

CN Centre Trade Shows Load In & Exhibition Policy



Exhibitors - Please follow Trade Show Organizer's Instructions.

LOAD IN

- Arena level load in door is 15 feet wide x 16 feet high.
- Main concourse level load in door is 9'6" feet high by 11'9" feet wide.
- The CN Centre forklift is not available for public load in use, unless previously agreed upon.
- External forklift use will be organized by the trade show coordinator. Exhibitor will assume all liability for any damages done in the CN Centre.
- Alcohol consumption is prohibited during move-in and move-out of shows.
- Please bring your own tools, ladders, dollies, etc. to build or transport your exhibit.
- All indoor spaces are non-smoking.
- All work carried out on booths on-site must conform to Worksafe BC regulations.
- Arena floor exhibit items must not exceed 500 pounds per square feet or 5000 pounds per wheel load.

FIRELANE

- Exhibitors must not park their vehicles in the fire lane next to the CN Centre load in bay. Vehicles will be ticketed and towed.

FOOD AND BEVERAGES

- All CN Centre food and beverages are exclusively provided by Eurest Foods. Food and beverages, alcoholic or otherwise, may **NOT** be purchased or brought in from off-site and consumed or served in the facility.

FREIGHT

- The CN Centre cannot accept freight shipments on behalf of exhibitors.

VEHICLES

- No vehicle that is wet, muddy, or snow-covered will be allowed on the exhibit floor until clean and dry.
- Due to air quality health concerns from building staff and exhibitors the following must be adhered to:
 - ✓ All ATV's, snowmobiles and dirt bikes must either be pushed or hand-pulled into the building.
 - ✓ Trucks, cars and other large vehicles must be driven directly to their exhibit site.
 - ✓ Large vehicles must not sit idling in the building or at the loading bay. Engines must be shut off until the vehicle can be quickly moved into the CN Centre.
- Use caution if you are in show areas where forklifts and vehicle traffic are operating during move-in and move-out.
- Studded tires are PROHIBITED.

FIRE SAFETY

- All fire and safety regulations must be strictly followed. Access to CN Centre fire exits MUST be kept clear at ALL times. Motor vehicles or gasoline-powered equipment on display indoors are restricted to 1/8 of a tank of gas and the gas tank must be taped or locked. Battery cables must be disconnected. All vehicles must have a drop sheet or oil pans in place beneath them.
- Tanks of compressed air or gas must be chained and secured at all times
- The use of burning propane indoors is prohibited.
- Spare bottles of propane must NOT be stored in the CN Centre.
- No acetylene or other flammable or explosive materials allowed.

EXHIBIT MATERIALS

- Decorations may not be affixed to any surfaces in the building. No holes may be drilled, cored, or punched into the building or into the floor. No paint may be used on any surface. The cost of repairing surfaces caused by pins, screws, tape, paint, etc. will be charged back to the exhibitor.

TELEPHONE & INTERNET ACCESS

- Telephone and Internet access is the responsibility of the exhibitor. Contact Telus or Shaw directly for more information on set up fees and charges.

GIVE-AWAYS

- ***Stick-on Decals***

Exhibitor give-aways may **NOT** include STICK-ON decals.

- ***Helium Balloons***

Helium Balloons are restricted. Exhibitors may not give-away helium-filled balloons. All balloons must be secured until the completion of the show, and all balloons must be deflated prior to removal in order to ensure no balloons are released to clog CN Centre HVAC systems.

- ***Signs & Banners***

The hanging of signs and banners from the overhead trusses is allowed but requires advance notice. As per Worksafe BC, City of Prince George staff must assist in the hanging of any overhead signs and banners within the facility.

INSURANCE

- Exhibitors must provide complete property damage, public liability and personal injury insurance during the course of the show. It is the exhibitor's sole responsibility to maintain coverage under a policy of general public liability insurance.

LIABILITY

- The City of Prince George will not be held liable for loss of damage to the property of the exhibitor or his/her representative or employees from theft, fire, accident or any other cause beyond its control. Exhibitors agree to save the City of Prince George, employees and show management and all their agents and employees free and harmless of and from all claim, demands, damages and liability of whatsoever kind and character asserted by any person or persons on account of any loss or damage to property or injury to or death of any persons occurring upon or about the leased premises arising out of the use of the leased premises by the exhibitor.

Thank you for your assistance. For more trade show information contact:

Glen Mikkelsen

CN Centre Entertainment & Marketing Supervisor

Ph. (250) 561-7789