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Please take the time to review the contents of this Exhibitor Manual. Many forms are time sensitive and require your immediate attention.

**QUESTIONS? WE'RE HERE TO HELP!
1-866-309-9537**

**GENERAL SHOW INFORMATION
2011 CANADIAN AVIATION EXPO**

SHOW DATES & HOURS

VIP/Exhibitor Reception

Friday, April 29, 2011 6:00 p.m. – 8:00 p.m.

Indoor/Outdoor Display Areas

Saturday, April 30, 2011 9:00 a.m. – 5:00 p.m.

Sunday, May 1, 2011 9:00 a.m. – 5:00 p.m.

MOVE-IN DATE & HOURS

Indoor Aircraft Displays

Thursday, April 28, 2011 8:00 a.m. – 4:00 p.m.

Indoor and Outdoor Display Areas

Friday, April 29, 2011 8:00 a.m. – 5:30 p.m.

MOVE-OUT DATE & HOURS

Indoor and Outdoor Display Areas

Sunday, May 1, 2011 5:00 p.m. – 6:30 p.m.

Indoor Aircraft Displays

Sunday, May 2, 2011 6:30 p.m. – 10:00 p.m.

SHOW LOCATION

Canadian Warplane Heritage Museum
John C. Munro Hamilton International Airport
9280 Airport Road
Mt. Hope, Ontario L0R 1W0
Tel: (905) 679-4183 Fax: (905) 679-4186

PRODUCED BY

Canadian Aviation Expo
1200 Airport Blvd., Suite 131
Oshawa, Ontario L1J 8P5
Tel: (905) 435-4700 or (866) 309-9537
Fax: (905) 723-6937
www.canadianaviationexpo.com

EXHIBITOR OFFICE

The exhibitor office will be located: - In the Rolls-Royce Theatre
(Marked as “Show Office” on Expo Layout)

SHOW MANAGEMENT

Chris Van Tilborg – Show Manager
Pam Rickards – CWH Production Manager
Steve Nichols – Director of Sponsorship

Mary Wilcox – Exhibitor Sales Manager
John Green – Director of Flight Operations
Dorothy Wilcox – Expo Accounting

AUDIO VISUAL

TBA

CUSTOMS

Canada Customs is located on-site in the main terminal at the Hamilton International Airport. Customs is open 24/7 for arrivals, departures and exhibitor advanced shipments. Standard Customs clearing procedures will apply. Customs agents can meet visiting aircraft on the Canadian Warplane Heritage ramp.

ELECTRICAL SERVICES

SHOWTECH Power & Lighting is the official electrical supplier for the show. Any rental lighting or electrical power needed can be ordered from SHOWTECH. An order form can be found online on the Canadian Aviation Expo website. Make sure that you order before the deadline date of **April 15, 2011** to receive the advance prices.

SHOWTECH Power & Lighting
5675 McLaughlin Road
Mississauga, Ontario L5R 3K5
Tel: (905) 283-0550
Fax: (905) 283-0551

EXHIBIT SPACE PAYMENT

Exhibitors will not be able to move-in unless full payment of exhibit space has been received. If you have any questions regarding your invoice please contact the Canadian Aviation Expo show office at (866) 309-9537 or (905) 435-4700.

EXHIBITOR AIRCRAFT

Exhibitors with aircraft on display will need to fill out an exhibitor aircraft information form which can be found online on the Canadian Aviation Expo website. Airport security will require all appropriate documentation (pilot license, photo ID) and the pilot in command must ensure all flight requirements are met.

NOTE: This form in no way relieves the pilot of his/her responsibility to file all necessary forms and reports for the flight, arrival and departure at Hamilton International Airport.

Please note that INDOOR DISPLAY AIRCRAFT need to Arrive for Positioning on Thursday, April 28th no later than 4:00pm EST.

U.S. ARRIVALS: Follow Published Customs Clearing Procedures for clearing at Hamilton International Airport (CYHM). Hamilton International Airport is a port of entry and Customs officers will be on hand to assist you during 24/7.

Or call Canada Customs at 1-888-226-7277 to clear at another airport.

EXHIBITOR PARKING

Exhibitor parking at the Canadian Warplane Heritage Museum is free of charge to all exhibitors.

EXHIBITOR V.I.P. PASSES

V.I.P. passes are a great way to get your customers out to see you at the show.

