
INFORMATION KIT 2019



JANUARY 4th – 6th, 2019
BMO CENTRE - STAMPEDE PARK
CALGARY, ALBERTA
www.motorcycleshows.ca



Dear Exhibitor:

We are very pleased that you have chosen to exhibit at The Motorcycle Show – Calgary 2019. We have prepared this Exhibitor Information Kit to assist you with your preparations for exhibiting. Even if you have exhibited at the Show in the past, reading through it could save you much time, energy and money.

Enclosed you will find information regarding order forms for services you may require at the show. These forms are also available online in our Exhibitor Area. Please return these promptly to the appropriate supplier(s), to ensure that the requirements for your exhibit space are met.

NOTE: All orders placed after the specified deadlines are subject to surcharges refer to page 19 for final due dates.

We encourage you to take part in the VIP ticket program. For more information see page 13 of this booklet or the order form in the Exhibitor Login Area of our website.

NOTE: All order forms should be sent to the appropriate suppliers.

***PLEASE NOTE:
CALGARY FIRE REGULATIONS STIPULATE THAT ALL MOTORIZED VEHICLES MUST HAVE LESS THAN ¼ TANK OF FUEL.
Please ensure that you check all motorcycles, ATV's Side-by-Sides, Scooters, etc prior to arrival as Security will be double checking onsite. Any vehicle that has more than ¼ tank of fuel will not be allowed into the building.***

If you need further information not covered in this Exhibitor Kit contact infowest@powersportservices.ca or Sales Manager Brittany LaBrosse at brittany@powersportservices.ca or phone 403-457-1080

Sincerely,



Laurie Paetz
Show Manager
The Motorcycle Shows

The Motorcycle Shows are owned by:

Power Sport Services

Location | Suite 201, 3000 Steeles Ave East, Markham, ON L3R 4T9

Toll Free: 1-877-470-6642 | Office: 416-491-4449 | Fax: 416-493-1985

SHOW FACTS

SHOW: The Motorcycle Show - Calgary
DATE: January 4th – 6th, 2019
SHOW LOCATION: BMO Centre, Stampede Park, Calgary, Alberta
SHOW DATES AND HOURS:

Friday	January 4	NOON to 9:00 pm
Saturday	January 5	10:00am to 8:00 pm
Sunday	January 6	10:00am to 5:00 pm

ALL EXHIBITS MUST BE OPEN AND STAFFED DURING SHOW HOURS.

ABSOLUTELY NO CHILDREN UNDER 14 ALLOWED ON THE FLOOR FOR MOVE IN/OUT
THURSDAY JANUARY 3rd 8:00am- 8:00 pm and FRIDAY JANUARY 4th 8:00am - 12:00pm AND during MOVE-
OUT SUNDAY JANUARY 6th 5:00pm-MIDNIGHT. **The Alberta Ministry of Health and Safety and The Alberta
Labour Board consider the show floor to be a construction site during move-ins and move-outs.**
NO EXCEPTIONS!

POWER SPORT SERVICES WESTERN OFFICE

Telephone: (403)457-1080 or toll free 1-855-598-3511
Suite 930, 10655 Southport Road S.W. Fax: 1-888-552-6535
Calgary, AB T2W 4Y1 Website: www.motorcycleshows.ca

SHOW STAFF:

Laurie Paetz	Show Manager	lpaetz@powersportservices.ca
Brittany LaBrosse	Sales Manager	brittany@powersportservices.ca
Administrative Assistant		infowest@powersportservices.ca

SHOW OFFICE:

PLEASE REPORT TO THE SHOW OFFICE DURING MOVE-IN TO PICK UP YOUR PRE-ORDERED EXHIBITOR BADGES AND WRISTBANDS. The Show Office is located just outside the front of Hall B in Rooms 104/105.

Each employee is responsible for individual pick up of badges and wristbands

Please Note the SHOW OFFICE hours:

Thursday, January 3rd – 8:00am to 8:00pm
Friday, January 4th – 8:00am to 9:00pm
Saturday, January 5th – 9:00am to 8:00pm
Sunday, January 6th – 9:00am to 6:00pm

SHOW COLORS: Black Draping (8' Back and 3' Sides) with Red Aisle Carpet.

SHIPPING ADDRESS TO FACILITY:

All Shipments must be consigned to:

The Motorcycle Show - Calgary
Your Company Name
Your Exhibit Space Number (s)
Attention: GES CANADA
BMO Centre - Stampede Park
20 Roundup Way S.E.
Calgary, AB
T2G 2W1

Goods delivered by common carrier will be received at the BMO Centre commencing Wednesday, January 2nd, 2019 from 8:00 am – 5:00 pm during show days.

- **Any goods delivered prior to January 2nd will not be accepted and will be turned away.**
- **C.O.D. shipments will not be accepted by Show Management. All freight must be prepaid.**

**INFORMATION FROM THE CALGARY FIRE DEPARTMENT REGARDING SMALL SHEDS,
CANOPIES, POP- UP TENTS, TRAILERS AND TEMPORARY STRUCTURES**

Canopies, pop-up tents, sheds or trailers over 12 sq. meters require single zone active smoke detectors and a 2A-10BC extinguisher in close proximity.

