



**CAESARS**<sup>®</sup>  
WINDSOR

**Caesars Windsor  
377 Riverside Drive East  
Windsor, ON N9A 7H7**

## **Exclusive Services**

Checkroom	Caesars Windsor	Catering Manager	519-985-2822
Food & Beverage	Caesars Windsor	Catering Manager	519-985-2822
Parking	Caesars Windsor	Transportation	519-985-2835
Communications	Caesars Windsor	Catering Manager	519-985-2822
Security	Caesars Windsor	Catering Manager	519-985-2822

### **Checkroom**

Coat checking services are an exclusive service provided by Caesars Windsor on a complimentary basis.

### **Food & Beverage**

All food and beverage items are supplied exclusively by Caesars Windsor. No other food and beverage items from other suppliers/vendors will be allowed into the facility without the written consent of Caesars Windsor management. For food and beverage arrangements, contact Caesars Windsor Catering Manager at 519-985-2822

### **Parking**

Parking is free of charge.

### **Communications**

Multi-line sets, fax lines, data lines, internet, hands free units, conference units, and other special requests are available.

### **Security**

Security can be arranged for services before, during and after show hours.

## **CAESARS WINDSOR RULES & REGULATIONS**

### **Adhesive Tape**

All adhesive tape products must be removable without damage to the building finishes. Charges will apply for all tape damage and/or adhesive removal at a rate of \$30.00 per hour.

### **Alcohol**

Alcohol may only be consumed in those areas of the facility licensed and designated as alcohol consumption areas and must be obtained from Caesars Windsor.

### **Ceiling Hangers**

No items can be hung or suspended from the ceiling without the express written permission of Caesars Windsor. If such permission is granted, items must be suspended by the exclusive supplier.

### **Exhibits**

All exhibits will be brought into the building via the designated move-in doors from the loading docks on the South side of the building. Exhibits will be installed in the designated licensed area as laid out in the event floor plan. Exhibits must not hinder or obstruct any fire equipment, emergency exits, display signage, windows or doors. Caesars Windsor will not accept advance exhibit shipments. Exhibits left in the premises after the designated move-out period will be shipped by the event's Official Carrier at the exhibitor's expense.

### **Harassment Policy**

Caesars Windsor is committed to providing and maintaining a workplace that ensures all employees of Caesars Windsor are treated with dignity and respect and are able to work in an environment free from harassment.

### **Set-Up Instructions**

No children under the age of 16 years are allowed on site during move-in or move-out. During show hours, they must be under the supervision of parents or guardians. All labour requirements for the set up and tear down of an event are the responsibility of the Licensee, the exhibitors and their service contractors.

### **Sampling**

Exhibitors who wish to distribute food or beverage giveaways must do so by ordering from Caesars Windsor through the Catering Manager.

### **Signs, Decorations & Adhesives**

Overhead signs and decorations may only be hung and/or secured by the Caesar's appointed suppliers. Caesars Windsor reserves the right to remove any signs or decorations that are found objectionable. Confetti is not permitted in any area of Caesars Windsor. Signs, banners and similar materials may not be nailed, stapled, hung, or attached to the ceilings, walls, or painted surfaces except by permission of Caesars Windsor. Failure to comply will result in a charge of \$75.00 minimum per occurrence to the Licensee. The only tapes authorized for use on exhibit hall floors are: Doublestick V (2-sided tape), Rainbow (1-sided 7 ml vinyl), masking tape, #618 Suretape (cloth duct tape) #174 high-adhesion double-faced tape. Floor tape removal is the responsibility of the Licensee at their expense. Any residual floor tape left on the trade show

floors after move out will be removed by Caesars Windsor at a rate of \$150.00 per hour.

### **Smoking**

Smoking is strictly prohibited throughout the facility

### **Sound System**

No sound system can be brought into the facility without prior written permission from Caesars Windsor.

### **Telephones**

Private telephone arrangement for shows or events held in the facility must be made directly with Caesars Windsor Catering Manager. Caesars Windsor telephone numbers may not be published as an official show or convention number and are reserved for the exclusive use of Caesars Windsor.

