



**EXHIBITOR
MANUAL**

CONVENIENCE GAS WASHER



MARCH 6 & 7, 2018

TORONTO CONGRESS CENTRE | HALL ABC
650 Dixon Rd. | Toronto, ON | M9W 1J1

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Welcome

Dear Exhibitor,

Thank you for choosing to exhibit at the **2018 Convenience U CARWACS Show**. Enclosed is your Exhibitor Manual. This package contains all of the necessary information that you will need to successfully prepare for the show and install your exhibit.

Please read the following information carefully as it will save you time, money and unnecessary stress at the show.

Please reference the [Suppliers Forms List](#) (page 8) that we have prepared for your convenience. This list contains a complete directory of services and supplies that you may need for your exhibit. Please review this list and ensure that you have completed and returned all of the necessary forms before the suggested deadlines.

The Exhibitor Checklist is available online. This is a quick reference to the important deadlines you will need to make your show a success.

Should you have any questions or concerns pertaining to the contents of this guide, please contact Show Management.

key contacts

Show Management

EnsembleIQ
20 Eglinton Ave W. Suite 1800 Toronto, ON M4R 1K8
Tel: 416.256.9908/ 877.687.7321 Fax: 888.889.9522

Vice President/General Manager & Sponsor Sales

Michael Cronin
647.557.5094
877.687.7321 ext.1001
Email: mcronin@ensembleiq.com

Exhibit Sales

Elijah Hoffman
647.558.0103
877.687.7321 ext. 1009
Email: ehoffman@ensembleiq.com

Senior Operations Coordinator

Helen Hubbs
647.557.5079
877.687.7321 ext. 1013
Email: hhubbs@ensembleiq.com

Exhibit Sales

Steve Beamish
647.946.9218
877.687.7321 ext. 1024
Email: sbeamish@ensembleiq.com

Show location and Schedule

SHOW LOCATION

The Convenience U CARWACS Show is being held at:

The Toronto Congress Centre, Hall ABC
650 Dixon Rd.
Toronto, ON M9W 1J1

MOVE IN / MOVE OUT INFORMATION

Exhibitor Move-in & Set-up:

Monday, March 5: 12:00pm – 8:00pm

Tuesday, March 6: 8:00am – 11:00am*

***Please note:** all items that are brought in on Tuesday, March 6 must be hand-carried only; **dollies or hand carts are NOT permitted** on the aisle carpet.

Exhibit tear-down and move-out:

Wednesday, March 7: 5:00pm – 11:00pm**

****All display materials must be completely removed from The Toronto Congress Centre prior to 11:00 pm on Wednesday March 7, 2018.**

Any articles left in the hall past 11:00pm will be removed and stored by Lange Transportation and Storage Ltd. at the exhibitor's expense. EnsembleIQ, The Toronto Congress Centre and Lange Transportation will not be responsible or liable for any loss or damage to articles removed after the deadline.

NOTE: **No persons under the age of 19** shall be permitted in the exhibit hall or loading dock area during the move-in, show days or move-out days.

Move-in / set-up:	Mon. Mar. 5	12:00pm – 8:00pm
Hand-carry move-in only*:	Tues. Mar. 6	8:00am – 11:00am
* No dollies or hand carts allowed		
Trade show hours:	Tues. Mar. 6	12:00pm – 5:00pm
	Wed. Mar. 7	12:00pm – 5:00pm
Move-out / Dismantle†:	Wed. Mar. 7	5:00pm – 11:00pm
† Please have all carriers check-in by 6:00pm on Wednesday, March 7		

frequently asked questions (FAQs)

HOW DO WE OBTAIN STAFF BADGES & WHERE DO WE PICK THEM UP?

Please register all of your booth staff using the Exhibitor Badge Registration Link sent by Conexsys Registration. This will be emailed to the logistical contact filled out on the booth space agreement.

If this contact has changed please notify hhubbs@ensembleiq.com immediately.

You will be able to add and/or modify exhibitor badge entries at any time by using the link sent by Conexsys up until **Friday, March 2 at 3:00pm**.

Exhibitor badges will not be mailed to you in advance. All booth staff badges may be picked up **beginning at noon on move-in day (Mon, March 5)** at the registration desk located inside the Main Entrance Lobby at the Toronto Congress Centre.

WHAT ARE THE SHOW COLOURS?

The show's official drape colour is **BLACK** and carpet colour is **BLUE**.

WHAT IS INCLUDED WITH MY BOOTH SPACE?

Step drape is included with the rental of the booth.

The Exhibit Space Rate also includes material handling up to 5,000 lbs.

If your exhibit material exceeds this weight, please contact [Amanda Parsons](#) at Lange Transportation (800.668.5687).

DO I NEED CARPET OR FLOOR COVERING IN MY BOOTH?

Yes. Carpet/Floor Covering is NOT included.

All exhibits are **required** to have carpeting or equivalent flooring (e.g. tile, hardwood, laminate, etc.) completely covering the visible floor in your exhibit space. Carpet may be rented from Freeman (please refer to the [Carpet Order Form](#)).

Please note: Booths that do not have carpet (or equivalent flooring) by 11:00am on Tuesday, March 6 will have carpet installed at the exhibitor's expense.

IS THERE A ONE-STOP-SHOP TO ORDER EVERYTHING ONLINE?

Freeman offers a [Show Special](#), which includes a carpet, table, 2 chairs, header sign with your company name, and installation & dismantle labour.

