



NIAGARA PET EXPO

Exhibitor Manual

Saturday, June 15, 2019 to Sunday, June 16, 2019

Scotiabank Convention Centre – Hall A, B and C

6815 Stanley Ave, Niagara Falls, ON L2G 3Y9

www.niagarapetexpo.ca



Niagara Pet Expo

June 15th – 16th, 2019

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Visit niagarapetexpo.ca for more information!



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6815 Stanley Ave, Niagara Falls, ON L2G 3Y9

Dear Exhibitor,

Welcome to the 2019 Niagara Pet Expo. Your Exhibitor Manual contains all of the important information you will need when planning for the show.

We appreciate your participation and look forward to working with you. In the meantime, should you have any questions, please refer to the contact information listed on page 5.

To help you achieve the most successful setup with your exhibiting experience we will be offering exhibitor services provided by CPE.

Please refer to this manual for contact information and some of the products that you can order for your booth. If there is any specific furniture, display, booth layout or graphics that you would like to customize for the show, please do not hesitate to ask by emailing us at info@niagarapetexpo.ca



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SHOW SCHEDULE

All Exhibitors must sign in at door entry 44 before moving in!
A wrist band will be provided for re-entry.

MOVE IN SCHEDULE

Friday, June 14, 2019

The staggered move in times are suggested only to help alleviate exhibitor congestion. You may still move in during the regular move in hours if you are unable to move in during your respective time slot.

BOOTHS 115 – 190

9:00 AM – 1:00 PM

BOOTHS 191 – 299

12:00 PM – 4:00 PM

ALTERNATE MOVE IN

Saturday, June 15, 2019 (No loading dock available, carry in only)

7:00 AM – 9:30 AM

FINAL EVENT WALK THROUGH SATURDAY JUNE 15, 2019 9:30 AM

SHOW HOURS

Saturday, June 15, 2019

10:00 AM – 6:00 PM

Sunday, June 16, 2019

10:00 AM – 5:00 PM

MOVE OUT

Sunday, June 16, 2019

5:15 PM – 9:00 PM

Move out terms apply and can be read on page 13.



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CONTACT INFORMATION

Show Management

Grant Crossman

General Manager

P: 1-866-254-5577

E: info@canadianpetexpo.ca

Fran Mason

Floor Manager

T: 416-910-6764

E: fran@canadianpetexpo.ca

Electrical

Canadian Pet Expo Inc.

Grant Crossman

General Manager

P: 1-866-254-5577

E: info@canadianpetexpo.ca

Internet & Wireless Services

Scotiabank Convention Center

T: 905-357-6222

F: 905-357-6212

E: randerson@fallsconventions.com

Booth Cleaning

Scotiabank Convention Center

T: 905-357-6222

F: 905-357-6212

E: randerson@fallsconventions.com



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REGULATIONS & REQUIREMENTS

1. All booths must have a level of pet related or focus theme associated with their product services or presentations. THIS IS A PET FOCUSED EVENT.
2. Pets participating in your booth space are required to be accompanied with a CPE Pet Waiver. All completed waivers must be submitted at the registration booth before entering the event floor with your pet. All vendors' pets are to be kept under leash control during show hours.
3. No onsite sale or exchange of any mammals and birds throughout the weekend.
4. Exhibit booths must be staffed and operational during published show hours. Dismantling of booth content before the announcement of show closure will be subject to penalty.
5. Exhibitors must submit staff lists to CPE no later than June 1. 10 x 10 booths are allocated 4 staff wristbands and lanyards. 6 x 10 booths are allocated 2 wristbands and lanyards. Rescue/Club booths staffed by volunteers are allocated a maximum of 12 wristbands and 4 lanyards. Extra wristbands are available in limited quantities for \$15 each. Exhibitors are responsible to manage the distribution of their allocated wristbands. Exhibitors must wear wristbands to gain access to the hall. Lanyards are optional and must be worn together with a wristband on the wrist to gain admission.
6. Exhibits that include sound/audio/video displays must ensure that the noise level and lights resulting from the display does not disrupt the activities of neighbouring exhibitors. Show management reserves the right to lower all sound equipment.
7. Only services and pet related products approved on your 'Application for Exhibit Space' may be displayed or sold in your booth.
8. Promotional materials may not be distributed outside your exhibit space. Aisle space is sacred land secured for the attendees. Inventory, solicitation and/or booth extensions are not permitted in the aisle space.
9. Hydro is an exclusive element provided by the facility provider and installed by its certified technicians. Sharing of outlets, splitting off cords or utilizing an open outlet is prohibited. Any exhibitor caught in this action will be invoiced as a last-minute hook up at \$485.00 plus HST. Booking Hydro before the May 20, 2019 deadline is essential for final floor plans and code approvals. Please contact CPE for any bookings before deadline.
10. Lighting should be directed to the inner confines of your booth space. Lighting should not project onto other exhibits or show aisles.
11. The sale, sampling or distribution of food for consumption on the premises must be approved by Show Management and licenses or permits required by The International Centre obtained by the Exhibitor.



