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#201, 7710 5 St. SE  
Calgary, Alberta T2H 2L9  
Ph: (403) 242-0859  
Fax: (403) 246-3856  
www.screamfest.ca

## SHOW MANAGEMENT

ScreamFest is managed and produced by HEX Entertainment Inc.

- **Terra Connors, Show Director** – [terra@hex.ca](mailto:terra@hex.ca)
- **Mike Sheppard, Show Director** - [mike@hex.ca](mailto:mike@hex.ca)
- **Kevin Blackburn, Show Director** – [kevin@hex.ca](mailto:kevin@hex.ca)

*Please Note, it is the responsibility of each Exhibiting Company to follow and abide by the rules, regulations and all deadlines set forth in the below Exhibitor Kit. Thank You!*

## SHOW DATES

- Thursday October 24
- Friday October 25
- Saturday October 26
- Sunday October 27

## SHOW HOURS

- Thursday 6pm – 12 Midnight
- Friday 6pm– 12 Midnight
- Saturday 6pm– 12 Midnight
- Sunday 6pm– 10pm

## SHOW FACILITY ADDRESS/SHIPPING ADDRESS

- Edmonton Expo Centre  
Hall C  
7515 – 118 Ave NW  
Edmonton, AB T5B 4X5  
Ph: (780) 471-7377

## MOVE-IN

**Thursday 8am-6pm \*Show Opens 6pm THURSDAY**

- Children (under 16) are strictly not permitted on the Show Floor during Move-in or Move-out as per Safety Regulations.
- A limited number of dollies are available to use on a first-come, first-served basis. Security guards will be posted at move-in doors. Exhibitors may enter the exhibit hall 2 hours prior to Show opening.

**NOTE:** All pop-up tents must be fire retardant with ticket of approval/confirmation displayed.

## MOVE-OUT

**Sunday @ Show Close 10pm**

- The Hall needs to be cleared out by 2am Sunday after the show closes.
- Product is left behind at the risk of the exhibitor and the facility may charge a handling/storage fee.
- As of 2:01am any exhibit materials & skids left behind will not be the responsibility of Show Management.
- Early move-out will not be tolerated. Removal or dismantling of exhibits or exhibit materials will not be permitted before Show Close at 10pm on Sunday.

Please find a link to the floor plan: [CLICK HERE](#)

## SHIPPING

Please ship all materials directly to the Show Facility address above, include:

- **ScreamFest**
- Location
- Full Company Name
- Booth #

**IMPORTANT**  
Shipments will **ONLY** be accepted  
at the time of **MOVE-IN**.  
(date specific)

## CUSTOMS & CARRIERS

- The official carrier and customer broker for this show is: **North American Logistics Services Inc. (NALS)** Mark Fowler, Director of Operations Ph. 778-328-2841, Toll Free 855-328-2841, Email [mfowler@nalsi.com](mailto:mfowler@nalsi.com)
- Exhibit booths and equipment from outside Canada may be brought in for the purpose of the show only without payment of duty under standard procedure. Please consult with NALS above.

## ALTERATIONS TO BUILDING

- Painting, nailing, drilling, or screwing to the floor, walls or any part of the building is not permitted except by prior written approval of both Show Management and Building Management.



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**SHOW FURNITURE DUE: OCTOBER 8<sup>th</sup>**

- The official Show contractor is **GES Canada**. they are responsible for the following: furniture rentals (tables, chairs, etc.), draping, booth vacuuming & on-site labor. All booths will be supplied with 8' high draping at the back, and 3' high on the sides.
- For additional requirements, please order in advance using the [Show Furniture & Equipment Order Form](#) attached.  
*\*Charges will apply to any on-site orders*

**NOTE:** Exhibitors are responsible for any damage to equipment rented and will be charged accordingly (i.e. broken tables, broken chairs, etc.)

**BOOTH CONSTRUCTION**

- Booths may reach a maximum of 8' in height and may not restrict sight lines (i.e. block) another exhibitor.
- Changes in the standard draping are at the exhibitor's expense.
- Nothing is to be pinned or stapled to the drape – "S" hooks are available from HEX Entertainment.

