

EXHIBITOR **MANUAL**

2024

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CANADIAN GREENHOUSE CONFERENCE SAFETY POLICY

The CGC is committed to providing a safe workplace for all of its workers. We consider the health & safety of everyone on site to be of primary importance.

Our objective is to conduct our business in the safest manner possible consistent with the Occupational Health & Safety Act, applicable regulations & good construction practices.

Management recognizes the right of workers to work in a safe & healthy work environment. All employees, subcontractors, supervisors & visitors will be held accountable for their health & safety performance. Remember, think first, use common sense & don't take chances.

Your attitude & cooperation in the promotion of accident prevention will assist in achieving our goal to make the CGC a better place to work.

Welcome to the Canadian Greenhouse Conference

The Canadian Greenhouse Conference is an annual 2-day gathering for commercial greenhouse flower, vegetable, cannabis, berry, and nursery growers. This conference attracts growers from across North America, gathers experts from around the world, and showcases innovative production techniques, research, products, and technology.

CONFERENCE DETAILS

Conference Dates: October 9 & 10, 2024

Location: Niagara Falls Convention Centre 6851 Stanley Avenue, Niagara Falls, ON L2G3Y9

Hours: *Trade Show is open during the Speaker Program*

- Wednesday: 9:00am – 6pm
 - o Happy Hour Reception on Trade Show Floor 4pm – 6pm
- Thursday: 9:00am – 4pm

Exhibitor Set-up: Tuesday, October 8, 8am – 6pm

Exhibitor Move out: Thursday, October 10, 4:30-7:30pm

Complete exhibitor information posted on our [website](#).

CONTACTS

Carol Pupo
Executive Coordinator, Trade Show Manager
Phone: 905-892-9851
Email: Carol@CanadianGreenhouseConference.com

Julia vanStaalduinen
Marketing & Events Coordinator
Phone: 905-220-3151
Email: julia@canadiangreenhouseconference.com

EXHIBITOR DEADLINES

July 2

Floor plan & exhibitor names & booth numbers posted on the CGC website:
www.canadiangreenhouseconference.com/attendee-information/industry-partner-directory

August 1

- Exhibitor listing changes for the on-site Show Guide if different from the online exhibitor registration. Send changes to Carol Pupo (Carol@CanadianGreenhouseConference.com)
- Sponsorship Request - only confirmed sponsors by this date will be included in the CGC On-Site Show Guide
- Confirmed Exhibitors after this date will not be included in the on-site Show Guide.

August 15

New Varieties Display registrations due—see website

September 5

Exhibitor Staff Registration - individual exhibitor emails sent to the company contact person on file with instructions for registering staff on-line. If you don't receive the registration link, please check your junk folder.

September 6

First day for Crated Customs Shipments to arrive at GES Advance Warehouse: c/o North American Logistic Services Inc., 49 Simpson Road, Bolton ON L7E 2R6 (forms available on the Exhibitor page, CGC website)

September 9

Marriott 'Gateway on the Falls' CGC special rate cut-off date.

In 2023, the room block filled up sooner - book early to avoid disappointment.

Visit the CGC website for more information:
www.canadiangreenhouseconference.com/attendee-information/travel-accommodation

September 15

Niagara Falls Convention Centre - discount deadline to order food & beverage for your booth, electrical outlets, internet, phone, Tuesday night pre-show booth cleaning (forms on-line) -

www.fallsconventions.com/exhibiting/order-services/

Event #5328

Online forms and questions sent to:
orders@fallsconventions.com

September 16

GES (Global Experience Specialists) - discount deadline to order tables, chairs, easels, etc. 30% surcharge added to orders placed on-site.

September 20

Encore- discount deadline to pre-order sign / banner hanging. All signs must be hung by Encore AV prior to aisle carpet placement.

September 27

Conexsys (for Lead Retrieval) - discount price & order deadline & payment

September 30

Last day for Crated Customs Shipments to arrive at GES Advance Warehouse: c/o North American Logistic Services Inc., 49 Simpson Road, Bolton ON L7E 2R6 (forms available on the CGC website - www.canadiangreenhouseconference.com/exhibitor-information/tradeshows-exhibitor-details)

October 8

- **Trade Show move-in:** 8:00 am to 6:00 pm with specific times as designated by GES
- Niagara Falls Convention Centre Show Site Shipping Acceptance. **No advance shipments** accepted by NFCC prior to this date.

