



**ADVANCED
MANUFACTURING
CANADA**

**November 2 & 3, 2016
Toronto Congress Centre
South Building, Leonard Cohen Ballroom
650 Dixon Rd.
Toronto, Ontario
M9W 1J1**

EXHIBITOR MANUAL



ADVANCED MANUFACTURING CANADA

July, 2016

Dear Exhibitor:

Thank you for joining us at Advanced Manufacturing Canada 2016.

Enclosed please find your Exhibitor Manual containing all the necessary information for the preparation of your exhibit. There is an abundance of important information contained within and we encourage you to review this manual in its entirety.

Please note the deadlines in our ***Service Providers at a Glance*** guide. Processing these forms at your earliest possible convenience will allow us and our service contractors time to provide you with the best possible service. **Remember – early bird rates generally represent a cost savings for you – so be sure to get all forms in on time to better your bottom line.**

If you have any questions, please do not hesitate to contact me.

On behalf of the staff and management of SME Canada, we look forward to seeing you at Advanced Manufacturing Canada 2016.

Sincerely,

Sanjay Prasad
Event Lead
Tel: (905) 752-4467
Fax: (905) 479-0113
Email: sprasad@sme.org
www.advancedmfg.ca

EVENT MANAGEMENT TEAM

EVENT PRODUCER

Advanced Manufacturing Canada 2016

SME Canada

7100 Woodbine Avenue; Suite 312 Markham, ON L3R 5J2

Tel: 514-845-1125 Fax: 905-479-0113

Toll Free: 888-322-7333

www.sme.org

www.advancedmfg.com

Management & Sales

Sanjay Prasad

AMC Event Lead

905-752-4467

spasad@sme.org

Customer Service

Bruce Killer

Customer Service Manager

905-752-4444

bkiller@sme.org

Marketing

Stephanie Mailloux

AMC Marketing Lead

905-752-4427

smailoux@sme.org

Operations

Chris Raso

Operations Coordinator

905-752-4435

craso@sme.org

SHOW OFFICE

Throughout the event, SME Canada will have a Show Office on site to help all exhibitors and attendees.

SHOW SCHEDULE

SHOW LOCATION: **Toronto Congress Centre**
650 Dixon Rd.
South Building, Leonard Cohen Ballroom
Toronto, ON M9W 1J1
Tel: (416) 245-5000 Fax: (416) 245-4923
www.torontocongresscentre.com

MOVE-IN DATE & TIMES: **Tuesday, November 1, 2016**
10:00 am – 6:00 pm (All Exhibitors)

All exhibits must be completed by 6:00 pm, Tuesday, November 1, 2016.

EVENT DATES & TIMES: **Wednesday, November 2, 2016**
10:00 am – 5:00 pm

Thursday, November 3, 2016
10:00 am – 4:00 pm

MOVE OUT DATE & TIMES: **Thursday, November 3, 2016**
4:00 pm – 8:00 pm

The process of returning stored items will begin at **4:00 p.m. on Thursday, November 3, 2016.**

All exhibits must be removed from the hall by 8:00 pm on Thursday, November 3.

SERVICE PROVIDERS AT A GLANCE

S E R V I C E	DISCOUNT DEADLINE	C O N T A C T
AUDIO VISUAL/COMPUTERS/INTERNET	No Deadline	FREEMAN Audio Visual 2365 Matheson Blvd. Mississauga, ON L4W 5B3 Tel: 905-366-9128 Contact: Christian Millett Email: Christian.millett@freemanco.com
BOOTH CARPET, DISPLAYS AND FURNISHINGS & PACKAGES	Oct. 14	GES Canada 5675 McLaughlin Rd. Mississauga, ON L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Contact: Exhibitor Services https://e.ges.com/CA-00044839
BOOTH CATERING	NA	Toronto Congress Centre 650 Dixon Rd. Toronto, ON M9W 1J1 Tel: 416-245-5000 Fax: 416-245-3046 Contact: Mike Russell Email: mrussell@torontocongresscentre.com
BOOTH CLEANING	Oct. 24	Toronto Congress Centre 650 Dixon Rd. Toronto, ON M9W 1J1 Tel: 416-245-5000 Fax: 416-245-3046 Contact : Mila Semenova Email : buildingaesthetics@torontocongresscentre.com
CUSTOMS BROKER/TRANSPORTATION AND WAREHOUSING PROVIDER	Oct 31 (Advanced Warehouse)	TWI Group 2000 Argentia Rd, Suite 450 Plaza 4 Mississauga, ON 905-812-1124 Contact: Zaza Vili Email: zvili@twigroup.com
LABOUR SERVICES (IN-BOOTH)	Oct. 14	GES Canada 5675 McLaughlin Rd. Mississauga, ON L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Contact: Exhibitor Services https://e.ges.com/CA-00044839
HOTELS	Oct. 3	Radisson Suite Hotel, Toronto Airport 640 Dixon Rd. Toronto, ON M9W 1J1 Tel: 416-242-7400
New Product Program	ASAP for maximum exposure	SME Canada 7100 Woodbine Avenue; Suite 312 Markham, ON L3R 5J2 Tel: 905-752-4435 Fax: 905-479-0113 Contact: Chris Raso Email: craso@sme.org
INSURANCE (copy of certificate to SME)	Oct. 21	SME Canada 7100 Woodbine Avenue; Suite 312 Markham, ON L3R 5J2 Tel: 905-752-4447 Fax: 905-479-0113 Contact: Chris Raso Email: craso@sme.org

