

Show Info

Booth Design

- EAC
- Guidelines
- Booth Integrity
- Engineering Certification

Move in & Move out

- Move-in info
- Move-in schedule
- Last Minute Move-in
- Freight Handling
- Empty Containers
- Clean Floor Policy
- Move-out info
- Targeted Empty Return

Shipping

- Using the official freight forwarder
- Not using the official freight forwarder
- Advanced Warehouse
- Direct to the show
- Outbound

Order Equipment & Services

- Booth Decoration
- Tech Rentals / A/V
- Electrical / Rigging
- Insurance
- Facility Services
- F&B
- Lead Retrieval
- Temp Staff

Rules & Regulation

- Fire Regulation
- Safety & Security



PETROCHEM
— CANADA —

Exhibitor Service Kit

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General Information

Event Management

PetroChem Canada is managed and produced by:

EventWorx Corporation

100-342 5 Avenue SW - Calgary, Alberta, Canada T2P3Y6

Tel: 403.971.3227

Email: sales@eventworxcorporation.com

Website: <https://www.petrochemcanada.com>

PetroChem Canada takes place at:

Sunbridge Hotel and Convention Centre:

1498 Venetian Blvd.

Point Edward, ON

Building Information

The following height and weight restrictions apply:

Ceiling Height: 12'

If your exhibit exceeds these limits, please contact us immediately at sales@eventworxcorporation.com

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Schedule at a Glance.

September 29

MOVE IN

10:00 – 18:00

**Exhibitor
Move In**

September 30

SHOW DAY

10:00 – 17:00

**Exhibition
Open**

October 1

SHOW DAY

10:00 – 15:00

**Exhibition
Open**

15:00 – 20:00

**Exhibitor
Move Out**

Important Dates:

Final Booth payment due
Move in Questionnaire
EAC Approval Request
Shipping and Warehouse deadlines

June 15
August 30
August 15
Various dates. Please refer to the Shipping
portion of the Exhibitor Service Kit

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Exhibitor Appointed Contractors (EAC)

Exhibitors using the services of display firms/ independent contractors must submit an EAC Approval Request form to Event Management by **August 15**. All EAC's must also provide Event Management with a current insurance certificate, which includes general liability coverage (minimum \$2,000,000), injury and property damage coverage, and workers' compensation insurance. The EAC agrees to abide by all rules and regulations of the building, Event Management, and Show rules and regulations.

There are two (2) ways to arrange the required insurance:

OPTION 1: SINGLE EVENT INSURANCE

Purchase insurance through EventWorx. The coverage is from ExhibitorInsurance.com, a convenient insurance program for exhibitors. If you have any questions, please contact your sales representative at EventWorx.

OPTION 2: USE YOUR OWN INSURANCE

Contact your insurance representative to confirm your liability insurance coverage meets the above requirements and request a Certificate of Insurance with the following requirements below:

EventWorx Corporation listed as an additional insured.

Dates of the show: September 29 – October 1 (includes move in and out dates)

Comprehensive General Liability of \$2,000,000

Bodily Injury and Property Damage Liability subject to a maximum \$1,000 Deductible.

Products and Completed Operations Liability

Contingent Employers Liability

Broad form Property Damage

Cross Liability clause

Severability of Interest Clause

CERTIFICATE HOLDER:

EventWorx Corporation

100-342 5 Avenue SW - Calgary, Alberta, Canada T2P3Y6

Tel: 403.971.3227

Your understanding and compliance with this requirement, is greatly appreciated and we thank you for your effort in ensuring the well being of everyone.

Please send the Certificate of Insurance to Show Management by **August 15, 2020**.

Contact

EventWorx

Tel: 403.971.3227

sales@eventworxcorporation.com

DOWNLOAD FORM

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Booth Design Guidelines

What exactly can my booth look like?

