



2023 Exhibitor Rules & Regulations

TABLE TOP EXHIBITS

- Table top exhibit space is restricted to the table top only.
- Exceptions will be made for two roll-up banners, not to exceed 36" in width and 90" in height, and must be placed behind the table and cannot interfere with the exhibitor behind or beside you. Six foot (6') banners can be fixed to the front of the table with clips. (please bring your own clips)
- Exhibitors will be provided one (1) 2' x 6' skirted table. Two chairs will be provided at each table. Additional chairs can be requested from event staff.

EXHIBIT BOOTHS

- Exhibitors will be provided with one 10' x 10' exhibit floor space.
- An 8' back curtain and two three foot side curtains will be provided.
- Exhibit signage or displays must not exceed the height of the back curtain and cannot obstruct the view of your neighbouring exhibitor. No signage or banners can be attached to NFCC property.
- Exhibitors will be provided one (1) 2' x 6' skirted table. Two chairs will be provided at each table. Additional chairs can be requested from event staff.

ALL EXHIBITORS

- **Electricity and/or phone service must be purchased from the Niagara Falls Convention Centre (NFCC) prior to move in. (fallsconvention.com/exhibiting/exhibitor-services/)**
- Food, and water (bottled or otherwise) may not be sold or distributed to visitors.
- No loud music or excessive noise is permitted.

LOAD IN / LOAD OUT

NFCC requirements stipulate a Marshal to facilitate with all loading dock direction. Two NFCC Marshals will be available at the loading dock between 8 a.m. and 11 a.m. for load - in and between 6 p.m. and 8 p.m. for load -out on May 24, 2023, to assist you with direction but will not be able to move any items. Requiring a Marshal at the loading dock outside of these hours can not be facilitated. Any vehicles and/or trailers left behind and occupying the loading zone during event days will be ticketed and/or towed at owners expense. Request for use of the parking area must be provided 30 days before May 24th, 2023 to the event coordinator. There will be no exceptions to this policy.

Exhibitors will not be permitted to set-up unless exhibit space is paid in full. Set-up must be complete no later than 12:00 p.m. except for carry in items. Exhibitors are expected to be in place with all displays completed by 1:30 p.m.

No refunds after May 1st, 2023.

Use the Exhibitor Application form to confirm.

Exhibitor Application

- I have read and understand the rules and regulation and agree to comply with them.
- I require hydro and/or phone service, purchased through NFCC at an additional cost prior to load in (fallsconvention.com/exhibiting/exhibitor-services/)
- I understand that the Exhibitor space will not be held without full payment.

Company: _____

Name: First: _____ Last: _____

Email: _____

Phone #: _____

Mobile # (if different from above): _____

Please Select ONE:

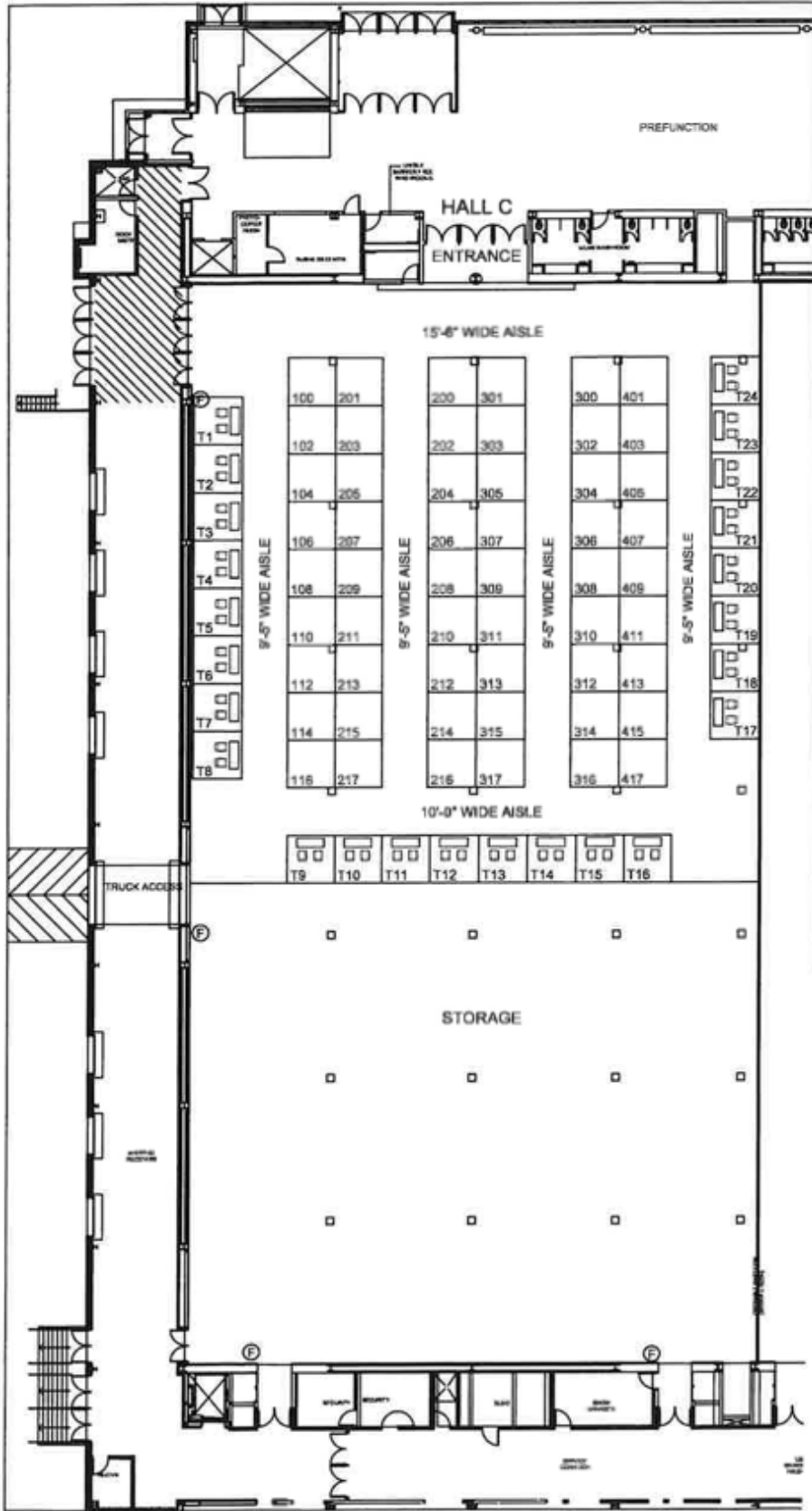
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|--|---|
| <input type="checkbox"/> Table Top \$205 (+HST) Total: \$231.65 | <input type="checkbox"/> Exhibitor Booth: \$245 (+HST) Total: \$276.85 |
| <input type="checkbox"/> Table Top with Lunch \$295 (+HST)
Total:\$333.35 | <input type="checkbox"/> Exhibitor Booth with Lunch: \$335 (+HST)
Total:\$378.55 |

Once we receive your application and payment, we will forward the floor plan to make your space selection.

For payment, send completed forms and payment information to
bri-anne@niagarafallschamber.com

Cheques payable to Niagara Falls Chamber of Commerce





**Preferred Spot
Choice #1**

**Preferred Spot
Choice #2**

**Preferred Spot
Choice #3**

**** "T" labelled booths are table top locations ****