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SHOW MANAGEMENT

The **Edmonton Tattoo and Arts Festival** is jointly managed by Alberta Bound Productions and Canwest Productions Inc.

- **Steve Peace, Show Director** - steve@albertatattoos.com
- **Terra Connors, Show Director** - terra@canwestproductions.com

Please Note, it is the responsibility of each Exhibiting Company to follow and abide by the rules, regulations and all deadlines set forth in the below Exhibitor Kit. Thank You!

SHOW DATES

- Friday April 27
- Saturday April 28
- Sunday April 29

SHOW FACILITY ADDRESS

- Edmonton Expo Centre Ph: (780) 471-7377
Hall C
7515 -118 Avenue NW
Edmonton, AB T5B 4X5

SHOW HOURS

- Friday 4pm – 12 Midnight
 - Saturday 12 Noon – 10pm
 - Sunday 12 Noon – 6pm
-
- Exhibitors may enter the exhibit hall 2 hours prior to Show opening.

NOTE: *Tattoo appointments are to start no earlier than 1-hour prior to Show open and run 1-hour past Show close.*

MOVE-IN

Friday 9am – 4pm

Show Opens at 4pm FRIDAY!

- Children (under 16) are NOT PERMITTED on the Show Floor during Move-in or out as per Safety Regulations.
- A limited number of dollies are available to use on a first come, first serve basis.
- Security guards will be posted.

NOTE: *All pop-up tents must be fire retardant with ticket of approval/confirmation displayed.*

Please find a link to the floor plan: [CLICK HERE](#)

MOVE-OUT

Sunday @ Show Close 6pm - Midnight

- The Hall needs to be cleared out by 12 Midnight Sunday after the show closes.
- Product is left behind it is at the risk of the exhibitor and the facility may charge a handling/storage fee.
- As of 12:01am any exhibit materials & skids left behind will not be the responsibility of Show Management
- Early move out will not be tolerated: Removal or dismantling of exhibits or exhibit materials will not be permitted before Show Close at 6pm Sunday.

SHIPPING

Please ship all materials directly to the Show Facility address above, include:

- **The Edmonton Tattoo and Arts Festival**
- Location
- Full Company Name
- Booth #

IMPORTANT
Shipments will **ONLY** be
accepted at MOVE-IN.

CUSTOMS & CARRIERS

- The official carrier and customer broker for this show is: **North American Logistics Services Inc. (NALS)**
Mark Fowler, Director of Operations Ph. 778-328-2841, Toll Free 855-328-2841, Email mfwler@nalsi.com
- 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 NALS above.

SHOW FURNITURE DUE: APRIL 12th

The official Show contractor is **Canwest Productions Inc.**

We are responsible for: furniture rentals (tables, chairs, etc.), draping, and on-site labor.

- **RETAIL EXHIBITORS:** 1 8ft skirted table and 2 chairs are included with your booth.
- **ARTISTS:** 2 8ft Tables, 2 chairs, and supplies are included with your booth. For a full list of supplies see below. Massage tables are available for rental.

For additional requirements, see the [Equipment Order Form Attached](#). *Extra charges will apply to any on-site orders.*

NOTE: Exhibitors are responsible for any damage to equipment rented and will be charged accordingly (i.e.: broken tables, broken chairs, etc.)

ELECTRICAL, INTERNET, PARKING DUE: APRIL 12th

- If power is required- please order through the ShowTech Order Form online at: <https://e.showtechordering.com/ST-00052124>
- If internet is required – please order online at: <https://edmontonexpocentre.com/facility-services/order-internet/>
- Parking can be purchased online at: <https://edmontonexpocentre.com/exhibitor-parking/>

SHOW SUPPLIES

Most supplies needed for tattooing procedures will be available at the show at no charge. Each artist will be supplied with an Eikon pack which contains most of the supplies needed to tattoo.

- Each booth will have two chairs, a skirted front display table and a plastic covered table from which to work and two garbage cans.
- Due to health board rules, all tattoo artists must use the products supplied by the show.
- Please do not bring your Nalgene bottles to the show as we have disposable bottles supplied.

Below is a list of things available at the show free of charge to make your packing much lighter:

- Nitrile gloves
- Clipcord covers
- Machine bags
- Bottle bags
- Disposable squirt bottles
- Paper towels
- Disposable razors
- Bandages
- Tape
- Ink caps
- PurTect antibacterial petroleum product
- Elastic bands
- Sterile water for rinsing
- Disposable aprons
- Disinfectant surface wipes
- Hand gel (for use during tattoo procedures and stencil removal)
- Hand washing sinks
- Stencil stuff (for stencil application)
- PurKlenz (for skin cleansing & wash bottle soap)
- Garbage cans & bags (you are responsible for emptying and changing)
- Thermofax machines
- Thermofax paper
- Photocopiers
- Light tables

We will be discontinuing our needle/tube station. With the request for so many different needle types and the increased use of cartridges it makes it unpractical to continue. Please bring enough needles, tubes and or cartridges for your weekend at the show. There will be needles tubes and cartridges for sale by several tattoo vendors at the show.

