



## Exhibitor Rules and Regulations/Suppliers

**All forms can be found on the CBAA 2023 website (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 placements**.

### Co-exhibitors/Companies Sharing Exhibit Space

Exhibitors are requested to notify CBAA in advance of 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 full registrations. 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

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All exhibitors must have at minimum \$2million dollar liability policy and all static exhibitors must have a \$5million dollar liability policy. The Canadian Business Aviation Association and Sunwest Aviation Ltd. must be listed in your policy. Please send copies to [maria@canplaninc.ca](mailto:maria@canplaninc.ca). If you wish to purchase insurance, an order form can be found in the exhibitor kit on our website.

### Food and Beverage

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

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

### **Exhibitor Move in**

Exhibitor move in will be on Wednesday, July 12, 2023 from 8:00am to 5:00pm.

### **Exhibitor Take Down**

Exhibitors may start taking their booths down on Thursday, July 13, 2023 at 4:00pm.

### **Static Move in and Take Down**

All aircraft arrivals will be scheduled and specific arrival times will be assigned to you. You will receive direct communication from AEM International regarding your schedule. AEM will also require information such as your tail numbers and a contact person/phone number. To reach AEM directly, contact Ulrich Koch at [ukoch@aeminternational.com](mailto:ukoch@aeminternational.com).

### **Shipping/Storage**

The hanger cannot accept or store shipments in advance of the CBAA Convention. Any shipment that arrives at the hanger prior to Wednesday, July 12, 2023 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 GES 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 GES 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 CBAA. GES will receive and store exhibits, and deliver them directly to the FBO on setup days. GES will also remove empty crates, provide storage during the convention and return crates on dismantling day.

### **Utilities**

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