

EXHIBITOR PLANNING CHECKLIST

Determining Exhibitor Requirements

- Prepare an exhibitor registration form
- Determine cost to exhibit & indicate what is included in the cost;
 - Exhibitor package: list of exhibitors, vouchers, promotional materials etc.
 - size of booth space
 - # of participants
 - table, chairs (size & #)
 - linen, skirting, pipe & drape, carpet, waste basket
 - electricity hook up (specific watts/amps), power cords
 - Internet connection
 - parking
 - food service
 - post event attendee database information
- Obtain details of full contact information of applicant
 - Do you require a logo from applicant for event materials?
- Include cancellation fees/policies
- Details of payment options
- Include regulations/restrictions
- Provide details of your direct contact information for questions about registration package
- Waiver to be signed regarding "sharing of information" if planning on providing database information to all show participants

Considerations

- Will an option be given for a preference to location of exhibit
 - Obtain floor plan from venue
- Request donations, door prizes?
- Will there be a discount for early bird registration?
- Will attendance to any workshops or social functions be included in exhibitor registration?
- Will you provide tiered packages? Various booth sizes?
- Sponsorship package?
 - Insert in conference welcome kit bag
 - Logo on website
 - Logo on program guide
 - Advertising opportunities
- Confirm specific venue restrictions for exhibitors.

Confirmed Exhibitor Package –Pre-Event

- Official "Thank you for participating" & Information package
- Confirm what is included in their chosen confirmed "Package"
- Campus map
- Load in, designated set-up time & location
- Load out, designated tear-down time & location
- Recap of Regulations & Restrictions
- Event Agenda

- Event times
- Meal time & locations

Georgian Exhibitor Guidelines

Overall Campus Regulations

- Dependent on your event layout, it may be important to indicate rules about booth representation & having “exhibitor” presence at all times or at minimum during a specified time frame
- A detailed list of exhibitors must be provided, including the details of their exhibit.
- Soliciting is strictly prohibited to those not attending the event.
- Approval must be obtained for distribution of materials. Stickers and decals are prohibited.
- Pre-approvals for all advertising; use of Georgian’s logo or name must be authorized.
- No external food or beverage may be sold.
 - Food & beverage can be arranged through an on-campus food service provider
 - Written permission for sale of special items that will not be consumed on campus.
- Approvals must be obtained for the sale of any merchandise.
 - Book sales – On-campus bookstore has the right of refusal for all book sales.
- Fire regulations prohibit exhibit displays in hallways and near entryways. Special circumstances may be considered for some hallways. Pre-approval is required for location of exhibits.
- Approvals must be obtained for posting of signs. All tape or adhesive on walls, floors, ceilings, railings, and doors is prohibited. Masking tape, clear tapes, packaging tapes, and duct tapes are prohibited. The use of pins, nails, screws or hooks or drilling of holes is prohibited unless approvals are obtained. Should damage occur due to the hanging of signage, the applicant shall be held responsible.
- All electrical requirements must be preapproved.
- All decorations & fixtures must be pre-approved.
- P.O.S. requirements must be prearranged, tested and approved.
- Internet access requirements must be tested & preapproved.
- Insurance certificate must be provided in advance.
- Facility restricts use of ladders, lifts, scaffolding and forklifts – approvals must be obtained in advance in writing.
- Exhibitors are responsible for removal of all materials
 - Special arrangements are required to be made for any disposal requirements, additional costs may apply.
- Shipping arrangements must be made in advance, additional cost may apply.

Specific regulations regarding foyer & classroom exhibitions

- Maximum of 6 - 6 ft. tables permitted in K building foyer
- No tables or displays permitted in front of donor wall in C building foyer
- Limited area for tables in C-foyer (paying attention to business hours of Registrar, Campus Connections, Bookstore, Georgian Theatre schedule etc.)
- All space must be booked in advance

Specific regulation regarding Athletic Centre exhibitions

- All booths over 8.6 ft. in height must be pre-approved.
- Any equipment, display materials that may damage the floor is required to be placed on ¾” rubber matting.
- Helium balloons are not permitted.
- Propane, compressed air cylinders and any other combustible substances are strictly prohibited within the Facility.
- The use of open flame must be pre-approved in advance in writing.

- Fire regulations specify a required # of fire extinguishers when using a specialized exhibit. Pre-arrangements must be made in advance to determine all exhibit material meet fire code regulations.
- Motor vehicles used in a display must have the battery removed, oils drained, gas tanks drained and the filler cap sealed with a locking device or tape. The said vehicle must be pushed into place in such a manner as to not mark the floor and be placed on rubber matting supplied by facility.
- Pre-arrangements must be made for the hanging of banners.
- All electrical requirements must be preapproved – Additional costs may apply to connect to power.
 - Total of 5-15 amp circuits in gymnasium – 1 on each wall/1 in center of floor
 - 2-20 amp circuits in storage room
 - Additional power, external connect requires ESA Inspection & Fee
- Arrangements must be made in advance for unique exhibitions (extremely large items, use of water etc.)

Venue Preparation

- Signage
 - Directing participants to loading area
 - Directing participants to exhibit area
- Parking- Are you reserving an area for exhibitors?
- Staff to direct & assist in loading & unloading
- Registration area to provide exhibitor information and assistance
- Exhibitor floorplan

Welcome Package – Day of Event

- Parking tokens
- Meal vouchers
- List of Exhibitors
- Final Floor plans – booth locations

Connect on Campus for your meetings and special events!

Contact Georgian Conference & Event Services!