**

The Shaw Conference Centre has strict fire and safety requirements. The exhibitor assumes responsibility for compliance with municipal and provincial regulations concerning fire, safety and health.

### **Purpose and Enforcement**

The purpose of these requirements is to maintain an acceptable level of fire safety within the facility. The fire protection systems built into the facility have been designed to protect against the hazards that are typical of conventions and exhibitions. The objective of these requirements is to limit the hazards of contents and operations within the facility to a level that can be controlled by the building fire protection systems.

The requirements contained herein and the Alberta Fire Code will be strictly enforced by the Fire Safety Director of the facility. These requirements apply to all conventions and trade shows whether open to the public or not. All Exhibitors must have these requirements in their possession during booth occupancy.

The requirements apply to the following:

1. Prohibited materials, processes and equipment.
2. Materials, processes and equipment requiring special approval from the facility's Fire Safety Director and Show Management.
3. Acceptable booth configurations.
4. Acceptable material for booth construction.
5. Interior finishes and furnishings.
6. Obstructions.
7. Combustion engines.
8. Electrical equipment and connections.
9. Portable spotlights.
10. Procedures during set-up and dismantling.
11. All items to be suspended from ceilings.
12. Emergency procedures.

### **Smoking Prohibited**

Smoking is NOT permitted anywhere in the Exhibit Hall or any public area of the Shaw Conference Centre.

### **Prohibited Materials, Processes, Equipment, and Configurations**

The following materials, processes, equipment and/or configurations are strictly prohibited:

1. Acetate fabrics, corrugated-paper box board, no-seam paper.
2. Paper-backed foil unless glued securely to suitable backing.
3. Styrofoam and/or foamcore.
4. Fireworks (permit).
5. Blasting agents.
6. Explosives.
7. Flammable cryogenic gases.
8. Aerosol cans with flammable propellants.
9. Smoking in posted "No Smoking" areas. \*
10. Fuelling of motor vehicles.
11. Liquified petroleum or natural gas.
12. Wood matches with "all surface" strikes.
13. Hazardous refrigerants such as sulphur dioxide and ammonia.
14. Cellulose nitrate motion picture film.
15. Portable heating equipment.
16. Flammable liquids or dangerous chemicals.
17. Electrical equipment or installation not conforming to the Electrical Safety Code.
18. Peninsula booths.

\* Smoking is not permitted anywhere in the Exhibit Hall or any public area of the Shaw Conference Center.

### **Materials, Processes, and Equipment Requiring Special Permits**

Use of the following materials, processes, or equipment is subject to approval from the facility's Fire Safety Director and Show Management.

If any materials, processes or equipment requiring approval are to be used, the Exhibitor shall submit in writing to the Show Manager the nature of the materials, process or equipment and any safeguards to be used to protect against the hazard. Requests will be submitted to the Show Manager, who will review and return the request indicating approval, rejection or limitations.

1. Equipment fired by fossil fuels, propane or natural gas.
2. Operation of any heater, barbecue, heat-producing device, open-flame device, candles or torches.
3. Exhibits involving hazardous processing or materials not previously listed.
4. Storage or display of ammunition and fire arms (subject to the Alberta Fire Code and Criminal Code).
5. Pressure vessels including propane tanks.
6. Hydraulically powered equipment using flammable fluids.
7. Radiation-producing devices.
8. Natural Christmas trees.

### **Acceptable Booth Configurations**

The following booth configurations will be acceptable:

1. Open-top exhibition booths.
2. Platforms not exceeding 400 square feet in area.

The following booth configurations require approval from the facility's Fire Safety Director and Show Management. A description of booths requiring approval shall be submitted by the Exhibitor to the Show Manager, who will in turn submit the description to the Fire Safety Director for his approval. The Fire Safety Director will discuss these configurations with the Alberta Fire Prevention Division.

1. Platforms exceeding 400 square feet in area.
2. Exhibition booths with flame-retardant fabric canopies not to exceed 200 square feet.
3. Layouts of all meeting rooms used for exhibits.

#### **Please Note:**

1. Two-storey booths or single-level roofed booths and booths with mezzanines are allowed only with prior approval of the facility and Show Management *and* only when they are in accordance with the facility's guidelines (attached) and/or the National Fire Prevention Act No. 13 (1982) and the Alberta Code and the National Building Code.
2. Any enclosed showroom with an area in excess of 2,000 square feet or occupancy of 60 persons or more must have two means of exit as far apart as possible. Any booth with an area of 3,500 square feet or more must contain one fire extinguisher.
3. Booth canopies not exceeding 4 feet in width do not require protection. Canopies exceeding 4 feet in width will be reviewed individually.