October 9 & 10, 2024

Canadian Greenhouse Conference

October 10, 4:30 – 7pm: Exhibitor move-out **NO EXCEPTIONS.** CGC contract ends at midnight.

EXHIBITOR QUICK FACTS

TRADE SHOW & CONFERENCE HOURS

The Trade Show is open during the Speaker Program

Wednesday: 9:00am – 6pm (followed by *Happy Hour* reception 4pm-6pm)

Thursday: 9:00am – 4pm

STANDARD 10' X 10' BOOTH INCLUDES (view booth guidelines for more details)

- Black Carpet in booth & Red Carpet in aisles
- Black Drapes: see dimensions below. Structures must conform to exhibitor rules (page 7)
- 4 All Access Exhibitor Passes per booth (for staff use only) to a maximum of 8 per company (2 booths+). Additional exhibitor staff passes can be purchased through the exhibitor registration link for \$50 each. **DO NOT ORDER** guest badges under your company exhibitor site. The **online trade show pass** is available for the same price of \$50 per person & provides the correct company on the badge & can be picked up at the Attendee Registration Desk.
- Complimentary Truck Parking all 3 days
- Complimentary coffee & muffins in the morning & sandwiches & cold drinks at noon on move-in day.

EXHIBITOR RESPONSIBILITIES

Order forms on website

- Do NOT conduct demonstrations, sales activities, distributions of promotional materials, etc., in a way that interferes with or detracts from adjacent exhibits or annoys other exhibitors / patrons.
- Follow the 'Good Neighbour' Policy as outlined on page 7
- Order food & beverages to be served in your booth through Niagara Falls Convention Centre (NFCC)
- Order electrical outlets, Tuesday night pre-show cleaning, booth Wi-Fi connections through NFCC
- Ensure all electrical equipment meets Canadian Standards (page 16).
- Order booth furniture, carpet underpadding, booth design through GES
- Arrange customs & transportation through GES
- Order AV equipment through ENCORE
- Order sign or banner or overhead lights hanging through ENCORE

NEW VARIETY DISPLAYS

Pre-Function Hallway outside Exhibition Hall B

SPEAKER PROGRAM

- Wednesday & Thursday (Trade show floor is open during the speaker sessions)
- Registered Exhibitors may attend any of the speaker sessions & workshops.

PURCHASE FOOD & BEVERAGES ON SITE

- "Food Court" – Pre-function Hall, near Stanley Avenue—snacks & lunches on Wednesday & Thursday
- "Greenhouse Canada Garden Oasis" - snacks, coffee, light lunches

HAPPY HOUR RECEPTION *Wednesday, October 9th: 4pm - 6 pm*

- In the "Greenhouse Canada Garden Oasis" of the Trade Show with WINE / BEER cash bar & complimentary snacks

ADVERTISING

Prime ad spaces are available in our Show Guide for Sponsors.

Contact Julia vanStaalduinen (julia@canadiangreenhouseconference.com) for more information.

TERMS OF EXHIBITING

TRADE SHOW & CONFERENCE HOURS

The Trade Show is open during the Speaker Program

Wednesday: 9:00am – 6pm (followed by *Happy Hour* reception 4pm-6pm)

Thursday: 9:00am – 4pm

LIABILITY & INSURANCE

- Proof of insurance is part of the online 'Exhibitor Application'. Failure to provide this could result in your company not exhibiting on the trade show floor.
- The company or individual whose name appears on the 'Exhibitor Application' form takes responsibility for any & all individuals representing the company. Neither the CGC nor any person representing the conference, Conexsys, ENCORE, GES, Red Tree Productions, nor the NFCC shall be responsible for any loss, damage or injury that may occur to the exhibitor or exhibitor's employees, representatives, or property, from any cause whatsoever, prior to, during, or subsequent to, the period covered by the exhibitor application.
- The exhibitor, on signing the 'Exhibitor Application', form expressly releases the CGC from liability & agrees to indemnify same, against any & all claims due to carelessness of other exhibitors. Any such claims must be paid for by the exhibitor causing same.
- The CGC shall not be responsible for any damage to the exhibitor, for failure to provide space for the exhibit, or for the removal of the same.
- The CGC shall have full power in the interpretation & enforcement of all rules & regulations herein contained & the power to make such amendments & further rules & regulations as they consider necessary for the proper conduct of the show.

General Liability insurance providing coverage of at least \$2,000,000 inclusive of bodily injury &/or property damage for each occurrence is mandatory. A certificate of insurance must be provided.