Many of our suppliers offer online ordering systems, you can find them on the [Suppliers Forms](#) page.

WHAT KIND OF ADHESIVE TAPE IS ACCEPTABLE FOR CARPET/FLOORING INSTALLATION?

All adhesive products must be removable without damage to the building finishes.

Some acceptable floor adhesives are #618 Suretape (cloth duct tape), Doublestick V (2-sided tape) and #174 high-adhesion double-faced tape.

Please note: Exhibitors will be held responsible for extra charges incurred for tape removal or any damage caused by the use of adhesive tape.

WHAT IF I REQUIRE POWER FOR MY EXHIBIT?

If your exhibit requires electricity, be sure to order this service from Showtech Power & Lighting, the exclusive supplier at the Toronto Congress Centre (please refer to the [Electrical & Lighting Order Form](#)).

HOW DO I RENT FURNITURE AND OTHER ACCESSORIES FOR MY EXHIBIT?

If you require furniture (e.g. tables, chairs, counters, shelving, etc.) or other accessories (e.g. plants, etc.) for your exhibit, you may bring your own or rent these directly from Freeman (please refer to the [Furniture & Accessories Order Form](#)).

WHO DO I CONTACT TO GET MY BOOTH CLEANED OR VACUUMED?

If your exhibit requires vacuuming you may order this service from the Toronto Congress Centre (please refer to the [Booth Cleaning Order Form](#)).

I WOULD LIKE TO SAMPLE FOOD AND/OR BEVERAGE FROM MY BOOTH. IS THIS PERMITTED?

Exhibitors are permitted to sample food and/or beverages from their booth provided that they complete the Toronto Congress Centre [Food Sample Form](#).

WHAT ARE THE HEALTH & SAFETY REGULATIONS FOR FOOD AND BEVERAGE SAMPLING?

If you are serving food & beverage samples from your booth you are required to adhere to the guidelines outlined in The City of Toronto's [Special Event Temporary Food Establishment](#) package which includes providing portable hand washing facilities where necessary.

WHAT DO I DO WITH THE GARBAGE THAT IS CREATED FROM THE FOOD AND BEVERAGE THAT I SAMPLE?

If you are conducting food/beverage sampling from your booth, please be aware that you are required to rent a garbage bin (from Freeman, see the [Furniture & Accessories Order Form](#)) or provide your own - of sufficient size to hold the waste that that is created from sampling.

Please note: If a garbage bin is not ordered, Show Management reserves the right to order one on your behalf and charge your account.

WHAT CAN I DO WITH LEFTOVER FOOD AND/OR BEVERAGE PRODUCTS AFTER THE SHOW?

Show management has made arrangements to donate any leftover food and/or beverage products to a local food bank called **Second Harvest** (visit <http://www.secondharvest.ca/> to learn more about the organization). Should you have leftover product that you would like to donate please visit the show office and obtain "Donation" stickers for your materials. **All materials left on the show floor on March 7 after 8:00pm bearing the "Donation" sticker will be donated.**

WHAT ARE SOME WAYS TO 'GO GREEN' AT THE SHOW?

- Instead of using the hard-copy passes for your clients and prospective clients, please use the **Electronic show passes ("E-pass")** provided to you by Show Management
- If you are using disposable cups, plates, utensils, etc. for sampling, opt for compostable products or products made from renewable resources.
- Where possible, try to create electronic documents for promotional materials (e.g. pamphlets, flyers, postcards, etc.) or use 100% recyclable paper products.
- If you will be conducting product giveaways try to choose products that are made from recyclable materials and that are reusable.
- Turn off any electrical appliances or equipment in your booth when they are not in use.
- During move-in, separate your cardboard from the rest of your garbage and leave it in the aisle for collection by our cleaners.

IS THERE AN EXHIBITOR MARKETING KIT AVAILABLE SO THAT WE CAN INVITE OUR CLIENTS AND PROSPECTIVE CLIENTS TO THE SHOW?

Yes, The Convenience U CARWACS Show has created a number of marketing tools for you to use to invite your clients and prospective clients to the show. All of the marketing tools (except the printed show pass) will be available on the Exhibitors Page at convenience.ca/exhibitors/marketing-tools/.

The Marketing Tools include:

- **FREE Printed show passes** – printed passes will be mailed to you in the coming weeks. You can give these to your clients who can attend the show for free when they register using your exclusive code (shown on the pass).
- **FREE Digital Content** – Convenience U CARWACS logo, web button and banner will be available for download. You can post this button on your website to allow your guests to register quickly and easily, free of charge.

Refer back to the webpage for updates and more marketing opportunities

suppliers forms list

Please review the following checklist to ensure that you have ordered all necessary show services and submitted all mandatory forms by the deadlines specified.

All COMPULSORY forms are marked with an asterisk *

Convenience U Forms are to be filled out and returned by **January 31, 2018**.

Suppliers Forms are to be returned directly to show service supplier, if applicable.