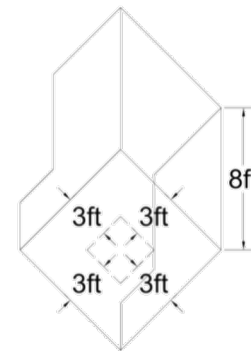
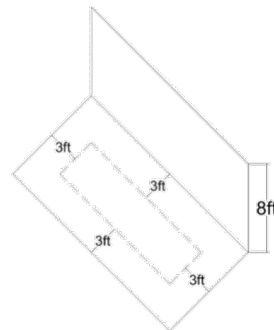
Event Management has guidelines in place to ensure that every exhibitor has an equal opportunity to display their products and/or services. Please take the time to ensure that your display meets these regulations to prevent unnecessary work on-site. Any questions should be directed to Event Management sales@eventworxcorporation.com

Indoor spaces includes: Floor space, draped display booth, crate storage during the show, 24-hour roaming security, eight-foot draped table, two chairs, two (2) conference passes (including networking functions) and additional discounted conference passes and unlimited client invitations to attend the exhibition.

Pricing does not include: Shipping, electrical, internet, banner hanging, additional booth furnishings and accessories. All exhibits subject to mandatory liability & property insurance and event guide listing fee.

Guidelines:

- Any wall shared with other exhibitor can only have graphics that face inside your own exhibit or directly to the aisle in front of you exhibit space.



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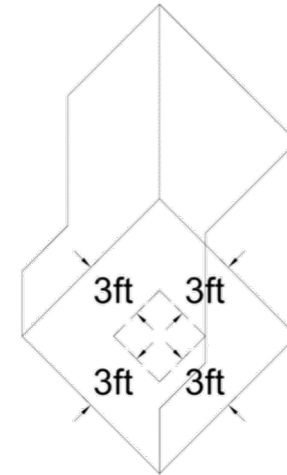
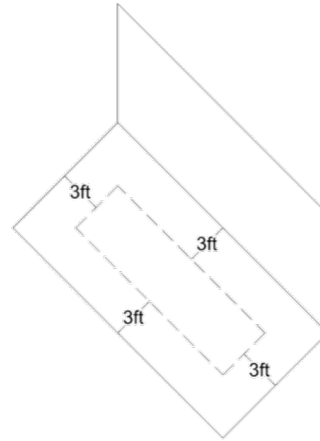
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Hanging material and signage:

- No hand written signage will be allowed.
- Any hanging object must be 3ft away from the table top perimeter.



- Even if hanging material follows regulation, Sunbridge Inn Sarnia has the final word to about what can be hung due to booth location.

continues...

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Structural Integrity

All exhibit fixtures, especially portable or “pop-up” booths, must be erected in a manner to withstand normal contact or vibration due to outside forces such as wind, the movement of forklifts, heavy machinery or equipment and unintentional contact on the part of cleaners, laborers or neighboring exhibitors. **Exhibitors using curved pop-up backdrop/displays are required to provide masking drape at their expense if the curvature exposes more than 3 feet of the back scaffolding.**

Sightlines

All exhibitors are equal, regardless of booth size and should be given equal opportunity, within reason, to present their product in the most effective manner to the audience. Therefore, all exhibitors shall abide by sightline guidelines to ensure their neighbors’ visibility from the aisle, and vice versa.

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Materials Handling

No forklifts or loading dock available for move in and out. Ground level access only. Hand carts available for use to move in exhibit and marketing materials.

Move-In

Indoor Move-In Requirements

Exhibitors are strongly encouraged to complete the **Indoor Move-In Requirements Questionnaire**. The information on this form will help to ensure your move-in process runs smoothly and help us to better understand your exhibit needs.

Once you have filled out the questionnaire or survey, send your completed questionnaire or form to:
Event Management by August 15.

Email: sales@eventworxcorporation.com

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Work Site Safety Code

ENSURE YOUR STAFF ARE KEPT SAFE. ENSURE PROPER PPE IS WORN AT ALL TIMES DURING MOVE-IN and MOVE-OUT.

