

Rules & Regulations

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EXHIBIT BOOTH PARAMETERS

Truck World provides exhibitors with a standard black drape booth that includes an 8' high backwall and 3' high sidewalls. Custom booth builds / designs are permitted and encouraged at Truck World – provided they meet the parameters outlined below. Custom booths that do not meet these parameters may be required to make modifications onsite to comply.

LINEAR BOOTHS

Linear Booths also referred to “in-line” booths are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Dimensions and Use of Space

- Depth: 10ft (3.05m)
- Width: 10ft (3.05m) or more
- Maximum back wall height: 8ft (2.44m)
- Maximum side wall height: 8ft (2.44m) in rear half of booth space (up to 5ft in length), leaving the remaining front half limited to 4ft (1.22m) in height.
- Display materials should be arranged to not obstruct sight lines of neighboring exhibitors.

CORNER BOOTHS

Corner Booths have exposure to intersecting aisle on two sides. The guidelines for Linear Booths apply to Corner Booths.

PERIMETER BOOTHS

Perimeter Booths are Linear Booths that back onto an outside wall of the exhibit hall.

Dimensions and Use of Space

- The guidelines for Linear Booths apply to Perimeter Booths, except the maximum back wall height can extend up to 12ft (3.66m).

END-CAP BOOTHS

End-Cap Booths are open and exposed to three aisles.

Dimensions and Use of Space

- Generally, 10ft (3.05m) deep by 20ft (6.10m) wide
- Maximum back wall height: 8ft (2.44m)
- Maximum back wall width: 20ft (6.10m)
- Double-sided signs, logos and graphics shall be set back 10ft (3.05m) from adjacent booths.

PENINSULA BOOTHS

Peninsula Booths are exposed to three aisles and are a minimum of 400 sq ft (37.16 sm). Peninsula Booths can back onto Linear Booths or onto another Peninsula Booth.

Dimensions and Use of Space

- Width: 20ft (6.10m)
- Depth: 20ft (6.10m) or more
- Maximum backwall height: up to 12ft (3.66m) if backing onto another peninsula booth

- Maximum backwall height: 8ft (2.44m) if backing onto a linear booth

ISLAND BOOTHS

An Island booth is any size booth exposed to aisles on all four sides.

Dimensions and Use of Space

- 20ft (6.10m) by 20ft (6.10m) or larger
- The entire cubic content of the space may be used up to the maximum allowable height of 12ft (3.66m)

SPLIT ISLAND BOOTHS

Split Island Booths are Peninsula Booths that share their back wall with another Peninsula Booth.

Dimensions and Use of Space

- Generally, 20ft (6.10m) deep by 20ft (6.10m) wide
- Maximum back wall height: up to 12ft (3.66m)
- The entire cubic content of this booth may be used up to the maximum allowable height
- A full back wall will be placed between Split Island Booths to allow both exhibitors maximum use of space
- Double-sided signs, logos and graphics shall be set back 10ft (3.05m) from adjacent booths.

BOOTH HEIGHT RESTRICTIONS*

- **Linear Booths:** 8ft (2.44m)
- **Perimeter Booths:** 12ft (3.66m)
- **End-cap Booths:** 8ft (2.44m)
- **Peninsula Booths:** 12ft (3.66m) *if backing onto linear booth: 8ft. (2.44m)
- **Island Booths:** 12ft (3.66m)
- **Split Island Booths:** 12ft (3.66m)

**Additional allowance may be made by Show Management based on location, sightlines and other considerations. All approvals are at the full discretion of Show Management.*

APPROVAL OF BOOTH DESIGN – 400 SQUARE FEET OR LARGER:

Exhibits of 400+ square feet, as well as booths with display vehicles or heavy equipment, must complete the [Exhibit Installation Questionnaire](#) by **Friday, February 23, 2024**. Booth designs and schematics (including dimensions) must also be submitted to truckworld@newcom.ca. This information will assist with finalizing your move-in/out schedule.

