



FOOD & DRINK ON THE RINK EXHIBITOR MANUAL

• Important Facts	2
• Official Rules & Regulations	3
• General Logistics	6
• Staffing/Exhibition Badges	8
• House Policies	9
• LCBO/ACGO Guidelines	10
• Shipping/Deliveries	11
• Insurance	12
• Sample Ticket Reimbursement	13
• Reimbursement Form	14
• Beverage and Food Sampling Information	15
• Fire Regulations	16
• Sample Bag Opportunities Form	20
• Publicity Opportunities Form	21
• Global Spectrum Beverage Tasting Stage Registration Form	22
• Windsor Star Chef Stage Registration Form	23
• Venue Maps	24
	25

2015 IMPORTANT FACTS

LOCATION

WFCU Centre (Main Bowl)
8787 McHugh Street
Windsor, Ontario
N8S 0A1

SHOW DATES & HOURS

Friday February 20	4pm – 10pm
Saturday February 21	11am – 10pm

MOVE-IN SCHEDULE

Thursday February 19 after 5pm
Friday February 20 10am through 3pm
Pre show floor inspection begins promptly at 3pm

MOVE-OUT SCHEDULE

Saturday February 20 after 10pm

At 2am on Sunday February 21 all materials still on the Show floor will be packed up and stored. You will incur labour, transportation and storage charges for this service.

No access will be available outside of these hours. Please organize deliveries accordingly.

SAMPLE TICKET OFFICE HOURS

Friday February 20	4pm – 9pm
Saturday February 21	11am – 9pm

SHOW PERSONNEL

Matthew Reid, Sales Manager mreid@wfcu-centre.com	519-974-7979 ext. 4602
---	------------------------

Christopher Paquette, Event & Operations Manager cpaquette@wfcu-centre.com	519-974-7979 ext. 4609
--	------------------------

Judy Hunt, Ovations Food Services General Manager judy.hunt@ovationsfs.com	519-974-7979 ext. 4643
---	------------------------

OFFICIAL RULES & REGULATIONS

All exhibits and exhibitors are required to abide by all rules and regulations included hence worth in addition to the exhibitor rules and regulations as stipulated on the Exhibit Space Contract. All exhibits and exhibitors must also comply with the WFCU Centre Rules & Regulations. Food & Drink on the Rink may add, adjust or amend these rules and regulations as necessary to ensure the safety and security of the event, its property and all exhibitors, staff and guests associated with the event and venue. In all cases interpretation of the rules and regulations shall rest with Show Management and its decision shall be final. Global Spectrum Facility Management, the WFCU Centre, the City of Windsor, along with all subsidiary and parent companies and all staff, are not liable for any damages or losses incurred as a result of participation or association with Food & Drink on the Rink.

GENERAL NOTICES

ACCOUNT PAYMENT

Full and final payment for exhibit space must be made prior to move-in. Show Management reserves the right to refuse entry to any exhibitor whose account has not been paid in full.

AUDIO/VISUAL RECORDING

Audio or visual recording of any event requires written authorization from Show Management.

INSURANCE

Each exhibitor must carry full insurance for the entire duration of the show, including move-in and move-out. Proof of insurance must be provided to Show Management prior to move-in.

LIGHTING

The WFCU Centre provides lighting to enhance the overall show atmosphere. Exhibitors are encouraged to bring or order individual booth lighting.

PROMOTIONS AND CONTESTS

Sales promotions and competitions conducted by exhibitors in conjunction with their display must be free of any obligation on the part of the winner. Prize winners must not be required to place an order before collection the prize offered. The schedule of prizes and terms of the competitions must be clearly stated on an entry form.

SOLICITATION

Distribution of samples, souvenirs, promotional materials and soliciting of business must be within the exhibitors' booth space. Such activities are not permitted in the aisles, restaurants, registration area, hallways or other exhibits. No exceptions will be made. Booth personnel, including demonstrators, receptionists and models are required to confine their activities to within the exhibitor's booth space. Please consult show management if you wish to distribute materials in the Official Show Bag.

AISLES AND COMMON AREAS

Are not to be used by individual exhibitors. No solicitation may be conducted in the aisles, foyers or common areas. Flyers, incentives and signage are not permitted in any common areas without express prior written approval by show management and may involve a sponsorship agreement. Any unauthorized solicitation or distribution in the aisles or common areas will be subject to fines of \$1000 or more per incident.

Food & Drink on the Rink

Global Spectrum Facility Management | WFCU Centre
8787 McHugh Street | Windsor, Ontario | N8S 0A1



SAMPLE SALES

This is the official currency of the expo. The Sample ticket redemption office is located on site adjacent to booth #100. The currency for sample purchases will be \$2.00 tickets. Boxes will be issued to each exhibitor to hold tickets. Tickets are then counted at the ticket redemption office and a receipt is issued. Cheque reimbursements will be issued within approximately six weeks. Note: ALL EXHIBITORS MUST ACCEPT SAMPLE TICKETS

THEFT PREVENTION

It is recommended that the exhibitor remove all articles of value from their booth each night at Expo close. Show Management will take all reasonable security measures; however, removal of valuable items will minimize the possibility of loss. Every precaution will be taken to prevent losses but neither Show Management nor the WFCU Centre will be held responsible for personal injuries, losses, or damage to products, stands, equipment, and decorations, resulting from fire, accident, theft or other, while in the building. Each booth and all its contents is solely the responsibility of the exhibitor or sponsor.

