



ApEx Foodservice Trade Show

Owned and Operated By: Media Edge Communications Inc.
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Show Personnel:

Chuck Nervick Vice President Strategic Development Ext. 227 Email: chuckn@mediaedge.ca	Chris Torry Operations Manager Ext. 280 Email: christ@mediaedge.ca
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Ellen Scanlan Show Manager 5121 Sackville St., Suite 201 Phone: (902) 425-0061 ext. 102 Toll Free: 877-755-1938 ext. 102 Fax: (902) 422-1161 Email: escanlan@eastlink.ca	Cheryl Landy Event Coordinator Ext. 266 Email: cheryll@mediaedge.ca
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Show Location: Exhibition Park
200 Prospect Rd.
Goodwood, NS B3T 1P2
Phone: (902) 876-8551

Dates & Hours:	Move – In	
	Friday, April 13	10:00am to 6:00pm
	Saturday, April 14	8:00am to 6:00pm
	Show Days	
	Sunday, April 15	10:00am to 5:00pm
	Monday, April 16	10:00am to 5:00pm
	Move – Out	
	Monday, April 16	6:00pm to 10:00pm
	Tuesday, April 17	8:00am to 3:00pm

On-Site Show Office: Located in the hall between the Arena and Building D

Address for Shipments: Your Company Name
c/o ApEx Trade Show
(Your ApEx Booth Number)
Exhibition Park
200 Prospect Rd.
Goodwood, NS B3T 1P2

Collect Shipments Will Not Be Accepted
Materials will only be accepted on April 12th anything sent prior to that will be refused.

ApEx Show Suppliers

Service Contractor: **Legault Companies**
Exhibitor Services
60 Raddall Avenue Unit 1
Dartmouth, NS B3B 1T2
Exhibitor Services
Phone: (902) 835-8912
Fax: (902) 835-8913
www.legaultcompanies.com

This company provides booth draping and rentals of carpets, furniture, plants, etc., plus system type exhibit booths.

**Electrical / Mechanical
Plumbing** **ShowTech Power & Lighting (Ainsworth Atlantic)**
Debbie Purcell
6410 Lady Hammond Road
Halifax, NS B3K 2S3
Phone: (902) 468-9193 ext 6
Fax: (902) 468-1077

Exhibitors should read the back of the ShowTech order form for a full explanation of ShowTech's rules and regulations. (Also, see section following on Electrical & Plumbing)

Custom Broker **Mendelssohn Customs Services**
Mr. Glen Anderson
Tel 514-987-2700 ext. 22
Cell: 514-240-7499
Fax: 514-849-3446
Email: ganderson@mend.com

In Bond Shipments

To expedite shipments, it is important that you contact a Halifax Customs Broker **PRIOR** to sending shipments to the show, in order that power of attorney arrangements can be made.

Cooking Services **Exhibition Park**
200 Prospect Rd.
Goodwood, NS B3T 1P2
Rhonda Blackburn
Phone: (902) 876-1507

Telephone/Internet Service Exhibition Park has designated hotspots. Signage indicating "TCL Wi-Fi HotSpot" where customers can access the Internet on their laptops, is located throughout the facility. The end user will pay \$10.00 plus HST for 24 hour use. Arrangements may be handled with Randy Johnston in the building upon arrival.

If you prefer a dedicated connection, please contact either of the following service providers at least 3 weeks prior to the move-in:

Aliant

Phone: 1-800-688-9811
www.aliant.net

or

Eastlink

Phone: (902) 453-5000
www.eastlink.ca

Audio Visual Rental:

AVW-TelAv Audio Visual Services

Ryan McKinnon – Account Executive
100 Ilsley Ave.
Dartmouth, NS
Phone: (902) 468-4485
Fax: (902) 468-9656

Photographer

George Georgakakos

Phone (902) 497-7159

Security

Northeastern Investigators

177 Main St.
Dartmouth, NS B2X 1S1
Phone: (902) 435-1336

Shipping, Transportation, Trucking Arrangements

To Atlantic Canada:

Lange Transportation
3965 Nashua Drive
Mississauga, ON L4V 1P3
Phone: (905) 362-1290 Toll Free (800) 668-5687
Fax: (905) 362-1285
Email: info@langeshow.com
Web Site: www.langeshow.com

Within Atlantic Canada:

Armour Truck Rental
Norm Bourque
Tel: (506) 857-0205
nbourque@armour.ca

Lead Retrieval Service

ShowCare

201-2770 14th Avenue
Markham, ON L3R 0J1
Lead Retrieval Services

Toll Free: (888) 892-0745
Fax: (905) 479-9404
Web Site: www.showcare.com

Identification Badges

Exhibitor badges (for personnel working in your booth)

Please use the link on the show website contained in the Exhibitor Manual to order your exhibitor badges.

