

BOOTH **GUIDELINES**

2024

TRADE SHOW BOOTH SPACE REGULATIONS

MANDATORY REGULATIONS

It is mandatory for all exhibitors to follow the Booth Space Regulations
Noncompliance may result in losing prime booth space

BOOTH REGISTRATION

(H.S.T. Registration # 127 791 929)

Early Bird Rate (by March 31st)

10' x 10' booth - \$1450.00+ 13% HST = \$1638.50

Regular Rate (after March 31st)

10' x 10' booth - \$1750.00.00 + 13% HST = \$1977.50

Full payment due upon registration.

Payment may be made by Visa or Master Card, a cheque drawn on a Canadian or US Bank,
or Wire transfer payment in Canadian Funds.

Additional fees may apply.

TRADE SHOW BOOTH CONTACT

Carol Pupo

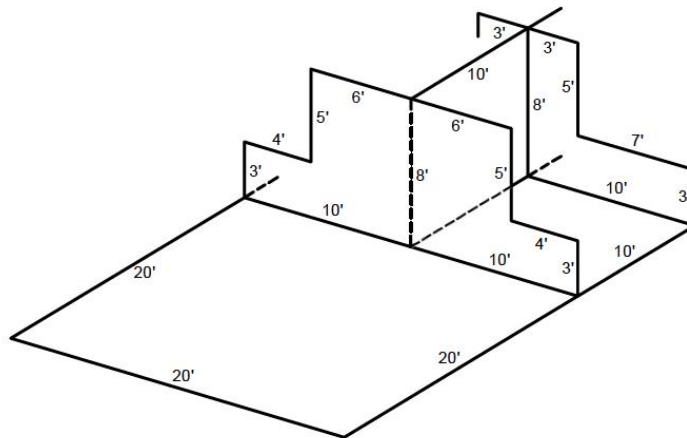
Executive Coordinator, Trade Show Manager

Phone: 905-892-9851

Email: Carol@CanadianGreenhouseConference.com

THE BASICS

BOOTH DIMENSION REMINDER



STANDARD 10' X 10' BOOTH INCLUDES

- Black Carpet in booth & Green Carpet in aisles
- Black Drapes: See diagram on page 3. Structures must conform to exhibitor rules (see page 4)
- 4 - All Access Exhibitor Passes per booth (staff use only) to a maximum of 8 per company (2 booths+). Additional exhibitor staff passes can be purchased through exhibitor registration for \$50 each. **DO NOT** order guest badges under your company exhibitor site. View [Exhibitor Manual](#) for more details.
- Tow motors, drivers & pallet jacks available to all exhibitors
- Company information listed in the on-site Show Guide
- Complimentary Truck Parking all 3 days
- Complimentary coffee & muffins in the morning. Sandwiches & cold drinks at noon on move-in day

CANCELLATION

- No refunds for booth cancellations received after August 1st of the same year that the Exhibitor application was made, even if the booth space is resold
- Prior to August 1st, a \$200.00 per booth administration booth fee will be deducted from the refund
- If reasons for cancellation are justified to the conference organizers, exhibit space for the following year will not be jeopardized

NO SHOWS

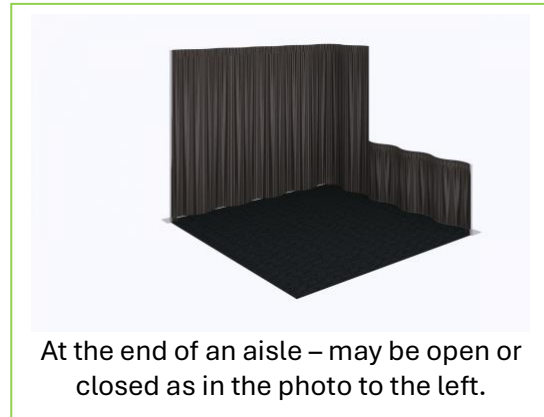
- Any empty booth space, as of 5 pm on the Tuesday set-up, will be forfeited. No payment refund.
- Forfeited booth space may be resold, or decorated as a rest area, at the discretion of the CGC
- If the forfeited booth space was turned into a rest area, the Conference Mediator may allow a 'no show' exhibitor to exhibit during the second day of the Conference, only if those circumstances have been fully explained to the Mediator & in his or her opinion, they are justified. There will be no refund of booth payments, regardless of circumstances

SUBLETTING

Under no circumstances shall space be sublet, without written permission of the CGC Trade Show Manager.

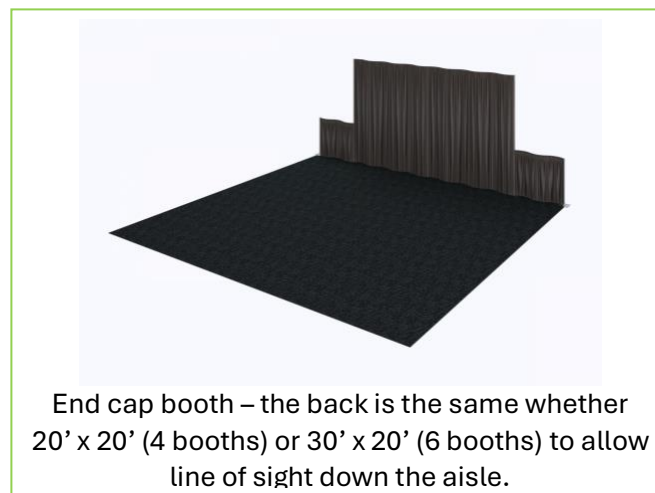
BOOTH SPACES

- Booth spaces are a single (10' x 10') or multiples.
- Black carpeting provided in all booths. Do not use other floor materials on top. You may order underpadding
- 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



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)



EXHIBITORS AT END OF AISLES (with 2 booth spaces)

- Booths are not oriented as an end cap. They open to the aisle facing them.

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 about a neighbour (including those across an aisle) the **'1 for 1 Rule'** applies
- Examples for purposes of determining height restrictions:
 - o All aisles are considered to be 7 feet wide
 - o 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
 - o 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
 - o 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

GREENHOUSE STRUCTURES (with walls you can see through)

- 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'**