Options for coverage

Liability insurance can be acquired according to two options:

- **Option # 1** - Provide a certificate of insurance from your liability insurer adding Canadian Greenhouse Conference, the Niagara Falls Convention Centre Niagara & the Corporation of the City of Niagara Falls as additional insureds. Upload a copy of certificate to exhibitor online application.
- **Option # 2** - If you are not covered through your regular insurance policy, obtain insurance coverage from the CGC preferred insurance provider, Exhibitor Insurance. This company specializes in special event insurance & offers inexpensive & accurate short term exhibitors insurance. A form is available for download on the CGC website. Complete & forward with payment as directed. This is a third party service provider. Do not send payment to the CGC.

BOOTH SPACE GUIDELINES

Registration

Cost (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. + 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.

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. Payment will not be refunded.
- 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 Staff, Name Badges & Lanyards

- Lanyards must be worn at all times while in the building & are required for entry to the show. Please note that the lanyard is a sponsored item & is considered to be an integral part of the name badge for each exhibitor & attendee.
- Exhibitors receive 4 free all access exhibitor badges per booth to a maximum of 8 per company (2 booths+).
- Register staff for name badges by Friday, September 20th.
- Contact Carol Pupo for badge related questions

Basic Booth Package

Standard 10' X 10' Booth:

- Black Carpet in booth & Green Carpet in aisles
- Black Drapes: Structures must conform to exhibitor rules (page 7)
- 4 All Access Exhibitor Passes per booth (for staff use only) to a maximum of 8 per company (2 booths+). Additional exhibitor staff passes can be purchased through the exhibitor registration link for \$50 each. **DO NOT ORDER** guest badges under your company exhibitor site. The **online trade show pass** is available for the same price of \$50 per person & provides the correct company on the badge & can be picked up at the Attendee Registration Desk.
- 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.

Use of Booth Space

- 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 'side rails (see booth guidelines)
- All drapery used is black.
- Black carpeting provided in all booths. The CGC requests that you do NOT put other flooring on top. Underpadding may be ordered through GES, the official services contractor.

End Cap & Adjacent Booth Draping

Considered prime booth space

- End cap booth draping (4 booths+) Back drapes for end cap booth spaces are 8' high in the centre 12', with 4 feet of 3' high drapes on each.

- There must be a clear line of sight down the aisle on the 3' high section. End Cap exhibitors cannot have a full curtain across the 20' back.
- Exhibitors at end of aisles with 2 spaces will face the aisle. They are not oriented as an end cap. You may have the side curtain or ask for it to be removed.

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'.
- All aisles are considered to be 7 feet wide.
- 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 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, it 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**, because they have walls you can see through, have separate regulations
 - o Greenhouse structures can be built to, but not exceeding, the perimeter of the booth.
 - o 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.
 - o Please contact NFCC Show Management, if the greenhouse structure is over 20 ft. high, because you will need pre-authorized approval from the NFCC operations department.
 - o 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'.
- Storage of packing crates & boxes is NOT allowed in booths during the conference. A storage area is available. Contact move-in coordinator to arrange.
- Behaviour in a disorderly, abusive or other manner, not acceptable to the CGC will not be permitted.
- You are required to report any unsafe condition or accident of which you have knowledge to a security guard or event management.

Food/Beverage Served in Booth

Sample food/or beverage products may not be distributed or sold by sponsoring organizations except upon written authorization by NFCC.

Signs, Banners, Overhead Lighting

- Display signs that are visible from the rear must have a finished image.
- Minimum of 200 sq. ft. booth space required before any objects can be suspended from the ceiling
- Suspended objects must be a minimum of 12 feet from the floor.
- Objects must be at least 3 feet inside the perimeter of the booth.

Booth Appearance

- The Trade Fair Committee for the CGC has devoted a great deal of time, money, & effort to present the best possible conditions for you, the exhibitor. We expect each exhibitor to maintain an acceptable booth appearance.

- Any exhibitor whose booth appearance is deemed to detract from the professional appearance of the show or does not meet booth size regulations may receive both a verbal &/ or written citation from the CGC.
- Any exhibitor receiving a written citation will be expected to improve the appearance of their booth before they are allocated space at the next Conference.
- The CGC reserves the right to reject or prohibit exhibitors without statement of cause.

