2027 SHOWCASE RULES AND REGULATIONS

01 – ADMISSION POLICY

Admission to the 2027 Supply-Build Canada Showcase (the "Showcase") is restricted to members of Supply-Build Canada. Associate and Affiliate members may purchase booths and register as exhibitors only. Retail members may register as retail attendees only. Non-exhibiting Associate & Affiliate members' attendance cost is the price of one booth and may only access the Showcase as part of a pre-booked, guided tour with Supply-Build Canada Staff or Board. Official show badges must always be worn to access the show floor.

Exhibiting Associate and Affiliate members bringing in third parties to work sales in their booth MUST register them under their exhibiting company name which is displayed on the show badge.

02 – BOOTH RENTAL TERMS

Full booth payment is required to secure space. Supply-Build Canada accepts payment by cheque, electronic funds transfer, American Express, Visa, or MasterCard. Supply-Build Canada will issue a receipt for payment. Rental fees cover space(s) inside Edmonton Expo Centre. Any requirements for additional space must be cleared with show management and a fee will be charged to cover such space(s).

03- SUBLETTING OF ANY SPACE

Exhibitors shall not assign, sublet, or transfer any portion of their rented space(s) without written permission of show management.

04- CANCELLATION AND REFUNDS

If an exhibitor cancels booth space(s), they must do so in writing and the following policy will apply: If the cancellation is received prior to November 14, 2026, then a 100% refund shall be made. No refunds will be made if booth(s) are cancelled after November 14, 2026. If an exhibitor reduces the space reserved after this booking form has been received and processed by Supply-Build Canada, we shall have the right to charge the following penalty fees: prior to November 14, 2026, 50% cost of area reduced. On or after November 14, 2026, 100% cost of area reduced.

05 – SALES POLICY

Exhibitors must be actively engaged in wholesale distribution and/ or manufacturing of products for sale to building supply retailers in the provinces of Ontario, Manitoba, Saskatchewan, Alberta, Nunavut or British Columbia. Services or products to be exhibited must be for resale to or for use by retail lumber and building material dealers. Show management reserves the right to refuse spaces and will act as the sole judge of applicability and fitness of exhibits at their sole and absolute discretion. Exhibitors are not permitted to have any dealer assistance or participation or identification with the operation of their exhibit. Exhibitors are asked to report any infractions so that remedial action, if necessary, in the opinion of show management, can be taken.

06 – SHOW SPECIALS

To maintain the integrity of the Showcase, show management requires that participating exhibitors who offer show specials make them: (a) available only to those retailers attending the show; and (b) only available during the 2 days (January 20 and 21) of the show. No non-exhibiting Associate members may offer show-specific specials if onsite. The integrity of the Showcase relies on these rules being followed and they will be closely monitored by show management. Immediate remedial action, if necessary, in the opinion of show management, will be taken for any reported infractions, including but not limited to revocation of show badges and/or booth rental arrangements, without any refund.

07 – BOOTH SPECIFICATIONS

All booths are 10' wide by 10' deep. Backdrops and rail type separating bars between booths are included with exhibiting fees. Company identification signs are the responsibility of the individual exhibitor. Carpet is provided for each exhibitor. **Power is not included in the cost of exhibiting fees. Electrical outlet(s) are available for rent through Showtech Power and Lighting. Contact Peter Whitefield at pwhitefield@showtech.ca. Orders forms available online at https://e.showtechordering.com/.**

**Exhibitors are not allowed to use the Edmonton EXPO Centre's plug-in receptacles. Before any electronic equipment can be connected, the equipment must have a CSA approval sticker.*

No other equipment, accessories or utilities are supplied by show management or the Edmonton EXPO Centre. Rental of sundry items for exhibitor booth(s) such as tables, chairs, etc., are the responsibility of the exhibitor and can be arranged directly through GES or any other contractor of your choice. Any inquiries should be made directly to GES or your contractor.

08- HEIGHT LIMITATIONS AND APPEARANCE

Standard and Prefabricated Booths: Large equipment or structures shall be placed as close as possible to the rear of the booth in consideration of neighbouring exhibitors. Except as set out in this Section 8, there is no limitation as to the height of the equipment on display. Exhibitors must not unduly obstruct visibility of adjacent booths (i.e. 50% visibility allowance for booths on either side).