INSURANCE (if not providing own, ordering show only coverage)	Oct. 19	Exhibitorinsurance.com 2780 Hwy 7, Unit 103 Concord, ON L4K 3R9 Phone: 866-836-9066 Fax: 905-760-2260 Contact: John Argyropoulos Email: johna@exhibitorinsurance.com Click here to order online.
LEAD RETRIEVAL SYSTEMS	Oct. 8 (Early Bird) Nov. 6 (Discounted) After Nov. 6 (Standard)	Convention Data Services 107 Waterhouse Road Bourne, MA 02532-3890 Tel: 508-743-0162 Fax: 508-743-9689 Online ordering: https://www.xpressleadpro.com/fe2/index.php?sc=mmax0916
MATERIAL HANDLING	Oct. 14	GES Canada 5675 McLaughlin Rd. Mississauga, ON L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Contact: Exhibitor Services https://e.ges.com/CA-00044839
MECHANICAL SERVICES electrical, compressed air, plumbing, water/drain, lighting and sign hanging	Oct. 18	SHOWTECH Power & Lighting 5675 McLaughlin Rd. Mississauga, ON L5R 3K5 Tel: 905-283-0550 Fax: 905-283-0551 Contact: Jennifer Uyeda Email: juyeda@showtech.ca Click here to order online.
SECURITY	Nov. 7	Toronto Congress Centre 650 Dixon Rd. Toronto, ON M9W 1J1 Tel: 416-245-5000 Fax: 416-245-3046 Contact: Mike Russell Email : mrussell@torontocongresscentre.com
SIGNS & GRAPHICS	Oct. 14	GES Canada 5675 McLaughlin Rd. Mississauga, ON L5R 3K5 Tel: 905-283-0500 Fax: 905-283-0501 Contact: Exhibitor Services https://e.ges.com/CA-00044839
TELECOMMUNICATIONS	NA	FREEMAN Audio Visual 2365 Matheson Blvd. Mississauga, ON L4W 5B3 Tel: 905-366-9128 Contact: Brett Mastantuono Email: brett.mastantuono@freemanco.com
TEMPORARY STAFF	No deadline	DataText Event Services 26 McIntyre Cres. Georgetown, ON L7G 1N3 Tel: 905-877-3044 Email: tom@datatext-event.com Contact: Tom Newberry
WEBSITE LISTINGS Includes brand listings	ASAP for maximum exposure	SME Canada Tel: 888-322-7333, ext. 4444 Fax: 416-491-5088 Contact: Bruce Killer; bkiller@sme.org Log-In: contact Bruce Killer for your login info

ORDERS FOR EXHIBITOR SERVICES RECEIVED AFTER THE POSTED DEADLINES MAY BE SUBJECT TO ADDITIONAL CHARGES.

HEALTH AND SAFETY REGULATIONS

Ontario Occupational Health & Safety Requirements

In accordance with the Occupational Health & Safety Act (OHSA), SME Canada requires that all reasonable steps and precautions are taken to protect the health and ensure the safety of all persons involved in the production of its shows. Preventing injury is a key objective and accordingly, every possible measure must be taken to provide a safe, healthy work environment. To succeed, these safety initiatives require that every Exhibitor assumes responsibility for helping meet this objective. Exhibitors must therefore, carefully read the applicable sections of the Occupational Health & Safety Act, in order to fully understand their responsibilities as they apply to themselves and their workers while at the show, including all activities within their own booth areas. For more information on the Act, visit the Health & Safety section at www.labour.goc.on.ca.