WE ARE AN ALL DISPOSABLE SHOW.

There will be a complimentary ink station set up for all artists. Our ink station will have 2 sets of Eternal Ink, Dermaglo Ink and Silverback Black sets for each artist to use. Ink is dispensed at the station on a paper plate, covered with a second plate and taken back to booth for use.

OFFICIAL HOTEL DUE: APRIL 6th



CHATEAU
LACOMBE
HOTEL

The Chateau Lacombe Hotel
10111 Bellamy Hill, Edmonton, AB T5J 1N7
TF: 1-800-661-8801
PH: 780-428-6611

Please Quote "Edmonton Tattoo Show"

This is the ONLY hotel connected to the Show

- \$129/night – Standard Single/ Double
NOTE: A shuttle will be available to and from the preferred hotel upon request, please contact us to make arrangements.

SHOW RULES

All show rules must be followed by attending artists regardless of your personal opinions on tattoo procedures.

- Health board inspectors will be at the show all weekend ensuring artists comply with all rules.
- Health board inspectors will be giving one warning to artists breaking rules and will shut down booths that do not comply.
- Exhibitors are responsible for their own waste collection and removal.
- All artists must wash hands at supplied sinks before and after tattoo procedures.
- All artists must use supplied hand gels when de-gloving during tattoo procedures.
- No eating or drinking in the booth area.
- Artists must use supplied disposable wash bottles for tattoo procedures. No spray bottles or squirt bottles brought with you will be allowed to be used.
- No smoking in convention hall.
- Artists must use supplied bandages to bandage tattoos. No saran wrap allowed.
- All needles must be single use and 100% disposable (including bars).
- All tubes must be disposable. There is no sterilization booth available at the show
- No body piercing allowed at the show other than the one approved booth.
- All tattooists must wear disposable aprons while working.
- All equipment must be barrier wrapped including power supply, machines, clipcord and wash bottle.
- No personal music allowed at the show as it is a distraction to others. There will be overhead music provided.
- All gloves must be Nitrile or PVC during tattoo procedures. No latex gloves allowed. Nitrile gloves will be supplied.
- Release forms must be filled out by each client at the ink station. Aftercare sheets will be given out to each client at the ink station also.
- No tattooing anyone under the age of 18 years regardless of parental consent.
- No fresh tattoos wandering the hall or in public washrooms...fresh tattoos must be barrier wrapped with a dental bib or bandaged.
- No tattooing in the hotel rooms.
- Only two tattoo artists are allowed to tattoo in each 10 x 15 booth at a time.
- Only registered and approved tattooists allowed to tattoo in the booths.

OFFICIAL PRINTER

- The official printer appointed by Show Management:



www.rayacom.com

Toll Free: 1-877-757-7468 Ph. 780-424-5220 Email: adminwest@rayacom.com

Servicing: Edmonton, Calgary, Vancouver, Kelowna, Burnaby, Red Deer, Saskatoon, Regina and Toronto.

SIGNS & BANNERS

- All booth signage and banners are to be professionally made and fit in the confines of your booth. Booth signage must not appear in adjacent exhibits. Arrangements can be made through ShowTech to hang your banners from the ceiling (for a fee). Please submit the enclosed ShowTech order form: [CLICK HERE](#)
- All banners requiring to be hung from the ceiling must be done before aisle carpet is put down.
- Any banners or signage deemed inappropriate by show management will be removed and any cost associated with the removal would be charged back to the exhibitor.

BOOTH RESTRICTIONS

- Booths may reach a maximum of 8' in height, and may not restrict sight lines (ie: block) another exhibitor.
- All booths will be supplied with 8' high draping at the back and 3' high on the sides.
- Changes in the standard draping are at the exhibitor's expense.

FORKLIFT SERVICE

- Forklift Service is available on a first come, first serve basis to offload/load shipments and stock. The forklift is ONLY available during move-in and move-out.
- If you have any unusually large or time-consuming loads (ie: hot tubs), please let us know in advance and we will schedule your move-in/move-out accordingly.

ALTERATIONS TO BUILDING

- Painting, nailing, drilling, or screwing to the floor, walls or any part of the building is not permitted except by prior written approval of both Show Management and Building Management.
- Nothing is to be pinned or stapled to the drape - "S" hooks are available from Canwest Productions.

FIRE REGULATIONS & FLAME PROOFING

- Any booth with a tent or canopy MUST have a permanently attached label indicating conformance to CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films". **American, European, or any other standard certification will NOT be sufficient.**
- If this is not provided, the first marshal will have you remove your tent / canopy from the Show.

EXHIBITOR BADGES

- Exhibitor Badges are generic, labeled with “Exhibitor” or “Artist”, not company name, or individual name.
- Badges will be provided when you check in at the Show Office, are required to gain access to the Show, and must be worn at all times.