BOOTH REGULATIONS | GUIDELINES

BOOTH INCLUSIONS

The following services are provided compliments of Show Management:

- 8' high black back wall and 3' high black side walls
- 24 hour building security and use of shared secure storage upon request

BOOTH DISPLAY RULES

To maintain consistency from show to show, the trade show industry has established guidelines for booth construction. Food & Drink on the Rink exhibitors must conform to these guidelines. Management may require exhibitors to make alterations to their displays and on failure to comply, may order the immediate removal of the entire exhibit at the Exhibitor's expense without compensation.

1. An allowance of one inch is made on either side of the display to allow for the thickness of standard dividers. If lengths exceed 9' 10", notify show management so special arrangements may be made.
2. Projection of sidewalls must be limited to a maximum of five feet from the rear of the booth, allowing for 50% visibility at the sides of the exhibit. They must not exceed beyond 5 feet and must drop to 3 feet beyond that point extending to the aisle.
3. All sides and surfaces of exhibits (booths and signs), which are exposed to view, must be properly finished and decorated.

CARPET OR FLOOR COVERING

Carpet or an adequate floor protection that has been approved by the WFCU Centre is mandatory in every booth.

PREFABRICATED BOOTH

An exhibitor planning to use or build a prefabricated display should make sure that:

1. An allowance of one inch is made on each side of the display to allow for the thickness of standard dividers. If lengths exceed 9'10", notify Show Management so that special arrangements can be made.
2. Projection of sidewalls must be limited to a maximum of five feet from the rear of the booth, allowing for 50% visibility at the sides of the exhibit.
3. All sides and surfaces of exhibits (booths and signs) that are exposed to view must be properly finished and decorated.

EXHIBIT INTEGRITY

Show Management reserves the right to restrict the use of glaring lights, objectionable lighting effects, or exceptionally noisy machinery. Sound presentations, slides, or movies will be permitted, if tuned to conversational level and, if not objectionable to neighbouring exhibitors. Sound levels may not exceed 70 decibels more than 4' from the source. Exhibits must not cause or produce any unusual, noxious or objectionable smoke, vapours, gases or odours.

BOOTH SHARING

Is not permitted unless approved by Show Management. All products represented within your exhibit space must be wholly owned by the corporation or company booking the exhibit space. The official agency of record may book booth space to present products they represent.

CARE OF RENTED SPACE

Exhibitors must ensure space rented for their booth remains in good condition. Any fastening done in the building must not deface any floors, pillars, walls or ceilings. Exhibitors may not paint the floor space in their displays or drill or damage the floor in any manner. It is forbidden to apply any nonremovable substance to the floor surface. Stickers of any kind are prohibited at the WFCU Centre. Exhibitors may not put written materials on the walls of the Arena. Acceptable tapes to be used are #618 Suretape (Cloth Duct Tape), #C700 Arno Tape (Double Sided Tape). Exhibitors will be charged for repairs or cleaning if these rules are not enforced. Furthermore, exhibitors will be entirely responsible for damages incurred to material lent or rented (dividers, drapes, carpets, etc.) and will have to pay for repairs or replacement.

Food & Drink on the Rink

Global Spectrum Facility Management | WFCU Centre
8787 McHugh Street | Windsor, Ontario | N8S 0A1



GENERAL LOGISTICS

BARBEQUES

Please note that use of an open flame barbeque is not permitted. Some types of grilling equipment may be used if pre-approved by Show Management and the WFCU Centre and may require smoke extractor.

ICE

Ice will be delivered daily to exhibitors. Exhibitors are responsible for bringing their own bus pans and water jugs. Please label your items clearly to avoid confusion. **There will be an \$8 charge for each bag of ice required. Ice delivery forms and order forms will be available at registration.**

INDOOR USE OF PROPANE AND GAS

Please contact Show Management for approval form.

REFRIGERATION

Space is limited to daily inventory. The available spaces are throughout the venue and under 24 hour security. Product should be clearly identified, as other exhibitors will be sharing the space.

RINSE STATIONS

There will be various glass rinsing stations on the show floor for show patrons only. Please do not dump into the rinse stations as they overflow.

SINKS

Two shared sinks for all exhibitors will be available on the show perimeter.

SPIT BUCKETS

Exhibitors are required to provide their own spit buckets. A limited number may be available onsite but vendors are strongly encouraged to bring their own spittoon and pitchers for rinsing glasses.