<u>Form Name</u>	<u>Supplier</u>	<u>Deadline</u>	<u>Completed</u> <input checked="" type="checkbox"/>
Be sure to return these forms by the date specified in order to avoid paying premium rates and surcharges.			
Compulsory Exhibitor Form	Convenience U	Jan 31, 2018	
Product Showcase Form	Convenience U	Jan 31, 2018	
Hotel Reservations	Radisson Suites	Feb 5, 2018	
Showcase Rental Order	Lange	Feb 7, 2018	
Carpet	Freeman	Feb 12, 2018	
Furniture and Accessories	Freeman	Feb 12, 2018	
Exhibitor Booth Rentals	Freeman	Feb 12, 2018	
Signs and Graphics	Freeman	Feb 12, 2018	
Installation and Dismantle	Freeman	Feb 12, 2018	
AV Rental	Freeman AV	Feb 13, 2018	
Hotel Reservations	Crowne Plaza	Feb 14, 2018	
Food Sample Form	TCC	Feb 14, 2018	
Exhibitor Booth Cleaning	TCC	Feb 14, 2018	
Catering Menu	TCC	Feb 14, 2018	
Live Animal Agreement & Waiver	TCC	Feb 14, 2018	
Booth Security Request	TCC	upon request	
Move-in Questionnaire	Lange	Feb 16, 2018	
Transportation Services	Lange	as required	
Advance Show Receiving	Lange	Feb 16, 2018	
After Show Warehousing	Lange	Feb 16, 2018	
Special Forklift Service	Lange	Feb 16, 2018	
Security Cage Rental	Lange	Feb 16, 2018	
Water Cooler Rental	Lange	Feb 16, 2018	
Customs	Lange	as required	
Shipping Label	Lange	n/a	
Permission to Show Energize	ESA	as required	
Electrical & Lighting Order Form	Showtech	Feb 19, 2018	
Sign/Banner Hanging Order Form	Showtech	Feb 19, 2018	
Mechanical Order Form (air, gas, water)	Showtech	Feb 19, 2018	
Internet Order Form	Freeman AV	Feb 21, 2018	
Exhibitor Insurance Application	Brokers Trust Insurance	Feb 21, 2018	
Lead Retrieval Scanner	CONEXSYS	Feb 23, 2018	
Exhibitor Ice Delivery	TCC	March 2, 2018	

official show suppliers

Show Supplier	Contact Information	Telephone/Fax/E-mail
AV Rental: Freeman AV	2365 Matheson Blvd E Mississauga, ON L4W 5B3	Tel: 905.366.9200 Fax: 905.366.0274 Contact: Ron Vidad ron.vidad@freemanco.com
Booth Cleaning: Toronto Convention Centre – Infrastructure Department	650 Dixon Rd. Toronto, ON M9W 1J1	Tel: 416.245.5000 Fax: 416.245.3046 Contact: Mila Semenova buildingaesthetics@torontocongresscentre.com
Customs Provider: Lange Transportation	3965 Nashua Drive Mississauga, ON L4V 1P3	Tel.: 905.362.1290 Toll free: 800.668.5687 Fax: 905.362.1285 Contact: Amanda Parsons amandap@langeshow.com
Electrical, Lighting & Mechanical Services: SHOWTECH Power & Lighting	5675 McLaughlin Rd Mississauga, Ontario L5R 3K5	Tel: 905.283.0550 Tel: 416.244.4899 (onsite) Fax: 905.283.0551 Contact: Mandy Hawerchuk mhawerchuk@showtech.ca
Exhibitor Show Services (exhibit rentals, signs, etc): Freeman	61 Browns Line Toronto ON M8W 3S2	Tel: 416-252-2420 Fax: 416-252-2365 Contact: Exhibitor Services freemantorontoes@freemanco.com
Hotel Accommodations: Radisson Hotel Toronto Airport	640 Dixon Rd. Toronto, ON M9W 1J1	Tel: 416.242.7400 Toll free: 800.333.3333 Click here for details
Hotel Accommodations: Crowne Plaza Toronto Airport	33 Carlson Ct Toronto, ON M9W 6H5	Tel: 416.675.1234 Toll free: 877.859.5899 Click here for details
Insurance Broker: Brokers Trust Insurance Group Inc.	2780 Hwy 7, Suite 103 Concord, ON L4K 3R9	Tel: 905.695.2971 Fax: 866.296.4199 Contact: John Neofotistos info@exhibitorinsurance.com

Show Supplier	Contact Information	Telephone/Fax/E-mail
Internet Access : Freeman AV	2365 Matheson Blvd E Mississauga, ON L4W 5B3	Tel: 905.366.9200 Fax: 905.366.0274 Contact: Ron Vidad ron.vidad@freemanco.com
Lead Retrieval Services: CONEXSYS Registration Ltd.	7050-B Bramalea Rd. Suite 34 Mississauga, ON L5S 1S9	Tel: 905.405.8415 Fax: 905.405.9870 Contact: Troy Bell troy@conexsys.com
Move-in Schedule/ Special Forklift Services: Lange Transportation & Storage Ltd.	3965 Nashua Dr. Mississauga, ON L4V 1P3	Tel: 905.362.1290 Toll free: 800.668.5687 Fax: 905.362.1285 Contact: Amanda Parsons amandap@langeshow.com
Registration - Attendees : EnsembleIQ	20 Eglinton Ave West Suite 1800 Toronto, ON M4R 1K8	Tel: 877.687.7321 ext. 1015 Fax: 888.889.9522 Contact: Myriam Bentoumi mbentoumi@ensembleiq.com
Registration - Exhibitors : EnsembleIQ	20 Eglinton Ave West Suite 1800 Toronto, ON M4R 1K8	Tel: 877.687.7321 ext. 1013 Fax: 888.889.9522 Contact: Show Management Helen Hubbs hhubbs@ensembleiq.com
Signs & Graphics: Freeman	61 Browns Line Toronto ON M8W 3S2	Tel: 416-252-2420 Fax: 416-252-2365 Contact: Exhibitor Services freemantorontoes@freemanco.com
Sign Hanging: SHOWTECH Power & Lighting	5675 McLaughlin Rd Mississauga, Ontario L5R 3K5	Tel: 905.283.0550 Tel: 416.244.4899 (onsite) Fax: 416.244.6356 Contact: Mancy Hawerchuk mhawerchuk@showtech.ca
Transportation & Warehousing: Lange Transportation & Storage Ltd.	3965 Nashua Dr. Mississauga, ON L4V 1P3	Tel: 905.362.1290 Toll free: 800.668.5687 Fax: 905.362.1285 Contact: Amanda Parsons amandap@langeshow.com

