FREDERICTON CONVENTION CENTRE

PALAIS DES CONGRÈS DE FREDERICTON

2017 Exhibitor Guide

EXHIBITOR RULES & REGULATIONS

Please refer to supporting order forms for various exhibitor needs including power, food & beverage services, office supplies, décor items etc. NOTE power, rigging and food & beverage services are EXCLUSIVE to FCC.

Booth Information:

1. Inclusions for exhibitor space (tables, chairs, linen) will be provided by the show organizer.
2. Shipments will not be accepted in advance of the event unless previously approved by the FCC. Storage is not available on site and requirements should be made with the Show Decorator/Organizer.
3. Any approved shipments should list the company name, on site contact, event name and show date, and event room name.
4. FCC will not make arrangements for packaging and delivery of materials left behind following the event. Boxes may be left with pick up instructions if all weigh bills including full shipping information and account numbers, as well as contact person are clearly identified. Should information be incomplete or missing, administration fees may apply.
5. All items must be removed from the facility at the end of the event. Any items left behind are not the responsibility of the FCC. Handling and storage fees may apply.
6. Items left behind and unclaimed within 30 days of the event end date will be disposed of by the FCC.
7. Exhibitor booth must not be left unattended.
8. It is the exhibitor's responsibility to ensure safe return of rented equipment to FCC. Damaged items/equipment will be charged at replacement value.
9. For ordering of Audio-Visual equipment, power, décor, retail items or food & beverage services please complete the appropriate request form. All requests must be received more than 10 days prior to event; otherwise “on site” fees will apply. (Credit will not be given for orders processed and not used).
10. The Fredericton Convention Centre (FCC) has exclusivity to catering and has full catering services available, therefore prepared foods are not permitted for sale or giveaway.
11. All materials and equipment supplied remain the property of the FCC.

Building Information:

1. Security is not provided within the exhibit area, lost or stolen items are not the responsibility of the FCC.
2. FCC Loading bay is ground level; a ramp may be required for loading and unloading of delivery vehicles.
3. Large exhibits requiring the loading bay/freight elevators should be scheduled by the show organizer, and a schedule provided to the FCC. Standard labour rates will apply for a duty manager. Smaller set ups can load in through the main doors, noting the drop off zone will be enforced to allow exhibitors to access the building.
4. Complimentary wireless high speed internet is available throughout the facility (Fred-E-Zone). For wired connections please contact the show manager, or the facility directly at 506-461-2770.
5. No vendor is to set up any equipment operating in the 802.11b/g spectrum (2.4 GHz) which interferes with or disrupts the Wireless Internet network within the FCC
6. No vendor is to set up any networking equipment which interferes with or captures the network traffic of any other users of the network
7. The government of Canada Copyright Act states that SOCAN (Society of Composers, Authors and Music Publishers of Canada) has authority to collect license and royalty fees. Fredericton Convention Centre is required by law to obtain performing rights license fees and remit fees back to SOCAN. This licensing fee will apply to receptions, conventions, fashion shows, and dances. In addition to the SOCAN fee, the FCC is required by law to charge an additional Re:Sound fee for events that include pre-recorded musical entertainment (i.e. DJ). Please note that HST is applicable.

8. Parking: 24 hour parking is available in the 529 spaces located at the East End Parking Garage, accessible from King or Queen Streets. Current costs are as follows (costs subject to change without notice):
   - $1/hour
   - $5/up to 6 hours
   - $10/up to 12 hours
   - $15/up to 24 hours

Exhibit Space Parameters:

1. Helium filled balloons are prohibited in areas of the building with ceiling height of more than sixteen (16) feet.
2. FCC is a scent free facility.
3. No permanent fixtures can be used on any walls, flooring, tables including masking and clear tape, nails, tacks, hooks, staples etc. <u>All temporary fixtures are subject to approval.</u> Labour/repair charges will apply to remove prohibited fixtures from FCC property, and damages assessed upon group departure.
4. The use of fog/smoke machines or any other special effect/activity required FCC approval at least 2 weeks in advance. The Fire Safety manager will need a full production schedule including rehearsals. Labour charges may apply for a fire warden.
5. Please note, ballroom and foyer spaces are carpeted
6. No materials can be moved out while the show is in progress.
7. The Fredericton Convention Centre's facility standard for exhibitors states that during exhibitor load in and load out times, it is mandatory for FCC staff members to be located at both the loading bay ground level and the ballroom level to assist exhibitors. A standard labour charge of $25.00 per hour, per FCC staff member (minimum 3 hours/per employee) will apply. Labour fees will be applied for both load in and load out. When the number of exhibits exceeds 50 booths, FCC reserves the right to add additional labour to ensure a smooth load in and load out. Please contact your event manager for additional details. The client and the FCC together will identify ideal load in and load out times. The client is responsible for all communication of load in and load out times and guidelines to exhibitors.
8. The FCC has the right to decline any exhibit or portion thereof which, in the opinion of the FCC, is not appropriate or in keeping with the character of the FCC.
9. Basic aisle cleaning is performed nightly. It is the responsibility of the exhibitor to dispose of all garbage/recyclables contained within your booth area. To arrange for cleaning of your booth/disposal of pallets, boxes etc., please contact the FCC directly to make arrangements. Charges may apply.

Building Safety:

1. Exhibitors will not in any way obstruct, restrict or interfere with other licensees, invitees in the building.
2. No display or portion of a display is to obstruct any exit aisle or doorway.
3. All exhibitors must meet the requirements with respect to fire safety of the Fredericton Fire Department and FCC, ensuring that all decorations, draperies and/or fabrics are fireproof.
4. The Exhibitor is responsible for compliance with all applicable laws, bylaws, ordinances, regulations, requirements, codes and standards, including those with respect to fire, safety, health and environmental matters and shall ensure that all equipment, materials and goods used by the exhibitor so comply.
5. The floor plan may be altered to ensure all needs of exhibitors & safety regulations are adhered to.

Fredericton Convention Centre

Food and/or Beverage Sample Distribution

CONDITIONS & REGULATIONS

1. The Fredericton Convention Centre has exclusive food and beverage distribution rights within the Centre. The event organizer and/or their exhibitors may distribute sample food and beverage products **ONLY** upon written authorization (see reverse)
2. **It must be understood ALL alcoholic beverages must be provided by the FCC and served by FCC staff. Failure to adhere to this policy could result in the immediate closure of the tradeshow/event.**
3. All sampling is subject to compliance of health, safety and sanitation, and/or other specific requirements of the Department of Health. Health regulations may require that any prepared products be appropriately inspected and licensed for consumption by the Department of Health. It is the responsibility of the Client/Exhibitor to comply with all local health and safety regulations. A minimum 14 days' notice is required for the application of a temporary food booth permit from the Department of Health. For further information and permitting, please visit: http://www.gnb.ca/0051/index-e.asp
4. The Fredericton Convention Centre will not be responsible for the quality or state of the food or beverage served by an authorized vendor.
5. Items dispensed are limited to products manufactured, processed or distributed by exhibiting firm.
6. All items are limited to **SAMPLE SIZE**:
   a) Sample or promotional beverages limited to maximum 2oz/56ml. container and 2oz./56g. product
   b) Sample food is limited to "bite size".
7. Food and/or beverage items used as traffic promoters (i.e., coffee, bar service) **MUST** be purchased from Fredericton Convention Centre. Please refer to the exhibitor food & beverage services form to place your order.
8. All items supplied remain the property of the Fredericton Convention Centre (FCC).

FREDERICTON CONVENTION CENTRE
PALAIS DES CONGRÈS DE FREDERICTON

Exhibitor Form

Please complete and fax to: 506-460-2768

For more information contact: 506-460-2770

FOOD/BEVERAGE SAMPLE DISTRIBUTION REQUEST

Function Date: _____ Event Name:_____ Booth No:_____

Company name:_____ Contact Name:_____

Street Address:_____ City, Province: _____ Postal Code:_____

Email:_____ Telephone:_____ Fax:_____

The Fredericton Convention Centre has exclusive food and beverage distribution right within the centre. The event organizer and/or their exhibitors may distribute sample food and beverage products **ONLY** upon written authorization. The Fredericton Convention Centre will not be responsible for the quality or state of the food and beverage served by an authorized vendor.