MOVE IN | MOVE OUT | PARKING | STORAGE

MOVE-IN RULES

The exhibitors may NOT begin move-in until the full rental amount has been paid. The WFCU Centre shall not be responsible for damage to all materials brought into the WFCU Centre. During move-in and move-out, the WFCU Centre is considered a construction site and it is highly recommended that all workers must wear protective footwear as stipulated in the Occupational Health & Safety Act. All exhibitors must move-in & out through Bay 2 loading area. No equipment or materials can be transported via the public passenger elevators or escalators. All large vehicles requiring a loading bay are required to contact the Operations Manager in advance. Exhibitors are required to have an authorized representative of the agency at your booth at all times.

MOVE-OUT RULES

Exhibitors are not permitted to dismantle booths prior to official show closing. Crates will be returned and dollies will be allowed in the hall after the aisle carpets have been removed. When all exhibitor material is completely packed up and delivered to the loading dock their vehicle will be allowed to enter the loading area as space becomes available. Exhibitors must vacate their rented space and the WFCU Centre along with all goods by Sunday at 2:00am. Equipment left on the floor after 2:00am will be stored by the WFCU Centre. A charge will be levied to store materials.

Please note all open but unused alcohol must be left in possession Ovation Food Services following the event and connect leave the venue under no exception.

PARKING

Parking in the loading area is absolutely prohibited and all vehicles must be removed as soon as they are unloaded, otherwise, they will be towed away at the exhibitor's expense. The time allocated to discharge merchandise is a maximum of 30 minutes, after which time parking is available at Gate 1 entrance area. Parking passes are ordered through the WFCU Centre. See WFCU Centre Exhibitor Parking Pass Order form in the Additional Order Forms section. Reserved parking is by pass only, but there is additional free parking available through the complex.

STORAGE

Crates, boxes and packing materials must be removed from the booths if no storage space is available within them. They will be stored and returned to the booths at the closing of the exhibition. Please ensure that all material is clearly identified.

STAFFING | EXHIBITOR BADGES

STAFFING REQUIREMENTS

All staff must be 19 or older, no underage visitors or staff are permitted under any circumstance. Exhibitors must have staff in their exhibit at all times during the show hours and for half an hour prior to show open and a past show close. It is recommended at least one staff member stays until all visitors have left the building which can take up to one hour. Show Management does NOT assume any responsibility for losses. Staff must always carry valid ID.

EXHIBITOR BADGES

Registration for additional badges outside of your allotted registration inventory is available onsite for a nominal fee per badge. All exhibitor badges are to be picked up at Exhibitor Registration during move in and show hours only. New badges and wristbands can be purchased with proper ID at the Exhibitor Registration area. Badge passing will not be tolerated. At each entry and exit point you may be required to show identification that corresponds with your badge.

ALCOHOL SERVICE

Ovations Food Services will provide a Smart Serve certified staff member for all alcohol service at no charge.

SMART SERVE

All staff members that will be handling and serving alcoholic beverage MUST BE SMART SERVE CERTIFIED. Please see the online certification course link in the Exhibitor Manual Section of the website. Please carry your SMART SERVE card at all times.

REFUSAL OF ENTRY

Show Management reserves the right to refuse admission to the show building to any visitor, exhibitor or exhibitor's employee(s) who, in the opinion of Show Management, is unfit, intoxicated or in any way creating a disruption to the show.

Safety of all our guests, staff and exhibitors is of the utmost importance. It is well within your rights to refuse service to anyone who appears intoxicated. We have several marked security guards and please advise security or show management immediately if you find anyone who appears intoxicated. Thank you.

FOOD & DRINK ON THE RINK HOUSE POLICIES

- All alcohol must be purchased via Ovations Food Services
- All exhibitors are provided with the AGCO & LCBO serving guidelines and the AGCO handout RECOGNIZING INTOXICATION – please review with all pouring staff
- All alcohol servers must be smart serve certified – please have cards and numbers
- AGCO Checking ID guidelines are provided to all door security staff, if you question the age of a patron you may request further proof of age verification
- Food & Drink on the Rink uses trained security professionals to patrol the show floor – please report any potential issues to security, show management or police
- Please ensure ALL staff are following the Beverage Guidelines as recommended:
 - Wine 2 oz serving sample maximum
 - Beer 4 oz serving sample maximum
 - Spirit 1 oz serving sample maximum
- One tasting per product per customer
- All staff serving alcohol must be smart serve certified
- Staff are not permitted to drink alcohol while working
- Please encourage responsible consumption and do not over serve
- Please pour within the guidelines as provided

Exhibitors can be held legally liable for the safety and sobriety of our customers. You can lower your liability risks by ensuring that each alcohol sample does not exceed the provided guidelines, by recognizing signs of intoxication and by recommending food and water.