All persons involved in the move-in/move-out process (i.e., set-up and tear-down of a trade show) must be properly dressed and equipped to work safely in specific areas of the show deemed by the Act, or by an on-site Safety Inspector, as an 'industrial' environment which may involve the use of heavy equipment (forklifts, etc.), as well as 'overhead activities' (hanging signs, lights, etc.). These areas, including areas in and around booths, may be marked off with safety cones or caution tape. Only persons wearing hardhats and safety shoes will be permitted into these areas until all work is completed. Working in sandals/flip-flops/open-toed shoes/bare feet, etc. is strictly forbidden on the show floor. Any individual wearing inappropriate footwear will be prevented from entering the show floor by SME Canada security.

Exhibitors are responsible for the health and safety of all employees and other persons on the show floor who are directly or indirectly under their supervision. Exhibitors are also responsible for informing/contacting all persons you will be hiring (i.e. Your staff and any outside contractors hired to set up your booth, bring in your product, or anyone required to be on the show floor during move-in and out), that they must wear safety shoes, as well as any other necessary protective equipment, to keep them safe from injury.

It is important that your company confirms receipt of this message. Please complete the form below, to acknowledge that you have read, understand and will comply with the Occupational Health & Safety Act. This also confirms that your staff and all associated contractors and hired help will be informed of and will comply with the Act and the SME Canada safety initiatives and policies. After you have read this document carefully, please provide the information requested below, including an authorized signature, and return this form to SME Canada.

I hereby declare that I have read, understood and agree to be bound by the foregoing and that I have the authority to bind the Exhibitor.

Company: _____ Booth _____

Name: _____ Signature: _____

Date: _____

Return by Fax to SME Canada at 905-479-0113 or by email at craso@sme.org.

Deadline October 21, 2016

INSURANCE CERTIFICATE REQUIREMENTS

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. This certificate must be received by SME before October 21, 2016.

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

Option 1 – YOUR OWN INSURANCE COMPANY

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 – Society of Manufacturing Engineers**
- Coverage Period – November 1 - November 3, 2016 includes Move-in and Move-out.
- Event name – Advanced Manufacturing Canada
- Comprehensive General Liability – minimum of \$5,000,000
- 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

Option 2 – OFFICIAL SHOW INSURANCE CONTRACTOR

Show management has appointed ExhibitorInsurance.com as the recommended insurance contractor for exhibitors. If you require insurance coverage for your participation in Advanced Manufacturing Canada 2016, contact John Argyropoulos at 866-836-9066 or email johna@exhibitorinsurance.com.

Fax or mail a copy of your Insurance Certificate to:

Advanced Manufacturing Canada 2016

SME Canada

7100 Woodbine Avenue; Suite 312

Markham, ON L3R 5J2

Fax 1-905-479-0113

Deadline October 21, 2016

EXHIBITOR APPOINTED CONTRACTOR FORM

The purpose of this form is to request Show Management’s approval to use an Exhibitor Appointed Contractor (EAC). An EAC is defined as any company, other than one of the Official Contractors (listed in the exhibitor manual by Society of Manufacturing Engineers), that an exhibitor would like to use inside the exhibit hall, before, during or after the show.

Your submission of this form is a request for approval of an Exhibitor Appointed Contractor by Show Management, and a statement of your commitment to purchase services, as outlined below, from said contractor, subject to Show Management’s approval of the Contractor.

Instructions:

1. You are required to use this form ONLY if you planning to have an EAC supervise, install, and/or dismantle your exhibit.
2. Complete this form once for each EAC you have committed to hire for this show. If you are using multiple EACs, please complete one form for each.
3. This form may only be submitted by the exhibitor.
4. Submit this form by our **deadline of October 21, 2016**.
5. If you need further assistance, please contact Chris Raso at -888-322-7333 x4435.

Show Management will NOT accept the following:

- Letters, telephone calls or submissions in any other form
- Submissions in any form directly from contractors

If you will be using an Exhibitor Appointed Contractor to supervise, install and/or dismantle your display, please provide the following required information:

Exhibitor Company Name _____

Booth Number _____

Exhibitor Contact Name & Title _____

Exhibitor Address _____

Telephone _____ Fax _____

Email _____

Exhibitor Appointed Contractor (EAC) to be used:

EAC Address _____

EAC Telephone _____

EAC Fax _____

EAC Contact Name _____

EAC Email _____

Please note the following services will be provided exclusively by the show's Official Contractors. Under no circumstances are EAC's allowed to perform or provide these services:

- Drayage
- Overhead Rigging
- Electrical / Mechanical Services / Labour
- Production & Staging Services
- Plumbing Services / Labour
- Telecommunications Services / Labour
- Booth Cleaning
- Catering / Food / Beverage Services