Small sheds, pop-up tents or canopies with a source of ignition (heaters, fans or lights etc.) that are energized at any time also require a single stage smoke detector and extinguisher.

All canopies, pop-up tents, hanging banners/halos MUST HAVE **CAN/ULC1-S109 tag. And show they are for **INDOOR USE ONLY**.**

Maximum size of sheds, pop-up tents, canopies or temporary roofed structures is 30 sq. meters unless approved by a fire inspector in writing.

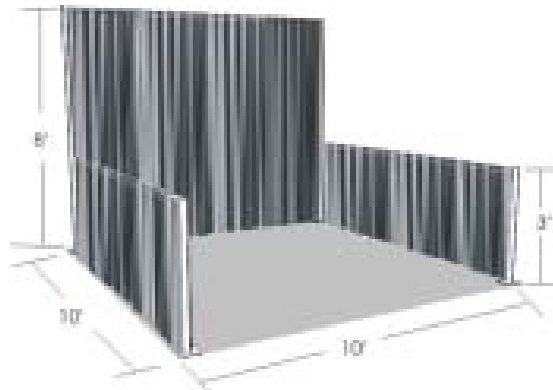
BOOTH REQUIREMENTS

1. PRODUCTS EXHIBITED:

Products exhibited are restricted to those products identified and approved on the Space Application/Contract. Show Management must approve all products in advance. Failure to provide information prior to the show can result in removal from the remainder of the show.

2. DISPLAY SET-UP AND APPROVAL:

BACKDROP AND SIDEWALLS - Management provides the following equipment for 10' x 10' booth rate exhibitors at no extra charge: 8 foot high drape backdrop with 3 foot high drape dividers between exhibits. Extra railing, carpet, and exhibit equipment can be rented from G.E.S Exposition Services, using the forms provided in the exhibitor login online after you've booked your space. (Exhibitor is to complete). Please note that all on-site orders are subject to a premium surcharge.



All Display areas **MUST** have carpet or other appropriate floor covering throughout. Show Management reserves the right to restrict those displays that unduly hamper visibility to other displays. **Displays must not exceed 4' in height on either side and 8' in height on the back wall unless approved by Show Management.** Show Management reserves the right to make final decisions in this regard. **Management reserves the right, at any time without prior notification, to alter exhibits, aisles, common carpet, feature sizes and locations in an effort to best serve the interest of the show. Their decision in this regard will be final.** Exhibitors planning to use special equipment or construction materials are required to submit plans to Show Management prior to **December 3rd, 2018** to ensure compliance with show and union regulations.

Approved Display Vehicles: Safety precautions are a must. Sponsorship regulations may prohibit certain types of vehicles. Any vehicle driving onto or off the show floor must have a floor manager to act as a “spotter” to direct the vehicle. Please contact the Show Manager for approval and delivery scheduling. See Vehicle Traffic information on page 17 for a breakdown of regulations. **ONLY ¼ of a tank of fuel is permitted for ANY MOTORIZED VEHICLE along with locked gas cap and disconnected battery. SECURITY AND FIRE MARSHALL WILL BE CHECKING**

3. BULK RATE DISPLAYS:

Backdrops and dividers are not permitted in bulk rate areas without pre approval from Show Management. Exceptions may be permitted in some cases, i.e. when a booth backs onto a wall or when sharing a back wall with another bulk exhibitor. Island booths requiring a wall must erect this wall in the center of their booth space. Exhibit walls must be finished on both sides to present an acceptable appearance to neighboring exhibits and the public.

4. INSURANCE/ LIABILITY:

Neither 8061246 Canada Inc. o/a Power Sport Services, GES Canada or the Calgary Stampede will accept responsibility for injury to persons, loss of or damage to products, exhibits, equipment or decorations by fire, accident, theft or any other cause while in the building. Exhibitors or their agents must provide adequate insurance for their own personnel, exhibits and materials against all such hazards. If the current insurance company that your business uses does not cover off-site or consumer show insurance, we are able to provide you with an insurance company for the weekend. Please visit www.exhibitorinsurance.com for more information on coverage and liability.

Every exhibitor is required to provide Show Management with proof of insurance by December 7, 2018.

5. SECURITY:

Security services will be provided during move-in, 24 hours on show days, and Sunday move-out until 12:00 a.m. Security is most difficult during the confusion of move-in and move-out segments of the Show, we recommend you watch your display and merchandise accordingly. Report any loss immediately to Show Management. **EVEN THOUGH WE HAVE SECURITY ON DUTY, 8061246 CANADA INC. o/a POWER SPORT SERVICES, GES CANADA AND THE CALGARY STAMPEDE WILL NOT ACCEPT ANY RESPONSIBILITY FOR LOSS OR DAMAGE OR MERCHANDISE DURING THE MOVE-IN, SHOW, AND MOVE-OUT OF THE MOTORCYCLE SHOW - CALGARY. PLEASE INSURE YOUR OWN MERCHANDISE. **AS A REMINDER, EVERY EXHIBITOR IS REQUIRED TO SUBMIT PROOF OF INSURANCE COVERAGE TO SHOW MANAGEMENT PRIOR TO SHOW MOVE-IN. Coverage should include liability, theft and damage.**

NOTE: In the interest of providing the best possible security, exhibitors must leave the building within **30 minutes** after **show closing** and are allowed access **one hour prior to show opening**. Exceptions will be made provided exhibitors receive approval from show management. Exhibitors are asked to wear their exhibitor badge at all times while in the show facility.