Exhibitors' badges will be mailed out directly to the exhibiting company c/o the contact person for distribution. Deadline for mail out of exhibitor badges is Thursday, March 29, 2012. Changes and/or additions can be made during move-in at the exhibitor badge desk or during the show.

Please Note, if you receive or pick up badges for other employees of your company, it is your responsibility to see that they receive them prior to the show opening. No one will be admitted to the exhibit floor without a badge.

You may order badges online until April 13, however these badges will not be mailed to you, Badges ordered after the March 29th deadline can be picked up at the Registration Desk on Friday from noon to 5 pm. Any other badges can be picked up on Sunday during show hours, however there may be line-ups and delays.

Exhibitor badges will not be released to companies who have an outstanding balance.

Badges for Company Personnel (not working in the booth)

Company employees who are not working in your booth should register as a visitor. Be sure to provide all the required information including industry and occupation codes. You may obtain this form online.

Cost: Prior to April 15, 2012 - \$0.00
April 15, 2012 – \$20.00 on-site (includes HST)

TRADE ONLY: Admission is restricted to persons engaged in the Foodservice industry. Persons under 19 years of age will not be admitted.

Visitor Attendance

Visitor admission to the show will be paid by controlled registration.

Costs: Advance Registration - FREE
On-Site Registration: - \$20.00 per person (includes H.S.T.)

TRADE ONLY; Admission is restricted to persons engaged in the Foodservice industry. Persons under 19 years of age will not be admitted.

Attendance Promotion by Exhibitors

In addition to the advertising and direct mail utilized by the show, Exhibitors are encouraged to promote their participation at ApEx to their clients through their own direct mail campaigns and

personal contacts. In all correspondence to your customer, magazine ads, etc., be sure to include your booth number and building location. It will help your customers to locate your exhibit when they visit the show.

Move-In and Move-Out

Move-In Dates

Show building will be open:	Friday, April 13	10:00am to 6:00pm
	Saturday, April 14	8:00am to 6:00pm

DEADLINE TO HAVE YOUR EXHIBIT READY FOR SHOW OPENING IS SATURDAY APRIL 14, 2012 AT 6:00PM.

Move-Out Dates

Move-out will commence following the close of the show:

Monday, April 16	6:00pm to 10:00pm
Tuesday, April 17	8:00am to 3:00pm

NO DISMANTLING OF EXHIBITS OR PACKING OF GOODS MAY BE DONE PRIOR TO SHOW CLOSING AT 5:00PM Monday, April 16.

DEADLINE FOR REMOVAL OF GOODS IS 3:00PM Tuesday, April 17.

Please contact the on-site show office during move-out if you have security concern regarding goods to be removed. Limited storage facilities can be made available.

Material Handling

During move-in, forklift equipment and operators will be on hand to **assist** with heavy loads until 5:00pm, Friday and Saturday. Dollies will be made available where necessary to move merchandise from trucks to your exhibit booths. These services are provided at no extra charge to exhibitors.

Where heavy displays or large quantities of product must be moved into the buildings, the exhibitor must provide their own skids.

During move-in and move-out, under no circumstances can goods be brought into, or removed from the building on hand carts, dollies, etc. through the front doors of the building. All delivery and removal of goods must be through the rear loading dock area doors.

During move-out period, fork lifts and operators will assist you with the loading of goods as soon as possible after the show closing. Please remember, all aisle carpets must be removed before move-out may commence.

Unpacking of Boxes and Crates

During move-in and move-out, exhibitors should pack/unpack crates within their own booth areas and keep aisles clear for the benefit of others.

Storage of Boxes and Crates

Colour-coded storage stickers representing individual exhibit halls will be available from the Legault Service Desk, which is located in the hallway between the two buildings.

Storage of Alcoholic beverages

Show Management will provide a locked storage area for exhibitors with alcoholic beverages. All products for storage in these areas must be logged in and logged out. Access to storage will be available on request during move-in and move-out. During the show period, access to this area will be available during 9:00am to 1:00pm and immediately following show closing each day. Please check at the show office for entry.

