

# **Exhibitor Manual 2010**

## **March 3 & 4, 2010**



Toronto Congress Centre | South Building

650 Dixon Rd. | Toronto, ON | M9W 1J1



## table of contents

page

---

Key contacts	3
Show location & Move-in/move-out information & schedule	4
Booth space & exhibits	5
Exhibitor checklist	6 - 7
Official show suppliers	8 - 10
Travel & accommodation	11
Directions & Map of the Toronto Congress Centre	12
Shipping information & advanced warehousing	13
Deliveries – loading area	14
Customs – general info	15
Health and Safety Best Practice Guidelines	16
Exhibitor rules and regulations	17 - 23
Liability insurance information	24
TCC fire regulations	25 - 30
Compulsory exhibitor form:	31 - 35
Drape request	
Health & safety acknowledgement	
Exhibitor badge request	
Exhibitor insurance waiver	
Fire safety checklist	
Product Display Showcase	36
Canada Border Services – Customs letter	37
Application – Permission to Show/Energize	38 - 40



## welcome

---

Dear Exhibitor,

Thank you for choosing to exhibit at this year's **Convenience U CARWACS Show**. Enclosed is your Exhibitor Manual. This package contains all of the necessary information that you will need to successfully prepare for the show and install your exhibit.

Please read the following information carefully as it will save you time, money and unnecessary stress at the show.

Please reference the **Exhibitor Checklist (pages 5-6)** that we have prepared for your convenience. This document contains a complete list of services and supplies that you may need for your exhibit. Please review this list and ensure that you have completed and returned all of the necessary forms before the suggested deadlines.

Should you have any questions or concerns pertaining to the content of this guide, please contact Show Management.

## key contacts

---

### Show Management

Fulcrum Events, Inc.  
201-508 Lawrence Ave. W  
Toronto, ON M6A 1A1  
Tel: 416.504.0504/ 866.688.0504  
Fax: 416.256.3002

### Director of Event Sales

Michael Cronin  
1.866.688.0504  
416.504.0504 ext.114  
Email: [mcronin@fulcrum.ca](mailto:mcronin@fulcrum.ca)

### Senior Operations Coordinator

Jennifer Forndron Fulcrum Events, Inc.  
1.866.688.0504  
Tel: 416.504.0504 ext. 123  
Email: [jforndron@fulcrum.ca](mailto:jforndron@fulcrum.ca)

### Marketing

Alina Iannacchino  
1.866.688.0504  
416.504.0504 ext.141  
Email: [aiannacchino@fulcrum.ca](mailto:aiannacchino@fulcrum.ca)

### Director of Operations

Chris Seeney, Fulcrum Events, Inc.  
1.866.688.0504  
Tel: 416.504.0504 ext. 134  
Email: [cseeney@fulcrum.ca](mailto:cseeney@fulcrum.ca)

### Sponsorship

David Wood  
1.866.688.0504  
416.504.0504 ext.135  
Email: [dwood@fulcrum.ca](mailto:dwood@fulcrum.ca)



## show location

---

### **TORONTO CONGRESS CENTRE**

650 Dixon Rd. – South Building  
Toronto, ON, M9W 1J1

### **move-in/move-out information & schedule**

In order to minimize congestion and waiting times, a specific move-in time will be assigned to you at a later date. The assigned move-in times will be based on your booth location and material handling requirements. Should you have any special requirements, please note them on Lange's move-in questionnaire.

<b>Scheduled move-in / set-up:</b>	<b>Tues. March 2<sup>nd</sup></b>	<b>12:00 pm – 8:00 pm</b>
<b>Hand-carry move-in only:</b> <b>*No dollies or hand carts allowed</b>	<b>Wed. March 3<sup>rd</sup></b>	<b>8:00 am – 11:00am*</b>
<b>Trade show hours:</b>	<b>Wed. March 3<sup>rd</sup></b>	<b>12:00 pm – 5:30 pm</b>
	<b>Thurs. March 4<sup>th</sup></b>	<b>12:00 pm – 5:00 pm</b>
<b>Move-out / Dismantle</b>	<b>Thurs. March 4<sup>th</sup></b>	<b>5:00 pm – 11:00 pm</b>

Exhibitors are reminded that **all display materials must be completely removed from The Toronto Congress Centre prior to 11:00 PM on Thursday March 4<sup>th</sup>, 2010.** Any articles not removed by this time will be removed and stored by Lange Transportation and Storage Ltd. at the exhibitor's own expense. Fulcrum Events Inc., The Toronto Congress Centre and Lange Transportation will not be responsible or liable for any loss or damage to articles removed after the deadline.



## booth space & exhibits

---

### **WHAT IS INCLUDED WITH MY BOOTH SPACE?**

#### **Pipe & Drape**

The drape colour for the show will be **BLACK** and will **ONLY** be supplied if requested. Please complete **Section B** of the [Compulsory Exhibitor Form](#) enclosed in this manual.

#### **Materials Handling:**

The Exhibit Space Rate includes material handling up to 5,000 lbs. Please contact **Lange Transportation at 905.362.1290/800.668.5687 if your exhibit material exceeds this weight.**

### **WHAT IS NOT INCLUDED WITH MY BOOTH SPACE**

**Carpet/Floor Covering is NOT included:** All exhibits **must** have carpeting or equivalent flooring (e.g. tile, hardwood, vinyl, etc.) completely covering the visible floor in your exhibit space. Carpet may be rented from Freeman (please refer to the [Carpet Order Form](#) enclosed in this manual). Please note that all floor covering must remain within the dimensions of your contracted booth space.

#### **Adhesive Tape:**

All adhesive products must be removable without damage to the building finishes. Some acceptable floor adhesives in the facility are poly-coated cloth tape or gaffer's tape. **Please note:** exhibitors will be held responsible for extra charges incurred for tape removal or any damage caused by the use of adhesive tapes.

**Electrical Services:** If your exhibit requires electricity, be sure to order this service from **SHOWTECH Power & Lighting** (please refer to the [Electrical Order Form](#) enclosed in this manual).

**Booth Accessories:** If your exhibit requires furniture (e.g. tables, chairs, counters, shelving, etc.) or other accessories (e.g. plants, etc.) you may bring your own or rent these directly from **Freeman** (please refer to the [Furniture & Accessories Order Form](#) enclosed in this manual).

**Booth Cleaning:** If your exhibit requires carpet cleaning and/or nightly garbage removal you may order this service from **The Toronto Congress Centre** (please refer to the [Booth Cleaning Order Form](#) enclosed in this manual).

**Waste Bins:** Exhibitors that are sampling food or beverages are required to rent (from **Freeman – Furniture & Accessories Order** ) or provide their own garbage bin of sufficient size to hold the waste that that is created from sampling. If a garbage bin is not provided, show management will order one on your behalf and charge your account.



## exhibitor checklist

---

Please review the following checklist to ensure that you have ordered all necessary show services by the deadline specified.

**All COMPULSORY forms are marked with an asterisk (\*).**

- **Section A forms are to be returned directly to Fulcrum Events, Inc.**  
Send via Email: [jforndron@fulcrum.ca](mailto:jforndron@fulcrum.ca) or Fax **416.256.3002**
- **Section B forms are to be returned directly to show service supplier (if applicable).**  
Be sure to return these forms by the date specified in order to avoid paying premium rates and surcharges.