6. FLOOR COVERING:

All Exhibitor spaces must be covered with carpet or appropriate covering throughout – **NO EXCEPTIONS ALLOWED.** Exhibitors wishing to lay their own floor covering must use an adhesive that will not damage the facility floor. See the GES desk onsite to purchase facility recommended double sided tape onsite.

3M tape products are NOT permitted. NOTE: ANY FLOOR CLEANING CHARGES WILL BE CHARGED BACK TO EXHIBITOR!

7. ELECTRICAL SERVICES:

No outlets or installations are provided by Show Management. If these are required, exhibitors must make arrangements with the Calgary Stampede. Lighting, power outlets, rental of spots, floods and other lighting equipment and pre-wiring must be ordered from the Calgary Stampede. Electrical can be ordered on site or in advance discounted price by Dec 19, 2018 by filling out the order form on the exhibitor area of the Calgary Motorcycle Show website or by calling the **Calgary Stampede at (403) 261-0377** (electrical & audio visual services).

Additional charges for any onsite orders will incur. All electrical equipment must conform to all C.S.A. or Alberta Electrical Approval requirements.

****EXHIBITORS MAY NOT SHARE OUTLETS****

8. PARKING PASSES:

You are responsible for your own parking pass as it is NOT included in your space rate.

Pre-ordering of company parking passes will save you time, money and effort! Please contact Calgary Stampede Event Services by accessing order forms. Orders must be received 14 days prior to the move-in date **Dec 19, 2018**. Orders received after this deadline cannot be processed. Parking rates apply to move-in, event and move-out days. Permits must be ordered for a minimum of 2 days. Permits will be issued from the Exhibitor's Entrance located between Olympic Way and 3rd Street on 14th Ave S.E. (Lot #1 and Lot #13) during specified move-in dates and time. Permits will be issued by Company name. Parking passes are good for in/out privileges so if you plan to leave the grounds and return in the same day, parking passes are beneficial.

9. SHOW FLOOR SAFETY: The set up and tear down of an exhibit floor is defined by law as a construction zone. As such, safety shoes, protective eye wear, headgear and harness (as necessary) are strongly recommended in most cases and required in others. Please keep your work area clean and tidy. Un-secured wires, trip hazards and sharp edges are everyone's concerns. Empty Crates will be removed promptly to allow for freight free aisles.

10. POP UP TENTS, TRAILERS AND ENCLOSED STRUCTURES:

Any use of pop up tents, trailers and enclosed structures must be preapproved by Power Sport Services Show Management. **CAN/ULC1-S109 TAG MUST BE VISIBLE AND INDICATE FOR INDOOR USE**

Any Vehicle or Structure over 9.3m of roofed area will require an active smoke detector & fire extinguisher 2A10BC in the booth.

11. FIRE-REGULATIONS: PLEASE ENSURE YOU HAVE A VISIBLE TAG

All exhibits must conform to the Calgary Fire Marshall's regulations. Decorative material, such as, but not limited to, drapes, theatre curtains, signs, banners, acoustical material, split bamboo, plastic cloth, plastic displays, canvas, cardboard, etc. shall be of non-flammable material, shall conform to **CAN/ULC1-S109**, "Flame Tests of Flame-Resistant Fabrics and Films", or shall be treated and maintained in a flame retardant condition by means of a flame retardant solution to ensure that the material will pass the match flame test in NFPA2 705, "Field Flame Test for Textiles and Films." Plastic cloth and certain other plastic materials, tar-paper, nylon, oilcloth, etc. cannot be rendered flame retardant and are prohibited. Any decorative material may be subject to testing. **Materials in violation shall be immediately removed from the building.**

Combustible materials that are 10mm (3/8 inch) or more in thickness or glass may be used without flame retardant treatment. Exception: Paper, cardboard or foam products.

IMPORTANT SHOW INFORMATION

1. SIGN APPEARANCES:

Professional signs are required and expected. No hand-written or "home-made" signs. All signs must be made of firm material that does not sag and must be made to post the sign properly. Use of duct tape or related materials may not be used to hang signs or used on support mechanisms. **Signage must not exceed the backdrop height of 8 feet unless pre-approved by Show Management.**

2. SUBLETTING:

No exhibitor may sublet any portion of his or her allocated space to another supplier or dealer without the express written consent of Power Sport Services Show Management. Only those items listed on the Space Application/Contract will be allowed in the booth. Any unauthorized products will have to be removed under the discretion of show management.