Storage of Frozen / Refrigerated Food Products

Exhibition Park is not equipped with permanent Freezer storage areas for exhibitors. Therefore, Show Management has arranged for a truck equipped with refrigeration units to accommodate the need for freezer storage. There is a refrigeration room on-site with limited storage availability.

Should you require this type of storage, please complete the order form stating the type of product you wish to store, and the approximate number of cubic feet it will occupy.

The trailer will be available on the morning of Friday, April 16. We suggest that if your product requires storage in either the refrigerated or freezer storage areas, you must make arrangements for your product to be delivered in the afternoon on Friday prior to 6:00pm or on Saturday. This will allow the trailer and the room to be set at the appropriate temperature and be prepared to accept delivery of products.

When shipping products that require such storage, **please ensure that a company representative is present to place products in the appropriate location and sign-in with security. Neither MEC, nor their agents are responsible for the condition of products that are not placed in the truck by the appropriate exhibitor representative.**

The deadline for removal of products from the refrigerated and/or freezer storage area is 12 noon Tuesday, April 17. All food and beverage products remaining after the deadline will be given to a local food bank.

Return of Storage Crates for Move-Out

Material handling crews will do their best to deliver storage items to your booth as soon as possible. However, it may be the morning of Tuesday, April 17 when some deliveries are made.

Please also remember it is the responsibility of the Exhibitor to insure and safeguard his/her own goods and ensure their removal as soon as possible. Shipment of goods back to your office requires clear labels and instructions.

GOODS LEFT IN THE BUILDING AFTER THE EXHIBIT REMOVAL DEADLINE (3 p.m. Tuesday, April 17/12) WILL BE REMOVED BY SHOW MANAGEMENT AT THE EXHIBITOR'S EXPENSE.

Shipping Slips TO THE SHOW -

Shipping slips should be made out in detail as follows:

Delivery For:	ApEx Trade Show
To:	Exhibition Park 200 Prospect Rd. Goodwood, NS B3T 1P2
Company Name:	ABC Company
Booth #:	265

Hotel Accommodations

We have gone to the Halifax market place in order to secure the best possible rates for our ApEx guests. The following hotels are offering reduced room rates for ApEx 2012. Please make your reservations directly with the hotel and be sure to advise them that you are an exhibitor in ApEx 2012 Trade Show.

The Future Inns Halifax
30 Fairfax Drive
Halifax, NS
(902) 443-4333 Toll-free: 800-565-0700
\$95 + tax, single or double, **until April 1, 2012.**

Prince George Hotel
1725 Market St
Halifax, NS
(902) 425-1986 Toll-free: 800-565-1567
\$145+ tax, single or double, **until March 19, 2012.**

Services for Exhibitors

Electrical

Machine connections: The following information is required in order to obtain correct connections for machinery.

- * Horsepower, Kilowatt or Amperage
- ** Voltage
- *** Phasing (single or three phase)

If required, electrical outlets should be ordered from ShowTech Power & Lighting. All outlets are supplied to back of the booth. If you require them elsewhere, extension cords will be available at the show for a nominal rental charge. Please refer to order form for wiring provisions. Any voltage can be provided, however, we suggest you contact ShowTech for further information. Phone: (902) 468-9193 – Debbie Purcell ext. 6.

Borrowing power from an adjoining booth will **not** be permitted. Using your neighbor's outlet may cause an overload, which will not be tolerated. Permanent building receptacles are not a part of booth space. Exhibitors will be charged for their use.

PLEASE NOTE: ALL ELECTRICAL POWER IS TURNED OFF AFTER SHOW CLOSING EACH NIGHT AND TURNED ON PRIOR TO SHOW OPENING EACH MORNING. IF YOU REQUIRE POWER ON A 24-HOUR BASIS PLEASE INDICATE ON AN ORDER FORM IN THE SPACE PROVIDED.

All electrical equipment shall have a nameplate attached thereto showing the operating voltage, phase, hertz, horsepower/kilowatt and full load whether AC or DC current and CSA approval sticker.

Should any of this equipment not comply, it is recommended that you request "temporary permission" to exhibit while the necessary approval is sought. The local contact for CSA is Phil Weeden, Tel: 902-860-1619.

Mechanical

Water, drain, gas and compressed air are available at a nominal fee. If you require these services please complete the order form enclosed or contact ShowTech Power and Lighting for assistance.

Sign & Banner Hanging

ShowTech Power & Lighting has a man lift available to hang signs and banners for a fee. For further information please contact the ShowTech office.

Booth Cleaning

Nightly vacuuming of exhibit booths is a complimentary service provided by Show Management.

