

The 2018 Wedding Odyssey™ Guidelines & Exhibitor Rules

1. **Show Times: Saturday, January 13, 2018 : 10am - 5pm**
Sunday, January 14, 2018 : 10am - 5pm
2. **Setup Day: Friday January 12th from 10 am to 8 pm (Doors will be locked at 8 pm)**
There will be no set up on Saturday. Doors will be open to exhibitors to see to final details at 9 am each morning on show dates.
3. **Teardown** will be on Sunday **at 5:15 pm** following the show.
Do not begin dismantling your exhibit area until the show is officially closed. This rule needs to be followed due to insurance purposes and the show's professional image.
4. **All outstanding balances must be received by Dec. 30th, 2017. Payments are payable to "Odyssey Event Productions" and mailed to 765 Gilbert Ave, LaSalle On, N9J 3J8. Payments can also be made by e-transfer (weddingodyssey@yahoo.com).**
5. **Fashion show time: 1 pm each day**
Fashion show participants are responsible for their clothing.
Clothing & accessories to be stored in secure area on setup day.
6. Sound Production, musical acts, DJ's and bands must keep the volume of music to a medium-low level so that it doesn't disturb business being conducted by their neighbouring exhibitors.
7. No other business other than the named business on the contract is allowed to exhibit and solicit in the reserved area.
8. Booth curtains are setup with an 8' high backdrop and 3' high sidewalls. **Please refer to your contract with items that have been ordered (eg tables, electrical and sidewall heights). If higher sidewalls or additional services are needed please contact us before Dec 30th, 2017. Any requests/orders made on setup day require completion of new order form which can be found at the Wedding Odyssey booth in the registration area and payment must be made that day.**
Exhibitors may hang items on pipe but to be careful not to add too much weight to avoid the collapse of the pipe and drape structure.
9. Exhibitors are responsible for their own setup materials such as extension cords, power bars, staples, pins, tape, scissors, ladders etc. For those who have ordered electrical connection you will be given one plug. You will need to bring power bars and extension cords if needed.
10. Booth displays must be setup within the boundaries of the rented space. The aisles need to remain clear to adhere to fire & safety regulations.
11. All signage in booth space must be professionally made. Glue and staples are not permissible for hanging signs.
12. Business must be conducted within the rented booth area only. No marketing materials are to be distributed outside of the reserved booth area.
13. Exhibitors are permitted to sell products at their booth.
14. The Wedding Odyssey and Today's Bride are the **only** magazines to be distributed at the show. All others will be confiscated and returned to the vendor after the show.

15. Vehicles displayed in exhibit area must be equipped with drip pans, locked gas caps, batteries must be disconnected, and brakes locked, carpeting and wedges placed under the tires. Vehicles left outside of the Ciociaro Club are the responsibility of the owner. Vehicles parked in no parking zones will be towed at owner's expense.
16. The Ciociaro Club is equipped with motion detector system connected to a security service. The security system is activated each evening.
17. Ciociaro Club and the promoter are not liable for any lost or damaged goods. The Exhibitor is responsible for their property at the show. Exhibitors must check with their insurance company to make sure their goods and liabilities are covered by insurance outside of their business premises for this specific event. **Injuries sustained due to items within your exhibit space are the liability of the exhibitor. Your goods must be covered under your own insurance policy.**
18. Exhibitor agrees to hold and save promoter harmless from any/all claims, costs, expenses, damages and liabilities including injury, death, dismemberment, theft, or loss of any kind resulting from or pertaining to the use of the aforementioned rented items stated on your contract.
19. Booth draw prizes and contests within the exhibitor's booth must be of a legal nature. Rules and Regulations of the contest must be posted in a legible and understandable manner at the booth.
20. Passport prizes, Attendee Prize and Grand Prize will be drawn on Sunday at the stage area in the main hall at 5pm.
21. All exhibitors are encouraged to advertise that they will be at the 2018 Wedding Odyssey™, be sure to include the show name, times and location of the show and the **#WindsorWeddingShow**.
22. There will be a short meeting each morning at 9:45 am in front of the stage in the main hall.
23. Coffee will be available to exhibitors each morning of show dates in the shipping/receiving hallway outside of Salon C.
24. Food will be available for purchase in the members' bar at the Ciociaro Club. Please refrain from eating at the other exhibitor's booths, e.g. Bakeries, Caterers, etc...unless invited to do so. They have prepared samples for the attendees of the show.
25. Exhibitors will be issued four (4) passes that will act as your pass to the exhibit areas. Exhibitors will not be allowed to enter the exhibit areas without these passes.
The passes are to be picked up at the registration area on the morning of Sat. Jan 13
26. Download the free 'Event Odyssey' app through the App Store or Google Play. All exhibitors will have a profile containing the business contact information, link to a website or Facebook page and business logo. The Event Odyssey app will be updated with the current show information on the show date.
27. **Due to the Canadian Anti-Spam Legislation (CASL) we are not able to distribute the email list. Each exhibitor is allowed to collect contact information. Be sure to follow the CASL guidelines to avoid potential high penalty charges. Please click on the link for more information**
<http://www.crtc.gc.ca/eng/casl-lcap.htm>