

EXHIBITOR

RULES AND REGULATIONS

Access

Access to the Loading Dock entrance is off of Wellington Road. The best route is to exit at Wellington Road North from Hwy. 401 and remain on Wellington Road to downtown London. Just after Horton Street you will pass under the railway tracks. Proceed through the traffic lights at York Street and the Loading Dock is just north of York on the right hand side. The Loading Dock is not accessible from Wellington Road travelling south due to a centre boulevard.

Advertising – Authority for Logo

Prior written approval is required for the use of the logotype, trademarks, symbols or trade name or names of the LCC in connection with any production, promotion, service, publication, public statements, public discussions or advertisements.

Animals

Animals, birds or pets of any description on LCC premises require written authorization.

Banners/Signs/Decorations

No holes may be drilled, nails driven, hooks, screws or pushpins tacked into any part of the Centre or its equipment (including tables); this is strictly forbidden.

Under no circumstances may banners, decorations or signs and similar material be nailed, stapled, screwed, taped or attached to ceilings, walls or other painted surfaces. Failure to comply will result in a damage charge to the client. Masking Tape – only on cushion cloth walls, moveable walls and wood surfaces. Funtak – only on painted, glass or wood surfaces. Duct Tape – only on the carpets. Straight Pins – only on the cloth walls.

Signs/banners hung from the ceiling or above three metres on the wall, may require the rental of the LCC scissor-lift and/or a labour charge please refer to Sign and Banner Installation Order Form S104.

Cleaning Services

The LCC is the exclusive supplier for cleaning services within the building. Cleaning of meeting rooms, public corridors/common areas, show aisles and restrooms will be provided complimentary. Supplementary charges will apply to **interior booth cleaning** and the removal of bulk trash, crates, pallets, packing material and lumber. Please refer to Cleaning Service Order Form C105.

Electrical

For ordering of these services please refer to Electrical Services Order Form E100.

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Elevators and Escalators

Passenger elevators are located in the southeast corner of the building and run from the underground parking garage to the second floor. Escalators are located in the main foyer and operate between the first and second floors only. Passenger elevators and escalators are **not** to be used for transporting freight or equipment including easels, chairs, tables etc. Freight elevators are located on the Loading Dock and consist of one truck elevator and three small elevators for transporting all freight or equipment from level to level. For Load Capacity and dimensions please ask contact Catering Department.

Exhibit Lighting

For ordering of these services please refer to Exhibit Lighting Services Order Form E101.

Fire and Safety Regulations

In the event that a portion of the exhibitor's backwall is a "fire exit door", the exhibitor must leave total access to it and may not drape it, cover it or obscure it in any way. Total access must be available from aisles to exits at all times and without obstruction of any kind.

- The following materials shall be flameproof if used for display or decorative purposes: flowers, foliage paper, cardboard, or compressed paperboard less than 1/8 inch in thickness, plastic materials, split wood and bamboo fibres, styrofoam and textiles. Wallpaper is permissible if pasted securely to walls or wallboard backing.
- It is not necessary to flameproof textiles, paper or other combustible merchandise on display for sale, but the quantity used shall be limited to the displaying of one salvageable length.
- The use of an open flame is limited to certain articles of merchandise where the operation of an approved appliance or device definitely helps to promote the sales of such equipment.
- Equipment must be set-up in such a manner to comply with approved safety standards and a suitable fire extinguisher shall be proved on recommendation of the inspector. If at any time the inspector deems such equipment to be operated in a manner dangerous to public safety, he or she shall cancel the privilege of the exhibitor concerned.
- Flame shall not be used solely to attract attention.
- Flammable liquids or gases shall not be stored inside the building.
- Displays must not encroach on exit doorways.
- Boxes, crates and cartons from which merchandise has been removed, must be neatly piled in a storage area.



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Floor Load

The maximum floor load is 100 pounds per square foot.

Food and Beverage Services/Concessions

LCC is the exclusive caterer for all food and beverage services. All arrangements for the serving of food and/or beverages must be made through the Catering Sales office. No food and beverage is to be brought onto the premises. No sample food and/or beverage products may be distributed or sold by sponsoring organizations except on written authorization. Please refer to Food and/or Beverage Sample Distribution Request Form F106.