### **Water**

If water is required at an exhibit space, it must be coordinated with the Caesars Windsor Sales Department. Caesars Windsor's technical contractor must hook up, fill and drain all water set ups. The cost of water is based on volume and technical work involved.

## **HYDRO – PROVINCIAL REQUIREMENTS FOR EXHIBITING ELECTRICAL EQUIPMENT AT TRADE SHOW**

The Ontario Electrical Safety Code (Ontario Regulation 10/02) is the Provincial regulation that defines the requirements for electrical installations and electrical products in Ontario. The Electrical Safety Authority is responsible for enforcement of the Ontario Electrical Safety Code.

Rule 2-022 of the Ontario Electrical Safety Code requires that any electrical equipment that is being displayed, offered for sale, or used in any show/convention/or similar exhibition **MUST BE APPROVED**. At Trade Shows, unapproved electrical equipment will only be permitted when the Electrical Safety Authority gives permission.

Electrical equipment is considered approved if it bears the certification mark or Field Evaluation label of an organization that has been accredited by the Standards Council of Canada to approve electrical equipment. If these markings are missing, the equipment is considered to be unapproved. Bulletin 2-2-11 shows all approved certification marks or Field Evaluation markings accepted in Ontario.

Note:

1. Electrical equipment must be approved as an assembled unit. Electrical equipment that consists of an assembly or combination of other individually approved electrical equipment or devices is considered unapproved.
2. The exhibitor is expected to make every reasonable effort to have electrical equipment approved prior to the show. The electrical Safety Authority will permit equipment to be shown as stated in Rule 2-022(5) of the Ontario Electrical Safety Code for specific equipment and for a determined period of time.

Please complete the application form to receive a written permission to show unapproved electrical equipment. Permission to show should be displayed with the equipment during the entire show, and does not provide permission to energize unapproved electrical equipment. A fee of \$45.00 will be administered for this service.



377Riverside Drive East  
Windsor , Ontario  
N9A 7H7

Phone (519) 985-2822  
Fax (519) 985-5849

**EXHIBITOR ORDER FORM**

COMPANY		SHOW NAME:	
STREET		LOCATION:	BOOTH No:
CITY		INSTALLATION DATE:	TIME:
PROV/STATE	CODE/ZIP	EXHIBIT STARTING DATE:	TIME:
PHONE #	FAX #	EXHIBIT ENDING DATE:	TIME:
E-MAIL ADDRESS		CONTACT ON SITE:	TEL. No:
ORDERED BY		CONTACT LODGING LOCATION:	

Quantity	Audio Visual Equipment Required	Advance	On-Site	No. of Days	Total																					
		(1 week prior)	Daily Rate			Daily Rate																				
	Wireless Internet Connection - initial connection		\$100																							
	Additional connections		\$25																							
	Wired Internet Connection		\$100																							
<b>COMPLETE PAYMENT MUST ACCOMPANY ORDER</b>																										
Please check one: <input type="checkbox"/> Visa <input type="checkbox"/> AMEX <input type="checkbox"/> M.C.																										
Cardholder Name:																										
Credit Card No:			Expiry Date:																							
<table border="0" style="width: 100%;"> <tr> <td style="width: 70%;"></td> <td style="text-align: right;">Equipment Total</td> <td>_____</td> </tr> <tr> <td></td> <td style="text-align: right;">Delivery/Pickup</td> <td>_____</td> </tr> <tr> <td></td> <td style="text-align: right;">Installation/Labour</td> <td>_____</td> </tr> <tr> <td></td> <td style="text-align: right;"><b>SUBTOTAL</b></td> <td>_____</td> </tr> <tr> <td></td> <td style="text-align: right;">GST 5%</td> <td>_____</td> </tr> <tr> <td></td> <td style="text-align: right;">PST 8%</td> <td>_____</td> </tr> <tr> <td></td> <td style="text-align: right;"><b>TOTAL</b></td> <td>_____</td> </tr> </table>							Equipment Total	_____		Delivery/Pickup	_____		Installation/Labour	_____		<b>SUBTOTAL</b>	_____		GST 5%	_____		PST 8%	_____		<b>TOTAL</b>	_____
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Date:		Authorized Signature:																								

PLEASE Forward directly to Catering Office - FAX 519-985-5849 or email: sheath@caesarswindsor.com