All exhibitors shall ensure that no obstacles, materials, or coverings of any nature are placed over any aisle carpeting or allowed to protrude into any aisle. Projection of side walls from rear of booth more than 4' high must be limited to a maximum length of 5' from the rear wall of the booth, allowing 50% visibility at the sides of exhibit. All sides and surfaces of exhibit (booth and signs), which are exposed to view, must be properly finished and decorated.

All exhibits must be (i) self-supporting and freestanding; (ii) in compliance with all fire and safety regulations; and (iii) compliant with the terms of any policies of insurance required to be held by the exhibitor.

Show management reserves the right to refuse entry or to have removed at the exhibitor's sole expense any exhibit or display which is not in compliance with these Rules and Regulations as may be determined by show management at its sole discretion. If any doubt exists that the booth does not meet the above specifications, the exhibitor must provide details and have such exhibit approved by show management prior to move-in.

09- TWO-STOREY BOOTHS

May be accepted by show management subject to the approval of all regulatory authorities. Plans and insurance certificates must be submitted with contract.

10 – PRE-BUILT TRAILER DISPLAY

Exhibitors must notify show management if their booth is a pre-built trailer display which is moved on wheels or on a trailer to its location as all trailers must be parked outside. Must **contact Jaime at GES** at Edmonton@ges.com with weight specifications and to coordinate move-in schedule regulations.

11 – NUISANCE

Exhibitor displays which may cause a disturbance or nuisance through excessively noisy machinery or demonstrations, flashing lights, objectionable devices of any description, the use of animals or other theme characters, or unseemly conduct by personnel (whether in the booth or not) are not permitted, as may be determined by show management at its sole discretion. Show management reserves the right to stop or remove the source of such disturbance. If any doubt exists that the booth does not meet these conditions, the exhibitor must provide details

and have their exhibit approved, in advance and in writing, by show management. Sound: Exhibitors must police their own booth(s) to be sure the noise level from any demonstrations or sound systems is kept to a minimum and does not interfere with others. Show management reserves the right to determine at its sole discretion at what point sound constitutes interference with others and must be discontinued.

12 – SHOW & BOOTH ETIQUETTE

Harassment: All attendees, exhibitors, staff, and contractors have the right to a Showcase environment that is free from harassment.

Harassment can be any act or comment that belittles, demeans, embarrasses, or intimidates the other party. Harassment can include jokes or rude, degrading, or offensive remarks about a person's physical characteristics or appearance, accent, disabilities, beliefs, or sexual orientation.

Complaints of harassment will be taken seriously and investigated by members of Supply-Build Canada Staff and Board of Directors and may lead to expulsion from the show.

Any member that experiences harassment is asked to contact a member of Supply-Build Canada staff as soon as possible, and the matter will be handled with discretion.

Dress Code: All booth personnel must be appropriately dressed for the duration of the show. Show management reserves the right to decide what is appropriate and the final decision, on what may be deemed improper dress, rests with them.

Food and Beverages: The Edmonton EXPO Centre retains the rights to all food and beverage services offered in their buildings or on their property unless otherwise agreed. Any exhibitor inquiries regarding the service of any food or beverage from their booth space are to be forwarded to the Edmonton EXPO Centre with your request. Due to Health & Safety regulations, the right to dispense prepared foods is under the discretion of Alberta Health Services, show management and the Edmonton EXPO Centre.

Smoking/Vaping: In accordance with the City of Edmonton Smoking bylaw, all Edmonton EXPO Centre property/ facility is designated non-smoking. Smoke, vaping and consuming e-cigarettes within the confines of the Edmonton EXPO Centre or within 10 metres from a building entrance is strictly prohibited.

Booth Staff: Exhibitors must always maintain a staff presence in their booths during the hours of the show.

13 – HAZARDOUS MATERIAL

Hazardous materials are not permitted in the Edmonton EXPO Centre. Without limiting the generality of the foregoing, all motorized vehicles, forklifts, etc., can NOT have propane or fuel.