General Conditions

1. Items dispensed are limited to products manufactured, processed or distributed by exhibiting firm.
2. All items are limited to SAMPLE SIZE:
   - Sample or promotional non-alcoholic beverages limited to maximum 2 oz. / 56g product.
   - Sample food items limited to "bite size"
3. F&B items used as traffic promoters (i.e. potato chips, coffee) MUST be purchased from FCC. Please refer to the exhibitor food & beverage services form to place your order. Handling and labour charges will apply to unauthorized products, as well as potential closure of the vendor booth.

INFORMATION: Product(s) to be dispensed:

Size of portion to be dispensed:

Proposed method of dispensing:

Explain purpose of offering samples:

FCC USE ONLY: Event Manager Approval:_____Date:_____

FREDERICTON CONVENTION CENTRE SHIPPING LABEL

Please note that every event at the Fredericton Convention Centre has an official move in date. The Fredericton Convention Centre is unable to store exhibitor freight prior to the pre-arranged move-in date, due to the limited storage facilities. We reserve the right to refuse delivery of any exhibitor freight that arrives at the facility prior to the contracted this date. Please consult with your Event Management Company if you require more details regarding move-in dates or official freight storage. Also feel free to contact the Fredericton Convention Centre and ask to speak with your Event Manager.

Please find below a pre-addressed mailing label for the **Fredericton Convention Centre**. We have provided this template so that you can easily fill in the blanks and photocopy as many pre-addressed labels as you need. All of our mailing information is included for your convenience – however we ask that you please fill in the remaining sections, especially the EVENT NAME and your EXHIBITOR COMPANY NAME.

When shipping equipment and materials for your booth or exhibition, please bear in mind these important points:

- The Fredericton Convention Centre has a policy of not accepting delivery of exhibitors' equipment and materials.

If you have deliveries scheduled to arrive before the day of ingress, the following options are available to you:

- Arranging for direct delivery to the display company that your show managers have contracted. The display company will be able to provide off-site storage and deliver your shipment to your booth / exhibition space at the Convention Centre, as well as arrange to have the booth returned to you following the show.
- Engaging the services of a shipping and brokerage firm. Such firms will handle and store all materials and are able to provide service and assistance to you on-site, at the Convention Centre on the designated day of ingress.
- Shipping and Brokerage firms specialize in shipments that require careful handling; all details related to cross border and inter-provincial shipping and long and short term storage of goods.

Whichever choice you make, the FCC strongly recommends that you inform yourself of the insurance coverage and security that any company extends to their clients while your property is in their care.

The FCC is not responsible for outbound shipments. The exhibitor/shipper is responsible for arranging courier pick-up arrangements. Any items left behind are not the responsibility of the FCC. Handling and storage fees may apply. Items left behind and unclaimed within 30 days of the event end date will be disposed of by the FCC.

Fredericton Convention Centre
670 Queen Street
Fredericton, NB
E3B 1C2

c/o: FCC Contact, Title

FCC Contact Phone Number

Event Name, Event Date, Room Name

BOX _ of _

Fredericton Convention Centre
670 Queen Street
Fredericton, NB
E3B 1C2

c/o: FCC Contact, Title

FCC Contact Phone Number

Event Name, Event Date, Room Name

BOX _ of _

Exhibitor Order Form

FREDERICTON CONVENTION CENTRE
PALAIS DES CONGRÈS DE FREDERICTON

Please complete and fax to: 506-460-2768

For more information contact: 506-460-2770

Exhibitor Services Retail Items Request

Function Date: _____ Event Name:_____ Booth No:_____

Company name:_____ Contact Name:_____

Street Address:_____ City, Province: _____ Postal Code:_____

Email:_____ Telephone:_____ Fax:_____

Items	Advanced Cost	Onsite Request	Order Amount	Cost
Calculator	$9.50	$11.00		
Clear Tape	$3.50	$4.25		
Glue Stick	$3.50	$4.25		
Highlighter	$3.00	$3.75		
Notepad	$5.00	$6.25		
Packing Tape	$5.00	$6.25		
Paper (package of 500)	$7.00	$8.75		
Paper clips (box of 100)	$2.00	$2.50		
Push Pins (box of 100)	$3.00	$3.75		
Ballot Bowl	$8.00	$10.00		
Pen (bundle of 10)	$4.00	$5.00		
Receipt Book	$12.00	$15.00		
Rubber Bands (bundle of 50)	$5.00	$6.25		
Scissors	$6.00	$7.50		
Black Marker	$3.00	$3.75		
Stapler (includes 1 row of stapes)	$10.00	$12.50		
Staples (1 row)	$1.00	$1.50		
Staples (1 box of 5000)	$4.00	$5.00		
Garbage Can	$12.00	$15.00		
Recycle Bin	$12.00	$15.00		
Garbage can & Recycle bin	$20.00	$25.00		
TOTAL:				

