

Guidelines for Display Rules & Regulations

2011

Shown in feet and meters

Guidelines for Display Rules and Regulations 2011

The following Guidelines for Display Rules and Regulations have been established in accordance with guidelines set forth by the International Association for Exhibition and Events (IAEE). Compliance with fire, safety, Americans with Disabilities Act (ADA), and other government requirements have also been addressed. It is Messe Frankfurt's goal that the display rules and regulations, ultimately, shall provide exhibitors with all the information necessary to properly design and build exhibits, as well as plan their booth's layout and content.

Linear Booth

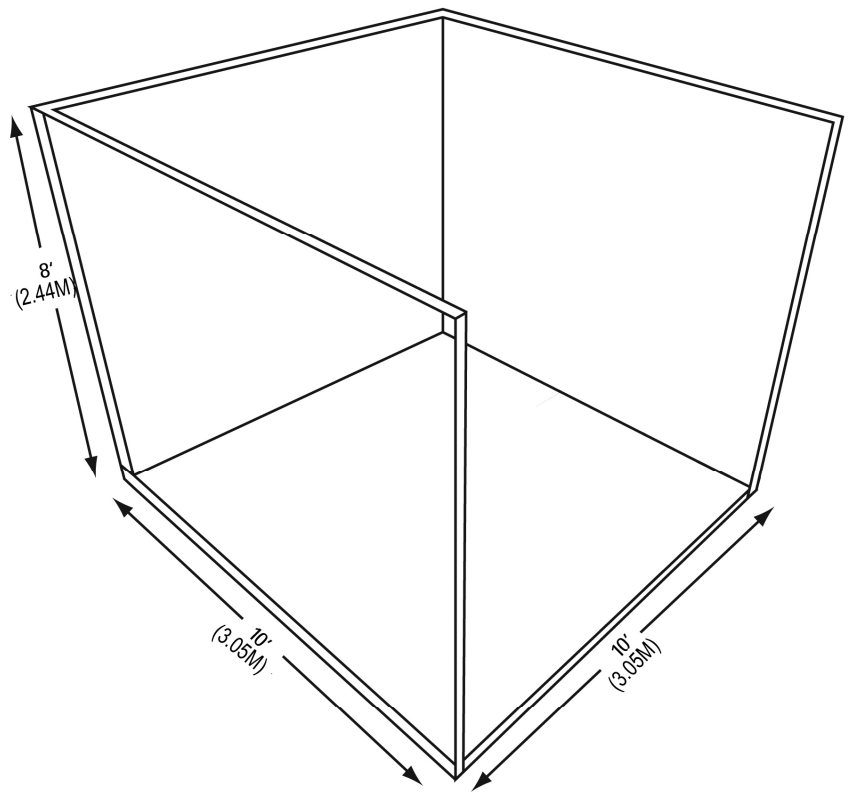
Linear Booths have only one side open to an aisle and are generally arranged in a series along a straight line. They are also called "in-line" booths. **Floor covering is required in all rented space.**

Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m), with a maximum back wall height limitation of 8ft (2.44m).

Use of Space

Messe Frankfurt Shows allow exhibitors full "Cubic Content" use of the exhibit space. Therefore, you are allowed to place displays or materials at the full 8 ft. (2.44m) height throughout the entire width and depth of your exhibit space.



LINEAR BOOTH (10' X 10') (3.05m x 3.05m)

Corner Booth

A Corner Booth is a Linear Booth exposed to aisles on two sides. All other guidelines for Linear Booths apply. **Floor covering is required in all rented space.**