3. PAYMENT OF ACCOUNT:

Full and final payment for exhibit space must be made by **December 4th, 2018**. Please contact the office if you need a copy of an outstanding balance forwarded to you prior to the above date. Power Sport Services Show Management reserves the right to refuse entry to any exhibitor whose account has not been paid in full.

Account must be paid in full before exhibitor badges are handed out and move in can commence.

4. CANCELLATION POLICY:

No amount paid or payable once a contract has been accepted by Power Sport Services Show Management is refundable in the event that the exhibitor does not use the reserved space. For complete details see the reverse side of the Space Application / Contract.

5. LATE COMERS / NO SHOWS:

Any space not claimed and occupied or for which no special arrangements have been made prior to **11:00 a.m., Friday, January 4th, 2019** may be resold or re-assigned by Power Sport Services Show Management, without any obligation on the part of The Motorcycle Show - Calgary or 8061246 Canada Inc. o/a Power Sport Services for any refund whatsoever.

6. STAFFING OF EXHIBITS:

It is mandatory that all exhibitors staff their exhibits at all times during the hours of the Show. ****Security is an added problem when booths are not manned****. Exhibitors are reminded neither 8061246 Canada Inc. o/a Power Sport Services nor the BMO Centre and the Calgary Stampede assume any responsibility for losses, therefore, exhibitors should take all reasonable precautions to protect their own property, **including insurance**.

EXHIBITORS ARE NOT TO ROAM AISLES WITH PAMPHLETS, COUPONS, MASCOTS, etc. Staff must remain in your contracted booth space area.

7. AISLE SPACE

Aisle space may not be used for exhibit purposes, or for general solicitation of business due to Fire Regulations. Distribution of literature or other exhibit material is forbidden outside the immediate exhibit areas. Show management will be monitoring throughout the show. **ALL AISLE SPACE IS MEASURED ACCORDING TO FIRE REGULATIONS AND MUST REMAIN CLEAR AND FREE OF ALL DISPLAYS, SIGNAGE, etc.**

8. CARE OF PROPERTY:

Use of nails, screws, tape or any material, which could mark the floors, or walls of the exhibit hall is **strictly prohibited**. Any material needed to be hung from the facility ceiling please contact The Calgary Stampede with your requests. Exhibitors wishing to lay their own floor covering must use an adhesive that will not damage the facility floor. We recommend that you get clearance with GES before you secure your flooring with it. See GES to purchase recommended double sided tape. **3M tape products ARE NOT allowed. Any cleaning charges will be at the Exhibitors expense.** Also, to ensure safety, fire department regulations state that construction or ceiling decorations must not be fastened to the sprinkler system or fire extinguishers anywhere in the building.

9. PROJECTION AND SOUND EQUIPMENT

Without exception, the sound portion of audio-visual presentations must be kept at a level, which does not interfere with other exhibitors. **VOLUME WILL BE REGULATED BY SHOW MANAGEMENT.** The use of microphones is NOT permitted on the show floor unless preapproved by Show Management. Large-screen audio-visual presentations must be designed and regulated such that the viewing audience is contained within the confines of the rented space.

10. BALLOONS...etc:

The use of helium balloons; glitter, confetti, popcorn, or the distribution of adhesive backed decals is **strictly prohibited** in any exhibit. Show Management reserves the right to remove any such product at any time.

11. ENTRY TO THE SHOW:

Show Management reserves the right to refuse admission to the show site to any exhibitor, or exhibitors' employees who, in the opinion of the Show Management, is unfit, intoxicated or in any way creates a disruption to the show. Dress should at all times reflect a family atmosphere. Please see Exhibitor /Display Standards for more information.

12. EXHIBITOR GIVEAWAYS, DRAWS, PROMOTIONS & CONTESTS:

All contests must have final approval from Show Management. Sales promotions and competitions conducted by exhibitors in conjunction with their display must be free of any obligation on the part of the winner. Prize winners must not be required to place an order before collecting the prize offered. The schedule of prizes and terms of the competitions must be approved by Show Management at least 6 weeks before the Show and comply with all the existing government regulations. Show Management reserves the right to terminate any contest, by removing ballots from the booth, if it does not comply with the Competition Act, or with Show Management regulations. For more information on the Competition Bureau call 1-800-348-5358.

13. SOLICITING, SOUVENIRS & SAMPLING: Exhibitor personnel or representatives distributing samples, souvenirs and promotional material or soliciting business, must do so in the confinement of their exhibit space. Exhibitors are encouraged to offer promotional prizes as a means to promote sales of displayed products or services. **Any Food or Beverage samples must be pre-approved by Show Management as well as the Facility Catering Department and have approved documentation from Alberta Health Services.**

14. EXHIBITOR LOUNGE:

The Exhibitor Lounge will ONLY be open during Show hours, Friday through Sunday. It is located across from Halls A/B, down the corridor from the Show Office. Exhibitors with proper credentials as well as their guests are permitted in this area.