During move-in and move-out of the PetroChem Canada, the exhibition floor is considered a “work-site environment”. Therefore, all contractors and/or exhibiting companies working within the environment must adhere to all of the legislation contained within the Occupational Health & Safety Code of Government of Ontario.

In advance of the show, please ensure that your company’s on-site representatives and staff are familiar with the safety code, particularly regarding personal protective equipment. Refer to the Occupational Health & Safety Code, which can be read at <https://www.labour.gov.on.ca/english/hs/>

If you have questions, please contact Wes Scott at sales@eventworxcorporation.com.

Tipping/Gratuities

Work rules prohibit the solicitation and/or acceptance of tips by any of our employees. Employees are paid hourly wages according to their profession and tipping is not allowed.

Fire Exits

During move-in, exhibition hours and move-out, displays or exhibits must never interfere in any way with access to any required exit, block access to firefighting equipment or interfere with the normal operations of automatic extinguishing equipment.

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Exhibitor Move-In Schedule

If you used BLP Global Show Logistics to ship your materials you can start moving in as early as Monday, September 28, 2020 at 10:00.

If you used an alternate shipping contractor, or are hand carrying your materials to the show please adhere to the following scheduled move-in times:

September 29, 2020 10:00am – 18:00pm

September 30, 2020 7:00am- 10:00am (hand carry only)

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“Last Minute” Move-In (hand carry only) – ALL DISPLAYS MUST BE SET UP NO LATER THAN 10:00 AM September 30.

September 7:00am – 10:00am

As a safety precaution, no one under the age of 16 years is allowed in the exhibit area during move-in, Show days and move-out.

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Freight Handling (No Charge)

Forklifts are NOT available for move-in and out. No loading dock access, ground level access only. Hand carts will be available for use during move in and move-out hours.

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Clean Floor Policy

FINAL INSTALLATION MUST BE COMPLETED BY 6:00 PM ON SEPTEMBER 29.

Empty Crate information:

All cardboard, fiber cases and access storage items must be labeled and stored by September 30, 2020. All aisles must be 100% clean of product or any other items that may impede the final aisle clean up.

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Getting your material to the show

When shipping your booth materials to the Show you can use **BLP Global Show Logistics** or your preferred supplier.

Using BLP Global Show Logistics

You may ship to the Advance Receiving Warehouse (recommended), or direct to Show site with the official shipping and customs contractor – BLP Global Show Logistics. For more information on the benefits of using BLP Global Show Logistics, please refer to the following Shipping & Customs Information.

Benefits:

Your freight will be moved into the building in advance of general freight

Avoid offloading wait times

Just show up! You will have more time for display set up because your freight will be placed in your booth before scheduled move-in begins

Free storage 30 days prior to Show move-in

Representative on Show site during move-in hours, Show hours, and move-out hours

If you wish to utilize this service, please complete the BLP Global Show Logistics order form found below either fax or email it to:

Tel: (902) 703-0112

Email: abennett@blplogistics.ca (or) miling@blplogistics.ca

SHIPPING & CUSTOMS

BLP Global Show Logistics is the official freight forwarder, customs logistics provider and advance receiving warehouse contractor for **PetroChem Canada**.

BLP Global Show Logistics will make all of the necessary arrangements for transportation to St. John's, customs clearance, delivery to Show site and any subsequent onward shipments from the close of the Show to your final destination. All exhibitors, stand builders and suppliers for this event expecting shipments to arrive at the Show should carefully note the following instructions and information.

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Use your own freight carrier

If you are not utilizing the services of BLP Global Show Logistics you may ship directly to Show site. Shipments to Show site will only be accepted during move in hours on September 30, 2020. All shipments direct to Show site must be consigned and labeled as follows:

PetroChem Canada

Booth Number
Sunbridge Inn & Convention Centre
1498 Venetian Blvd
Sarnia, Ontario, Canada N7T 7W6

PLEASE BE ADVISED SHIPMENTS WILL NOT BE RECEIVED PRIOR TO SEPTEMBER 28, 2020, and ALL OUTBOUND SHIPMENTS MUST BE ARRANGED BY 22:00 OCTOBER 1, 2020.

