



## – GreenTrade Expo 2012 –

### Exhibitor Forms to Return by Fax *Before* January 20<sup>th</sup>, 2012

This document includes three 1-page forms which you'll need to complete and return by fax...

Page 1 – Your Pre-Show Details/Checklist Form

Page 2 – Your Safety Release Form

Page 3 – New Product Showcase Application Form

Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Your Pre-Show Details Form/Checklist

Fax in your 'Certificate of Insurance' (as detailed in Item #14 of your Exhibitor Contract)

Please provide your preferred move-in time (**PLEASE NOTE – Unless you hear otherwise from us, this will be your confirmed time**)...

\_\_\_\_\_ Tuesday, February 14<sup>th</sup>, between 1 pm & 3 pm

\_\_\_\_\_ Tuesday, February 14<sup>th</sup>, between 3 pm & 5 pm

\_\_\_\_\_ Wednesday, February 15<sup>th</sup>, between 7 am & 8:30 am (remember, the show opens 9 am)

**NOTE – NO DOLLIES WILL BE ALLOWED ON THE SHOW FLOOR  
THE DAY OF THE SHOW (January 15<sup>th</sup>) HAND-CARRIED ITEMS ONLY!**

Please confirm each of the following by circling either YES or NO...

• Do you require a table (6' long, draped)\*\* YES NO

• Do you require two chairs?\*\*\* YES NO

(\*\*Your exhibit fee includes one (1) table and two (2) chairs at no additional charge, but you **must** notify us by **January 20<sup>th</sup>** if you require them, *or extra charges will apply*)

• Will you require a forklift at any time during your move-in? YES NO

• Will you require a forklift during your move-out? YES NO

• Will you be driving any vehicles or equipment into your booth space? YES NO

• Have you ordered electricity? (if required see the show information package) YES NO

**— Return by fax to – 613.822.5155 by Jan. 20<sup>th</sup>, 2012 —**



## GreenTrade Expo 2012 Safety Release Form

I, the undersigned, acknowledge that I understand the health and safety requirements for the GreenTrade Expo, February 15<sup>th</sup>, 2012 event. I agree to comply with and abide by all statutes and regulations including, but not restricted to the Occupational Health and Safety Act. I will also cooperate with Show Management in the enforcement of safe working conditions.

In the event of a charge, prosecution, or any legal proceeding arising out of or, related to the Occupational Health and Safety Act, as an exhibitor, I agree to be liable for the actions of my staff and contractors as it applies to the situation.

Safety shoes are mandatory for all personnel involved in the set-up and tear-down of the show. Other personal protective equipment (gloves, safety glasses, hearing protection, etc.) must be worn, as required.

A Material Safety Data Sheet (MSDS) is required for any controlled products (hazardous materials) under the Hazardous Products Act (Canada). Hazardous materials will be determined according to the criteria specified under the federal Controlled Products Regulations.

Exhibiting Company: \_\_\_\_\_

Booth #: \_\_\_\_\_

Company Representative: *(Please print)* \_\_\_\_\_

Signed: *(I have authority to bind the exhibiting company listed above)* \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### PLEASE NOTE...

**You won't be cleared to begin your move-in until the GreenTrade Expo Show Manager has received your completed pre-show Checklist and Safety Release Forms...**

**So, please fax these completed GreenTrade Expo 2012 forms *as soon as possible* to **613-822-5155** (but no later than January 20<sup>th</sup>, 2012)**

**Please return by fax to – **613-822-5155** by January 20<sup>th</sup>, 2012**

## GreenTrade Expo 2012 Exhibitor Name Badge Form

Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Contact Name (please print): \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Please print the names of your booth personnel below, based on your booth size, as you would like their name tags to read...

100 - 200 sq  
ft booths get  
2 *FREE*  
exhibitor  
badges

300 - 500 sq  
ft booths get  
4 *FREE*  
exhibitor  
badges

600 sq ft  
booths and  
larger get  
6 *FREE*  
exhibitor  
badges

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Your name badges will be available for pick-up during your move-in, or at the registration table on the morning of the show.

**Please return by fax to – 613-822-5155 by January 20<sup>th</sup>, 2012!**



## GreenTrade Expo 2012 New Product Showcase

The Ottawa Chapter of Landscape Ontario is once again proud to feature a New Product Showcase for this year's show. So... we're looking for new, exiting, innovative products to display for show visitors.

You may submit up to three (3) new products to be considered for the New Product Showcase. While we do our best to include as many new products as space allows, before we can accept your proposed new product(s), you'll need to provide us a sample(s), or detailed description of the actual product you want display for committee review and approval.

Once approved we'll provide appropriate signage for each company submission, listing your company name and booth number... which will make it easy for show attendees to find you on the show floor.

**PLEASE NOTE** – this is an area for product display only... *that means no sales people will be allowed to 'work' within the designated 'New Product Showcase' area or hang around nearby.*

Your items will be displayed at your own risk, and you must reclaim them at the close of the show (after 4 pm) on February 15<sup>th</sup>.

**Yes! We have a new product we'd like you to consider for the New Product Showcase!**

Our company name: \_\_\_\_\_

Company contact name: \_\_\_\_\_

Contact phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Product name: \_\_\_\_\_

Manufacturer : \_\_\_\_\_

Size (how much space will you require): \_\_\_\_\_

Can it be readily displayed on a table top?  Yes  No

Please describe your new product: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please return by fax to – 613-822-5155 by January 20<sup>th</sup>, 2012**