15. FIRST AID SERVICES:

The BMO Centre will be equipped with First Aid dispensaries and attendants. Report all accidents and/or injuries to the First Aid Room 103 outside Hall B main entrance or a Stampede staff person as well as Show Management.

16. CALGARY VISITOR'S INFORMATION:

The following are beneficial websites to go to and learn more about attractions in Calgary before your visit begins. If you require any further information please contact our office.

www.visitcalgary.com

www.travelalberta.com

BADGES, WRISTBANDS AND VIP TICKETS

Please register your employee show badges for this year's Motorcycle Show - Calgary.

NO BADGES WILL BE MADE ONSITE - The cutoff date for changes or additions is December 14th, 2018

Badges are issued free-of-charge for exhibit personnel in the following quantities:

10'x10' booth = 5

Bulk areas 1,501 – 2,000 sq. ft. = 20

Bulk up to 1,000 sq.ft.= 10

Bulk areas over 2,000 sq. ft. = 25

Bulk area 1,001 – 1,500 sq. ft. = 15

Additional exhibitor badges (or replacement for any lost badges) if required, may be purchased at **\$16.00 each** (GST included) All badges and wristbands will be available in the show office beginning **Thursday January 3rd** located in **Room 104/105** located outside of the main entrance. Individual wristbands will be put on at the same time as you receive your name badge. **The wristband must stay on for the duration of the show.** Please have each individual staff member check into the show office with appropriate identification to pick up their badges and wristband.

- ***No employee can pick up badges or wristbands for any other employee.***
- ***ONLY BONA-FIDE EMPLOYEES OF THE EXHIBITING COMPANY, WORKING REGULARLY IN THE EXHIBIT, ARE ELIGIBLE FOR EXHIBITOR CREDENTIALS.***
- ***Badges are not transferable, and may be revoked at any time at the discretion of Show Management.***

Any exhibitor caught "badge" or "wristband" swapping will lose badge and wristband privileges and will be required to purchase entry for each day after an incident has occurred.

V.I.P. TICKETS:

V.I.P. tickets can be ordered through our office. We would recommend you to give them to your special customers as a thank you for their loyalty or use them to secure new customers. You will only be billed for tickets which are actually redeemed through the gates at a rate of \$12.00 including GST, per pass (\$3.00 less than the regular adult admission price). **There is a minimum order of 10 tickets.** To avoid errors in processing orders, only email or fax orders will be accepted. **NO TELEPHONE ORDERS PLEASE. Orders must be accompanied with a valid credit card number.** Please order by **December 14th, 2018** if you would like the tickets to be mailed. Tickets can also be picked up at the show office when receiving your company's exhibitor badges. We also offer a "Will Call" system at the Show Office where tickets can be set aside for your clients. **Please use the 'V.I.P. PASS ORDER FORM'** Return this form as soon as possible.

ADVANCE VIP TICKET SALES:

If retailers, companies or groups would like to pre-sell tickets to The Motorcycle Show - Calgary, please contact our office at 403-457-1080 or e-mail infowest@powersportservices.ca

Please use the VIP ticket order form (see above information) We will list your business location and address on our website as an advance ticket retailer to drive people to your business. If you require assistance, we would be more than happy to walk you through the process.

SHOW SUPPLIERS

NOTE: Show Management recommends all exhibitors to order well in advance of due dates so not to be impacted by the holiday season schedule.

1. ELECTRICAL, BANNER HANGING, PARKING PASSES, INTERNET and AV:

CALGARY STAMPEDE

Telephone: (403) 261-0377 Fax: (403) 261-0144

Box 1060, Station M, Calgary, AB T2P 2K8

Email: eventservices@calgarystampede.com

Online order at <https://exhibitor.calgarystampede.com>

All orders placed by **December 19th, 2018** will be given the show discount accordingly, all orders made after the advance date will be charged regular rates.

2. SHOW DECORATOR:

GES CANADA

3030- 2600 Portland St. SE

Calgary, AB

T2G 4M6

Telephone: (403) 243-2212

Fax: (403) 243-3868

Email: calgary@gesexpo.com

Furniture rental, carpet rental, drapery, cleaning requirements, casual labour can all be ordered from GES.

Orders are due by **December 17th, 2018** to receive advanced deadline pricing. Online ordering is easy click on the link <https://e.ges.com/CA-00053918> PLEASE NOTE that Flooring is MANDATORY

3. MATERIAL HANDLING:

GES CANADA

3030- 2600 Portland St. SE

Calgary, AB

T2G 4M6

Telephone: (403) 243-2212

Fax: (403) 243-3868

Email: calgary@gesexpo.com

Casual labour and forklifts can all be ordered from GES.

Orders are due by **December 17th, 2018** to receive advanced deadline pricing.