Booth Assignments

Booth location is assigned by committee. Registration must be paid in full, and proof of insurance received for a booth number to be assigned. Listings will be posted on the exhibitor page of the Canadian Greenhouse Conference website.

Care of Buildings & Equipment

- Exhibitor agrees to comply with all the rules & regulations of the NFCC.
- Use of pyrotechnics is prohibited at NFCC.
- The use of Helium Balloons must be authorized by the NFCC Event Manager & will be accompanied by a balloon deposit fee that may be reimbursable. Exhibitors shall not erect or operate any steam equipment, boiler, motor or stove without the written consent of the NFCC.
- No Flammable Material: (i.e. Gasoline, acetylene, polish, explosives, or inflammable material) will be allowed in any part of the building & no goods or materials that conflict with the rules of the Fire Department may be exhibited or brought into the building.
- No Toxic Materials: The display & storage of pesticides or products containing pesticides, by exhibitors, at the CGC Trade Show, is not permitted in keeping with the regulations of the “Pesticide Act”.

SET UP/MOVE-IN

Tuesday, October 8, 2024: 9 am – 6pm

- Move-in Schedule: Exact move-in times will be determined by GES. Exhibitors will be notified closer to the date.
- Exhibit space not occupied by 6 pm on the Tuesday, set-up day, will be forfeited. Payment will not be refunded.
- Crates & other deliveries must be brought to the NFCC loading docks.
- The NFCC will accept material only on Tuesday, October 3, 2023.
Address is: 6815 Stanley Avenue, Niagara Falls, ON L2G 3Y9 CANADA
- Storage for crates or other materials are not provided at NFCC prior to the conference set-up day.
- Exhibitors MUST vacate the Trade Show Floor at 6 pm to allow aisle carpet to be laid
- The coordination of trade show set-up is done primarily by volunteers. We appreciate your cooperation.

PERSONAL SAFETY GUIDELINES

- Protective footwear must be worn during move-in & move-out, in the loading dock area. At specific times, the Exhibit Floor (or parts therein) may be deemed as ‘Construction’ areas by the Show Manager. If you have been given permission to be on the floor at these times you will be required to wear an approved hard hat in the designated ‘Construction’ zone.
- When working higher than 3 meters (10 ft.) you must use fall protection.
- No one under the age of 16 years is allowed in the exhibit area during move-in/move-out. NFCC security guards monitor this throughout move-in/ move-out.
- During move-in/move-out, exhibit halls, loading dock areas & back of the house service areas are considered hazardous work areas. There shall be absolutely no drinking of alcoholic beverages, no horseplay & in general, any & all unsafe conditions or activities are to be corrected promptly.

MATERIAL HANDLING

- The NFCC's Loading Docks are located on the West side of the building with access from Dunn Street. Dunn Street is the 1st block North of the NFCC. The Dunn St. entrance is ½ km West of Stanley Avenue on the South (left).
- Parking at the loading docks is prohibited. Only vehicles unloading & loading equipment are allowed at the loading docks. Vehicles violating these regulations will be towed away at the owner's expense.
- Oversized & heavy items can be accommodated at the largest bay (door frame 3.91 meters wide & 4.33 meters height) with a ramp to drive-up to but not onto the Trade Show Floor.
- Crates must be no longer than 8 ft unless it is shipped on an open trailer & unloaded in the parking lot as damage has been done to the hallways when the tow motors turn the corners.
- Ensure that there are wheels on large carts to assist in moving the crate through the loading dock area.
- Trucks are not allowed on the Trade Show floor.
- All materials to be moved at the loading docks must be on wheels or palletized.
- Tow motor, Pallet-jacks & dollies will be available during move-in & move-out.
- Complimentary tow motors & drivers available - GES will coordinate for you. Check at the loading dock desk.

CLOSE OF SHOW/MOVE OUT

- No part of the booth display may be removed, packaged, or prepared, nor any other form of booth dismantling **prior to 4 pm Thursday**. Exhibitors not adhering to the policy will jeopardize future exhibit possibilities, at the discretion of the CGC.
- 4 pm to 5 pm - Exhibitors with walk-out displays will only be allowed to exit the NFCC through the North West doors of Exhibition Hall C. The loading dock doors will remain closed during this time.
- For exhibitors using the loading docks: once your exhibit is completely dismantled & packaged, please move it to the loading dock. Report to the supervisor on the loading docks that you are ready to load. Your truck will then be allowed to access the loading dock.
- All exhibits must be removed from the NFCC.
- Exhibitors shipping or storing exhibits with GES must have them packaged, labeled & left in their booth to be picked up at the individual booths at 6 pm.
- When dismantling your booth, all garbage & plant material must be carried to the dumpster in the loading dock areas or any garbage bin on the trade show.
- If you are using a third party to set-up & dismantle your booth, please inform them about clean-up of the booth & removal of garbage & plant material.

