



# 2022 Exhibitor Manual

Mile East  
Productions



# 2022 Exhibitor Manual



Welcome to the Yarmouth Spring Living Show, we are happy to have you as a part of this event and look forward to working with you to make this a great success. The following is a collection of all the information you should need in regards to exhibiting at this show. If you have any questions please get in touch with us.

## Show Personnel

Rick Allwright  
Show Manager & Co-Owner of Mile East Productions  
rick@mileeast.com  
902-740-5251

Candice Phibbs  
Co-Owner of Mile East Productions  
info@mileeast.com  
902-307-2250

Mile East Productions will maintain an office on site and personnel will be available on the floor during move-in, all show hours and move-out.

## Advertising Opportunities

Capitalize on our advertising campaigns and on-site signage by advertising your products or services through the same media as us.

### Local Radio Advertisement

CJLS Radio  
Eva Smith  
Telephone: (902) 742-7175  
smith.eva@radioabl.ca

### Print Media Suggestion

Clare/Lobster Bay Shopper  
Megan Surette  
902-746-3451  
megan@clareshopper.com

## COVID-19 & Nova Scotia Public Health Guidelines

As of today, guests and exhibitors will not need to show proof of vaccination to attend the Yarmouth Spring Living Show. Should changes be made to current guidelines, we will communicate these via email and our social media channel.

Social distancing continues to be encouraged and we will support this throughout the trade showroom floor as well as in the workshop areas as best as we can.

Hand sanitizer will be available throughout the Yarmouth Mariners Centre provided by Show Management.

Wearing of masks will be at the discretion of the exhibitor and guests in accordance with the Yarmouth Mariners Centre policy.

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## General Information

### Venue Information

Location/Shipping Address  
The Mariners Centre  
45 Jody Shelley Drive, Yarmouth, NS B5A 4R3

Please respect the direction of venue staff at all times. Venue staff will assist in the coordination of move-in and move-out. Shipments to the Mariners Centre must be prepaid and scheduled to arrive no earlier than 8:30am, May 2. Collect shipments, or those arriving prior to May 2 will not be accepted by the Mariners Centre Staff.

### Contacts:

Nick Doucet  
General Manager  
Office: 902-742-2155

Email: [nick.doucet@marinerscentre.com](mailto:nick.doucet@marinerscentre.com)

Dave Clayton  
Operations Manager  
Office: 902-742-2155  
Cell: 902-740-2594

Email: [dave.clayton@marinerscentre.com](mailto:dave.clayton@marinerscentre.com)

### Show Dates & Times

Friday, May 6: 4pm – 8pm  
Saturday, May 7: 10am – 6pm  
Sunday, May 8: 10am – 3pm

### Show Office

An on-site show office will operate out of the Mariners Centre Boardroom, located just off the second floor foyer. We will make every effort to have the office open during the following hours:

Day	Time
Wednesday, May 4	*on request
Thursday, May 5	8:30am - 6:00pm
Friday, May 6	8:30am - 8:00pm
Saturday, May 7	9:00am - 6:00pm
Sunday, May 8	9:00am - 4:00pm

\*Exhibitors are requested to check-in with the Show Office or staff on the floor during move-in. Any outstanding funds due must be paid at the show office, before you begin move-in.

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## Move In

The move-in will be Friday, May 6, 8:30am - 3:00pm

For exhibitors bringing in larger items (vehicles), or those exhibitors who require more time to complete setup, scheduled move in time will be available on Wednesday and Thursday. Show Management will work with you on timing of your move in so as not to conflict with other exhibitors.

Setup must be completed no later than 3pm on Friday.

## Move Out

Move out will begin immediately following show closing at 3pm. All exhibitor's displays and products must be removed from the facility by MIDNIGHT SUNDAY, MAY 8.

NOTE: No exhibit may be removed in part or in whole prior to the close of the show at 3pm, Sunday, May 8th.