LCBO/AGCO INDUSTRY PROMOTIONAL EVENT GUIDELINES

1. For purposes of definition, a “Industry Promotional Event” is an event that promotes a manufacturer’s product . There can be no intent to profit from the sales of alcohol at the event. Market research may also be conducted for the purposes of gathering and analyzing information about consumers needs and preferences.
2. Industry Promotional events are subject to the AGCO Sampling Guidelines for Liquor Manufacturers and the event’s House Policies.
3. Exhibitors at this event are required to abide by the AGCO Sampling Guidelines for Liquor Manufacturers and the event’s House Policies.
4. Any type of beverage alcohol product may be served, provided the product has been examined and approved by the LCBO Laboratory.
5. Where a product is brought into the Province through the Private Stock Department, laboratory approval is required prior to the actual Industry Promotional Event opening date.
6. Where an exhibitor wishes to demonstrate alcoholic beverage mixes, or similar products, the alcoholic portion of the sample must be obtained through the LCBO on the event SOP.
7. Exhibitors should also be aware that only registered agents are allowed to offer samples at these events. Further exhibitors of this type of product should check with the LLBO for advertising restrictions that may relate to their exhibit space.
8. Exhibitors may pour up to a maximum of ten products per ten feet of contracted booth footage. The mix of products shown per ten-foot section is at the exhibitor’s discretion.
9. Trade Samples must not be served while the show is open to the public.
10. The Show will have a common area dedicated to the education of the general public, wherein lectures by appropriate guest speakers and other events of interest may be held.
11. Products poured for the public are subject to House Policy Guidelines as follows: Serving sizes are based on alcohol content (by volume) of the product and the following serving sizes are strongly recommended:
 - 23% or greater maximum serving 30 ml. 7% to 22% maximum serving 60 ml.
 - Less than 6% maximum serving 115 ml.
12. Exhibitors at Industry Promotional Events should be aware that all products shown, whether brought in through the Private Stock system or drawn from current LCBO listings, must be purchased through the Liquor Control Board of Ontario. An exception is made to this policy for Ontario wineries with regards to who may purchase their stock through their own retail outlet. Exhibitors or potential exhibitors are strongly advised to check directly with the LCBO Purchasing Department and the LCBO Laboratory to determine the lead time necessary to have products available for any given show. Exhibitors should also contact the LCBO Merchandising Department for detailed ordering instructions for currently available items.
13. All alcohol service staff must be Smart Serve certified and carry their Smart Serve card at all times while serving.

*All Rules and guidelines are subject to change without notice

Thank you for helping to ensure the safety and sobriety of all our customers, guests, staff and management.

Food & Drink on the Rink

Global Spectrum Facility Management | WFCU Centre
8787 McHugh Street | Windsor, Ontario | N8S 0A1



SHIPPING MATERIALS TO THE WFCU CENTRE

The WFCU Centre cannot accept advance freight or collect shipments for exhibitors. Exhibitor materials must be scheduled to arrive at the WFCU Centre on one of the move-in days and be shipped prepaid.

Please make sure that both the WFCU Centre and Food and Drink on the Rink are placed on the label when shipper.

Please ensure that you make the label clearly visible and that you fill out your company name and booth number on each label.

Advance shipments must be delivered to the WFCU Centre. Thank you.

Food & Drink on the Rink
Global Spectrum Facility Management | WFCU Centre
8787 McHugh Street | Windsor, Ontario | N8S 0A1



PROOF OF INSURANCE

Exhibitors must provide a certificate of your insurance from your liability insurer per the specifications below.

MUST BE NAMED AS ADDITIONAL INSURED: Global Spectrum Facility Management, WFCU Centre, City of Windsor

SPECIFICATIONS: General Liability insurance with coverage of at least \$2,000,000 inclusive of bodily injury and/or property damage for each occurrence.

CONDITIONS: It is a condition of your contract to hold harmless the above mentioned and its subsidiaries, parent and affiliated companies and the WFCU Centre and its subsidiaries, parent and affiliated companies against all charges of liability. Failure to provide proof of insurance may result in immediate termination of your contract, forfeiting all monies deposited and removal from the show without further consultation or financial recourse against the WFCU Centre and all its subsidiaries, parent and affiliated companies. Exhibitors who do not have Comprehensive General Liability insurance are deemed personally liable.

NOTE: After you fax your order to Vendor Insurance Ltd. they will forward a copy of insurance certificate directly to Global Spectrum Facility Management.

Company: _____

Signature: _____

PLEASE RETURN YOUR PROOF OF INSURANCE to 519-974-5823 or mreid@wfcu-centre.com

FOOD & DRINK ON THE RINK SAMPLE TICKET RE-IMBURSEMENT INFORMATION

ALL EXHIBITORS MUST ACCEPT SAMPLE TICKETS

Sample tickets are the official currency of the Expo and required for all sampling and product payments. Retail products, merchandise and giftware must accept sample tickets as well as any other payment methods you would like .i.e cash, credit, debit. You may charge additional tickets to cover the 15% fee as you deem necessary. You will be reimbursed 85% of all sample sales in **approximately 4 to 6 weeks**. If you have any questions about the sample tickets please ask show management in advance or come to the show office on site.

NOTE: Sample tickets are like cash, keep them secure and redeem them often.