Janitorial Service and Waste Disposal

Show Management provides vacuuming service without charge to exhibitors. Exhibitors are asked to place refuse in the aisles at the close of the show each day. Disposal of liquid waste

(soup mixes, ice cream, etc.) and grease will be handled in specially designated areas. Please see the show supervisor during move-in to familiarize yourself with these locations. **Under no circumstances should waste products or grease be poured down sinks, toilets or floor drains. Special containers will be provided for these purposes.**

Dishwashing and Cleaning of Utensils

Ecolab provides exhibitors with a complimentary dishwashing service located in the back of building D. Please see the show supervisor during move-in to locate this area for use during the show.

Show Guide

An official show guide will be prepared for ApEx and will be distributed free of charge to visitors on entrance to the show. The guide lists participating companies alphabetically and provides booth numbers and company address. Those exhibitors who completed the product classification information themselves before March 16, 2012 are also listed by product category in the rear section of the guide.

Exhibitors who are contracted after March 16, 2012 and have missed the show guide deadline will be listed in the show guide addendum alphabetically under company name. No category listings are available in the addendum.

Visitor Information Retrieval Systems

The Show utilizes Showcare Systems for computerized registration. All visitors to the show are issued a badge with their name, company, city and a computerized strip, which will capture the mailing address and phone/fax number. When prospects request information at your booth for products or services, this card is presented to you. The Maximize System allows you to simply scan the badge; it will capture, qualify and print everything you need to know about a potential client, right at your booth. The forms also have a space for detailed notes to be recorded. The manual system for sales lead retrieval is also available; where you would simply jot down the number the visitor has on their badge onto the retrieval forms. Please contact Showcare Systems for more details.

Parking

Parking at Exhibition Park is FREE. Exhibitor parking is in the lot on the right side of the building, through the gate. Please do not leave valuables in plain sight in your vehicle at any time. Bring them with you to your booth or lock them in your trunk. Neither Exhibition Park nor ApEx can guarantee complete safety of your vehicle's contents.

Foodservice

The cafeteria will be operational during move-in and move-out as well as during the show period. It is located off the left hallway at the main entrance.

Ice

Exhibitors requiring ice please complete the order form and return it to Cheryl Landy at 416-512-8344 or via email to cheryll@mediaedge.ca

Balloons

Only air filled balloons are permitted.

Waste Separation and Recycling at the show

The City Of Halifax has very strict guidelines in place dealing with garbage separation. Please follow the directions listed on the show website or go to the link on the site.

Cooking

In accordance with NFPA standard 96, the operation of deep fat fryers in exhibits for the purpose of product preparation is **not** permitted at the show.

In order to abide by a ruling imposed by the Halifax Regional Municipality Fire department, Fire Marshal, the following cooking methods will be prohibited within the confines of exhibit booths at the ApEx Show.

Food products that require being deep fat fried, fried, grilled, pan fried, or sautéed must be prepared under a kitchen hood and an exhaust system complying with PFFA 96. The only area that is equipped to handle the preparation of products in this manner is located in the kitchen operated by the on-site caterer, Exhibition Park. **Please note that the kitchens do not have grills. Special arrangements must be made with the kitchen ahead of time.**

In order to have products prepared in this manner, arrangements must be made directly with Exhibition Park. **A daily usage fee will be charged. Prepayment is required.**

Contact: Exhibition Park
 Rhonda Blackburn
 200 Prospect Rd.
 Goodwood, Nova Scotia
 B3T 1P2
 Phone: (902) 876-1507
 Fax: (902) 876-8551

Exhibitors requiring the use of cooking stations or the cooking service are asked to complete the request forms, and return it to Exhibition Park.

Microwave and oven cooking in your booth will be permitted.

It is required that no combustible material whatsoever be permitted within 18 inches of any operating cooking equipment. Great care must be exercised by exhibitors in planning for the layout of cooking equipment to ensure that all surroundings are hazard free and all equipment used is firmly secured.

Exhibitors whose actions are deemed hazardous may be subjected to immediate curtailment of cooking activities by the authorities concerned.

All exhibitors cooking in their exhibit must have fire extinguisher present.

