

# ***The 2016 Bridal and Event Expo™***

## ***Guidelines & Exhibitor Rules***

**Contact: 519-978-9477 [weddingodyssey@yahoo.com](mailto:weddingodyssey@yahoo.com)**

1. **Show Times:** **Wednesday, April 27th, 2016 : 5:00 pm – 9:00 pm**  
**Thursday, April 28th, 2016 : 5:00 pm – 9:00 pm**
  
2. **Setup Days:** **Tuesday, April 26th: 3:00 pm – 8:00 pm**  
**Wednesday, April 27th: 9:00 am – 4:00 pm**
  
3. **Teardown** will be on **Thursday, April 28th at 9:15 pm** following the show.  
Do not begin dismantling your exhibit area until the show is officially closed. This rule needs to be followed due to insurance purposes and the show's professional image.
  
4. All outstanding balances must be received by **Monday, April 18, 2016**. Cheques are payable to "Odyssey Event Productions". Send to 765 Gilbert Ave, LaSalle On, N9J 3J8. Credit Card and Etransfers ([weddingodyssey@yahoo.com](mailto:weddingodyssey@yahoo.com)) are also accepted.
  
5. **Fashion show time at 7:00 pm daily**  
Fashion show participants are responsible for their clothing.  
Clothing & accessories to be stored in secure area on setup day
  
6. Each exhibitor will receive two (2) passes. Exhibitors will not be allowed to enter the exhibit areas without these passes since they will act as your pass to the show. The passes will be available to be picked up at the registration area during setup times.
  
7. Sound Production, musical acts, DJ's and bands must keep the volume of music to a medium-low level so as not to disturb business being conducted by their neighbouring exhibitors.
  
8. No other business other than the named business on the contract is allowed to exhibit and solicit in the reserved area. No booth sharing is allowed.
  
9. Businesses that are not an exhibitor at the Bridal and Event Expo will not be allowed to decorate, supply or supply materials or equipment to a Bridal and Event Expo exhibitor.
  
10. Booth curtains are setup with an 8' high backdrop and 3' high sidewalls. Curtains will be black. **Please refer to your contract with items that have been ordered (eg tables, electrical and sidewall heights). If higher sidewalls or additional services are needed please contact us before Friday, April 22, 2016.**  
**Absolutely no additional table or electrical orders will be taken during setup days.**  
  
Exhibitors may hang items on pipe but to be careful not to add too much weight to avoid the collapse of the pipe and drape structure.
  
11. Exhibitors are responsible for their own setup materials such as extension cords, power bars, staples, pins, tape, scissors, ladders etc. For those who have ordered electrical connection you will be given one plug. You will need to bring power bars and extension cords if needed.

12. Booth displays must be setup within the boundaries of the rented space. The aisles need to remain clear to adhere to fire & safety regulations.
13. All signage in booth space must be professionally made. Glue and staples are not permissible for hanging signs.
14. Business must be conducted within the rented booth area only. No marketing materials are to be distributed outside of the reserved booth area.
15. Exhibitors are permitted to sell products at their booth.
16. No magazine or publications can be distributed at the Bridal and Event Expo other than Today's Bride magazine and the show directory. All others will be confiscated.
17. Odyssey Event Productions will have a designated photographer/videographer documenting booth spaces, fashion show, etc for use in show advertising and website content. Any media attendees will be clearly identified with media id.
18. Vehicles left outside of the Ciociaro Club are the responsibility of the owner. Vehicles parked in no parking zones will be towed at owner's expense.
19. The Ciociaro Club is equipped with motion detector system connected to a security service. The security system is activated each evening.
20. Ciociaro Club and the promoter are not liable for any lost or damaged goods. The Exhibitor is responsible for their property at the show. Exhibitors must check with their insurance company to make sure their goods and liabilities are covered by insurance outside of their business premises for this specific event. **Injuries sustained due to items within your exhibit space are the liability of the exhibitor. Your goods must be covered under your own insurance policy.**
21. Exhibitor agrees to hold and save promoter harmless from any/all claims, costs, expenses, damages and liabilities including injury, death, dismemberment, theft, or loss of any kind resulting from or pertaining to the use of the aforementioned rented items stated on your contract.
22. Booth draw prizes and contests within the exhibitor's booth must be of a legal nature. Rules and Regulations of the contest must be posted in a legible and understandable manner at the booth.
23. All exhibitors are encouraged to advertise that they will be at the 2016 Bridal and Event Expo™. Be sure to include the show name, times and location of the show.  
**Add our logo with a link to the [www.bridalandeventexpo.com](http://www.bridalandeventexpo.com) website.**
24. There will be a short meeting each evening at 4:45 pm in front of the stage in the main hall.
25. Food will be available for purchase in the main hall bar at the Ciociaro Club.
26. **Due to the Canadian Anti-Spam Legislation (CASL) we are not able to distribute a bridal list with emails. Each exhibitor will receive a mailing list of registered attendees who have opted to receive information from exhibitors. Each exhibitor is allowed to collect contact information at their booth with a disclaimer that they will be contacted and they have an option to opt out from receiving information at any time. It is the exhibitor's responsibility to follow the CASL guidelines to avoid potential high penalty charges. Please click on the link for more information <http://www.crtc.gc.ca/eng/casl-lcap.htm>**