



## Exhibitor Rules and Regulations/Suppliers

**All forms can be found on the CBAA 2019 website, under "Exhibitor/Static Services and forms" (as they become available)**

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### **Aircraft Grooming**

Please contact AEM International if you require aircraft grooming.

### **Aircraft Placement**

AEM International is the exclusive supplier/contact for all **aircraft placement**

### **Co-exhibitors/Companies Sharing Exhibit Space**

Exhibitors are requested to notify CBAA in advance of any and all co-exhibitors/companies sharing exhibit space. Failure to advise CBAA of shared exhibit space in advance – including displaying the advertising of another company's products or services – may result in a minimum additional charge of \$2,795 per company, per stand and a minimum of \$1,500 per company, per static/display space.

Please note the following rules regarding co-exhibitors:

- Co-exhibitors must have an existing corporate relationship between themselves and the contracted primary exhibitor
- Co-exhibitors must be members in good standing of CBAA
- Co-exhibitors must have an exhibitor profile at a cost of \$250
- Co-exhibitors are not allotted additional badges
- Each 10x10 space includes 2 exhibit/static passes. Any additional passes must be purchased

### **Complimentary passes allotted as Sponsors/Exhibitors**

CBAA does not allow exhibitors/sponsors to use comp passes for suppliers/sister companies. These individuals must purchase a registration through the delegate registration system. Complimentary passes received are for staff and special VIP's (not in direct competition).

### **Exhibitor Insurance**

- As a reminder, all exhibitors must have at minimum \$2million dollar liability policy and all static exhibitors must have a \$10million dollar liability policy. The Canadian Business Aviation Association and Sunwest Aviation must all be listed in your policy. Please send copies to John Argyropoulos [johna@exhibitorinsurance.com](mailto:johna@exhibitorinsurance.com) / phone: 905-695-2971 ext 105. If you wish to purchase insurance, the form can be found (coming soon) in the exhibitor website or you can contact John.

### **Food and Beverage**

The following will be available to all attendees and exhibitors (complimentary):

- Breakfast and lunch
- Coffee/water/soft drinks
- Ice cream truck



### **Deliveries to Hanger**

Deliveries to hanger will not be accepted. Please review to the exhibitor kit on advanced warehousing.

### **Exhibitor Move in**

Exhibitor move in will be on Wednesday, July 10 at 08:00-16:00. At this time, move in on Thursday, July 11 is unavailable.

### **Exhibitor Take Down**

Exhibitors may start taking their booths down on Thursday at 16:00

### **Static Move in and Take Down (TBC)**

All aircraft must arrive by 10:00 am on Tuesday, July 9. Be sure to contact Ulrich with your tail numbers and arrival times: Ulrich Koch - AEM International [ukoch@aeminternational.com](mailto:ukoch@aeminternational.com).

You will receive direct communication from AEM International.

### **Shipping/Storage**

The hanger cannot accept or store shipments in advance of the CBAACAA Convention. Any shipment that arrives at the hanger prior to the Wednesday, July 10 will be refused. The unloading and delivery of all materials and equipment from the hanger docks or other areas to exhibitors' booths or assigned spaces and loading out from same to vehicles must be performed by Global as the official contractor.

Limited hand-carry areas will be provided for the unloading of small items not requiring dollies, carts, etc. Small two-wheeled "luggage-type carts" will be allowed for moving small cartons through a designated hand-carry area. Exhibitors requiring larger wheeled devices to move their equipment or materials must contact Global for handling. Empty cartons, boxes and crates are to be labeled and removed for storage prior to show opening. Storage of these items by or in exhibits is prohibited. This rule will be enforced by CBAACAA. Global will receive and store exhibits, and deliver them directly to Chartright on setup days. Global will also remove empty crates, provide storage during the convention and return crates on dismantling day.

### **Tents, Chalets & Hospitality Structures**

Tents and chalets are permitted pending approval by CBAACAA, whose ruling shall be final. Absolutely no nailing, drilling, hammering, tacking or affixing in any manner to the ramp/parking area is permitted.

AEM is the **exclusive tent supplier**. They will work with you to order and set up the tent.

### **Utilities**

- AEM International is the exclusive supplier for all **static utilities**, including electrical and GPU
- Global is the exclusive supplier for **exhibitor electrical**. Included with each booth space, is 750 watt electrical outlet. If you require additional electrical, refer to the exhibitor kit.