

GENERAL SHOW INFORMATION

Location and Dates - The 2023 AORS Municipal Public Works Trade Show will be held at the Gemini Sportsplex located at 667 Adair Blvd, Strathroy, ON N7G 3H8. The Trade Show hours will be from 8 a.m. to 3 p.m. on Wednesday, June 8 and Thursday, June 8, 2023

Management - The word "management" used herein shall mean AORS acting through its officers, directors, committees, agents or employees in the management of the show.

Installation and Dismantling of Exhibits - Installation of exhibits may begin at 8 a.m. Tuesday, June 6, 2023. The Trade Show officially opens at 8 a.m., Wednesday, June 7, 2023. Noisy or unsightly work in an exhibitor's booth is strictly prohibited during show hours. Goods received after the opening of the Trade Show must be delivered to the booth and put in place at a time other than the official show hours. Dismantling shall not commence until after 3 p.m. Thursday, June 8 and must be completed by 8 p.m., Thursday, June 8, 2023 unless special arrangements have been made with the Management.

Opening Ceremonies - 11:00 a.m. Wednesday, June 7, 2023 - at the Gemini Sportsplex.

Payment Terms - The cost of the exhibit space must be paid in full on receipt of invoice in order to secure the booth. Payments can be made by cheque, money order, MasterCard or Visa.

Liability/Insurance - The 2023 Trade Show Executive Committee representing the Middlesex County Public Works Association and the Association of Ontario Road Supervisors will not be liable for damages resulting to or from your display. Each exhibitor may be asked to supply proof of 2 million dollars liability insurance with the Municipality of Strathroy-Caradoc and Association of Ontario Road Supervisors added as additional insureds for the duration of the Tradeshow (Tuesday, June 6, 2023 through Thursday, June 8, 2023).

First Aid - In case of emergency, contact the registration desk. First aid will be available on site.

Rentals - No chairs or tables will be supplied, but rentals will be available. Order forms will be mailed to all exhibitors prior to the Show. Tent rentals will also be available for outdoor exhibitors.

WiFi Internet Connections

WiFi may be available in certain areas of the building, but signal strength or speed cannot be guaranteed at any location. There is no provision for WiFi for the outdoor booths., No refund or discount of the booth rental fee will be considered should the connection not meet the requirements of the exhibitor.

Washrooms

Located throughout the grounds

Customs Information

Contact AORS by email: admin@aors.on.ca

Forklift - Forklift Services will be available for inside booths as required. Outside booths that require forklift services should contact [Walter](#) in order to make adequate arrangements.

Power Washing – Power washing will be available onsite, Tuesday June 6, once equipment is in position. Contact Paul Smith, A&A Powerwashing, (519)-281-9169 to make arrangements no later than Mon Jun 5.

Exhibitor's Authorized Representative - Each Exhibitor will be required to appoint one individual to represent the company in all dealings with Management. Each company representative will in turn appoint an alternate to act when necessary.

Subleasing of Space - Exhibitors may not sublet neither their space, nor any part thereof or make any arrangements for display by a non-exhibiting company.

Booth Design and Use of Exhibit Space – All indoor booths will have a drapery background, posts, and end and side partitions furnished by Management. Exhibits cannot obstruct the view of other exhibits. No built-up exhibit or other construction shall exceed 7 feet (2 meters) in overall height. In exhibit spaces around the perimeter of the exhibit hall (wall spaces), the background may extend up to, but not exceed 10 feet (3 meters). In the rear two-thirds of each booth, display material of any nature may not exceed 7 feet (2 meters) in height. Overhead canopies or simulated ceilings cannot extend beyond booth space. This rule does not apply to a machine or other piece of equipment.

Special Exhibit Provisions - Adhesive-backed decals which may deface any surface of the building may not be distributed. Each exhibitor is asked to recognize the rights of other exhibitors and that general appearance of the show as a whole must take precedence over that of any individual exhibit. The special exhibit provisions will require the co-operation of the exhibitors and designs to maintain and ensure that all displays are in good taste.

Space Allocation - In the event of conflicts regarding space requests, or conditions beyond its control, the Association of Ontario Road Supervisors reserves the right to revise the floor plan, including relocation of any and all previously assigned booths.

Flammable Materials/Fuel/Gasoline/Batteries and Propane/Generators - No flammable fluids, substances, or materials of any nature, including decorative materials, use of which is prohibited by national, provincial or municipal fire regulations, may be used in any booth. Automobiles, trucks, tractors, machinery and other vehicles to be displayed may be driven to display area. When positioned, the gas tank cap shall be secured by locking and/or taping closed. Any use of liquid petroleum compressed gases is prohibited except by written variance from the Fire Chief. Tanks may contain no more than the minimum required for positioning and removal. Battery leads shall be disconnected. Exhibitors are responsible for any damages to the floor or grounds caused by fuel, oils or similar substances. Exhibitors shall remove ignition key and gas tank key. At the conclusion of show, after public has left the venue, all vehicles shall be removed. All curtains, drapes and decorations must be constructed of flameproof materials, or treated with an approved flame proofing solution. Artificial lighting, such as lanterns and candles are prohibited. No drilling of any surface within Trade Show facilities is permitted. Outdoor exhibitors who wish to run a generator for electricity, may only do so with the prior written permission of management, which is not guaranteed; and if permitted, may be required to relocate so as not to disturb other exhibitors. Equipment or tools equipped with rechargeable batteries shall not be left connected to a power supply for charging outside of show hours, and only during show hours as necessary to allow for demonstrating the equipment or tool.

Exhibitor's Admittance During Non-Show Hours - Representatives of exhibiting companies will not be permitted to enter the exhibit area earlier than one hour before the scheduled opening time each day of the show. Special arrangements must be made through the Exhibits office should exhibitors require additional time in their booth after closing hours at night. This does not apply to the night prior to the opening of the exhibit.

Parking – Exhibitor Parking will be available at designated offsite locations, and shuttle service will be provided. Parking will not be allowed inside the outdoor exhibit area during show days, so be sure to leave all display materials onsite..

Security - Every reasonable precaution will be taken to protect property during installation, show and removal period. However, neither the management, service contractors, nor the employees of officials of the exposition hall are responsible for the safety of the exhibitor's property from theft, damage by fire, accident, vandalism, or other causes. If a theft occurs during installation, running of the show or removal, the exhibitor must notify both Security and Management in writing immediately. Security staff operate under instruction of Management.

Contact for Exhibitor Space

AORS (Primary Contact) -Telephone 226.661.2002 Fax 226.661.2003 Email: admin@aors.on.ca