Approved EACs may only perform the following services. Please check the service(s) you wish to purchase from the contractor listed above:

- Booth / Display Rental
- Set-up / Display Labour
- Photography / Video
- Furnishings, etc.
- Floral
- Personnel / Temporary Staff
- Signs
- Audio / Visual
- Computer / Business Equipment

If your EAC is performing another service not listed, please enter it here:

I have notified the above EAC of the Society of Manufacturing Engineers Rules & Regulations for all exhibiting companies and acknowledge that the appropriate guidelines will be followed for my booth set up. Authorizing exhibitor please print/sign your name here:

Please submit this form by email to Chris Raso at craso@smc.org or by fax at 905-479-0113.

SHIPPING INFORMATION

ADVANCE SHIPMENTS:

No shipments will be accepted at the Advanced Warehouse after Monday October 31, 2016.

Exhibitors who find it necessary to ship their equipment in advance should contact the **official show transportation company, The TWI Group**. Their services include pre-show warehousing to facilitate your shipment scheduling.

All shipments must arrive to advance warehouse by **October 31, 2016**. If your shipment arrives after this date, you will be charged an additional late fee. **There are no exceptions to this fee!**

ADVANCED SHIPMENTS

Name of Exhibitor, Booth # Advanced Manufacturing Canada 2016 C/O TWI Group / ABF Freight 15 Strathearn Ave Brampton, Ontario L6T 4P1 Box ___ of ___ Notify The TWI Group Freight for clearance.
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All freight must be prepaid.

Canada Customs requires the payment of full duty and 5% Goods & Services Tax all giveaway/handout items and 5% Goods & Services Tax ONLY on all printed matter to be used as handouts.

As there are specific customs regulations for exhibitors using their own trucks or methods of transportation other than common carrier, exhibitors should advise broker well in advance of their expected arrival.

DIRECT SHIPMENTS

Name of Exhibitor, Booth # Advanced Manufacturing Canada 2016 Toronto Congress Centre South building, Leonard Cohen Ballroom 650 Dixon Road Toronto, ON M9W 1J1

IMPORTANT NOTE: C.O.D. SHIPMENTS WILL NOT BE ACCEPTED BY SHOW MANAGEMENT

IMPORTANT: No shipments will be accepted at the Toronto Congress Centre BEFORE November 1, 2016.

CUSTOMS REGULATIONS AND CUSTOMS BOND

CUSTOMS

Equipment and exhibits for the show may be brought in free of duties and taxes on a temporary basis, but may be subject to a deposit equal to the duties and taxes normally levied on them. The Official Customs Broker, The TWI Group, has made arrangements with Canada Customs for a bond to cover all importations on this show.

Exhibitors using their own customs broker will have to arrange their own bond or cash deposit with Canada Customs.

It is imperative that Canada Customs invoices be mailed at least two weeks prior to shipment of goods since Canada Customs will not permit entry of goods to the building without an invoice.

The official customs broker, The TWI Group, will provide the following services:

- Post the required bonds and securities with Canada Customs
- Clear your materials through Canada Customs
- Co-ordinate delivery to the facility on the appropriate move-in days
- Provide on-site staff to advise and assist you from opening to closing of the show
- Prepare export documentation and bills of lading
- Co-ordinate outgoing transportation of exhibition materials
- Arrange customs clearance return for surface freight
- Offer their "Official Common Carrier" package which will provide you with free advance storage for one month prior to the show with no hidden costs

For the duration of the event, the exhibit premises are a bonded area. Therefore, no display items may be removed from the show area without the knowledge and consent of the Official Show Customs Broker, Canada Customs, and Show Management.

Normal procedures at the close of the show will require exhibitors to repack and label their own shipments. Goods to be displayed at another show may be transferred in bond or held in bonded storage for a maximum of two years.

MOVE-IN PROCEDURE

MOVE-IN DATE & TIME: Tuesday, November 1, 2016
10:00 am – 6:00 pm (All Exhibitors)

All exhibits must be completed by 6:00 pm, Tuesday, November 1, 2016

ACCESSING THE FACILITY

- All vehicles moving in should identify themselves to the parking attendants as a participant in Advanced Manufacturing Canada. The parking attendants will then direct you to the appropriate loading dock.

MATERIAL HANDLING

All material handling transactions are between the material handling contractor and the exhibitor. In case an exhibitor's representative is not present, Show Management reserves the right to order his equipment and/or material to be moved from the receiving door to the exhibitor's area. The charge for this service will be invoiced to the exhibitor by the official material handling contractor.