- All prices are quoted in Canadian funds and are subject to HST
- Orders must be received 10 business days in advance, otherwise on-site prices apply
- All orders must be guaranteed by credit card with an authorized signature. A 'service order confirmation' will then be sent to you as confirmation
- To customize your order with something you don't see here, please contact us directly to make arrangements at 506-460-2770.

Method of Payment: ☐ Visa ☐ Mastercard ☐ American Express	Expiry date:
Card Number:	Name on card:
3 or 4 digit security code:	Signature:

FCC USE ONLY: Processed by Event Manager:_____Date:_____

Exhibitor Order Form

Please complete and fax to: 506-460-2768

For more information contact: 506-460-2770

Exhibitor Food & Beverage Services Request

Function Date: _____ Event Name:_____ Booth No:_____

Company name:_____ Contact Name:_____

Street Address:_____ City, Province: _____ Postal Code:_____

Email:_____ Telephone:_____ Fax:_____

Items	Cost	Order Amount	Total Cost
FOOD			
Assorted Danish, muffins or croissants (each) (Minimum 6)	$2.95		
Fresh fruit tarts (each) (Minimum 6)	$4.95		
Cookies (each) (Minimum 6)	$1.95		
Individual yogurt (each) (Minimum 6)	$2.95		
Fresh sliced seasonal fruit (per person) (Minimum 6)	$6.95		
Fresh Fruit Kebabs (each) (Minimum 6)	$5.95		
Platter of cured meats and hard cheeses, assorted pickles and a trio of mustard (per person) (Minimum 6)	$9.95		
Market fresh vegetable platter with dip (per person) (Minimum 6)	$4.95		
Local Canadian cheese platter (per person) (Minimum 6)	$8.95		
Import and Canadian cheese board (per person) (Minimum 6)	$9.25		
Cold salmon platter with traditional condiments: capers, red onion, fresh chopped dill and herb cream cheese (per person) (Minimum 6)	$10.95		
BEVERAGES			
Fresh ground regular/decaffeinated coffee/tea (per person) (Minimum 6)	$3.50		
Chilled juice (per bottle)	$3.00		
Soft drinks (per can)	$3.00		
Bottled spring water (per bottle)	$3.00		
Perrier water (per bottle)	$3.95		
TOTAL:			

General Conditions

- All prices are quoted in Canadian funds and are subject to 15% service charge and HST
- FCC is the exclusive supplier of all food & beverage services
- Please use a separate order form for each day, then fax to the Event department at 506-460-2768
- Orders must be received a minimum of 10 days in advance of the delivery date.
- All orders must be guaranteed by credit card with an authorized signature. A 'service order confirmation' will then be sent to you as confirmation.
- To customize an order with something you don't see here, please contact us directly to make arrangements, at 506-460-2770.

Payment terms:

a) Payment information must accompany all Food & Beverage orders. No order will be processed without payment.
b) Payment will be processed on the card below 3 business days prior to delivery of the first order.
c) Quantities ordered cannot be decreased within 72 business hours (3 business days) of the service date. Increases within 3 days, or on site will be accommodated where possible, additional charges may apply.
d) Only American Express, Mastercard and Visa credit card transactions will be accepted.

