

# EDMONTON FALL HOME SHOW

## FREQUENTLY ASKED QUESTIONS

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**Oct 18-20**  
**Edmonton**  
**Expo Centre**

**IF YOU HAVE ANY OTHER QUESTIONS, FEEL FREE  
TO CONTACT US:**

**MADDIE PIDHORNEY**  
Exhibit Sales Consultant (A-E)  
866.941.0673, ext. 215  
[maddiep@mpeshows.com](mailto:maddiep@mpeshows.com)

**BRYAN ANDREWS**  
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For our complete Exhibitor Kit, please visit:

<https://edmontonfallhomeshow.com/Exhibitor-Kit>

**WHAT IS THE WEBSITE FOR THE  
EDMONTON FALL HOME SHOW?**  
[www.edmontonfallhomeshow.com](http://www.edmontonfallhomeshow.com)

**WHAT ARE THE SHOW HOURS?**

<b>Friday, October 18</b>	<b>12 PM – 9 PM</b>
<b>Saturday, October 19</b>	<b>10 AM – 9 PM</b>
<b>Sunday, October 20</b>	<b>10 AM – 6 PM</b>

**WHEN CAN WE SET UP?**

Please refer to your specific move-in time on the Move-In Schedule which can be found on the [Exhibitor Kit](#) online

**WHEN DO WE TEAR DOWN AFTER THE  
SHOW?**

Sunday, October 20	7 PM – 10 PM
Monday, October 21	8 AM – 12 PM

**Exhibits must remain intact and staffed until  
show closing at 6 PM on Sunday, October 20.**  
**Please allow one hour for aisle carpet removal.**

**HOW DO WE GET OUR EXHIBITOR PASSES?**

You will pick up your exhibitor passes during move-in at the Show Office in Hall C. Number of passes depends on the size of your booth. More information will be in the official Exhibitor Kit on our website: [www.edmontonfallhomeshow.com/Exhibitor-Kit](http://www.edmontonfallhomeshow.com/Exhibitor-Kit)

**DOES OUR BOOTH HAVE TO BE STAFFED AT ALL  
TIMES?**

It is mandatory that exhibitors have a staff member in their exhibit at all times during the hours of the show. Show Management does NOT assume any responsibility for losses.

**HOW DO WE GET OUR PARKING PASSES?**

3-day parking passes can be purchased online [here](#).  
\*\*Cash is NOT accepted for parking services. "Please note that one parking pass is required per vehicle. If you have not purchased your parking pass(es) by show open on Friday, October 18, you will have to pay the regular rate of \$16/day **VIA CREDIT CARD ONLY**. Exhibitors must park in the West Lot or in the Angled Exhibitor Parking behind the halls – subject to availability.  
Please see the online Exhibitor Kit (section 5) for complete details as well as an Exhibitor Entrance Map.

**WHAT IS SUPPLIED WITH OUR BOOTH?**

There will be an 8' backdrop and 8' side curtains (3' side curtains if you are in a perimeter booth). You will not receive tables, chairs, etc. You are welcome to bring your own or rent them from the decorator - GES.

**DO I NEED TO COMPLETE AND SEND IN ANY  
FORMS?**

Yes, please complete the following

- Certificate of Insurance Form - complete and send back to us no later than **October 4, 2019**
- Exhibitor Listing - follow upload instructions online

Both of these forms can be found on our Exhibitor Kit: [Click Here](#)

## ARE THERE RULES FOR SIGNAGE WITHIN AND ABOVE MY BOOTH?

Handwritten or unprofessional signs are not permitted. If the sign is attached to the booth, the top of the sign must not be higher than 12' from the floor with the bottom being at least 8' from the floor. Signs hung from the ceiling must be 11' from the floor to the bottom of the sign and 3' less than your booth width. All signage must be single sided, face the aisle in front of the booth and cannot be attached directly to the top of the back wall. It must be completely within the cubed boundaries of the rented space and must be finished when facing into a neighboring exhibit. For any signage printing, management has appointed GES as sign contractor. Cost of banner hanging is the responsibility of the exhibitor and must be ordered through ShowTECH.

[Click here](#) for facility information and forms.

