



COMPULSORY EXHIBITOR FORMS

March 6 & 7, 2018 | Toronto Congress Centre

Section A

COMPANY INFORMATION

Exhibitors of The Convenience U CARWACS Show 2018 must complete and submit **Sections A-D** of this document to show management by **January 31, 2018**.

Exhibiting Company Name _____ Booth # _____

Onsite Contact _____ Title _____

Email _____ Tel _____

Section B

HEALTH & SAFETY ACKNOWLEDGEMENT

In accordance with the Occupational Health and Safety Act (OHSA) Regulation under the jurisdiction of Ontario, The Convenience U CARWACS Show requires that all reasonable steps and precautions be 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; accordingly, every possible measure is taken to provide a safe, healthy work environment.

To succeed, these safety initiatives require that every Exhibitor assume responsibility for helping meet this objective. In order to fully understand your responsibilities while at the show, all Exhibitors must carefully read the applicable sections of the Occupational Health and Safety Act (OHSA).

For more information, visit <http://www.labour.gov.on.ca/english/hs/>.

In addition, be sure to read the **HEALTH AND SAFETY BEST PRACTICE GUIDELINES FOR THE EXPOSITION INDUSTRY IN CANADA** document contained in this manual.

Section C

EXHIBITOR INSURANCE WAIVER

Exhibitors must provide proof of current and in force **COMMERCIAL GENERAL LIABILITY INSURANCE COVERAGE** prior to participation in The Convenience U CARWACS Show. Details can be found in the Liability Insurance section of the exhibitor manual, page 29. Please check one option below:

- YES**, we declare that there is **COMMERCIAL GENERAL LIABILITY INSURANCE** in force, with a limit of \$2,000,000.00 (minimum) that recognizes and will respond on my/our behalf for all activities at the show.

Insurance Company (Not Broker) _____ Policy # _____
Expiry Date of Policy _____ Limit of Coverage _____

- NO**, we currently do not have coverage and will require **COMMERCIAL GENERAL LIABILITY INSURANCE** for the show. Coverage will be obtained and information provided to **THE CONVENIENCE U CARWACS SHOW**.



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Section D

FIRE SAFETY CHECKLIST

Please review the Fire Safety Regulations (provided in the exhibitor manual, page 30) to ensure that your exhibit meets the requirements. In some instances, aspects of your Exhibit **MUST BE APPROVED** by Show Management, The Toronto Congress Centre and the local Fire Department.

Exhibit Analysis		YES	NO
1.	Exhibit configuration requires approval		
2.	Exhibit configuration is 1000 sq. ft or more		
3.	Exhibit has a roof or canopy		
4.	Exhibit contains fabric panels on sides, top or across/above the booth		
5.	Exhibit has a mezzanine or second storey		
6.	Exhibit contains a raised platform		
7.	Exhibit contains a raised platform with an area of 400 sq. ft or more		
8.	Exhibit exceeds 8 ft in height		
9.	Exhibit material exceeds 10,000 lbs gross weight		
10.	Exhibit material exceeds 300 lbs per sq. ft		
11.	Exhibit contains prohibited material		
12.	Materials/processes/equipment require special permit		
13.	Exhibit has suspended signs/banners/lights		
14.	Exhibit presents an obstruction		
15.	Exhibit contains a motorized vehicle/combustion engine		
16.	Exhibit contains liquid fuels/natural gas/propane		
17.	Exhibit contains cooking appliances or other equipment		
18.	Exhibit contains hazardous materials which do not comply with government regulations on material handling in the work place		
<ul style="list-style-type: none"> • IF ANY QUESTIONS FROM 1-7 ARE ANSWERED YES, YOU MUST SUBMIT SPECIFIC FLOOR PLANS. • IF ANY QUESTIONS FROM 8-18 ARE ANSWERED YES, YOU MUST ALSO SUBMIT SPECIFIC DETAILS. 			

DETAILS:

* Two storey booths, single-level roofed booths and booths with mezzanines are not allowed at The Toronto Congress Centre without approval from Show Management and the Fire Marshall.

Section E

ACKNOWLEDGEMENT OF REQUIREMENTS & SIGNATURE

Name _____ Title _____

Signature _____ Date _____

By signing above (or typing your full name in CAPITAL LETTERS when submitting the form electronically), you hereby acknowledge that you have carefully read and completed **Sections A-D** and all information provided is complete and accurate.

Submit via email: hhubbs@ensembleiq.com

Print and fax to: 888.889.9522