### **SECTION A**

<input checked="" type="checkbox"/> <b>Form</b>	<b>Deadline</b>
<input type="checkbox"/> <a href="#">Compulsory Exhibitor Forms*</a>	Jan. 25/10
<input type="checkbox"/> Section B: Drape Request*	
<input type="checkbox"/> Section C: Health & Safety Acknowledgement*	
<input type="checkbox"/> Section D: Exhibitor Badge Request*	
<input type="checkbox"/> Section E: Exhibitor Insurance Waiver*	
<input type="checkbox"/> Section F: Fire Safety Checklist*	
<input type="checkbox"/> <a href="#">Product Display Showcase</a>	Feb. 1/10

### **SECTION B**

<input checked="" type="checkbox"/> <b>Form</b>	<b>Supplier</b>	<b>Deadline</b>
<input type="checkbox"/> <a href="#">Carpet</a>	Freeman	Feb. 15/10
<input type="checkbox"/> <a href="#">Furniture</a> (tables, chairs, plants) & <a href="#">Accessories</a> (waste bins, cabinets, etc.)	Freeman	Feb. 15/10
<input type="checkbox"/> <a href="#">Show Special</a> (hardwall booth package)	Freeman	Feb. 15/10
<input type="checkbox"/> <a href="#">Rental exhibits, exhibit packages</a> , etc.	Freeman	Feb. 15/10



<input type="checkbox"/>	<a href="#">TOTALFLEX exhibits</a>	Freeman	Feb. 15/10
<input type="checkbox"/>	<a href="#">Signs &amp; graphics</a>	Freeman	Feb. 15/10
<input type="checkbox"/>	<a href="#">Labour - Installation &amp; dismantle</a>	Freeman	Feb. 15/10
<input type="checkbox"/>	<a href="#">Electrical order form</a>	SHOWTECH	Feb. 17/10
<input type="checkbox"/>	<a href="#">Sign &amp; banner hanging order form</a>	SHOWTECH	Feb. 17/10
<input type="checkbox"/>	<a href="#">Mechanical</a> (air, gas, drains and water)	SHOWTECH	Feb. 17/10
<input type="checkbox"/>	<a href="#">Internet access order form</a>	AVW TELAV	10 days prior
<input type="checkbox"/>	<a href="#">Computer &amp; Audio-visual rental</a>	AVW TELAV	2 weeks prior
<input type="checkbox"/>	<a href="#">Telephone service application</a>	Bell	5 business days prior
<input type="checkbox"/>	<a href="#">Booth cleaning order form</a>	TCC	7 days prior
<input type="checkbox"/>	<a href="#">Exhibitor ice delivery</a>	TCC	48 hours prior
<input type="checkbox"/>	<a href="#">Food sample form</a>	TCC	as required
<input type="checkbox"/>	<a href="#">Lead retrieval scanner</a>	CONEXSYS	Feb. 19/10
<input type="checkbox"/>	<a href="#">Move-in questionnaire*</a>	Lange	Jan. 22/10
<input type="checkbox"/>	<a href="#">Transportation services</a>	Lange	As required
<input type="checkbox"/>	<a href="#">Advance show receiving</a>	Lange	Feb. 24/10
<input type="checkbox"/>	<a href="#">After show warehousing</a>	Lange	Feb. 24/10
<input type="checkbox"/>	<a href="#">Special forklift service</a>	Lange	Feb.10/10
<input type="checkbox"/>	<a href="#">Security cage form</a>	Lange	Feb. 10/10
<input type="checkbox"/>	<a href="#">Customs broker order form</a>	Commerce Group	As required
<input type="checkbox"/>	<a href="#">Exhibitor Insurance Application</a>	Canfinse Group Inc.	14 days prior
<input type="checkbox"/>	<a href="#">Permission to Energize/Show</a>	ESA	As required
<input type="checkbox"/>	<a href="#">Hotel Reservations</a>	Radisson/Doubletree	Feb.19/Jan. 30



## official show suppliers

<b>Service Type</b>	<b>Supplier</b>	<b>Contact Information</b>	<b>Telephone/Fax/E-mail</b>
<b>Audio-Visual &amp; Computer Rentals</b>	AVW-TELAV	Toronto Congress Centre 650 Dixon Rd. Toronto, ON M9W 1J1	Tel: 416.240.7838 Fax: 416.240.1750  Contact: Brian D'Souza <a href="mailto:dsouza@avwtelav.com">dsouza@avwtelav.com</a>
<b>Booth Cleaning</b>	Toronto Congress Centre	650 Dixon Rd. Toronto, ON M9W 1J1	Tel: 416.245.5000 Fax: 416.245.3046
<b>Phone Lines</b>	Bell Canada	F2 200 Brady St. Sudbury, ON P3E 3L9	Tel: 800.414.8424 Fax: 866.242.3131  <a href="mailto:tradeshows@bell.ca">tradeshows@bell.ca</a>
<b>Customs Broker</b>	The Commerce Trade Show & Logistics Group	3405 American Dr., Unit 7 Mississauga, ON L4V 1T6	Tel.: 905.673.5445 Toll free : 888.827.7469 Fax: 905.673.2574  Contact: Beverly Carson <a href="mailto:beverlyc@commercetradeshows.com">beverlyc@commercetradeshows.com</a> <b>OR</b> Rob Parr <a href="mailto:robp@commercetradeshows.com">robp@commercetradeshows.com</a>
<b>Electrical Services/Plumbing</b>	SHOWTECH Power & Lighting	5675 McLaughlin Rd. Mississauga, ON L5R 3K5	Tel: 905.283.0565 Fax: 905.283.055  Contact: Mandy Hawerchuk <a href="mailto:mhawerchuk@showtech.ca">mhawerchuk@showtech.ca</a>
<b>Exhibitor Show Services - Rentals</b>	Freeman	61 Browns Line Toronto, ON M8W 3S2	Tel: 416.252.3361 Fax: 416.252.2365  Contact: Exhibitor Services
<b>Hotel Information</b>	Radisson Suites Hotel	640 Dixon Rd. Toronto, ON M9W1J1  When calling ensure you book under the <b>CARWAC</b> room block promotion	Tel: 416.242.7400 Toll free: 800.333.3333  <a href="http://www.radisson.com/torontoca_airport">www.radisson.com/torontoca_airport</a>  Online Promo Code: <b>CARWAC</b>



