

# ***The 2021 Wedding Odyssey™ Exhibitor Rules & Guidelines***

*Due to Covid-19 the floor plan may be amended to adhere to safety measures under the guidelines by the Public Health Unit*

1. **Show Times: Saturday, January 9 & Sunday January 10, 2021: 10am -5pm**
2. **Setup Day: Friday January 8<sup>th</sup> from 9 am to 8 pm (Doors will be locked at 8 pm)**  
Exhibitors must be set up within the time specified. No major changes to displays during public show hours are allowed. Doors will be opened to exhibitors to see to final details at 9 am each morning on show dates. The promoter shall have the right to open any exhibit space where an exhibitor is absent during show hours. The promoter will not be responsible to an exhibitor for any loss or damage caused by a result of the booth being opened and/or unattended during show hours.
3. **Teardown will be on Sunday at 5:10 pm** following the show.  
No exhibitor shall disassemble or remove any part of their exhibit area before the specified teardown time. This rule needs to be followed due to insurance purposes, health & safety guidelines and the show's professional image.
4. **Applicable deposit must accompany contract upon signing. See your contract for deposit amounts and due dates. All outstanding balances must be received by Dec. 15th, 2020. Full payment is compulsory in advance of move-in date. Payments can be made by e-transfer to [weddingodyssey@yahoo.com](mailto:weddingodyssey@yahoo.com) or by cheque payable to 'Odyssey Event Productions' and mailed to 765 Gilbert Ave, LaSalle On, N9J 3J8**
5. **Fashion show time: 1 pm each day**  
Fashion show exhibitors/participants are responsible for their own clothing, accessories, supplies, equipment, etc. The promoter will not be responsible or liable to a fashion show participant/exhibitor for any loss or damage. Clothing & accessories to be stored in secure area on setup day.
6. Sound Production, musical acts, DJ's, bands, etc. must keep the volume of music/sound to a medium-low level so as not to disturb business being conducted by neighbouring exhibitors.
7. Odyssey Event Productions reserves the right to relocate space of exhibits which may be affected by a change in the floor plan.
8. **No other business other than the named business on the contract is allowed to exhibit and solicit in the reserved area. Booth sharing or subletting is prohibited. You may not solicit business materials or display products from businesses that are not an exhibitor with Odyssey Event Productions.**
9. 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 30<sup>th</sup>. 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.
10. Exhibitors are responsible for their own setup décor and 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.
11. Booth displays must be setup within the boundaries of the rented space. The aisles need to remain clear to adhere to fire & safety regulations. Exhibitors may not attach displays to walls, structural supports or flooring in the exhibit building by nails, screws, bolts or permanent cement. It is the responsibility of the exhibitor to keep its area clean and orderly throughout the show.
12. All exhibit displays and promotional literature must be in good taste. The products and services must be presented in a professional manner. Free samples may be distributed. Orders for products may be taken and merchandise may be sold.  
Business must be conducted within the rented booth area only. No marketing materials are to be distributed outside of the reserved booth area.

13. The sale and/or sample distribution of alcohol is permitted. The exhibitor is responsible for appropriate permits and must comply with all relevant laws and regulations.
14. If in the opinion of the promoter an exhibitor or its servant or agents conduct themselves in an objectionable manner, the promoter reserves the right to expel them from the show. In such circumstances the promoter will not be liable for any damage or loss to the Exhibitor or the person expelled, nor will there be any refund of exhibitor fees.
15. The Wedding Odyssey directory and Today's Bride Magazine are the only magazines to be distributed at the show. All others will be confiscated and returned to the vendor after the show.
16. 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.
17. The Ciociaro Club is equipped with motion detector system connected to a security service. The security system is activated each evening.
18. 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.
19. 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.
20. We suggest you have a booth prize giveaway to collect hot leads. 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. When collecting email addresses be sure to include an opt in option to contact people through email. When sending emails to engaged couples be sure to include an opt out option to adhere to Canadian Anti-Spam Legislation and to avoid potential high penalty charges. Due to the Canadian Anti-Spam Legislation (CASL) we are not able to distribute an email contact list
21. Passport Prizes, Attendee Prize and Grand Prize will be drawn on Sunday at the stage area in the main hall at 5pm.
22. All exhibitors are encouraged to promote the Wedding Odyssey in advertising that they will be at the Wedding Odyssey™. Promote the show through your social media sites, websites and face to face interaction with engaged couples. Be sure to include the show name, times and location of the show and encourage them to use the **#WindsorWeddingShow. You may also direct couples to the [weddingodyssey.ca](http://weddingodyssey.ca) site to register online for a \$2 off admission coupon.**
23. 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. Samples are prepared for the attendees of the show.
24. Exhibitors will be issued four (4) exhibitor passes that will act as your pass to the exhibit areas. Exhibitors will not be allowed to enter the exhibit areas without these passes. No free admission passes will be distributed. The passes are to be picked up at the registration area on the morning of Saturday show.
25. Coffee will be available to exhibitors each morning of show dates in the shipping/receiving hallway outside of Salon C
26. All matters and questions not covered by these Terms and Conditions are subject to the decision of Odyssey Event Productions. In addition, Odyssey Event Productions shall have full discretion in the interpretation and enforcement of all terms and conditions contained herein and the authority to make such amendments thereto and such further rules and regulations governing the conduct of the participation in the show as it shall consider necessary for the proper presentation of the show. Exhibitor agrees to abide by all decisions of Odyssey Event Productions and further agrees to cease any activity that the Odyssey Event Productions deems to be a violation of the terms and conditions and to follow the directive of Odyssey Event Productions