



EVENT | TRADE SHOW RULES & REGULATIONS

ADVERTISING | AUTHORITY FOR LOGO

Prior written approval is required for the use of logotype, trademarks, symbols, and/or trade name of BINGEMANS or any of the BINGEMANS brands including, but not limited to, FUNWORX, BOSTON PIZZA KINGPIN BOWLounge, KINPIN CAMBRIDGE, BINGEMANS CAMPING RESORT, or BIG SPLASH, in connection with a production, promotion, service, publication, public statements, public discussion or advertisement.

ANIMALS

Animals, birds, or pets of any description in BINGEMANS Conference facilities require written authorization. Additional authorization may be required by local Animal Welfare Services or Public Health.

BANNERS | SIGNS | DECORATIONS

No holes may be drilled, nails driven, hooks, screws, or pushpins tacked into any part of the Conference Centre or its equipment (including tables); this is strictly forbidden. Under no circumstances may banners, decorations, signs or similar material be nailed, stapled, taped, or attached to the ceilings, walls, or other painted surfaces. Failure to comply will result in a damage charge to the CLIENT. Masking tape is permitted ONLY on cushion-clothed walls and moveable walls. Funtak is permitted on painted, glass or wood surfaces.

Signs/banners hung from the ceiling or above three meters on the wall may require the rental of a scissor lift and is only to be operated by trained BINGEMANS personnel. Use of Bingemans' ladders is not permitted.

CLEANING SERVICES

BINGEMANS is the exclusive supplier of cleaning services within the building. Cleaning of meeting rooms, public corridors/common areas, show aisles and restrooms will be provided complimentary. Supplementary charges will apply to **interior booth cleaning** and the removal of bulk trash, crates, pallets, packing material and lumber.

ELECTRICAL

To order these services, please contact your BINGEMANS' Sales Account Manager. CLIENT must meet all electrical requirements set forth by the Electrical Safety Authority (ESA).

FIRE SAFETY REGULATIONS

An exhibitor's displays or booth walls may never impede access to a 'fire exit' door, pull station, or fire extinguisher. The EXHIBITOR must leave total access to it and may not drape over it, cover it, or obstruct access to it in any way. Total access must be available from aisles to exits at all times and without obstruction of any kind.

- The use of an open flame is not permitted.
- Equipment must be set up in such a manner as to comply with approved safety standards and a suitable fire extinguisher must be present if required.
- Flammable liquids or gases shall not be stored inside the building.
- CLIENT is responsible for counting patrons in and out for public events.



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- Booth materials must be flame-resistant or non-combustible.
- Displays must not infringe on exit doorways.
- Boxes, crates, and cartons from which merchandise has been removed, must be stored in the exhibitor's booth or another approved area. Otherwise, they must be removed from the facility.

All EXHIBITORS are subject to Hydro, Kitchener Fire Department and BINGEMANS inspections, rules, and regulations. All propane tanks must be empty. All vehicles must have a locking gas cap securely fastened to the tank.

BINGEMANS reserves the right to prohibit any situation they deem hazardous. All items on display must be CSA, CGA and/or Hydro approved.

The CLIENT is required to provide a floor plan and drawings with the completed booth configuration. The CLIENT must distribute the rules and regulations to all vendors and must be aware of all types of activities in each vendor's display area.

FLOOR LOAD

The maximum floor load is 100 pounds (lbs.) per square foot.

FOOD & BEVERAGE SERVICES | CONCESSIONS

BINGEMANS is the exclusive caterer for all food & beverage services. All arrangements for the serving of food and/or beverages must be made through the Catering Sales office. No outside food or beverage is to be brought onto the premises. No sample food/or beverage products may be distributed or sold by sponsoring organizations except on written authorization.

FREIGHT DELIVERIES & STORAGE

BINGEMANS restricts delivery and/or storage prior to and following an event. No shipments or deliveries of any kind shall be accepted by BINGEMANS unless the CLIENT has provided advance notice. Written authorization must be obtained from BINGEMANS to make storage arrangements. Fees may apply.

