

## **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 hall. All Food and Beverage consumed within the exhibit hall must be provided through the official caterer, The Toronto Congress Centre. 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.

# **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.