travel & accommodation

HOTEL

There are two official hotels providing accommodation for the 2017 Convenience U CARWACS Show.

The Radisson Suite Hotel Toronto Airport

Book before February 5, 2018 to qualify for the special group rate.

The Radisson Suite Hotel is located at 640 Dixon Road, adjacent to The Toronto Congress Centre.

Rates have been negotiated for single/double occupancy:

Superior King Suite: \$153.00 (plus applicable taxes)

Superior Two Queen Suite: \$173.00 (plus applicable taxes)

Includes complimentary internet & dedicated free transportation to/from the Airport. Parking is \$14/day with in/out privileges.

To book your accommodations by phone, please call 1-800-333-3333. When calling, ensure that you identify yourself as a member of **The Convenience U CARWACS Show** in order to receive the preferred rate.

To book online, please follow the link on our [Travel & Hotel page](#).

Crowne Plaza Toronto Airport

Book before February 14, 2018 to qualify for the special group rate.

The Crowne Plaza is located down the street from The Toronto Congress Centre at 33 Carlson Ct.

Rate for single/double occupancy:

Modern Room: \$132.00 (plus applicable taxes)

Includes complimentary internet, free shuttle to/from the Airport and 15% food discount in the restaurant and lounge. Parking is \$8/day with in/out privileges.

To book your accommodations by phone, please call 877-859-5899. When calling, ensure that you mention **group code CUW** and identify yourself as a member of **The Convenience U CARWACS Show** in order to receive the preferred rate.

To book by email, please contact reservations@cptayyz.com.



The Convenience U CARWACS Show Exhibitors/Attendees Beware!

Convention Housing Services Actively Misleading exhibitors and attendees

Whether you're an exhibitor or planning to attend The Convenience U CARWACS Show, please don't unwittingly fall prey to the company Convention Housing Services. They are contacting exhibitors and attendees implying that they officially represent this venue. The Convenience U CARWACS Show is not associated with this company. Convention Housing Services is not a travel agent for this event and The Convenience U CARWACS Show does not endorse, cooperate or collaborate in any manner whatsoever with this organization. We strongly recommend that you exercise careful due diligence in doing business with this agency.

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AIRFARE

We have appointed Air Canada as the official Canadian airline of the Convenience U CARWACS Show in Toronto.

[Book online](#) to reserve your flight and receive a 10% discount on regularly priced airfares (does not apply to Tango fares or seat sales). Simply enter our convention number in the "Promotion Code" field when you are making your online booking.

Our convention number is 8U6A3PT1

The convention code is applicable for travel from Monday, February 26, 2018 to Wednesday, March 14, 2018.

CAR RENTAL

Hertz is pleased to provide exhibitors of the Convenience U CARWACS Show an exclusive convention rental code.

[Book online](#) to take advantage of special conference rates, which include unlimited kilometres.

The exclusive code is active and ready for reservation bookings.

Please call 1-800-654-2240 to make a reservation quoting **CV#0243Z0034**

Rates are available from all Canadian locations throughout 2018.

directions to the Toronto Congress Centre



The Toronto Congress Centre has posted comprehensive directions to their facility online.

Please visit <http://www.torontocongresscentre.com/attending/directions/>

Or call **416-245-5000** for more information on getting to the Toronto Congress Centre.

shipping information & labels

DIRECT shipments **should not** arrive at the Toronto Congress Centre prior to **March 5** and should be labeled as follows:

EXHIBITING COMPANY NAME (BOOTH #)

Attention: Lange Receiver
Toronto Congress Centre, Hall A (South Building)
The Convenience U CARWACS Show
650 Dixon Rd. Toronto, ON M9W 1J1
_____ of _____ Pieces

*International Exhibitors: NOTIFY LANGE TRANSPORTATION FOR CUSTOMS CLEARANCE ASSISTANCE. Please refer to the 'Customs – General info' section, page 17 of this manual for more information.

advance shipping and warehousing

ADVANCE shipments arriving at Lange Transportation & Storage Ltd's warehouse prior to the move-in date will be accepted and charged to the exhibitor based on the advance receiving rates. Exhibitors who use Lange Transportation will have their material automatically priority-scheduled to the site. If you require advance warehousing you must complete the [Lange Advance Show Receiving Order Form](#) and label your shipment as follows:

EXHIBITING COMPANY NAME (BOOTH #)

The Convenience U CARWACS Show
Toronto Congress Centre, Hall A (South Building)
c/o Lange Transportation
3965 Nashua Drive Mississauga ON, L4V 1P3
_____ of _____ Pieces

NOTE: Advance shipments are to be received by Lange no later than **February 16, 2018**

deliveries & marshalling area

There is a truck marshalling yard at the Toronto Congress Centre located in the northwest parking lot.