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ADVANCE RECEIVING WAREHOUSE (Chargeable)

If you are utilizing a carrier other than BLP Global Show Logistics, advance shipments to BLP Global Show Logistics warehouse will be accepted and stored up to 30 days prior to the show move-in and delivered to the show site. Extra charges will apply, please contact BLP Global Show Logistics for a quote.

If you wish to utilize this service, please complete the BLP Global Show Logistics order form found below either fax or email it to:

Tel: (902) 703-0112

Email: abennett@blplogistics.ca (or) mling@blplogistics.ca

Make out the bill of lading and consign as follows:

Name of Exhibiting Company
PetroChem Canada
C/O BLP Global Show Logistics
C/O Shorline Express
4426 Vanderwal Drive
Petrolia, Ontario, Canada
N0N 1R0

GOODS ARRIVING AT THE WAREHOUSE WITHOUT THE ORDER FORM BEING COMPLETED AND SUBMITTED MAY BE REFUSED

DEADLINE DATES

1) Domestic pick up dates within Canada

Toronto & Montreal	Sept 27, 2020
Calgary & Edmonton	Sept 22, 2020
Vancouver	Sept 22, 2020

2) Advance Warehouse

First Receiving date	Aug 28, 2020
Last Receiving date	Sept 28, 2020

In order to facilitate Customs clearance, we ask that you schedule your goods to arrive in Sarnia no later than the following dates:

Truck Freight to cross the Border no later than:	Sept 25, 2020
Airfreight arrival Toronto Airport:	Sept 23, 2020
Ocean freight to CFS Toronto	Sept 21, 2020

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SHIPPING DIRECT TO SHOW SITE

Direct delivery shipments to the show site will be accepted on the designated move in days only. Freight that arrives at Mile One Centre before the designated move in dates will be refused and sent back.

Make out your bill of lading and consign as follows:

PetroChem Canada

Booth Number
Sunbridge Inn & Convention Centre
1498 Venetian Blvd
Sarnia, Ontario, Canada N7T 7W6

All inbound shipments must be prepaid, labeled and accompanied with a bill of lading.

If shipping from outside of Canada, please notify BLP Global Show Logistics at (902) 703-0112.

All inbound shipments consigned to **PetroChem Canada** must move with complete third party billing instructions or as a prepaid shipment, as neither the material handlers nor the exhibit facility will accept collect shipments.

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OUTBOUND SHIPPING AT CLOSE OF SHOW

BLP Global Show Logistics will prepare all required documentation for the export of your goods from Canada. BLP Global Show Logistics must be notified if you require U.S. Customs clearance by a specific broker. Any goods that remain in Canada that were entered under the temporary importation regulations will be entered on a consumption entry and the exhibitor is responsible for all duties and taxes assessed by Canada Customs.

Under no circumstances are any goods that were entered into Canada under the provisions of the temporary importation regulations to be removed from the exhibition site without the permission of our company. Any and all goods removed without permission will be subject to full duties and taxes.

Special note to U.S. Exhibitors

The FCC and FDA regulates the importation or re-importation of items which emit radio frequencies (televisions, radios, computers, communications equipment). An FCC & FDA form must be completed in order for these items to be re-imported into the United States. Our representatives will determine whether you require these forms prior to the exportation of your goods from show site and will assist you in the completion of same.

Any items made of textiles will require a Textile Declaration to allow the goods to be re-imported into the United States. Our representatives will determine whether you require this form and will assist you in the completion of same.

