

ALL ABOUT
WOMEN SHOW

BOOTH CONDUCT

No out of booth selling or soliciting is permitted. Exhibitors are required to have their booth professionally staffed during all operating hours of the Show. Show Management will have the right to open any booth where an exhibitor is absent during show hours and will not be held liable for any loss or damage as a result of the booth being unattended. The Exhibitor agrees to use the space provided to promote only the products and services specified in their agreement. Replicas, counterfeit or unauthorized products are strictly prohibited. The Exhibitor is responsible for ensuring that their booth passes all legal and municipal requirements.

BOOTH APPEARANCE & MAINTENANCE

Exhibits must be kept clean and orderly during the operating hours of the show and meet the decoration requirements outlined in the Exhibitor Manual. Show Management reserves the right to approve the character and content of all exhibits and the right to remove products or decorations that do not meet Show standards. All booths must be well decorated and maintain a professional appearance. Any exhibit deemed unprofessional in appearance, at the sole discretion of Show Management, will not be permitted or be requested to make changes. It is important your booth be set up in the best way to showcase your products and services and be inviting to attendees.

All exhibitor materials are required to fit inside the designated booth space, must not impede into the aisles and may not be taller than 8 ft. high. Exhibitors may not attach displays to walls, structural support, or flooring in the exhibit building using nails, screws, bolts, or permanent cement. No exhibitor shall permit the exposure of any unfinished surface to neighboring booths. If exhibitor fails to correct the unfinished part, AAWS Show Management will have the right to finish such outside partitions at the sole cost to the exhibitor.

All fabric material and tablecloths used in your booth must be fire retardant.

SIGNAGE

All approved signs must be of a professional quality. Handwritten signs are not permitted. Signs must be properly placed on easels or in sign holders when displayed on tables and shelves in your booth.

All exhibitor signage must be confined to the exhibitor's booth area and must not inappropriately block sightlines of the rest of the show floor.

Suspended banners and signs: Only 20x20 booths and above may suspend signage from the ceiling structure of the exhibit hall (all suspended signage must stop 10' clear of the floor and the top of the signage must not reach higher than 20'). Installation of banners and signs is at the exhibitor's expense and must be arranged through ShowTech Power & Lighting. ,

ELECTRICAL

All electrical services at the International Centre are provided exclusively by ShowTech Power & Lighting. Exhibitors are responsible for arranging their own electrical power which should be ordered in advance of

the show. **All on-site hard-wiring and connections must be done by ShowTech.** Extension cords must be of the three-prong type (ie. grounded) and must contain wires of the proper size to carry the electrical load. We recommend you bring an extension cord if you have already ordered and paid for power. Detailed information and order form is available in our exhibitor kit online.

LIGHTING

It is recommended that exhibitors install additional lighting in their booths to highlight their displays. Exhibitors may either bring their own lights or rent them from ShowTech Power & Lighting; rental lighting can be hung from the exhibit hall ceiling or attached to the booth wall. If you are bringing your own lights, please make sure you order electrical to power them from ShowTech Power & Lighting and ensure the products are certified and [approved by ESA for electrical safety in Ontario](#). AAWS Show Management reserves the right to restrict the use of glaring or irregular lighting effects.

GENERAL GUIDELINES

- i) Noxious gases, smoke, vapours or odours, or any objectionable noises or lights are not permitted in any part of the Facility;
- ii) Using tape or adhesives other than those approved by the International Centre must not be used. Approved floor tapes include: Doublestick V tape (2-sided), Rainbow (1-sided 7 ml vinyl), #618 Shurtape (cloth duct tape), #174 (high-adhesion, 2-sided tape), and #C700 Amo Tape (2-sided). All other tapes or adhesives are strictly prohibited;
- iii) Booth located near concessions, seating areas and restrooms must ensure not to block access to these facilities at any time. Such areas must remain unblocked and in full view during the entire Event;
- iv) Exhibitors must not leave unattended any machinery or equipment capable of being operated or in an operating condition;
- v) Helium balloons, glitter and confetti may not be brought into the Facility;
- vi) All displays using water including but not limited to fountains, plantings, water coolers, pools, ponds, tubs and hot tubs must be waterproof.