PROCEDURE

1. All vehicles 5 tons and over will use the entrance/exit off Martin Grove Road, north of Dixon Road.
2. An attendant will be posted at the gate to direct drivers into the marshalling yard.
3. The marshalling attendant will assign the order of vehicles based on the move-in schedule provided by Lange Transportation.
4. As space becomes available, the driver will be directed to the loading docks.
5. A dock master will be on site to control traffic flow in and out of the loading docks.

*** NO VEHICLES MAY BE LEFT ON-SITE OVERNIGHT***

Please note the following important delivery rules:

- i. Materials that are improperly labelled will be considered questionable and will not be accepted either before or during move-in dates.
- ii. Materials will only be accepted during the move-in dates and times for the event.
- iii. Vehicles must vacate the loading area immediately after unloading. Non-compliance will result in your vehicle being tagged and/or towed.



customs – general info

EnsembleIQ has partnered with Lange Transportation (our official customs provider) to make bond arrangements with Canada Customs for all imported equipment, supplies and exhibits for this show. Exhibitors who do not use the official customs broker will be required to post their own bond and cash deposit with Canada Customs.

Please contact Lange Transportation (800.668.5687) for all of your customs related questions. You may also refer to the [Customs & Transportation Services Order Form](#) which will give you all the information you need for your customs clearance.

PRINTED MATERIALS AND PRIZES/GIVEAWAY ITEMS

Canada Customs requires full payment of duties and taxes on all printed materials (including advertisements) and items for giveaways/prizes. All material not used or consumed may be exported under customs supervision and a 100% drawback of duties and taxes will be refunded to the exhibitor. Please notify the broker of any such returns prior to show closing as special documents must be prepared for export and Canada Customs officers at the show must examine the returning material.

USA EXHIBITORS

Please contact the official customs broker if you are a USA exhibitor who plans to ship equipment/supplies to the show that are NOT of USA origin. You must complete a special form to ensure the easy return of goods after the show.

Shipments originating from outside Canada must be sent to a bonded warehouse at least 7 days prior to show move-in to allow for customs clearance. Should you require this service please contact our official supplier, Lange Transportation.

SALE OF BONDED GOODS AT THE SHOW

There are also specific customs regulations regarding the sale of bonded goods at the show. If these regulations are not complied with, the goods will be removed at the exhibitor's expense at the close of the show move-out to a bonded warehouse for subsequent tax payments and clearance.

health & safety best practice guidelines for the exposition industry in Canada¹

ROLES & RESPONSIBILITIES: EXHIBITORS

As an employer:

- Must establish a health and safety policy and program for the organization as required by local health and safety legislation.
- Ensure their employees comply with all required safe work practices.
- Ensure that, where reasonably applicable, any employees appointed as supervisors have been adequately trained in local health and safety legislation and have a good understanding of the industry hazards & controls as it relates to their Show.
- Ensure that employees have been properly trained to carry out all their job tasks safely as required.
- Educate themselves on local health and safety legal requirements, hazards and controls related to the show.
- Review all health and safety documentation provided by the Show Organizer, and ensure it is communicated to all personnel (including any Contractors) that will be involved in the show.
- Become familiar with first aid and emergency evacuation procedures and ensure they are communicated to all personnel/Contractors that will be involved in the show on their behalf.
- If hiring any Contractors to install/dismantle their booth they must ensure the Contractors are competent and aware of all required safe work practices and comply with them.
- Monitor and enforce safe work practices of any personnel/Contractors working at their booth.
- Comply with all the Safety rules and precautions as directed by the Show Organizer.
- Must not access crate storage areas unless specifically authorized to do so.
- Must respect and give right of way to vehicle traffic during move-in and move-out activity.
- Make every effort to keep aisles clear and clean of debris at all times during the show.
- Report any accident or incident to the Show Organizer when it occurs.
- Comply with all safety rules while working in or accessing any common areas.

¹ Canadian Association of Exposition Management (2011). Health and Safety Law and Risk Management for the Exposition Industry in Canada. Toronto: Canadian Association of Exposition Management, 50-51

exhibitor rules & regulations

PAYMENT OF ACCOUNT

Show Management reserves the right to refuse entry into the Show to any Exhibitor whose account has not been paid in full.

EXHIBITOR REGISTRATION AND NAME BADGES

All exhibit staff must wear a name badge in order to gain access to the Exhibit Hall.

Please register all of your booth staff using the **Exhibitor Badge Registration Link** that is sent directly to the logistical contact filled out on the Exhibit Space Contract.

You will be able to add or modify exhibitor badge entries at any time online up until **Friday, March 2 at 3:00pm**.

Exhibitor badges **will not** be mailed to you in advance. All booth staff badges may be picked up on **Monday, March 5, beginning at noon** at the registration desk in the Main Entrance Lobby of the Toronto Convention Centre.

TEMPORARY HELP AND ACCESS TO EXHIBIT HALL

It is the Exhibitor's responsibility to register the names of models or other temporary help for the Trade Show. **Please provide these individuals with the correct name of the company, booth location, and name of your appropriate company contact at the booth. These individuals cannot be registered as Exhibitor personnel or gain access to the Exhibit Hall without this information.** Only qualified Exhibitor personnel or temporary help in their direct employ will be issued name badges and allowed access to the Exhibit Hall.