BEVERAGE ALCOHOL SAMPLING INFORMATION AND PERMIT REGULATIONS

Sampling Hours for Booths:

Sunday, April 15	10am – 5pm
Monday, April 16	10am – 5pm

BEVERAGE ALCOHOL SAMPLING INFORMATION AND PERMIT REGULATIONS

Trade Show Guidelines

1. For purposes of definition a "Trade Show" is considered to be a show that is closed to the general public, and where beverage alcohol samples are **not sold**.
2. Trade Show Guidelines are reviewed on an ongoing basis, and will be subject to change from time to time as required. The NSLC will endeavor to notify interested parties as far in advance as possible of intended changes.
3. Exhibitors at trade shows will abide by the general rules and regulations currently enforced by the NSLC and the ethics of the trade.
4. All beverage alcohol exhibitors must obtain a permit from the NSLC. Contact Carol Andrews for an application form (carol.andrews@thenslc.com). Her contact number is 450-5914. The permit must be displayed in the booth.
5. Any type of beverage alcohol product may be served provided the product has been examined and approved by the NSLC.
6. Where the Exhibitor wishes to demonstrate alcoholic beverage mixes, or similar products, the alcoholic portion of the sample must be obtained through the NSLC and must conform in sample size and content to these regulations. **Exhibitors should also be aware that only registered representatives are allowed to offer samples at these events.** Further, exhibitors of this type of product should check with the NSLC for advertising restrictions that may relate to their exhibit space.
7. Exhibitors may show up to six (6) products per ten feet of contracted booth frontage. The mix of products per 10-foot section is at the exhibitor's discretion.
8. Sampling and consumption of the sample will be confined to the Exhibitor's space location.
9. Sampling may be conducted by an employee of a company or agent providing a senior executive or registered representative is in attendance.
10. Products poured for the trade must adhere to the following maximums, and tasting glasses provided for show patrons must be clearly marked to aid pouring and inspection. Maximum servings are based on alcohol content (by volume) of the product.

23% or greater	maximum serving 30ml
1% to 23%	maximum serving 60ml
Less than 7%	maximum serving 115ml
11. Exhibitors at trade show should be aware that all products shown at the trade show must be purchased through the NSLC.
12. Samples are limited to a maximum of six bottles of each product requested. The NSLC reserves the right to limit the number of products per exhibitor.
13. Samples will be provided at NSLC landed cost.
14. Samples must be requested through the NSLC by a registered representative for the product.
15. To request samples or if you have any questions, representatives should contact Jillian Major (jillian.major@thenslc.com). Her contact number is 902-450-7551. Jillian will coordinate this process and advise when they are ready for pick up.
16. Receipts from the NSLC may be inspected on-site during the show, please ensure these receipts are accessible in the event an inspector requests them.
17. Show management strongly recommends responsible serving when sampling beverage alcohol to show attendees. Sampling to persons under the legal drinking age (19) or persons which are under the influence of alcohol is illegal. If you have a situation arise at your booth, please contact the show office or security immediately.

Receipts from the NSLC may be inspected on-site during the show, please ensure these receipts are accessible in the event an inspector requests them. The Special Occasion Permit must be displayed in the booth.

Exhibitors should also contact the Merchandising Department for detailed ordering instructions for currently available items.

- * **Non-compliance with these regulations and conditions will result in the removal of the sampling privilege**
- * **The age majority restriction will apply**
- * **Show Management strongly recommends responsible serving when sampling beverage alcohol to show attendees. Sampling to students or intoxicated visitors is discouraged. If you have a situation arise at your booth please contact the show office or security immediately.**

Demonstrations and Sampling of Any Kind

Aisles must not be obstructed. Sampling and consumption of the product must be done within the confines of your exhibit area and in such a manner that the aisles are not blocked or the flow of traffic restricted.

If sampling alcohol, only the confines of your exhibit space are licensed for the consumption of alcohol. The aisles are not included in the coverage provide through the Special Occasion Permit to allow for sampling.

Service tables, demonstration areas must be at least 3 feet back from the front line of your booth.

If samplers or demonstration audience interfere with the adjoining exhibitors, the opportunity to sample/demonstrate can be limited or with drawn by Show Management

Those exhibitors sampling alcoholic beverages are advised that all consumption of product must take place within the confines of your exhibit area. Patrons are not permitted to leave the booth area with unfinished amounts of samples.

Show Rules and Regulations

Booth Display Regulations

Exhibits must not exceed 8' in height. With Show Management approval, exhibits located on perimeter walls may reach a height of 11'6".

Open display exhibits (Islands or Peninsular style exhibits) may be developed to a height of 15' in the center core of the display. You must submit sketches of the proposed display to Show Management for approval before beginning to plan or execute such exhibits.

