



The 2019 Green Industry Show & Conference (GISC)

BMO Centre at Stampede Park

November 14 & 15, 2019

Exhibitor Information Package

This document contains important instructions that will make your participation at this year's show a pleasant experience.

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The enclosed information is also available on the Green Industry Show & Conference website: www.greenindustryshow.com under: **Exhibitors >> Exhibitor Documents**



GISC CONTACT INFORMATION:

Trade Show Co-ordinator: Valerie Stobbe

Toll-free: 1-800-378-3198 ext: 103

Tel: 780-489-1991 ext: 103 Fax: 780-444-2152

E-mail: valerie@landscape-alberta.com

DISPLAY EQUIPMENT/MATERIAL DROP-OFF & SET-UP

► **Wednesday, November 13, 2019 - Booth Set-up**

The BMO Centre at Stampede Park is located South East of downtown Calgary just off of 12 Avenue SW, at **20 Round Up Way SE, T2G 2W1**. Exhibit equipment/material drop-off on Wednesday, Nov.13 will be subjected to specific times, see below.

All exhibitors are to proceed to **Lot 1, loading docks: 9, 10 and drive through door #12**. Enter BMO Centre Hall C through the loading dock area, not the front doors of the building.

If you require the use of the loading docks or drive-in dock, whether it is a personal vehicle, pick-up or transport truck, you must follow the assigned time schedule as shown on the plan below.

Exhibitors who **do not** require the use of the loading area can set up at any time between 8am - 7pm.

Exhibitors who miss their targeted move-in time may have to wait until the loading dock is free.

After 5:00 pm any exhibitor may access the loading dock area.

Doors to the Show Hall will be open from 8:00 am - 7:00 pm.

(Loading dock opens at 8:00 am.)

Booths must be completely set up by 7:00 pm.

MOTORIZED VEHICLE INSPECTION

Before any motorized vehicle /equipment may enter BMO Centre at Stampede Park the fuel tanks will be inspected to ensure that they do not exceed one quarter (25%) of the tank capacity or 20L whichever is less.

After the inspection, vehicles will get a completed vehicle inspection form to be placed

► **No booth set-up permitted on Thursday, Nov. 14th.**

Minor adjustments to displays only.
(Exhibitor access as of 8:30 am.)

Trade Show opens at 10:30 am.

**NO ONE UNDER THE AGE OF 16
IS PERMITTED ON THE SHOW FLOOR DURING
MOVE-IN & MOVE-OUT TIMES**

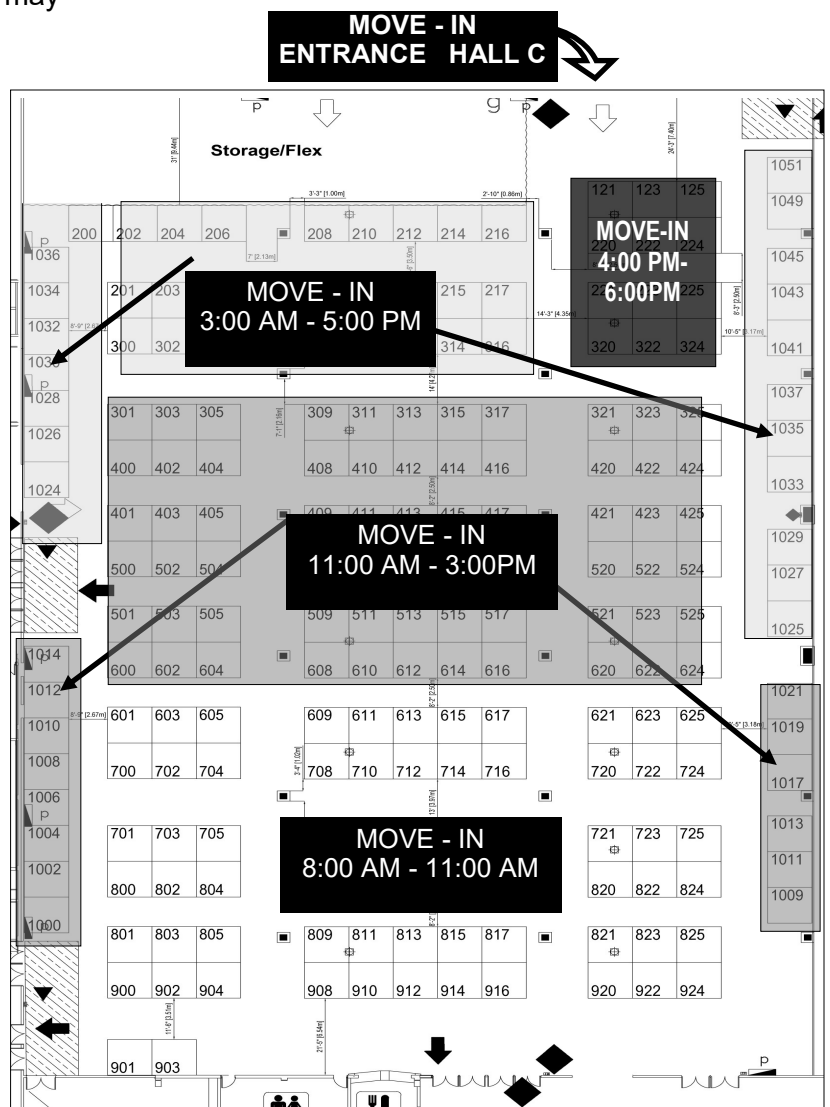
SAFETY BOOTS ARE REQUIRED

and be visible on the dash board of the vehicle. The Calgary Fire Department (CFD) will do an on-site spot inspections to ensure all vehicles display the vehicle inspection form.