## Insurance / Liability

Exhibitors must insure their own personnel, their exhibits and their display materials to a minimum of \$1,000,000 liability insurance. Proof of insurance is required. Neither Show Management nor the Mariners Centre will accept responsibility for injury to persons, loss of, or damage to, products, exhibits, equipment or decorations by fire, accident, theft or any cause while in the building or on the premises.

## Included with your Booth Space

- 8' drapery Backwall
- 3' Drapery Sidewalls
- Free forklift service to and from booth (up to 5000 lbs)
- Booth Carpeting (for most)
- 4 - Exhibitor Badges
- Aisle Carpeting
- One Electrical Outlet

## Material Handling

Material handling equipment will be available on site. Drayage to and from booth, container storage and fork lift service to 5, 000 lbs is provided at no charge. A storage area will be available for empty containers. Be sure to clearly mark your empty containers.

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## Show Entrance - Public & Exhibitor

The show entrance is located at the main entrance on the North side of the Mariners Centre.

Exhibitors staff should have identification showing the company they are exhibiting with.

If a staff member cannot prove they are working the show they will be required to pay the regular admission fee.

Admission fees are not refundable.

## Parking

Exhibitor parking is included in the exhibit rental cost for each contracted exhibitor. We ask that you park to the rear and side of the building, to leave as much space as possible for consumers. Please be courteous when parking. Please do not double park, block another exhibitor and do not park in a Fire Lane. Vehicles parked in the Fire Lane will be towed at the owners expense.

## Bank Machine

There is one bank machine on-site at The Mariners Centre. However, do not rely on this machine for your customer sales. It is suggested that you have a wireless debit machine or accept online orders with the wireless internet access available within the building.

## Accommodations

Rodd Grand Hotel  
417 Main St,  
Yarmouth, NS B5A 4B2  
1-902-742-2446

Use Promo Code: SPRINGLS

Rooms are limited, so book early! Other hotels are available in the immediate area as well, visit [www.yarmouthandacadianshores.com](http://www.yarmouthandacadianshores.com) for a full listing.

## Concessions

The Mariners Centre canteen will offer their food services for both exhibitors and consumers during show hours.

## Storage - Trailers

Trailers to be left on-site during the show should be parked to the south-east side of the Mariners Centre.

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## Mobile Wash

Trailers and vehicles requiring washing prior to move-in should contact:  
Clean Rite Mobile Wash  
Phone: 902-742-4737

Two other car washes are available on Starrs Road, within a 1 minute drive of the Mariners Centre.

## Floor Plan Adjustments

Management reserves the right, at anytime, without prior notification, to alter exhibits, aisles, common carpet, feature sizes and locations in an effort to best serve the interests of the show. Show Management's decision in this regard will be final.

## Payment of Account

Exhibit space payment is due and payable in full prior to the opening of the show. Show Management reserves the right to refuse entry to any exhibitor whose account has not been paid in full.

## Late Comers/No Shows

Any space not claimed or occupied, or for which no special arrangement has been made prior to 1:00 pm on Friday May 6, 2022 may be resold or reassigned by Show Management without any obligation. No refunds will be granted for unoccupied display space.

## Guest Tickets

Customer appreciation passes are available to exhibitors for distribution to their customers at a discounted rate of \$8.00 (incl. tax). Contact show management to order guest passes. Guest passes will also be available to purchase at the show office during show office hours.

## PA Announcements during the Show

Out of respect for our exhibitors and the various presentations and demonstrations, limited PA announcements will be made during the Show. This includes the announcements of prize winners, demonstrations and presentations. Exceptions will be emergencies.

## Entry to Show – Conduct

Show and Venue management reserves the right to refuse admission to any visitor, exhibitor or any exhibitor's employee who, in the opinion of show/venue management is unfit, intoxicated, or in any way likely to cause a disruption.

## Animals

No animals are permitted in the facility, unless approved by Show Management as part of the exhibit, activity or performance that legitimately requires the use of animals. Seeing Eye and Ability Assistance dogs are permitted.

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## Exhibit Standards

### Exhibit Restrictions

Show Management reserves the right to restrict those displays that hamper visibility to other displays.