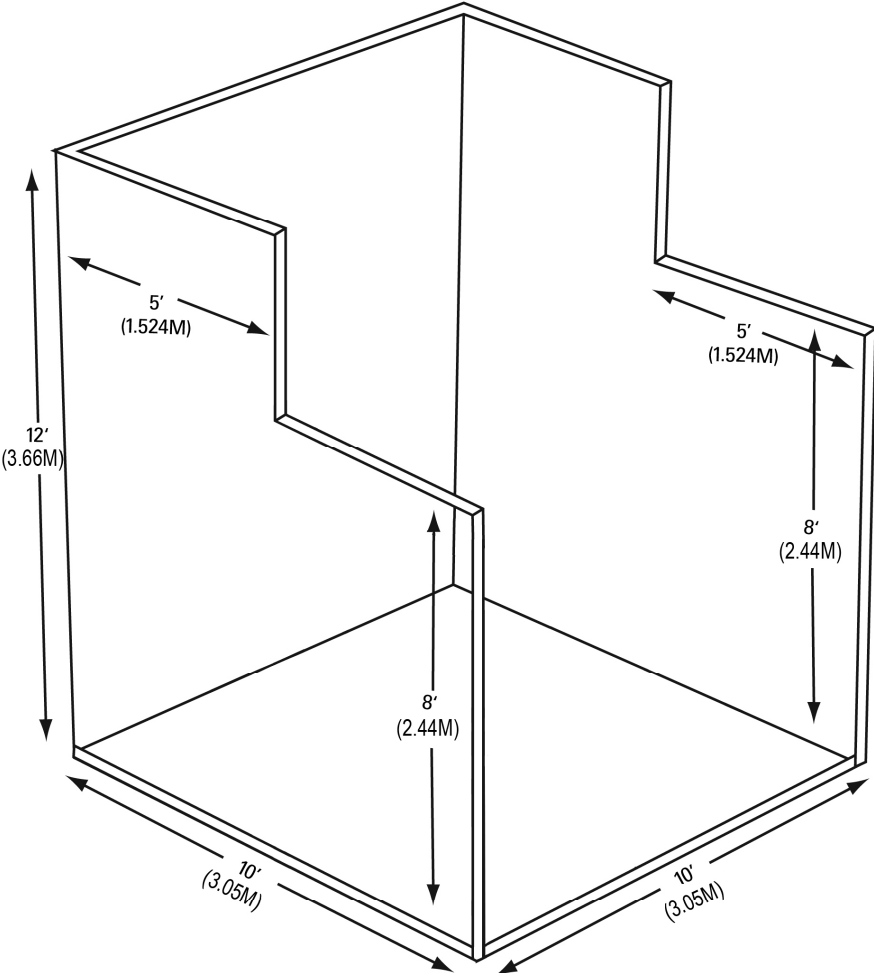
Perimeter Booth

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

Floor covering is required in all rented space.

Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the maximum back wall height is 12ft (3.66m).



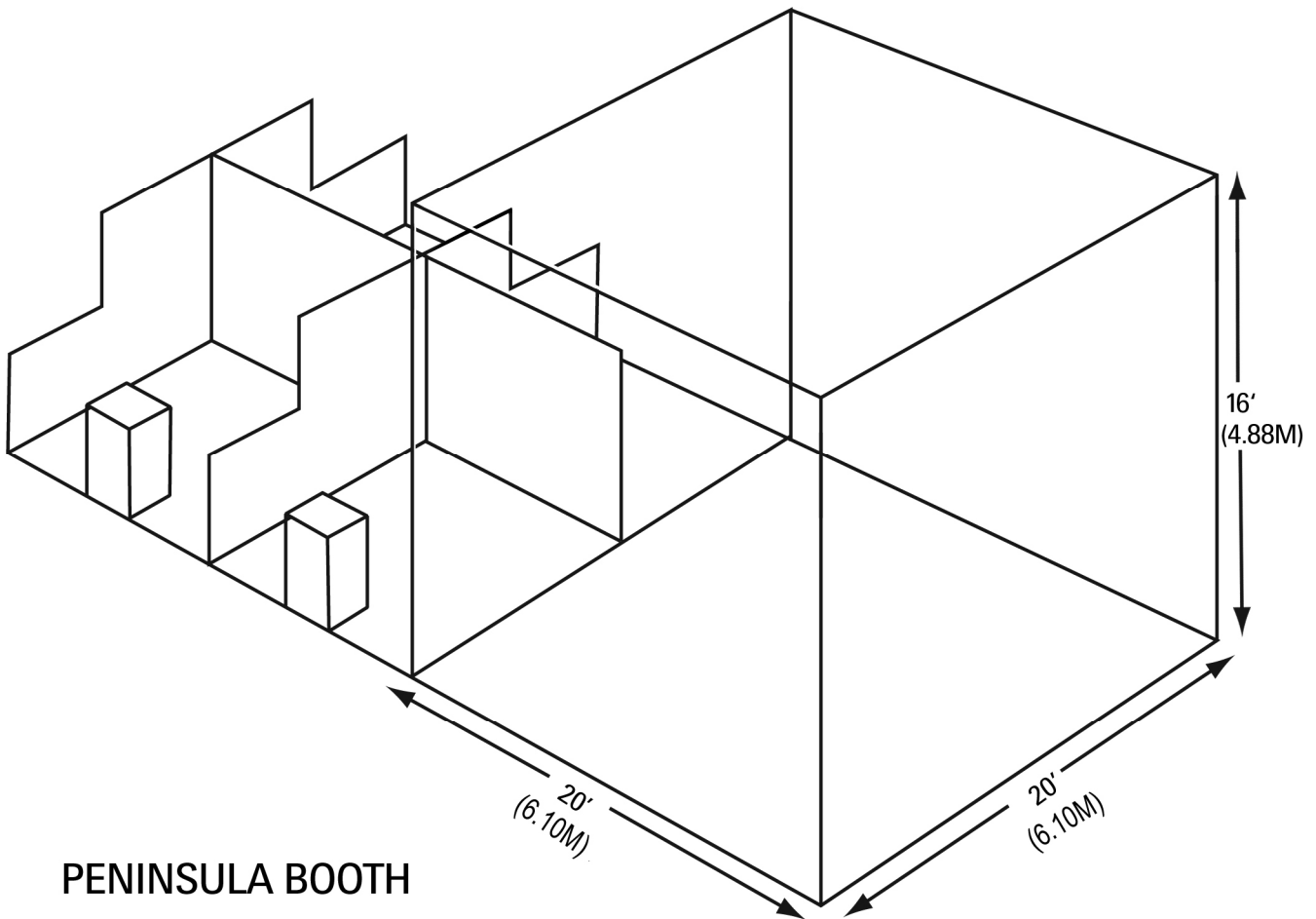
PERIMETER BOOTH (10' X 10') (3.05m x 3.05m)