NOTE: ALL MATERIAL HANDLING PAYMENTS ARE THE RESPONSIBILITY OF THE EXHIBITOR.

HAND-CARRIED MATERIALS

The following has been set up for your convenience:

- Push dollies will be available at the loading doors.
- Unload your vehicle as quickly as possible and return your dolly. A crew is available if you require help. (Check with the Official Show Contractor for applicable rates.)

CRATE STORAGE

Empty containers will be picked up, stored, and returned to you as a complimentary service. We will be working as rapidly as possible, but please be patient as there are many exhibitors to be serviced.

Identify every empty case, skid, crate or carton you wish returned to your booth at the end of the show by completing and affixing the proper storage labels. Storage labels are available from GES Service Desk.

Exhibitors are advised that storage areas are not and cannot be secured. We suggest that no valuable materials of any kind should be consigned to storage.

Due to Fire Regulations crates must not be stored behind your booth.

US AND INTERNATIONAL FREIGHT

Exhibitors who are shipping goods to the show from outside of Canada are strongly advised to use the official customs broker for the show. Representatives will be on-site throughout the show to ensure all your customs needs have been looked after.

PAYMENT OF SPACE

All payment of exhibit space must be made **90 days prior to move-in** as contracted. **Show Management reserves the right to refuse move-in and use of space to any exhibitor who has not made full and final payment.**

MOVE-OUT PROCEDURE

MOVE OUT DATES & TIMES: **Thursday November 3, 2016**
4:00 pm – 8:00 pm

Beginning at 4:00 p.m. on Thursday November 3, 2016, all materials in storage will be returned to the booths.

ALL exhibits must be removed by 8:00 pm on Thursday, November 3.

DISMANTLING OF EXHIBITS

No dismantling or removal of exhibits or exhibit material is permitted before the close of the show.

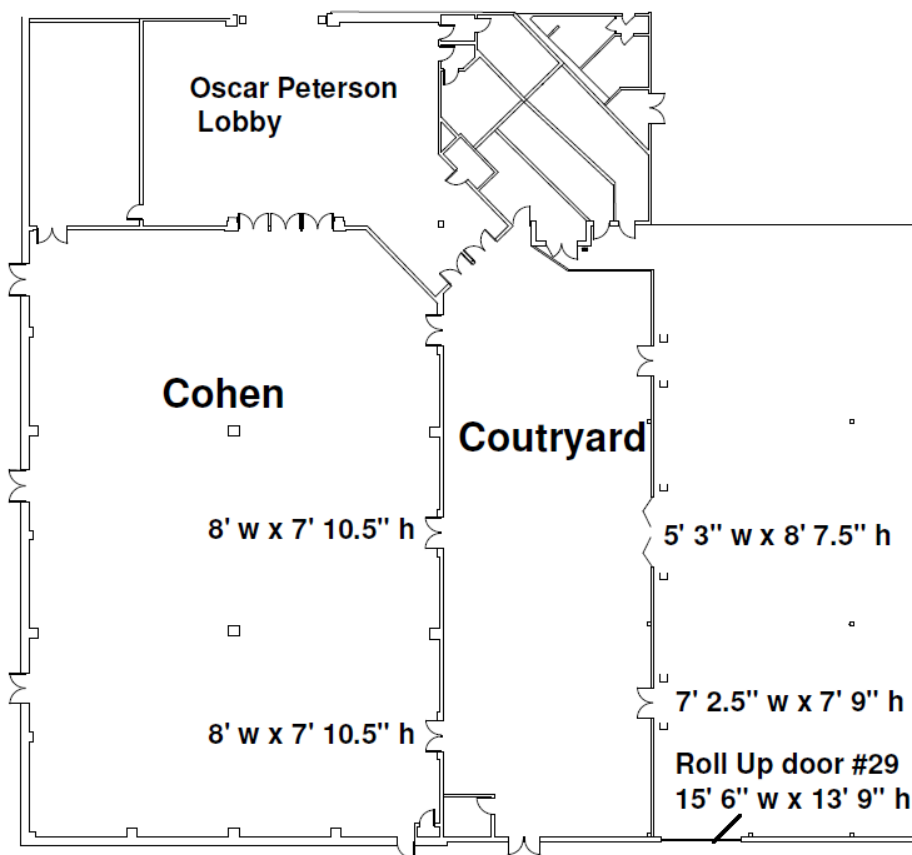
Exhibitors are urged to remove small cartons and open cases of products from the building immediately after the close of show. While Show Management will take all reasonable security measures to safeguard small items, immediate removal of such items will minimize the possibility of loss from pilferage.