EXHIBITOR SERVICES

For information/order forms/contacts, visit the exhibitor resource page
www.canadiangreenhouseconference.com

These preferred service providers may be in contact with you as a courtesy to ensure all necessary arrangements are in place prior to the expiry of early pricing. You are encouraged to check the permission box on the registration form.

ADVERTISING

The CGC publishes a comprehensive Show Guide that is distributed on site & published in a digital version.

- Each conference participant receives a Show Guide containing speaker program, exhibitor list & booth # index, floor plan and general conference information.
- Special advertising rates available to our sponsors and exhibitors. Contact Julia vanStaalduinen for information. julia@canadiangreenhouseconference.com
- Trade Show Exhibitors with a paid booth space will be listed in the show guide.

LEAD RETRIEVAL

Provider: Conexsys

- The list of Canadian Greenhouse Conference attendees is confidential. It is **NOT** for sale.
- Lead Retrieval Bar Code Scanners will be available for rent through Conexsys, the CGC registration service provider. Attendees who allow their badges to be scanned comply with CASL implied consent regulations. You have six months from date of scan to gain express consent. Order forms available on the exhibitor page of the CGC website.

Audio/Visual

Provider: Red Tree Productions Inc.

Conference audio visual services, audience polling systems, webinars, electronic equipment rentals.

FACILITY

Niagara Fall Convention Centre (NFCC)

Physical Address:

6815 Stanley Avenue
Niagara Falls, ON Canada L2G 3Y9
Tel: 905-357-6222 OR 1-888-997-6222

CUSTOMS, TRANSPORTATION & STORAGE SERVICES

Provider: GES – Global Experience Specialists

See page 14 for more details

FOOD & BEVERAGE

Happy Hour Reception (Networking Event)

Wednesday, 4 pm – 6 pm on the tradeshow floor.

- Exhibitors have the option of staffing their booth(s) or securing any valuables and enjoying the event away from their booth.
- Complimentary light refreshments served. Drink tickets are available for purchase at the Information Desk.

Food onsite

- Food is available for purchase at two locations onsite. An excellent selection of salads, sandwiches, beverages and hot food will be available.
- If you plan to offer ANY food, beverages or samples in your booth it is necessary to make appropriate arrangements in advance with the NFCC. Forms available on the Exhibitor Resources page and/or by contacting the NFCC Event Manager, Amanda Perdue Tel: 905-357-6222 x 7230 Email: aperdue@fallsconventions.com

SIGN, BANNER HANGING & OVERHEAD LIGHTS

Provider: Encore - NFCC Exclusive contractor

CASH MACHINES - On-site at NFCC

North hallway pre-function Area

SALES SOLICITATION

Direct sales solicitation at the Conference will be limited to exhibitors & their agents.

- Other attendees soliciting on the trade show floor will be asked to leave the conference.

CGC POLICY - NO SUITCASING

Please note that while all meeting attendees are invited to the trade show, any attendee who is observed to be soliciting business or distributing materials in the aisles or other public spaces, in another company's booth, or in violation of any portion of the Exhibition Policy, will be asked to leave immediately. Additional penalties may be applied. Please report any violations you may observe to Show Management.

INTERNET

Free wireless internet access is available in the pre-function space. It is suitable for checking email. If you require a more robust connection in your booth, you must purchase that from the NFCC.

PARKING

PARKING for exhibitors for all 3 days, compliments of the CGC.

- Niagara Falls Convention Centre parking is conveniently located next to our facilities and is easily accessed from the intersection of Stanley Avenue and Livingston Street. (see map below).
- A designated off-site area for parking large trucks is available complimentary to our exhibitors. Contact Ross Parker to reserve your space. Limited space available.



HOTEL ACCOMMODATIONS

Marriot on the Falls

6755 Fallsview Boulevard, Niagara Falls L2G 3W7

The host hotel is located directly across the street from the NFCC.

905-374-1077 (*request the special convention rate for the CGC*) **OR** book on-line through the CGC [website](#)

The CGC does not use third-party housing management companies to book hotel rooms.