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REGULATIONS & REQUIREMENTS CONTINUED

12. Stage shows or seminars using products or services of a non-exhibiting company must have written approval from Show Management.

13. All exposed parts of displays must be finished so they do not present an unsightly appearance when viewed from adjoining booths or aisles. Side walls taller than the 3'H side drape of exhibit booths may not come out past 5' from back drape.

14. Signs in booths will not be permitted to extend above the 8'H back drape. Signs in island showcases will not be permitted to extend more than 16' above the floor. In order to maintain a positive and professional image for the pet enthusiasts at the show, hand drawn signs of any nature are not encouraged. If you need signage please contact the show office.

15. A booth booking is considered for one vendor, no sub leasing, or sharing of booths is permitted.

16. Exhibit space should be kept in good order with storage boxes placed under tables or in designated storage areas.

17. The use of Helium balloons is not permitted by the facility.

18. Fire regulations prohibit the use of sterno or any open flame including candles.

19. Any booth cooking with an appliance or food warming device must be equipped with at least one 20BC fire extinguisher – No LP gas, bottled gas or bottled gas tanks are permitted in the building.

20. Electrical wiring and displays must conform to the National Electrical Code safety rules.

21. Any display vehicles must have less than 1/4 tank of gas, at least one battery cable disconnected from each set of batteries, and the gas tank sealed or locked. A set of keys need to be given to Show Management.

22. No alcohol is permitted on the vendor floor at anytime.

23. The use of nails, screws, or any material that can mark floors, walls or the ceiling of the exhibit hall is prohibited.

24. The only tape exhibitors are allowed to use for securing carpet or materials to the floor is double-sided cloth tape.



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REGULATIONS & REQUIREMENTS

25. Dismantling of your booth prior to the close of the show at 5:15 PM on Sunday June 16, 2019 will result in a \$100 fine.
26. The use of any tape, pins, safety pins or glue to hang any sign or product on the booth drapes is prohibited; any cuts to the drapes or fixing of items to it will be automatically accounted as damaged drape and will have a cost of \$65 per panel damaged.
27. If exhibitor notices any damage on drapes or other provided exhibitor materials at move in, please communicate to management ASAP to ensure non-billing for the damage on move in.
28. It is expressly understood and agreed by the Exhibitor that no claim of any kind against Show Management for loss, damage, theft or destruction of goods or exhibit; nor any injury that may occur to himself/herself or his/her employees while at the show. The Exhibitor shall be solely responsible to his own agents and employees and to all third persons, including invitees and the public for all claims, liabilities, actions, costs, damages and expenses arising out of or relating to the custody, possession, operation, maintenance or control of leased space or exhibit. The Exhibitor is also held responsible for agents and employees performing on show stages. Exhibitor does not indemnify and hold harmless Show Management against any and all claims as may be asserted against it.