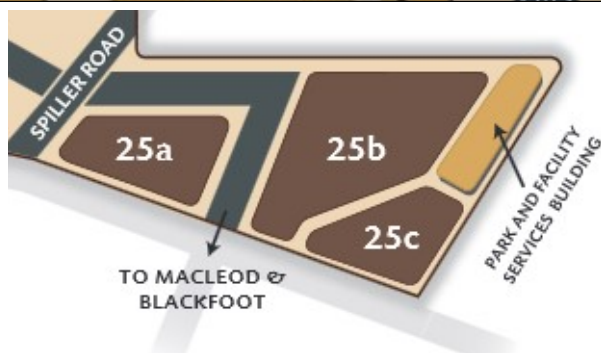
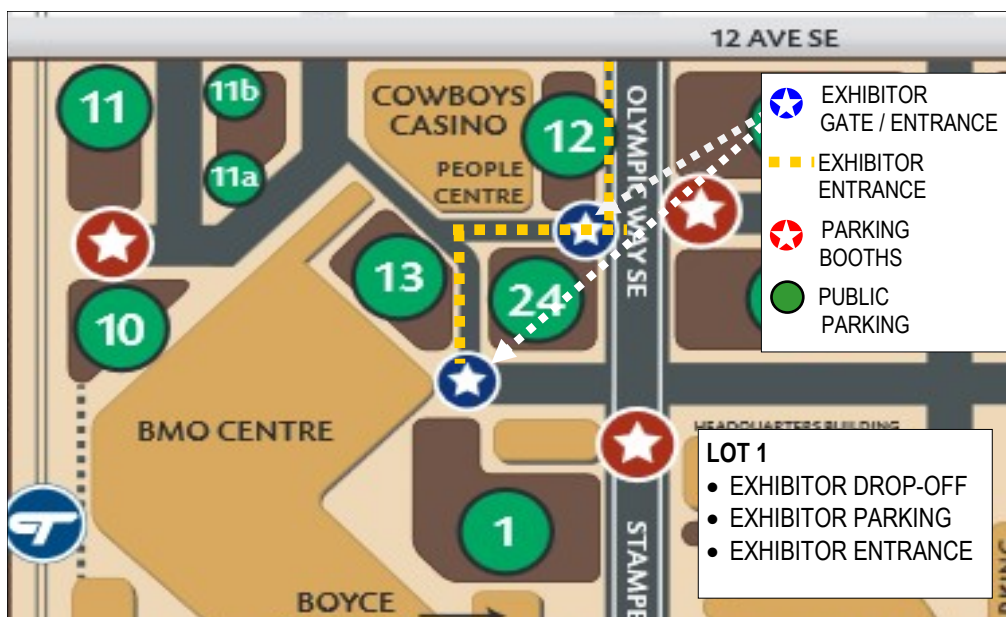
Permit is required from the Calgary Fire Department (CFD) for: Vehicles using Liquefied Petroleum Gas (LPG)/Liquefied Natural Gas (LNG).

UNLOADING INSTRUCTIONS

Lot 1. Please unload your equipment/materials from your vehicle as quickly as possible and remove your vehicle from the loading/unloading area **immediately**. Do not leave your vehicle unattended. Vehicles parked in 'restricted areas' will be ticketed.



BMO CENTRE ACCESS AND PARKING



ALL VEHICLES:

TRUCKS, TRAILERS, PERSONAL VEHICLES

Enter Stampede Park via the North entrance at 3A Street Gate located between Olympic Way and 3rd Street on 13th Ave. SE.

A new parking booth and gate arms have been installed for exhibitor access, **Lot #1 and Lot #13**. These are exhibitors only entrances.

Please observe traffic marshals at all times.

EXHIBITOR PARKING GATE & ENTRY PROGRESS

An additional parking gate with arms has been installed for exhibitor access to Lots #1 & #13 located between Olympic Way and 3rd Street on 14th Avenue S.E.

Exhibitors trying to enter the Park from any other gate, will be redirected to the new exhibitor parking gate (13 Ave and 3rd St).

Exhibitor parking passes will be programmed to **ONLY** allow access through the new exhibitor parking gate.

DAILY PARKING

Exhibitors may park their large trucks, trucks with trailers or personal vehicles in the exhibitor parking area Lot #1. There is a daily fee of \$15.00, per stall, and parking is first-come-first-served.

PARKING PASSES/ PERMITS

An ADVANCE PARKING PASS MUST be purchased in advance to GUARENTEE parking in Lot #1. It allows in/out privileges. On-site passes are only available while supplies last. Parking rates apply to move-in, event and move-out days.

Overnight parking is permitted in Lot #1, however, oversized vehicles will be charged according to the number of spaces they occupy. Oversized vehicles or trailers can be stored in the drop storage yard, Lot #25 free of charge (Extreme south end of park, please ensure vehicle/trailer is secured).

Exhibitors that pre-order parking passes will benefit from reduced rates, credit card payment option and easy park access via the "Exhibitor's only" entrance. Limited parking is available and permits will be designated on a first-come first served basis.