Please book your rooms only through our web links or by phone at the number provided..

AIRPORTS

4 Airports convenient to Niagara Falls Ontario:

- Toronto's Lester B. Pearson International Airport (YYZ) <http://www.torontopearson.com/>
- Buffalo-Niagara International Airport (BUF) <http://www.buffaloairport.com/>
- John C. Munro Hamilton International Airport (YHM) <http://www.flyhamilton.ca/>
- Niagara Falls International Airport (AIG) <http://www.niagarafallsairport.com/>

SHUTTLE SERVICES

CGC rates arranged & book online at Niagara Airbus

Canadian Greenhouse Conference **2024 BOOKING CODE 068**

Also book on line through the CGC [website](#)

Please note: You must choose exclusive or shuttle booking. "Exclusive" means that you & your group will have private service. A "shuttle" means that you share transportation with other people who are traveling to the same general area. Group shuttle transportation is less expensive but may have increased travel time.

GENERAL INFORMATION

ATTENDEE LIST

The list of CGC attendees is confidential. It is NOT for sale nor given out to anyone asking for it.

SPEAKER SESSIONS

- Registered Exhibitors may attend any of the speaker sessions & workshops.
- Session times varied to encourage traffic flow on the Trade Show floor.

SECURITY

- Security will be present 24 hours a day.
- Although Security is provided, exhibitors should ensure that valuable items are not left unattended in their booth area.
- All exhibitors are responsible for their own property.

SMOKING POLICY

NO SMOKING anywhere on the Niagara Falls Convention Centre Property. Including loading docks, freight elevators, service corridors, etc.

EMERGENCY PROCEDURES

- The Niagara Falls Convention Centre Security Staff are the designated first responders to an emergency. All have the appropriate certification to handle situations that may arise. There is a defibrillator on-site.

HEALTH & SAFETY POLICY

- The CGC is committed to providing a safe workplace for all of its workers. We consider the health & safety of everyone on site to be of primary importance.
- Our objective is to conduct our business in the safest manner possible consistent with the Occupational Health & Safety Act, applicable regulations & good construction practices.
- Management recognizes the right of workers to work in a safe & healthy work environment. All employees, subcontractors, supervisors & visitors will be held accountable for their health & safety performance. Remember, think first, use common sense & don't take chances.
- Your attitude & cooperation in the promotion of accident prevention will assist in achieving our goal to make the CGC a better place to work.

LOADING DOCKS

- Loading docks are located on the West side of the building with access from Dunn Street. Dunn Street is the 1st block North of the NFCC. The Dunn Street entrance is 1/2 km west of Stanley Avenue on the South (left).
- Parking at the loading docks prohibited. Only vehicles unloading & loading equipment are allowed. Vehicles violating these regulations will be towed away at the owner's expense.

MEDIATOR

A CGC representative will be available to mediate problems arising from policy enforcement. Report problems/conflicts immediately to the Executive Coordinator in the Show Office / Registration area.

GARBAGE DUMPSTER LOCATION

Dumpsters are located in the loading docks area. Please leave your exhibit space clean.

SERVICE PARTNERS

Canadian Greenhouse Conference

Forms & website links on Exhibitor Page, CGC website

Website: www.canadiangreenhouseconference.com

On Site CGC Show Office

Registration area (north hallway pre-function area outside Exhibition Hall C). If problems arise, please contact CGC.

Please do not contact the NFCC!

On-Site CGC Phone: (October 7, 8, 9, 10 only)

Carol Pupo: 905-932-6143

AUDIO/VISUAL

Provider: Red Tree Productions Inc.

Matt Fudge

30 Edinburgh Road North, Unit B1, Guelph, Ontario N1H 7J1

Phone: 519-837-0000 | Email: info@redtree.ca | Website: www.redtree.ca

EXHIBITOR INSURANCE

John Neo

2780 Highway 7, Suite 103, Concord ON L4K 3R9

Phone: 905-695-2971 | Fax: 905-760-2260 | Email: info@exhibitorinsurance.com

Website: <https://www.exhibitorinsurance.com/pub/cnt/>

LEAD RETRIEVAL

Provider: Conexsys

Kyle Dugan

34-7050B Bramalea Road, Mississauga ON L5S 1S9

Phone: 800-661-5319 | Fax: 800-628-8838 | Email: order_ca@conexsys.com

Pre-Register for Staff Badges on-Line by September 23rd

On Site Location: Registration area, north hallway pre-function area, Exhibition Hall C

Lead Retrieval Order forms: www.conexsysleads.com with event code: CGC24E or on the CGC website.