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INCLUDED IN YOUR BOOTH SPACE

- Your booth space draped in blue/white
- Back wall 10' wide x 8' high (multiplied by the number of booth spaces acquired)
- Booths are 10' deep x 10' wide or 10' wide by 6' deep on half booths
- Select booths have a small storage area behind the booth
- Company name in the Exhibitor section of the show website
- Company name and website in the Show Guide (must be registered by May 20, 2019)
- 4 weekend crew passes for all 10' wide x 10' deep booth bookings
- 2 weekend crew passes for all 10' wide x 6' deep booth bookings
- 6 day crew passes for each day for all rescues and club booth bookings (total of 12)
- Additional weekend crew passes are available online or at the registration booth

Complimentary passes are available to Exhibitors for shared marketing programs (proof of ad is required). Up to 4 passes. Contact info@niagarapetexpo.ca for more information.

Exhibitors are responsible for drapery expenses related to misuse or pet urine stains.

NOT INCLUDED IN YOUR BOOTH SPACE

Contact info@niagarapetexpo.ca or refer to the catalogue of products at the end of this kit for more info

- Hydro (must be booked with show management by May 20, 2019)
- Telephone & internet services (book with Scotiabank Convention Centre)
- Carpet (book with show management)
- Furniture (book with show management)
- Shipping of material (book with show management)
- Booth cleaning (book with Scotiabank Convention Centre)
- Tables & chairs (book with show management)
- Table drapery or coverings (book with show management)



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PAYMENT SCHEDULE

All payments for booth space are to be made by the Exhibitor who has contracted the space. Booth payments can be made with EMT, Paypal, cheque, cash, debit card or by credit card.

Payments must be received by show management on or before the due date of May 31, 2019.

Late deposits will void extra space and location requests. If the booth payment is due and not received by The Canadian Pet Expo, the Exhibitor will be deemed to have terminated the Contract for Exhibitor Space and booth space could be reallocated to another Exhibitor.

The Exhibitor is responsible for the full cost of their contracted booth space upon receiving the invoice for Exhibit Space. Any request by the Exhibitor to terminate the Contract for Exhibit Space must be received by The Canadian Pet Expo in writing. If a termination notice in writing is received, the following will apply:

- 1) If notice is received by The Canadian Pet Expo 90 days or more prior to the first day of move-in, the Exhibitor will be responsible for payment of 25% of the total contracted booth space fees.
- 2) If notice is received by The Canadian Pet Expo between 43 and 89 days prior to the first day of move-in, the Exhibitor will be responsible for payment of 50% of the total contracted booth space fees.
- 3) If notice is received by The Canadian Pet Expo 42 days or less prior to the first day of move-in, the Exhibitor will be responsible for payment of 100% of the total contracted booth space fees.

Under no circumstances will the amount of any refund to the Exhibitor exceed the amount of the booth space fees paid up until the signed notification of termination. Termination of the Contract for Exhibit Space will disentitle the Exhibitor (or applicant) to any rights or claims against the booth space, the fair or The Canadian Pet Expo. The Exhibitor will remain responsible for paying their total contracted booth fees, except as noted above. All monies retained will be deemed a reasonable estimate of damages incurred by The Canadian Pet Expo for administrative and other related costs arising out of the termination.

Payments for all services requested from The Canadian Pet Expo by Exhibitor must be processed in full before move-in dates.



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INSURANCE

Insurance for all Exhibitors is required before move-in begins. Exhibitors may be asked to provide a copy of their policy upon registering or throughout the event. Exhibitors are required to have liability insurance coverage of at least \$2,000,000 for each separate occurrence during the period commencing on the first move-in date and terminating on the last move-out date. The policy shall protect The Canadian Pet Expo and insure you against all claims, demands, actions, or proceedings for money, damages, costs, penalties, losses, and all liability which may be imposed by law for loss of life, personal injury, or damage to or loss of property arising from or in any way connected with your presence or operations at the event.