Under no circumstances should you contract for the design or construction of an exhibit without prior approval from Show Management. Sketches should be submitted well ahead of show dates.

Show Management at its sole discretion may allow exceptions.

Show Management will provide and erect, without charge, the following standard drape booth.

Standard Booth Consists of: 10' x 8' high drape back walls
3' x 8' high drape side wings

All exhibits must have floor covering, floor covering is not provided by show organizers.

Your booth will be set with an 8' high black back drape, and a 3' high black side drape. If an exhibitor should desire, alternate colours are available through the official contractor (Legault Companies) at the exhibitor's expense.

Aisle Carpet will be blue.

The show does not provide any exhibitor with company name signs. Signs are available through Legault Companies at the exhibitor's expense.

Floor Coverings

All exhibit areas are required to have floor coverings (carpet, tiles, plastic etc.) All floor covering are to be installed without trip hazards such as lumps, loose edges, raised edges, etc. Edges need to be secured using approved carpet tape.

As much as possible, cables should be placed under highly visible cable mats/runners or secured overhead. Where cables are placed on top of floors/carpet or under carpets the trip hazard needs to be highlighted so that they may be seen and secured in place. Large cables should have ramps in place and single steps, change in floor level or low level protruding display parts should be highlighted using signage or bright coloured tape.

Carpet Tape

Use of guaranteed residue-free, double-sided carpet tape must be used to ensure your company does not incur cleaning charges.

Retail Sales and Sales Promotion Activities

No retail selling is permitted in the show without prior consent of Show Management.

Should permission be given for an exhibitor to sell a small number of items proper sales receipts must be provided at the time of the sale. Show security will be instructed to prevent anyone carrying items from leaving the building without a proper clearance pass or sales receipt.

Exhibitors must restrict their sales promotion activities to the confines of the exhibit, and such activities must not interfere with or offend any other exhibitor or visitor.

Failure or refusal by an offending exhibitor to respond to a request or order from Show Management in this regard will make the exhibitor and exhibit liable to ejection from the show

**Halifax Regional Municipality Fire Department
Fire Regulations
Governing Exhibit and Displays in Public Buildings**

Display Materials

1. The following materials shall be flameproof if used for display or decorative purposes:
 - Artificial flowers or foliage
 - Plastic materials
 - Split wood and bamboo fibers
 - Textiles,
 - Paper (cardboard or compressed less than 1/8" in thickness is considered to be paper)

Wallpaper is permissible if pasted securely to walls or wallboard backing. Foam plastic cored art board shall be coated on all sides with a fire retardant paint, or varnish. Edges to be encased in a metal "U" channel or metal "muffler" tape. Tape must extend at least 3/4" on face and reverse of board.

2. The use of the following material shall be prohibited:
 - Acetates Fabrics
 - Corrugated Paper Box Boards
 - No-Seam Paper
 - Paper Backed Foil (unless glued securely to suitable backing)
 - Styrofoam
3. It is not necessary to flameproof textiles, paper and other combustible merchandise on display for sale, but the quantity so used shall be limited to the displaying of one salvageable length. Each sample must differ in colour, weave or texture.

Flame Producing Devices

All exhibits having open flame devices must be accepted by the Fire Department. The general rules are:

1. Flame shall not be used solely to attract attention.
2. Exhibits utilizing flame-producing devices must be attended at all times.
3. The use of an open flame is limited to certain articles of merchandise where the operation of an approved appliance or device definitely helps to promote the sales of such equipment.
4. Where candles are offered for sale, not more than four candles may be lighted at any one time, and they must be shielded by hurricane type chimneys. If glass contained candles are lighted, the flame must not extend above the rim of the container.

Flammable Gas

1. 1 x 5lb propane cylinder only as approved under the propane storage, handling and utilization code for demonstration purposes. When a cylinder is used with a self contained propane hand torch or similar equipment it shall have a maximum WC of 2 1/2 lbs.

2. Equipment must be set up as remote as possible from public aisles, and installed in a manner to comply with approved safety standards.
3. 1 x 40 cu. ft. cylinder of acetylene will be permitted for use in Arts & Craft type displays and for demonstration purposes.

Aerosols

1. It is permissible to exhibit one pressurized container, not exceeding one pint capacity, of each product classified as flammable liquid.
2. Non-flammable products are not restricted.