<b>Hotel reservations</b>	Doubletree by Hilton	655 Dixon Rd. Toronto, ON M9W1J3  When calling identify yourself as a member of <b>Convenience U CARWACS 2010</b>	Tel: 416.244.1711 Toll free: 800.668.3656  Reservations: <a href="mailto:joy.thadickal@hilton.com">joy.thadickal@hilton.com</a>
<b>Insurance Broker</b>	Nacora Insurance Brokers Ltd.	80 Tiverton Crt. Suite 801 Markham, ON L3R 0G4	Tel: 905.307.0307 Fax: 905.307.1234  Contact: Kim Libenstein <a href="mailto:kim.libenstein@nacora.com">kim.libenstein@nacora.com</a>
<b>Internet Access</b>	AVW-TELAV	Toronto Congress Centre 650 Dixon Rd. Toronto, ON M9W 1J1	Tel: 416.240.7838 Fax: 416.240.1750  Contact: Brian D'Souza <a href="mailto:dsouza@avwtelav.com">dsouza@avwtelav.com</a>
<b>Lead Retrieval Services</b>	CONEXSYS Registration Ltd.	7050-B Bramalea Rd Suite 34 Mississauga, ON L5S 1S9	Tel: 905.405.8415 Fax: 905.405.9870  Contact: Deborah Dugan <a href="mailto:ddugan@conexsysregistration.com">ddugan@conexsysregistration.com</a>
<b>Move-in Schedule/ Special Forklift Services</b>	LANGE Transportation & Storage Ltd.	3695 Nashua Dr. Mississauga, ON L4V 1P3	Tel: 905.362.1290 Toll free: 800.668.5687 Fax: 905.362.1285  Contact: Mathew Santos <a href="mailto:mathews@langeshow.com">mathews@langeshow.com</a>
<b>Registration - attendees</b>	Fulcrum Events, Inc.	201-508 Lawrence Ave. W. Suite 201 M6A 1A1	Tel: 416.504.0504 x 128 Fax: 877.560.1445  Contact: Teresa Jurisevic <a href="mailto:tjurisevic@fulcrum.ca">tjurisevic@fulcrum.ca</a>
<b>Registration - exhibitors</b>	Fulcrum Events, Inc.	201-508 Lawrence Ave. W. Suite 201 M6A 1A1	Tel: 416.504.0504 x 123 Fax: 416.256.3002  Contact: Jennifer Forndron <a href="mailto:jforndron@fulcrum.ca">jforndron@fulcrum.ca</a>
<b>Signage</b>	FREEMAN	61 Browns Line Toronto, ON M8W 3S2	Tel: 416.252.3361 Fax: 416.252.2365  Contact: Exhibitor Services



<b>Sign hanging</b>	SHOWTECH Power & Lighting	5675 McLaughlin Road Mississauga, ON L5R 3K5	Tel: 905.283.0565 Fax: 905.283.055  Contact: Mandy Hawerchuk <a href="mailto:mhawerchuk@showtech.ca">mhawerchuk@showtech.ca</a>
<b>Transportation</b>	LANGE Transportation & Storage Ltd.	3695 Nashua Dr. Mississauga, ON L4V 1P3	Tel: 905.362.1290 Toll free: 800.668.5687 Fax: 905.362.1285  Contact: Mathew Santos <a href="mailto:mathews@langeshow.com">mathews@langeshow.com</a>
<b>Warehousing</b>	LANGE Transportation & Storage Ltd.	3695 Nashua Dr. Mississauga, ON L4V 1P3	Tel: 905.362.1290 Toll free: 800.668.5687 Fax: 905.362.1285  Contact: Mathew Santos <a href="mailto:mathews@langeshow.com">mathews@langeshow.com</a>



## travel & accommodation

---

### **HOTEL**

There are two official hotels providing accommodation for the 2010 Convenience U CARWACS Show.

**The Radisson Suite Hotel Toronto Airport** is located right next door to the Toronto Congress Centre at 640 Dixon Road.

Rates have been negotiated at **\$142.00** single/double occupancy, including parking for a **Deluxe Suite**; or **\$162.00** for single/double occupancy, including parking for a Deluxe **Executive Suite** (+ applicable taxes).

[Click here](#) to book your hotel accommodations online. Ensure that you enter **CARWAC** within the promotional code field to receive the negotiated rate. You may also book your accommodations via telephone by calling 416.242.7400 or 1.800.333.3333 and quoting our promotional code **CARWAC**. Book before **February 19<sup>th</sup>, 2010** to qualify for the special group rate.

**The Doubletree International Plaza Hotel Toronto Airport** is located across the street from the Toronto Congress Centre at 655 Dixon Road.

Rates have been negotiated at \$150.00 single/double occupancy + applicable taxes. Parking is included.

When calling, you must identify yourself as a member of **Convenience U CARWACS 2010** to receive the discounted rate at 416.244.1711 / 1.800.668.3656 or 1.800.222.TREE. You may also submit a room request to [joy.thadickal@hilton.com](mailto:joy.thadickal@hilton.com).

### **Airfare:**

We have appointed Air Canada as the official airline of the Convenience U CARWACS Show in Toronto, March 3 & 4, 2010.

[Click here](#) and save up to 10% off your flight to Toronto\*. Simply enter our convention number in the "Promotion Code" field when you are making your online booking.

\*Discounted rate does not apply for seat sales and tango fares.

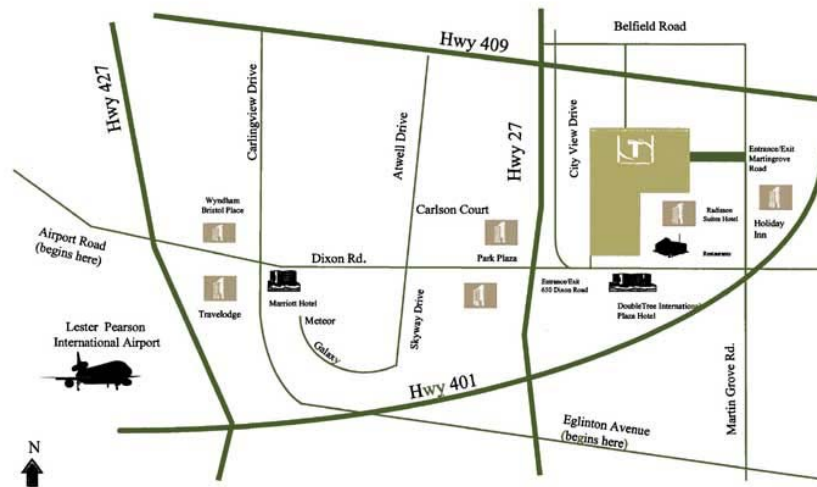
Our 2010 convention number is **4C4XG661** and is applicable for travel from February 24, - March 11, 2010.

### **Hertz Rent-A-Car:**

Hertz is pleased to provide attendees for the Convenience U CARWACS Show an exclusive rental code to take advantage of special conference rates, which include unlimited kilometres.

The exclusive **CV# 043Z0004** is active and ready for reservation bookings. Please call 1-800-654-2240 to make a reservation quoting the above CV# or [CLICK HERE](#) to book online. Rates are available in Toronto from February 24 – March 11, 2010.

## directions from YYZ Airport



### By car (via highways)

- **West on Hwy 401:** exit Dixon Rd. W, turn right into the TCC
- **East on Hwy 401:** exit Dixon Rd. W (left), turn right into the TCC
- **North on Hwy 427:** exit Dixon Rd. E (right), turn left into the TCC
- **North on Hwy 27:** follow Hwy 27 N to Dixon Rd. E, turn left into the TCC.
- **South on Hwy 427:** exit Hwy 409 E to Martin Grove Rd., travel south on Martin Grove Rd., turn right on Dixon Rd., turn right into the TCC.
- **West on Hwy 407:** exit Hwy 27 S, follow to Dixon Rd. E, turn left into the TCC.
- **East on Hwy 407,** exit Hwy 27 S, follow to Dixon Rd. E, turn left into the TCC.

### By car (via downtown)

- **From the Harbourfront area of downtown Toronto,** take the Gardiner Expressway W to Hwy 427 N and follow to Dixon Rd. E exit, turn left into the TCC.
- **From the east areas of Greater Toronto,** travel the Don Valley Parkway N to Hwy 401 W, and follow to Dixon Rd. W exit, turn right into the TCC.