BLP Global Show Logistics will provide the exhibitor utilizing us with outbound shipping labels. It is the exhibitor's responsibility to ensure that the goods are packed and labeled. Previous shipping labels must be removed. BLP Global Show Logistics, Show Management nor the material handling supplier accepts no responsibility for misdirected shipments due to old shipping labels.

Exhibitors using BLP Global Show Logistics for the return shipment of their materials must pack and label all goods. Please leave the goods in your booth space and our staff will ensure that they are removed from show site by the appropriate carrier.

Exhibitor using BLP Global Show Logistics for outbound freight shipments are guaranteed no waiting time charges at show site. This does not include if you are using them for customs and your own carrier.

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What's included with indoor exhibit space cost

Indoor Exhibit Space includes:

Includes: Table, chair, carpeted space, internet.

Equipment & services not included

The following are examples of items not included in the exhibitor's package: *Additional booth furnishings (Tables, Chairs), electrical connections, Advance receiving, Special in-booth handling, Exhibitor signage/ Custom graphics, In-booth security, Liability insurance, Telephone lines and units, Booth décor such as plants, Audio visual equipment rentals, Computer rentals, Shipping & customs brokerage, Customized booth design, Sponsorship or advertising.*

On-site Assistance & Contractors

Event management Show Office

Event Management will maintain a presence near registration at the facility for any questions or assistance you may need. To contact Event Management prior to the Show send emails to sales@eventworxcorporation.com or by telephone at 403.971.3227

Service contractors

Service contractors will have service personnel on-site during move-in, Show hours and move-out.

Include:

Information about service/equipment
Order forms for all equipment & services
Contact information for each contractor/service

Quick list of suppliers:

- Booth Decoration: Par-Tee Rentals
- Electrical: Sunbridge Inn Sarnia
- Catering: Sunbridge Inn Sarnia
- Shipping: BLP Global Show Logistics

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- Clean Floor Policy
- Move-out info
- Targeted Empty Return

Shipping

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- Direct to the show
- Outbound

Order Equipment & Services

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Rules & Regulation

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Booth Decoration

For a list of furnishings and prices or to order please click on the link below:

RVS Exhibitional Draperies

Email: admin@rvsdraperies.com

Phone: 519-349-2024 1-800-265-9582

475 James Street South

St. Marys, Ontario

P.O. Box 2860

N4X 1C7

[VISIT WEBSITE](#)

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Exhibitor Liability Insurance

Event Management, Event Sponsors, Show Contractors, Sunbridge Inn Sarnia are responsible for injury to persons, loss or damage to products, exhibits, equipment, or decorations by fire, accident, theft, or any other cause while in the Event buildings or their environments.

As per your contract with EventWorx Corporation insurance is mandatory and already included in your contract, commencing on the first move-in date and terminating on the last move-out date.

INSURANCE SPECIFICATIONS

EventWorx Corporation and **Sunbridge Inn Sarnia** listed as an additional insured.

Dates of the show: **September 29-October 1, 2020** (includes move in and out dates)

Comprehensive General Liability of \$2,000,000

Bodily Injury and Property Damage Liability subject to a maximum \$1,000 Deductible.

Products and Completed Operations Liability

Contingent Employers Liability

Broad form Property Damage

Cross Liability clause

Severability of Interest Clause

CERTIFICATE HOLDER:

EventWorx Corporation

100-342, 111 – 5 Avenue SW

Calgary, Alberta, Canada T3P3Y6

Your understanding and compliance with this requirement, is greatly appreciated and we thank you for your effort in ensuring the well being of everyone.

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In Booth Security

Basic security on a roaming basis is provided and on site during move in, shows hours and move out.

Internet

Free wi-fi is available in the venue.



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Food & Beverage Services

All coffee breaks will be served on the exhibition floor. For further details on the offerings of Sunbridge Inn Sarnia please refer to their dining options: <https://sunbridgehotelcambridge.com/>

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Rules & Regulations

Exhibitors agree to abide by all rules and regulations at PetroChem Canada by virtue of signing the Exhibitor Contract.