### Height Limitations and Appearances

Backdrops/signage must not exceed ten feet (10 ft.) in height. Any exception must be approved in advance by Show Management.

### Staffing of Exhibits

Exhibitors shall staff their exhibits at all times during the hours of the Show. Security can be a problem when booths are not staffed. Show Management does not assume any responsibility for losses; therefore, exhibitors should take all reasonable precautions to protect their own property.

### Products Exhibited

Products exhibited are restricted to those products identified and approved on the exhibit space contract. Please note we have exclusive exhibitors in the areas of hot tubs, swim spas and recreational vehicles.

### Audio-visual Equipment

Audio-visual equipment must be kept at sound levels which do not interfere with other exhibitors. Audio-visual presentations must be designed and regulated such that the viewing audience is contained within the confines of the rented exhibit space only. A/V presentation which cause audience overflow into neighboring exhibits or impede traffic flow in show aisles will be ordered to be removed. All large screen A/V presentations must be approved in advance by Show Management.

### Exhibit Boundaries

Business must be conducted within contracted exhibit space. Aisle space may not be used for exhibit purposes or for general solicitation of business. **Please note that the edges of your booth may not be the edges of the carpet and generally are not. Leave at least 1' of space between the edge of carpet and your display.** Distribution of literature or other exhibit material is forbidden outside the immediate exhibit area. Exhibitors wishing to enter another exhibitor's booth may do so only if invited.

### Signage

Exhibitors are permitted to display signs representing their products only in those areas for which they have contracted space. All signs must be of a professional quality. Signs must not exceed 10 ft. in height. Any exceptions must be pre-approved by the Show Management.

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## **Contests, Competitions and Draws**

Sales promotions and competitions conducted by exhibitors in conjunction with their display are encouraged but must be free of any obligation on the part of the winner. Prize winners must not be required to place an order before collecting the prize offered. The schedule of prizes and terms of the competitions should be available for inspection by Show Management and comply with all existing government regulations.

A list of winners of exhibitor's prizes must be submitted to Show Management no later than ten (10) days after the Show closes.

Note. No PA announcements will be made of contest winner's names.

## **Soliciting, Samples and Souvenirs**

Exhibitor personnel or representatives distributing samples, souvenirs, promotional material or soliciting business must do so from inside their exhibit space and are not permitted in show aisles, presentation areas, lobby, lounges or other exhibits. Exhibitors handing out food or beverage samples from their exhibit space must receive prior written approval from Show Management.

Only participating exhibitors and sponsors have the right to sell goods and services at the Yarmouth Spring Living Show. All other parties who attempt to make sales solicitations will be removed from the Mariners Centre facility. Exhibitors are asked to report any infractions to the Show Office so that immediate action can be taken.

## **Facility – Care of Floors, Walls, Ceiling**

Painting, nailing or drilling of floors, walls, ceilings or any part of the building is prohibited. Exhibitors wishing to lay any floor covering must use an adhesive that will not damage the floor and is easily removed. Removal is the responsibility and at the expense of the exhibitor. No signs or other articles are to be fastened to ceilings, walls, pipes or electrical fixtures. No pins are permitted to be used on drapery provided by Mariners Centre.

## **Automobiles**

If your exhibit includes an automobile, Show Management must be informed so we can schedule a move in time. You must have a locking gas cap and you must disconnect the battery. Please leave the keys at the show office.



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## Fire Marshal

1. Do not block the exits
2. Electrical installations shall be used and maintained so as not to constitute an undue fire hazard and must be ULC or CSA approved
3. Portable electrical equipment may be inspected by the Fire Marshal
4. A minimum of 1 meter shall be maintained from electrical panels or any other emergency utility shut off at all times
5. ANY cooking, reheating, candle lighting, cut trees or non-treated booth material must be approved by show management, venue management and fire marshal if needed.
6. Any equipment or material that doesn't meet fire service requirements will be removed immediately from the site