Canadian Pet Expo Inc. PO Box 149, Millgrove, ON, Canada L0R 1V0 and Scotiabank Convention Centre, 6815 Stanley Ave, Niagara Falls ON L2G 3Y9 must be added as additionally insured. Please refer to the back of your contract or to our Conditions of Contract page for further details. For those who do not have existing coverage or are finding their present coverage more expensive, we have made arrangements with Expocertified.ca. For additional information, please contact: Expocertified.ca – administered by KRG Insurance Brokers



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MOVE IN TERMS

Upon your arrival, please come to the Exhibitor registration desk to register and receive your Exhibitor package and arrange for final accounting before setting your booth up.

Exhibitors are responsible for the loading and unloading of their booth's materials, inventory, etc.

Exhibitors are strongly encouraged to bring dollies, carts or means to transport their booth items from the loading area if required; there will not be carts available for Exhibitor use.

Due to liability and insurance concerns, please restrict your travel on the event floor to the area to and from your booth within the Hall from the nearest loading area.

NO vehicles are permitted on the show floor during move in time.

For safety/security reasons, no children under the age of 13 years old are permitted on the venue floor during Move In and/or Move Out time.

Your representative should accompany all goods in transit from the loading area to your booth.

Show Management and security retains the right to inspect any box or package that is removed from the Exhibit with notice to the booth representative.

Out of courtesy, please begin setup once all your goods have been removed from your vehicle and your vehicle is parked in the exhibitor lot.

Exhibitors must produce Pet Waivers for all pets attending the CPE Show with them.



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MOVE OUT TERMS

Move Out is scheduled no earlier than 5:15 PM on Sunday June 16, 2019; booth dismantling is not acceptable before 5:00 PM on June 16, 2019.

Please do not attempt move out before the close of the Expo as this will result in a \$100 fine.

All items must be dismantled and removed from the building by 10:00 PM. Facility charges will be directed to the Exhibitor if such matters occur.

Any Exhibitor tearing down or packing their booths before this time could also be subject to sanctions regarding future event considerations.

Due to liability and insurance concerns, please restrict your travel on the event floor to the area to and from your booth within the Hall from the nearest loading area.

Exhibitors are responsible for the loading and unloading of their booth materials, inventory, etc.

No vehicles are permitted into the show floor for Move Out.

Loading bays will not be opened fully until event staff has secured all drapery.

Exhibitors are responsible to leave booth garbage in a neat pile next to the closest garbage bin.

For safety/security reasons, no children under the age of 13 years old are permitted on the venue floor during Move In and/or Move Out time.



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PARKING

Parking is FREE for Exhibitors and attendees. Exhibitors are encouraged to park in the back of Hall C immediately after unloading. On event days, please park farthest from the Exhibitor entrance door while respecting the handicapped parking signs and any fire doors.

DO NOT LEAVE ANY PETS UNATTENDED IN VEHICLES!

This policy is mandated throughout the event stay at Scotiabank Convention Centre – no exceptions.

Overnight vehicle parking spaces are available upon request for trailers, campers, containers, etc. Please contact the CPE office to arrange the necessary approval.

SECURITY

The event floor is secured with 24 hour security. At the end of each day staff will escort all Exhibitors out in a systematic exit plan to ensure all booths are vacated. Any Exhibitor on site after this process will be directed to security.

Exhibitors are required to exit the hall no later than 30 minutes after scheduled close on Saturday, June 15, 2019.

Security is provided for your protection however, we are not responsible for theft. We suggest that you take precautions and not leave valuable items in your booth overnight. Door guards and perimeter guards are on duty during the hours that the doors open, with overnight guards throughout the duration of the event. As a safety precaution, your exhibit space should not be left unattended during show hours.



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SHIPMENTS

The event staff can receive shipments delivered to the hall anytime on June 8, 2019. The product will be moved to your booth if pre-arranged. In lieu of any fees, we ask you to make a small financial donation to **National Service Dogs, Niagara Falls Humane Society** or the **Don Cherry Pet Rescue Foundation**.

Shipments can be shipped directly to our warehouse before May 31, 2019. Please contact the office to arrange this.

Post event shipments to go out after the closing of the tear down will require specific arrangements with the facility and the CPE office.