14 – FIRE SAFETY

All materials used for draping or decorations must be fire resistant or treated with a flame-retardant solution to meet with a flame test as provided in the municipal code of Edmonton for fire prevention. Draping cannot be used on electrical boxes. Fire extinguishers must be present when there is a trailer, tent, or canopy cover as part of the booth set up.

All exhibitors planning to use any type of fuel, such as gas, oil, helium gas, or propane, in their exhibits are requested to contact Show Management to discuss all matters pertaining to the installation of such equipment. All displays or exhibited materials must be fireproof to conform to Federal, Provincial and City Fire Laws. Also, table skirting, and all cloth material must be flame proofed.

15 – SOLICITING

Participating exhibitors have the exclusive rights to promote or sell goods or services in this show. Any other parties will NOT be allowed to make any sale solicitations without the express written permission of show management. Distribution of samples, souvenirs and promotion material and soliciting of business must be confined to the exhibitor's own space(s). Exhibitors are asked to report any infractions so that immediate remedial action, at the discretion of show management, may be taken.

16 – SHIPPING INSTRUCTIONS

There is no advance shipping to the event site. The Expo Centre will not accept shipments of any kind for trade show/exhibitions. All materials should be consigned to the contracted display company for the show.

Exhibitors should clearly mark their identifying company name and booth number(s) on all cartons and crates so that they will be placed in the proper area upon arrival. Exhibitors are to make their own shipping and pick-up arrangements. Shipments should arrive no later than January 14, 2027. Neither Supply-Build Canada nor the Edmonton Expo Centre will be responsible for any loss or damage to exhibits or displays.

17 – MOVING IN/OUT

Exhibitors must follow the Show Management Move in Plan. Requests to change your move-in time must be made in writing to Katie Lewyk - GES at klewyk@ges.com at least two weeks prior to the start of the Showcase move in. Exhibitors must have their booths fully set up, merchandised, and decorated no later than 6 pm Tuesday, January 19, 2027. During the move-in, setup and move-out process, all Occupational Health & Safety Regulations must be strictly adhered to. Material handling is provided by Supply-Build Canada and is included in the cost of your booth during move-in and move-out only.

Delivery or pickup vehicles are not allowed on the exhibition floor without prior permission from the Edmonton Expo Centre. Any vehicles that are not part of the exhibit are to be removed from the exhibit floor 3 hours prior to the opening to allow for aisle cleaning.

NO vehicle with studded tires will be allowed on the exhibit hall floor.

NO vehicle that is wet, muddy or snow covered will be allowed on the exhibit floor until clean and dry.

NO parking of private vehicles will be allowed on the 3rd floor loading dock or in the ground floor loading dock area. If illegally parked, they will be removed at the owner's expense.

The moving out period is between 4:00 pm to 11:30 pm Thursday January 21, 2027, and 8 am – 4 pm Friday January 22, 2027. If any product or booth material is left behind it must be clearly identified as garbage or to be picked up. Additional charges will apply if product is not picked or removed by the designated time.

18 – STORAGE OF CRATES

Exhibitors are responsible for storing their own crates. Please ensure all crates and packages are clearly identified with your exhibitor company name and booth number(s) and coordinated with GES for storage.

19 – ON-SITE POLICIES

No alterations may be made to any part of the structure of the Edmonton EXPO Centre, or to items of furniture or equipment of the Edmonton EXPO Centre without prior written authorization from the Edmonton EXPO Centre in each individual case. These prohibitions include the drilling of holes, mechanical fastening (nails, staples, push pins etc.) or adhesive fastening (tape, glue, sticky Velcro, etc.) and the attaching in any manner of decals, promotional literature, or items.

Failure to comply will result in a minimum $50 penalty per occurrence. Labour/ Repair charges will apply to remove prohibited tapes/ decals from the Edmonton EXPO Centre.

You are required to report immediately any unsafe conditions or accident of which you have knowledge to a security guard or the show management.

All helium filled balloons or other inflatable must be approved in advance by the Edmonton EXPO Centre. A deposit is required in case of the removal of helium balloons if same have come untethered. Helium balloons must not be handed out.

Use of masking, clear packaging and plastic/based tape are prohibited. Only scapa double coated polyethylene tape will be approved for use in the installation of carpet in booths. Labour/ Repair charges will apply to remove prohibited tapes from the Expo Centre property. A "clean" facility will be provided for each show, and it must be left in the same condition upon the show's egress.