Pre-order parking permits online at:

<http://exhibitor.calgarystampede.com>

(some restrictions apply), or via a hard copy of the Calgary Stampede Event Services Exhibitor Order Form. (**Deadline: 14 days prior to move-in.**)

Parking orders must be paid for, ordered and received by Calgary Stampede Event Services **14 days prior to move-in** to qualify for the pre-purchased discounted rate. After this deadline advance parking permits will no longer be available.

Permits are available for pick up at the parking booth entrance when an exhibitor arrives during the event move-in. Permits are not mailed.

NOTE: No hard copy of the Calgary Stampede Event Service forms are supplied. To order online you will need to create an account and choose a password. Look for the month your event is in, and then select your event and follow the on screen instructions. Access online forms or a PDF of the forms at: **<http://exhibitor.calgarystampede.com>**.

GES CANADA - MATERIAL HANDLING & FORKLIFT SERVICES, STORAGE

GES Canada is the official general service contractor for the 2019 Green Industry Show.

The following services are supplied by

GES CANADA:**

- A. MATERIAL HANDLING (FORKLIFT)
- B. IN - BOOTH FORKLIFT
- C. BOOTH FURNISHINGS (tables, chairs, etc.)
- D. CARPET & UNDERPADDING
- E. GEM EXHIBITS & ACCESSORIES
- F. SIGNS & GRAPHICS
- G. LABOUR INSTALLATION & DISMANTLING
- H. VACUUM & BOOTH CLEANING
- I. CUSTOMS & TRANSPORTATION/LOGISTICS

♦ Online ordering or to access PDF of forms:

<https://ordering.ges.com/CA-00056838>

NOTE: No hard copy of the order forms are supplied.

To take advantage of discount pricing all completed forms and full payment must be received by the discount deadline **Tuesday October 29, 2019.**

To access the EXPRESSO ordering system, select the link above. This will take you to the directly to the Green Industry Show & Conference forms on the GES site. If you are not registered with GES you will have to create an account and pick a username and password to access online ordering. Click 'CREATE ACCOUNT' tab at the top of the page.

Direct all requests directly to GES Canada at:
Toll-free: 1-800-636-8235 or 403-243-2212 or email exhibitorserviceswest@ges.com

A) MATERIAL HANDLING - FORKLIFT SERVICE **PLEASE NOTE this service is NOT INCLUDED in the booth fee.**

Advance material handling/forklift discount fee is **\$112.00-187.50 per hour (minimum 1 hour charge).** This includes: delivery of shipment from the shipping area to booth, removal of empty containers from booth to storage area, returning empty containers to booth upon show closing. If you need your shipment reloaded, you will have to book again for this service.

On-site forklift fee: \$175.00-\$262.50 per hour.

For complete material handling information or to order go to: <https://ordering.ges.com/CA-00056838>

Booth set-up may continue until **7:00 pm on Wed. November 13.** The doors to the trade show area will be locked at 7:00 pm with no re-entry permitted until 8:30 am on Thursday, November 14, 2019.

B) LIGHT MATERIAL HANDLING/ PORTERING

Assistance to move lightweight material from your vehicle onto carts and to your booth is included in your booth fees. Exhibitors are responsible for ordering and paying for all other services, as these are not included in your booth fees.

Advance Shipments:

DO NOT SHIP ANY MATERIAL DIRECTLY TO BMO CENTRE. Please refer to GES Canada's Advance Warehouse order form for details. DO NOT ship any material to the Green Industry Show Management office. Advance shipments are accepted from Tuesday October 24 to **Tuesday November 7, 2017.**

Direct Shipments:

Direct ship to BMO Centre is for shipments arriving on Wednesday November 13, 2019 **ONLY**. Warehouse receiving is from 8:00am-7pm.

C/D) TABLES & CHAIRS, CARPET and all other booth accessories are the sole responsibility of the exhibitor as they are not included in booth fees. Pre-order for reduced pricing.

E) GEM EXHIBITS & ACCESSORIES An extensive line of products are available to create your one of a kind booth display.

F) SIGNS & GRAPHICS Our in-house graphics department can take care of all your sign and graphic needs.

G) LABOUR INSTALLATION & DISMANTLING

Rates are charged per person at a minimum of one (1) hour. Further time is charged in 1/2 hour increments. Invoicing will be based on actual time and labour incurred. Adjustments will be made accordingly.

H) VACUUMING & CLEANING

Exhibitors are responsible for cleaning their exhibit space. Show Management provides janitorial service for aisle carpet only. Cleaning staff will not enter any exhibit for the purpose of sweeping or dusting. Order janitorial services for you booth through GES.

I) CUSTOMS & OR TRANSPORTATION CARRIER

GES - Customs and Logistics is the one-source solution for customs and transportation services. Forms are available through GES online ordering: <https://ordering.ges.com-CA-000056838>.

For more information about Logistics & Shipping services, or, to enquire about the status of your quote request, please connect with us at:

GES Customs & Logistics
Email: Canadawestlogisticcs@ges.com
Phone: 403-243-2212; Toll Free: 800-636-8235
Fax: 403-243-3868

ON-SITE STORAGE

Empty cartons/crates/pallets may not be stored in booths. Packing boxes and display storage cases, etc. must not be visible in your booth display.

A designated storage area will be available. You may self-store boxes, crates and pallets at no extra charge. If you use GES Canada there is a fee for this service – see Material Handling. It is the responsibility of the exhibitor to arrange for pallets and packing material to

be removed from the show floor at the end of set-up day. If not removed GES will remove debris and charge it back to the exhibitor. Please note GISC, GES and BMO Centre will not be held liable for lost items.