## Safety

### General Safety Regulations that must be followed:

1. In all areas of the contracted show space where a person may be exposed to a foot injury, that person must wear CSA approved steel toe foot protection appropriate to the circumstances. This applies to any person walking in or around forklifts/scissorlifts/manlifts.
2. Under no circumstances will children 15 years of age or younger be permitted in the exhibit area during move-in, set-up, tear down or move-out.
3. If you are working around or under any equipment that is used for working at heights such as scissor lifts, manlifts or zoom-boom lifts the following personal protective equipment (P.P.E) must be worn by all staff both working near or around that equipment: a. CSA approved Hard hat, b. CSA approved steel toed safety boot, c. CSA approved Fall Arrest Equipment
4. You should stay alert and keep away from overhead work whenever possible. Do not walk under any zoom booms, ladders, scaffolds, or man lifts. Obey caution tape and all warning signs, where used.
5. Forklift operators have distractions and blind spots to contend with while operating the forklifts. Do not assume they always will see you. Give them lots of room to maneuver around all the activity. When not in use, forklifts must be stored in the down position.
6. When constructing large booths or structures, the area must be cordoned off by caution tape or stanchions. P.P.E. must be worn by anyone working inside the area.

### Other Safety Rules to follow:

- Hand tools must be used properly. Use them in the way they were intended to be used.
- Do not leave a machine running unattended, shut off the power.
- Machine guards must be in place before operation of that machine
- Wear safety glasses when cutting something or whenever necessary.
- Beware of Slips, Trips and Falls -- Watch your step, and look where you are going.
- Use ladders safely, inspect them to ensure they are safe to use, use 3 point contact when climbing and if you need to step on the last 2 steps, the ladder is not big enough, get a bigger ladder. Do not leave tools on a ladder. Use containers to prevent falling.
- Do not climb on displays that are not designed to support your weight.
- Keep the floor clean and clear of hazards, Spills should be reported to event management immediately so the spill can be properly cleaned up by the event cleaners.

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- Report any unsafe condition or accident hazards of which you have knowledge to a security guard or an event management employee.
- Aisles, fire exits, fire extinguishers and fire hose cabinets must be kept clear at all times.
- Do not block access to any fire protection equipment, electrical panels and outside entrances.
- Ensure any equipment that is operating has adequate ventilation for exhaust fumes. Carbon monoxide levels need to be kept at acceptable levels at all times.
- Read and obey all posted notices and warnings, including the non-smoking provisions. These are provided for your protection.
- Chemicals to be used during the move-in and move-out must be approved by show management and as MSBS must be made available upon request.

## **Safety Rules to follow when using Ladders:**

- Before using a ladder, inspect it for faults, such as broken rungs or rails. If it is an extension ladder, inspect the pulleys, ropes and locks for excessive wear. Also, check the footings and pads to make sure they still provide a non-skid surface. If any defect is found, the ladder should be tagged unsafe and taken out of service. If it cannot be fixed, make sure it is disposed of properly.
- When setting up a ladder, make sure the ground it is set upon is level and stable. Do not set the ladder up on a muddy surface or you may find yourself falling over. Do not use bricks or other material to raise the height of the ladder. If it is not tall enough, you are using the wrong ladder.
- The ladder should reach a minimum of three feet above the “point of support” and should be secured at this point.
- When using extension ladders, abide by the 1:4 rule. This means if you are using a 12 foot ladder, the base should be three feet from the structure. Some ladders provide a picture guide on the ladder itself to assist you in this. When using a stepladder, make sure the folding cross braces are locked in the proper position before you step onto it.
- Always face the ladder when ascending or descending, and have both hands free to grasp it securely. If you need tools, they should be carried in a tool belt or pulled up with a rope once you have reached your destination.
- Remember the “3-Point Rule”: At least two hands and one foot, or two feet and one hand, should be in contact with the ladder at all times.
- Keep your body between the side rails of the ladder. This reduces the chance of tipping it over and/or falling off.
- Do not climb higher than the third rung from the top on straight or extension ladders or the second tread from the top on stepladders.



YARMOUTH SPRING LIVING SHOW

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