LOADING DOORS

During move-out, freight will be shipped from the show through the same doors that were used for move-in. The floor will have a materials handling crew, as well as a representative from Show Management who will be checking with exhibitors to ensure a smooth and trouble-free move-out.

REMOVAL OF EXHIBIT MATERIALS

At the close of the show, where exhibitors fail to pick up or couriers refuse to accept shipments, Show Management reserves the right to reroute such shipments where no destination is provided. This material may be hauled to a warehouse and the exhibitor will be charged accordingly for this routing or handling. To simplify your move-out, we recommend the use of our Official Transportation Carrier.



ACCOMODATIONS AND DIRECTIONS

Radisson Suite Hotel, Toronto Airport
640 Dixon Rd.
Toronto, ON M9W 1J1
Tel: 416-242-7400

By car (via highways)

South Entrance (650 Dixon Road)

From Hwy 401 – exit Dixon Rd W, turn into The Toronto Congress Centre
From Hwy 427 north – exit at Dixon Rd E, follow until left turn into The Toronto Congress Centre
From Hwy 427 south – exit Hwy 409 E, follow until Martin Grove Rd exit, travel south on Martin Grove Rd, turn right on Dixon Rd, turn right into The Toronto Congress Centre
From Hwy 407 – exit Hwy 27 S, follow until Dixon Rd E, turn left into The Toronto Congress Centre
From the Gardiner Expressway – exit Hwy 427 N, follow to Dixon Rd E, turn left into The Toronto Congress Centre

From Toronto Pearson International Airport

Take Airport Road eastbound for approximately 3 miles; turn onto Dixon Road. Continue eastbound past Hwy 27 until the first set of traffic lights. Turn left into The Toronto Congress Centre. www.gtaa.com
For further directions, please call: 416-245-5000.



GENERAL RULES AND REGULATIONS

1) RULES GOVERNING SECURITY OF EXHIBIT HALL

- All persons entering the hall during show days must wear a badge.
- On move-in and move-out days, the halls must be cleared no later than the times indicated in this manual.
- Exhibitors are urged to clear the halls within 15 minutes of the daily scheduled closing time.
- While Show Management will take reasonable overall security precautions, exhibitors are responsible to protect their own goods.
- During move-out, all booth material should be packed and properly labeled immediately after show closing before leaving the hall.
- Exhibitors are responsible for providing all workers with proper badges.
- Thefts must be reported to security immediately and police will be contacted directly.
- Any and all disputes of these rules must be taken up with Show Management.

2) NON-COMPLIANCE WITH RULES AND REGULATIONS

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

3) CANCELLATIONS BY EXHIBITOR

Exhibitors are responsible for entire booth cost plus applicable HST. Deposits are non-refundable and non-transferable. In the event of cancellation the exhibitor must notify Show Management in writing and is responsible for the amount due as per the payment terms of the contract.

4) CANCELLATION BY SHOW MANAGEMENT

Show Management reserves the right to cancel space should payment not be received from the exhibitor within the prescribed time frame. If Show Management should be prevented from holding the show by any cause beyond its control, or if it cannot permit the exhibitor to occupy his rented space due to circumstances beyond its control, including but not limited to, strike, fire, civil disobedience, inclement weather, lockout, and acts of God, Show Management will refund to the exhibitor the amount of rental paid by him, less a proportionate share in relation to the other exhibitors' space of the total show expenses incurred by Show Management to that date, and Show Management shall have no further obligation or liability to the exhibitor.

5) LOSS OR DAMAGE

Exhibitors will be liable for, and will indemnify and hold harmless Show Management from any loss or damage whatsoever occurring to or suffered by any person or company, including, without limiting the generality of the foregoing, exhibitor, other exhibitors, management, the owners of the building and their respective agents, servants and employees, and members of the public attending the show, either (a) on the said space or (b) elsewhere. Neither the facility nor Show Management will be responsible for loss or damage to persons, exhibits, or decorations by fire, accident, theft, or any cause while in the exhibition buildings.

6) DEMONSTRATIONS, DISTRIBUTIONS AND COMPETITIONS

Display, demonstration and distribution of advertising material is not permitted outside the confines of the booth space. If audio/visual equipment is used, the sound must be subdued to such an extent as to ensure its having no nuisance effect on neighboring exhibitors. Voice amplification may be used only with written permission from Show Management prior to show opening.