SAMPLE TICKET REDEMPTION OFFICE – ADJACENT TO SAMPLE TICKET SALES BOOTH

Please visit the Sample Ticket Office prior to 4 pm Friday to pick up your box or bin and at the end of each day to redeem your tickets and get a receipt. (Hours posted)

PLEASE FILL OUT TO ENSURE YOU RECEIVE YOUR REIMBURSEMENT

Must be filled out prior to picking up your sample ticket box or bin

Company Name

Cheque Payable to

Booth Number

Contact Name

Phone

Cell Phone

Email

Address

City, Province, Postal



BEVERAGE AND FOOD SAMPLING REGULATIONS

Items dispensed at exhibitor's booths are limited to products manufactured, processed or distributed by the exhibiting firm.

Beverage Sampling Exhibitors

As an exhibitor you can be held legally liable for the safety and sobriety of your customers. You can lower your liability risks by ensuring that each alcohol sample does not exceed LCBO guidelines. Glasses are marked with ounce measurements and an Ovations Food Services staff member will be on site for simple serving operation.

Beverage guidelines:

- 23% alc. Vol. or greater max. serving 30 ml.
- 7% alc. Vol. to 22% alc. Vol. max. serving 60 ml.
- 6% or less alc. Vol. max. serving 115 ml.
- No free drinks to patrons or staff

Food Sampling Exhibitors

As an exhibitor you can set your sample or food sizes based on utilizing our ticket system, with each ticket being a \$2 retail value. We are suggesting no samples be larger than three tickets, and if at all possible all food being offered come in sample sizes with a 1 sample to 1 ticket ratio.

Food should all be served on a 6 to 8 inch plate if at all possible.

Cash cannot be accepted for food or beverage transactions.

Gourmet Vendors

Gourmet vendors have the right to charge whatever value they choose for their goods, based on value of the offering. You have the option for cash sales at your vendor location, or utilizing our ticket system for sales, and following our reimbursement policy.

A fee of \$300 per exhibitor will be levied if these regulations are not adhered to. I understand and agree to abide by the above stated restrictions on providing samples:

_____ Company Name Signed By (print name)

_____ Date Signature

Please return by fax to 519-974-5823 or mreid@wfcu-centre.com

FIRE REGULATIONS FOR EXHIBITORS

The purpose of these requirements is to maintain an acceptable level of fire safety within the WFCU Centre. The fire protection systems built into the Arena have been designed to protect against the hazards which are typical of conventions and exhibitions. The objective of these requirements is to limit the hazards of contents and operations within the Arena to a level which can be controlled by the building fire protection systems.

The requirements contained herein and the Ontario Fire Code will be strictly enforced by the Fire Safety Officer of Windsor. These requirements apply to all conventions and trade shows whether or not open to the public. All exhibitors must have these requirements in their possession during booth occupancy.

The requirements apply to the following:

1. Prohibited materials, processes and equipment.
2. Materials, processes and equipment requiring special approval from Windsor Fire and Rescue Services Safety Officer.
3. Acceptable booth configurations.
4. Acceptable material for booth construction.
5. Interior finishes and furnishings.
6. Obstructions.
7. Combustion engines.
8. Electrical equipment and connections.
9. Portable spotlights.
10. Procedures during set-up and dismantling.
11. All items to be suspended from ceilings.
12. Emergency Procedures.

Prohibited materials, processes, equipment and booth configuration

The use of the following materials, processes or equipment is strictly prohibited:

1. Acetate fabrics, corrugated paper box board, no-seam paper.
2. Paper backed foil unless glued securely to suitable backing.
3. Styrofoam and / or foamcore, gaterboard, corrugated plastic.
4. Fireworks.
5. Blasting agents.
6. Explosives.
7. Flammable cryogenic gases.
8. Aerosol cans with flammable propellants.
9. Smoke Free Environment.
10. Fuelling of motor vehicles.
11. Liquified petroleum or natural gas.
12. Wood matches with all surface strikes.
13. Hazardous refrigerants such as sulphur dioxide and ammonia.
14. Cellulose nitrate motion picture film.
15. Portable heating equipment.
16. Flammable liquids or dangerous chemicals.
17. Electrical equipment or installation not conforming to the Ontario Electrical Code.

Food & Drink on the Rink

Global Spectrum Facility Management | WFCU Centre
8787 McHugh Street | Windsor, Ontario | N8S 0A1



Materials, processes and equipment requiring special permit for use

The use of the following materials, processes or equipment is subject to approval from the Windsor Fire & Rescue Safety Officer. If any material, process or equipment requiring approval is to be used, the Exhibitor shall submit in writing to the Show Manager the nature of the process or equipment and any safeguards to be used to protect the hazard. Requests will be submitted by the Show Manager to the WFCU Centre who will review and return the request with its approval, rejection or limitations.

