

Conference Dates: Wednesday, October 7 & Thursday, October 8, 2020. Exhibitor Setup: Tuesday, October 6, 2020
Location: Scotiabank Convention Centre, 6815 Stanley Avenue, Niagara Falls, Ontario

PLEASE PRINT CLEARLY (Fillable Form)

COMPANY NAME			
COMPANY CONTACT NAME (Staff Name to Appear in the on-site SHOW GUIDE)			
MAILING ADDRESS			
CITY	PROV/STATE	POSTAL CODE/ZIP CODE	DAYTIME TELEPHONE
EMAIL		WEBSITE	MOBILE
NATURE OF BUSINESS (used in show guide - max 150 characters)			
PERMISSIONS – Exhibitor Registration is NOT complete until ALL BOXES are checked. Yes, I give permission for the CGC to communicate EXHIBITOR & conference related material via email. Yes, I give permission for the CGC to share this email with authorized exhibitor service providers for the 2020 show only. Yes, I have read the rules about the booth size, layout and details & the OVERIZE CRATE SIZE CHARGES (see reverse side).			

All further communication regarding exhibitor details will be directed to the person & email address below.

CONTACT NAME	CONTACT EMAIL
---------------------	----------------------

BOOTH PRICING - all payments must include the HST (Ontario taxes)

- ❖ **Booth Cost:** \$1200 + 13% HST per 10' x 10' booth before April 1st || \$1525 + 13% HST per 10' x 10 booth after April 1st.
- ❖ **Booth Cancellations:** **NO** refunds after August 1st. Prior to August 1st, \$200 / per booth administration fee deducted from refund.
- ❖ **4 all-access exhibitor badges per booth to a maximum of 16 per company. FOR USE BY EXHIBITOR STAFF ONLY.**

NUMBER OF '10 x 10' BOOTHS REQUESTED _____	REQUESTED LOCATION 2019 Location Requesting a move - prefer Booth #'s
SINGLE BOOTH EXHIBITOR (full payment due - NO invoice provided)	Full payment prior to April 1st: \$1200 x 13% HST = \$1356.00 (Canadian Funds) After April 1st: \$1525 x 13% HST = \$1723.25 (Canadian Funds)
EXHIBITORS OUTSIDE North America (single transaction regardless of # of booths)	Single payment: # of booths _____ x \$1200 (\$1525 after April 1 st) x 13% HST = \$ _____ CANADIAN FUNDS
MULTIPLE BOOTH EXHIBITORS (choose ONE of the 2 options for payment)	Deposit with balance invoiced: # of booths _____ x \$500 deposit per booth = \$ _____ CANADIAN FUNDS . Balance due August 1 st . OR Full payment: _____ # of booths x \$1200 (\$1525 after April 1st) x 13% HST = \$ _____ CANADIAN FUNDS

PROOF OF INSURANCE is MANDATORY – PLEASE SEND CERTIFICATE OF INSURANCE with completed application form.

Yes - COI included or to follow. Ensure that the Canadian Greenhouse Conference, Scotiabank Convention Centre & the Corporation of the City of Niagara Falls are named as additional insureds. See website for details.

PAYMENT METHOD - if credit card is declined due to exhibitor error - 3% service fee added to payment

VISA MASTERCARD CHEQUE (payable to the "Canadian Greenhouse Conference" in **Canadian Funds**)

CARD #	EXPIRY DATE	CVV Code
NAME ON CARD		SIGNATURE

Complete details at www.GreenhouseConferenceConference.com – Exhibitor pricing, Exhibitor Manual (after July 1st)

Send completed form by mail, email or fax by April 1st for 'Early Bird' prices

Carol Pupo, Executive Coordinator, Canadian Greenhouse Conference

P.O. Box 11, Jordan Station, ON L0R 1S0 CANADA

Phone: 905-892-9851 | Fax: 1-888-437-6161 | Email: Carol@CanadianGreenhouseConference.com

TRADE SHOW BOOTH SPACE GUIDELINES

MANDATORY for Exhibitors to Follow the Booth Space Usage Regulations

New in 2020 – Oversize Crate Handling Fee

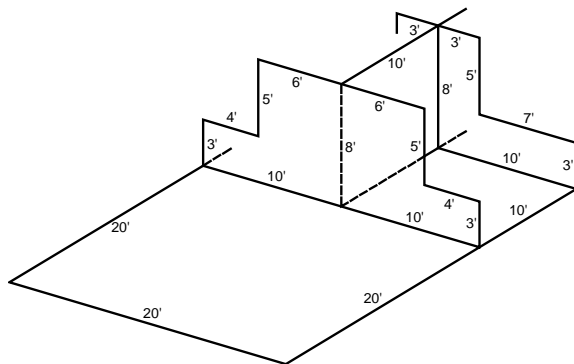
Crates larger than 4' x 4' x 7' will generate a \$100 per crate handling fee due to space limitations

1. Booth Spaces

- Booth spaces are available as single (10' x 10') or multiples.
- Pipe & drape backs are 8' high, sides are 8' high for 3'; then drop to 3' side rails (see diagram). All drapery used is black.
- **Black carpeting** provided in all booths.

2. End cap booth draping (4 booths +) – considered prime booth space

- Back drapes for end cap booth spaces are 8' high in the centre 12', with 3 feet of 3' high drapes on each side (diagram below).



3. Exhibitors at end of aisles with 2 booth spaces - Booths are not oriented as an end cap.

4. Booth Space Usage - Good Neighbour Regulations

- Exhibits must not obstruct the view of, or interfere with other exhibitors.
- Exhibits can be built to, but not exceeding, the perimeter of the booth & must conform to the **height restrictions** set out in the '**1 for 1 Rule**'.
- Any place where you abut a neighbour (*including those across an aisle*) the '**1 for 1 Rule**' applies.
- Examples for purposes of determining height restrictions:
 - All aisles are considered to be 7 feet wide.
 - If there is no actual curtain, the base height of side drape is 3'. A vertical banner that is 10' high (*this is 2' taller than the back curtain height*) & 2' wide, placed in your booth the banner must be placed a minimum of 2' away from your 8' curtains. The banner can be placed anywhere in the back half of the booth.
 - A piece of machinery that is 4' tall, that you want in the front area of your booth, must be placed a minimum of 1' in from the 3' high side curtains.
 - A 6' high literature rack, if placed in the front half of your booth, will need to be a minimum of 3' from the 3' high side curtains.

5. Greenhouse Structures, because they have walls you can see through, have separate regulations

- Greenhouse structures can be built to, but not exceeding, the perimeter of the booth.
- There can be **no covering on the roof or vents**. Fire Marshal regulations require the ceiling sprinkler system to be able to penetrate the whole booth area.
- Please contact SCCN Show Management, if the greenhouse structure is over 20 ft. high, because you will need pre-authorized approval from the SCCN operations department.
- Side & back wall **coverings for greenhouses** must be 'clear & colourless with no signage' outside of the 12' of 8' back wall or meet the '**1 for 1 Rule**'.

For Questions & Clarification Contact

Carol Pupo, Executive Coordinator, Canadian Greenhouse Conference

Phone: 905-892-9851 | Fax: 1-888-437-6161 | Email: Carol@CanadianGreenhouseConference.com