POST SHOW:

NO OVERNIGHT STORAGE PERMITTED

Clean-up / disposal charges will apply if all booth material is not removed or placed in garbage bins after the show. Any cartons/crates/pallets or other material not removed from the storage area five hours after the official show closing will become the property of the show and disposal charges will be billed to the exhibitor. To avoid extra charges make arrangements with your carrier to pick-up your empty cartons/crates or pallets.

CALGARY STAMPEDE EVENT SERVICES (CSES) - ELECTRICAL & PLUMBING

The following services are all supplied by:
CALGARY STAMPEDE EVENT SERVICES:**

- A. ELECTRICAL SERVICE (power & lighting)
- B. AUDIO VISUAL EQUIPMENT
- C. INTERNET
- D. PLUMBING SERVICES, (water)
- E. SIGN / BANNER HANGING
- F. DIGITAL SIGNAGE
- G. PARKING PERMITS (see page 3)

Calgary Stampede Event Services is the exclusive supplier of temporary electrical, sign/banner hanging, internet, telephone services and plumbing services at BMO Centre at Stampede Park.

To take advantage of discount pricing all completed forms and full payment must be received 14 days prior to the move-in date. Regular pricing will apply after this date and for all on site/floor orders/additions.

♦ Online ordering or PDF of forms:

<http://exhibitor.calgarystampede.com> *(case sensitive)*
(Discount deadline - 14 days prior to move-in.)

NOTE: No hard copy of CSES forms are supplied.

If you need assistance or require additional information please contact during business hours, after hours leave message:

Calgary Stampede Event Services Order Office:

Phone: 403-261-0377 Fax: 403-261-0144

Email: eventservices@calgarystampede.com

A) ELECTRICAL SERVICES, power outlets & lighting, etc. are the sole responsibility of the exhibitor as they are not included in booth fees. Exhibitors are advised to pre-order all their requirements using online order system.

To order online you will need to create an account and choose a password. Look for the month your

event is in, and then select your event and follow the on screen instructions. Please note that not all items are available for online ordering, such as items that require a quote (for example: Multi-sided/Halo/Circular sign hanging, large electrical loads, etc.). If your search for a specific requirement does not produce any results, please complete the order forms and return them to the fax number or email address listed at the top of the forms.

B) AUDIO VISUAL EQUIPMENT

Complete information / details available online.

C) INTERNET CONNECTION

Wireless internet service is available for a daily fee of \$75.00 + GST (advance order price, one wireless code per computer/device, non-transferrable). Complete information / details available online.

D) PLUMBING SERVICES *(water for fountains and ponds)*

Exhibitors requiring large quantities of water for display fountains will need to order this through CSES using the Plumbing Services Form.

You will need to know how much water you require and if it will need to be pumped out at show end.

E) SIGN / BANNER HANGING

Complete information / details available online.

F) DIGITAL SIGNAGE

Complete information / details available online.

G) PARKING PASSES

See page 3 for more information or to pre-order your pass go to: <http://exhibitor.calgarystampede.com>

** If any pricing or service details contained in this document are inconsistent with those stated in GES or CSES official documents, the terms of the GES and CSES official document shall govern and control.

DISPLAY BOOTH CONFIGURATION & SET-UP

Please see diagram on right.

Displays and signs are not permitted above an 8' height. A non-illuminated flat, stationary, sign may extend above the back wall to a maximum height of 12'. The reverse must be clean, in good repair and cannot show the business name.

Equipment and/or vehicles used for display purposes must be confined to the booth dimensions. No vehicles and/or equipment may protrude into the aisles. Key must be kept on-site in the event of an evacuation.

Buckets on tractors/loaders must not extend over the centre aisle or adjacent booth. Any machinery with hydraulic attachments extended in the 'up position' must be secured with safety locks/clamps.

Carpet and flooring material must remain inside the confines of the booth dimensions. Painting, nailing, drilling or screwing into the floor, walls or any part of the building is NOT permitted.

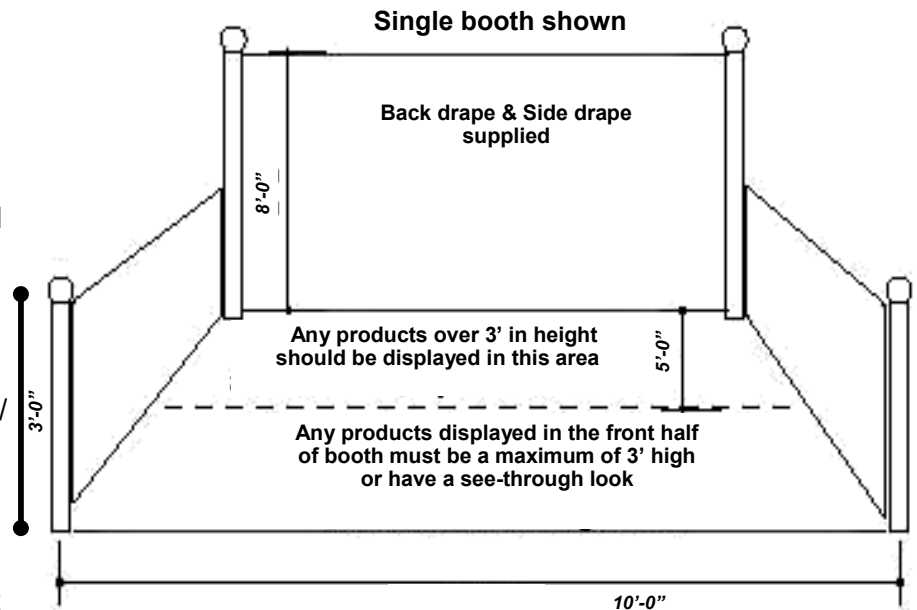
STAND-ALONE BOOTHS

A stand-alone booth is defined as a block of booths completely surrounded by aisles.