Please read the following sections carefully:

Damage to Property: Damage to the facility (Sunbridge Inn Sarnia) caused by an exhibitor will be paid for by that exhibitor. Do not paint, tape, nail, screw, drill or tack anything to the walls, columns, floor or ceiling of the building, adjoining displays or the official contractor's display materials.

Booth Staff & Operations: Exhibitors must ensure a fully staffed booth during Show hours. Moving in or out or dismantling will not be permitted during Show hours. From September 30-October 1, 2020 any equipment movement must be approved and arranged by Event Management. Exhibitors will also be expected to keep all displays and equipment within their designated space and not in the aisles. Exhibitors are specifically prohibited from employing any type of attraction that, in the opinion of the organizers, detracts from the professional nature of the Show.

Soliciting of business and/or distribution of samples and souvenirs **must be confined to exhibitor's own space**. Exhibitor literature found in empty booths, aisles or registration areas will be removed and disposed of.

PetroChem Canada has established the following rules and regulations for all exhibitors to ensure that any featured equipment, presentations, demonstrations, simulations or devices producing noise or odors, shall not disturb neighboring exhibitors or visitors of the

Show:

- Any equipment, presentations, demonstrations, simulations or devices producing noise or odors that disturb neighboring exhibitors or visitors will not be tolerated.

- All noise originating from an exhibit must be at a reasonable level and shall not exceed 60 decibels (Indoors) and 85 decibels (outdoors).

- Any complaint(s) of excessive noise originating from an exhibit, reported to Show Management, will be pursued and assessed. If assessed to be disturbing or disruptive, the exhibitor will receive one (1) written warning and be asked to reduce the noise level immediately.

If after one (1) warning by Show Management, the offending exhibitor does not reduce the level of sound, Show Management, at its discretion, may elect to shut off the power to the offending portion of the exhibit. The exhibitor will be responsible for any charges related to this action.

- Any speaker(s) or sound equipment within an exhibit must be positioned to minimize the amount of noise or distraction towards aisles and neighboring exhibits.

- Any audio or visual productions being played within an exhibit must be positioned to minimize the amount of noise or distraction towards aisles and neighboring exhibits.

- No singing, dancing, use of musical instruments or other types of live performances, presentations, demonstrations or simulations are permitted to occur at the show without expressed written permission from Show Management.

If you have any questions related to your exhibit, please contact Event Management at 403.971.3227.

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Fire Regulations

The owner and operator of an exhibiting booth must comply with all regulations and codes as applicable to their operation.

Inside Tents

Tents and canopies must be approved for indoor use and have a permanently attached label indicating conformance to CAN/ULC–S109, “Flame Tests of Flame-Resistant Fabrics and Films”.

Minimum of 3m separation is required between each 27.9m² aggregate of tents, canopies and/or other structures on all sides. An aggregate area exceeding 27.9m² shall not be permitted.

Decorative material

Decorative material, such as, but not limited to, drapes, theatre curtains, signs, banners, acoustical material, hay/straw, split bamboo, plastic cloth, plastic displays, canvas, cardboard, etc. shall be of non-flammable material, shall conform to CAN/ULC1-S109, “Flame Tests of Flame-Resistant Fabrics and Films”, or shall be treated and maintained in a flame retardant condition by means of a flame retardant solution to ensure that the material will pass the match flame test in NFPA2 705, “Field Flame Test for Textiles and Films.” Plastic cloth and certain other plastic materials, tar-paper, nylon, oilcloth, etc. cannot be rendered flame retardant and are prohibited. Any decorative material may be subject to testing. Materials in violation shall be immediately removed from the building.

Combustible materials that are 10mm (3/8 inch) or more in thickness or glass may be used without flame retardant treatment. Exception: Paper, cardboard or foam products

At the discretion of the **City of Sarnia’s Fire Department** any decorative material may be subject to testing. If any item fails the flameproof testing it may be required to be removed from the building.

