



SASKATOON'S ARTS &
CONVENTION CENTRE

TRADESHOW REGULATIONS AND WAIVER 2021

TCU PLACE, 35 22ND ST E, SASKATOON SK, S7K 0C8

Venue: TCU Place

Event Co-ordinator: _____

Booking #: _____

EC Phone/Email: _____

Company Name: _____

Company Contact: _____

Event Date: _____

Event Name: _____

Phone/Email: _____

Estimated # Booths: _____

The Tradeshow Regulations and Waiver Form must be signed and returned with the contract.

All table top displays/tradeshow booths must meet TCU Place's tradeshow regulations:

PHYSICAL RESTRICTIONS

Booth co-ordinators and exhibitor-appointed contractors should be aware of the following physical restrictions:

Height Restrictions

- » Any booth/displays exceeding 8 feet in height must contact TCU Place Event Co-ordinator to verify height restrictions that may apply to their booth space.

Weight Restrictions

- » Maximum weight allowance of the tradeshow floor is 300 lbs/sq ft. Maximum weight restriction for tradeshow displays on Main Stage is 100 lbs/sq ft.
- » Large tradeshow components must be on pallets for transport with power jack or on castors. Diesel powered transport equipment is not allowed on the tradeshow floor. Components that exceed 2000 lbs or cannot be transported in the fashion above, exhibitor must contact Marty Gilley at (306) 975-7794 or mgilley@tcuplace.com to make arrangements for transport. Transports that cannot be performed safely (OH&S Standards) may be turned away.
- » Please contact Marty Gilley for any forklift requirements, (306) 975-7794.

FREIGHT ELEVATOR DIMENSIONS

- » Rear Freight Elevator 11' wide, 19' long, 8' high, load capacity 10,000 lbs. Located off Auditorium Avenue.
- » Front Freight Elevator 8' wide, 19' long, 8' high, load capacity 10,000 lbs. Located off 22nd Street.
- » Visit www.tcuplace.com/venue/ for load-in information and maps.
- » TCU Place Freight Operators are required for tradeshow load-in/out, charged back to client at applicable hourly rate. Freight elevator operation is restricted to TCU Place Staff.
- » Should you have questions regarding the physical restrictions of the exhibition, please contact your Event Coordinator.

ELECTRICAL/HIGH SPEED EQUIPMENT AND CONNECTIONS

- » TCU Place provides all exhibitor electrical and high speed connections at your booth. Please complete the **TCU Power and Internet Form**, charges for power at applicable rate.
- » All operating electrical equipment used in the booth, as well as merchandise, lighting and display equipment must have C.S.A. or equivalent provincial-power authority. Exhibitors should take the required steps to ensure electrical equipment meets these requirements. Failure to comply with the requirements to have electrical equipment approved may result in the equipment being refused connection to the source of electrical supply and may be ordered removed from your exhibit.

Initials (TCU Place): _____ Initial Here (Client): _____

FIRE REGULATIONS

- » The purpose of these requirements is to maintain an acceptable level of fire safety within TCU Place. TCU Place in compliance with Fire Code Regulations does not allow blocking of exits or aisles. Exit doors and signs must be visible at all times. The exhibitor assumes responsibility for compliance with municipal and provincial regulations concerning fire, safety and health.
- » Aisles and exits must be kept clear at all times with exit signs clearly visible.

FOOD AND BEVERAGE REGULATIONS

- » If food or alcohol is brought into the facility for sampling purposes during the tradeshow, this must be approved by TCU Place 2 months prior to the event and appropriate waivers and permits must be signed.