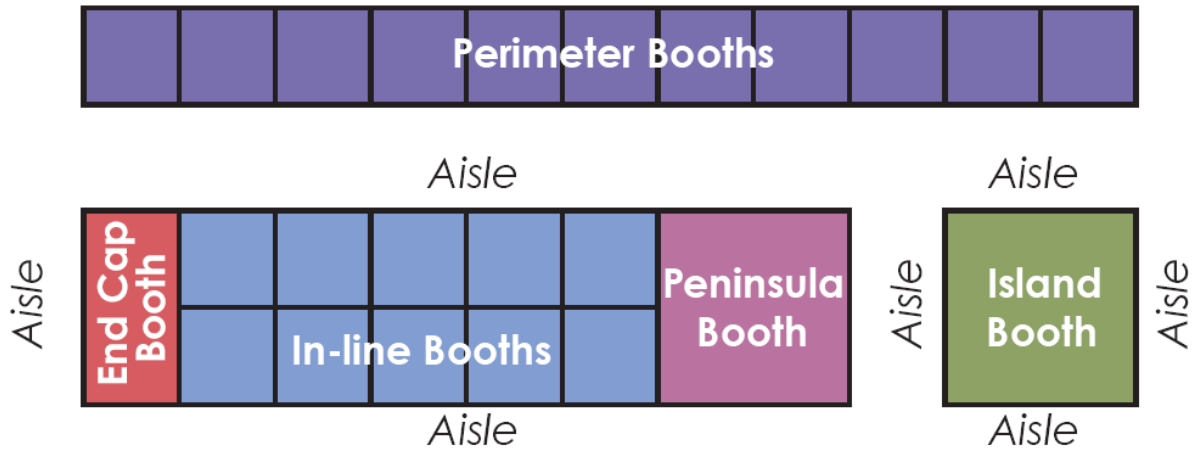
LEAD RETRIEVAL

We strongly recommend that you order lead retrieval services as part of an effective lead retrieval strategy. To order your [Lead Retrieval Scanner](#) from Conexsys, please ensure that you complete and return the enclosed order form by **Feb 23, 2018**.

EXHIBIT REGULATIONS

The Convenience U CARWACS Show follows the display rules and regulations that have been established in accordance with guidelines set forth by the International Association of Exhibitions and Events (IAEE). These guidelines for display rules and regulations were established to promote continuity and consistency among North American exhibitions.

TYPES OF BOOTH CONFIGURATIONS:

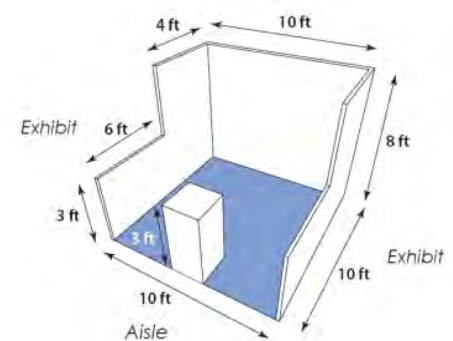


PREFABRICATED BOOTHS

Exhibitors planning to use a prefabricated display must ensure that an allowance of one inch (1") is made on each side of the display to allow for thickness of support poles for standard dividers (e.g. lengths must not exceed 9ft 10 inches, 19ft 10 inches, etc.).

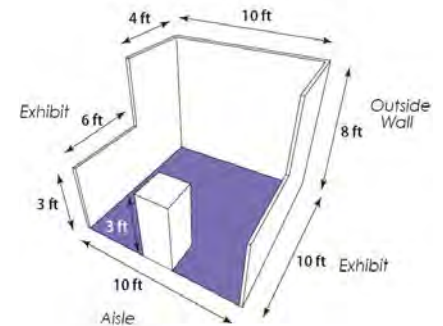
(i) In-Line booths:

- ✓ Have only one side exposed to an aisle
- ✓ Generally arranged in a series along a straight line
- ✓ Most commonly 10ft wide x 10ft deep, but any multiple of 10ft (10' x 20', 10' x 30', etc.)
- ✓ Backwall and its contents **must not exceed 8ft**
- ✓ Sidewalls may be up to 8ft high, but only as far as 4ft from the back wall – after which they must step down to 3ft high
- ✓ **Suspended signs are NOT permitted** with this type of booth configuration



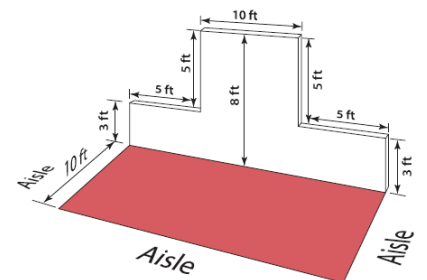
(ii) Perimeter booths:

- ✓ An in-line booth backs onto an outside wall of the exhibit facility rather than onto another exhibit
- ✓ All guidelines for single/double in-line booths apply
- ✓ In special circumstances show management may permit perimeter exhibitors to have a **backwall of UP TO 10FT** (Please call show management by **January 31** for approval)
- ✓ **Note:** booth drape will only be set to 8ft
- ✓ **Suspended signs are NOT permitted** with this type of booth configuration



