



Important Move-in / Move-out Information

Dear Exhibitor:

The International Council of Shopping Centers (ICSC) places a major emphasis on the safety of workers working on the exhibit floor in the Metro Toronto Convention Centre (MTCC). Since May 28, 1998 the Ontario Ministry of Labour (MOL) has determined that the exhibit floor during the move-in and move-out is considered a construction site. As a result, the MOL requires that, in compliance with the Occupational Health & Safety Act (OHSA), all workers engaged in set-up / teardown activities during move-in and move-out for the ICSC Canadian Convention have to use appropriate Personal Protective Equipment (PPE). This includes all exhibit installations, and extends for the full move-in and move-out period.

The Ontario Ministry of Labour is the agency that enforces the OHSA, and they have been frequent visitors to the facility to ensure the Act and Regulations are being met. Based on our current understanding of the legislation, and as mandated by the MOL, all the exhibitors at ICSC Canadian Convention are required to comply with the following requirements. An extract of the OHSA relating to “Protective Clothing, Equipment and Devices” is attached for your information.

- 1. From the commencement of the move-in or move-out until all work activity has been completed, all workers will be required to wear Canadian Standards Association (CSA) approved “green patch” safety footwear (toe and sole protection) and a CSA approved hardhat. This applies to all areas of the MTCC where work is being done.**
- 2. As required by the OHSA regulation, no one will be allowed access to the exhibit floor without the appropriate protective equipment.**
3. It is also very important that you **limit the number of staff on the exhibit floor** to only those absolutely necessary to set up your exhibit space.
4. There are specific work activities that require other types of PPE, such as safety harnesses for high work, and safety glasses for work with electrical tools. Please make sure your staff working on the show floor understands the requirements and complies with them at all times.
- 5. Children under the age of 16 years are not permitted on the exhibit floor** during the move-in or move-out hours.

It is our goal to ensure a smooth, safe and successful show. Please forward this important message to the attention of all your employees or contractors involved in the move-in and move-out at the ICSC Canadian Convention.

Please also complete the Safety Release Form and email it to mmcdonald@ges.com before Friday, August 18, 2017.

Your co-operation in this matter is greatly appreciated.

Mayuri Khemlani
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ICSC Canadian Convention