Tradeshow Food/Beverage Samples:

- » All food handling must follow the provincial temporary food guidelines. These guidelines can be found here www.saskatoonhealthregion.ca/locations_services/Services/Health-Inspection/Pages/Temporary-Food-Event.aspx
- » An **Outside Food Consent and Waiver** to bring outside food into the venue must be signed to bring sample size food/beverage and packaged product for selling purposes into the venue. The client is responsible for their exhibits food/beverage items that are participating in the show releasing TCU Place (Compass) of any liability.
- » All samples must be packaged. Pre-packaged and non-potentially hazardous food items do not require a licence. Potentially hazardous food items do require a Temporary Food Service Licence and must follow the Saskatchewan Health Region regulations:
 - *If a vendor is uncertain, you may submit an application to phioc@saskatoonhealthregion.ca and a Public Health Inspector will review your application to determine if a licence should be issued and if an inspection is required prior to issuing a licence.*
 - *All exhibitors bringing in food must submit their **Application to Temporary Food Service Event** form to the Saskatchewan Health Authority Environmental Public Health Department for review by a Public Health Inspector. The form can be found here:*

www.saskatoonhealthregion.ca/locations_services/Services/Health-Inspection/Pages/Temporary-Food-Event.aspx

- *If a licence is required, it will be issued to you at that time. A copy must be sent to TCU Place 1 month prior to your event for our records.*
- *On the event day please have a copy of your licence on-site as the Public Health Inspector will be touring the space prior to the opening to ensure all participants have met the Public Health Standards. For more information regarding Public Health Guidelines please call 306-655-4605 or email: phioc@saskatoonhealthregion.ca*
- » A tradeshow handling fee of \$200.00 may be required pending the clients requirements (ice, chilling, recycling, etc.)
- » **Alcohol: Saskatchewan Liquor and Gaming Authority Permit** is required and must abide by all sampling size (4 oz beer, 2 oz wine, ½ oz spirits) pour regulations. All product pourers must have a valid Serve it Right Saskatchewan certificate. Certified TCU Place staff are available at the applicable labour rates. The product must be listed by and ordered through the SLGA with a 3 week lead time given to bring in the product.

OTHER RESTRICTIONS

- » **Shipments:** TCU Place does not accept exhibitor shipments without the express consent and prior approval of our Receiving Department. Please contact your Tradeshow Provider to arrange exhibit shipping.
- » **Carpet/Décor:** Booth rental carpet is available from Handy Special Events. Exhibitors are not allowed to extend booth carpet beyond their defined booth space. TCU Place's preferred supplier for tradeshow drayage, decor and shipping services is Handy Special Events, 306-933-2727.
- » Use of confetti is prohibited.
- » **Security:** Beyond the normal securing of Exhibition space (doors to exhibit halls are locked after hours), it is the responsibility of the client to provide Security Services to tradeshow areas as they deem fit - both when tradeshow is closed and open. Delegate badge checking is recommended for tradeshow admittance. TCU Place is not responsible for lost or stolen items.
- » Booths using flammable gas cylinders, maximum size is 5lb for any cooking appliance.

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- » **Pallets:** to be transported with pallet jack only - DO NOT DRAG PALLETS ACROSS THE FLOOR! Ensure heavy/sharp/floor-damaging displays are properly carpeted beneath to protect floors.
- » Damage to property/fixtures - other than normal wear and tear - will be charged back to the Client.
- » No Exhibitor is to deface the premises. In particular, no nails, staples, hooks, tacks, screws, gummed, or adhesive stickers are to be utilized on/in any part of the premises. Use of said materials will be subject to reasonable removal/repair charges by management.

NOTE: There will be a Labour Chargeback at applicable rate to restore floors from any tape residue left on the tradeshow floor from 2-sided tape.

TCU PLACE TRADESHOW INVENTORY AVAILABLE TO RENT

- » 400 ft of rear black 8 ft drape for \$2.25 plus tax per lineal foot, no side panels available.
- » Clothed and skirted exhibitor table and 2 chairs available for \$22.00 plus tax each.
- » Clothed and skirted exhibitor table, 2 chairs and rear black drape available for \$44.50 plus GST per booth.

*Based on availability, must be pre-ordered.

I hereby accept and agree to the terms outlined in the Tradeshow Regulations and Waiver outlined above.

SIGNED AND DATED as of the _____ day of _____, _____.

Name: _____ Signature: _____