HELIUM BALLOONS

Helium balloons may not be distributed at BINGEMANS without written approval from the Catering Sales Department. Approved helium tanks must be secured at all times.

MATERIALS HANDLING

BINGEMANS provides in-house materials handling, and advance receipt; fees will apply for the off-loading of materials from delivery vehicles.

PARKING

BINGEMANS provides complimentary, ground-level parking at the Conference Centre.



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SECURITY

Twenty-four (24) hour security for the building perimeter is provided via a monitored alarm system. BINGEMANS may stipulate that the CLIENT must arrange for additional security, at the CLIENT'S expense, depending on the size and type of event. The CLIENT is responsible for all losses and/or damage to personal property or equipment.

SET UP & TEAR DOWN

During the move-in/out, exhibition halls, loading dock areas and 'back of house' service areas are off-limits to the public. As such, there shall be absolutely no drinking alcoholic beverages or horseplay in general. Unsafe conditions or activities are to be corrected promptly by the CLIENT.

All CLIENTS and EXHIBITORS are to unload their vehicles through the rear loading doors of both Marshall Hall and/or the Ballrooms. Any damage to the building, as a result of moving materials in through the front doors, is the responsibility of the CLIENT and/or EXHIBITOR.

SMOKING

BINGEMANS is a smoke-free facility, including loading docks.

TELEPHONE & INTERNET SERVICES

To order these services, please contact your BINGEMANS' Sales Account Manager

VEHICLES | MOTORIZED EQUIPMENT

Vehicle access into the Conference Centre is through the loading dock entrances.

Preparation & Cleaning

- All cleaning, including the washing/hosing down of vehicles must take place outside the loading dock area before the vehicle is taken to the exhibition floor.

The EXHIBITOR must supply all cleaning supplies.

- Once the vehicle is cleaned and wiped down, including the tires, it may be driven into the exhibition hall, where the EXHIBITOR must wipe down the tires to avoid staining/marketing any carpeted areas.
- The EXHIBITOR must also supply the following floor protection:
 - Plastic sheeting underneath engines.
 - Floor pads underneath tires.

DISPLAYS AND CONTROLS

1. Equipment on display must be equipped with lock-on-type fuel tank caps. The fuel tanks must not be filled beyond the three-quarters (3/4) mark to allow for the expansion of the product.
2. Vehicles on display must be locked, continuously supervised or battery disconnected, at all times, while in the Conference facilities.



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3. The running of display vehicles is prohibited during exhibit hours.
4. Propane-charged cylinders are not permitted inside the BINGEMANS Conference Centre.
5. One set of vehicle keys must be turned over to the event staff before vehicles enter the show area.

WASTE REMOVAL

BINGEMANS has a full recycling, waste, and compost removal program. During the setup and teardowns, appropriate receptacles will be available in the loading dock and/or service areas adjacent to exhibits for your convenience. Excessive waste products may result in additional charges for the EXHIBITOR and/or CLIENT.

LIABILITY AND LIABILITY INSURANCE

BINGEMANS shall not be liable for the damage, loss, or destruction of the exhibits by reason of fire, theft, accident, or other destructive cases. Each EXHIBITOR shall lease exhibit space at his or her sole risk. The EXHIBITOR shall, at all times, be responsible for insuring against any and all loss due to fire, theft, accident, and all other perils.

BINGEMANS is not intended to be insurers nor are they intended in any way to be liable or accountable to the EXHIBITOR, its agents, servants, and/or employees, respecting any loss or damage of any nature, whatsoever, regardless of cause.

EXHIBITORS CONDUCT & BOOTH

The EXHIBITOR shall not conduct themselves in such a manner or operate their equipment at a level of sound that is determined, at the sole discretion of BINGEMANS, to be detrimental to the welfare of the show or other exhibitors. BINGEMANS reserves the sole right at its discretion to take whatever action is necessary to enforce the EXHIBITOR to observe the foregoing, including eviction of the EXHIBITOR from the show and facilities without compensation.

CLIENT SIGNATURE OF ACKNOWLEDGEMENT

Thank you for your cooperation- We look forward to working with you on your event! Please sign and return this document to your Bingemans Sales Account Manager.

Client Signature

Date