



RULES AND REGULATIONS

All exhibits and exhibitors are subject to the following rules and regulations.

QUALIFICATIONS TO EXHIBIT

The purpose of this exhibition is to provide a showcase for products installed in and for buildings of all kinds, intended to improve the environment of such buildings. These would include products, equipment and tools used in plumbing, electrical, hydronics, heating, refrigerating, air conditioning, ventilating, pollution control, water treatment, boilers, related tools and equipment, controls and radiation units. Exhibits of companies providing services for industry members, such as transportation, software and financial advisory, are acceptable. CIPHEX + Electrical Learning Expo West is owned and produced by the Canadian Institute of Plumbing & Heating (CIPH); a not-for-profit trade association whose members are part of the Canadian distribution channel. The management reserves the right to remove, decline, or prohibit any exhibit, or part of an exhibit, or proposed exhibit which, in its opinion, is not suitable to or in keeping with the character of the exhibition or the mission statement of the association.

OPERATIONAL RULES AND REGULATIONS

1. SHOW INSURANCE

Each exhibitor must provide proof of insurance covering them for the entire duration of the show, including move-in and move-out. Coverage for liability of a minimum of \$2,000,000 is required. Ask your broker to email proof of coverage to the CIPHEX West Show Office at: events@ciph.com

As an exhibitor in this, or any, trade or consumer show, your company should have coverage for special events & trade shows. Show Management will take reasonable precautions to prevent losses and protect the interests of exhibitors, but under no circumstances will it be liable for such losses. Neither Show Management nor the owners of the building will be held responsible for personal injuries, losses or damage to products, stands, equipment, decorations, resulting from fire, accident, theft or other, while in the building.

2. PAYMENT OF ACCOUNT

Full and final payment for exhibit space must be made before move-in commences. Show management will refuse entry to any exhibitor whose account has not been paid.

3. CARE OF RENTED SPACE

Exhibitors must make sure that the space rented for their booth remains in good condition. They must not use or allow the use of nails, screws, hooks or other similar fixtures for attaching any items. It is forbidden to paint the floor or to put anything on it without adequate protection that has been approved

by the exhibit facility. Exhibitors may not put written matter on the walls of the exhibit facility. More details are also contained in the “Booth Furnishings” section of this manual.

4. CHARACTER OF EXHIBITS

Show Management reserves the right to restrict the use of glaring lights, objectionable lighting effects, or exceptionally noisy machinery. Sound presentations, slides, or movies will be permitted, if tuned to conversational level, and, if not objectionable to neighbouring exhibitors. Sound levels may not exceed 70 decibels more than 4 feet from the source.

No exhibits will be permitted which interfere with the use of other exhibits or impede access to them or impede the free use of the aisle. Booth personnel including demonstrators, receptionists, and models/hostesses are required to confine their activities within the exhibitor's booth space.

5. DISPLAY VEHICLES

Exhibitors who wish to have a vehicle in their exhibit space must inform Show Management of their intent and purpose prior to October 1, 2025. Safety precautions are needed and sponsorship regulations may prohibit certain types of vehicles. Please advise Show Management if you are planning to display a vehicle and review the Pacific National Exhibition's fire regulations. Any vehicle driving onto or off the show floor must have a Floor Manager to act as a “spotter” to direct the vehicle.

ANY vehicles (anything that would contain fuel) coming in (including ATV's etc.) must have ¼ tank of fuel or less at all times. All vehicles must have a locking gas cap. Please note exhibitors will be responsible for cleaning gas or oil leaks. Exhibitors with vehicles must have carpet or a drip pan underneath their vehicles if there is a known leak. These are checked at the door, and will not be allowed in with more than a quarter tank of fuel. There is no fueling allowed inside the building, all containers of fuel must be left outside the building and all fueling must be done outside the building. Vehicle keys may be required to be left with a Building Engineer until after the show ends.

6. SAFETY MEASURES

Exhibitors who will show equipment in a moving and operating condition are required to provide every possible precaution for the safety of show visitors, their own operators and exhibitor personnel. All belt and chain drive units must be covered, and all equipment where cutting of metal, wood, or plastic is involved must be provided with safety shields.

No open toed shoes are allowed during move-in, move-out or any other set up times. Steel toed footwear must be worn during the construction of booths.

7. STAFFING OF EXHIBITS

Exhibitors are required to maintain a staff in their exhibit at all times during the hours of the show. Security is an added problem when booths are not staffed. Exhibitors are reminded that Show Management does NOT assume any responsibility for losses.

