

**RULES & REGULATIONS**  
**Metro Toronto Convention Centre – South Building**  
**700 Level. Trade Show: May 14 – 15, 2012**

**BOOTH & DISPLAY INSTALLATION AND SET- UP:**

Exhibitors are reminded that they may set up their own exhibits. The exclusive electrical contractor must do all permanent electrical connections.

If an Exhibitor requires additional assistance in the movement and installation of his/her display, he/she should contact and use the services of a professional display company. Exhibitors are assured of meeting the above requirements by employing the services of the Official Show Service contractor, Freeman Decorating.

**CARE OF BUILDING:**

Painting, nailing or drilling of floors, walls, ceilings or any part of the building is not acceptable. Exhibitors cannot attach signs or other articles to ceilings, walls, pipes or electrical fixtures. Attachment of any type to the walls or flooring is not permitted. Charges to the exhibitor will apply for all tape damage and/or adhesive removal.

**DESIGNATED ENTRANCES:**

All persons, articles, exhibits, displays and property of any kind and description shall be moved into and out of the building only through those entrances and exits the Show Management and the Metro Toronto Convention Centre have designated. Do not use the glass doors to bring in or take out any of your booth that you cannot hand carry. Dollies are not allowed through the glass doors.

**DISPLAY RULES AND REGULATIONS:**

The IAEM guidelines for display rules and regulations have been included in this section of the Exhibitor Manual. If you have any specific concerns regarding your booth, please contact us at (905) 948-0470, ext 2206. We will be happy to clarify any issues you may have.

**EXHIBITING OFF-SITE:**

No advertising goods, promotional material, or demonstration units may be exhibited in trailers, trucks, or other exhibit or display devices in the Metro Toronto Convention Centre or in the parking areas. Distribution of promotional literature, advertising pieces and other types of promotional material in any of the official hotel lobby's are also not permitted.

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**FIRE SAFETY REGULATIONS:**

The Metro Toronto Convention Centre is equipped with sophisticated fire protection equipment including: automatic sprinklers, smoke and heat detection, fire alarm and voice communication systems. Upon arrival, 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, extinguish with one of the portable extinguishers located throughout the building. There are no fire hoses provided for use by occupants.

Exhibits must not hinder or obstruct any fire equipment, emergency exits, display signage, windows or doors. Exhibits may only be installed in the designated licensed area as laid out in the event floor plan.

**FOOD & BEVERAGE – SAMPLE AUTHORIZATION**

Convention Centre has exclusive food and beverage distribution rights within the Convention Centre. Exposition sponsoring organizations and/or exhibitors may distribute samples of food and/or beverage products ONLY upon written authorization. Convention Centre will not be responsible for the quality or state of the food or beverage served by an authorized vendor.

**INDEMNITY AND HOLD HARMLESS AGREEMENT:**

The Exhibitor will be liable for and will indemnify and hold harmless Management for any loss or damage whatsoever suffered by Management as a result of any loss or damages whatsoever occurring to or suffered by any person or company, including without limiting the generality of the foregoing Exhibitor, other exhibitors, Management, the owner of the building and their respective agents, servants and employees and members of the public attending the Show, either on the space or elsewhere if said loss or damages arose from or were in any way connected with the Exhibitor's occupancy of space.

**LABOUR & TIPPING:**

Exhibitors are required to abide by the prevailing labour conditions and rates effective in the exhibit hall. All employees of Show Service Contractors are adequately paid and there is no need to tip. Please report immediately to Show Management any discourtesies or attempts to imply that service will be sped up or improved by tipping.

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**LIMITATION OF LIABILITY:**

Management reserves the right at its sole discretion to change the date or dates upon which the show is to be held and shall not be liable in damages or otherwise by reason of any such change. In addition, Management shall not be liable in damages or otherwise for failure to carry out the terms of the Agreement in whole or in part where caused directly or indirectly by or in such consequence of fire, storm, flood, war, rebellion, insurrection, riot, civil commotion, strike or by any causes whatever beyond the control of Management whether similar or dissimilar from the causes enumerated herein. In the event that the exhibit space to be used by the Exhibitor should in any way be rendered unusable, the Exhibitor shall pay for such space only for the period during which it was or could have been used as determined within the sole discretion of Management. Management will make a refund of all monies paid by the Exhibitor to Management in the event that the Show is not held as proposed by Management.

**MATERIALS HANDLING / DRAYAGE:**

The cost for unloading, spotting and loading exhibit material is included in the booth space cost. All incoming shipments must have a Bill of Lading or delivery receipt showing the number of pieces and weight. Exhibitors having special handling requirements are requested to contact Freeman Decorating.

**MECHANICAL CONVEYANCES:**

Mechanical conveyances such as electric carts, scooters or bicycles are not allowed in the aisles during the show hours. The exceptions would be disabled persons visiting the show or authorized show personnel.

**MOTORIZED VEHICLES:**

Vehicles powered by an internal combustion engine must not contain more than one quarter (1/4) tank fuel and once in position must not be operable (e.g. battery must be disconnected). Fuel caps must be locked or taped shut. Vehicles must have drip pans underneath them and pads under all tires. Building management must grant special permission for vehicles to operate in the Metro Toronto Convention Centre.

**Please contact Jeanna Beaudry at 905 948-0470 X2206 if a motorized vehicle is part of your exhibit.**

**PAYMENT OF ACCOUNT:**

Full and final payment for exhibit space is required before confirming assigned exhibit space. Show Management reserves the right to refuse entry to any exhibitor whose account is not paid in full.

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**SHOW MANAGEMENT:**

Show Management reserves the right to make changes, amendments and additions to the rules and regulations without notice as considered necessary for the efficient and proper conduct of the Show. Interpretation of these rules and regulations shall rest with Show Management, and non-compliance of these regulations can result in ejection of the offending Exhibitor or the closing of his/her Exhibit.

**SOLICITING & SAMPLES:**

Only Exhibitors and Sponsors have the exclusive rights to promote or sell goods and services in this show. All other parties who attempt to make any sale solicitations without the expressed written permission of Show Management will be permanently removed from the show area.

Distribution of samples and promotional material, and soliciting of business must be confined to the Exhibitor's own booth space. Such activities are not permitted in the aisles, restaurants, registration areas, hallways or other exhibits. Exhibitors wishing to enter another Exhibitor's booth may only do so if invited.

**SOUND LEVELS:**

Electrical and other mechanical apparatus must be muffled so that noise does not disturb other Exhibitors. Please respect your neighbours.

**STAFFING OF EXHIBITS:**

Exhibitors are required to maintain staff in their exhibits at all times during the hours of the show. We suggest you retain staff in your booth until management has had time to clear the aisles of attendees each day at the closing of the show. Security is an added problem when booths are not manned.

**STORAGE OF CRATES:**

Please carefully identify every empty case, skid, crate or carton you wish returned to you by affixing and completing the storage labels. Storage labels are available from Show Management at the Show Office or from Freeman Decorating.

Crates will be removed from the aisles to the designated storage areas prior to the Show opening and returned to the exhibit area after the closing of the Show.

Exhibitors are advised that storage areas are not, and cannot be, secured. Therefore, no valuable materials of any kind, products or exhibits, should be consigned to storage.

All crates, crating materials, equipment and containers must be removed from the show building and grounds on the move-out dates. Charges to the Exhibitor will be made by the building owners for the removal of equipment and materials left in their premises after this time.