An order form for V.I.P. passes can be found online on the Canadian Aviation Expo website. 2011 V.I.P. Passes entitle the holder access to the VIP Opening Reception on Friday April 29th, 6pm – 8pm.

If you would like order passes not intended for use at the VIP Opening Reception, they can be purchased at a reduced rate and will be HELD FOR PICKUP on Saturday and/or Sunday at the Expo Show Office.

EXHIBITOR WRISTBANDS

The number of exhibitor wristbands provided free of charge by the Canadian Aviation Expo will be based on the size and location of exhibit space purchased. Exhibitor wristbands are valid all weekend long, including move-in and move-out dates. Exhibitors that require wristbands in addition to their provided amount may purchase them for \$20.00. The exhibitor wristband order form can be found online on the Canadian Aviation Expo website. Please fill out the exhibitor wristband order form and fax to (905) 723-6937 by **April 22nd, 2011**.

Exhibitor wristbands are **not** mailed out in advance, you must pick them up at the exhibitor office in the Rolls-Royce Theatre when you arrive on-site to register. Exhibitor wristbands that are lost or stolen will result in an additional \$20.00 charge.

Exhibit space must be paid in full before exhibitor wristbands will be released.

Exhibitor wristbands are required for entrance to the Show. No one will be permitted into the show site without a wristband.

FIRE REGULATIONS

DISPLAY MATERIALS

1. The following materials shall be flameproof if used for display or decorative purposes: artificial flowers or foliage, plastic materials, split wood and bamboo fibres, textiles, paper (cardboard less than 1/8' in thickness is considered to be paper). Wallpaper is permissible if pasted securely to walls or wallboard backing. Foam plastic cored art board shall be coated on all sides with a fire retardant paint or varnish.
2. The use of the following materials shall be prohibited: acetate fabrics corrugated paper boxboards, no-seam paper, paper-backed foil, unless glued securely to suitable backing.
3. It is not necessary to flameproof textiles, paper and other combustible merchandise on display for sale, but the quantity so used shall be limited to the displaying of one salvageable length. Each sample must differ in colour, weave or texture.

FLAME PRODUCING DEVICES

The Oshawa Fire Service prior to the set-up of the display must approve all exhibits that have open flame devices. The general rules are:

1. Flame shall not be used solely to attract attention.
2. Exhibits utilizing flame-producing devices must be attended at all times.
3. The use of an open flame is limited to certain articles of merchandise where the operation of an approved appliance or device definitely helps to promote the sale of such equipment.
4. Where candles are offered for sale, not more than four candles may be lighted at any one time, and they must be shielded by hurricane type chimneys or equivalent. If glass contained candles are lighted, the flame must not extend above the rim of the container.
5. Outdoor Fire Works & Indoor/Outdoor Pyrotechnics must be approved in writing prior to event.

FLAMMABLE GAS

1. 1 x 5 lb. Propane cylinder only as approved under the Propane Storage, Handling and Utilization code for demonstration purposes. When a cylinder is used with a self-contained propane hand torch or similar equipment it shall have maximum weight of 2 ½ lbs.
2. Equipment must be set up as remote as possible from public aisles, and installed in a manner to comply with approved safety standards.
3. 1 x 40 cu. ft. cylinder of acetylene will be permitted for use in Arts & Crafts type displays and for demonstration purposes and must be secured.

AEROSOLS

1. It is permissible to exhibit one pressurized container, not exceeding one-pint in capacity of each product classified as a flammable liquid.
2. Non-flammable products are not restricted.

VEHICLES

1. Motor vehicles or gasoline-powered equipment on display must be equipped with a lock-on-type gasoline tank cap, and batteries are to be disconnected. Gasoline tanks must not be filled beyond the $\frac{3}{4}$ mark in order to allow for expansion of the product, Vehicles unable to be equipped with lock-on type caps must have caps sealed in a manner acceptable to the Fire Department (ex.: caps secured with duct tape).
2. Running of gasoline, diesel or propane display vehicles or equipment indoors during the exhibit is prohibited unless approved by the Fire Department in writing prior to the event.
3. Shows requiring vehicles to run as part of a performance or contest must be operated outdoors only and must be filled from approved safety containers.
4. Propane charged cylinders are not permitted on self-propelled vehicles or trailers on display inside buildings.
5. If at any time an inspector deems that equipment is being operated in a manner dangerous to public safety, he shall cancel the privilege of the exhibitor concerned.