Peninsula Booth

A Peninsula Booth is exposed to aisles on three (3) sides and is a minimum of 20' x 20' (6.10m) in size. **Floor covering is required in all rented space.**

Dimensions

A Peninsula Booth is usually 20' x 20' (6.10m x 6.10m) or larger. Sixteen feet (16') (4.88m) is the maximum height allowed throughout the booth space. The connecting wall between the peninsula booth and any neighbors must be "finished off" (clean and presentable to visitors) on the side facing the connecting neighbors.



Island Booth

An Island Booth is any size booth exposed to aisles on all four sides. **Floor covering is required in all rented space.**

Dimensions

An Island Booth is typically 20' x 20' (6.10m x 6.10m) or larger,

Use of Space

The entire cubic content of the space may be used up to the maximum allowable height of sixteen feet (16') (4.88m), including signage.

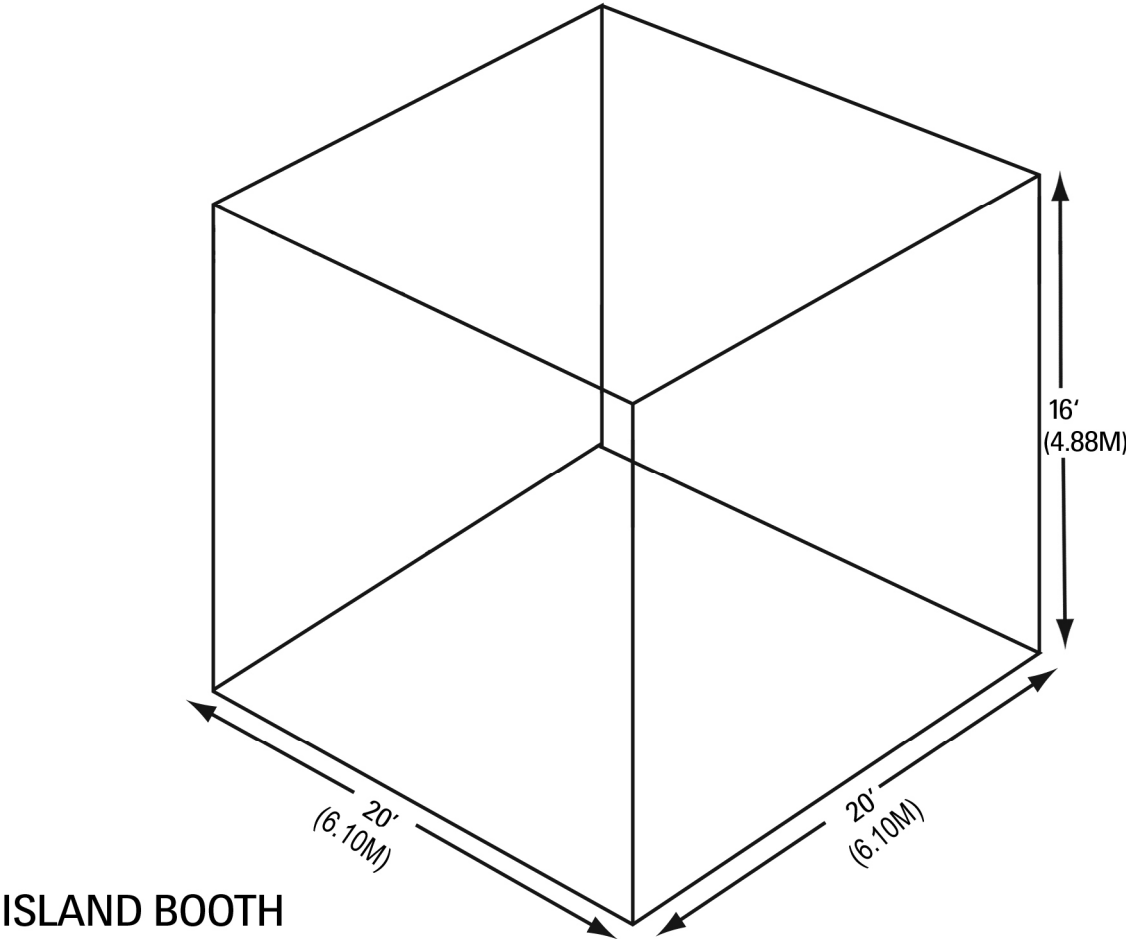


EXHIBIT RULES AND REGULATIONS

The Event will be conducted under the direction of Messe Frankfurt, Inc., 1600 Parkwood Circle, Suite 615, Atlanta, Georgia 30339, USA; designated as "Management" in this document. An "Exhibitor" is an applicant that has been accepted for participation in the Event by Management. The issuance of a written Booth confirmation notice, in response to a submitted Exhibitor Contract, shall constitute a binding contract of participation between Management and the Exhibitor. The Exhibitor and Management acknowledge these Event Terms and Conditions as the elements of the contract of participation. Violations of any of the Event Terms and Conditions of the contract shall entitle Management to exclude an Exhibitor from the Event and seek remedies for damages caused by such violations. The Exhibitor must comply with the Event Terms and Conditions relating to the officially designated show contractors, the facility, and governmental authorities.

ADMITTANCE

Admittance to the exhibit floor during installation will only be permitted to those persons with a temporary work pass or an exhibitor badge. On show days an exhibitor badge will be required to enter the show including one hour prior to opening and one-half hour after closing. Should you require additional time, please contact Show Management. No one under the age of 18 will be allowed on the show floor.

ADVERTISING AND PUBLICITY

All Exhibitor promotional material and goods are limited to the designated display area. Exhibitors may not carry out publicity activities outside the boundary of the booth or in or near any portion of the Event facility, official Event Hotels or Event transportation without advance written permission from Management. Acoustic presentations are permitted only if they are arranged in a way that other Exhibitors are not disturbed by them and visitors are not disturbed or hampered by them. Management reserves the right, at its sole discretion, to prohibit and remove any publicity/presentations not previously approved or not meeting the standards of the Event.

BOOTH DISMANTLING

The exhibition area is to be returned by the Exhibitor in the same condition as it was handed over. In the case of any damage to the exhibition area or the halls (structure, floor, cables, ducts, etc.), it shall be repaired at the Exhibitor's expense. If the removal of the booth and contents is not completed by the specified time, Management may remove the booth and contents, and all costs for removal and storage or disposal will be at the expense of the Exhibitor. Management shall assume no liability for exhibits or contents left behind.

