

Welcome to Prospera Place

Below we have listed a few rules and regulations for those who are exhibiting at Prospera Place. As well there is a list of items that we need you to make us aware of. Prospera Place would also like you to be aware of the items that we can provide you to make your entrance and exit as smooth as possible.

RULES...

AUTOMOBILES

- You must have verbal permission from the building
- All gas tanks must be sealed or locked
- Batteries must be disconnected. Please remember an alternative power supply if you are needing it for radio, lights, etc.
- The building must be advised of any oil leaks or other possible harm your vehicle could be to our floor or interlock. All exhibitors are responsible of any damages to the floor or interlock.

BALLOONS

- Our exclusive balloon company is THE TICKLE TRUNK / TTM EVENTS. Their phone number is 250-868-8254.
- All Balloon displays must be **authorized**.
- Helium balloons can NOT be given away. This is strictly enforced.

STICKERS

- Stickers may NOT be given away at your booth
- Stickers can only be given out as patrons leave the building

MOISTURE/ WATER

- Any thing containing any amount of moisture MUST have a plastic protective sheet under it, i.e. dirt, bark mulch, large capacity water containers, etc.
- **Any damage done to the flooring or the ice, beneath the flooring, will be the responsibility of the exhibitor.**

THE BUILDING NEEDS TO BE MADE AWARE OF THE FOLLOWING...

- Heating elements
- Open flame
- Large capacities of water (over 100 litres), i.e. Hot tubs, fish tanks, etc.
- Any food samples - because of possible conflict with building sponsors

FOR YOU TO KNOW...

OFFICE NEEDS

- There is no photocopying or faxing facility in Prospera Place for the Exhibitors

PARKING

- Discuss with your Trade Show contact to arrange an exhibitor rate

PHONE AND INTERNET CONNECTIONS AT YOUR BOOTH

- All phone and Internet connections and/or accessories must be arranged through the Trade Show organizer.

ELECTRICAL

- For all electrical connection or questions please contact Showtime or your Trade Show organizer, 2 weeks prior to load in date.

ADVANCE SHIPPING

- All advance shipping must be arranged through your Trade Show Organizer/Showtime. Prospera Place does not accept any advance shipments.