DISPLAY LAYOUT

1. Display must not encroach on access to exits and exit doorways. Access to exits shall be maintained clear.
2. No portion of a display shall project into any aisle as designated for the show concerned.
3. The aisle clearance at the bottom and top of a stairway shall be equal to the width of the stairway.
4. Where the occupant load exceeds 200 persons in the assembly occupancy containing non-fixed seating, the seats shall be fastened together in units not less than 4 or more than 12, or each end seat abutting an aisle shall be securely fastened to the floor. If the area is enclosed, approved illumination "EXIT" signs are required.
 - a) If fire protection equipment is located within the exhibit space, it shall be the responsibility of Show Management to provide direct and unobstructed access to such equipment.
 - b) A fire extinguisher bearing the Underwriters Laboratories of Canada designation 2-A 10BC shall be provided and maintained for each 3000 square feet of floor area.
 - c) In every eating establishment wherein cooking is conducted, there shall be provided and maintained therein, one dry chemical fire extinguisher bearing the Underwriters Laboratories of Canada Designation 40-BC.
 - d) In every eating establishment and exhibit or display in which commercial cooking equipment producing grease-laden vapours are used, the cooking equipment shall be installed and exhaust ventilated in conformance with the requirements of the Ontario Building Code and NFPA 96.
 - e) An approved fire extinguisher must be installed in exhibit areas where flame-producing devices are used, or when required by an inspector.
5. Hay, straw, shredded paper and excelsior packing must be removed from the building unless it can be returned to tightly closed packing containers.
6. Any enclosed showroom with an excess of 2,000 sq. ft or occupancy of 60 persons must have two means of egress as remote as possible.
7. Boxes, crates and cartons from which merchandise has been removed, must be piled neatly in a storage area designated by Show Management.
8. Construction of ceiling decorations of show booths must not impede operation of sprinkler system. Not more than 50% of a ceiling may be covered. No width shall exceed 48" without an equal opening.

FLYING INTO CANADA

Flying back and forth between the United States and Canada is really quite easy.

Prepare your route and flight plan taking into consideration weather, route, fuel and load just like normal.

1. **Prepare your route and flight plan** taking into consideration weather, route, fuel and load just like normal.

2. **File a flight plan** with the FAA in the USA or NAV Canada when in Canada.
US - FSS 1-800-992-7433
Canada - FSS 1-866-992-7433

3. **Advise customs** of your arrival time and location. In Canada customs is available at most border airports by calling 1-888-226-7277.

4. **Make Sure You Are In Compliance with the new APIS Requirements for Private Flyers.** In the US, customs is available in Buffalo, NY (KBUF) by calling 716-632-4727 or Watertown, NY (KART) by calling 315-482-2261 (Alexandria Bay Office). Most major cities also offer customs so check the major centres near you for availability. Canadian and US customs require 2 hours advance notice. If you are planning to arrive early in the morning, please advise customs the day before.

5. **VFR Flights Obtain Flight following.**

VFR flights must request flight following when transiting the border and must be given a transponder squawk code for that portion of the flight. Flight following can be obtained by contacting the nearest FSS station and obtaining the appropriate area frequency. This can be accomplished when filing your flight plan.

FOOD VENDORS

All food vendors participating in the Canadian Aviation Expo must fill out an Application for Health Department Approval by **April 7th, 2011**. Please contact the Canadian Aviation Expo show office at (866) 309-9537 or (905) 435-4700 to receive this form.

Food Vendors will also be required to submit a certificate of insurance with the Canadian Aviation Expo named additionally insured. All certificates of insurance should be faxed to the show office at (905) 435-5269.

FREIGHT TRANSPORTATION

For those U.S. exhibitors that require any transport or customs requirements help, please contact one of the companies below. Both have locations AT Hamilton International.

Federated Custom Brokers

Phone: 905-679-2979 OR 905-677-2463

Website - www.federated-group.com.

Livingston International

Phone: 905-679-5953 OR 1-800-226-1875

Website - www.livingstonintl.com.

