EDMONTON EXPO CENTRE

January 29-31, 2027

Rules & Regulations

EDMONTON RENOVATION SHOW

booth design & construction

Please see the Booth Design Guidelines document in the Exhibitor Kit on our website for complete details.

cleaning

Exhibitors are responsible for cleaning their own exhibit or having it done through GES Canada Exposition Services Ltd. at an additional cost (vacuuming, dusting, garbage removal, etc.). Order forms are available in the Exhibitor Kit on our website.

customs broker

For all customs related concerns, please contact our official customs broker Remy Perrot – Vice President of Sales. **(604) 505-5717**. remyp@crossconnectcl.com

display vehicles

Exhibitors who wish to have a vehicle in their exhibit space must inform Show Management of their intent and purpose prior to **one month before the show**. Safety precautions are needed and sponsorship regulations may prohibit certain types of vehicles. **Any vehicle driving onto or off of the show floor must have a Floor Manager to act as a "spotter" to direct the vehicle.** Please contact your Exhibit Sales Consultant for approval and delivery scheduling.

Motorized vehicles or gasoline powered equipment on the show floor that are a part of the show and are remaining in the building must adhere to the following rules set in place by the Edmonton Expo Centre:

- Gas tanks must not contain more than 1/4 tank of gasoline or fuel and must be inoperable, e.g. battery and/or ignition are disconnected, or the vehicle is locked and the hood cannot be opened from the outside of the vehicle
- Fuel caps must be taped or locked shut, drip pans are required under all vehicles while inside the venue and **a set of keys must be provided to Show Management in case the vehicle needs to be moved in an emergency**
- Vehicles that are equipped with pressurized propane or nitrous oxide tanks must have the tanks professionally purged prior to display in the venue, and must be able to provide paperwork as proof upon request
- All vehicles must be reviewed and authorized by your event manager immediately upon entering the venue

draws or contests

All contests must have prior approval from Show Management.

Please fill in the Contest Request Form found in the Exhibitor kit online.

Information obtained from the ballots is to be used solely by the exhibitor who collected the information and solely for the purpose mentioned on the ballot.

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 Competitions Act please contact the Competition Bureau at 1-800-348-5358. Names of winners must be submitted to Marketplace Events.

electrical services

Outlets, such as 100-volt and 220-volt electrical service, are available at standard show rates. If you require accent lighting, spots or additional power, this is also available on a rental basis through ShowTECH Power & Lighting (order forms are located in the Exhibitor Kit on our website).

emergency exits

In addition to the freight free aisles, it is also essential that all emergency exits from the building be kept clear. Similar to the freight free aisles, all items found blocking the emergency exits will be asked to be cleared immediately by the floor managers.

To assist with sufficient work space, move-in times assigned must be noted and respected. Exhibitors are encouraged to carefully plan their move-in and only move in display items as required (i.e. move in office furniture once carpet is laid). We appreciated your cooperation with this policy.

exhibitor (staff) badges

Complimentary exhibitor badges will be provided based on the square footage of exhibit space purchased. There will be a $10 charge for each additional badge ordered. Badges will NOT be issued to anyone under the age of 14.

If you require additional badges please fill out the Extra Badge Order Form found in the Exhibitor kit online.

Exhibitor badges must be picked up at the Show Office during Move-In. Exhibit space must be paid for in full before exhibitor badges can be picked up.

Please make sure your staff is aware that there is a $10.00 fee to replace lost badges.

Exhibitors must wear their badges at all times; it will be easier for visitors to identify your company and your employees. **As well, your exhibitor badge must be shown to security to gain admittance to the show.** It is imperative that your staff is informed of this policy as they may be refused entry without a badge. *We appreciate your cooperation and courtesy in this matter.*

exhibitor listing

You were emailed instructions to set up your initial Exhibitor listing. Review your listing on our website https://www.edmontonrenovationshow.com/exhibitor-list . If you would like to make changes to your listing at any point, please use the original link emailed to you or contact your sales rep.

facility care

Painting, nailing, drilling or screwing to the floor, walls or any part of the building **is not permitted except by prior approval of both Marketplace Events and Building Management.**
For further guidelines and regulations, please also refer to the information indicated under the heading "flooring."

fire regulations & flame proofing

IN CASE OF MEDICAL EMERGENCY
- Contact Security Dispatch 780.471.7222
- Provide exact location
- Provide detailed information of the injury and the cause of the injury

****Please refer to the Edmonton Expo Centre Life Safety and Emergency Alert Notification in the Exhibitor Kit on our website for muster points and for more information.**

- Neither your booth, nor the gas connections, may infringe on the booth behind or beside you. Gas connections must be accessible at all times, in the event of an emergency.
- Highly visible signage must be used on each burn unit to warn parents of burn hazard to children.
- For fire and medical emergencies, you must follow the facilities emergency response procedure. Please review your Exhibitors Kit for detailed information.