NEIGHBOURING BOOTH VISIBILITY:

Please be mindful of your neighbour's booth visibility. Please do not cause any sightline obstructions (ie: pull up banners, displays, etc) in front of neighbouring booths.

BOOTH SPACE INQUIRIES

BOOTH CARPET/FLOOR SURFACE COVERING

All floor surfaces of booth displays must be covered with carpet or other approved floor covering - **at the exhibitor's entire expense**. Exhibitors can rent carpet through the show decorator GES, or they can bring their own suitable floor covering. Exception: No floor surface covering is required under vehicles on display.

***DOUBLE-SIDED CARPET TAPE**

Exhibitors who wish to lay down their own carpet or floor covering must use adhesive tape that will not damage the facility floor. You can purchase the approved brand of double-sided carpet during move-in from the GES service desk. **NOTE:** If incorrect carpet tape is used, any floor cleaning charges will be billed back to the exhibitor. Exhibitors that choose to install their own floor covering must arrange to have it removed during move-out.

BOOTH INCLUSIONS

- Drape to define booth space (8' backwall x 3' sidewalls)
- Material handling/drayage services are included to and from your booth (uncrating, assembly, spotting excluded).
- 5 exhibitor staff badges per 100 square feet
- Dollies for use during move-in and move-out (first-come, first-served)
- 24-hour on-site security
- Online exhibitor listing including your company name, description and contact information
- Personalized promo code (unlimited usage) providing FREE registration for your customers

BOOTH PERSONNEL

Booth personnel including salespeople, demonstrators, receptionists, and models/hosts are required to confine their activities inside their exhibit space. No exceptions.

CARE OF RENTED SPACE

Exhibitors' rented booth space must remain in good condition. Nails, screws, hooks, or other similar fixtures cannot be used for attaching any items. It is forbidden to paint the floor or put anything on the floor without adequate protection and approval by the facility.

CHARACTER OF EXHIBITS

Show Management reserves the right to restrict the use of glaring lights, objectionable lighting effects, or exceptionally noisy machinery. Sound presentations, slides, or movies will be permitted, if tuned to a conversational level, and, if not objectionable to neighbouring exhibitors.

Use of air horns is strictly prohibited.

No exhibits will be permitted which interfere with the use of other exhibits or impede access to them or impede the free use of the aisle.

EXHIBITOR BADGES

Five (5) badges are provided per 100 square feet. Exhibitor booth personnel can register their badges online starting in February 2024. Exhibitor badges will not be mailed and must be picked

up on show site at the registration desks during move-in and show days (located in Hall 1 or Hall 5). Badges must be worn in the exhibit halls and are required upon entry to the show floor.

EXHIBIT REMOVAL

No removal or dismantling of exhibits or exhibit material is **permitted before 5:01 pm on April 20, 2024**. Any exhibitor who starts to pack or dismantle their booth prior to the show closing will be charged a fee of \$1,000 and may forfeit any seniority to future shows. Show Management and/or GES will apply charges for removal of exhibit materials left in the building following move-out end date/time. Exhibitors with display vehicles must comply with the designated move in and out schedule.

HANGING SIGNS & FLOOR STRUCTURES

Hanging signs are only permitted for booth spaces equal to or larger than 20'x20' (Peninsula, Island, and Split Island Booths). A maximum height range of 12' to 16' from the floor to the top of the sign is applicable -- depending on the exhibit hall, or as determined by Show Management. A floorplan indicating hanging heights per exhibit hall can be found [HERE](#). To ensure maximum visibility, signs will be hung at staggered heights, according to applicable height restrictions. Hanging signs must be approved by Show Management at least 60 days prior to move-in.

Hanging signs should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only. A sign installed on the neighbouring adjoining wall is authorized only on the inside wall of exhibits. Walls over 8' high (visible from a neighbouring booth) must look presentable and clean without any logo or identification. Double-sided signs, logos and graphics must be set back 10' (3.05m) from adjacent booths.

INSURANCE

All exhibitors at Truck World, must have adequate Liability Insurance with a minimum limit of \$2,000,000 that includes coverage for move-in, show days and move-out.