1. Propane or natural gas fired equipment.
2. Operation of any heater, barbecue, heat producing device, open flame device, candles, torches, or cooking appliances
 - (a) Portable Commercial Cooking Equipment: Must meet NFPA96 - 184 installation of Equipment for the Removal of Smoke and Grease-Laden Vapours from Commercial Cooking Equipment, in accordance with the Ontario Fire Code. An adequate exhaust and filter system, including a fire protection system capable of providing extinguishment over the entire cooking surface is required.
3. Exhibits involving hazardous processing or materials not previously listed.
4. Storage or display of ammunition and fire arms (subject to subsection 5.2 of the Ontario Fire Code and Criminal Code).
5. Pressure vessels including propane tanks.
6. Fossil fuel powered equipment.
7. Hydraulically powered equipment using flammable fluids.
8. Radiation producing devices.
9. Natural Christmas trees.

Acceptable booth configuration

The following booth configurations will be acceptable:

1. Open top exhibition booths.
2. Platforms not exceeding 400 square feet in area.

Fire Regulations for Exhibitors

Acceptable materials for booth construction

The following types of materials will be acceptable for booth construction:

1. Wood.
2. Combustible materials including plastics having a flame spread rating not exceeding 150 and a smoke developed classification not exceeding 300.
3. Noncombustible materials as regulated by the Ontario Building Code.

Interior finishes and furnishings

The limitations described below shall apply to all interior finishes and furnishings including:

- drapes
- hangings
- curtains
- drops
- decorative fabrics
- Christmas trees
- artificial flowers and foliage
- motion picture screens
- paper: cardboard or compressed paperboard less than 1/8 inch thick is considered paper - ruscus
- split wood
- textiles
- all other decorative materials including plastics

Limitations

1. Made from noncombustible material, or
 2. Treated and maintained in a flame retardant condition by an approved flame retardant solution or process.
 3. Corrugated cardboard can be used only if fire retardant treated at the factory.
 4. Plastics can be used only if approved by the Windsor Fire & Rescue Safety Officer.
- * note: It is not necessary to flameproof textiles, paper and combustible merchandise on display for sale, but the quantity so used shall be limited to the displaying of one salvageable length. Each sample must differ in colour, weave or texture.

Wallpaper is permissible if pasted securely to walls or wallboard backing.

The following test (NFPA 701 Match Flame Test) may be used to determine if a material is flame resistant:

1. Cut off a small piece of the materials (1 1/2 inches wide by 4 inches long) and hold it with a pair of pliers.
2. Hold a wooden match 1/2 inch below the bottom of the material 12 seconds.
3. If, when the match is taken away, the material stops burning within 2 seconds, it is flame resistant.
4. If the material goes up in flames immediately or continues to burn for more than 2 seconds after the match is removed, it is not flame resistant.

Obstructions

Nothing shall be hung or affixed to any sprinkler piping or heads. Construction or ceiling decorations of the show booths must not impede the operation of the sprinkler system.

All exit doors shall be in an operable condition and shall remain unobstructed at all times. Exit signs, manual pull stations, fire department handsets, fire hose cabinets and portable fire extinguishers shall not be obstructed in any manner.

If a fire hose standpipe is located in exhibit space, it shall be the responsibility of the Show Manager or Exhibitor, as the case may be, to provide access to such equipment and, if the view to such equipment is obstructed, to provide designating signs for same.

All entrances, exits, aisles, stairways, lobbies and passageways shall be unobstructed at all times. Vehicles in fire lanes or blocking exits, etc. will be removed at owner's expense.

Roof construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc. shall not be placed beyond the booth area into the aisles.

Literature, supplies and handouts are permissible in reasonable quantities. Reserve quantities shall be kept in closed containers and stored in a neat, compact manner within the booth.

Vehicles or other flammable fuelled engines displayed shall conform to the following requirements:

1. Fuel tanks containing fuel, or which have ever contained fuel, shall be maintained less than 1/8 full. Caps for fuel tanks fill pipes shall be of the locking type and be maintained locked to prevent viewer inspection. If they cannot be locked, they shall be taped shut.
2. Garden tractors, chain saws, power plants and other gasoline powered equipment shall not contain any fuel and shall not be used for demonstrations without permission from the Metro Toronto Convention Centre Fire Safety Officer.
3. The electrical system shall be de-energized by either:
 - (a) removing the battery, or
 - (b) disconnecting both battery cables and covering them with electrical tape or other similar insulating material.
4. Tanks containing propane shall be maintained less than 3/4 full. Vehicles may be driven in and positioned. Engine should remain running, with valve shut off. Allow engine to run until all of the fuel line is used up. Turn ignition off.
5. Cylinders for barbecues and/or appliances within a vehicle such as stoves, refrigerators, etc., must be empty.

Electrical equipment and connections

Rule 2-022 of the Electrical Safety Code, a provincial regulation, requires that all electrical equipment must be approved before it may legally be advertised, displayed, offered for sale or other disposal, sold or otherwise disposed of or used in the province of Ontario.

It is the responsibility of each exhibitor to ensure that all electrical equipment in, on, or about the booth comply with these requirements. This includes electrical merchandise as well as lighting and display equipment.