For more information regarding fire safety, please refer to the fire safety sheet online in our Exhibitor Kit.

As per the Edmonton EXPO Centre and the governing Alberta Gas Regulations included in the Provincial Safety Codes, all Exhibitors and clients will be held to the following limitations regarding propane:

General Use
- Maximum size of a propane cylinder in use in the building will have a maximum water capacity of 2.7 lb (1.2 kg), containing no more than 16.8 oz (.48 kg) of propane. These cylinders are commonly known as “single trip” or “non-refillable” cylinders.
- Cylinders must be directly connected to the appliance or device. No hose may be in use. A maximum of two cylinders can be attached and in use at one time.
- Two additional cylinders may be kept on hand for replacement in the building per exhibit.
- Any additional cylinders beyond the two in use and two replacement cylinders that are brought into the building must be stored in a flammable liquid storage cabinet that meets the Underwriters Laboratory (UL) 1275 or ULC-C1275. Edmonton Expo Centre does not provide storage for flammable liquids, cabinets for storage must be identified to the Edmonton Expo Centre Event Manager and placed in an approved location.

SECURITY DISPATCH 24 HOURS: 780.471.7222
Ensure you are familiar with closest fire alarms, fire extinguishers and emergency exit doors.

If you see a fire or smoke
- Leave the fire area immediately
- Close the door behind you
- Activate the nearest fire alarm

Leave the building by the nearest exit and proceed to the closest muster point

first aid and accident/incident reporting

All incident/accidents that occur on-site must be reported to security and Show Management immediately.

First aid services are located on-site during move-in, move-out and show days to respond to medical emergencies, please visit the Hall C Show Office or contact the show team.

IN CASE OF MEDICAL EMERGENCY
Contact Security Dispatch @ 780.471.7222
Provide exact location
Provide detailed information of the injury and the cause of the injury

****Please refer to the Edmonton Expo Centre Life Safety and Emergency Alert Notification in the Exhibitor Kit on our website for muster points for more information.**

flooring

Appropriate floor covering is mandatory and must cover the entire surface of your exhibit. This could be carpet, interlocking stone, ceramic tile, linoleum, etc. Exhibitors wishing to lay tile or other floor covering, or build any structure, adhere it directly to the building floor. It is required that building paper, plastic sheeting, or some other suitable protection be laid on the building floor. If two-sided adhesive tape is used, it must be completely removed by the exhibitor while dismantling. Booths that do not adhere to these guidelines may be at risk of a fine or removal from the show floor.

Building Management strictly prohibits the following:

- The fastening of material to concrete floors by means of ramset fasteners or masonry nails.
- The fastening of nailing strips to any of the building walls, by any means.
- The painting of floors or walls in any part of the building.

food & beverage

The following **are required** to fill out the Food Sales and Sampling Application **AND** the Alberta Health Services Food Vendor Notification Form **30 days before** the show:

- Any vendor that is selling food or beverage meant for consumption on site
- Any vendor that is sampling any kind of edible product

The following are required to **notify Marketplace Events** so that we can notify Alberta Health Services:

- All perishable items meant for consumption off site

The following **are not required** to fill out the Food Sales and Sampling Application:

- Spices
- Commercially packaged products i.e. jams, coffee, tea, non-hydrated soups, energy bars, weight loss products

Any exhibitor giving food or beverage item samples are restricted to a 2-ounce liquid portion (maximum) or a toothpick size food portion (maximum).

Please read and/or fill out the Food Sales and Sampling Application and the Alberta Health Services Vendor Notification Form and return it to the Edmonton Expo Centre no later than 30 days prior to the event. * Form can be found in the Exhibitor Kit online.

food trucks

A food truck may be permissible in the building if the following conditions are met and verified by a Edmonton Expo Centre representative:

- There is no more than ¼ tank of fuel in the truck. Vehicles that are fueled by propane are not permissible in the building.
- All food processes are done using electrical power. If propane is utilized, the appliance in use must meet the requirements of "General Use" of propane.
- Propane tanks/cylinders that are attached to the food truck for use in food processes outdoors and are larger than the allowable specifications identified in "General Use" may not be in use in the building. These tanks must meet one of the following criteria:
- Purged and emptied by a certified technician. Documented evidence that the cylinder has been purged and emptied by a certified technician will be required before entry into the building. Gauges that show the tank is empty will not be considered evidence, as trace amounts of gas may still be in the cylinder as well as in the distribution lines.
- The tank has been disconnected and the connection has been appropriately sealed, the tank will not be brought indoors. Visual verification will be required. Prior to entry into the building, one of these criteria must be verified by a Edmonton Expo Centre Representative. Food Trucks that have been verified will be given documented permission that they may use to show that the criteria have been met.