### **Acceptable Materials for Booth Construction**

The following types of materials are acceptable for booth construction:

1. Wood.
2. Combustible materials including plastics having a flame-spread rating not exceeding 150 and a smoke-developed classification not exceeding 300.
3. Non-combustible materials as regulated by the Alberta Building Code.

### **Interior Finishes and Furnishings**

Only materials that are non-combustible or treated with an approved flame-retardant solution or process and maintained in a flame-retardant condition may be used. These limitations apply to all interior finishes and furnishings including:

- drapes
- hangings
- curtains
- drops
- decorative fabrics
- Christmas trees
- artificial flowers and foliage
- motion picture screens
- paper (cardboard or compressed paperboard less than 1/8" thick is considered paper)
- ruscus
- split wood
- textiles
- all other decorative materials including plastics

**Please note:**

1. Corrugated cardboard may be used only if treated with flame retardant at the factory.
2. Plastics may be used only if approved by the facility's Fire Safety Director.
3. It is not necessary to flameproof textiles, paper and combustible merchandise on display for sale, but the quantity so used shall be limited to the display of one salvageable length. Each sample must differ in colour, weave or texture.
4. Wallpaper is permissible if pasted securely to walls or wallboard backing.
5. The following test (NFPA 701 Match Flame Test) may be used to determine if a material is flame resistant:
  - a) Cut off a small piece of the material (1.5 inches wide by 4 inches long) and hold it with a pair of pliers.
  - b) Hold a wooden match ½-inch below the bottom of the material for 12 seconds.
  - c) If, when the match is taken away, the material stops burning within 2 seconds, it is flame-resistant.
  - d) If the material goes up in flames immediately or continues to burn for more than 2 seconds after the match is removed, it is not flame resistant.

**Obstructions**

Nothing shall be hung from or affixed to any sprinkler piping or heads. Construction or ceiling decorations of the show booths must not impede the operation of the sprinkler system.

All exit doors shall be in an operable condition and shall remain unobstructed at all times. Exit signs, manual pull stations, fire department handsets, fire-hose cabinets and portable fire extinguishers shall not be obstructed in any manner.

If a fire-hose standpipe is located in the exhibit space, it shall be the responsibility of the Exhibitor to provide access to such equipment and, if the view to such equipment is obstructed, to provide designating signs for same.

All entrances, exits, aisles, stairways, lobbies and passageways shall be unobstructed at all times. Roof constructions shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into the aisles.

Literature, supplies and handouts are permissible in reasonable quantities. Reserve quantities shall be kept in closed containers and stored in a neat, compact manner within the booth.

**Electrical Equipment and Connections**

All electrical equipment must be approved before it may lawfully be advertised, displayed, offered for sale, sold or otherwise disposed of or used in the Province of Alberta.

Therefore, it is the responsibility of each Exhibitor to ensure that all electrical equipment in, on, or about their booth complies with these provincial regulations. This includes electrical merchandise as well as lighting and display equipment.

**Electrical requirements for the display, sale, or use of electrical devices at public shows, trade shows, or conventions and similar exhibitions:**

It is a provincial regulation that any electrical equipment being displayed, offered for sale or used in any show, conference or similar exhibition must be approved.

Electrical equipment is considered to be approved if it bears the certification mark or special inspection/acceptance label of an organization that has been accredited by the Standards Council of Canada to approve electrical equipment.

At present, the following organizations have such accreditation:

1. Canadian Gas Association
2. Canadian Standards Association
3. ETL Testing Laboratories of Canada
4. Underwriters Laboratories of Canada
5. Underwriters Laboratories Inc.
6. Warnock Hersey Professional Services Ltd.

**Note:**

The approval markings of these organizations must identify that the equipment is approved for use in Canada or the Province of Alberta. These markings are not to be confused with similar markings used to identify equipment approved for use in the United States. One of the fundamental requirements for approval is that the appropriate approval markings appear on each device. If such markings are missing, the device is considered to be unapproved.

Electrical equipment must be approved as an assembly. Electrical equipment that consists of an assembly or combination of other individually approved electrical equipment or devices is not considered to be approved.