Electrical equipment is considered to be approved if it bears the certification mark or field approval label of an organization which has been accredited by the Standards Council of Canada to approve electrical equipment. Electrical equipment is also considered to be approved if it bears an Ontario Hydro Special Inspection / Field Approval label. One of the fundamental requirements of approval is that the appropriate approval markings appear on the equipment. If such markings are missing, then the equipment is considered not to be approved.

Food & Drink on the Rink

Global Spectrum Facility Management | WFCU Centre
8787 McHugh Street | Windsor, Ontario | N8S 0A1



Exhibitors are requested to examine all electrical equipment that they will be bringing to the show in order to determine if it has the proper approvals. If any of the electrical equipment is not approved, then the exhibitor is required to file with Ontario Hydro an Application for Permission to Show Unapproved Electrical Equipment at Trade Shows, and pay the necessary fees.

An application form and additional information can be found elsewhere in the exhibitor kit or manual. Please note that Permission to Show is only granted for the duration of the show. Proper approval must be obtained after show for any equipment which is to remain in the province of Ontario.

Please note that the Electrical Safety Authority (ESA) inspectors have the authority to order the removal of unapproved electrical equipment from the show.

Portable spotlights

All clamp on types of portable spotlights shall be protected from metal to metal contact by having electrical insulating pads or wrappings permanently attached to the lamp holder clamps.

Where a spotlight may be subject to physical damage, dampness or where lamps may come in contact with combustible material, the spotlight shall be equipped with a guard attached to the lampholder or the handle.

Flexible cords (extension cords) or power bars may only be used for portable lamps or appliances that are of allowable amperage for the size and type of the three conductor cord to be used.

SAMPLE BAG APPLICATION

Food & Drink on the Rink is pleased to offer your company the exclusive opportunity to distribute product samples, brochures or logo merchandise in our Official Expo Bags. The Expo distributes 2,000 bags containing selected materials from our valued clients. Looking for even more exposure?

Your company will receive the following:

- Improved brand awareness and increased product knowledge following the expo
- Opportunity to provide important follow-up details such as company website location and phone
- Product sampling – ensure these targeted attendees will have the chance to experience your product

Company

Contact

Phone

Cell Phone

Email

Item description:

Item dimensions

Width

Height

Depth

Weight

DELIVERY: MUST ARRIVE WEDNESDAY FEBRUARY 18, 12:00pm TO BE INCLUDED

SHIP TO: WFCU CENTRE c/o FOOD & DRINK ON THE RINK
8787 MCHUGH STREET, WINDSOR N8S 0S1
ATTN: NICK RUPERT

To: Nick Rupert

519-974-7979 ext. 4610

Fax 519-974-5823

nrupert@wfcu-centre.com

Food & Drink on the Rink
Global Spectrum Facility Management | WFCU Centre
8787 McHugh Street | Windsor, Ontario | N8S 0A1



PUBLICITY OPPORTUNITIES

Looking for additional publicity? Food & Drink on the Rink wants to know about special guests, news-worthy products, services and promotions to include in our extensive publicity campaign! Opportunities will include interviews with print partners, radio partners, or tv interviews during Arms Eat segments on February 10th or 17th on CTV Windsor.

Company

Contact (s)

Phone

Cell Phone

Email

Publicity worthy ideas include:

- Wine producers / prominent guests at the Expo
- New and innovative products to unveil
- Seasonal, current trends or hot topic ideas

For specific products or services:

Product name

Description:

For specific industry guests, celebrities or producers

Press worthy information / story ideas:

To: Nick Rupert

519-974-7979 ext. 4610

Fax 519-974-5823

nrupert@wfcu-centre.com

Food & Drink on the Rink

Global Spectrum Facility Management | WFCU Centre
8787 McHugh Street | Windsor, Ontario | N8S 0A1



GLOBAL SPECTRUM TASTING STAGE APPLICATION

The Global Spectrum Tasting Stage at Food & Drink on the Rink is designed to provide visitors with entertaining and informative wine, beer and spirits education. Please complete the following if you would like to participate. Only those selected will be contacted with scheduling information. The sessions are 40 minutes and begin on the hour throughout the show. Stage seats 50 guests and you would provide product for each seated guest. Tickets will be sold in advance for the event with sample tickets given for quantity of samples being distributed at the event for reimbursement. Sample glasses and staff will be provided to assist with pouring all products. Host(s) will be given lapel mic(s) for the presentation.

Company

Presenter(s)

Title of presentation

Description of topic:

List of wines, beers and spirited to be poured

_____ Total number of products to be poured: _____

Phone

Cell Phone

Email

Preferred Date/time

Friday _____

Saturday _____

To: Matt Reid

519-974-7979 ext. 4602

Fax 519-974-5823

mreid@wfcu-centre.com

Food & Drink on the Rink
Global Spectrum Facility Management | WFCU Centre
8787 McHugh Street | Windsor, Ontario | N8S 0A1



WINDSOR STAR CHEF STAGE APPLICATION

Interested in conducting a demonstration on the Windsor Star Chef Stage? The stage provides an excellent opportunity to enhance your overall show experience and to increase exposure for your company. Please complete the following if you would like to participate. Only those selected will be contacted with scheduling information. All presentations begin every hour on the hours throughout the show. Presentations are 30-40 minutes in length. We provide a cook space and .

