

This exhibitor kit outlines regulations and suggestions to assist you in making EPTECH a profitable and trouble-free experience. Please forward a copy of this exhibitor kit to the person(s) setting up and staffing your EPTECH table(s).

Tables/Exhibits

Exhibitors are provided with 8-foot tables in most facilities. Tables are 2 - 2.5 feet wide with a skirt and chair.

Tables are arranged so exhibitors can easily get from back to front. With table-top displays, some exhibitors prefer to stand in the aisles.

All exhibits or displays must sit on the table and may not sit on the floor. In the event that stand up banners are used, these must be pushed up against the table.

We recognize that everyone may not have a table top display available, but in an effort to make displaying of products consistent, these guidelines are important.

Exhibits cannot extend more than 6 feet above the table surface. A piece of equipment may replace a table only with previous written approval from show management. These rules are intended to protect all exhibitors and ensure that the show remains a truly inexpensive table-top event. Approximately 40% of exhibitors have table-top displays and most simply present products on the table.

Table Assignment

Floor layout is available to exhibitors on show day. The layout indicates your table location. The halls can accommodate between 50 to 120 tables, thus, location is not a competitive factor. All attendees can easily visit every table in a 2 to 3 hour stay.

Show Setup/Takedown

Setup for the shows begins at 8:00 am the morning of the show. Room layout and table allocations will be available at that time only, at the show site. There is usually adequate space behind and under the tables for storage.

Due to the cost and the size of the show, a computerized badge system for attendees is not used. As a result, all exhibitors need to bring paper and pens to note attendee inquiries.

Booth take down begins no earlier than 4:00pm when the show concludes and must be completed by 6:00pm on the same day.

Early Arrival

We strongly suggest that all exhibitors arrive at the show site by 8:00 am on the day of the show. This allows you time to ensure that product or equipment shipments have arrived on time. It is not unusual for carriers to have shipping problems and these can often be corrected in the two hours prior to show opening. It is a good idea to have a copy of all "bills of lading" in the event that packages have to be tracked. Early arrival also ensures that special requirements, such as electricity, seminar rooms, etc. can be met.

Many exhibitors set up early, then have breakfast just prior to show opening.

EPTECH

CANADA'S COAST-TO-COAST ELECTRONICS TRADE SHOWS

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Signage/Electricity/Lighting

Signs for your company are permitted only on a banner for the front of the table or on the table-top display (if used). Signs may not be placed on the facility walls. This ensures every exhibitor has equal promotion opportunities.

Exhibitors must contract and pay for electricity needs prior to the show. Electricity needs are met by extension cords run from distribution points. Cords are taped down on the floor to help prevent accidents. Although electricity is run closely to each table, we recommend that exhibitors bring additional extension cords and/or power bars.

Exhibitors are permitted to bring additional lighting for their tables.

Shipping/Storage

Exhibitors take full responsibility for ensuring their exhibits arrive on time and secure. Material that requires shipping must have each package clearly marked for EPTECH SHOW with the facility's address. Mark your shipment so it can be distinguished from others. i.e.: colored tape, stickers, etc.

Exhibitor shipments will not be accepted any earlier than the day before the show as the venues do not have storage facilities.

Plan your shipment accordingly for timely delivery.

Bring your carrier's name, phone number and waybill number with you in the event your shipment fails to arrive.

If your shipment is coming from outside Canada, a customs broker will be required to clear the shipment and place it in bond if it's returning to the country of origin. Please allow sufficient time for customs clearance.

Boneyard Event Services (BES) is the Official Logistics Provider for the Eptech shows.

BES is responsible for shipping goods to, from and between venues, including storage if required. To obtain a quote and/or discuss the logistics of your shipment, please contact:



4060 RIDGEWAY DRIVE, UNIT 7
MISSISSAUGA, ON L5L 5X9

WWW.BES.SHOW | [833.BES.SHOW](tel:833.BES.SHOW) | LOGISTICS@BES.SHOW

Environment

EPTECH shows are designed to have a professional and friendly environment. A cash concession stand or nearby restaurant is usually available throughout the show to encourage attendees to stay and discuss their needs with exhibitors. Further, this helps exhibitors who are staffing tables alone, to be able to obtain food/beverages.

Loss or Damage

Please use caution when setting up, during, and taking down the exhibits at the show. Exhibitors will be liable for and will indemnify and hold harmless management from any loss or damages whatsoever occurring to or suffered by any person or company, including, without limiting the generality of the foregoing, exhibitor, other exhibitors, management, the owner of the building and their respective agents, servants and employees and members of the public attending the show either (a) on the said space or (b) elsewhere. Neither the facility owners nor the Show Management will be responsible for loss or damage to persons' exhibits or decorations by fire, water, accident, theft, or any other cause while in the exhibition buildings or during transport to a show, between shows or returning from a show.