forklift services

Forklift services are provided by our Show Service Provider (GES) if you require a forklift to drop your items off at your booth location, at no cost. If you require additional forklift services within your booth location there is a fee for this service. Please refer to the GES order forms online in the Exhibitor Kit.

forms

There are mandatory forms that need to be filled out, please refer to the exhibitor kit for forms and deadlines.

freight free aisles

To provide unobstructed emergency access and egress during move-in/move-out, freight free aisles will be designated. Freight free aisles will be regularly monitored by the floor managers and all items found in these aisles (such as crates, carpet, boxes, etc.) will be required to be moved immediately.

gas hookups

Contact your exhibit sales consultant for details. Your consultant will ensure you're in a suitable location for gas hookup. Then you will order through Showtech.

helium balloons, popcorn & peanuts in the shell	**Helium balloons, popcorn or peanuts (in the shell) are NOT permitted in the show!**
hotel accommodation	Marketplace Events has appointed **Sandman Signature** as our official host hotel. Please refer to **Hotel section** in the Exhibitor Kit on our website for more information.
insurance	Marketplace Events, Edmonton Renovation Show, or the Edmonton Expo Centre, will not be responsible for injury to persons, nor the loss or damage of products, exhibits, equipment or decorations by fire, accident, theft or any other cause while in the show building or its environs. **No alcohol may be consumed on show site other than during designated times and locations as specified in this Exhibitor Service Manual and/or on posted signage by the show facility/convention center. Alcohol consumption is strictly forbidden during all move-in and move-out hours. Additionally, the use or distribution of illegal drugs is strictly forbidden. Any persons including exhibitors, service providers, employees, attendees or anyone else working at or attending the show that does not comply with this policy will be removed from the show and their credentials will be revoked.** **EXHIBITORS MUST CONSULT WITH THEIR OWN INSURANCE BROKER TO ENSURE THAT THEY HAVE SUFFICIENT INSURANCE AGAINST ALL RISKS TO EITHER PERSONNEL OR EQUIPMENT AND PUBLIC LIABILITY. A COPY OF PROOF OF INSURANCE MUST BE PROVIDED TO Marketplace Events.** **Please fill out the Certificate of Insurance form found on the Exhibitor Kit.** If you currently do not have any insurance for your company for the duration of the show, you have the option of purchasing temporary insurance for X amount of days.
internet	Internet services are available through the Edmonton Expo Centre. Please refer to order form on the exhibitor kit.
material handling	Crates (not cartons) will be stored for the duration of the show and returned to exhibitors after 7PM, Sunday of closing day of the show. Each crate must have the company name and booth number clearly marked. Labels may be obtained from **GES Canada.** If you require the use of heavy-duty unloading equipment, you are requested to notify Marketplace Events at least **two weeks prior to show time** so that arrangements can be made to have it available. Costs of renting and operating such equipment must be borne by the exhibitor. Exhibitors who can supply their own trucks and dollies are urged to do so.
microphones	The use of microphones is NOT permitted on the show floor unless approved by Show Management.
move-in	**Please refer to the Move-In Schedule found on the Exhibitor Kit page.** **All exhibits must be ready by 11:30 am, Friday of opening day**

There will be no access through the front entrances. Move-in will be through the back entrances only.

Please note that no vehicles will be allowed on the show floor after 4:00 PM or possibly earlier depending on exhibitor traffic on Thursday before the show. Come early to avoid disappointment.

Security guards will be posted at all move-in doors. The floor director will patrol entrances. Please be advised that safety shoes, protective eye, headgear and harness (as necessary) are strongly recommended in most cases and required in others.

ABSOLUTELY NO CHILDREN UNDER 15 ALLOWED ON THE FLOOR DURING MOVE-IN AND/OR MOVE-OUT.

move-out

Removal or dismantling of exhibits or exhibit materials will NOT be permitted before 7PM on Sunday of closing day of the show (1 hour delay to allow for aisle carpet removal). Early dismantling of your booth may prevent your future participation in our shows along with a fine.

Exhibitors are strongly urged to remove all cartons and open cases of product from the building immediately after the close of the show. **While Marketplace Events will take all reasonable security measures to safeguard small items, immediate removal of such items will minimize the possibility of loss from pilferage.**

The same move-out door system as during move-in will be in effect. Security will patrol the front entrances, with one supervisor on the floor. Exhibitors must post staff in their booth during move-out to secure their merchandise.