### By public transportation:

- Travel to the Lawrence West subway station then transfer to the Malton #58 bus which will take you directly in front of the TCC.

### By air:

- Clients travelling from Toronto Pearson International Airport: take Airport Rd. eastbound for about 3 miles until it turns into Dixon Rd. continue eastbound past Highway 27 until the first set of traffic lights. Turn left into TCC.

**For additional directions, please call the Toronto Congress Centre at 416.245.5000**



## shipping information & labels

---

All **DIRECT** shipments **originating from Canada** should **NOT** arrive at the Toronto Congress Centre prior to March 2<sup>nd</sup> and should be labeled as follows:

**EXHIBITING COMPANY NAME (BOOTH #)**

Attention: Lange Receiver  
Toronto Congress Centre, South Building  
The Convenience U CARWACS Show  
650 Dixon Rd. Toronto, ON M9W 1J1  
\_\_\_\_\_ of \_\_\_\_\_ Pieces

All **DIRECT** shipments originating from **OUTSIDE\* Canada** should **NOT** arrive at the Toronto Congress Centre prior to March 2<sup>nd</sup> and should be labeled as follows:

**EXHIBITING COMPANY NAME (BOOTH #)**

Attention: Lange Receiver  
Toronto Congress Centre, South Building  
The Convenience U CARWACS Show  
650 Dixon Rd. Toronto, ON M9W 1J1  
\_\_\_\_\_ of \_\_\_\_\_ Pieces

**\* NOTIFY COMMERCE TRADE SHOW & LOGISTICS GROUP FOR CUSTOMS CLEARANCE**

## Advanced shipping and warehouse

---

Shipments arriving at Lange Transportation & Storage Ltd's Warehouse prior to the move-in date will be accepted and charged to the exhibitor based on the advance receiving rates. Exhibitors who use Lange Transportation will have their material automatically priority-scheduled to the site. If you require advance warehousing you must complete the Lange [Advance Show Receiving Order](#) Form in this manual and label your shipment as follows:

**EXHIBITING COMPANY NAME (BOOTH #)**

The Convenience U CARWACS Show  
Toronto Congress Centre, South Building  
c/o Lange Transportation  
650 Dixon Rd. Toronto, ON M9W 1J1  
\_\_\_\_\_ of \_\_\_\_\_ Pieces

**NOTE: Advance shipments are to be received by Lange no later than February 26<sup>th</sup>, 2010**

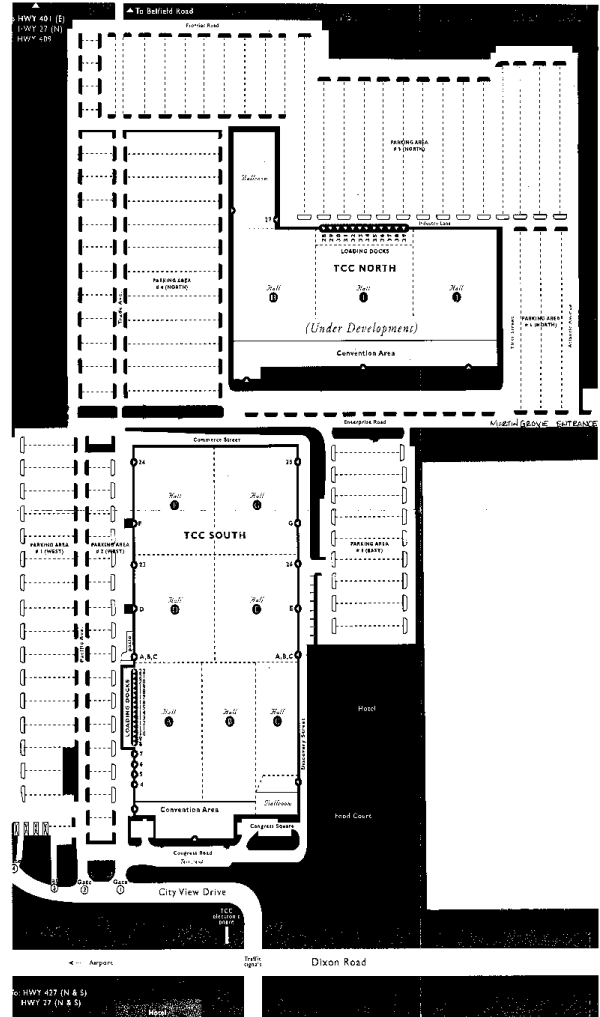
## deliveries

There is a truck marshalling yard at the Toronto Congress Centre located in the northwest parking lot.

### PROCEDURE:

1. All vehicles 5 tons and over will use the entrance/exit off Martin Grove Road, north of Dixon Road.
2. An attendant will be posted at the gate to direct drivers into the marshalling yard.
3. The marshalling attendant will assign the order of vehicles based on the move-in schedule provided by Lange Transportation.
4. As space becomes available, the driver will be directed to the loading docks.
5. A dock master will be on site to control traffic flow in and out of the loading docks.

**\* NO VEHICLES MAY BE LEFT ON-SITE OVERNIGHT\***



### Please note the following important delivery rules:

- (i) Materials that are improperly labeled will be considered questionable and will not be accepted either before or during move-in dates.
- (ii) Materials will only be accepted during the move-in dates and times for the event.
- (iii) Vehicles must vacate the loading area immediately after unloading. Non-compliance will result in your vehicle being tagged and/or towed.

## **customs – general info**

---

Fulcrum Events Inc. has partnered with The Commerce Trade Show Logistics Group (our official customs broker) to make bond arrangements with Canada Customs for all imported equipment, supplies and exhibits for this show. Exhibitors who do not use the official customs broker will be required to post their own bond and cash deposit with Canada Customs.

Please contact The Commerce Trade Show Logistics Group (888.827.7469) for all of your customs related questions. You may also refer to the [Customs & Transportation Services Order Form](#) contained in this manual which will give you all the information you will need for your customs clearance.

***The Canada Border Services Agency Customs Letter contained in this manual should be held by foreign exhibitors and should also be attached to all shipments to facilitate entry into Canada.***

### **NOTE: PRINTED MATERIALS AND PRIZES/GIVEAWAY ITEMS**

Canada Customs requires full payment of duties and taxes on all printed materials (including advertisements) and items for giveaways/prizes. All material not used or consumed may be exported under customs supervision and a 100% drawback of duties and taxes will be refunded to the exhibitor. Please notify the broker of any such returns prior to show closing as special documents must be prepared for export and Canada Customs' officers at the show must examine the returning material.

### **USA EXHIBITORS:**

Please contact the official customs broker if you are a USA exhibitor who plans to ship equipment/supplies to the show that is NOT of USA origin. You must complete a special form to ensure the easy return of goods after the show.

Shipments originating from outside Canada must be sent to a bonded warehouse at least 7 days prior to show move-in to allow for customs clearance. Should you require this service please contact our official supplier, Lange Transportation.

### **SALE OF BONDED GOODS AT THE SHOW:**

There are also specific customs regulations regarding the sale of bonded goods at the show. If these regulations are not complied with, the goods will be removed at the exhibitor's expense at the close of the show move-out to a bonded warehouse for subsequent tax payments and clearance.