20 – EARLY TEAR DOWN

The Showcase is a two-day show – January 20 and 21, 2027. **All booths must remain completely set up and decorated until the Showcase officially closes at 3:30 pm Thursday January 21, 2027**. Early tear down is strictly prohibited. The dismantling of any booth affects the integrity of the show, disrupts the consistency of the exhibit halls, and detracts from neighbouring booths. Exhibitors must plan to always have their booth operational during exhibit hall hours. Hours are clearly stated in all materials – please make travel plans accordingly. Failure to comply may result in immediate action and penalties up to and including a fine. Exhibitors are asked to report any infractions so that immediate remedial action, at the discretion of show management, may be taken.

A deposit will be taken to ensure compliance with show hours. It will be released following the show.

21 – SECURITY

The Expo Centre will provide security from 5pm Sunday January 17, to 11pm Friday January 22, 2027.

22- LIABILITY

The exhibitor acknowledges that the rental and operation of its booth(s) is done entirely at the exhibitor's own risk and neither Supply-Build Canada nor the Edmonton Expo Centre will be responsible for damage, theft, or personal injury however caused, nor for goods sent to the Edmonton Expo Centre or any hotel before or remaining after the exhibit, nor while in transit to or from the exhibit, or during the show. Supply-Build Canada shall not be liable for, and the exhibitor (on behalf of the exhibitor and on behalf of the agents, employees, guests and invitees of the exhibitor) hereby waives all claims against Supply-Build Canada, Edmonton Expo Centre, and their respective directors, officers, employees, volunteers, and agents, for damages or other loss, injury or damage, whether direct, consequential or incidental, resulting from the exhibitor's use of or access to the Edmonton Expo Centre and its rented space or the operation of the Showcase, including but not limited to, damage to goods, wares, merchandise or other personal property, or for personal injury suffered by the exhibitor or the agents, employees, guests and invitees of the exhibitor (collectively, "Claims"). The exhibitor shall indemnify and hold harmless Supply-Build Canada and its directors, officers, employees, volunteers, and agents, from any such Claims. The exhibitor waives any claims it may otherwise attempt against Supply-Build Canada, Edmonton Expo Centre or their respective insurance carriers in connection with the operation of the Showcase.

23 – INSURANCE

The exhibitor is responsible to provide sufficient liability insurance protection from the time of setup to completion of dismantling. To submit your proof of insurance, send it via email to

acarrera@supplybuild.ca. The exhibitor must provide proof of insurance to show management at the time of booth registration.

The Liability Insurance must have at minimum a $2,000,000 limit to protect the exhibitors, the attending public, the show organizer, and yourself.

Our insurance policy does not extend coverage to any exhibits and requires you to submit a Certificate of Insurance upon receipt of the exhibitor's manual. This certificate must be received by Supply-Build Canada Show Management Before December 10, 2026.

Your current insurance company will prepare a standard Certificate of Insurance for you at no additional charge. It must contain the following information:

- **LISTED AS ADDITIONAL INSURED – SUPPLY-BUILD CANADA** (102-226 Osborne St. N., Winnipeg, Manitoba) **AND the Edmonton Expo Centre** (7515 – 118 Avenue NW Edmonton, Alberta).
- Coverage Period – January 17 – January 23, 2027, includes Move-in and Move-out.
- Event name – 2027 Supply-Build Canada Showcase
- Comprehensive General Liability – minimum of $2,000,000
- Bodily Injury and Property Damage Liability
- Subject to $1,000 (maximum) Bodily Injury & Property Damage deductible –Inclusive each occurrence
- Products and Completed Operations Liability
- Blanket Contractual Liability
- Contingent Employers Liability
- Broad form Property Damage
- Cross Liability clause
- Severability of Interest Clause

24 – INDEMNITY

The exhibitor or attendee shall indemnify and save harmless Supply-Build Canada from all liabilities of any kind whatsoever for which Supply-Build Canada may become liable by reason of any breach or violation by the exhibitor or attendee of any covenant, term or provision of these Rules and Regulations or as a result of any act or omission of the exhibitor or attendee, or their respective officers, directors, employees, agents or invitees in connection with the operation of the Showcase.