Insurance Requirements

A certificate of insurance is required of all Exhibitors. Below are the requirements for your Certificate of Insurance. Send this to your insurance provider today. Most insurance providers will draft your certificate at no charge.

Contact your own insurance company to request a certificate of insurance. If you are exhibiting in multiple shows, only one certificate is necessary, however please note that the proper dates and additional insured should be listed.

If you need to purchase insurance, please refer to the links on the Eptech exhibitor website from exhibitorinsurance.com to purchase online.

Certificate must include the following:

- **Name of the Show:** EPTECH
- **Show Producer to be listed as Certificate Holder & Additional Insured:** Annex Business Media, 400-111 Gordon Baker Rd, Toronto ON, M2H 3R1
- **Show Venue to be listed as additional insured:**
 - **Eptech Montreal** - April 7, 2020 - Holiday Inn & Suites Pointe-Claire, 6700, Route Transcanadienne, Pointe-Claire, QC H9R 1C2
 - **Eptech Mississauga** - April 21, 2020 - Mississauga Convention Centre, 75 Derry Road West, Mississauga, ON L5W 1G3
 - **Eptech Calgary** - May 21, 2020 - Best Western Premier Calgary Plaza Hotel & Conference Centre 1316 33rd St NE, Calgary, AB T2A 6B6
 - **Eptech Vancouver / Coquitlam** - June 11, 2020 - Hard Rock Casino Vancouver , 2080 United Blvd., Coquitlam, BC V3K 6W3
 - **Eptech Quebec City** - September 10, 2020 - Hotel Plaza Quebec, 3031 Boulevard Laurier, Québec, QC G1V 2M2
 - **Eptech Ottawa** - October 8, 2020 - Brookstreet Hotel, 525 Legget Dr, Ottawa, ON K2K 2W2
 - **Eptech Markham** - October 27, 2020 - 8432 Leslie St, Thornhill, ON L3T 7M6
- Comprehensive General Liability of \$2,000,000
- Bodily Injury and Property Damage Liability subject to a maximum \$1,000 deductible
- Products and Completed Operations Liability
- Contingent Employers Liability
- Broad Form Property Damage
- Cross Liability Clause
- Severability of Interest Clause

Contact your own insurance company to request a certificate of insurance. If you are exhibiting in multiple shows, only one certificate is necessary, however please note that the proper dates and additional insured should be listed.

Email your certificates no later than 2 weeks prior to the event date to: eptech@ept.ca

Promotions/Advertising

Exhibitors are provided with show promotion material to email to your contacts and prospective contacts. To promote solid attendance exhibitors are required to send out materials to their contacts and customers within each show city. Emails can be personalized by the exhibitor with their identification and information. Attendance registration can be done at www.ept.ca/eptech/

To keep exhibit costs low, promotional activity, (i.e.: eblasts, faxing, customer contact), by each exhibitor, is an absolute necessity to ensure the highest attendance possible. This activity is in the best interest of all exhibitors, so please ensure that you promote in-depth and effectively.

In addition, EPTECH show management will be doing substantial eblasts to promote the shows. EP&T magazine also publishes full colour advertisements promoting the shows throughout the year.

Attendee Registration

All attendees must be registered in order to enter the show. They can pre-register online at <https://www.ept.ca/eptech/register-to-attend/> Registration is also available at the door. Entrance is free. Depending on the particular EPTECH event, attendance is between 200 and 500 individuals. Each show has a unique character, depending on regional industry.

Because of the nature of EPTECH shows, students may be allowed, as they can be important to some exhibitors. However, students are not directly promoted to nor will permission be given to educational institutions to send students, except in limited numbers.

Hotel Room Bookings

EPTECH show management books blocks of guest rooms at most host hotels in each city, if available.* This provides exhibitors with special nightly room rates, with an option to reserve as late as the night before the show. Please contact the hotel directly, not through a third party your travel agent. All room blocks are held under the EPTECH name. In cities where EPTECH is held at a convention center, a nearby hotel can be referred to you by calling the host facility.

The show hotels and phone numbers are as follows:

MONTREAL	Holiday Inn & Suites Pointe-Claire	Tel: 514-697-7110
CALGARY	Best Western Premier Calgary Plaza Hotel	Tel: 403-248-8888
QUEBEC CITY	Hotel Plaza Quebec	Tel: 418-658-2727
OTTAWA	Brookstreet Hotel	Tel: 613-271-1800

* The Mississauga, Vancouver and Markham shows are not held in hotels; please contact us should you need assistance finding accommodations nearby.