

FREDERICTON  
CONVENTION  
CENTRE



PALAIS DES  
CONGRÈS DE  
FREDERICTON

# 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. All temporary fixtures are subject to approval. 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.