

# IMPORTANT TIPS, REMINDERS & EXHIBIT GUIDELINES

## DEADLINES

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Please ensure that you do not miss any deadlines outlined in this manual. Many deadlines are based on publishing schedules and cannot be missed. Refer to the “**Deadline Dates**” page of this manual. **Missed deadlines** in the “**Supplier Order Forms**” section may result in increased costs to rental accessories/services such as carpet and electrical. Please read through the manual carefully to ensure all your details for exhibiting are covered.

## What is NOT included with your space:

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The trade show space your company has contracted includes **only** the space and does not include the following:

- ✓ **Floor Covering:** It is mandatory to have carpet or equivalent flooring *completely* covering the visible floor in your exhibit space. Many exhibitors will use carpet; alternately, other exhibitors choose specialty flooring materials such as tile, vinyl, hardwood or another material. If you need to rent quality carpet, please refer to the **Western Display** order forms in the “**Supplier Order Forms**” section or feel free to bring your own carpeting to the event.
- ✓ **Electrical Services:** If your exhibit requires electricity, be sure to order these services prior to the event to save time, money and hassles on-site. Please refer to the **Calgary Stampede** forms in the “**Supplier Order Forms**” section
- ✓ **Material Handling:** If you need the use of a forklift or another form of labour to unload/load your material; there are associated costs. All **Western Display** material handling is based on your exhibit weight. Please refer to the manual for material handling forms.
- ✓ **Miscellaneous Accessories:** Tables, chairs, plants etc. are not provided – feel free to bring your own, or refer to the **Western Display** forms in the “**Supplier Order Forms**” section for rental equipment.
- ✓ **Booth Cleaning:** Each exhibitor is responsible for ensuring that their exhibit space is clean at the end of each day. Daily booth cleaning services are to be booked through **Western Display**.

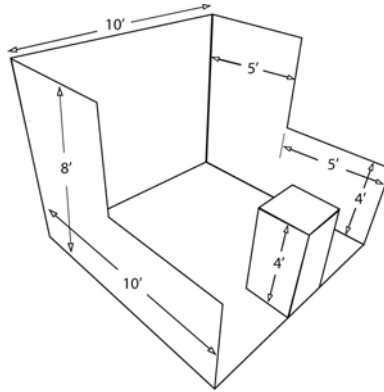
\*\* Please refer to forms in the **Supplier Order Forms** section for these and other show suppliers.

## EXHIBIT DESIGN GUIDELINES:

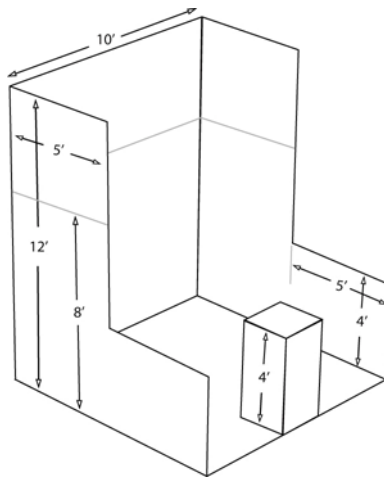
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In order to maintain a high quality standard of exhibits and to maintain the overall appearance of the show, we strongly recommend a hard wall booth to enhance your display. Your back wall booth height can vary depending on the size, location and formation of your booth. Canadian Gaming Summit follows the display rules and regulations that have been established in accordance with guidelines set forth by the International Association for Exhibition Management (IAEM). These guidelines for display rules and regulations were established to promote continuity and consistency among North American exhibitions. Please do not obstruct your neighbours!

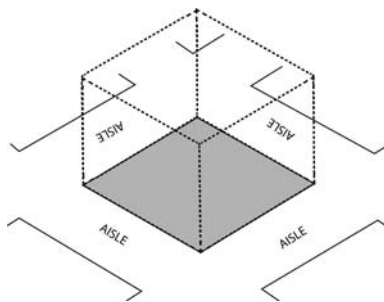
**Single/Double in-line booths** have only one side exposed to an aisle, are generally arranged in a series along a straight line and are 10 ft. deep and either 10 ft. or 20 ft. wide. For this size of booth the back wall and its contents must not exceed 8ft. high. Sidewalls may be up to 8ft. high, but only for 3ft. from the back wall – after which they must taper or drop to 3ft. high.



**A Perimeter booth** is an in-line booth that backs on to an outside wall of the exhibit facility rather than to another exhibit. All guideline for in-line booths apply except that the maximum back wall height is 12 ft.



**An Island Booth** is any size booth exposed to aisles on all four sides. An island booth is usually 20ft. x 20ft. or larger. The entire cubic content of the space may be used up to the maximum allowable height of 16ft. including signage.



Please note that during the event, you must market *within* the confines of your booth.

It will be the responsibility of exhibitors to ensure compliance with the *Criminal Code of Canada*, the *Gaming Liquor Act (Alberta)* and any customs requirements.

Exhibitors must ensure that:

- All slot machines and related electronic gaming equipment are exhibited within the confines of the exhibition floor and operated in demo or display mode only. **(please refer to the “AGLC Memorandum – Exhibition of Gaming Machines” in the Rules & Regulations section of this manual)**
- Where table games are displayed, actual table gaming play, ie. Roulette, craps blackjack, poker etc. is not permitted.
- Where practical, the event customs broker, Commerce Trade Show Logistics, is used to import the gaming equipment into Canada and for subsequent export immediately following the conclusion of this event.