**SIGNS & BANNERS**

- All booth signage and banners are to be professionally made and fit in the confines of your booth. Booth signage cannot block other exhibits. Arrangements can be made through the facility to hang your banners from the ceiling (for a fee). <https://e.showtechordering.com/>
- All banner hanging must be done before aisle carpet is put down.
- Any banners or signage deemed inappropriate by show management will be removed and any cost associated with the removal would be charged back to the exhibitor.

**FORKLIFT SERVICE**

- Forklift Service is available on a first-come, first-served basis to offload/load shipments and stock.
- The forklift is ONLY available during move in and out.
- Unusually large or time consuming loads (i.e. hot tubs), need to be scheduled in advance. Please contact us direct.

**OFFICIAL PRINTER**

- The official printer appointed by Show Management:



**Toll Free:** 1-877-757-7468 **Ph.** 780-424-5220 **Email:** [adminwest@rayacom.com](mailto:adminwest@rayacom.com) [www.rayacom.com](http://www.rayacom.com)  
Servicing: Edmonton, Calgary, Vancouver, Kelowna, Burnaby, Red Deer, Saskatoon, Regina and Toronto.

**FOOD & SAMPLING GUIDELINES DUE: OCTOBER 1<sup>st</sup>**

- [Alberta Health Vendor Notification Form](#) and a [Food Sales & Sampling Form](#) must be submitted if sampling food products. Please email completed forms to [lauren@hex.ca](mailto:lauren@hex.ca)
- If electrical is required, please ensure you have ordered sufficient power for the number of appliances to be plugged in.

**PERSONAL SERVICES DUE: OCTOBER 1<sup>st</sup>**

- Alberta Health Services requires all exhibitors performing personal services at the event (esthetics, tattooing, waxing) to submit [Personal Services Vendor Notification Form](#) to [lauren@hex.ca](mailto:lauren@hex.ca)

**ELECTRICAL, INTERNET, PARKING DUE: OCTOBER 8<sup>th</sup>**

- If power is required – please order through the online ShowTech [Order Form](#)
- If internet is required - please complete the [order form](#) and submit to [simon.hollington-sawyer@freemanco.com](mailto:simon.hollington-sawyer@freemanco.com)
- Parking Passes can be purchased [ONLINE](#) \*\*enter through the 79 Street entrance

For any questions you may have, we have included a frequently asked questions document

- **PLEASE NOTE: ScreamFest is a Dark Show (dim lighting). If you require additional lighting please make your own arrangements.**

**VEHICLE DISPLAY REGULATIONS DUE: OCTOBER 8<sup>th</sup>**

- When exhibiting motor vehicles in or on the Premises, no vehicle shall contain more than one-half tank of fuel, battery posts shall be disconnected, and the fuel cap shall be locked.
- All vehicles displayed inside the building during the event must submit a [Vehicle Notification Form](#) to HEX Entertainment.



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#### EXHIBITOR BADGES

- Exhibitor badges are generic, and will only be labeled with "Exhibitor", no company name, or individual name.
- Badges are available for pick up at the Show Office and are required to gain access to the Show.

#### NOTE:

- Exhibitor Badges are for booth personnel ONLY.
- Each 10x10 Booth will receive 2 Badges
- If you require extra badges than provided for your booth, there will be an extra charge of \$50/badge.

#### ADMISSION PRICES

- |                                       |                                       |                               |   |  |
|---------------------------------------|---------------------------------------|-------------------------------|---|--|
| • <b>General Admission</b><br>\$35.00 | • <b>Killer Cash Combo</b><br>\$45.00 | • <b>Speedpass</b><br>\$55.00 | • <b>General 4 Day Admission</b><br>\$66.00 | • <b>Speedpass 4 Day Admission</b><br>\$110.00 |
|---------------------------------------|---------------------------------------|-------------------------------|---|--|
- Purchase tickets online at <https://screamfest.ca/Edmonton>

#### SAMPLES, SOUVENIRS AND SOLICITING

- Soliciting of business and/or distribution of samples and souvenirs will not be permitted in the aisles, the parking lots or in another exhibitor's booth, but must be confined to the exhibitor's own space.