The visual creation of stand-alone booth displays should be done with the visibility of neighboring booths in mind. No perimeter wall or structure is permitted above 4' unless of a see-through nature.

Display structures such as towers are permitted to a maximum height of 14'.

Careful consideration must be given to the placement of the 14' structure maximum. As a general rule this should be centered in the booth space.



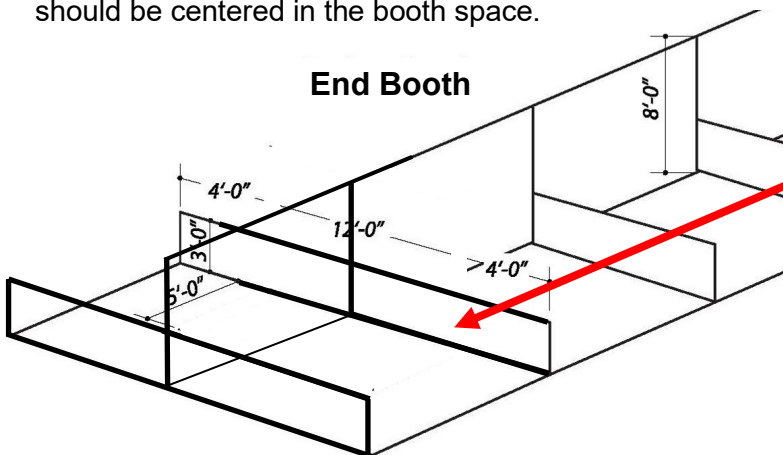
ALL BOOTHS

No part of any booth display is permitted to extend beyond booth boundaries. GISC Management will be charged with the interpretation of the rules and any violation will be immediately corrected.

LARGE FABRIC COVERED DISPLAYS

As per the Alberta Fire Code, all large fabric displays must have proof they are flame retardant, with sticker sewn onto display. Certificate of compliance must be available onsite.

(Certificate would have been supplied when banner was purchased.)



DISPLAY COLOUR SCHEME

Display curtain colour is Silver.

Aisle carpet is Salt & Pepper.

GENERAL INFORMATION

TRADE SHOW HOURS

► Thursday, November 14

10:30 am – 4:30 pm

► Friday, November 15

10:30 am – 3:30 pm

OFFICIAL WEBSITE

The official website for the Green Industry Show & Conference is: www.greenindustryshow.com. All exhibitor forms can be accessed through the website under the Exhibitor Information page.

EXHIBITOR BADGES - ORDER ONLINE

Exhibitor badging will be done through CONXSYS Registration.

Please pre-order your exhibitor badges for all staff expected to work your booth. (Exhibitor badges are limited to persons actually staffing your booth.) This will save you time onsite. Each exhibiting company will receive an email with a direct link to register booth staff via the online registration system. An email will be sent to the contact person on file. Please wait until you get your exhibitor registration email to begin to register exhibit staff. The email subject line is: **[Exhibitor Registration] Green Industry Show & Conference 2019.** *(Will be sent mid-Sept.)*

Badges will be available for pick-up on-site at the EXHIBITOR REGISTRATION DESK during move-in after 10:00am on November 13 and starting at 8:30am through show hours on November 14-15. You will not be permitted to enter the show floor without a badge; badges are not required for move-in. Each company is allotted 10 badges. Additional badges may be requested.

LEAD RETRIEVAL SYSTEM

CONXSYS Lead Retrieval System is available to order for the 2019 Green Industry Show.

MYLEADS - Standard.

A small, light weight & easy to carry scanner, equipped with just one key, allows for easy and straight forward use. Equipped with 128 KB of memory, it provides an economical method of collecting leads. An electronic file is provided within one business day after the show closes. No electrical power required.

Early Bird rate, till November 1: \$1985.00 + GST.
Regular rate, after November 1: \$210.00 + GST.
(MYLEADS Mobil App - also available.)

WATERING PLANT MATERIAL

Water access for watering plant material is available. Please contact the show staff for assistance.

WATER FOR FOUNTAINS, PONDS, ETC.

See Calgary Stampede Event Services order forms.

EXHIBITOR SOLICITATIONS/TERRITORY

Exhibitors must limit their activities to within the confines of the booth space. Exhibitor activities must be conducted in a manner consistent with the non-interference of activities legitimately exercised by other exhibitors.

Any firm or organization not assigned booth space inside the exhibit hall will not be permitted to solicit within the trade show area. Please report this activity to GISC Management. Violators may be asked to leave the show and be banned from future shows if they do not comply.

CHARACTER OF EXHIBITS

GISC Management retains the right to restrict exhibits to products and services of interest to and related to the horticultural industry. Management also reserves the right to restrict exhibits because of noise, method of operation, materials, or for any reason that is objectionable, and also to prohibit or to evict any exhibit which, in the opinion of the Management, may detract from the general character of GISC. This restriction includes persons, things, conduct, printed matter or anything of a character that the GISC Management determines objectionable. In the event of such restriction or eviction, GISC is not liable for any refunds on rentals or other exhibit expenses.