WIRELESS INTERNET SERVICE

Scotiabank Convention Centre has High Speed Wireless Internet access, with some hot spots throughout the building. If you would like to order internet services please contact Ray Anderson at Scotiabank Convention Centre or visit the exhibitor order portal at:

<http://www.fallsconventions.com/exhibiting/order-services/>

Publically available internet access may have trouble at peak times and the operation of the wireless internet at the Hot Spots is outside of our control.



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HANGING SIGNS FROM CEILING (RIGGING)

Fees associated for any banner hanging is \$385.00. Banners are to be double sided with only participating Exhibitors branded.

Banners are not to be larger than 10' x 10' and are recommended to have a 2.5" sleeve on the top for the support hanging bar. Contact Show Management for more information.



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COPYRIGHT / MATERIAL

Each Exhibitor is responsible for obtaining all necessary licenses and permits to use music, photographs or other copyrighted material in their booth or display. Show Management reserves the right to remove any part of a booth or display from the exhibit hall that incorporates music, photographs or other copyrighted material and for which the Exhibitor fails to produce proof they hold all required licenses.

DRAWS, LOTTERY, PRIZES

The use of gaming, gambling, lottery, draws or any exchange of money, or promise of money for prizes, money or goods, is prohibited at the Canadian Pet Expo. We will follow the rules of the Alcohol and Gaming Commission of Ontario. Please refer to www.agco.ca for further information for charitable lottery licensing overview.

SOLICITING

Soliciting business is only acceptable within your booths square footage. Solicitation is not permitted to interfere with any other Exhibitor throughout the show.



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PET WAIVER FORM

I wish to bring my pet into the Canadian Pet Expo, Reptile Expo, CRBE, CPE Classic or other Fauna Canada event.
I hereby agree to the following terms and waiver:

Eligibility Requirements:

- Fill out and sign this registration and waiver form.
- Confirm that your pet is up to date on both rabies and distemper vaccinations if required

Rules:

- All pets must be either on a leash not exceeding 6 feet in length, or in a suitable harness/containment system
- Owner must clean up after his/her pet
- Pet owners must report any incidents to show staff and to First Aid immediately
- Pet owners must adhere to the event rules, and obey security if asked to leave
- Your pet must be legal to own in the City of Mississauga, and conform to all city by-laws
- You must obey posted signs regarding access to designated areas

Certification:

I hereby certify to the following facts and agree to the following terms:

- I take full responsibility for my pet attending the event and will be in control of my pet at all times
- All the information contained in this registration and waiver is true and accurate
- My pet is not aggressive, not in heat, and has not had incidents of biting or shown aggression in the past
- My pet has never caused bodily or property damage

Indemnification:

I am aware that during the course of my visit to the event, certain inherent risks are involved because I am attending with my pet, along with other attendees' pets. In consideration for being allowed to attend the event with my pet, I acknowledge and voluntarily accept and assume full responsibility for any risks to me and my pet, and further agree I waive and release any and all claims that I may have against Fauna Canada, its events, its organizer, the event facilities, any and all employees and volunteers of the aforementioned organizations and agree not to sue for losses, damages, expenses or fees which arise out of or result from, or are related to in any manner my attendance to the event.

BY SIGNING THIS WAIVER, YOU ACKNOWLEDGE AND AGREE THAT YOU WERE GIVEN AN OPPORTUNITY TO ASK ANY QUESTIONS ABOUT THIS WAIVER, TO DISCUSS ALTERNATIVES WITH EVENT ORGANIZERS, AND WERE GIVEN ADEQUATE CONSIDERATION FOR THIS WAIVER. YOU UNDERSTAND AND AGREE THIS WAIVER SHALL BE BINDING ON EACH PARTICIPANT AND THEIR RESPECTIVE HEIRS, LEGAL REPRESENTATIVES, SUCCESSORS, AND ASSIGNS, AND SHALL INURE TO THE BENEFIT OF THE EVENT ORGANIZERS.