<https://e.ges.com/CA-00053918>

4. SHOW HOTEL:

Hotel Blackfoot 5940 Blackfoot Trail SE Calgary, Alberta, Canada, T2H 2B5

Toll-Free: 1-800-661-1151 **Phone:** 403-252-2253

<http://bookings.ihotelier.com/bookings.jsp?groupID=2034234&hotelID=13627>

The Hotel Blackfoot special rate is **\$119.00 (Queen Room) \$139.00 (King Room) per night until DEC 14th, 2018** subject to availability - Room Rate includes a \$20.00 breakfast coupon per person per day for up to 2 people per room. Amenities include: 24 hour exercise room, business center, complimentary wireless internet and ample free parking

5. OFFICIAL NATIONAL CARRIER and CUSTOMS:

LANGE TRANSPORT

3965 Nashua Drive, Mississauga, ON L4V 1P3

Contact: Amanda Parsons **Direct:** (905) 362-4383 **Toll Free:** 1-800-668-5687 ext. 284

Fax: (905) 362-1285 **Email:** amandap@langeshow.com

Lange Transportation has been appointed the official carrier for The Motorcycle Shows. Lange specializes in the movement of exhibits and product for events across Canada. They handle all types of shipments from skidded and crated to loose materials including bikes that require blanket wrap and strap service. As the official carrier, Lange will be given priority docking privileges during the move-in. Please see the Lange transportation order form included in this package. **Due date for booking transport is December 7, 2018**

6. SHOW GUIDE INFORMATION:

Producer Inside Track Communications

The 2019 show guides will be full size colour magazine packed with new motorcycle and accessory information, show maps and schedules plus tips for all riders. The guides have become an anticipated compliment to the show and product of lasting value to the consumers in attendance.

Advertise in one specific show guide or reach all four shows at a great package price and communicate with the consumers that need your product.

All ads must be booked by **November 23, 2018** and all material must be submitted by **December 1, 2018**.

For more information on advertising in the official show guides of the Calgary, Edmonton, Vancouver and Toronto contact DAVID WEBER @ INSIDE TRACK COMMUNICATIONS INC. • INSIDETRACKNEWS.COM

INSIDE TRACK MOTORSPORT NEWS • INSIDE MOTORCYCLES • MX AND OFF-ROAD TEL: (519) 869-4969

• EMAIL David@InsideTrackPublications.com • CELL: (416) 938-7223 • FAX: (416) 962-7208

7. EXHIBITOR INSURANCE:

BROKERS TRUST INSURANCE GROUP INC

434 North Rivermede Rd., Suite 3 Concord, ON L4K 3M9

Phone: 905-695-2971 **Toll Free:** 1-866-836-9066

Fax: 905-760-2260 **Website:** www.exhibitorinsurance.com

Order forms for exhibitor insurance can be found on the exhibitor area of our website

Please visit website for forms. **Every exhibitor is required to carry exhibitor insurance and provide proof of insurance to our office by December 4, 2018.**

Occupational Health and Safety Act & Regulations

8061246 Canada Inc. o/a Power Sport Services would like to ensure the move-in and move-out of the show runs as smoothly as possible for everyone involved. The health and safety of everyone on the show floor is of utmost importance. These health and safety requirements are not only best practices but are also requirements of the Occupational Health & Safety Act. Everyone on the show floor must work together and needs to be responsible for ensuring a healthy and safe working environment.

All Exhibitors are required to ensure health and safety of everyone, including their onsite employees and suppliers/contractors retained to provide services on their behalf on the show floor.

In order to ensure that everyone understands the importance of these requirements all Exhibitors **are required to sign and return the “Exhibitor Health and Safety Compliance Declaration” prior to move-in.**

Show Management will be monitoring the show floor to ensure a healthy and safe work environment. Should you or your employees observe any hazard or unsafe work practice on the show floor, we request that you notify Show Management immediately.

GENERAL HEALTH AND SAFETY REQUIREMENTS

All Exhibitors Must:

- Ensure their on-site employees and suppliers/contractors comply with all required safe work practices as required by health and safety law and outlined in this document.
- Ensure that any of their on-site employees and suppliers/contractors appointed as supervisors has been adequately trained in local health and safety legislation and have a good understanding of the industry hazards & controls as they relate to their responsibilities on the show floor.
- Ensure their on-site employees and suppliers/contractors have been properly trained/certified to carry out all their job tasks safely as required.
- Ensure that any of their on-site employees and suppliers/contractors operating any equipment on the show floor have been properly trained and certified to operate the equipment as required.
- Ensure that all on-site employees and suppliers/contractors whose activities require the use of Personal protective equipment are properly equipped.
- Monitor and enforce the required health and safety practices for their on-site employees and suppliers/contractors during the move-in and move-out.
- Ensure that all exhibitor owned/rented equipment tools and machinery are/have been maintained in safe operating condition in accordance with the manufacturer’s specifications.
- Ensure during any overhead work that safe work practices are being complied with.
- Must provide copies of any accident or incident reports to Show Management as applicable.
- Must comply with all safety rules while working in or accessing any common areas.
- Must work together with the facility, show management and contractors to ensure dock/traffic safety requirements are maintained.
- Must implement the required hazard controls as assigned by Show Management.