FURNITURE & ACCESSORIES RENTAL/CARPET/BOOTH RENTAL

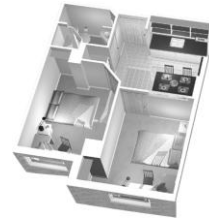
The Tradeshow Company is the official service contractor for the show. All furniture, accessories, hard wall booths, tables and carpet can be rented from the company. An order form can be found online on the Canadian Aviation Expo website. Make sure that you order before the deadline date of **April 22, 2011** to receive the pre-show prices.

The Trade Show Company, Ltd.
PO Box 62097
Burlington, ON, L7R 4K2
T: 905.634.8770
F: 905.634.2561
www.thetradeshowcompany.ca

HOTEL ACCOMMODATION

Mohawk Residence & Conference Centre

245 Fennell Avenue West
Hamilton, ON
L9C 7V7
Tel: (905) 385-3200 – 1-877-225-8664
mohawk@stayrcc.com
www.stayrcc.com/hamilton
Virtual Tour www.stayrcc.com/hamilton/VT/tour.html



Affordable & spacious accommodations! Suite configurations consist of two private bedrooms, bathroom and a kitchenette. All guest suites feature air conditioning, cable television, and free local calls.

Our special discounted group rate is \$84.95 (*based on 1 or 2 adults per suite*).

An additional \$5.00 for every 3rd and 4th adult in the suite.

For reservations please call 1-877-225-8664 (open 24 hours) or direct at 905-385-3200, or via email at mohawk@stayrcc.com and quote the block number #050777 (Can Aviation Expo Exhibitor/Visitor Block).

Please have your arrival date, departure date and payment method ready. The block of suites will be held until the morning of Monday, April 11th, 2011 based on a first come first serve policy.

Check in is 3pm and check out is 11am. Continental breakfast is included and our cancellation policy is 24 hours prior to arrival.

Courtyard by Marriott Hamilton, one of the newest among Hamilton hotels, surrounds travelers with the amenities that make business and pleasure travel effortless. Start your day off right in our Courtyard Cafe where you can enjoy the hot breakfast buffet or order from the menu. At this Hamilton hotel near Hamilton Airport (YHM), relax in comfort in one of our 136 beautifully appointed guest rooms with mini-refrigerator and free high speed internet. Pamper yourself in one of our King Spa Suites with whirlpool spa. Unwind in our Indoor Pool, Whirlpool or Fitness Centre.

The Canadian Aviation Expo rate is **\$139.00** per standard room, per night until **April 20th**, 2011. After April 20th, rooms will be subject to availability and prevailing rates (the Expo rate may no longer be available). In order to receive this rate you must call the hotel directly at

905-383-7772 and ask for the **Canadian Aviation Expo rate**.

Online registration or calls to the 1-800 number will not receive the full benefit of the Expo rate.

Courtyard Hamilton
1224 Upper James Street
Hamilton, Ontario L9C3B1 Canada
Phone: (905) 383-7772
Fax: (905) 383-7895

The Super8 Mt. Hope/Hamilton International Airport offers a great location for those Expo guests and exhibitors looking for a conventional hotel atmosphere complete with complimentary high speed internet, continental breakfast, free parking with coffee makers and hair dryers in each room. Expo guests and exhibitors receive the Expo preferred rate.

The Canadian Aviation Expo rate is **\$76.50** for a room with 1 Queen Bed and 1 Single Pull-out or **\$81.50** for a room with 2 Double Beds until **April 22nd, 2011**. After April 11th, rooms will be subject to availability and prevailing rates (the Expo rate may no longer be available). In order to receive this rate you must call the hotel directly at 905-679-3355 and ask for the **Canadian Aviation Expo rate**.

Online registration or calls to the 1-800 number will not receive the full benefit of the Expo rate.

Super 8 Mt.Hope/Hamilton International Airport
2975 Homestead Dr
Mount Hope, ON L0R 1W0 CA
Phone: 905-679-3355
Fax: 905-679-5109

INTERNET SERVICES

Wireless Internet Access (WiFi) will be available FREE on site for those that can use it.

WiFi access is provided by the Canadian Warplane Heritage Museum with limited Network Capacity. Fast, trouble free service is not guaranteed.

To gain access, please pick up the WIFI access form available at the onsite Show Office when you register. Please try to access the network as early as possible in case there is a need for some troubleshooting.

Bell Canada is the Canadian Aviation Expo WIRED internet service provider. An order form for this service can be found online on the Canadian Aviation Expo website.