Freight Deliveries & Storage

The LCC restricts delivery and/or storage prior to and following an event. No shipments or deliveries of any kind shall be accepted by the LCC unless the Client is present to accept the same. Written authorization must be obtained from the LCC to make special delivery, pick up and storage arrangements. Fees may apply. Please refer to the Post Show Shipping & Packing Order Form P107.

Helium Balloons

Helium balloons may not be distributed in the LCC without written approval from the Catering Department.

Loading Dock

- Street Entrance Doorway: Height: 14' 6" Width: 22'
- Loading Bays - Four (4) loading bays; all bays outfitted with Dock Levellers
- Freight Elevators:
 - One (1) Truck Elevator: Door Height 14'
 - Interior Length 49'
 - Interior Width 11' 8"
 - Maximum Weight 43,500 lbs.

 - One (1) Small Elevator: Door Height 7' 10"
 - Interior Length 5' 9"
 - Interior Width 8' 4"
 - Maximum Weight 5,000 lbs.



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Materials Handling

LCC provides in-house materials handling, advance receipt and storage services. These include off-loading from delivery trucks, transporting material to exhibitors booth locations, removal of crates to designated storage areas, return of crates to booths at close of show and reloading on transport trucks. Equipment, such as a forklift, pump-trucks and dollies are available at the Centre at competitive rates. Please refer to **Material Handling or Storage Services Order Form M102**.

Parking

LCC has indoor, multi-level parking for over 300 cars/mini-vans, available 24 hours a day, 7 days a week. Access to the Centre, Hotel/City Centre Office Complex is provided via staircase on all parking levels to the walkway. The following parking lots are in close proximity to the Convention Centre: Canada Wide Parking – located across the street with 300 spots; Metro Parking – located behind the Convention Centre has 80 parking spots; Imperial Parking – located in Galleria Mall has 1,700 parking spots.

Safety Deposit Boxes

Safety deposit boxes are available for rent. Contact Catering Department for details.

Security

Twenty-four hour security for the building perimeter is provided. The LCC may stipulate the Client arrange security, at the Client's expense, depending on the size and type of event. All security arrangements are subject to approval by the LCC's management. The Client is responsible for all loss and damage to personal property or equipment. Please refer to **Security Services Order Form S108**.

Set Up and Tear Downs

During move-in/out, exhibit halls, loading dock areas and "back of house" service areas are off limits to the public. As such, there shall be absolutely no drinking of alcoholic beverages, horseplay and in general, any and all unsafe conditions or activities are to be corrected promptly.

All clients and exhibitors are to unload their vehicles through Shipping and Receiving on Wellington Street and not through the front doors of the LCC. Any damage to the building as a result of moving materials in through the front doors is the responsibility of the client and/or exhibitor.

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Smoking

The London Convention Centre is a smoke free facility, this includes loading docks and under ground parking areas.

Telephone & Data Communications

For ordering of these services please refer to Telephone and Data Order Form T103.

Vehicles and Motorized Equipment

Vehicle access into the Centre is through the loading dock entrance located on the west side of Wellington Street just north of York Street (see map).

Preparation and Cleaning

1. All cleaning including washing/hosing down of vehicles must take place inside the loading dock area before the vehicle is taken via elevators to the exhibit floor. The dock has a hose for this purpose. The exhibitor must supply ALL OTHER CLEANING SUPPLIES.
2. Once the vehicle is cleaned and wiped down, then it can be driven into the elevator and taken to the exhibit hall level where the exhibitor must wipe down the tires to avoid staining/markings the fully carpeted exhibit hall.
3. The exhibitor must also supply the following to protect the flooring:
 - Plastic sheeting underneath the engines
 - Floor pads for underneath the tires
4. Final polishing can be done once the vehicle is in place.

Displays and Control

1. Equipment on display must be equipped with lock-on type fuel tank cap. fuel tanks must not be filled beyond $\frac{3}{4}$ mark in order to allow for expansion of product.
2. Vehicles on displays must be locked, continuously supervised or battery disconnected.
3. Running of displayed vehicles during the exhibit is prohibited unless approved by the fire prevention division.
4. Propane charged cylinders are not permitted inside Convention Centre.
5. One set of vehicles keys must be turned over to event staff before vehicle enters show area.

Waste Removal

The London Convention Centre has a full recycle, waste and compost removal program. During set-ups and tear downs appropriate receptacles will be available on loading dock and / or service areas adjacent to exhibits for your convenience. Excessive waste product may result in additional charges for exhibitor and show management.

Thank you for your co-operation and we look forward to working with you.