



SEXAPALOOZA EXHIBITORS KIT

#1 SHOW MANAGEMENT

Sexapalooza is managed and produced by
Black Kat Enterprises

Liz Lewis, Show Manager

314 Townsend Street
Peterborough, ON K9J 2K8

Tel: (705) 876-8542
Fax: (705) 876-6526

Email: info@black-kat.ca
www.sexapalooza.ca

#2 SHOW FACILITY

Lansdowne Park
Exhibition Halls A-E
1015 Bank Street
Ottawa, ON K1S 3W7
Tel: (613) 580-2429
Fax: (613) 564-1619
E-mail: lansdowne@ottawa.ca

#3 SHOW HOURS

Friday Jan. 14, 2010 5:00 PM – 12 Midnight
Saturday Jan. 15, 2010 12 Noon – 12 Midnight
Sunday Jan. 16, 2010 12 Noon – 5:00 PM

#4 ELECTRICAL SERVICE

If power is required, please order through the Bowie Electrical Services **Electrical Order Form** on the website.

****VERY IMPORTANT****

PLEASE NOTE:

SEXAPALOOZA is a

Dark Show (dim lighting)

If you require additional lighting please
make your own arrangements.

(Additional lighting can be rented
through Bowie Electrical Services.)

#5 SHOW CONTRACTOR / DECORATOR

The official Show Contractor is FREEMAN. They are responsible for the following: furniture rentals (tables, chairs, etc.), draping, on-site labour and cleaning. They will also be responsible for drayage. Please see their forms on the website.

**Regular Booths include –
Draped backwall and sidewalls.**

Note: All Sidewalls will be 3' high to the aisle. Please bring appropriate shelving, backwall, etc.

For further information please contact them directly:

FREEMAN

940 Belfast Road
Ottawa, ON K1G 4A2
Tel: (613) 749-7180
Fax: (613) 745-8303

Email: freemanottawaES@freemanco.com

**ONLY Drape is included with your
Exhibitor Booth Application/Contract.**

Every booth MUST have floor covering.

#6 SIGNS

All booth signage is to be professionally made. We suggest you order your signs well in advance of the show.

BANNERS- Cannot always be hung over your exhibit due to the limitations of the ceiling beams. All signage and banners must be hung a minimum of 11 feet above the floor. Banners must be 3 feet less than your booth width, one sided only (unless you are an island exhibit). Signage must not appear in adjacent exhibits. Any banners or signage deemed inappropriate will be removed at the exhibitor's expense.

#7 MOVE-IN

Friday, January 14th, 2010 8:00 am – 4:00 pm

A limited number of dollies and pallet jacks are available to use on a first come, first serve basis. Security guards will be posted at move-in doors.

Exhibitors may enter the exhibit hall from 8:00 am, however all exhibits are to be setup by 5:00 pm on Friday evening.

IMPORTANT:
Lansdowne Park does not have a loading dock. All shipments must arrive on a truck with a tailgate.

Please Note:

Once Aisle Carpet is laid down at 3pm – dollies will NOT be permitted.

#8 MOVE-OUT

Sunday, January 16th, 2010 5pm – 12 Midnight

No materials may be left on location past 12 Midnight Sunday night.

No removal or dismantling of exhibits or exhibit materials will be permitted before the end of the Show.

Exhibitors are strongly urged to remove all cartons and cases of product from the building immediately after the close of the Show.

While Show Management will take all reasonable security measures to safeguard small items, immediate removal of such items will minimize the possibility of loss from pilferage.

PLEASE NOTE the special instructions under the heading of "Insurance."

#9 SPACE APPLICATIONS

Show Management reserves the right to accept or reject applications at any time.

PAYMENT OF EXHIBIT SPACE MUST BE PAID IN FULL BEFORE DEC. 4TH, 2010.

#10 ALTERATIONS TO BUILDING

Painting, nailing, drilling, or screwing to the floor, walls or any part of the building is STRICTLY PROHIBITED except by prior written approval of both Show Management and Building Management.

#11 BOOTH CONSTRUCTION

A. HEIGHT

Inline booths may reach a maximum of 8' in height. Island booths may be over 8' in height. Perimeter booths may be 10' in height.

B. SIGNAGE

Must be incorporated into your exhibit design and height of 8'. Signage must not appear in adjacent exhibits.

C. DRAPE

All booths will be supplied with 8' high draping at the back and 3' high on the sides. No draping is allowed on the aisle side of the booths. Any variation or changes in the standard draping are at the exhibitor's expense. Nothing is to be pinned or stapled to the drape – "S" hooks are available from Black Kat Enterprises in the Show Office.

#12 EXHIBITOR BADGES

Please indicate how many exhibitor badges your company requires - to a maximum of 6 per 10x10 – on your Exhibitor Badge Form found on the website.

Exhibitor badges are available for pick-up at the Show Office during move-in.

Please Note:

Exhibitor Badges are for working booth staff ONLY.

#13 ADMISSION PRICES

Adults	\$20.00
Advance Tickets On-line	\$15.00

#14 SAMPLES, SOUVENIRS AND SOLICITING

Soliciting of business and/or distribution of samples and souvenirs will not be permitted in the aisles, the parking lots or in another exhibitor's booth, but must be confined to the exhibitor's own space.

Please note nudity is prohibited in the facility. Please ensure all models/staff are covered. (g-strings, panties, pasties etc.)