SIGNED: _____

DATE: _____

PRINT NAME: _____

PHONE: _____

PET TYPE: _____

PET NAME: _____

INITIAL



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ELECTRICAL SAFETY CODE REQUIREMENTS

- Exhibitors who displays or offers for sale any electrical equipment in the province of Ontario is subject to the requirements of the Electrical Safety Code of Ontario and compliance with these regulations is mandatory.
- No person shall advertise, display, or offer for sale or other disposal, or sell or dispose of any electrical equipment unless it has been approved in accordance with Rule 2-024 of the Electrical Safety Code of Ontario. The noted Rule 2-024 in the Code describes the process to have this equipment satisfy the requirements of Rule 2-022, which states that all equipment must bear proof of Certification acceptable to the Code, or the equipment must be approved by an acceptable agency which is accredited by this Code.
- Any accredited certification agency or approval agency can approve this equipment for use, or for sale in this province. To be accredited, the agency must be recognized under the Electrical Safety Code of Ontario as such an agency and be accepted by the Standards Council of Canada. The two most common methods for dealing with unapproved equipment is to have it approved by one of the following agencies:

Electrical Safety Authority

1 Terence Mathews Cres., Ste. 130
Ottawa, ON K2M 2G3
613-271-1489 or 1-800-559-5356
esapa.biz

Canadian Standards Association

178 Rexdale Blvd.
Toronto, ON M9W 1R3
416-747-4000 or 1-866-797-4272
csc-international.org

- Inspectors from the Electrical Safety Authority will be visiting the show to ensure compliance with the code. They will identify any unapproved equipment in evidence, and offer information to Exhibitors detailing the steps required to have the unapproved equipment accepted.



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PAYMENT AUTHORIZATION BY CREDIT CARD

Sign and complete the form below to authorize Canadian Pet Expo Inc. to make a one-time debit to your credit card listed below. By signing this form, you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

I _____ authorize Canadian Pet Expo Inc. to charge my credit card account indicated
(Full Name)

below for _____ on or after _____ .
(Amount) (Date)

This payment is for _____
(Description of goods / services)

Billing Address _____ Phone # _____

City, Province, Postal Code _____ Email _____

| | | |
|----------------------------------|-------------------------------|-------------------------------------|
| Card Type: | <input type="checkbox"/> Visa | <input type="checkbox"/> Mastercard |
| Cardholder Name: | _____ | |
| Card Number: | _____ | |
| Expiration Date: | _____ | |
| CVV2: | _____ | |
| (3 digit number on back of card) | | |

Signature _____ Date _____

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above only, and is valid for one time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company, so long as the transaction corresponds to the terms indicated above.



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TABLE ADD-ONS

| Table Model | Image | Quantity | PRICE | | |
|---|---|----------|--------------------------|-------------------------|--------------------------------------|
| | | | Before Discount Deadline | After Discount Deadline | Onsite Price *LIMITED QUANTITIES* |
| | | | Before May 20, 2019 | May 21 - June 13, 2019 | June 14 - June 16, 2019 |
| 6' unskirted Resin |  | | 32.00 | 41.60 | 54.08 |
| 6' skirted Black |  | | 45.00 | 58.50 | 76.05 |
| 8' Unskirted Resin |  | | 35.00 | 41.60 | 54.08 |
| 8' skirted Black' |  | | 45.00 | 58.50 | 76.05 |
| 4' unskirted Resin |  | | 30.00 | 39.00 | 50.70 |
| Round cruiser wooden table |  | | 45.50 | 55.50 | 72.15 |
| Round cruiser wooden table with spandex |  | | 75.00 | 97.50 | 126.75 |
| Coffee Table Black |  | | 35.00 | 42.00 | 54.60 |



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CHAIR & STOOL ADD-ONS

| Chair Model | Image | Quantity | PRICE | | |
|----------------------------|---|----------|-----------------------------------|----------------------------------|--------------------------------------|
| | | | Price Before Discount Deadline | Price After Discount Deadline | Onsite Price *LIMITED QUANTITIES* |
| | | | Before May 20, 2019 | May 21 - June 13, 2019 | June 14 - June 16, 2019 |
| Folding Chair |  | | 5.75 | 7.50 | 10.00 |
| Backless Stool |  | | 27.00 | 36.00 | 45.00 |
| Adjustable Height Stool |  | | 42.00 | 54.60 | 64.00 |
| Backrest Stool |  | | 40.00 | 52.00 | Not Available Onsite |
| Wing armchair |  | | 45.00 | 58.50 | Not Available Onsite |