A sample Certificate of Insurance (COI) that outlines the minimum requirements for Truck World can be found [HERE](#).

If you wish to purchase exhibitor insurance coverage from our recommended provider, click [HERE](#).

Already have insurance? Submit your COI [HERE](#).

Show Management will take responsible precautions to prevent losses and protect the interest of exhibitors, but under no circumstances will it be liable for such losses. Show Management, nor the owners of the building, will be held responsible for personal injuries, losses, or damage to products, stands, equipment, and decorations, resulting from fire, accident, theft or other, while in the building.

MECHANICAL CONVEYANCES

Mechanical conveyances (i.e., electric carts, scooters, robots, or bicycles) are not permitted in the aisles during show hours. The only exception will be in the case of a person with a disability visiting the show, and duly authorized show personnel. Exhibitors demonstrating mechanical or electrical products in their booth are required to take appropriate safety precautions and review the Permission to *Show* [HERE](#), Ontario Electrical Safety Code Bulletin [HERE](#) and arrange for adequate insurance coverage.

MOVE-IN / OUT GUIDELINES

A colour-coded floorplan indicating move-in and move-out times for each exhibit hall and exhibit booth will be provided 2 - 3 weeks prior to the show. All exhibits 400 sq.ft (37.16 sm) or larger are required to complete the [Exhibitor Installation Questionnaire](#). Information regarding your exhibit booth, display materials, and booth design will be assessed and help determine the move-in and move-out schedules. Deadline date for submission of the Exhibitor Installation Questionnaire is **February 23, 2024**.

PAYMENT OF ACCOUNT

Final payment for exhibit space must be made by **January 19, 2024**. Full payment for exhibit spaces sold after January 19 is due upon receipt of invoice. Show Management reserves the right to refuse entry to any exhibitor whose account has not been paid for in full, prior to move-in.

STAFFING OF EXHIBITS

Exhibitors are required to always maintain a staff member in their exhibit during the hours of the show. Security concerns can arise when booths are not staffed. Exhibitors are reminded that Show Management does NOT assume any responsibility for losses.

VEHICLES (GAS AND ELECTRIC)

Electric vehicles on display must be in good working condition, newer models are preferred as lithium batteries in older models can be more dangerous. Batteries Can NOT be disconnected.

Exhibit booths with propane or electric powered vehicles on display must maintain a portable fire extinguisher in the booth or near the vehicle(s). An ABC multipurpose powder extinguisher with a capacity of 5 lbs is mandatory.

Motor vehicles or gasoline-powered equipment on display must be equipped with lock-on type gasoline tank caps and batteries are to be disconnected. Gasoline tanks must not be filled beyond the $\frac{3}{4}$ mark in order to allow for expansion of product. Vehicles unable to be equipped with lock-on type caps must have caps sealed in a manner acceptable to the Fire Department.

Propane charged cylinders are not permitted on self-propelled vehicles or trailers on display inside the building.

SHIPPING AND MATERIAL HANDLING INQUIRIES

ADVANCE WAREHOUSING SERVICES & DIRECT TO SHOW SHIPPING

ABF Freight is the official advance warehouse service provider and will accept shipments regardless of origin. Click [HERE](#) for further details. ABF will accept crated, boxed, or skidded materials from **Monday, March 18, 2024 to Thursday, April 11, 2024** between 9:00 am – 3:00 pm EST (closed on weekends and holidays). Click [HERE](#) to download the advance warehouse shipping label or refer to the information below:

Exhibiting Company Name / Booth #

TRUCK WORLD

c/o ABF Freight

15 Strathearn Ave, Brampton, ON L6T 4P1, Canada

Direct to show site receiving starts on Tuesday, April 16, 2024, 8:00 am – 8:00 pm (*based on a targeted move-in schedule*). Click [HERE](#) to download the direct to show site shipping label or refer to the information below:

Exhibiting Company Name / Booth #

TRUCK WORLD

The International Centre, Hall #____
6900 Airport Road, Mississauga, ON L4V 1E8, Canada