## **Health & Safety Best Practice Guidelines for the Exposition Industry in Canada<sup>1</sup>.**

### **Roles & Responsibilities: Exhibitors**

#### **As an employer:**

- ✓ Must establish a health and safety policy and program for the organization as required by local health and safety legislation.
- ✓ Ensure their employees comply with all required safe work practices.
- ✓ Ensure that, where reasonably applicable, any employees appointed as supervisors have been adequately trained in local health and safety legislation and have a good understanding of the industry hazards & controls as it relates to their Show.
  - Ensure that employees have been properly trained to carry out all their job tasks safely as required.
  - Educate themselves on local health and safety legal requirements, hazards and controls related to the show.
  - Review all health and safety documentation provided by the Show Organizer, and ensure it is communicated to all personnel (including any Contractors) that will be involved in the show.
  - Become familiar with first aid and emergency evacuation procedures and ensure they are communicated to all personnel/Contractors that will be involved in the show on their behalf.
  - If hiring any Contractors to install/dismantle their booth they must ensure the Contractors are competent and aware of all required safe work practices and comply with them.
  - Monitor and enforce safe work practices of any personnel/Contractors working at their booth.
  - Comply with all the Safety rules and precautions as directed by the Show Organizer.
  - Must not access crate storage areas unless specifically authorized to do so.
  - Must respect and give right of way to vehicle traffic during move-in and move-out activity.
  - Make every effort to keep aisles clear and clean of debris at all times during the show.
  - Report any accident or incident to the Show Organizer when it occurs.
  - Comply with all safety rules while working in or accessing any common areas.

---

<sup>1</sup> Canadian Association of Exposition Management (2009). Health and Safety Law and Risk Management for the Exposition Industry in Canada. Toronto: Canadian Association of Exposition Management, 50-51

## **exhibitor rules & regulations**

---

### **PAYMENT OF ACCOUNT**

Show Management reserves the right to refuse entry into the Show any Exhibitor whose account has not been paid in full.

### **EXHIBIT REGULATIONS**

The Convenience U CARWACS Show follows the display rules and regulations that have been established in accordance with guidelines set forth by the International Association of Exhibitions and Events (IAEE). These guidelines for display rules and regulations were established to promote continuity and consistency among North American exhibitions.

### **TYPES OF BOOTHS**

- (i) Single/Double In-Line booths:
  - ✓ Have only one side exposed to an aisle
  - ✓ Generally arranged in a series along a straight line
  - ✓ 10 ft deep and either 10 ft or 20 ft wide
  - ✓ Back wall and its contents must not exceed 8ft high
  - ✓ Sidewalls may be up to 8ft high, but only for 4ft from the back wall – after which they must step down to 3ft high
  
- (ii) Perimeter booths:
  - ✓ An in-line booth that backs onto an outside wall of the exhibit facility rather than onto another exhibit
  - ✓ All guidelines for single/double in-line booths apply
  
- (iii) Peninsula booths:
  - ✓ Have aisles on 3 sides backing onto an exhibit
  - ✓ The back wall is restricted to 3 ft high within 5ft of each aisle
  - ✓ Maximum allowable height is 8ft tall
  
- (iv) Island booths:
  - ✓ Any size booth exposed to aisles on all four sides.
  - ✓ Typically 20ft x 20ft or larger
  - ✓ The entire cubic content of the space may be used up to the maximum allowable height of 12 ft including signage

### **PREFABRICATED BOOTHS**

Exhibitors planning to use a prefabricated display must ensure that an allowance of one inch (1") is made on each side of the display to allow for thickness of support poles for standard dividers (e.g. lengths must not exceed 9 ft 10 inches, 19 ft 10 inches, etc.).

### **STANDARDS OF APPEARANCE**

All sides and surfaces of exhibit displays(booth and signs), which are exposed to view, must be properly finished and decorated to present an attractive appearance when viewed from aisles or adjoining exhibits, and must not be objectionable to other exhibits or to Show Management. Show Management may install drape and charge it to the exhibitor if the exhibit display is not properly finished.

**Please note the following show colours:**

All aisle carpeting will be **BLACK**

The drape colour for the show will be **BLACK**

**RULES OF CONDUCT**

Show Management retains full authority in the interpretation and enforcement of all rules and regulations governing Exhibitors.

These regulations may be amended at any time, upon written notice by Show Management, to Exhibitors who may be affected by these amendments. Show Management reserves the right, even after an application to exhibit has been approved, to restrict and/or to dismiss any exhibit, which is deemed to be undesirable or objectionable.

Exhibitors who fail to abide by the rules and regulations or who, in the judgment of Show Management, conduct themselves in an unethical manner will be dismissed from the convention without refund.

Note: The entire display, including all equipment, must be within the confines of the contracted booth space.

Per the terms of the contract, Show Management has the right to exchange booth space location at any time.

**CARE OF FACILITY PROPERTY**

- (i) No signs, posters or other items are to be fastened to facility property by any means.
- (ii) Painting, nailing, bolting, drilling, clamping, taping or use of adhesives on floors, walls, ceilings, fixtures or any part of the facility is not permitted.
- (iii) Exhibitors wishing to lay any floor covering must use adhesive tape that is removable without causing damage to the building finishes. Some acceptable floor adhesives in the facility are poly-coated cloth tape or gaffer's tape.
- (iv) Damage caused by failure to observe these rules will be paid for by the Exhibitor

**MOTORIZED EQUIPMENT/MECHANICAL CONVEYANCES**

Mechanical conveyances such as electric carts, scooters or bicycles will not be permitted in the aisles during show hours. The only exception to this rule will be in the case of persons requiring the use of non-motorized and motorized wheelchairs while visiting the show.

**DEMONSTRATIONS/PRESENTATIONS**

- (i) All interviews, demonstrations, or distribution of literature must take place within the booth space assigned to the individual Exhibitors, and not interfere with normal aisle traffic.
- (ii) Exhibitors should allow sufficient space within the booth area to absorb the majority of the anticipated crowd during demonstrations/presentations.
- (iii) Exhibitors whose demonstrations/presentations cause spectators to interfere with normal aisle traffic, or unduly overflow into the display area of neighbouring exhibits, may be asked to limit or eliminate their presentations.

## **FOOD/BEVERAGE SAMPLING**

- (i) The Toronto Congress Centre has strict regulations pertaining to food sampling & serving size. All exhibitors who plan on sampling food and/or beverage products at their booth must read, complete and submit the [Food Sample Form](#) to the Toronto Congress Centre.

## **SOLICITING & SELLING**

- (i) Exhibitors distributing promotional material or soliciting business must do so in the confines of their exhibit space. Such activities are not permitted in the aisles, registration areas, hallways or other exhibits.
- (ii) The building owners warn that Exhibitors handing out adhesive backed promotional material will be charged for removal of this material from the walls and floors of the building.
- (iii) Only participating Exhibitors have the right to promote or sell goods or services in this show.
- (iv) Non-exhibiting parties, who attempt to make sale solicitations without expressed written permission of Show Management, will be permanently removed from the show area.
- (v) It is the responsibility of exhibitors to ensure compliance with the *Criminal Code of Canada*, and any customs requirements.

## **SALES TAXES**

The current Goods and Service Tax (GST) applies to all orders for Canadian based shows (there are no out-of-country exemptions). The current Provincial Sales Tax (PST) will apply to the Province where you are exhibiting. The only exception to this is for Alberta where only GST (5%) applies.