Bell Canada
Tel: (800) 414-8424
Fax: (866) 242-3131

MOVE-IN SCHEDULE

MOVE-IN DATE & HOURS

Indoor Aircraft Displays

Thursday, April 28, 2011 8:00 a.m. – 4:00 p.m.

Indoor and Outdoor Display Areas

Friday, April 29, 2011 8:00 a.m. – 5:30 p.m.

Please note that vehicles will NOT be permitted in the display area Saturday morning. This is stressed to ensure that exhibitors do not arrive Saturday morning with the expectation that they can drive their vehicle into the display area to set up.

Show management will provide directions for order of move-in closer to the show date.

Please note that INDOOR DISPLAY AIRCRAFT need to Arrive for Positioning by Thursday, April 28th no later than 4:00pm EST.

Aircraft may arrive as early as Monday and may stay beyond Sunday to accommodate weather considerations

All exhibits must be completed by 5:30 pm on Friday, April 29, 2011 as the VIP/Exhibitor Reception will begin at 6:00pm.

MOVE-OUT SCHEDULE

Indoor and Outdoor Display Areas

Sunday, May 1, 2011 5:00 p.m. – 6:30 p.m.

Indoor Aircraft Displays

Sunday, May 1, 2011 6:30 p.m. – 10:00 p.m.

No exhibitors are allowed to tear down their display before 5:00 pm on Sunday, May 1, 2011.

There will be no vehicles permitted on the airport ramps until after 5:30 pm on Sunday, May 1st.

Outdoor Aircrafts will not be permitted to depart on Sunday, May 1st until the show is clear of attendees.

Indoor Aircrafts may not be permitted to withdraw from the Hangar until the Pipe and Drape has been removed Sunday evening.

PRODUCT DISPLAY & PRIZE DRAW

Each fly-in attendee must sign in at the Expo pilot registration. We have created a premier display area at this location for all prize draw contributors. Please refer to the “Product Display & Prize Draw” form on the Canadian Aviation Expo website if you are interested in participating.

Please note that all prizes are subject to the approval of the Show Manager.

SECURITY

The Canadian Aviation Expo assumes no responsibility for material / products left in booth. Please secure you booth before leaving each day.

SHIPPING

Exhibitors who are shipping goods to the show must notify the show office (by way of “Advanced Shipping Form”) of your freight so that we can look after it. For goods from outside of Canada, please refer to the “Advance Shipping Form – U.S.A. Goods” on the Canadian Aviation Expo website. For shipment within Canada please refer to the “Advance Shipping Form – Canadian Goods” on the Canadian Aviation Expo website.

Exhibitors will need to fill out the “Return Shipping Form” found online on the Canadian Aviation Expo website for shipments that need to be sent back from the Expo to the company location. Please be advised that the Canadian Aviation Expo takes no responsibility for the care and control of this shipment.

The address for shipment to the Canadian Aviation Expo should be labeled as follows:

Name of Exhibitor, CAE2011
c/o Canadian Warplane Heritage
9280 Airport Rd.
Mt. Hope, ON Canada L0R 1W0
905-679-4183

TELEPHONE SERVICES

Bell Canada is the Canadian Aviation Expo telephone service provider. An order form for this service can be found online on the Canadian Aviation Expo website.

Bell Canada
Tel: (800) 414-8424
Fax: (866) 242-3131

TENT RENTAL

Please contact the Show Office if you require any Outdoor Tenting.

CAE
TollFree: 1-866-309-9537

TRANSPORTATION

AVIS Car Rental is the “Preferred” car rental company of the 2011 Canadian Aviation Expo. To get **10% off any vehicle rental**, please call the Upper James Location in Hamilton Directly and mention you are an Exhibitor at the 2001 Canadian Aviation Expo.

Online bookings or booking via the 1-800 number will not get you the 10% CAE Discount.

AVIS Hamilton

2350 Upper James Street

Hamilton, ON, L0R 1W0 , CA

Phone: (905) 679-9556

Location Code: HT4

The following Auto Rental agencies are located at the Hamilton International Airport in the Main Terminal and are subject to an Airport Terminal Surcharge:

To Contact Avis:

Phone: 1 800-272-5871

<http://www.avis.com>

To Contact Hertz:

Phone: 1 800-263-0600

<http://www.hertz.com>

To Contact National:

Phone: 1-800-227-7368

<http://www.nationalcar.com>