Note: Exhibitor Badges are for booth personnel ONLY

- 1 artist booth – 3 passes
- 2 artist booth – 4 passes
- Vendor booth – 2 passes per 10x10

ADMISSION PRICES

- Adult Day Pass \$25.00
- Adult Weekend Pass (3 day) \$50.00
- Children 13 and under FREE

Tickets are available at the door and online at: EdmontonTattooShow.com

SOLICITING

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

INSURANCE

- Show Management, Edmonton Tattoo and Arts Festival, Northlands Expo Centre, and the City of Edmonton, 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.

Alberta Bound and Canwest Productions recommend all Exhibitors have a \$2,000,000 minimum in liability insurance and have proof of Insurance. To secure proof of insurance simply phone your insurance provider and ask for a certificate naming: Alberta Bound Productions and Canwest Productions Inc., the Show name, the current facility and city of the Show. There should be no additional cost from your insurance provider for this service. **Please Note:** This is an official request, if proof of Insurance is not supplied – Alberta Bound Productions and Canwest Productions Inc. will not be held liable. For more information, please refer to the Insurance & Indemnity clause on our Terms and Conditions sent with the application.

SECURITY

- Security guards will be on site 24-hours a day and in the building during the hours of move-in, show hours and move-out.
- Show Management, cannot assume any responsibility for losses incurred from pilfering or any other causes.
- While Show Management will take all reasonable security measures to safeguard small items, removal of such items daily will minimize the possibility of loss from pilferage.

SLANDER & DEFAMATION

- General Character and/ or Company slights, or abuse of any kind will not be tolerated. Any responsible party will have their exhibit space cancelled (non-refundable) and escorted from the show.

ALCOHOL AND NUDITY

- Alcohol is strictly not permitted at your booth. Any Exhibitor caught with outside liquor will be asked to leave the premises.
- Please note nudity is prohibited by the facility.
- Please ensure patrons are covered accordingly.

Corporate Promotions Unlimited

- At Corporate Promotions Unlimited, we focus on lead generation, client retention, employee satisfaction, and memorable branding through promotional products. Ideal for trade-shows, corporate branding, golf tournaments, client and employee gifts, charity fundraiser, product launches - we aim to provide the best products and designs while maximizing and meeting your budget. www.corppromo.com Trade show discount 20% off. Promo Code **Show18**.

ADMIT ONE Admittance Tickets

- A limited # of ADMIT ONE Tickets have been provided (\$25 value each) to Exhibitors. These free tickets are courtesy of Show Management and are meant for your client base & preferred customers only.

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

STAGE & SEMINAR PERFORMERS

- Please note The Edmonton Tattoo and Arts Festival, Alberta Bound Productions and Canwest Productions accept no liability or responsibility in theft or injury, at or as a result of any seminar or stage act, presentation or performance.

*It is important to us that you have a successful Show.
If you need us at anytime, please visit the Show Office or look for our Show Staff on the exhibit floor. Thank you!*

TATTOO & ARTS FESTIVAL

Show Furniture & Equipment Order Form

Canwest Productions is pleased to welcome you to the Tattoo & Arts Festival

Included in your booth: **ARTISTS: 1 8ft front table, 1 8ft supply back table, 2 chairs**

RETAIL: 1 8ft front table, 2 chairs

For additional booth furniture and equipment orders - please complete the form below.

Company Name _____

Email _____ Phone _____

City _____

Must be completed & returned to our office with full payment 2 weeks prior to the show

Please send to: lauren@canwestproductions.com Fax: 403.246.3856

Tables	Pre-Order	On-site Order	*All On-Site orders are subject to a 25% rate increase.	
	Skirted / Non Skirted	Skirted / Non Skirted	Quantity	Total
8' Table	\$50.00 / \$27.50	\$62.50 / \$32.50		
6' Table	\$45.00 / 23.50	\$56.25 / 29.50		
4' Table	\$40.00 / 17.50	\$50.00 / 22.00		
Folding Plastic Chairs	\$8.00	\$10.00		
Artist Massage Table	\$150	\$180		
Artist Arm Rests	\$90	\$120		
Pipe and Drape				
Up to 50 sq. ft. Dressing Rooms	\$50.00 / room	\$62.50 / room		
Additional Draping	\$15.00 / wall	\$18.75 / wall		

Subtotal:

GST:

TOTAL:

PAYMENT

CHEQUE

CHEQUES PAYABLE TO: CANWEST PRODUCTIONS INC. #201, 7710 - 5 STREET SE CALGARY, AB T2H 2L9 PHONE: (403) 242-0859

Email: lauren@canwestproductions.com www.canwestproductions.com

VISA/MC _____

EXP: _____

CVV# _____

I hereby authorize Canwest Productions Inc. to process payments per the above total to my Visa/MC.

****YOUR CVV# MUST BE INCLUDED FOR YOUR CREDIT CARD TO BE PROCESSED.**

EMAIL FUNDS (SEND TO Terra@CanwestProductions.com)

Use password: **ETAT18**

INVOICE REQUEST (CHECK HERE FOR AN OFFICIAL INVOICE)

Initial _____