#### INSURANCE

- Show Management, ScreamFest, The Edmonton Expo Centre/Northlands, and the City of Edmonton, will not be responsible for injury to persons, loss or damage of products, exhibits, equipment or decorations by fire, accident, theft or any other cause while in the show building or its environs

HEX Entertainment Inc. recommends all exhibitors have a \$2,000,000 minimum in liability insurance and have proof of insurance. To secure proof of insurance simply phone your insurance provider and ask for a certificate naming: HEX Entertainment Inc., the Show name, current facility and city of the Show. There should be no additional cost from your insurance provider for this service.

**NOTE:** This is an official request. If proof of insurance is not supplied, HEX Entertainment Inc. will not be held liable. For more information, please refer to the Insurance & Indemnity clause on our Terms and Conditions sent with the application.

#### SECURITY

- Security guards will be on site 24-hours a day and in the building during the hours of move-in, show hours and move-out.
- Show Management cannot assume any responsibility for losses incurred from pilfering or any other causes.
- While Show Management will take all reasonable security measures to safeguard small items, removal of such items daily will minimize the possibility of loss from pilferage

#### SLANDER & DEFAMATION

- General Character and/or Company slights, abuse of any HEX Entertainment Staff, or insults of any kind will not be tolerated. Any exhibitor responsible will have their exhibit space cancelled (non-refundable) from the show.

#### ALCOHOL AND NUDITY

- Alcohol is strictly not permitted at your booth.
- Any Exhibitor caught with outside liquor will be asked to leave the premises.
- Please note nudity is prohibited by the facility.
- Please ensure models/staff are covered accordingly

#### ADMIT ONE Admittance Tickets

- Included with your Exhibitor Booth is **20 50% OFF GENERAL ADMIT ONE ONE-DAY** tickets (discount ends October 14<sup>th</sup> ).
- These tickets will be provided via email as a DISCOUNT CODE, so your clients can order their tickets online. [CONTACT US](#) for your discount code. Tickets are courtesy of HEX Entertainment Inc. and are meant for your client base & preferred

**NOTE:** TICKETS ARE NOT FOR RESALE, and the resale or dispersing tickets on-site or during Show Hours is strictly prohibited

#### WILL CALL LISTS

- Each company has been provided promotional codes for preferred customers and clients. These tickets must be distributed before show hours.

**NOTE:** Will Call lists will no longer be accepted during the show. Thank you for your cooperation!



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#### STAGE & SEMINAR PERFORMERS

- Please note ScreamFest and HEX Entertainment Inc. accept no liability or responsibility in theft or injury, at or as a result of any seminar or stage act, presentation or performance. If you have any concerns prior to your performance, please contact an on-site Show Representative who will respond to the issue immediately.

#### BEWARE OF EMAIL SCAMS!

- Exhibitors have been targeted in the past by companies claiming to have access to the attendees list.
- **THIS IS FALSE INFORMATION** – *NOTE: your information was is not and will not be sold or provided, they obtain contact information online (ie: scraping our exhibitor listings or visiting your websites)*
- If you have questions or concerns, please [Contact Us](#)

#### CODE OF CONDUCT

- HEX Entertainment Inc. is committed to creating a safe environment for all attendees, exhibitors, performers and staff. All cases are dealt with on a case-by-case basis. Limits can be violated deliberately, or through poor communication, misunderstandings, technical accidents, lack of knowledge, and/or lack of experience. If you experience or witness any sexual harassment, verbal/physical abuse, harassment or bullying, please contact HEX Entertainment Show management.

*It is important to us that you have a successful Show. If you need us at anytime, please visit the Show Office or look for our Show Staff on the exhibit floor. Thank you!*