Stage seats 100 guests and audience samples are appreciated. Host(s) will be given a lapel mic(s) for the presentation.

Company

Chef(s)

Title of presentation

Description of topic:

Short Biography (50 word max. - Including awards/credentials)

Phone

Cell Phone

Email

Preferred Date/time

Friday _____

Saturday _____

To: Matt Reid

519-974-7979 ext. 4602

Fax 519-974-5823

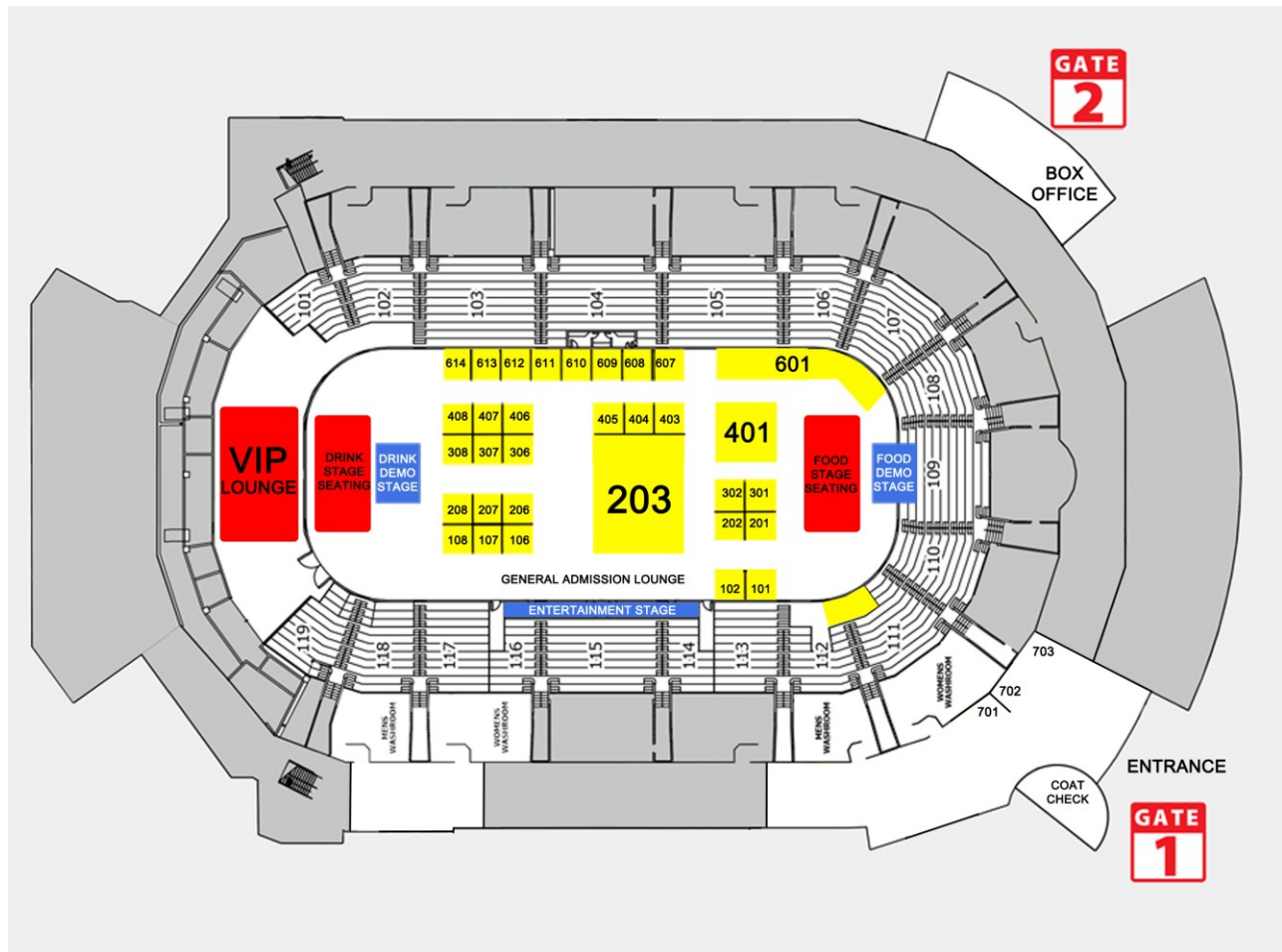
mreid@wfcu-centre.com

Food & Drink on the Rink

Global Spectrum Facility Management | WFCU Centre
8787 McHugh Street | Windsor, Ontario | N8S 0A1



VENDOR MAP



*Subject to change

Food & Drink on the Rink
Global Spectrum Facility Management | WFCU Centre
8787 McHugh Street | Windsor, Ontario | N8S 0A1