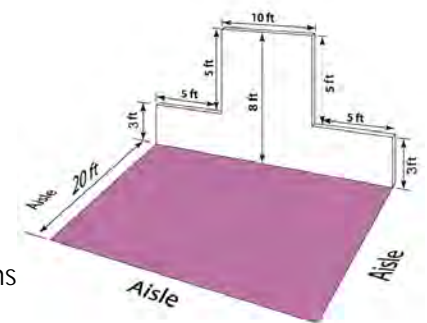
(iii) End-cap booths:

- ✓ Have aisles on 3 sides backing onto an exhibit
- ✓ Are generally 10ft deep x 20ft wide
- ✓ The back wall is restricted to 3 ft high within 5ft of each aisle
- ✓ Maximum allowable height of the **backwall is 8ft**
- ✓ **Suspended signs are NOT permitted** with this type of booth configuration



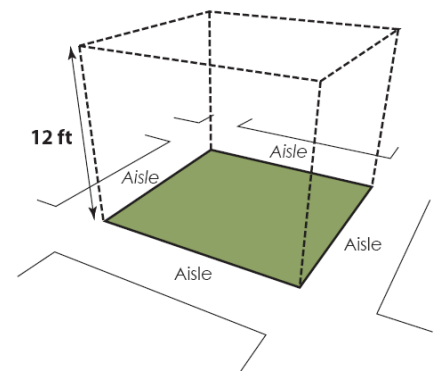
(iv) Peninsula booths:

- ✓ Have aisles on 3 sides backing onto an exhibit
- ✓ Are at least 20ft deep
- ✓ The back wall is restricted to 3 ft high within 5ft of each aisle
- ✓ Maximum allowable height of the **backwall is 8ft**
- ✓ Suspended signs are permitted over peninsula booths that are 20ft x 20ft or larger
- ✓ **Note:** signs must be hung so that the **bottom of the sign is 12ft** from the ground, and the top no higher than 14ft



(v) Island booths:

- ✓ Any size booth exposed to aisles on all four sides
- ✓ Typically 20ft x 20ft or larger
- ✓ Maximum allowable height of **backwall is 12ft** and may be put on any side of the exhibit
- ✓ Suspended signs are permitted over island booths that are 20ft x 20ft or larger
- ✓ **Note:** signs must be hung so that the **bottom of the sign is 12ft** from the ground, and the top no higher than 14ft



STANDARDS OF APPEARANCE

All sides and surfaces of exhibit displays(booth and signs), which are exposed to view, must be properly finished and decorated to present an attractive appearance when viewed from aisles or adjoining exhibits, and must not be objectionable to other exhibits or to Show Management. Show Management may install drape and charge it to the exhibitor if the exhibit display is not properly finished.

All exhibits are **required** to have carpeting or equivalent flooring (e.g. tile, hardwood, laminate, etc.) completely covering the visible floor in your exhibit space.

Please note the following show colours:

The drape colour for the show will be **BLACK**. All aisle carpeting will be **BLUE**.

SIGNS AND BANNERS

All signs, banners and other display materials must be properly affixed to the exhibit or be self-supporting from the floor within the height restrictions outlined in this manual. If you require special rigging of signs and/or banners you must order this service through Showtech Power & Lighting (please refer to the [Sign/Banner Hanging Order Form](#)).

RULES OF CONDUCT

Show Management retains full authority in the interpretation and enforcement of all rules and regulations governing Exhibitors. These regulations may be amended at any time, upon written notice by Show Management, to Exhibitors who may be affected by these amendments. Show Management reserves the right, even after an application to exhibit has been approved, to restrict and/or to dismiss any exhibit, which is deemed to be undesirable or objectionable.

Exhibitors who fail to abide by the rules and regulations or who, in the judgment of Show Management, conduct themselves in an unethical manner will be dismissed from the convention without refund.

Note: The entire display, including all equipment, must be within the confines of the contracted booth space.

Per the terms of the contract, Show Management has the right to exchange booth space location at any time.

SHOW POLICY REGARDING PERSONS UNDER THE AGE OF 19

No persons **under the age of 19** shall be permitted in the exhibit hall or loading dock area during the move-in, show days or move-out days.

ANIMALS

With the exception of certified service animals, animals are not permitted without prior written approval from The Toronto Congress Centre. Please fill out and return the [Live Animal Agreement & Waiver](#).

CARE OF FACILITY PROPERTY

- (i) No signs, posters or other items are to be fastened to facility property by any means.
- (ii) Painting, nailing, bolting, drilling, clamping, taping or use of adhesives on floors, walls, ceilings, fixtures or any part of the facility is not permitted.
- (iii) Exhibitors wishing to lay any floor covering must use adhesive tape that is removable without causing damage to the building finishes. Some acceptable floor adhesives are #618 Suretape (cloth duct tape), Doublestick V (2-sided tape) and #174 high-adhesion double-faced tape.
- (iv) Damage caused by failure to observe these rules will be paid for by the Exhibitor.

MOTORIZED EQUIPMENT/MECHANICAL CONVEYANCES

Mechanical conveyances such as electric carts, scooters or bicycles will not be permitted in the aisles during show hours. The only exception to this rule will be in the case of persons requiring the use of non-motorized and motorized wheelchairs while visiting the show.

SAFETY MEASURES

Exhibitors who are showing equipment in a moving and operating condition are required to provide every possible precaution for the safety of show visitors, their own operators, and exhibit personnel.

