



Exhibitor Guide, Rules and Regulations

201 Riverside Drive West
Windsor Ontario N9A 5K4
519 - 252 - 8311
www.stclaircollege.ca

Hall Specifications

The Centre for the Arts is a multi-use facility with exhibition halls on 3 levels

All halls are carpeted with the exception of hallways

	Dimensions	Square Footage	Ceiling Height	Elevator Access
<u>Fourth Floor</u>				
International Ballroom	33'X125"	4016	12"	Service
<u>Second Floor</u>				
Skyline Ballroom	90'X153'	13667	14'6"	Freight/Service
<u>First Floor</u>				
Dieppe Ballroom	35'X110'	3850	9'6"	Freight/Service

There are two elevators for access to the Exhibit Halls

Service Elevator	Cab Size	7'10"x5'4"
	Cab Height	6'10"
	Weight limit	4300 LBS

Note: The Service Elevator will access all Floors

Freight Elevator	Cab Size	8'6"x21'
	Cab Height	8'11"
	Weight limit	10,000 LBS

Note: The Freight Elevator will access the Skyline Room (Second Floor)

Please Note the Following:

- 1/ The Freight Elevator may be operated by SCCCA Personnel ONLY.
- 2/ The Dieppe Room does not require an elevator and is located directly off the Loading Dock.
- 3/ Access to the International Room is via the Service Elevator only.
- 4/ The use of the Guest Elevators and Escalator are not permitted for move in/out purposes.

Electrical Availability per Function Room

Fourth Floor

International Ballroom 1 - 30 amp (middle of the room)
 2 - 15 amp duplexes (each room)
 4 Microphone Outlets (each room)

Terrace 4 -15 amp duplexes
 Water Outlet

Port of Windsor 2 -15 amp

Second Floor

Skyline Ballroom 21 Floor Ports (20 feet apart)
 30 amp and 15 amp in each floor port

North Wall 3 - 30amp
 5 - 15 amp duplexes

East Wall 1 -15 amp duplex

South Wall Unlimited

Pre Function B Side 1 -30 amp
 1 -15 amp duplex

First Floor

Dieppe Ballroom 12 - 30 amp Floor Ports
 16 - 15 amp Duplex Outlets
 8 Microphone Outlets

South Wall 60 amp service available

Main Lobby 30 amp
 20 amp
 15 amp

Loading Dock 15 amp service

Gallery 2 -15 amp service at each end of the Gallery

Theatre Lobbies

First Floor Lobby No service available
Second Floor Lobby 31 amp service
Third Floor Lobby No service available

Loading Dock and Security

Loading Dock

There are 2 loading docks to expedite the move in of exhibitor equipment which are accessed from Pitt Street (one way, east bound) located directly behind the complex.

Loading Dock 1 will accommodate two cube vans

Loading Dock 2 is ramped to accommodate one tractor trailer.

Loading Dock Equipment

Hand Carts

Flat Beds

1 Electric Walkie Pallet Cart

Guidelines:

The front drive of the building is not to be used for loading in or out. This area is for handicap drop off only and all violators will be towed.

All vehicles parked in the loading dock must report to Security upon arrival to the dock.

Vehicles must be moved out once load in is completed and no vehicles are permitted to stay parked on site unless approved through Security

Security

Security is located in the Main Lobby which is found on the west side of the ground level. Security is situated in a Front Office that is accessible across from the guest elevators. Security Hours of operation are dependent upon the Academic Schedules and Event Bookings. Security can be reached from any landline at extension 4909.

Move In and Set up

Guidelines

Deliveries from Exhibitors will not be accepted prior to the scheduled date of move in unless prior arrangements have been made with a Service Member.

It is the responsibility of the Exhibitor to unload their trucks, transport their displays to the exhibit halls, set up, dismantle and remove the display from the building at the conclusion of the show.

All Move In and Move Out may be conducted from the loading dock only which is located off Pitt Street Loading and unloading via the main entrance is strictly prohibited.

In order to avoid damage to the facility flooring, it is the exhibitors responsibility to take proper care and diligence while moving equipment and materials. Exhibitors will be responsible for any damage incurred to the facility.

Booth furnishing that require suspension from the ceiling must be prearranged and authorized by the Service Member of the College.

Nails, tape , screws, tack pins, etc. and strictly prohibited on the walls and all furnishing must be free standing. Tape to mark the exhibit floor must be removed at the conclusion of the show/event. Tape leaving glue residue on carpet and flooring is not permitted. All expenses for clearing tape will be charged to the booking client.

All materials used for draping and or decoration must be fire retardant and have a fire resistance rating in accordance with the Ontario Fire Code.

Aisles must be kept clear during set up, operation and dismantling of the show. Fire exits, hose cabinets, and pull stations must remain in clear site and accessible at all times.

All electrical equipment must be CSA approved or inspected by Ontario Hydro before the equipment may be lawfully displayed/operated.

Vehicle Regulations

Vehicles are not to be driven within the complex and all vehicles must be pushed on and off the Freight Elevator and into the exhibit hall.

Tiles must be placed under the tires and drop sheets must be placed under the engine.

Gas tanks must have locking caps and the battery cable must be disconnected. Engines must contain no more than one quarter tank of fuel.

Equipment with small gasoline engines must have its fuel tank drained and dry ice must be placed in the empty gasoline tank.

Additional Services

Food and Beverage

All food and Beverage items are supplied exclusively by SCCCA. No other food and beverage items from other suppliers/vendors will be allowed into the facility without the written consent of SCCCA Management.

Alcohol may only be consumed in those areas of the facility licensed and designated as alcohol consumption areas and must be purchased through the College Liquor License.

Housekeeping

Housekeeping services are provided exclusively by SCCCA. The college is responsible for the cost of clearing aisles, removal of bulk trash, packing material, boxes and pallets from the exhibit room. Individual booth cleaning can be arranged with advance notice with a noted clearing fee.

Customs Brokers

We recommend a customs broker for all material being shipped to Canada.

Security

Security can be arranged for 24 hour coverage within the show floor or meeting rooms. Please contact the Catering Manager for requirements and applicable fees.

Insurance - Exhibitor

Insurance is the responsibility of the Licensee. Suppliers must provide evidence of public liability and property damage insurance for a minimum of \$5,000,000 and naming St Clair College as the Additional Insured. Proof of insurance must be provided to the college prior to the load in of the show.

Insurance - Contractor

The contractor shall possess a public liability and property damage insurance for a minimum of \$5,000,000 and naming St Clair College as the Additional Insured. Proof of insurance must be provided to the college prior to the load in of the show.

All electrical equipment must be CSA approved or inspected by Ontario Hydro before the equipment may be lawfully displayed/operated.