CANADA CUSTOMS CLEARANCE SERVICES

Cross Connect Customs & Event Logistics is the official customs broker of Truck World and can assist you in preparing your shipment and navigating all customs requirements including customs clearance at all international borders, ensuring you have the full set of documents required by your destination country. Click [HERE](#) for further details. The following services are available:

- On-site service from the first move-in day to the last day of move-out
- Canada customs clearance in Canada, USA, and other countries
- Assist and prepare essential customs documentations
- Post all securities and bonds with the Canadian Border Services Agency and US Customs
- Prepare Customs entries to account for any sales you may have and remit payments to government agencies
- Prepare return export documents, bills of lading, shipping labels, and provide U.S. Customs Clearance and to other countries.

HAND CARRY ITEMS

Exhibitors who do not require material handling or forklift services can hand carry their materials onto the show floor, with or without the use of a dolly. A limited number of dollies will be available to exhibitors during move-in and move-out. Only one dolly will be issued per company. Dolly use is on a first-come, first-served basis.

MATERIAL HANDLING / DRAYAGE SERVICES

GES is the exclusive provider of material handling/drayage forklift services. Material handling/drayage services are included to and from your booth. Exhibit assembly and disassembly is not included. This is not to be confused with the shipment of your exhibit materials as well as shipments sent to the advance warehouse which are at the exhibitor's full expense.

Material handling **INCLUDES** the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier.

Complete the [Exhibitor Installation Questionnaire](#) to provide details of the exhibit materials arriving on show site for your booth.

Machinery, Labour and Equipment: Labour and equipment for uncrating, unskidding, positioning, leveling, dismantling, re-crating, and rescinding machinery and/or equipment must be ordered separately. Place your order through the In-Booth Forklift and Labour pages found [HERE](#).

NOTE: Forklift services will end at 4:00 pm on Wednesday, April 17, 2024 in preparation for the installation of the aisle carpets. All exhibit hall loading doors close at 7:00 pm. All freight/crates/packing materials must be cleared from the aisles by 7:00 pm. Exhibitors may remain working in their booths until 8:00 pm.

GENERAL SHOW INFORMATION

AGE LIMIT

People under the age of 18 are not permitted in the exhibit hall during move-in and move-out.

CONTESTS

Canadian contests must comply with provisions of the [Criminal Code](#), [Competition Act](#), and, if Québec residents may enter, Quebec's [Act Respecting Lotteries, Publicity Contests and Amusement Machines](#). If personal information is collected during the contest for any secondary purpose, then the contest must also comply with Canada's federal privacy law called the [Personal Information Protection and Electronic Documents Act](#). If you are sending email or text messages, Canada's anti-spam law may also apply. The information in this clause is information only. It is not, and should not be taken as, legal advice. Professional legal advice should be obtained.

ENTRY TO SHOW

Show Management reserves the right to refuse admission to the show to any visitor, exhibitor, or exhibitor's employee, whom in the opinion of Show Management is disruptive at the show. Abusive language, threats, assaults, vandalism, theft, and all other inappropriate actions will result in immediate removal from the premises and prosecution, if appropriate.

FIRE REGULATIONS

Exhibitors must abide by the [City of Mississauga's Fire Regulations](#) for governing exhibits and displays in public buildings.

FOOD AND BEVERAGE

The International Centre has exclusive food and beverage distribution rights within the Venue. No outside food or beverage may be brought into the premises by exhibitors, visitors, suppliers or Show Management. No outside food or beverage may be brought into the premises by exhibitors, visitors, suppliers or Show Management. Exhibitors can arrange for in-booth catering through The International Centre. A hospitality booth menu will be available closer to the show.

Exhibitors may request approval for food and/or beverage sampling **ONLY** upon written authorization to The International Centre and in adherence to conditions outlined in their Exhibitor Authorization Form [HERE](#) (**deadline Friday, March 15, 2024**).

HOSPITALITY SUITES

Please advise Show Management about holding Hospitality Suites, Receptions or other events and avoid conflicting with Show Hours.