Method of Payment: ☐ Visa ☐ Mastercard ☐ American Express	Expiry date:
Card Number:	Name on card:
3 or 4 digit security code:	Signature:

FCC USE ONLY: Processed by Event Manager:_____Date:_____

FREEMAN

AUDIO VISUAL

FREDERICTON CONVENTION CENTRE SERVICES FORM

Setup details and contact information:

On Site Supplier Contact Name _____Phone # _____

On Site Supplier Company Name _____Event Date _____

Event Name _____Room_____

	INSTALL	DISMANTLE
Arrival Date/time at DGO loading dock	_____	_____
Required time duration for move-in	_____	_____
Date/Time of power hook-up/disconnect	_____	_____
Rigger/lift date and times **(*charges apply)**	_____	_____
FSR power tie-in date and times **(*charges apply)**	_____	_____
Time/Duration in room	_____	_____

Brief setup details and description

_____

_____

_____

_____

Electrical Service & Rental Equipment

Quantity Required	**Description**	**Connection Type**	**Advance Booking**	**Standard Rate**	**Days Required**	**Total** (Qty x rate)
	15' extension cable – 15A, 120V		$10.00	$15.00		
	6 Outlet Power bar – 12A, 120V		$10.00	$15.00		
	15A, 120V circuit		$60.00	$80.00		
	20A, 120V circuit		$90.00	$120.00		
	30A, 120V circuit		$100.00	$150.00		
	60A, 220V single phase service		$200.00	$275.00		
	60A, 3-phase service		$500.00	$625.00		
	100A, 3-phase service		$650.00	$800.00		
	Utility Drop – 8 x 15A, 120V circuits		$450.00	$650.00		

All prices subject to applicable taxes & service fees.

FREEMAN

AUDIO VISUAL

FREDERICTON CONVENTION CENTRE SERVICES FORM

Rigging Services & Rental Equipment

Quantity Required	Description	Advance Booking	Standard Rate	Required Hours/Days	Total (Qty x rate)
	Rigging Plan Approval	$250.00	$300.00		
	Rigging Point	$75.00	$100.00		
	Rigger – hourly regular day rate **(2 hr minimum)**	$75.00	$100.00		
	Rigger – overtime rate **(4 hr minimum)**	$112.50	$150.00		
	Rigger – double time rate **(4 hr minimum)**	$150.00	$200.00		
	Electric Scissor Lift – per day	$200.00	$300.00		
	½t Chain Fall Hoist	$75.00	$100.00		
	Steel Safety Cable	$10.00	$20.00		
	Truss – 8' linear ft	$45.00	$60.00		

All prices subject to applicable taxes & service fees.

- Advance booking rates apply when services are confirmed with FREEMAN a minimum of 14 days before the event set up date.
- Overtime rates apply weekends and all days 5pm until Midnight.
- Double time rates apply all days Midnight to 6am and Statutory Holidays

A rigging plan must be submitted to FREEMAN for approval. This plan must be in an approved printed or electronic format, must be to scale, must show all equipment being hung, and must show the weight load for each rigging point being used. It must show all required rigging points, including cable pics. Charges for plan approval are shown above.

Rigging Plot Filename:_____Format:_____

Brief description and additional information not listed on diagram:

_____

_____

_____

_____

_____

_____

Signature _____ Date _____

PO if Required _____

All orders must be faxed or scanned attention: FREEMAN Electrical/Rigging services

FREEMAN

AUDIO VISUAL | CANADA

Fredericton Convention Centre
670 Queen Street
Fredericton, New Brunswick E3B 1C2

projectors & screens

LCD projector (XGA) 2500 lumens
LCD projector (XGA) 6000 lumens
6’ x 8’ fastfold screen with dresskit
7.5’ x 10’ fastfold screen with dresskit
9’ x 12’ fastfold screen with dresskit
LCD XGA projector Package (2500 lumen)
Includes: Projector, draped stand, pull-up or tripod screen
Support Package for Customer’s projector
Includes: Draped stand, cables, pull-up or tripod screen, setup, & on-site support

computers & internet

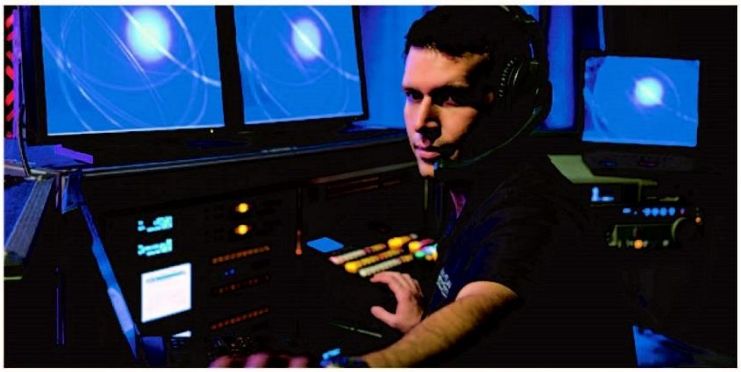
Desktop or Laptop Computer
Laserjet 4000 printer
Wireless computer mouse
DSAN Perfect Cue remote control
20” Flat panel monitor (SXGA)
32” Flat panel monitor (SXGA)
42” Flat Panel monitor (SXGA)
Pole stand for monitor