## **OCCUPATIONAL HEALTH & SAFETY ACT**

In accordance with the **Occupational Health & Safety Act (OHSA)** you are required to review your health & safety obligations as an exhibitor. Use the following link for more information: <http://www.labour.gov.on.ca/english/hs/> and be sure to read the **HEALTH & SAFETY BEST PRACTICE GUIDELINES FOR THE EXPOSITION INDUSTRY IN CANADA** document on page 16 of this manual.

Please **see Section C** of the [Compulsory Exhibitor Forms](#) document enclosed in this manual for further information.

## **ANIMALS**

With the exception of “seeing eye” dogs, animals are not permitted without prior written approval from Show Management.

## **INSURANCE**

Exhibitors must carry their own fire, theft, or other insurance. Show Management shall take responsible precautions to prevent losses and to protect the interests of all Exhibitors. However, under no circumstances will Fulcrum Events Inc., The Toronto Congress Centre and the show’s appointed contractors accept responsibility for injury to persons, loss of, or damage to products, exhibits, equipment or decoration, by fire, accident, theft, or any other causes while in the building. Exhibitors, or their agents, must provide adequate insurance for their own personnel, exhibits and materials against all such hazards.

For those exhibitors who currently do not have show insurance with their own insurance brokers, the show has appointed Nacora Insurance Brokers Ltd. as the official supplier. Please see the enclosed [Exhibitors Insurance Application](#) in the Supplier Order Forms section of this exhibitor manual.

All Exhibitor-appointed suppliers, other than official show suppliers appointed by Show Management, **must have general liability insurance providing coverage of at least \$2,000,000** inclusive for bodily injury and/or property damages for each occurrence and all risks in a form acceptable to Show Management.

- (i) Exhibitor-appointed contractors must also have Workers' Compensation Insurance, including employee's liability coverage.
- (ii) Fulcrum Events Inc. and The Toronto Congress Centre are to be cross insured on the supplier's insurance for its operations and services provided for The Convenience U CARWACS Evidence for supplier insurance must be available upon request by Show Management. It is the responsibility of the Exhibitor to ensure that this is readily available at the Show.

### **SHOW POLICY REGARDING PERSONS UNDER THE AGE OF 19**

No persons under the age of 19 shall be permitted in the exhibit hall or loading dock area during the move-in, show days or move-out days.

### **EXHIBITOR UNLOADING**

If an exhibitor representative is not present when their shipment arrives at the site, it will be automatically unloaded by Lange Transportation and delivered to the booth location marked on the shipment.

### **EMPTY CONTAINER STORAGE**

Storage labels will be provided by the official material handling company and may be picked up during show move-in at the material handling show office. The exhibitor is responsible for clearly marking the exhibiting company name and booth number on these labels and place them on all empty containers that they want stored during the show.

### **SIGNS AND BANNERS**

All signs, banners and other display materials must be properly affixed to the exhibit or be self-supporting from the floor within the height restrictions outlined in this manual.

If you require special rigging of signs and/or banners you must order this service through SHOWTECH (please refer to the [Sign & Banner Hanging Order Form](#) enclosed in this manual).

### **ELECTRICAL EQUIPMENT AT THE SHOW**

As per Rule 2-022 of the Ontario Electrical Safety Code, all electrical equipment that is displayed, offered for sale, or operated during any show, convention or similar exhibition **MUST BE APPROVED**. Equipment is considered to be 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. All exhibitors must make every reasonable effort to obtain approval for unapproved electrical equipment by completing and submitting the [Application for Permission to Show/Energize](#) (enclosed in this manual). For more information please consult the [Electrical Safety Authority](#).

## **SAFETY MEASURES**

Exhibitors, who are showing equipment in a moving and operating condition, are required to provide every possible precaution for the safety of show visitors, their own operators, and exhibit personnel.

## **PROHIBITED BOOTH ACTIVITIES – PHOTOGRAPHY /VIDEOGRAPHY & TRESSPASSING**

- (i) No specific exhibit booth may be photographed or videotaped except with the permission of the legitimate occupants of that booth. This restriction also applies to members of the media.
- (ii) Individuals who are caught photographing or videoing another exhibit WITHOUT prior permission will have their camera confiscated and may be asked to leave the show.
- (iii) Exhibitors wishing to enter another Exhibitor's area may only do so if invited.

## **NOISE, LIGHT AND ODOUR RESTRICTIONS**

Noise must not interfere with the rights and privileges of other Exhibitors. Exhibitors may not operate sound amplifying devices which project sound above a normal conversational level. Exhibitors may not operate display lighting, or odour-generating devices or activities which interfere with the rights and privileges of other Exhibitors. Show Management reserves the right to exercise its own judgment in responding to Exhibitor complaints in this regard.

## **SECURITY IN THE EXHIBIT HALL**

Show Management cannot guarantee against loss or damage of any kind, but will endeavour to protect Exhibitors by providing general security.

Each Exhibitor is solely responsible for their exhibit property, and should insure these exhibit materials against loss or damage during the convention. Please put all small valuable items out of sight each night. All Exhibitor Property is understood to remain within the Exhibitor's care, custody and control in transit to or from or within the Exhibit Hall. SHOW MANAGEMENT STRONGLY ADVISES YOU NOT TO LEAVE YOUR VALUEABLES UNATTENDED AT ANY TIME DURING MOVE-IN/SET-UP OR MOVE-OUT/TEAR DOWN. Should you require secure storage, security cages may be ordered IN ADVANCE from Lange Transportation.

## **MATERIAL REMOVAL**

Any goods or materials to be removed from the show floor during the show days, including before and after show hours, will require a properly completed Materials Removal Form available from the show office. Removal forms will be authorized by Show Management at the time of exit. All items being removed must be detailed on this form, with the model and serial number for identification. Personnel removing equipment from the exhibit hall must present the form and identification to security upon removal from the premises.

No dismantling or removal of exhibits or exhibit material is permitted before the close of the show. No crates will be removed from the storage area and delivered to the booths until after the aisle carpet has been removed.

## **EXHIBITOR REGISTRATION AND NAME BADGES**

Exhibitor personnel will be issued name badges which must be worn to gain access to the Exhibit Hall during show hours. Exhibitor badges will be available at the Registration Area beginning at noon on **Tuesday, March 2<sup>nd</sup>, 2010**.

Please complete **Section D** of the **Compulsory Exhibitor Forms** document by Jan. 25, 2010 to request Exhibitor Badges. Should Exhibitors require additional badges or need to make changes to existing badges they may do so on-site at the Registration Area.

### **LEAD RETRIEVAL**

We strongly recommend that you order a lead retrieval services as part of an effective lead retrieval strategy. To order your **Lead Retrieval Scanner** from **Conexsys**, please ensure that you complete and return the enclosed order form by **February 19<sup>th</sup>, 2010**.

### **GENERAL LIABILITY**

Show Management acts for the Exhibitors and their representatives in the capacity of an agent, not as a principal. Fulcrum Events Inc. assumes no liability for any act of omission with this agency.

Exhibitors and their representatives hereby agree to indemnify and hold harmless Fulcrum Events Inc. and The Toronto Congress Centre, the employees thereof and their representatives and agents, against any and all claims for loss, damage, theft or injury. Indemnification includes the period of storage prior to and immediately following the Trade Show. The Exhibitor, on signing the contract, releases the foregoing from any and all claims for loss, theft, damage or injury.