EMERGENCY PROCEDURES

For fire and medical emergencies, please contact the show office located in Room 104/105

MEDICAL EMERGENCIES

- All accidents that take place on-site need to be reported to Show Management immediately.
- First aid services are on-site during move-in, move-out and show days to respond to medical emergencies and can be quickly contacted by Show Management

CONSTRUCTION ACTIVITY

- In accordance with the Ministry of Labour policy where work activity requires the use of elevating work platforms, scaffolding, cranes or other hoisting or lifting devices or where the completed structure will equal or exceed 5 meters in height, or where a part of the permanent or temporary work is required to be designed by a professional engineer, the Construction Regulations will be applied to the work by all Exhibitors employees or suppliers/contractors.
- Where an Exhibitor's on-site employees or suppliers/contractors may be involved in both construction and non-construction activities concurrently in the same area and they cannot be physically separated by time or barrier or distance, then the Construction Regulations will apply to all the work being done in that area.
- All work areas deemed as construction under the control of the Exhibitor's on-site employees or suppliers/contractors will have an adequate barrier erected around the area that will ensure the safety of personnel not working within the construction area.
- The barrier must be maintained by the Exhibitors on-site employees or suppliers/contractors at all times during the period of activity deemed as construction.
- Only authorized personnel assigned to work within the construction area will be allowed to enter the area and the Exhibitor's on-site employees or suppliers/contractors must monitor that no other personnel enter the area unless authorized to do so for the purpose of conducting work within the area.
- All the rules that apply to construction areas will be strictly enforced by Show Management.

SAFETY FOOTWEAR MANDATORY DURING MOVE-IN/MOVE-OUT

- Due to significant vehicular and equipment traffic, all move-in/move-out, Exhibitor on-site employees and/or suppliers/contractors are recommended to wear proper footwear when on-site during move-in and move-out.

FREIGHT FREE AISLES AND EXITS

- In order to provide unobstructed emergency egress during move-in/move-out, freight free aisles will be designated.
- Freight free aisles will be regularly monitored by show management and all items found in these aisles (such as vehicles, crates, carpet, boxes etc.) will be required to be moved immediately.
- In addition to the freight free aisles, it is also essential that all exits from the building be kept clear. Similar to the freight free aisles, all items found blocking the exits and passageways will be cleared immediately.
- Exhibitor's on-site employees and/or suppliers/contractors must ensure that emergency exits are not obstructed as per local fire code requirements.
- Exhibitor's on-site employees and/or suppliers/contractors will maintain "freight free aisles" as required.
- In order to avoid congestion, freight free aisles must remain clear at all times. For safety reasons the number of vehicles allowed on the show floor will be restricted by Show Management.

VEHICLE TRAFFIC

- Ensure all equipment on the show floor is in safe operating condition i.e.: headlights working and turned on, with backup beepers working.
- Vehicles such as, but not restricted to forklifts, lifts, booms where the operator does not have full view of the intended path of travel should have a trained spotter guide them to ensure pedestrian safety and protection of the facility and materials on the show floor.
- All vehicle operators must be trained and certified as required.
- Show Management will be monitoring vehicle traffic conditions during move-in/move-out.
- Exhibitors must reinforce with on-site employees and/or suppliers/contractors that the safe operation of all vehicles especially forklifts are critical.
- Vehicles entering the building must adhere to the 5km per hour speed limit
- Vehicles inside the building must be shut off immediately. No idling is permitted
- Vehicles may not be re-fueled inside the building
- Vehicles that are a part of the show and are remaining in the building, must have battery cables disconnected
- **Locking gas caps and gas tank must be maximum ¼ full**

WORKING AT HEIGHTS

There are many situations where working at heights is necessary. In order to avoid injury, we require the following procedures to be followed:

- Proper extension devices (i.e.: ladders) must be used. 12' ladders or higher are not permitted for safety reasons. Items such as tables, chairs, boxes etc. shall not be used to lift a person or to be stood upon.
- All ladders should be maintained in safe working order with suitable heights, weight loads, non-slip footings, rung spacing and tethers capable for what they are subject to.
- When in use, ladders also need to be placed on a firm non-slip ground surface.
- Ensure on-site employees and/or suppliers/contractors working at heights comply with all the local fall arrest and fall protection legislated requirements.
- Proper fall protective equipment (i.e.; lanyard and safety harness) must be worn when working at heights over 3 meters.
- Ensure a safe and engineered approved anchor is used as the fixed support system for fall protection equipment and that the anchor system meets weight and height requirements for the task.
- Ladders are not to be used as working platforms. If working at a height is required for an extended period of time, proper platforms must be used.
- All Exhibitors, on-site employees and/or suppliers/contractors working at heights must be trained and understand the proper use of fall protection equipment and extension devices.
- Work at heights should be carried out with the use of the proper lifting equipment and personnel must be tied off with the required fall arrest equipment.
- All Exhibitors will reinforce with on-site employees and/or suppliers/contractors strict compliance requirements to fall arrest and fall protection standards and procedures.