Gases

Unless otherwise approved, flammable or combustible and/or compressed gases shall not be used or displayed. Where approved cylinders containing pressed gases shall be protected against mechanical damage and shall be stored on racks or by other accepted devices designed to hold them securely in place. Combustible materials that are 10mm (3/8 inch) or more in thickness or glass may be used without flame retardant treatment. Exception: Paper, cardboard or foam products.

- **Aerosols** – It is permissible to exhibit one pressurized container, not exceeding one pint capacity of each product classified as flammable liquid.

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Fire Regulations

Storage:

All storage shall be kept in allocated areas. No empty cardboard containers are permitted to be stored in the exhibit space. Exits and aisles surrounding the booth space shall be clear and free of obstructions.

Electrical:

All electrical appliances, electrical cords and electrical connections shall comply with the following Electrical Codes listed below:

All electrical fixtures and appliances must be approved and carry the appropriate ULC or CSA3 listing:

Three wire (grounded) cords shall not be plugged into two (2) wire extension cords

Extension cords shall not run under carpets/rugs unless designed to be used in these locations

There shall be a sufficient clearance from lights or other heat sources to any combustible or display materials to prevent any possible ignition or heat damage (melting)

All electrical plugs, cords shall be free from defects. Only listed electrical devices and cords shall be allowed

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Safety regulations

The Occupational Health and Safety Board in conjunction with **Sunbridge Inn Sarnia** require the adherence to safety requirements governing exhibits and displays. Failure to comply with the fire and safety regulations could mean that your booth could be shut down. Please read the Fire & Safety Regulations.

Employers operating in **Sarnia** must comply with the Occupational Health and Safety Act, Regulation, and Codes as applicable to their operation. Further information can be obtained from

<https://www.labour.gov.on.ca/english/hs/>

FAILURE TO COMPLY WITH OCCUPATIONAL HEALTH & SAFETY REGULATIONS COULD MEAN THAT WORK ON SETTING UP YOUR BOOTH CAN BE SHUT DOWN.

Personal Protection Equipment requirements

During move-in and move-out of the **PetroChem Canada**, the exhibition floor is considered a “work-site environment”. Therefore, all contractors and/or exhibiting companies working within the environment must adhere to all of the legislation contained within the Occupational Health & Safety Code of the **Government of Ontario**.

In advance of the show, please ensure that your company’s on-site representatives and staff are familiar with the safety code, particularly regarding personal protective equipment.

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Security

Security guards will be on duty 24 hours a day (on a roaming basis only) from the opening of move-in to the closing of move-out. Event Management does not accept any liability for loss or damage to the exhibitor's booth or materials. All property of the exhibitor is understood to remain under the exhibitor's custody and control, whether in transit to and from or within the confines of the exhibit space.

Security tips:

During move-in

Use plain boxes, containers and labels that do not identify the products.

Have adequate personnel present at the booth to receive the shipment and take inventory.

Report any discrepancy in goods received to the shipper immediately.

Ensure you have proper insurance coverage.

Store valuables out of sight.

During the exhibition

Pack small items in boxes out of sight, or remove them from the booth overnight.

Never leave your booth unattended. Samples or briefcases are easily taken.

Computers, media players, projectors, monitors, and other electronic devices are desirable to thieves. They should always be guarded.

Report all security and safety incidents to Event Security or Event Management immediately.

Store valuables out of sight.

During move-out

Protect, secure and/or remove all valuables, small cartons and open cases of products from Show area immediately upon close of the Show. Neither Show Management nor the Venue takes no responsibility of lost or stolen equipment.

Have proper exhibitor identification on all goods.

Remain with your shipment until it is removed from your booth.

Don't leave booths unattended. Many outsiders have access to the booth area during this busy time.

Keep any TV/monitor screens, computer screens or any other electrical equipment in plain boxes, labeled with information that does not identify the product.