SECURITY

GISC Management encourages exhibitors to have at least one employee in their booth during move-in and move-out hours. In all cases, the ultimate responsibility of security lies with the exhibitor at all times. GISC or BMO Centre will not be held liable for the loss or theft of any items in the exhibit booth or storage areas. During show hours exhibitor's must wear their name badges at all times to gain access to the show hall. The hall will be locked during off-show hours and overnight security will be provided.

INSURANCE

The exhibitor is responsible for obtaining adequate insurance covering personnel, exhibit material and equipment for the duration of the show move-in, show days, and move-out, including public liability, property damage, fire and theft, and business interruption, however caused. ***Proof of insurance is required. Send copy to GISC office prior to October 11, 2019.***

NON-SMOKING

Smoking is not allowed anywhere within the confines of BMO Centre building or within 15 feet of any doorway.

COMBUSTIBLE MATERIAL

The Fire Marshall has final authority regarding the types of material that can be displayed in the show halls. Please call if you are not sure your products/materials meet code. Straw bales are not permitted. Pumps and electric motors may be used for display purposes provided they are quiet and do not interfere with adjacent exhibitors. The use of spray paint is strictly prohibited inside BMO Centre.

Propane is not allowed unless you have received prior permission from GISC Management. An open flame requires prior approval from the Public Safety Officer and the GISC Management. Contact Valerie at GISC Management: 1-800-378-3198 for details.

Complete details at the Calgary Fire Department link: <https://www.calgary.ca/CSPS/Fire/Documents/CFD-Indoor-Special-Event-Requirements.pdf>

SPECIAL EQUIPMENT RESTRICTIONS

The operation of oil, natural gas or gasoline engines is prohibited in exhibit areas. Fuel tanks shall be limited to 25% capacity or 20L, whichever is less, in the exhibit areas. Gas caps must be locked or sealed closed with tape. All battery cables must be disconnected and cable ends taped to meet Fire Department Regulations. Keys must be kept on-hand in the event of an evacuation.

Audio visual equipment shall be limited in its operation to sales demonstrations only, must not be noisy and shall not be used to attract or amuse visitors. All audio visual equipment shall be in accordance with the requirements of fire prevention authorities and in harmony with any agreement entered into with GISC and the Management of the facility. The use of loud speakers and public address equipment by exhibitors is absolutely prohibited.

Banners/Décor:

(1) As per Alberta Fire Code, all banners, signs and hanging décor are subject to and must be CAN/ULC-S109 certified or proof of other fire retardant steps is required before hanging.

(2) Certificate of compliance is required by the Calgary Stampede Event Services department upon order, and items will not be hung without proper documentation on file.

Canopies/Tents:

(1) All tents and canopies must be approved for indoor use and have a permanently attached label indicating conformance to CAN/ULC-S109, "Flame Rests of Flame-Resistant Fabrics and Films".

(2) Booths that include tents, canopies and/or other structures inside a building shall not be constructed with any roof, ceiling or other obstruction greater than 27.9m² (300 sq ft) without written approval of the Calgary Fire Department and must meet all additional regulations for structures of that size.

For complete information on banners/décor or canopies/tents, at the Calgary Fire Dept link: <https://www.calgary.ca/CSPS/Fire/Documents/CFD-Indoor-Special-Event-Requirements.pdf>

NON-COMPLIANCE TO RULES AND REGULATIONS

Each exhibitor and employees, substitutes or aides, agrees to abide by the Terms of Agreement and by subsequent amendments and additions considered by GISC Management to be in the best interest of all exhibitors. Upon non-compliance with the terms formulated, GISC Management reserves the right to prohibit, reject or eject any exhibitor, exhibitor's representative, exhibit (in whole or in part), or visitor, with or without giving cause. In the event of restriction or eviction, GISC is not liable for any refunds on rentals or other exhibit expenses.

AMENDMENT TO RULES

GISC Management shall retain the right to interpret the rules and regulations or make such judgments as may appear to be in the best interests of the entire exposition.

CUSTOMS & OR TRANSPORTATION CARRIER**

GES - Customs and Logistics is the one-source solution for customs and transportation services. Customs and Transportation forms are available through GES online ordering: <https://ordering.ges.com-CA-000056838>.

For more information about Logistics & Shipping services, or, to enquire about the status of your quote request, please connect with us at:
GES Customs & Logistics
Email: Canadawestlogisticcs@ges.com
Phone: 403-243-2212
Toll Free: 800-636-8235
Fax: 403-243-3868

City of Calgary Fire Department

Indoor Special Event Requirements

Calgary Fire Department link: <http://www.calgary.ca/CSPS/Fire/Documents/CFD-Indoor-Special-Event-Requirements.pdf>

Display of Motorized & Non-Motorized

When motorized vehicles are to be displayed during an event, the Calgary Fire Department (CFD) shall be notified in advance. Events with displayed motorized vehicles shall comply with the following:

1. Vehicles shall not be started or operated within any assembly building during show hours.
2. All fuel tank openings shall be locked or sealed in an approved manner. Where it is not feasible to lock or seal the opening, the fuel tank shall be empty. Draining of the tank shall not occur in a building.
3. Adding or removing fuel on site is prohibited (must be done outdoors).
4. Vehicle fuel shall not exceed one quarter (25%) of the tank capacity or 20L whichever is less.
5. Vehicles, boats, RV's, trailers and similar exhibited products having over 9.3m² of roofed area shall have a listed single station smoke alarm installed.
6. Vehicles, boats, RV's, trailers and similar exhibited products between 9.3m² and 27.9m² of roof area, with a source of ignition, external power or vehicle batteries still connected, shall have a listed single station smoke alarm installed and a 2A-10BC fire extinguisher.
7. Vehicles fueled by LPG/LNG are not permitted in assembly occupancies.