Failure to comply could result in the equipment being refused connection to the source of electrical supply and being removed from display.

**Portable Spotlights**

All clamp-on types of portable spotlights shall be protected from metal-to-metal contact by having electrical insulating pads or wrappings permanently attached to the lamp-holder clamps.

Where a spotlight may be subject to physical damage or dampness or where lamps may come in contact with combustible material, the spotlight shall be equipped with a guard attached to the lamp-holder or the handle.

Flexible cords (extension cords) may only be used for portable lamps or appliances that are of allowable amperage for the size and type of three-conductor cord or power bar to be used.

**Vehicles and Other Engines**

Vehicles or other engines powered by flammable fuels displayed shall conform to the following requirements:

1. Fuel tanks that contain fuel, or have ever contained fuel, shall be maintained less than 1/8th full. Caps for fuel tanks' fill pipes shall be of the locking type and shall be kept locked to prevent viewer inspection.
2. Garden tractors, chain saws, power plants, and other gasoline-powered equipment shall not contain any fuel and shall not be used for demonstrations without permission from the facility's Fire Safety Director and Show Management.
3. The electrical system shall be disconnected by either:
  - a) removing the battery, or
  - b) disconnecting both battery cables and covering them with electrical tape or other similar insulating material.

4. Tanks containing propane shall be maintained less than 1/4 full. Vehicles may be driven in and positioned. The engine should remain running with valve shut off. Allow engine to run until all of the fuel in the fuel line is used up. Turn ignition off.
5. Cylinders for barbecues and/or appliances within a vehicle such as stoves, refrigerators, etc., must be empty.
6. All vehicles must either have sealed undercarriages or be equipped with ground sheets.

### **Items Suspended from the Ceiling**

1. All items to be suspended from ceilings including signs, displays, light and sound equipment, etc., must be approved in advance.
2. Rigging of cables and other hanging devices on or near ceiling electrical buss ducts and conduits is strictly prohibited.
3. All ceiling equipment, material and rigging must be removed immediately at close of show.

### **Procedures During Set-Up and Dismantling of Show**

- Smoking is not permitted anywhere in the Exhibit Hall or any public area of the Shaw Conference Centre, including during the set-up or dismantling of shows.
- Access to and flow of vehicles or trucks on the floor of the Exhibit Hall is prohibited.
- Idling of trucks while in the loading-dock area of the building is prohibited.
- Crates and packing materials must be removed promptly. The Exhibitor is to monitor this activity. Restrictions on the use of materials, processes and equipment during set-up and dismantling must be adhered to.
- Any type of utility connection (e.g., electrical, audio, video, water, compressed air, steam, etc.) must be carried out by personnel authorized by Show Management or by its appointees. This applies to any and all utility connections of any kind.

### **Emergency Procedures**

The facility is equipped with sophisticated fire protection equipment, including automatic sprinkler, smoke and heat detection, fire alarm, and voice communication systems. As soon as you arrive, you should familiarize yourself with the building, particularly the location of the nearest exit, manual pull station and fire extinguisher.

If you see a fire, activate the nearest fire alarm manual pull station and leave the fire area, closing all doors behind you.

Do not attempt to fight a fire unless it is small enough to extinguish with one of the portable extinguishers located throughout the building.

There are no fire hoses provided for use by occupants.

## **19. Smoking Prohibited**

Smoking is not permitted anywhere in the Exhibit Hall or any public area of the Shaw Conference Centre.

**20. Noise, Light, and Odour Restrictions**

Noise from electrical or mechanical apparatus must not interfere with the rights and privileges of other exhibitors. No exhibitor may operate public address systems or sound producing or amplifying devices that project sound above a normal conversational level. Equipment likely to exceed this limitation must be equipped with earphones or enclosed within a special listening booth. Noise levels must not exceed 70 decibels at a distance of 4 feet from the sound source.

No exhibitor may operate display lighting or odour-generating devices or activities that interfere with the rights and privileges of other exhibitors. Show Management will monitor noise, light and odour levels.

Show Management reserves the right to exercise its own judgement in responding to exhibitor complaints in this regard.

**21. Additional Prohibited Booth Activities**

Promoting, canvassing, surveying, taking orders, or distributing any material outside the exhibitor's own assigned booth area is not permitted. Direct sales are strictly prohibited.

No specific exhibit booth may be photographed or videotaped except with the permission of the legitimate occupants of that booth.

This restriction also applies to members of the media.

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