

EXHIBITOR & TRADESHOW INFO

Looking to have table tops, small booths or exhibits at your event in Beanfield Centre? Below are some key items to consider:

What is a General Service Contractor and should you be using one

A General Service Contractor is your partner and offers services and items for rent to the event and exhibitors. Services can include material handling (dravage), setup/tear down labor, printing, etc. You can also rent full displays, decor (such as tables and chairs), pipe and drape, etc. They help to create an event that meets your strategic objectives. Beanfield Centres' preferred general contractor is GES.

Consider who will be responsible for exhibitor charges

Will the event (show management) be covering the costs for services or will each exhibitor be responsible for their own?

Beanfield Centre requires all events and their exhibitors to adhere to all Exhibition Place collective agreements: labourers, production services, electricians, cleaners, carpenters, plumbers & painters. All union agreements may be found [here](#).

- **Labourers:** Installing pipe & drape, hard walls, assembly of prefabricated booths and the use of mechanical equipment must be performed exclusively performed by Local 506. Unionized labor suppliers/ workforce that do not have an agreement with Local 506 are prohibited. Let us know if you require a list of approved show service companies.
- **Production Services:** Audiovisual labour is provided by IATSE 58 unionized labour (see audiovisual section for details), including televisions and monitors. This does not include the use of laptops which exhibitors can set up at their booth.
- **Electricians:** All electrical and wiring work must be performed exclusively through SHOWTECH Power & Lighting. All plug-in equipment must be 3 prong cords and be ESA approved.

Note- only hand pumps are permitted in the building (no forklifts).

Sampling

Sampling is permitted within our guidelines. Each exhibitor wishing to provide samples must complete a sampling form prior to the event and obtain written permission. Please note: water bottles are not permitted due to our LEED Silver certification.

Decor

If exhibitors require the use of decor items (i.e. cocktail tables, easels, lounge furniture, etc.) they must be rented through an approved decorator.

Shipments

Items may be received 48 business hours prior to the event, between the hours of 8am - 4pm. The business centre is located in Enercare Centre, hours vary depending on business levels.

Storage

Beanfield Centre may provide limited storage for small items such as handouts or the like, based on request and availability. Due to space limitations, storage of all other items should be off-site. Please speak with your Sales Representative or Event & Meeting Coordinator to discuss.

Signage

Nothing may be adhered to furniture, walls, floors, windows, doors or railings unless approved and follows the on-site branding guidelines. Floor signage must be self-supported. All fire hose cabinets, emergency exits and lights, and pull stations must be kept clear and accessible.

Vehicle Display

All indoor or exterior vehicle displays must be pre-approved and respect the following:

- Fuel tanks *shall be locked and/or sealed* in an approved manner to prevent *the* escape of vapors
- *At least one battery cable shall be removed & taped*
- Gas tanks *shall not* contain in excess of *one-half of the* capacity
- No *fueling* or *un-fueling* while indoors
- Carpet protectors must *be used underneath* the car

Cleaning

Cleaning is an additional *fee*. To reduce costs; un-box and unpack off site, advise exhibitors to take all unused items at the end of the event, etc. Disposal of leftover materials will be billed to the event. (show management). Speak to your Event & Meeting Coordinator for full details.