8. EXHIBITOR STAFF BADGES

CIPHEX + Electrical Learning Expo West will utilize a computerized badge system for all badges. Exhibitor badges should be ordered for all of the staff who will be working in your booth by October 25, 2025. Badges are required for admittance to the exhibit hall on the show days Exhibitors are permitted 5 badges per 10 x 10 booth. Lost or misplaced badges will be reissued at a cost of \$20.

Exhibitor badges will not be mailed. They should be picked up at the Registration Desk during move-in (November 2 & November 3) and during the show.

9. COMPETITIONS

The schedule of prizes, and terms of any competitions taking place during CIPHEX+ Electrical Learning Expo West 2025 must be clearly stated on the entry form. Descriptions of all such competitions must be submitted in writing to Show Management at least six weeks before the show.

10. SOLICITING, SAMPLES & SOUVENIRS

Distribution of samples, souvenirs and promotional material and soliciting of business must be confined to the exhibitors' booth space. Such activities are not permitted in the aisles, restaurants, registration area, hallways or other exhibits. No exceptions will be permitted.

11. RETAIL SALES

As per item 5 of your CIPHEX + Electrical Learning Expo West 2025 Contract Terms and Conditions, Retail sales to visitors at/during the exhibition are not permitted.

12. FOOD AND REFRESHMENTS

The serving of any food and beverages by the exhibitor is acceptable if approved in writing by Show Management in advance. All such service must conform with contractual arrangements between CIPHEX + Electrical Learning Expo West 2025 and be purchased from Pacific National Exhibition.

13. RELEASE FORMS

Release forms to remove goods from the exhibit hall are required from the opening day/hour to the closing of the show (move-in and move-out not included). Release forms must be signed by the exhibitor (or senior representative at the exhibit) and by Show Management. Forms are available from the Show Office.

14. EXHIBIT REMOVAL

No removal or dismantling of exhibits or exhibit material is permitted before 6:00 p.m. on November 6, 2025. Exhibitors are urged to remove small cartons and open cases or products 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.

Exhibitors are reminded that charges will be made by Show Management, Levy Show Services on equipment and materials left in the building after the final move-out date, which is 2:00 pm on November 7th.

15. SECURITY

Security guards will be on 24-hour duty from opening time of move-in until closing time of move-out. Show Management does NOT assume any responsibility for losses incurred from pilferage or any other causes. Exhibitors should take all possible precautions to protect their own property and should have appropriate insurance. Small items such as laptop computers and cellular phones should NEVER be left unattended.

16. ENTRY TO SHOW

Show Management reserves the right to refuse admission to the show building to any visitor, exhibitor or exhibitors' employee, who, in the opinion of Show Management, is unfit, intoxicated or in any way creating a disruption of the show. Abusive language, threats, assault, vandalism, theft and all other inappropriate actions will result in immediate removal from the premises and prosecution if appropriate.

17. MECHANICAL CONVEYANCES

Mechanical conveyances such as electric carts, scooters, robots or bicycles will not be allowed in the aisles during show hours. The only exception to this rule will be in the case of handicapped persons visiting the show, and duly authorized show personnel.

Exhibitors demonstrating mechanical or electrical products in their booths are required to take appropriate safety precautions and have adequate insurance coverage.

18. ANIMALS

With the exception of seeing-eye dogs, no animals, birds or pets of any description are permitted in the building without prior written approval of Show Management and Pacific National Exhibition.

19. CHILDREN

Children (under the age of 18) are not permitted in the exhibit hall during move-in or move-out.

20. HOSPITALITY SUITES

Exhibitors holding Hospitality Suites, Receptions or other events are requested to avoid conflicting with Show Hours.

21. SMOKING

In accordance with City of Vancouver and Burnaby, all public areas in Pacific National Exhibition are designated as non-smoking.

22. PHOTOGRAPHY

Photographs/videotapes of exhibitors' booths may not be taken without permission of that organization's representatives.

23. INTERPRETATION OF REGULATIONS

The Management has the right to make such changes, amendments, and additions to these Exhibitors' Rules and Regulations as it shall deem necessary to the proper conduct of the Exhibition. The Exhibitor's Rules and Regulations, as amended, shall govern in all cases.

Interpretation of the Exhibitors' Rules and Regulations and Operational Rules shall rest with the Management and its decision shall be final. Management may require exhibitors to make such alterations to their displays as it deems necessary to the proper conduct of the Exhibition and, on failure to comply, may order the immediate removal of the entire exhibit without compensation and at the Exhibitors' expense.

Exhibitors failing to observe Show Rules and Regulations may be removed from the Exhibit Hall.