



MAKE SURE THAT ALL SHOW INFORMATION GETS IN THE HANDS OF THE PERSONNEL WHO WILL BE ATTENDING YOUR DISPLAY DURING THE EXPO. THIS WILL REDUCE SOME OF THE ANXIETY EXPERIENCED DURING SHOW SET-UP AND WILL *SAVE YOU TIME AND MONEY.*

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## Northeastern Forest Products Equipment Exposition

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## IMPORTANT INFORMATION

**ACCESS** – Large and heavy equipment can and will be displayed inside the three CVE buildings (Blue Ribbon Pavilion, Expo Center and Expo North). However, the Blue Ribbon Pavilion ceiling clearance ranges from 13-15 feet, much lower than the other two Expo buildings.

**ADA COMPLIANCE** - The Americans with Disabilities Act (ADA) governs public shows and exhibits. All booths must be accessible to patrons who are physically challenged. This includes, but is not limited to, such items as ramps and sheds, counters that are the proper height for patrons in wheelchairs, and booths that allow access for wheelchairs.

**ARRIVAL/DEPARTURE** - Do not ship freight to arrive at the CVE grounds before Wednesday May 4, 2022. If it arrives before that date, facility personnel may refuse it causing you added expense and hassle.

**BE A GOOD NEIGHBOR** - We have not burdened exhibitors with a long list of rules, regulations and restrictions. We ask that common sense and the “Golden Rule” apply when setting up your exhibit. Don’t encroach on somebody else’s space and *don’t block the view of your neighbor with a large item or wall*. Show management reserves the right to require the change or removal of any offending display.

**COPYRIGHTED MUSIC** - If any copyrighted music is played or performed as part of your exhibit display, you are required to obtain a license and pay the appropriate royalty fees to the copyright owner or licensing agent representing the copyright owner. (See the *Terms and Conditions* section of the contract.)

Once secured, this license must be posted in your booth and available for inspection at the request of show management. The following agencies can give more information about licensing procedures, ensuring you’re in compliance with the law: **ASCAP**, [ascap.com](http://ascap.com) or (212) 621-6000 or **BMI**, [bmi.com](http://bmi.com) or (888) 689-5264.

**DEADLINES** – For complete information, please refer to the *Expo Planning Checklist* that is part of this information packet. Many of the forms need to be completed as soon as possible, while most other deadlines are in April.

**ELECTRICITY (*Inside space only*)** - If you have special electrical requirements inside the Blue Ribbon Pavilion, Expo Center or Expo North you should submit the enclosed Utility Order Form by the April 8<sup>th</sup> deadline in order to make arrangements and to ensure the Early Bird fee. *Please note that if you need only standard electrical service, there is no need to complete and return this form.* Please read the form carefully, and bring an extension cord in the event that the outlet is not exactly where you want it. **The extension cord must be all rubberized and must meet OSHA specifications. No home type extension cords may be used.**



**EXHIBIT PERSONNEL PASSES** - Each person working your display should have an *Exhibitor Pass* in order to enter the show grounds for free. You can obtain *Exhibitor Passes* for all your working personnel simply by ordering them using the enclosed form. **If you do not obtain *Exhibitor Passes* in advance, your workers may be charged \$10.00 at the gate.**

### **EXHIBIT SET-UP/BREAK-DOWN SCHEDULE**

**MOVE IN** - All *outside spaces* will be available for set up starting at 12 noon on Tuesday May 3<sup>rd</sup>. Heavy equipment being displayed in the *bulk spaces* in Expo Center and Expo North may also begin set up on Tuesday May 3<sup>rd</sup> starting at Noon. The Blue Ribbon Pavilion, Expo Center, and Expo North will be open for general set up on Wednesday, May 4<sup>th</sup> and Thursday, May 5<sup>th</sup> from 9 a.m. until 4:30 p.m. each day. Last minute set up begins at 7:00 a.m. on Friday with doors opening to attendees at 9:00 a.m.

**MOVE OUT** – All equipment and display material must be removed from Blue Ribbon Pavilion, Expo Center and Expo North by 12:00 noon on Sunday, May 8<sup>th</sup>. These buildings will remain open until a reasonable time Saturday night so that most of your work can be accomplished then. *Any display materials left in the buildings or in the outside display area at the close of the Expo without prior arrangements with show management will be shipped by Capital Convention Contractors and the exhibitor will be charged for the handling and freight.* Oversized equipment that cannot be moved on the weekend should be removed from the exhibit area and parked in an area designated on-site by show management. All equipment must be removed from the Expo grounds no later than Monday, May 9<sup>th</sup>, 2022.

**FIRE REGULATIONS** - All fabrics used as backdrops and/or table coverings must be flame retardant. Burlap material is not allowed. Flammable liquids and gases are not allowed in the buildings. Devices using open flames are not allowed. Only the CVE electricians can do electrical wiring. Batteries in vehicles and equipment inside the expo buildings should be disconnected, if possible, or the keys should be removed. Fuel should be kept to a minimum and the fill caps should be locked or taped shut. Engines will not be started or run at any time while these buildings are open to the public. There should be no accumulation of trash around your display. All designated fire lanes; aisles and exits - both inside and outside - must remain free and clear. An Exhibitor's failure to comply with fire regulations may result in their expulsion from the Expo.