7) OBJECTIONABLE CONDUCT

Management reserves the right at any time to reject, prohibit, or remove exhibits or any part thereof and to expel exhibitors generally from exhibits or the operation of exhibits, which may be objectionable to the participants and management. Without limiting the generality of the foregoing, this paragraph applies to a person's conduct or any printed matter which may affect the show generally.

8) STAFFING OF EXHIBITS

Exhibitors must maintain staff in their booths at all times during the hours of the show.

9) MECHANICAL CONVEYANCES

Mechanical conveyances such as electric carts, scooters, or bicycles will not be allowed in the aisles during the show hours. The only exceptions to this rule will be in the case of physically challenged persons visiting the show or authorized show duty personnel.

10) SAFETY MEASURES

Exhibitors showing equipment in operating condition must provide every precaution for the safety of their operators, show visitors, and exhibit personnel.

- Operators must wear proper personal protective equipment during machinery operations.
- All belt-and chain-drive units must be covered with approved shielding.
- All equipment where welding, cutting of metal, wood or plastic is involved must be provided with approved safety shields.
- Waste materials, cuttings and shavings must be placed in bins for safe removal from the building. These bins and their removal may be arranged for with the Official Show Service Contractor.

11) FLOOR, WALL AND CARPET DAMAGE

- Exhibitors are responsible for any damage to the building in their rented space and general damages to carpeted areas adjacent to their rented space caused by their exhibits or displays.
- Painting, nailing, drilling, or screwing to the floors, walls or any other part of the building is not permitted.
- If you choose to install your own carpet or select an alternate decorator you must arrange to have the carpet tape removed during move-out. If tape is not removed, exhibitors will be responsible for the charges incurred for the removal of the tape. **Only use double-sided cloth carpet tape. Exhibitors will be charged for the removal of any tape residue left behind.**

12) SUBLET

It is agreed that under no circumstances shall space be sublet without the prior written permission of Show Management.

13) REMOVAL OF EXHIBIT

The exhibitor further agrees that the conditions, rules and regulations of Show Management are made a part of the contract and that said exhibitor agrees to be bound by each and all of these rules and regulations, and that Show Management shall have the full power to interpret, amend, and enforce all rules and regulations in the best interest of the show.

14) RE-ASSIGNMENT OF SPACE

Show Management shall have the right to change, if necessary, the assignment of space to be occupied by the exhibitor in order to create an effective exposition.

15) CONCESSIONS

Exhibitors may not sell, serve or dispense any food or beverages in the space without express written permission. No outside food or beverages are permitted inside the exhibit all. All Food and Beverage consumed within the exhibit hall must be provided through the official caterer, Capital Traiteur. Please contact Show Management for further information.

16) FIRE REGULATIONS

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.

17) CAMERAS AND/OR VIDEO RECORDERS

Cameras and/or video recorders are not allowed on the show floor unless approved by Show Management. Exhibitors are only permitted to take photos of their own booth space and set up.

ELECTRICAL SAFETY CODE REQUIREMENTS

1. The Electrical Safety Code, a Provincial Regulation, requires that all electrical equipment must be approved before it may lawfully be advertised, displayed, offered for sale, sold, or otherwise disposed of or used in Ontario.
2. It is, therefore, the responsibility of each exhibitor to ensure that all electrical equipment in, on, or about the booth comply with these regulations. This includes electrical merchandise as well as lighting and display.
3. Please refer to the Electrical Safety Authority (ESA) forms within this manual for further details on approval.
4. One of the fundamental requirements of approval is that appropriate approval markings must appear on each device. If such markings are missing, the device must be considered unapproved and, therefore, subject to special inspections.
5. If you wish to display, offer for sale, or use any electrical equipment which is not approved you are required to obtain permission from ESA and pay the necessary fees. Please refer to the ESA documents pertaining to Permission to Show within this manual for further details. Please note that proper approvals must be obtained after the show, for any electrical equipment, which is to remain in Ontario.
6. Exhibitors that wish to connect and energize (provide electricity to) unapproved electrical equipment, must complete the application for Permission to Energize and pay the Permission to Energize fee indicated for each piece of unapproved electrical equipment. Exhibitors are not required to complete the application for Permission to Show for the same piece of equipment.
7. Failure to comply could result in the equipment being ordered removed from display.

ELECTRICAL SAFETY AUTHORITY (ESA)
Customer Service Centre
P.O. Box 24143
Pinebush Postal Outlet
Cambridge, ON N1R 8E6
1 (877) ESA-SAFE (372-7233)
Fax: 1 (800) 667-4278

NOTE: All Electrical Connections are the Financial Responsibility of the Exhibitor.