Exhibitors are reminded that charges will be made by the Edmonton Expo Centre for equipment and material left in the building after 12PM on Monday following the show

parking

3-day parking passes are available to be ordered online through Edmonton Expo Centre. Please note that one parking pass is required per vehicle. If you would like to purchase a 1-day parking pass, you must do so at an attendant kiosk as you enter the parking lots. Exhibitors MUST park in the West Lot or in the Angled Exhibitor Parking behind the halls – subject to availability. Parking passes must be scanned upon both entry & exit. Parking passes must be displayed and clearly visible on front dash at all times.

press releases

Exhibitors are urged to provide The Adams Agency with press clippings and photographs of any new products being shown. The Adams Agency information can be found in our directory of services.

propane/natural gas/compressed air

If any propane or natural gas fired equipment is to be displayed in an exhibitors' booth, the exhibitor must contact Show Management, prior to move-in, explaining the nature of the equipment. Requests will then be submitted to the Safety Engineers for approval, rejection or limitations.

As per the Edmonton EXPO Centre and the governing Alberta Gas Regulations included in the Provincial Safety Codes, all Exhibitors and clients will be held to the following limitations regarding propane:

General Use

- Maximum size of a propane cylinder in use in the building will have a maximum water capacity of 2.7 lb. (1.2 kg), containing no more than 16.8 oz. (.48 kg) of propane. These cylinders are commonly known as "single trip" or "non-refillable" cylinders.
- Cylinders must be directly connected to the appliance or device. No hose may be in use. A maximum of two cylinders can be attached and in use at one time.
- Two additional cylinders may be kept on hand for replacement in the building per exhibit.
- Any additional cylinders beyond the two in use and two replacement cylinders that are brought into the building must be stored in a flammable liquid storage cabinet that meets the Underwriters Laboratory (UL) 1275 or ULC-C1275. Edmonton Expo Centre does not provide storage for flammable liquids, cabinets for storage must be identified to the Edmonton Expo Centre Event Manager and placed in an approved location.

public relations

Marketplace Events has appointed The Adams Agency as our official provider of public relations for the Edmonton Renovation Home Show. See the Directory of Services in the Exhibitor Kit online for contact information.

samples & souvenirs

Any exhibitor giving food or beverage item samples are restricted to a 2-ounce liquid portion (maximum) or a toothpick size food portion (maximum). Edmonton Expo Centre Food Sampling Application must be sent in for their approval, prior to move-in. Edmonton Expo Centre reserves the right to close any concession not following regulations.

Please fill out the Food Sales and Sampling Application and return it to Edmonton EXPO Centre no later than 30 days prior to the event.
*** Form can be found on the Exhibitor Kit online.**

security service

Exhibitors are responsible for their own booth security. Security guards will be on duty 24-hours a day throughout move-in, show days, and move-out. They are there to safeguard your interests. Please extend them your fullest cooperation and courtesy in the performance of their duties.

Exhibitors are asked to report any losses to the Hall C Show Office immediately. Security personnel will conduct an investigation. Show Management assumes no responsibility for losses.

sheds/canopies /temporary structures

All canopies must be approved for indoor use and fire retardant. The tag must be permanently attached (sewn in by the manufacturer), accessible and read CAN/ULC-S109.

shipping

Call **GES at 780-469-7767** to ship your materials.
Materials shipped directly to the site, must be clearly labeled as follows:
Edmonton Renovation Show

(Your Company Name & Your Booth Number)
Edmonton Expo Centre
7515 – 118 Avenue NW
Edmonton, AB T5B 4X5

Note: Due to security risks, packages not properly marked will be refused.

Only prepaid shipments will be accepted on-site during move-in. Management reserves the right to refuse non-paid shipments.

show decorator

The official show decorator is **GES Canada Expositions Services Limited (GES)**.
Please refer to the **Directory of Services** for contact information found in our Exhibitor Kit online.
They are responsible for the following:

- Furniture Rental (tables, chairs, etc.)
- Sign Writing/Banners
- Carpet Rentals
- Draping
- Display Set-up Assistance

On-Site Labour and Cleaning

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, headgear and harness (as necessary) are strongly recommended in most cases and required in others. Keep your work area clean and tidy. Un-secured wires, trip hazards and sharp edges are everyone's concerns.

ABSOLUTELY NO CHILDREN UNDER 15 ALLOWED ON THE FLOOR DURING MOVE-IN AND/OR MOVE-OUT.