OVERHEAD WORK

In order to minimize the risk of head injuries, the following standards must be followed:

- Minimize the number of staff required in an area where overhead work is taking place.
- Exhibitor's on-site employees and/or suppliers/contractors carrying out overhead work will set up and maintain a work area protection zone using a barrier that will alert and prevent any personnel from walking or working within any potentially unsafe area under the overhead work.
- Exhibitors shall ensure any rigging work is conducted by competent riggers in accordance with rigging standards.
- Exhibitors shall work with Show Management to schedule overhead work during periods where there is no other floor work being conducted.
- Exhibitors must ensure all their staff respect all work area protection zones.
- Exhibitors must ensure that all on-site employees and/or suppliers/contractors performing overhead work are trained and work in a safe manner and are aware of potential risks with people working below.

SLIPS, TRIPS AND FALLS

During move-in, there may be a considerable amount of debris, water and snow on the floors that can cause potential injury. We ask that Exhibitor's on-site employees and/or suppliers/contractors be continuously aware of their surroundings and alert to potential hazards. In addition, everyone must comply with the following procedures:

- All work areas/booth spaces are to be kept in reasonable order and materials not in use (i.e.: tools, wood, etc.) be appropriately stored.
- Reinforce with employees positioning of materials at booths to minimize congestion as much as possible.
- Reinforce with employees placing waste in appropriate waste containers.
- All vehicles entering the buildings must have competent drivers and ensure that precautions are taken to avoid excess snow, rain, oil, etc. on the show floor.
- All vehicles and trailers must be in proper working condition with no fluid leaks.
- Utilize the minimum amount of packaging required and return packaging when possible (i.e.: wood, reusable packaging etc.).
- Notify show management of any unsafe practices or conditions noticed that could pose a potential hazard.

OPERATION OF TOOLS

Although power operated hand tools are utilized daily at your business, please review the following policies while on the show floor.

- Ensure all on-site employees and/or suppliers/contractors operating tools are trained, competent and knowledgeable on the proper and safe operation of tools.
- Ensure all on-site employees and/or suppliers/contractors are properly equipped with the appropriate tools for completing tasks.
- All power tools must be in safe working condition with the appropriate safety mechanisms and guards.
- All on-site employees and/or suppliers/contractors operating tools are required to wear appropriate personal safety equipment. Safety gloves and glasses are essential when risk of hand and eye injuries is high.

ELECTRICAL WORK

- Electrical energy is capable of causing severe personal injury, death or fire. Electrical equipment and installations must be installed in accordance with the Alberta Provincial Electrical Safety Code.
- Ensure that only CSA approved electrical equipment or equipment approved by the designated Provincial Authority is used. UL approved equipment is not legal in Canada. It must be ULC.
- Ensure that electrical equipment is in good working order.
- In the event of an emergency ensure that the main power source is easily and quickly accessible.
- Must use designated electrical company for any electrical work required.

FREIGHT STORAGE AND STACKING

- The stacking of freight during move-in and during the show can expose everyone having access to the storage areas to injury resulting from the collapse of crates or any stored and stacked items.
- Improper storage of freight can lead to fire hazards (flammables and combustibles) as well as the blocking of fire exits (including exit routes) and the obstruction of fire suppression equipment such as fire extinguisher, fire hose cabinets and sprinklers.
- Exhibitors shall ensure on-site employees and/or suppliers/contractors assigned to the stacking of freight have been trained on safe stacking practices and are competent.
- Exhibitors must enforce the safe storage and stacking requirements with your staff. Please arrange with GES for all your storage needs.
- Exhibitors must comply with all facility restrictions related to the storage and staking of freight.

REQUIRED SERVICES CHECK LIST

<u>SUPPLIER</u>	<u>REQUIREMENT</u>	<u>DEADLINE</u>	<u>COMPLETE</u>
The Motorcycle Show - Calgary Fax: 888-552-6535 infowest@powersportservices.ca	Booth Payment	December 4	<input type="checkbox"/>
	VIP Tickets	December 14	<input type="checkbox"/>
	Badge Registration	December 14	<input type="checkbox"/>
	Proof of Insurance	December 4	<input type="checkbox"/>
=====			
Hotel Blackfoot 855-516-1090 See reservation link on the website or in Hotel info area of this manual	Hotel Reservation Booking Deadline	A.S.A.P. December 14	<input type="checkbox"/>
=====			
Calgary Stampede Fax: 403-261-0144 http://exhibitor.calgarystampede.com eventservices@calgarystampede.com	Electrical Order	December 19	<input type="checkbox"/>
	Parking Passes	December 19	<input type="checkbox"/>
	Signage and Banner Installations	December 19	<input type="checkbox"/>
	Audio Visual and Internet	December 19	<input type="checkbox"/>
=====			
GES Canada https://e.ges.com/CA-00053918	Furniture, Tables, Chairs and Carpet Rentals	December 17	<input type="checkbox"/>
=====			
Inside Track Communications Phone: (519) 869-4969	SHOW GUIDE ADVERTISING	November 23	<input type="checkbox"/>
=====			
Lange Transport 1-800-668-5687	Official Transport Co.	December 7	<input type="checkbox"/>