'Early Bird' Pricing ends September 27th

EXHIBITOR SERVICES

GES - Global Experience Specialists

Contact: Robert Bos

5675 McLaughlin Road, Mississauga ON L5K 3K5

Phone: 905-283-0557 | Toll Free: 1-877-437-4247

Exhibitor Services Office: 905-283-0500

Email: torontoexhibitorservices@ges.com

Order forms on-line - <https://ordering.ges.com/CA-00065573>

On-Site Service Desk: Loading Dock Area

A. Services to Exhibitors

- EXPRESSO Online Ordering
- GES Exhibits & Accessories
- Graphics & Design
- Furnishings & Specialty Furnishings
- Accessories & Product Displays
- Plants & Floral

- Labour Services for Install & Dismantle
- In-Booth Forklift Service

B. Customs, transportation & storage services

Provider: GES – Global Experience Specialists

Advance Shipments to Warehouse must be received: September 6 - September 30, 2024 at GES Warehouse

- GES Advance Warehouse Location: c/o North American Logistics Services Inc. 49 Simpson Road, Bolton, ON L7E 2R6
- GES - Customs & Logistics Department
Hours: 9:00 am - 3:00 pm
 - o Phone: 905.283.0505 or 1.877.437.4247 | Email: torontocl@ges.com
 - o 24-Hour Tracking of exhibitor shipment at toll free: 1-877-437-4247
- Canada Customs has **not** granted its Border-to-Show clearance system as it is not authorized for this location. This mean exhibitors goods must cleared at the border, international warehouses, or Pearson International Airport.
- For the duration of the show, the exhibit premises area bonded area. No display items may be removed from the show area without the consent of GES.
- Exhibitors may ship their materials for display duty & tax free, provided they will be exported from Canada at the end of the show.

C. Direct Shipments to Show Site

- Arrive on Set-Up day, October 8, 2024 between 8:00 am to 5:00 pm.
- Include on packaging: Exhibitor’s Name & Booth Number
Canadian Greenhouse Conference 2024

FACILITY

Niagara Fall Convention Centre (NFCC)

Physical Address:

6815 Stanley Avenue
Niagara Falls, ON Canada L2G 3Y9
Tel: 905-357-6222 OR 1-888-997-6222

Contact: Laura Woods

exhibitorservices@fallsconventions.com

Order forms on-line - www.fallsconventions.com/exhibiting/order-services/

On-Site Service Desk: Loading Dock Area

Exclusive supplier of:

- Electricity
- Compressed air (due to noise and power drain, no personal air compressors are allowed)
- Water, Drain
- Telephone
- Wi-Fi connections
- Tuesday night Pre-Show Booth Cleaning
- Food Service - Centre Plate - If you are planning any kind of food or beverage services (popcorn, snacks, coffee, etc.), is it necessary to make the appropriate arrangements with NFCC in advance.
- Fax & Photocopy Service:
 - o NFCC Business Centre & Box Office
 - o Phone: 905-357-7008 | Email: BoxOffice@fallsconventions.com

SIGN, BANNER HANGING & OVERHEAD LIGHTS

Encore- NFCC Exclusive contractor

Contact: Geoff Dietrich

Email: geoff.dietrich@encoreglobal.com

www.encoreglobal.com

On-Site Service Desk: Loading Dock Area

Exhibitors will need to obtain permission from their neighbouring exhibitors, if they wish to order overhead lighting & that lighting equipment will infringe on the neighbouring booth space.

ELECTRICAL SAFETY REGULATIONS

- In the interest of public safety, exhibits may be inspected by the local Hydro Inspector to determine if any violations exist - qualified NFCC electricians on-site & if not corrected, no electrical service can be provided.
- It is a requirement of the Electrical Safety Code that any equipment, which is being displayed, offered for sale or used in any show, convention or similar exhibition **MUST BE APPROVED**.
- It is illegal to sell, display & / or energize any electrical equipment unless it has been approved by a recognized certification agency (i.e. CSA, ULC).
- Without this approval, NFCC cannot provide electrical services.

Electrical Safety Authority

Phone: 1-877-372-7233 or <http://www.esasafe.com/>

Canadian Standards Association

Phone: 416 747 4000 or <http://www.csagroup.org>