Show Management

The Edmonton Renovation Show is managed and produced by:

Marketplace Events LLC
Phone 866.941.0673

ON-SITE SHOW OFFICE:
'Hall C Show Office'

contacts		office	cell
Shannon Novak	Show Manager	587.323.6119	403.804.6933
Gillian Firkola	Show Coordinator	587.323.6106	403.336.3848
Ashburn Morgan	Exhibit Sales	587.323.6113	416.427.1615
Kylie Baker	Exhibit Sales	587.323.6108	778.868.0742
Kristy Cairns	Group Manager	778.654.7704	587.892.5747

signage

Please see the Booth Design Guidelines document in the Exhibitor Kit on our website for all signage rules.

Management has appointed GES as the sign contractor. We suggest that you order your signs well in advance of the show (order forms can be found on our website).

Price signs pertaining to competition are not permitted. Where price must be advertised signs must be small, neat and inoffensive, and Marketplace Events shall have the right to prescribe the character and number.

Banners to be hung – Please contact Showtech well in advance of the show (order forms are located in the Exhibitor Kit on our website) to arrange for banner hanging. Banners cannot always be hung over your exhibit due to the limitations of the ceiling beams. Any banners or signage deemed inappropriate by Show Management will be removed at the exhibitors' expense.

slips, trips & 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 exhibitors' 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 (ie: 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 (ie: wood, reusable packaging etc).
- Notify Show Management of any unsafe practices or conditions noticed that could pose a potential hazard.

smoking by-law

The Edmonton Expo Centre has been deemed a "Non-Smoking" building. Smoking is permitted outside the building only.

soliciting

Soliciting is not permitted in the aisles, in other exhibitors' booths, at any building entrance/exit, or anywhere on the grounds of Edmonton Expo Centre.

Soliciting of business and distribution of samples, souvenirs, and literature, including solicitation by costumed personnel, must be confined to the exhibitors' space.

Solicitation of exhibitors or visitors by non-exhibitors is strictly prohibited and should be reported to Show Management immediately.

sound systems

Home entertainment, music and other exhibitors producing sound must keep sound to a minimum within their own exhibit. **Show Management reserves the right to control sound levels in the event it becomes a nuisance to other exhibitors.**

The use of live bands, recorded music, public address systems, etc., is not permitted on the show floor or within the grounds of the Edmonton EXPO Centre unless authorized by Show Management.

stone cutting

Due to the hazards related to stone cutting, exhibitors are requested to pre-cut stone off site prior to the move-in.

Stone cutting is not permitted at the booth; **the only exception is with the use of a wet saw.** All sage work practices must be followed during any stone cutting activity. You must keep the stone cutting area clean and free of any hazards or waste material.

subletting of exhibit space

Exhibitors are NOT PERMITTED TO SUBLET their space to another company or product without prior written permission from Marketplace Events. Violators will be removed from the show floor immediately.

use of tools

Hand and power operated hand tools may need to be utilized on the show floor during move-in and move-out, please review the following requirements for the use of tools:

- Ensure all staff that is operating tools is competent and knowledgeable on the proper and safe operation of such tools. Pre-show training, regarding the operation of power operated hand tools, is recommended as required.
- Ensure all move-in and move-out staff is properly equipped with the appropriate tools for completing tasks. All power tools must be in safe working condition with the appropriate safety mechanisms.
- All staff that is operating tools is required to wear appropriate personal safety equipment. Safety gloves and glasses are essential when risk of hand and eye injuries is high.

vehicular traffic

To maintain freight free aisles and avoid congestion, the number of vehicles allowed on the show floor at any one time will be restricted.

The loading area can become very congested and therefore all exhibitors are asked to respect their move-in times as per the schedule.

For those exhibitors with small loads, dollies will be on loan to assists with the transfer of material to the booth location, we ask that this be done safely and efficiently and that your vehicle be moved as soon as possible to allow fellow exhibitors the space to move-in.

If you do require access onto the show floor with your vehicle, there are a couple of policies you need to follow:

- All drivers must be competent and capable to maneuver in confined spaces. They need to respect the rules of the road and show floor.
- All vehicles and trailers need to be in proper working condition with lights, brakes, transmission, etc.
- A spotter must be used to escort the vehicle and for all reversing vehicles.
- Maximum speeds posted must be respected. When on the show floor, vehicles will not be allowed to drive faster than walking speed.

- Idling must be kept to a minimum while in the building.
- We ask that vehicles are clear of snow, ice or mud prior to entering the show floor.

working at heights & the use of ladders

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. Ladders higher than 10' 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 (must be CSA Approved).
- 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 engineer-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.