25 – FORCE MAJEURE

In the event of any circumstances beyond the control of Supply-Build Canada and in particular, but without limiting the generality of the foregoing, acts of God, fire, explosion, earthquake, lightning, hurricane, failure of public services or pandemic (collectively a "Force Majeure Event"), in consequence of which Supply-Build Canada is prevented, impeded or suffers interference with holding the Showcase, then the exhibitors shall not have any claim whatsoever against Supply-Build Canada, including for any direct or indirect or consequential loss, injury or damage which shall include any loss of trade or profit which may be caused or sustained by the exhibitor or any third party. In the event Supply-Build Canada is unable to hold the Showcase on its originally scheduled dates by reason of a Force Majeure Event, then Supply-Build Canada may either: (i) reimburse the exhibitor any amounts paid to Supply-Build Canada to rent its space(s); or (ii) allow the exhibitor to apply such amounts towards exhibitor fees for the following year's Show.

26 – RIGHTS OF SUPPLY-BUILD CANADA

Supply-Build Canada reserves the right, in the event that an exhibitor shall (i) fail or refuse to comply with the orders or requests of show management, or (ii) engage in or permit any conduct or act which, in the opinion of Supply-Build Canada, is improper, or renders it inadvisable (at the discretion of show management) that the exhibitors shall be allowed to continue to operate their booth(s), or (iii) fail to comply with these Rules and Regulations, to forthwith take possession of the

assigned booth(s) and, at the sole cost of the exhibitor, remove the exhibitor (and its employees, agents, and invitees) together with all of the property of the exhibitor from the Showcase, and Supply-Build Canada shall not, nor shall any of its officers, servants, or agents, be liable in damages or otherwise by reason of such removal and notwithstanding such removal the exhibitor shall not be entitled to a refund of any fees paid to Supply-Build Canada.

The exhibitor may also be suspended from the Showcase for future periods or at the discretion of the Board of Directors of Supply-Build Canada or have their Supply-Build Canada membership terminated.

Notwithstanding anything else herein contained, Supply-Build Canada shall not be responsible to any exhibitor, attendee or third party for any violation of, or failure to observe, the terms of this Agreement by any other exhibitor, attendee, or other person.

27 – CONDITIONS TO EXHIBITING IN SHOW

The exhibitor shall not be entitled to exhibit in the Showcase unless: (i) Supply-Build Canada has received from the exhibitor a duly executed copy of this agreement confirming that the exhibitor acknowledges and agrees to be bound by these Rules and Regulations and the Expo Centre Regulations; and (ii) the booth space rental and current membership dues have been paid in full by due date as specified on applicable invoices. Exhibitors who have not paid their invoice in full will not be allowed to set up on the show floor.

28 – USE OF SHOW AND SUPPLY-BUILD CANADA LOGO AND/OR NAME

The Showcase or Supply-Build Canada logo and/or name are registered trademarks and use of the logos and/or name in any form is not permitted without the express permission of Supply-Build Canada. Logos are available upon request for use as permitted by Supply-Build Canada.

29 - SUBJECT TO THE EDMONTON EXPO CENTRE REGULATIONS

The exhibitor acknowledges and agrees that these Rules and Regulations are subject to the terms of Edmonton Expo Centre's Exhibitor Regulations and any other policies, or regulations that Edmonton Expo Centre may have in place. All terms, conditions, covenants, and agreements contained in the Edmonton Expo Centre Regulations shall apply to and be binding on the Exhibitor and the Exhibitor will observe all the covenants required pursuant to the provisions of the Expo Centre Regulations. In the event of any conflict between these Rules and Regulations and the Expo Centre Regulations, the Expo Centre Regulations shall apply.

https://edmontonexpocentre.com/exhibitors/

30 - PUBLIC HEALTH

The exhibitor acknowledges and agrees to follow any Supply-Build Canada and Edmonton Expo Centre policies for the protection of public health. Exhibitor acknowledges that these policies can change and be revised at any time by Supply-Build Canada or the Edmonton Expo Centre. Failure to follow the public health policies could result in being denied access to the show, or future expulsion from shows.