Vehicles

1. Motor vehicles or gasoline-powered equipment on display must be equipped with lock-on type caps. Caps must be sealed in a manner acceptable to the fire department.
2. Running of display vehicles during exhibit is prohibited unless approved by the fire department.
3. Show requiring vehicles to run as part of a performance or contest must fill vehicle outdoors from approved safety containers.
4. Propane charged cylinders are not permitted on self-propelled vehicles or trailers on display inside buildings.
5. If at any time an inspector deems that equipment is being operated in a manner dangerous to public safety, he shall cancel the privilege of the exhibitor concerned.

Display Layout

1. Display must not encroach on exit doorways.
2. No portion of a display shall project into any aisle as designated for the show concerned.
3. The aisle clearance at the bottom and top of a stairway shall be equal to the width of the stairway. Access to exits shall be maintained clear.
4. Where the occupant load exceeds 200 persons in the assembly occupancy containing non-fixed seating, the seats shall be fastened together in units not less than 4 or more than 1, or each end seat abutting an aisle shall be securely fastened to the floor.
5. If the area is enclosed, approved illuminated EXIT signs are required.
 - a) If the fire protection equipment is located within the exhibit space, it shall be the responsibility of the Show Management to provide direct and unobstructed access to such equipment.
 - b) A fire extinguisher bearing the Underwriters Laboratories of Canada designation 2-A shall be provided and maintained for each 3000 square feet of floor area.
 - c) In every eating establishment wherein cooking is conducted, there shall be provided and maintained therein, one chemical fire extinguisher bearing the Underwriters laboratories of Canada designation 40-BC.
 - d) In every eating establishment and exhibit or display in which commercial cooking equipment producing grease-laden vapors are used, the cooking equipment shall be

installed and exhaust ventilated in conformance with the requirements of the Halifax Building Code.

e) An approved fire extinguisher must be installed in exhibit areas where flame-producing devices are used, or when required by an inspector.

6. Hay, straw, shredded paper and excelsior packing must be removed from the building unless it can be returned to tightly sealed packing containers.

7. Any enclosed showroom with an excess of 2,000sq. ft. or an occupancy of 60 persons must have to means of egress as remote as possible.

8. Boxes, crates and cartons from which merchandise has been removed, must be piled neatly in a storage area designated by Show Management.

9. Constructions of ceiling decorations of show booths must not impede operation of sprinkler systems. Not more than 50% of a ceiling may be covered. No-width shall exceed 48' without an equal opening.

To pass materials: Hold material to be tested in a vertical position, apply flame to the lower edge for a maximum of twelve (12) seconds.

To pass a test of satisfactory resistance to flame spread, a material should not continue to flame from more than (2) seconds after the test flame is removed.

Show management must approve ceilings over exhibits

Insurance

All property used or exhibited is at the sole risk of the exhibitor. MediaEdge Communications Inc. will not assume any responsibility for injury, loss, theft or damage to persons, goods, equipment or decorations for any cause whatsoever, or for bodily injury or damage to property caused by the operations of the exhibitors. The exhibitor must also understand that MediaEdge Communications Inc. shall assume no responsibility for the representations or warranties given by the exhibitor to the public in regard to its products or services, or for transactions or contracts between the exhibitor and public, or for any losses or damages arising there from.

Full risk and responsibility rests with the exhibitor, or their representatives or agents in the use of forklifts, trailers or other equipment made available with or without charge by Show Management.

Exhibitors are strongly advised to contact their insurance agent and secure all necessary coverage for all eventualities in respect to participation in the show. Coverage should include the shipping periods before and after the show, storage areas during show days and the show period itself.

For further information on Insurance while at the ApEx Trade Show please refer to the "Insurance" tab in the Exhibitor Manual.

Security

Security is provided to control persons entering and leaving the show building. This security service does not guarantee against theft, accidental or willful damage suffered by an exhibitor, and no liability for such can or will be accepted by Show Management.

Security personnel will be on duty from 8:00am Friday, April 13 around the clock until 3:00pm Tuesday, April 17.

It is strongly advised by Show Management that all articles of value, including VCR's television monitors, stereos, etc. be removed from the exhibit nightly by company booth personnel to prevent unauthorized removal of goods. If such removal is impossible, please ensure items have been securely fastened to the exhibit or display in some way.

For security purposes, nothing may be removed from the building during show hours without a signed Release Form. These authorization forms are available at the show office.

All personnel employed by exhibitors, design/display companies, etc. can be subject to a security check upon leaving the buildings.

During the move-in, throughout the show days and during move-out, the security service will be directed to ensure that only authorized persons enter the show buildings.