Inspection of the Event

In order to maintain compliance with Fire and Life Safety requirements, periodic inspections may be conducted by a CFD Fire Safety Compliance Officer (SCO). These inspections may include:

- a. A walk-through inspection with the event coordinator and a CFD Fire SCO during the move-in/set-up period and any deficiencies noted shall be corrected immediately or within the time frame agreed upon.
- b. Once the event has opened, daily visits by a CFD Fire SCO may be conducted.
- c. Cooking and motor vehicle displays may be spot checked by a CFD Fire SCO and requirements will be strictly enforced.
- d. During the closing (move-out) and removal of materials used in the event, a CFD Fire SCO may inspect for emergency access and exiting.

Structures and Exhibit Booth Requirements

1. Decorative material, such as, but not limited to, drapes, theatre curtains, signs, banners, acoustical material, hay/straw, 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 NFPA 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.
2. 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.

3. All electrical fixtures and appliances must be approved and carry the appropriate ULC or CSA3 listing:
 - a. Three wire (grounded) cords shall not be plugged into two (2) wire extension cords.
 - b. Extension cords shall not run under carpets/rugs unless designed to be used in these locations.
 - c. There shall be a sufficient clearance from lights or other heat sources to any combustible or display materials to prevent any possible ignition or heat damage (melting)
 - d. All electrical plugs, cords shall be free from defects. Only listed electrical devices and cords shall be allowed.
4. Booths that include tents, canopies and/or other structures inside a building shall not be constructed with any roof, ceiling or other obstruction larger than 27.9m² (300sq.ft.) without written approval of the Calgary Fire Department.
5. Booths that include tents, canopies and/or other structures inside a building having between 9.3m² (100sq. ft.) and 27.9m² (300sq.ft.) of roof, ceiling or other obstruction shall be provided with a listed single station smoke alarm.
6. Booths that include tents, canopies and/or other structures inside a building having between 9.3m² and 27.9m² of roof, ceiling and/or other obstruction with a source of ignition shall be provided with a listed single station smoke alarm plus a 2A-10BC fire extinguisher within.
7. Tents and canopies must be approved for indoor use and have a permanently attached label indicating conformance to CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films".
8. Minimum of 3m separation is required between each 27.9m² aggregate of tents, canopies and/or other structures on all sides. An aggregate area exceeding 27.9m² shall not be permitted.
9. All required "EXIT" signs shall be visible from any location in the room. Drapes, curtains or displays shall not obstruct view of "EXIT" signs. Temporary directional "EXIT" signs may be required to clearly indicate the direction of egress.
10. Exits and aisles shall be clear and free of obstructions.
11. If there are over 1,000 people in attendance then the front of hall and back of hall main aisles shall be 3.5m wide and all other aisles shall be a minimum of 2.5m wide.
12. Fire extinguishers, hose cabinets, fire hose standpipe connections and other fire appliances shall be maintained, clearly visible and accessible at all times. A minimum of 1m clearance shall be provided with full frontal access to firefighting equipment.
13. The number of persons allowed within any event shall not exceed the occupant load permitted for the facility.
14. Pressurized tanks and other similar hazards shall be properly secured to prevent tipping over or damage (i.e., helium tanks). Portable holders will be allowed.
15. Any additional requirements shall be determined by the Calgary Fire Department for each event.

The Fire Marshal has final authority regarding the items listed above.

1 Underwriters Laboratories of Canada
2 National Fire Protection Association

MOVE-OUT PROCEDURES

► Friday, November 15, 2019 3:30 pm – 11:30 pm

To alleviate traffic congestion during the Move-Out, the following time slots must be adhered to:

- ◆ **4:00 pm – 5:00 pm**
***Small vehicles, Mini van or car,
Pickup truck (NO trailer)***
- ◆ **5:00 pm – 6:30 pm**
***Pickup truck with trailer, Cube vans,
Larger trucks***
- ◆ **After 6:00 pm**
***Trucking companies
Couriers***

PERSONS UNDER THE AGE OF 16 ARE NOT PERMITTED ON THE TRADE SHOW FLOOR DURING MOVE-IN OR MOVE-OUT TIMES.

Note: GES Canada will supply each exhibitor with the 'Move-Out Instructions' on Friday morning, November 15, 2019.

Trucks and/or heavy equipment can only exit through the loading dock area.

BOOTH DISMANTLING IS NOT PERMITTED PRIOR TO 3:30 PM. Exhibitors removing display items prior to show closing may forfeit their right to exhibit in future shows. Tear down /move-out is defined by law as a construction zone; as such CSA approved safety footwear is required.

Please do not place any display materials or equipment in the show hall aisles until the carpet has been removed immediately following the official show closing time.

Move-out will commence immediately after the trade show closure, and aisle carpet is removed, on Friday, November 15 at 3:30 pm and must be completed by 11:30 pm.

Clean-up / disposal charges will apply if all booth material is not removed or placed in garbage containers after the show. Any cartons/crates/pallets or other material not removed from the storage area five hours after the official show closing will become the property of the show and disposal charges will be billed to the exhibitor. To avoid extra charges make arrangements with your carrier to pick-up your empty cartons/crates or pallets.