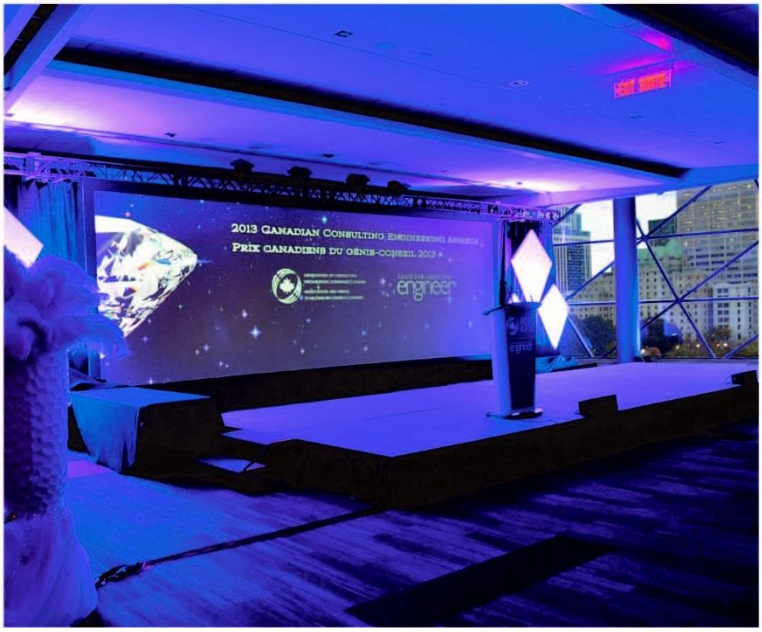
video & conference accessories

DVD player – universal
Folsom Presentation Pro switcher
DVD recorder
Mini-DV camcorder
Video tripod
Video cart with draping
Flipchart with pad and marker
Laser pointer
Digital Presentation Timer

sound

Podium, table, floor, lavalier microphone – wired
Wireless microphone - lavalier or handheld
DIGIMIC conference microphone
4 channel mixer with 4 auxiliary inputs
12 channel mixer
Computer Audio Patch
CD player
CD recorder
Media Feed Box – professional
Audio Conferencing Telephone
Small sound system with podium microphone
Small sound system with wireless microphone & CD player





lighting

Standard Lighting Fixture
Lighting Dimmer – basic
Lighting Controller – basic
Lighting Stand
Lighting Truss (8 ft section)
LED Coloured Décor Light – energy efficient
Podium Lighting Package
Includes: 2 Lights with stands, controller, setup
Basic Stage Lighting Package
Includes: 6 Lights with stands & controller

décor ideas

Standard Podium
Custom Podium
Podium sign with your logo
Drapery – 8 ft high Black velour (per foot)
Drapery –16 ft high Black velour (per foot)
Drapery –16 ft high Grey velour (per foot)
Decorative Light Column
Includes LED lights
Décor Lighting Package
Includes 10 LED Coloured décor lights, controller

technical support

Setup, dismantle, and operation charges will apply at the following.

Standard Labour – Straight time & Overtime
Specialist Labour – Straight time & Overtime
06:00-Midnight – Straight time
Midnight-06:00 and weekends - Overtime
After 8 consecutive hours – Overtime
Statutory Holidays – Double time

All Services are Subject to the FCC's Standard Service Charge

Ask me about our mobile app and how it can benefit your conference.

I am your in-house audio, visual and technology expert.

Craig MacPherson
Technical Service Manager
Direct: 506-460-2778
Cell: 506-478-8076
Fax: 506-452-0805
Email: craig.macpherson@freemanco.com