#15 CUSTOMS

Exhibit booths and equipment from outside Canada, may be brought in for the purpose of the show only without payment of duty under standard procedure. Please consult with Canada Customs.

#16 CARRIERS

Deliveries **will not** be accepted by the Facility any earlier than Monday, January 10th, 2011. All deliveries should be marked as follows:

Lansdowne Park
Operations Area
1015 Bank St.
Ottawa, ON K1S 3W7
Attention: Bryan Shirley

Please ship all materials directly to the Show Facilities address – please include your full company name and booth number on your shipment. Shipments will be accepted FREE OF CHARGE (no storage fees) from Monday, January 10th.

The official carrier appointed by Show Management:

CSA Transport
Contact: Sara Cousins
Ph: 416.754.0999 ext 123
Toll Free: 1-800-387-5131 ext 123
Ask about the Sexapalooza Quotes!

**Shipments must be picked up after the show
by 9AM Monday, January 17th.**

#17 ELECTRICAL EQUIPMENT

Regulations made by the Labour Electrical safety branch, provide that all electrical equipment operating at the show be approved. Equipment that is approved by the CSA and bears that association's mark of approval is acceptable to the commission.

#18 CLEANING

ONLY the aisle carpet will be cleaned (vacuumed) at the end of each night. Arrangements for your own booth can be made through FREEMAN. See their forms on the Show website.

#19 HANDLING OF EXHIBITS, MATERIALS AND EQUIPMENT

Should your display require the use of heavy duty unloading equipment, you are requested to notify FREEMAN by January 7th, 2010 so that arrangement can be made to have it available.

Costs of renting and operating such equipment must be borne by the exhibitor. **Exhibitors who can supply their own trucks and dollies are urged to do so.**

Black Kat Enterprises provides pallet jacks and a limited number of dollies on a first come first served basis.

#20 INSURANCE

Show Management, Sexapalooza, Lansdowne Park and the City of Ottawa will not be responsible for injury to persons, loss or damage of products, exhibits, equipment or decorations by fire, accident, theft or any other cause while in the show building or its environs.

Note: Exhibitors must consult with their own insurance broker to ensure that they are insured against all risks to either personnel or equipment and public liability.

#21 SECURITY

Security guards will be on site 24-hours a day and in the building during the opening hours of move-in, show hours and move-out.

Show Management, cannot assume any responsibility for losses incurred from pilfering or any other causes.

#22 FIRE REGULATIONS & FLAME-PROOFING

For further information on fire regulations, please contact the Show Facility.

#23 DRAWS OR CONTESTS

Draws, lotteries or contests are prohibited without prior approval of Show Management. Exhibitors offering draws in-booth are required to provide their own entry forms, draw boxes and signage for their prize draws.

Please Note: winning announcements will not be made over the facility sound system due to Seminars & Stage events.

Please submit the Door Prize Form by January 7th, 2011 if you are offering Door Prizes from the Main Stage.

#24 UNSOLICITED 3RD PARTY CLAIMS

Black Kat Enterprises, producer of Sexapalooza, would like to remind Sexapalooza exhibitors that Sexapalooza does not use or endorse a third party to collect data or exhibitor listing information. Claims by third party entities/guides that are not coming from the Sexapalooza Office with our address listed or from an email address with the domain extension @black-kat.ca are not official or legitimate requests for your private/business information. Do not sign any documents or respond to inquiries from third parties without carefully reading the entire document including any fine print. Please feel free to contact info@black-kat.ca for further information.

#25 PARKING

Parking Passes can be purchased on-site at the Entrance Kiosks. Parking is available to Exhibitors at a \$5 fee daily. For in/out privileges please tell parking attendant you are an Exhibitor upon arrival and they will stamp your pass.

#26 PRESS RELEASES AND PHOTOGRAPHS

Exhibitors are urged to provide Show Management with press clippings and photographs of any new products being shown. Photos must have cut line copy attached.

#27 ADMIT ONE Admittance Tickets

Included with your Exhibitor Kit are complimentary ADMIT ONE Tickets (\$20 value each). These tickets are courtesy of Black Kat Enterprises and are meant for your client base & preferred customers only.

Please Note: Resale or dispersing tickets on-site or during Show Hours is strictly prohibited.

#28 AGE REGULATION

Sexapalooza is a mature themed event. Anyone attending the show whether it be as a visitor, guest, exhibitor or performer MUST be 19 years or older.

#29 OOPS WE FORGOT ... !

Forget something? Come to the Show Office and ask if we have it in the "Forgot Box". Scissors, tape gun, scrap paper and many other items will be available to be signed out. We will also have items for sale such as cash register tape, bags, packing tape etc.

#30 HOTEL / HOUSING POLICY

Black Kat Enterprises, producer of Sexapalooza, would like to remind Sexapalooza exhibitors that Sexapalooza uses Extended Stay Hotel for show accommodations. Any claims by any other organization stating that they are the official Sexapalooza housing agency are untrue. Please contact info@black-kat.ca for further information.

Extended Stay Hotel
141 Cooper Street
Ottawa, ON K2P 0E8
www.extendedstayhotels.com
(613) 236-7500

\$92.00 / night Single or Double room
Mention SEXAPALOOZA 2011 when booking
to receive this rate

Free high-speed wired internet
Free breakfast
Fitness Centre, Parking \$5/daily
Fully equipped kitchen

This rate is available until January 14th, 2011