

## Exhibitor and Display Standards

Exhibitors participating in the Ottawa International Motorcycle Show must comply with the following guidelines. A complete explanation of the following items is detailed in the official show exhibitor's manual. This form must be filled out and submitted with the space application. *These are new product public showcases. Non-current, new inventory is acceptable. No used equipment may be shown or sold without prior written approval from show management.*

1. All Display areas are to have carpeted floor covering throughout. **No exceptions.**
2. **Professional signs are required and expected. No hand – written or home made signs.** All signs must be made of firm material that does not sag. Use of duct tape or related materials may not be used on support mechanisms. Signage for inline displays must not exceed the back drop height restriction of 8 feet. (Show management has the final word on placement and suitability of any sign.)
3. **Insurance Exhibitors** and **Non-profit** clubs or associations must provide show management with proof of exhibitor insurance prior to the show.
4. **Professional – looking displays are required and expected.** Cardboard /storage boxes used for non merchandised inventory must be out of sight and not used for display materials. Custom built displays are encouraged. It is up to the exhibitor to ensure all display material. It is up to the exhibitor to ensure all display material conforms to show rules and regulations as posted in the exhibitor manual.
5. **Exhibitors are not permitted to** hire staff promoters from local Bars or Night Clubs as volunteers, or staff to promote the exhibit or Night Clubs.
6. **Dress Code is Business Casual or** attire reflective of the product or service the general public may purchase from your company. Dress at all times should reflect the family atmosphere. Proper personal grooming of all your staff should be assumed and includes clean attire and generally courteous public demeanor at all times.
7. **Retail exhibitors are not to sell or display inappropriate clothing or products** (i.e. slang, slurs, racist, sexist or offensive language, products or drug use, explicit videos or videos condoning and promoting improper riding). Show Management has the final word on placement and suitability of any product displayed.
8. Use of space by exhibitors should not infringe on aisles. This includes areas for trying on clothes or viewing areas for video presentations. Sound levels must be monitored to be respectful of your neighbors.
9. All retail exhibitors must provide documents stating the services/warranty of the products or services they offer for sale at the show with a copy of their return/refund policy. **EXHIBITORS MUST PROVIDE RECEIPTS. Charities must provide receipts for all donations.**
10. Clubs or non- profit organizations need to supply a display and material description to Show Management before a contract is issued. Non- profit Clubs & Associations must comply with all standards i.e. professional signs, full coverage carpeting, etc.
11. It is the exhibitor's responsibility to be aware of show hours. Displays and products must remain in full service up to closing. Early break down/move out is not permitted.
12. Show management will charge a penalty and/or withhold display space for subsequent shows.
13. Fire regulations **strictly prohibit** starting the engine of any motorized vehicle during show hours. All engines must be displayed according to fire regulations as stated in the exhibitor manual. Show management reserves the right to enforce the above exhibitor display standards.
14. No children under the age of 16 are permitted on the show floor during the move in and move out in accordance with Provincial Regulations-all children will be asked to leave the premises immediately.\
15. Show Management reserves the right to enforce the above exhibitor display standards. Please note, an exhibitor not in compliance with the above standards will be required to leave the show floor. **NO EXCEPTIONS.**

**I have agreed to comply with all of the above Exhibitor Standards.**

Name: \_\_\_\_\_ Exhibiting Company: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_