Before any exhibit may be removed from the building, Exhibitors must make arrangements satisfactory to Show Management, The Toronto Congress Centre and Show Management's official suppliers, for the payment of any charges incurred by the Exhibitor in connection with representing his/her exhibit.

### **TEMPORARY HELP AND ACCESS TO EXHIBIT HALL**

It is the Exhibitor's responsibility to register the names of models or other temporary help for the Trade Show. **Please provide these individuals with the correct name of the company, booth location, and name of your appropriate company contact at the booth. These individuals cannot be registered as Exhibitor personnel or gain access to the Exhibit Hall without this information.** Only qualified Exhibitor personnel or temporary help in their direct employ will be issued name badges and allowed access to the Exhibit Hall.

### **FIRE REGULATIONS**

The Toronto Congress Centre has strict fire safety requirements. The Exhibitor assumes responsibility for compliance with municipal and provincial regulations concerning fire, safety and health. All exhibit equipment and materials must be protected by safety guards and devices where appropriate. All display material must be flame proofed and subject to inspection by The Toronto Congress Centre. No flammable liquids or substances of any kind may be used, stored or displayed in the Exhibit Hall. Aisles and exits must be kept clear at all times. All fire hose cabinets must be left accessible and in clear view at all times. Combustible decorations such as crepe paper, foam, tissue paper, cardboard and corrugated paper are prohibited. All packing containers, excelsior and wrapping paper are to be removed from the floor and must not be stored under tables or behind displays.

A complete list of fire regulations is included in the Exhibitor Manual. See the **TCC Fire Regulations** in this manual (pgs. 25 - 30) for detailed information regarding fire safety at The Toronto Congress Centre.

### **PROMOTIONAL INFORMATION**

Exhibitors are responsible for ensuring that all promotional and product or service-related information intended for distribution to delegates during the Trade Show is factually accurate, and is professionally tasteful in its presentation. Promotional and educational materials available from an Exhibitor's display must not present information or claims that are at variance with those contained in the appropriate product monograph.

### **SHOW TRADEMARKS**

The names and logotypes of **The Convenience U CARWACS** are proprietary trademarks for the exclusive use of Fulcrum Media Inc. and may not be printed, used or displayed for any purpose without the express written permission of Fulcrum Media Inc. Such permission will not be granted for purely promotional purposes, or in any way that would imply endorsement of a particular company, product, service or activity.

## liability insurance

---

### **IMPORTANT- PLEASE TAKE CARE OF IMMEDIATELY!**

As an Exhibitor participating in a show, you must have adequate Liability Insurance with a **minimum \$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.

### **There are two (2) ways to arrange the required insurance**

#### **OPTION #1: SINGLE EVENT INSURANCE**

**Fulcrum Events Inc.** Has appointed Canfinse Group Inc., as the recommended Insurance contractor for exhibitors. Order directly online at [www.exhibitorinsurance.com](http://www.exhibitorinsurance.com) and scroll to **Convenience U CARWACS Toronto**

#### **OPTION #2: YOUR OWN INSURANCE COMPANY**

Alternatively, you can have your insurance company prepare a Certificate of Insurance which must include the following:

- ✓ Fulcrum Events, Inc., and The Convenience U CARWACS listed as an additional Insured
- ✓ Show dates: **Mar.2<sup>nd</sup> – 4<sup>th</sup>**, which, includes move-in and move- out dates
- ✓ Event name: ***The Convenience U CARWACS Show***
- ✓ Comprehensive General Liability of \$2,000,000
- ✓ Bodily Injury and Property Damage Liability subject to \$1,000 (maximum) deductible
- ✓ Products and Completed Operations Liability
- ✓ Contingent Employers Liability
- ✓ Broad form Property Damage
- ✓ Cross Liability clause
- ✓ Severability of Interest Clause

*Your understanding and compliance with this is greatly appreciated and we thank you in advance, for ensuring the well- being of all concerned.  
Have a safe & prosperous show!*

## **TCC FIRE REGULATIONS**

### **Exhibits & Displays in Public Buildings**

---

#### **Fire Regulations**

The purpose of these requirements is to maintain an acceptable level of fire safety within the TCC. The fire protection systems built into the TCC have been designed to protect against the hazards which are typical of conventions and exhibitions. The objective of these requirements is to limit the hazards of contents and operations within the TCC to a level which can be controlled by the building fire protection systems.

The requirements contained herein and the Ontario Fire Code will be strictly enforced by the Event Logistics staff of TCC and the Toronto Fire Prevention Division. These requirements apply to all conventions and trade shows whether or not open to the public. **All Exhibitors must have these requirements in their possession during booth occupancy.**

The requirements apply to the following:

1. Prohibited materials, processes and equipment
2. Materials, processes and equipment requiring special approval from the TCC Event Logistics Director
3. Acceptable booth configuration
4. Acceptable material for booth configuration
5. Interior finishes and furnishings
6. Obstructions
7. Combustion engines
8. Electrical equipment and connections
9. Portable spotlights
10. Procedures during set-up and dismantling
11. All items to be suspended from ceilings
12. Emergency Procedures

#### **Prohibited Materials, Processes, Equipment and Booth Configurations**

Use of the following materials, processes or equipment is strictly prohibited:

1. Acetate fabrics, corrugated paper box board, no-steam paper
2. Paper backed foil unless glued securely to suitable backing
3. Styrofoam and/or foamcore
4. Fireworks (permit)
5. Blasting agents
6. Explosives
7. Flammable cryogenic gases
8. Aerosol cans with flammable propellants
9. Smoking in posted "No Smoking" area
10. Fueling of motor vehicles
11. Liquefied petroleum or natural gas
12. Wood matches with "all surface" strikes
13. Hazardous refrigerants such as sulfur dioxide and ammonia
14. Cellulose nitrate motion picture film

15. Portable heating equipment
16. Flammable liquids or dangerous chemicals
17. Electrical equipment or installation not conforming to the Ontario Electrical Code or CSA (Canadian Standards Association)

### **Materials, Processes and Equipment Requiring Special Permit For Use**

The use of the following materials, processes or equipment is subject to approval from TCC Event Logistics. If any materials, processes or equipment requiring approval are to be used the Exhibitor shall submit in writing to Show Management the nature of the process or equipment and any safeguards to be used to protect the hazard. Requests will be submitted by Show Management to TCC who will review and return the request with their approval, rejection or limitations.

1. Propane or natural gas fired equipment
2. Operation of any heater, barbecue, heat producing device, open flame device, candles or torches
3. Exhibits involving hazardous processing or materials not previously listed
4. Storage or display of ammunition and fire arms (subject to subsection 5.2 of the Ontario Fire Code and Criminal Code)
5. Pressure vessels including propane tanks
6. Fossil fuel powered equipment using flammable fluids
7. Radiation producing devices
8. Natural Christmas trees

### **Acceptable Booth Configuration**

The following booth configuration will be acceptable:

1. Open top booths
2. Platforms not exceeding 400 square feet in area

The following booth configuration will require approval from TCC Event Logistics. A description of the booths requiring approval shall be submitted to the Show Management who in turn will submit the description to TCC for their approval. TCC Event Logistics will discuss these configurations with the Toronto Fire Prevention Division:

1. Platforms exceeding 400 sq ft in area
2. Exhibition booths with flame retardant fabric canopies not to exceed 200 sq ft
3. Layouts of all meeting rooms used for exhibit

### **Acceptable Materials for Booth Construction**

The following types of materials will be acceptable for booth construction:

1. Wood
2. Combustible materials including plastics having a flame spread rating not exceeding 150 and a smoke developed classification not exceeding 300
3. Noncombustible materials as regulated by the Ontario Building Code.