BOOTH RESPONSIBILITY

Exhibitor will maintain personnel in the booth during show hours. Any Exhibitor dismantling their booth prior to the official show announcement will be charged a fee of \$1,000 and could be prohibited from participation in future events. Exhibitor assumes responsibility and agrees to indemnify and defend the Canadian Waste & Recycling Expo and the International Centre, its subsidiaries and affiliates and their respective owners, employees and agents against any claims or expenses arising out of the use of the exhibition premises. The Exhibitor understands that neither the Canadian Waste & Recycling Expo or the International Centre maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

CLAIMS

Any claims of the Exhibitor shall be made in writing to Management no later than 14 days following the closing of the Event.

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COMMERCIAL TRADEMARK AND OTHER COMMERCIAL RIGHTS

Messe Frankfurt expects Exhibitors to honor commercial trademarks and other commercial rights. In case of documented trademark or other commercial right infringements, Messe Frankfurt reserves the right to exclude an exhibitor from the current and future Events. This stipulation does not create an obligation for Messe Frankfurt to take such action. Messe Frankfurt does not accept any liability for commercial rights infringements that may be committed by an Exhibitor.

CONDITIONS OF PAYMENT

Any dispute by Exhibitor with any exhibition or event services provided by Management or any affiliate, or the amount charged for the same shall be reported to Management in writing within 15 days from the date of invoice relating to same, time being of the essence (but such dispute shall not affect Exhibitor's obligation to make payment within 15 days as set forth below). Failure to report any such dispute within such time shall constitute a waiver of any claim by Exhibitor with respect to such dispute. Whether sums are due under contract or open account, it is understood that all invoices are due upon receipt and are considered delinquent if not paid within 15 days from the date of invoice or the date as indicated on the invoice. Should timely payments not be made as stated, Exhibitor agrees to pay all collection agency fees and expenses, and other costs of collection, including reasonable attorney fees and court costs which may be incurred by Management or any affiliate in pursuing and collecting payment. The liability of Exhibitor shall be joint and several with Third Parties. The party executing this agreement acknowledges its authority to bind the Exhibitor and understands execution of this agreement has caused the Exhibitor and Third Parties to be jointly and severally bound by the terms hereof. Exhibitor represents that Third Parties will immediately be notified of the terms hereof. Notwithstanding to whom bills are rendered, Exhibitor and Third Parties shall remain jointly and severally obligated to pay to Management the amount of any bills rendered by Management within the time specified and until payment in full is received by Management. Payment by Exhibitor to Third Parties or by Third Parties to Exhibitor shall not constitute payment to Management and only those payments made directly to Management shall be credited against the Exhibitor's obligation to Management.

EVENT SCHEDULE

The duration of the event, set-up times and hours of operation is to be published in this Exhibitor Manual. Construction and dismantling hours must be adhered to unless advance written approval is received from Management.

EXCLUSION OF LIABILITY

In the event the Canadian Waste & Recycling Expo fails to take place as scheduled or is interrupted and/or discontinued or access to the premises is prevented or interfered with by reason of any strike, lockout, injunction, act of war, act of God, acts of domestic or foreign terrorism, fire, violence, civil disturbance, building malfunction, inclement weather, epidemic, emergency declared by any government agency, or for any other causes beyond the reasonable control of Show Management including damage caused by visitors to the Event, other Exhibitors or persons acting on their behalf, the Exhibitor releases Show Management from all damages or claims for damages, including booth rental or entrance fee refunds.

EXHIBITS / SHOW FLOOR

Exhibitors have the right to display/hang signs, banners, or logos from the ceiling of the exhibit hall with permission from Show Management. No "sold" signs of any nature which designate process or notices of sales are permitted.

All demonstration equipment, including operator's position, must be located inside the booth. Exhibitors building special background or side dividers must make certain that the surfaces and backside of side walls of such dividers are finished in a manner as not to be unsightly to exhibitors in adjoining booths. If such surfaces remain unfinished show management shall authorize the official decorator to take into effect the necessary finishing's and the exhibitor must pay all charges involved.

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Souvenirs and literature may be handed out only from within the confines of the exhibitor's booth. Passing out promotional material or literature in the aisles or public areas is prohibited.

No storage of any kind is allowed behind booths or near electrical service. Materials necessary to your exhibit must be stored within the exhibit. Electrical cords and connectors must be accessible. **All booths under 1,000 square feet must have floor covering.**

INSURANCE

The Exhibitor is responsible to provide sufficient insurance protection.

MEDIA AND PRESS RELATIONS

Any activities conducted by the media whether arranged by the Exhibitor or separately shall be approved, conducted and coordinated through the Management's Press Office.