Niagara Pet Expo

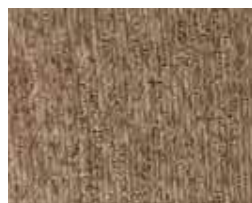
June 15th – 16th, 2019

Scotiabank Convention Centre – Hall A, B and C
6815 Stanley Ave, Niagara Falls, ON L2G 3Y9

CHAIR & STOOL ADD-ONS

| Carpet Size | Quantity | Carpet Colour | PRICE | | |
|--------------------------------|----------|---------------|-----------------------------------|----------------------------------|--------------------------------------|
| | | | Price Before Discount Deadline | Price After Discount Deadline | Onsite Price *LIMITED QUANTITIES* |
| | | | Before May 20, 2019 | May 21 - June 13, 2019 | June 14 - June 16, 2019 |
| 10'x6' | | | 80.00 | 104.00 | 135.20 |
| 10'x10' | | | 125.00 | 162.50 | 212.00 |
| 10'x20' | | | 225.00 | 292.50 | 380.00 |
| 20'x20' | | | 400.00 | 520.00 | 676.00 |
| Underpad Price per SQ FT | | | 0.95 | 1.35 | 1.75 |

CARPET COLOUR OPTIONS



UNDERPAD



Visit niagarapetexpo.ca for more information!