## Interior Finishes and Furnishings

The limitations described below shall apply to all booth interior finishes and furnishings including:

- Drapes
- Hangings
- Curtains
- Drops
- Christmas trees
- Artificial flowers and foliage
- Ruscus
- Split wood
- Textiles
- All other decorative materials including plastic.
- Paper, cardboard or compressed paperboard less than ¼" thick is considered paper

## Limitations

1. Made from noncombustible materials, or
2. Treated and maintained in a flame retardant condition by an approved flame retardant solution or process
3. Corrugated cardboard can be used only if fire retardant treated at the factory
4. Plastics can be used only if approved by the TCC .

**Note:** *It is necessary to flameproof textiles, paper and 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.*

Booth Wallpaper is permissible if pasted to walls or wall board backing.

The following test (NFPA 701 Flame Test) may be used to determine if a material is flame resistant:

1. Cut off a small piece of the material (1 ½' wide x 4" long) and hold it with a pair of pliers;
2. Hold a wooden match ½" below the bottom of the material 12 seconds;
3. If, when the match is taken away, the material stops burning within 2 seconds, it is flame resistant;
4. If the material goes up in flames immediately or continues to burn for more than 2 seconds after the match is removed, it is not flame resistant.

## Obstructions

Nothing shall be hung from or affixed to any sprinkler piping or heads. Construction or ceiling decorations of the booths must not impede the operation of the sprinkler system.

All exit doors shall be in an operable condition and shall remain unobstructed at all times. Exit signs, manual pull stations, fire department hand sets, fire hose cabinets and portable fire extinguishers shall not be obstructed in any manner.

If a fire hose standpipe is located in exhibit space, it shall be the responsibility of the Show Management or Exhibitor, as the case may be, to provide access to such equipment and, if the view to such equipment is obstructed, to provide designated signs for same.

All entrances, exits, aisles, stairways, lobbies and passageways shall be unobstructed at all times.

Roof construction shall be substantial and fixed in position in specified areas for the duration of the Show.

Easels, signs, etc., shall not be placed beyond the booth area into the aisles.

Literature, supplies and handouts are permissible in reasonable quantities. Reserve quantities shall be kept in closed containers and stored in a neat, compact manner within the booth.

### **Combustion Engines**

Vehicles or other flammable fueled engines displayed shall conform to the following requirements:

1. Fuel tanks containing fuel or which have ever contained fuel shall be maintained less than  $\frac{3}{4}$  full. Caps for fuel tank fill pipes shall be of the locking type and be maintained locked to prevent viewer inspection. If they cannot be locked, they shall be taped shut
2. Garden tractors, chain saws, power plants and other gasoline powered equipment shall not contain any fuel and shall not be used for demonstrations without permission from TCC
3. The electrical system shall be de-energized by either:
  - a. Removing the battery, or
  - b. disconnecting both battery cables and covering them with electrical tape or other similar insulating material
4. Tanks containing propane shall be maintained less than  $\frac{3}{4}$  full. Vehicles may be driven in and positioned. The engine should remain running, with valve shut off. Allow engine to run until all of the fuel in the fuel line is used up. Turn ignition off.
5. Cylinders for barbecues and/or appliances within a vehicle such as stoves, refrigerators, etc., must be empty.

### **Electrical Equipment & Connection**

The Electrical Safety Code, Ontario Regulation 180/84 requires that all electrical equipment is approved before it may lawfully be advertised, displayed, offered for sale or sold, or otherwise disposed of or used in the Province of Ontario. Appropriate approval markings (CSA monogram or label) must appear on each device. If such markings are missing, the device must be considered unapproved and, therefore subject to special inspection and/or removal from TCC property.

It is the responsibility of each Exhibitor to ensure that all electrical equipment in, on or about their booth complies with the above Regulations. This includes electrical merchandise as well as lighting and display equipment. If you wish to display, offer for sale or use any electrical equipment which is not certified by the CSA you must complete an application to the Electrical safety Authority.

The application procedure for Electrical equipment approval is included in each Exhibitor Kit as part of the TCC Exhibitor Rules & Regulations. It is the responsibility of Show management to ensure each exhibitor receives a copy of the Exhibitor Rules & Regulations.

## **Portable Spotlights**

All clamp on types of portable spotlights should be protected from metal to metal contact by having electrical insulating pads or wrappings permanently attached to the lampholder clamps.

Where a spotlight may be subject to physical damage, dampness or where lamps may come in contact with combustible material, the spotlight shall be equipped with a guard attached to the lampholder or the handle.

Flexible cords (extension cords) may only be used for portable lamps or appliances that are of allowable amperage for this size and type of the three conductor cord used to power bars.

## **Procedures During Setup and Dismantling of Shows**

No smoking is allowed during the setup or dismantling of shows. TCC is a No Smoking facility.

Show Management must have the approval of the TCC Event Logistics for commencement of setup or dismantling of shows.

Access to and flow of vehicles or trucks on exhibition hall floor is limited and controlled. Drivers of vehicles must stand by vehicles at all times with parking lights on.

The idling of trucks while in the loading dock area of the building or on the exhibition floor is prohibited.

Crates and packaging materials must be removed promptly. The Exhibitor is to monitor this activity.

Restriction on the use of materials, processes and equipment during setup and dismantling must be adhered to.

Any type of utility connection (i.e.: electrical, audio, video, water, compressed air, steam, etc.) must be carried out by the Licensor's authorized personnel or its appointees. This applies to any and all connections made which are not covered in the entree's "Electrical Rate Schedule" or "Water Drain or Compressed Air Rate Schedule".

The following equipment and operations are prohibited during show setup and dismantling:

1. Material handling equipment other than electrically powered will not be permitted in the facility during shows or overnight
2. Tools and equipment powered by flammable fuels, except materials handling equipment
3. Electrically powered tools and equipment other than those listed by ULC or labeled or listed by CSA, or by a nationally recognized testing laboratory
4. Portable heating equipment
5. Welding, cutting or blazing equipment without special permission from the TCC
6. Painting with flammable or volatile paints and finishes
7. Smoking in all posted "No Smoking" areas and where packing crates and debris are an obvious fire hazard.
8. Use of other equipment or operations that increase the risk of life safety

## **Ceiling Suspended Items**

1. All items to be suspended from ceiling including signs, displays, light and sound equipment, etc., must be approved in advance
2. Rigging of cable and other hanging devices on or near ceiling electrical buss ducts and conduits is strictly prohibited
3. All ceiling equipment material and rigging must be removed immediately upon close of show

## **Emergency Procedures**

The Toronto Congress Centre is equipped with sophisticated fire protection equipment including: automatic sprinkler, smoke and heat detection, fire alarm and public address system. Upon arrival, you should familiarize yourself with the building, particularly as to the nearest exit, manual pull station and fire extinguisher.

If you see fire, activate the nearest fire alarm manual pull station and leave the fire area closing all doors behind you. Do not attempt to fight a fire unless it is small enough to extinguish with one of the portable extinguishers located throughout the building. There are no fire hoses provided for use by occupants.