PICTURE AND SOUND RECORDINGS

No visual reproduction, including sketches, or sound recordings of exhibition samples, exhibition booths, seminars, demonstrations or performances shall be permitted without written approval from Management. An Exhibitor shall be entitled to make visual and sound recordings or drawings of its own booth or products exhibited during the hours of operation of the Event. Messe Frankfurt shall be entitled to make picture and sound recordings, as well as sketches of exhibition booths or individual exhibits, for the purpose of documentation or for its own publications.

PREVENTION

The Exhibitor shall not use any flammable decorations or coverings for display purpose. All fabrics or other material used for decoration purposes shall be flameproof. The Exhibitor shall comply with all applicable fire regulations.

SALES ACTIVITIES

All sales activities must have written approval by Management; any royalties or commissions resulting from sales activity must conform to the Event Terms and Conditions. Exhibitors must comply with all local, provincial, and Federal tax guidelines and regulations.

SECURITY AND LIABILITY

All local, state and federal laws shall be observed within the facility and for the duration of the Event. The Exhibitor shall observe all safety regulations of the facility, directives by security personnel and Management personnel. The Exhibitor shall be liable for all damage to persons or property, economic losses which have been caused by booth construction, booth equipment, exhibits and any employees acting on its behalf. The Exhibitor shall obtain all required permits prior to the commencement of the Event and have them available for inspection by Management, the facility, and governmental authorities. Management will provide Security during the construction of and dismantling times as well as throughout the duration of the Event, but is not liable for the loss or damage of any Exhibitor property.

SETUP DEADLINE

Show Management and its organizers reserve the right to use any exhibit space still unoccupied on Tuesday, November 8, 2011, at 6:00 pm for whatever purpose it chooses. Exhibitors will remain liable for the space rental fee of such space.

USE OF EXHIBIT SPACE

The Exhibitor contracts to use the booth for the duration of the Event in conformity with Management's guidelines. Management has the right to relocate a booth at its discretion. The Exhibitor and its representatives shall conduct themselves in a businesslike manner and allow any and all individuals including other exhibitors, entrance to their booth during the Event hours. In cases of disruptive and unprofessional behavior, Exhibitor has the right to ask disruptive individuals to leave its booth.

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Management reserves the right to revoke trade show participation privileges from such individuals.

Exhibits may not obstruct overall view or hide the exhibits of others.

Except for booths provided by management or its official contractors, all booths must be approved by Management prior to construction. Management reserves the right to restrict or remove exhibits that are distracting or detract from the character of the Event. Booths must be set up prior to the opening of the Event. Management has the right to reallocate a booth at its discretion if the Exhibitor has not appeared or begun to set up the booth by 6:00 p.m. the evening prior to the opening of the Event. The Exhibitor will assume the cost of any additional services/equipment required for their respective exhibit space. Should a two-story booth be approved by Management, the Exhibitor agrees an additional charge of 50% of the exhibit space rental fee will apply.

We appreciate your cooperation in making the show a successful and enjoyable experience for everyone.

BOOTH VARIANCE REQUEST FORM

Complete this form and fax back to 770-984-8023 by September 2, 2011

All booths must be in compliance with the enclosed Guidelines for Display as outlined in this exhibitor kit. ONLY exhibitors requesting variances and/or exhibits that do not comply with the above-mentioned rules must complete this form along with submitting a detailed drawing or schematic of the booth layout. Please send all requests to the address listed below no later September 2, 2011.

Authorized Representative: _____

Company Name / Booth Number: _____

Address: _____

City: _____ Province / State: _____

Country: _____ Postal / Zip Code: _____

Phone: _____ Fax: _____

E-mail: _____ Booth Dimensions: _____

Structure Information:

Please include heights, and widths of all structures, towers, graphics, truss, etc. Booth variance will not be granted without the above information.

Variance Requested:

Height _____ Graphics _____ Structure _____ Line of Sight _____ Other _____

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Booth approved by Show Management: YES _____ NO _____

Comments: _____

Please note verbal approvals will not be granted. Approvals must be submitted in writing.

Operations Mgr. Signature: _____ Date: _____

Please return this form by fax or mail by September 2, 2011

Fax to 770.984.8023

E-mail: Mary.Guo@USA.MesseFrankfurt.com