Theft

Following are some hints you may find helpful to prevent theft:

1. Most thefts occur during the move-in periods when it is virtually impossible to control the number of people entering and leaving the building. It is a time of great confusion, when security guards are not able to identify exactly who people are, where they are going and if they are authorized to be in the building. If at all possible wear your exhibitor badge at all time. This provides an easier way for security personnel to identify people and what company they are employed by.
2. Never leave portable merchandise on display in your booth unattended. This not only includes obvious items such as electronics, cameras, VCR's, cellular phones, lap-tops, etc., but also pieces of equipment, display items and other materials that may be concealed in crates or carried out by unauthorized people.
3. If your booth contains smaller items such as some of those listed above:
 - a. do not bring them to the show until the opening morning
 - b. remove them each night, if possible, and
 - c. if they must remain in your booth, try to secure them in some way to make it difficult for someone to remove the merchandise from your booth. Picture wire and fish line can be effective aids in securing small items.
4. Make sure all items in your booth that belong to you are clearly marked in some manner, such as a company label under the seat of a chair. This often eliminates the possibility of having your goods mistaken for someone else's.
5. Do not list contents of cartons or crates on the outside. If you do, you are providing a shopping list to possible thieves.

6. Never store additional merchandise in cartons that are sent to storage. They may be damaged, and storage areas are insecure.
7. **Do not leave your booth unattended** during move-out while waiting for a truck to load your goods. Items that can be hand-carried or loaded on dollies can easily be stolen from your booth during this time. If you plan to dismantle your booth on the day following show closing, that are not easily lifted and your exhibit booth itself. **Items can be stored in the show office if necessary.**
8. Do not leave valuables in your vehicle at any time. Neither MediaEdge Communications, nor Exhibition Park is responsible for theft or damage to vehicles in the lot at any time.

Finally, should you observe a visitor, exhibitor or suspicious person committing a crime, report it to the show security immediately.

If necessary, private security coverage for individual exhibitors can be arranged through the official security service, at the exhibitor's expense.

Please contact the on-site show office during move-out if you have a security concern regarding goods to be removed, storage facilities can be made available.



FOOD SAFETY for Trade Shows

These guidelines have been developed to help provide a safe and wholesome food product to the attendees and staff at exhibitions and trade shows. They are minimal standards that are intended to lessen the risk of food borne illness due to improper food handling.

Food Handlers

The use of clean outer garments or aprons is required.

Provision of hand washing facilities must be available for food handlers. Proper hand washing is one of the most important steps in the prevention of food borne illness. Facilities or equipment that will prevent contamination of food by hand contact must be provided within the food preparation area of each booth.

Options:

(1) Proper hand washing is the preferred method and can be accomplished without plumbing by having water gravity fed from a minimum 5 gallon container provided that it contains an on/off valve and is collected in a container below for appropriate disposal. Liquid soap and dispenser and single service towels and portable dispenser are also required. This is a cost effective and convenient method of providing running water for hand washing and is mandatory in booths that handle raw foods. Disposable gloves may then be used for added protection.

(2) Disposable gloves can be used when handling ready to eat foods exclusively, however a new pair of gloves must be utilized whenever changing tasks or in any case at a minimum of every two hours.

(3) The use of handy wipes and sanitizer rub is acceptable where no hand contact with food occurs.

Utensil Washing and Waste Water Disposal

Utensils and cookware used in the booth must be washed, rinsed and sanitized every two hours. Where this is not feasible, several sets of clean cookware should be available and a new set utilized every two hours. Disposable utensils are required for the public where used. Waste water collected from hand washing must be disposed of directly into the building's wastewater plumbing system.

Hot and Cold Handling

There must be provision of equipment such that potentially hazardous foods can be maintained at a temperature not higher than 4 degrees Celsius (40 degrees F) or at a temperature not lower than 60 degrees Celsius (140 degrees F); except for such periods as may be necessary for the safe preparation of the food.

Foods requiring refrigeration must be kept at or below 4 degrees Celsius, (40 degrees F). If a refrigerator is not available, ice may be used to accomplish this provided that it completely surrounds the potentially hazardous food.

Frozen foods must be maintained at a temperature of -18 degrees Celsius, (0 degrees F) or less.

All hot held foods must be maintained at a temperature of 60 degrees Celsius, (140 degrees F) or higher.

Indicating thermometers or metal stemmed probe thermometers are required such that these temperatures can be monitored.

Storage

Foods shall be protected from contamination and adulteration at all times. Food shall not be stored directly on the floor.

For further information please call 902-424-1173.