FIRE REGULATIONS

REGULATIONS GOVERNING EXHIBITS AND DISPLAYS IN PUBLIC BUILDINGS

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 or compressed paperboard less than 1/8" in thickness is considered to be paper). Wallpaper is permissible if pasted securely to walls or wall board backing. Foam plastic cored art board shall be coated on all sides with a fire retardant paint, or varnish. Edges to be encased in a metal "U" channel or metal "muffler" tape. Tape must extend at least 3/8" on face and reverse of board.
2. The use of the following materials shall be prohibited: Acetate fabrics, corrugated paper box boards, 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

All exhibits having open flame devices must be accepted by the Fire Department. 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. If glass contained candles are lighted, the flame must not extend above the rim of the container.

FLAMMABLE GAS

1. 1x5 lb. propane cylinder only as approved under the Propane Storage, Handling and Utilization Code for demonstration purpose. When a cylinder is used with a self-contained propane hand torch or similar equipment it shall have a maximum WC of 2 1/2 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. 1x40 cu. ft. cylinder of acetylene will be permitted for use in Arts & Crafts type displays and for demonstration purposes

AEROSOLS

1. It is permissible to exhibit one pressurized container, not exceeding one pint 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 lock-on type gasoline tank caps, and batteries are to be disconnected. Gasoline tanks must not be filled beyond the 3/4 mark in order to allow for expansion of product. Vehicles unable to be equipped with lock-on type caps must have caps sealed in a manner acceptable to the Fire Department.
2. Running of display vehicles during exhibit is prohibited unless approved by the Fire Department.
3. Shows requiring vehicles to run as part of a performance or contest must fill vehicle outdoors 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. Each exhibitor displaying an ICF product must provide proof that they have obtained valid CCMC Evaluation Report as issued by the NRC's Canada Construction Materials Centre in Ottawa.
2. Each exhibitor agrees to adhere to the maximum booth size and 8' height limitations provided these are on different from the spaces afforded to other non-ICF exhibitors. No ceiling structures allowed.
3. CF exhibitors must have a certified in working order Class (ABC) fire extinguisher suitable for extinguishing combustible solid material in their booths at all times.
4. Electrical boxes run for show purposes must not be in direct contact with any of the foam products.
5. All lighting modules forming part of booth displays must be installed in such a manner that no light source is closer than 2 feet from foam.
6. The backsides of walls must be covered with drywall allowing front surfaces to be exposed.
7. Must pass 12 second flame test.
8. Display must not encroach on exit doorways.
9. No portion of a display shall project into any aisle as designated for the show concerned.
10. 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.
 - a. A fire extinguisher bearing the Underwriters' Laboratories of Canada designation 2-A shall be provided and maintained for each 3000 square feet of floor area.
 - b. 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.
 - c. 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 an exhaust ventilated in conformance with the requirements of the Ontario Building Code
 - d. An approved fire extinguisher must be installed in exhibit areas where flame producing devices are used, or when required by an Inspector.
11. Hay, straw, shredded paper and excelsior packing must be removed from the building unless it can be returned to tightly closed packing containers.
12. Any enclosed showroom with an excess of 2,000 square feet or an occupancy of 60 persons must have two means of egress as remote as possible.
13. Boxes, crates and cartons from which merchandise has been removed, must be piled neatly in a storage area designated by Show Management.
14. Separation – A minimum of 20 feet wide separation shall be provided between any non-sprinklered, covered areas of over 200 square feet. Non-sprinklered areas under 200 square feet will be determined based on combustible load and subject to approval by the operations department.
15. Protection – Protection criteria for the covered areas which create the potential for obstruction of the buildings sprinkler system
 - a. The area of covered portion of a booth or the area of roofed area or platform which covers the floor area below.
 - b. The protection required for covered areas up to 200 square feet and between 200 and 800 square feet will depend on the use and the occupancy conditions within that area. Appropriate protection may include any or a combination of the following
 - i. A trained security guard to monitor against unsafe conditions;
 - ii. Smoke alarms within the covered areas;
 - iii. Additional hand fire extinguishers;
 - iv. Sprinkler protection
 - c. This sprinkler protection need not be separately alarmed.
 - d. The protection required for covered areas over 800 square feet will have proper sprinkler coverage.
 - e. Exhibition booths with flame retardant fabric canopies not to exceed 200 square feet.

To pass materials: Hold materials to be tested in vertical position, apply flame to the lower edge for a minimum of twelve (12) seconds. To pass a test of satisfactory resistance, material should not continue to flame for more than two (2) seconds after the test flame is removed.