There is no overnight storage. Contact GES Canada to make arrangements for extended storage.

It is mandatory that all shipments, other than those being taken out by personal vehicles, have a completed Outbound Bill of Lading; which will be available at the GES Canada service desk.

If your booth content has been sold to a third party for pick-up, please complete an Outbound Bill of Lading available at the GES Canada service desk.

If your booth material is being picked up by a trucking company or courier, exhibitors need to make sure that it is clearly and correctly labelled and that an Outbound Bill of Lading is completed. GISC, GES or BMO is not responsible for any equipment/material remaining on the show floor.

YOU MUST ADVISE YOUR CARRIER ABOUT THE PROPER MOVE-OUT TIMES.



**1 FREE
CONFERENCE PASS
FOR EXHIBITORS**

**2019 GREEN
INDUSTRY
CONFERENCE**

CONFERENCE PROGRAM
2019 NOVEMBER 14 & 15
BMO Centre at Stampede Park
Calgary, AB

**THERE'S
SOMETHING GREAT
HAPPENING HERE!**

Industry-leading workshops and seminars for landscape, turf, tree nursery, greenhouse and garden centre professionals.

www.greenindustryshow.com

Finning CAT

Each exhibiting company will receive one (1) full 2-day conference pass, **FREE***, a \$350.00 value.

Never attended The Green Industry Conference? Here is your chance - it doesn't get any better than a free pass! Regularly attend? Consider this an added bonus for yourself or a staff member!

***To receive your free pass you must pre-register by November 8, 2019 to take advantage of this offer. Only 1 free pass per company. Registrations received after this date are subject to regular conference rates.**

If you want to register additional staff, do so before October 24, 2019 to ensure you receive the Early Bird conference rate.
(Regular rates apply after October 24, 2019.)

The two-day conference begins with a keynote speaker at 8:00 am both days. There are three (3) time slots with a total of 24 sessions to choose from. There is some overlap with Show hours, but these have been kept to a minimum.

HOTEL ACCOMMODATION

- **Hotel Arts** - Premier Boutique Hotel
9 minute walk to BMO Centre (700 m)
119-12 Avenue SW, Calgary, AB T2G 0G8
(Located on 12 Ave SE between 1 St SW and Centre Street)

November 12-15, 2019

Tuesday to Friday
Luxury Rooms: \$165.00 + tax
Luxury Suites: \$215.00 + tax

Friday to Saturday
Luxury Rooms: \$139.00 + tax
Luxury Suites: \$189.00 + tax

Phone: 403-266-4611 | Toll Free: 1-800-661-9378
Email: info@hotelarts.ca | Web: www.hotelarts.ca
To reserve online:
[https://reservations.travelclick.com/77780?](https://reservations.travelclick.com/77780?groupID=2574736)
[groupID=2574736](https://reservations.travelclick.com/77780?groupID=2574736)

When you register you will need to enter your personalized **Exhibitor Discount Code** to receive your 1 free conference pass. A promo page stating your Discount Code was sent to each exhibiting company in their September exhibitor package. A follow-up email, with the Discount Code, will also be emailed to the contact person currently on file from: GISC@conexsys.com.

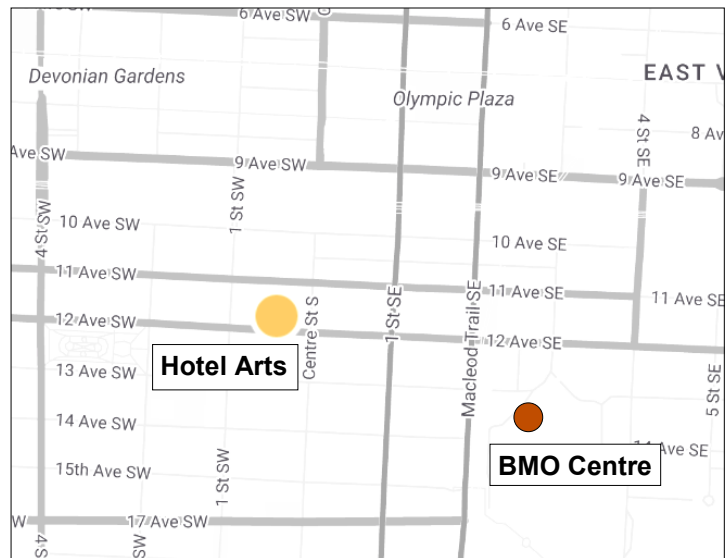
Access exhibitor registration via the email sent from GISC@conexsys.com

1. Enter your name and email address, click new registration
2. Fill in registrant details and membership type
3. Choose full conference and any other events you choose to attend. There is a fee to attend the other events, this will be added to your total
4. Enter DISCOUNT CODE
5. Select sessions
6. Review registration - click "expand details" to review details before proceeding to "add additional registrants" or "proceed to pay"

To speed up printing your badge onsite, bring your confirmation email/barcode to the registration desk to scan and print your badge.

SHUTTLE BUS SERVICE WILL BE AVAILABLE BETWEEN HOTEL ARTS AND BMO CENTRE

(Shuttle will run Thursday and Friday only. Select times.
See board in lobby for schedule.)



2019 GREEN INDUSTRY FLOOR PLAN

Green Industry Show

November 14 & 15, 2019

BMO Centre at Stampede Park: 20 Round Up Way SE, Calgary, AB