Deadline for discount is Wednesday,

**October 3, 2019**

## WHAT ARE THE BOOTH REGULATIONS?

- Exhibitors must supply their own tables and chairs (if needed) or they can be rented from the decorator (GES).
- Booth personnel are required to work within the confines of their booth space. Working in the aisles is not permitted.
- Show Management reserves the right to refuse entry or to remove at the exhibitor's expense, any display that is not in accordance with these rules and regulations. If any doubt exists, the exhibitor must provide details and have such exhibits approved by Show Management. Management may require exhibitors to make such alterations to their displays as it deems necessary to the proper conduct of the exhibition and, if failure to comply, may order the immediate removal of the entire exhibit without compensation and at the exhibitor's expense.
- Appropriate floor covering is mandatory for every booth. This could be carpet, interlocking stone, ceramic tile, linoleum, etc. and must cover the entire surface of your exhibit space. Companies without proper flooring will be made to rent appropriate flooring at their own expense.
- Exhibitors need to make arrangements to dispose of any shipping crates or other rubbish created through the building or dismantling of their individual displays. Exhibitors are responsible for removing their own trash. Please plan accordingly.

- Inline booths may reach a maximum of 8' in height. Island booths may be over 8' in height. Perimeter booths may be 10' in height on back wall only. No walls or drape are allowed on the aisle side of the exhibit unless approved in advance by Show Management. If unsure, please contact Show Management prior to set up.
- Exhibits must have 8' high walls along the sides and at the back of the booth; however, booths along the perimeter of the show are required to have 3' side walls unless approved by Show Management. All solid walls must be neatly finished on both sides where visible.

## IS THERE WIRELESS INTERNET SERVICE AVAILABLE AT THE SHOW?

Please contact Simon Hollington-Sawyer to set up wireless Internet services.

[Click here](#) for facility information and forms.

Office: 780.969.0479

Cell: 587.336.6413

Simon.hollington-sawyer@freeman.com

## WHO IS THE SHOW DECORATOR?

The official show decorator is GES Canada Exposition Services Ltd. (GES). The decorator office will be open during move-in, show times, and move-out. GES can supply your booth with furniture rentals, printing or signage/banners, carpet rentals, draping, and even display set-up assistance. Order what you need well in advance of the show to ensure availability of all needed items and to take advantage of their discounted rates. **Deadline for discount is October 4th, 2019** You can reach GES by phone at 780.469.7767 or by email: [edmonton@gesexpo.com](mailto:edmonton@gesexpo.com).

[Click here](#) for facility information and forms.

## IS THERE AN ADDITIONAL CHARGE FOR ELECTRICAL?

Yes, you are responsible for purchasing electricity from ShowTECH. They will have a discounted rate available until October 3, 2019. You can reach ShowTECH by phone at 780.429.1162 or you can place your order online.

[Click here](#) for facility information and forms.

## WHAT IF I NEED GAS HOOK-UP?

Contact your exhibit sales consultant for details. Your consultant will ensure that you're in a suitable location for gas hook-up. You must then order gas through ShowTECH.

[Click here](#) for facility information and forms.

## WHAT ARE THE FIRE SAFETY REGULATIONS?

The Edmonton Fire Department requires proof that all materials (sheds, canopies, tents, fabric coverings on display pop-ups, temporary structures including signage in and hung above a booth) comply with fire regulation and are rated CAN/ULC-S109. Any non-compliant material may be removed. As per the Edmonton Fire Department Indoor Special Events Requirements Guide, all tents and canopies must have a permanently attached label indicating conformance to CAN/ULC-S109, Flame Tests of Flame-Resistant Fabrics and Films. Any tents or canopies without the proper labeling will be removed from the show floor immediately.

## HOW DO I SET UP/MAKE CHANGES TO MY EXHIBITOR LISTING?

You were emailed instructions on how to set up your initial Exhibitor Listing. You can also find these instructions on the Exhibitor Kit webpage under the 'Quick Links' section.

Please check the website to view your listing and confirm that the information shown is correct: <http://www.edmontonfallhomeshow.com/exhibitor-list> If you would like to make changes to your listing at any point, please contact Sarah at [Sarahc@mpeshows.com](mailto:Sarahc@mpeshows.com)

## WHAT HOTEL SHOULD I STAY AT DURING THE SHOW?

For discounted rates (until October 03, 2019) please contact:

Chateau Lacombe Hotel  
1011 Bellamy Hill Edmonton,  
AB T5J 1N7 780.428.6611  
[www.Chateaulacombe.com](http://www.Chateaulacombe.com)