PHOTOGRAPHY

Photography/videography of other exhibitors' booths may not be taken without permission of that organization.

POPCORN, HELIUM BALLOONS, GLITTER & CONFETTI

Popcorn machines, glitter and confetti are not permitted due to the debris potential. Helium balloons are not permitted in the facility.

PROMOTIONAL MATERIAL

Distribution of promotional material and soliciting of business must be confined to the exhibitor's booth space. Such activities are not permitted in the aisle, restaurants, registration area, hallways, or other exhibits.

RECYCLING

The International Centre has a recycling program in place. Exhibitor cooperation is requested to:

- Use the recycling and garbage bins as marked – large bins will be made available during move-in and move-out. If exhibitors do not see the bins, please inform the Cleaning Staff and they will be pleased to help.
- During event days garbage, recycling and food compost receptacles will be available throughout the show floor and in restaurant areas.
- Keep food separate from other materials – if normally recyclable material is contaminated by food or drink, it will be sent to landfill.

SAFETY MEASURES

During move-in and move-out, exhibitors will not be permitted on the show floor without sturdy, closed toe footwear. Safety shoes are highly recommended. NO open toe shoes, sandals, heels are permitted. Access to the show floor will not be granted if these guidelines are not met. All personnel in the exhibit halls are required to abide by the health and safety regulations of the City of Mississauga. The Exhibit Health & Safety acknowledgement is to be completed during Exhibitor badge registration.

SECURITY

There will be 24-hour security coverage from the start of move-in until the end of move-out for general patrol of the show floor. Show Management does NOT assume any responsibility for losses incurred from pilferage or any other causes. Exhibitors should take all possible precautions to protect their own exhibit property and should have appropriate insurance. Small items such as laptop computers and cellular phones should NEVER be left unattended.

Exhibitor booth security can be arranged with TONE-GAR Security Services and is optional. Click [HERE](#) for the order form.

SERVICE AND SUPPORT ANIMALS

Except for guide dogs for the visually impaired, no animals, birds or pets are permitted in the building without prior written approval of Show Management and The International Centre.

SMOKING

In accordance with the City of Mississauga's bylaws, all areas at The International Centre are designated as non-smoking.

STORAGE

Show Management does not provide lockable storage for exhibitor use. Please take your storage requirements into account when designing your booth. Fire Regulations do not permit the storage of packaging or equipment behind exhibitor's booths.

INTERPRETATION OF REGULATIONS

Show Management has the right to make such changes, amendments, and additions to these Exhibit Rules and Regulations as it shall deem necessary to the proper conduct of the Exhibition. The Exhibit Rules and Regulations as amended, shall govern in all cases. Interpretation of the Exhibit Rules and Regulations shall rest with Show Management and its decision shall be final. Show Management may require exhibitors to make such alterations to their displays as it deems necessary to the proper conduct of the Exhibition and, on failure to comply, may order the immediate removal of the entire exhibit without compensation and at the Exhibitor's expense. Exhibitors failing to observe the Rules and Regulations may be removed from the exhibit hall.

ELIGIBILITY / OPERATION & CONDUCT COUNTERFEITING

An exhibitor may not show counterfeit products, or another manufacturer's products which have been purchased or lifted from a distributor or another manufacturer, or any products which are deemed by Show Management in its sole discretion to be deceptively or illegally marketed. Exhibitors who display products on the show floor or offer products in their catalogues displayed at Truck World that are found to violate a patent or trademark will face sanctions by Show Management. Sanctions are up to the Show Management, and may include closing the booth, together with a ban from the show and loss of seniority privileges and other sanctions as deemed appropriate by Show Management.

Show Management (Truck World Show Partnership) is confident that our exhibitors seek to maintain the highest of standards of compliance with Canadian law and industry standards. If you have any questions concerning TRUCK WORLD rules and regulations, or any other matter prior to the show, please contact Show Management at truckworld@newcom.ca. During the show, please direct any problems concerning possible intellectual property violations to the Show Office.