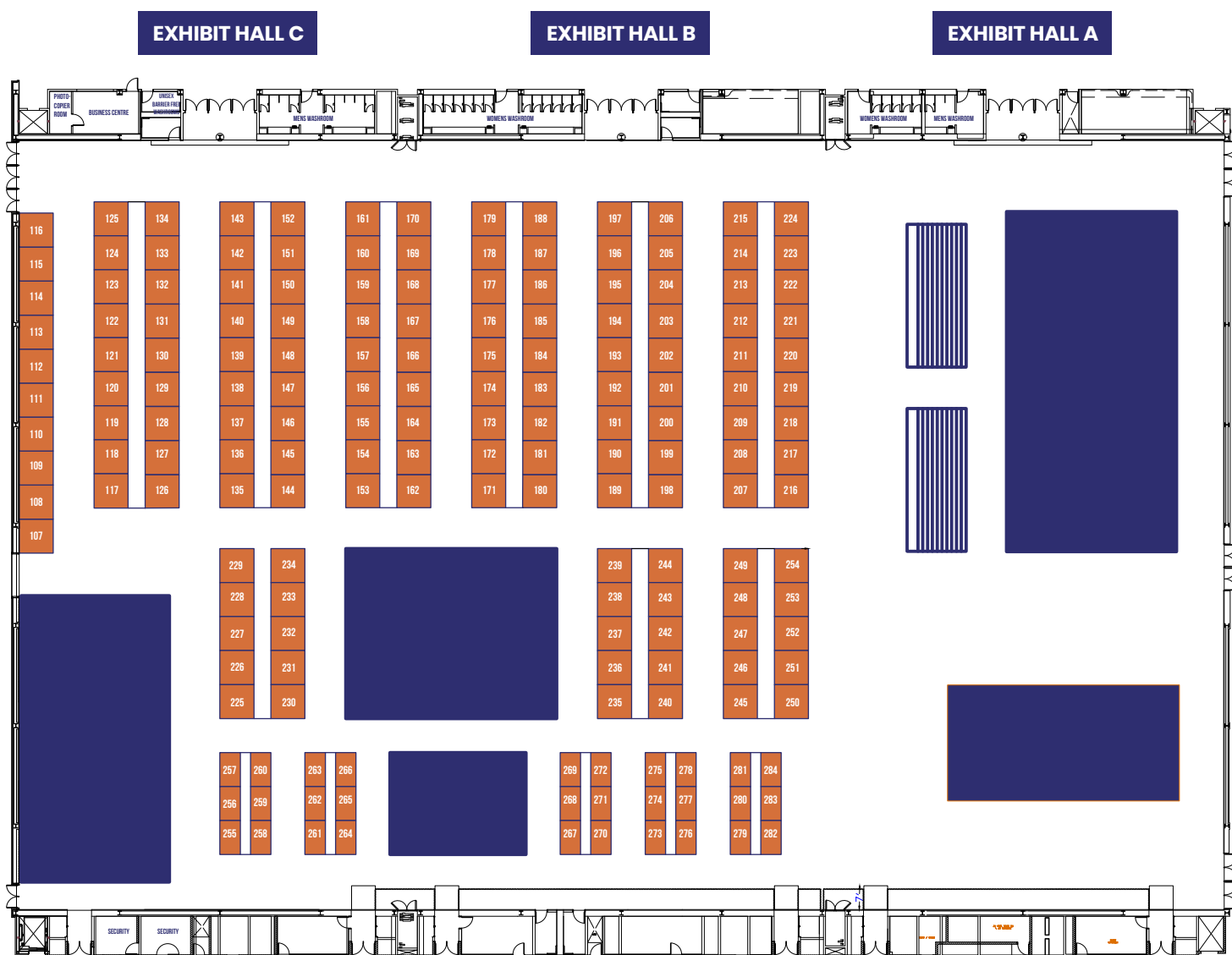


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EXHIBITOR FLOOR PLAN



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Policy for Exhibitors/Display Companies

1. Alterations to any part of the structure of the Centre, or to items of furniture or equipment forming part of it, may not be made without prior written authorization from the event manager in each individual case. These prohibitions include the drilling of holes, mechanical fastening (nails, staples, push pins etc.), or adhesive fastening (tape, glue, sticky Velcro etc.), and the attaching in any manner of decals, promotional literature or items. Failure to comply will result in a \$50.00 minimum penalty per occurrence to the client. Labour/Repair charges will apply to remove prohibited products from the SCCN property
2. Use of masking, clear packaging and plastic based tape are prohibited. To secure booth flooring to Exhibit Floor, only cloth-based tapes such as Polyken or painters tape are acceptable. Labour/Repair charges will apply to remove prohibited tapes from the SCCN property.
3. Helium balloons, animals, birds or pets of any description require written authorization.
4. Sample food/or beverage products may not be distributed or sold by sponsoring organizations except upon written authorization. Please see the Sample food/or beverage exhibitor form.
5. Passenger elevators and escalators ARE NOT TO BE USED for transporting freight or equipment from level to level. This includes hand dollies/ handcarts and hand carrying boxes, easels, chairs, tables etc.
6. Protective footwear must be worn during move-in and move-out. 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.
7. It is recommended, as a fire safety precaution, and for insurance purposes, no one under the age of 16 years to be allowed in the exhibit area during move-in/move-out.
8. During move-in/move-out, exhibit halls, loading dock areas and back of the house service areas are considered hazardous work areas. As such, there shall be absolutely no drinking of alcoholic beverages, no horseplay and in general, any and all unsafe conditions or activities are to be corrected promptly
9. Storage for crates or other materials are not provided in the Centre. Exhibitors must make their own arrangements. All materials, boxes, signs and other materials must not be sent to the centre prior to the official move-in date as specified in your exhibitor manual and must be removed upon the completion of the event.
10. Use of pyrotechnics, hazer's, fog/smoke machines, or any other special effect/activity requires SCCN approval at least 3 weeks in advance. The Event Manager will need a full production schedule including rehearsals. Labour charges will apply for a fire watch.
11. Access to/or the use of the Exhibit Hall Floor ports is exclusive to SCCN staff and our Official Electrical/-Mechanical service provider. Exhibitors are not permitted to use these for any purpose.
12. Smoking is NOT PERMITTED anywhere inside or on the SCCN premises.
13. You are required to report any unsafe conditions or accidents of which you have knowledge to a security guard or event management employee.



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