**FORKLIFTS** - Forklift service will be available to exhibitors on a complimentary basis – *please see the enclosed Forklift form for more information.* Only show personnel will be allowed to operate machines. Tipping is not permitted. Reservations for forklift service during the breakdown will not be accepted, rather forklift service will be provided on a first-come, first-ready, first-served basis. Access routes will be opened as quickly as possible at the direction of the show staff. **ALERT:** There are no adequate loading dock facilities on the CVE grounds. *The exhibitor will be the responsible party during the loading or unloading of show materials. However, show management and the forklift operator retains the right to refuse to unload when the process is inherently unsafe or if the load exceeds the posted limit of the forklifts on site (15,000 pounds).*

**INSURANCE** – *An exhibitor cannot set up without having filed a certificate of insurance with us.* This is a relatively simple procedure. In most cases, a call to your insurance agent or company should be sufficient. The contract for exhibit space that you signed calls for a minimum of \$1,000,000 each person and \$1,000,000 each occurrence for bodily injury and \$1,000,000 each occurrence property damage insurance. The Northeastern Loggers' Association, Inc. and the Champlain Valley Exposition must be named as additional insured on the policy. (Please refer to the contract provisions on the reverse side of your Exhibit Space Contract.)



**MARKETING** – While the Expo itself is a premiere marketing event, you can maximize your investment in several ways. Your own print advertising and/or social media campaign can and should mention your company’s upcoming presence at the Expo. Your show presence can be highlighted by increased display advertising in the *Northern Logger* and other publications, as well as the Expo Show Program. You can reserve a company table at the Annual Loggers’ Banquet. You can order an Excel formatted attendee list to better utilize contacts you make at the Expo. Remember, we’re here to help you make this the best marketing and sales experience possible. Please let us know how we can help.

**NO SMOKING** - Smoking is prohibited inside the CVE buildings. Fire marshals on duty during the show will enforce this regulation.

**OVERHEAD DOORS** - There are limits to the size of equipment that we can get inside the Blue Ribbon Pavilion. The overhead door that services the Blue Ribbon Pavilion floor is 12' high and 10' wide. The largest overhead doors servicing the Expo Center and Expo North buildings are 20' x 20'.

**PARKING** – There is ample parking on the grounds at the Champlain Valley Exposition. Vehicles will be allowed in the exhibit area for the purpose of unloading during Move-In and Move-Out only. Please do not park in another exhibitor’s space during set-up. You will not be allowed to park in the exhibit area or drive through the exhibit area during show hours. Through traffic will be banned from CVE during show hours. All day-of-show traffic will be routed to the designated parking area near the show registration area.

**POWER CABLES** - Exhibitors using generators in the outside exhibit area must shield the cables from the generator with planks or some other form of protective cover. Machines with unprotected cables will not be allowed to operate.

**PRESSURE WASHING** – Show management will arrange for a self-serve pressure washer. See show staff on-site for the location of the pressure washer.

**REGISTRATION LIST** –The complete list of Expo registrants (in Excel format) complete with title and occupational grouping will be available for order by exhibitors. The order form for these lists is enclosed in this packet.

**SAFETY** - We want to continue to run the safest show possible. Special care should be given to the set-up of your display. Live demonstrations should be done in the safest manner possible with the crowd being kept at a safe distance. Special attention should be given to the *Safety Rules for Chainsaw Displays and Other Live Demonstrations* that is included in this packet. Please note that our Safety Marshall will tour the show grounds and may ask you to adjust your live or static display in the interest of safety. Please comply with these requests.

**SECURITY** - There will be security on the grounds beginning at dusk Tuesday, May 4, 2022 through Sunday, May 8, 2022. Please use common sense, especially during move-in and move-out. Small, high-value items that are easily transportable should be secured first. Outside exhibitors should take prudent steps to secure small items at night and use chains and other devices to protect easily transported items.

**SHOW HOURS** - The exhibits will be open at 9:00 a.m. Friday and remain open until 5:00 p.m. Show hours on Saturday are from 9:00 a.m. until 4:00 p.m.

**SHOW OFFICE AND DECORATOR SERVICE DESK** - Expo personnel will be available in the show registration area located by the main entrance. They will be able to communicate by radio, *so go to the registration area first for information*. The decorator, Capital Convention Contractors, will have a service desk inside the Expo Center building.

**TELEPHONE and WI-FI SERVICE** - If you need telephone service at your outdoor exhibit space you must contact Fairpoint Business Service to complete the telephone installation order. Please follow the instructions on the enclosed Phone/Electrical order form. Wireless Internet service will be available inside the expo buildings – service is not reliable outside the buildings.

**TENTS** - If you choose to supply your own tent, it should be secured with water barrels or cement blocks. **Do not spike it to the ground**, as there may be buried utilities that can be damaged with tent pegs.

**TRACKED EQUIPMENT** - All tracked equipment must be “walked” on boards. This applies inside the exhibit buildings as well as outside where there is blacktop or cement. Bring a few hardwood boards on the truck or trailer that delivers the tracked equipment. Exhibitors will be responsible for any damage that is done by equipment that is not properly walked.

**WOOD AND DEBRIS** – The disposition of logs, lumber, processed firewood and other material has become an issue in recent years, and it’s best to address this upfront. It’s important to note that Expo security does not extend to logs and processed material following the conclusion of the Expo on Saturday afternoon. While exhibitors are free to dispose of logs or processed material, show management **will become owner of any material remaining** in the booth/space following the conclusion of the Expo unless there is a written agreement on file with Show Manager Joe Phaneuf. If the removal and cleanup of this material results in additional charges for the show organizer, the exhibiting company will be charged the additional fees. Failure to pay these additional cleanup fees will result in loss of future exhibiting opportunities. In addition, show management will not be responsible for tracking or facilitating the sale of material from an exhibitor to another party.

**QUESTIONS?** – If you have a question that has not been answered with the enclosed packet of information, please call Show Manager Joe Phaneuf at 315-369-3078 or email him at [expo@northernlogger.com](mailto:expo@northernlogger.com)