



(IMPORTANT SHOW INFORMATION)

LOCATION

Copps Coliseum
101 York Blvd
Hamilton, ON L8R 3L4

BASIC CONTACT INFO

Food & Drink Fest Management Team
Office: 905-524-3689
Jennifer Odell: 905-730-7700 (cell)
Shannon Tew: 905-317-9834 (cell)
Copps Coliseum Events Supervisor: Dave Kelly 905-546-4021

SHOW DATES & TIMES

Friday, April 8th (5 pm – 10 pm) VIP & Media Reception
Saturday, April 9th (1 pm – 10 pm)
Sunday, April 10th (12 noon – 5 pm)

MOVE-IN TIMES

Friday, April 8th (9 am – until 4:45pm)

MOVE-IN

Please use the loading docks located on Bay Street. (The Loading docks are located on the **right hand side of Bay St, just past Jackson Square Mall and before the Copps Coliseum Box Office and the intersection of Bay & York Blvd.** After entering loading docks, Security will allow you only 20 minutes to unload your booth contents and transport them to your booth location.

DOLLIES

A limited number of dollies will be provided to exhibitors. To expedite your move-in and move-out we encourage you to bring your own if possible. **Please note:** no equipment may be transported on escalators.

BADGES

Enclosed in your package is "**Exhibitor Badge Request**" form. Please fill out and fax back to Beau Monde Productions (905)-524-3466 or e-mail Shannon@BeauMondeProductions.com with names of staff members working during the three days of the show. Deadline to submit your badge request form is **Wednesday March 16th, 2011**. Exhibitors will pick up their badges during registration on move-in day.

EXHIBITOR CHECK IN & SET- UP

- All Exhibitors are required to check in with Show Management at "Exhibitor Check-In" prior to setting-up their booths. All outstanding accounts must be paid up in full prior to set-up.
- Exhibitors will receive their show badges and will be directed to their booth locations.
- We ask Exhibitors to be as self sufficient as possible and prep all their food prior to the show, as kitchen use is limited.
- Exhibitors who require any assistance during the show (For Example: ice/ freezer storage/ refrigeration /dry storage) will be directed to these facilities where our our staff will be happy to assist you. All products must be clearly marked with company name for the above-mentioned services and will be required to sign-in and sign-out all products when needed. We ask that exhibitors bring with them what they require for each day of the show as storage space is limited.
- Those exhibitors requiring baking, frying, steaming etc... during the show are requested to place their orders with our "Kitchen Staff".
- If you require access to water, dumping wastewater, garbage disposal please visit our staff at "Kitchen Help" and they will gladly assist you.
- Ice: Exhibitors will have ice delivered to their booths prior to the show opening by our staff. In the event additional ice is required throughout the duration of the show please visit our "Kitchen Staff" for assistance.

MOVE-OUT

Sunday, April 10th - (5 pm to 9 pm)

Move-Out Policy: Exhibitors are prohibited from dismantling their booths prior to official show announcement closing the show Sunday 5 pm. Only after the official announcement closing the show will exhibitors be allowed to bring in boxes, crates, carts and dollies to tear-down their booths. Beau Monde Productions strictly enforces this policy due to the great risk of injury to the public, staff, other exhibitors and potential property damage.

SAMPLE TICKET REDEMPTION

Sample Tickets **must be redeemed daily** from 9:30-10:30pm at the Show Office Friday & Saturday, 4:30-6pm on Sunday. Exhibitors will be reimbursed \$0.55 each per sample ticket. Tickets are weighted at the Show Office and a receipt will be issued each night. Redemption cheques will be mailed out within 2 weeks after the show.

PARKING

- On the corner of Bay St. and King St. W
- Left hand side of York Blvd. across from The Farmers Market
- Underground parking attached to Jackson Square, The Sheraton Hamilton

ANTICIPATED ATTENDANCE

Anticipated attendance is approximately 10,000 people. There will be an extensive regional advertising campaign including: Radio, TV, Newspaper, Posters, Coupons and Internet.

SECURITY

A security guard will be posted exclusively on the floor of Copps Coliseum after show hours. During show hours there will also be door security and uniformed police officers to ensure that all persons admitted are of legal age and are well behaved. It is however advisable that you obtain your own content insurance.

DAMAGE, THEFT AND LOSS

Show Management under no circumstances will be liable for damage, losses or theft to exhibitors' property or person. Beau Monde Productions advises exhibitors to have at least one person in their booth at all times. Beau Monde Productions and Copps Coliseum (HECFI) will not be held responsible for any personal injuries, losses or damage to products, equipment and décor resulting from neglect, accident, theft or fire.

INSURANCE

The Exhibitor shall be liable for all loss, damage, injury, claim costs and expenses whatsoever or howsoever caused to any person or property in any circumstances whatsoever by the Exhibitor, his servants or agents or the good, exhibits, fittings, machinery and other property belonging to the Exhibitor of for which the Exhibitor is responsible and the Exhibitor hereby agrees to indemnify the Show Management in respect of (a) any such loss, damage, injury claims, costs and expenses as foresaid.

Exhibitors must provide Show Management a certificate of insurance including the following information:

- Coverage to include the duration of the show from move-in until move-out

(Friday April 8th, 9 am until Sunday April 10th 9pm)

- Coverage must include a minimum of \$2,000,000.00 General Liability Coverage inclusive of bodily injury and/or property damage for each occurrence.

- The following **must be named** as additional insured in respect to the operation of the show: **Prestige Bridal Shows Inc. O/A Beau Monde Productions** (244 Jackson St. W Hamilton, Ont L8P 1M5) and the building **Copps Coliseum** (101 York Blvd Hamilton, Ont L8R 3L4)

Deadline to fax insurance certificates is **March 16, 2010** to (905)-524-3466.

EXHIBITORS RANDOM FREE BOOTH DRAW

As a sign of our appreciation Beau Monde Productions will enter all exhibitors in a random draw to win a free 10x10 booth in next year's show. The lucky winner will be drawn at 5 pm Sunday when the show is officially announced closed.

HOTEL / ACCOMODATIONS

For those exhibitors who require overnight accommodations, we have provided a list of conveniently located hotels. If there are any other amenities you should require please contact us we will be happy to assist you.

The Sheraton –Downtown Hamilton

(905)-317-4505

Located across from the Hamilton Convention Centre

<http://www.starwoodhotels.com/sheraton/property/overview/index.html?propertyID=185>

The Crowne Plaza-Downtown Hamilton

(905)-528-3451 PH www.crowneplaza.com/h/d/cp/1/en/hotel/yhmcp?&cm_mmc=mdpr-_-googlemaps-_-cp-_-yhmcp&dp=true

The Courtyard By Marriott – Hamilton Mountain

1224 Upper James St

Hamilton ON L9C 3B1

P: 905-383-7772

<http://www.marriott.com/hotels/travel/yhmcy-courtyard-hamilton/>

Days Inn Hamilton- Central Hamilton

(905)-528-3297

www.daysinn.ca