ELECTRICAL EQUIPMENT AND CONNECTIONS

The Electrical Safety Code, Ontario Regulation 180/84 requires that all electrical equipment is approved before it may lawfully be advertised, displayed, offered for sale, or sold, or otherwise disposed of or used in the Province of Ontario. Appropriate approval markings (CSA monogram or label) must appear on each device. If the CSA markings are missing, the device will be considered unapproved and subject to inspection and/or removal from the premises.

It is the responsibility of each Exhibitor to ensure that all electrical equipment in, on or about their booth complies with the above Regulations; this includes electrical merchandise as well as lighting and display equipment. If you wish to display, offer for sale, or use any electrical equipment that is not certified by the CSA, you must complete and submit an [application](#) to the Electrical safety Authority. To download the application form click the link above or go to:

http://www.esasafe.com/pdf/Electrical_Product_Safety/Application_for_Permission_to_Show_Energize.pdf

DEMONSTRATIONS/PRESENTATIONS

- (i) All interviews, demonstrations, or distribution of literature must take place within the booth space assigned to the individual Exhibitors, and must not interfere with normal aisle traffic.
- (ii) Exhibitors should allow sufficient space within the booth area to absorb the majority of the anticipated crowd during demonstrations/presentations.
- (iii) Exhibitors, whose demonstrations/presentations cause spectators to interfere with normal aisle traffic, or unduly overflow into the display area of neighbouring exhibits, may be asked to limit or eliminate their presentations.

FOOD/BEVERAGE SAMPLING

The Toronto Congress Centre has strict regulations pertaining to food sampling & serving size. All exhibitors who plan on sampling food and/or beverage products at their booth must read, complete and submit the [Food Sample Form](#) to the Toronto Congress Centre.

All exhibitors conducting sampling are required to adhere to the guidelines outlined in The City of Toronto [Special Event Temporary Food Establishment Package](#), which includes, providing portable hand washing facilities where necessary.

CONTEST RULES

Competition and like promotions conducted by exhibitors in conjunction with their displays shall be of a clear cut nature, and free of any obligation to the winner. The award or awards, and the terms of same, must be clearly stated on the entry/ballot form. Awards which are conditional upon the placing of an order, or which represent a credit to be applied as part of payment of an order, are not permissible.

The following conditions must be clearly stated on the ballots:

- (i) Appropriate retail value of prize
- (ii) No purchase necessary
- (iii) Not redeemable for cash
- (iv) Delivery/installation included/not included
- (v) Consent from the customer to be contacted for promotional purposes

Show management reserves the right to terminate any contest, by removing ballots and ballot boxes from the booth, if it does not comply with the above.

SALES TAXES

The current Goods and Service Tax (GST) of 5% applies to all orders for Canadian based shows (there are no out-of-country exemptions). The current Provincial Sales Tax (PST) or Harmonized Sales Tax (HST) will apply to the Province where you are exhibiting. The only exception to this is for Alberta where only GST (5%) applies.

SOLICITING & SELLING

- (i) Exhibitors distributing promotional material or soliciting business must do so in the confines of their exhibit space. Such activities are not permitted in the aisles, registration areas, hallways or other exhibits.
- (ii) The building owners warn that Exhibitors handing out adhesive backed promotional material will be charged for removal of this material from the walls and floors of the building.
- (iii) Only participating Exhibitors have the right to promote or sell goods or services in this show.
- (iv) Non-exhibiting parties who attempt to make sale solicitations, without expressed written permission of Show Management, will be permanently removed from the show area.
- (v) It is the responsibility of exhibitors to ensure compliance with the *Criminal Code of Canada*, and any customs requirements.

PROMOTIONAL INFORMATION

Exhibitors are responsible for ensuring that all promotional and product or service-related information intended for distribution to delegates during the Trade Show is factually accurate, and is professionally tasteful in its presentation. Promotional and educational materials available from an Exhibitor's display must not present information or claims that are at variance with those contained in the appropriate product monograph.

PRODUCT DONATIONS

Show management has made arrangements to donate any leftover food and/or beverage products to a local food bank called Second Harvest (visit <http://www.secondharvest.ca/> to learn more about the organization). Should you have leftover product that you would like to donate please visit the show office and obtain "Donation" stickers for your materials.

All materials left on the show floor on March 8 after 7:00pm bearing the "Donation" sticker will be donated.

OCCUPATIONAL HEALTH & SAFETY ACT

In accordance with the Occupational Health & Safety Act (OHSA) you are required to review your health & safety obligations as an exhibitor. Use the following link for more information: <http://www.labour.gov.on.ca/english/hs/> and be sure to read the HEALTH & SAFETY BEST PRACTICE GUIDELINES FOR THE EXPOSITION INDUSTRY IN CANADA document on page 18 of this manual.

EXHIBITOR UNLOADING

If an exhibitor representative is not present when their shipment arrives at the site, it will be automatically unloaded by Lange Transportation and delivered to the booth location marked on the shipment.

EMPTY CONTAINER STORAGE

Storage labels will be provided by the official material handling company and may be picked up during show move-in at the material handling show office. The exhibitor is responsible for clearly marking the exhibiting company name and booth number on these labels and placing them on all empty containers that they would like stored during the show.

PROHIBITED ACTIVITIES – PHOTOGRAPHY/VIDEOGRAPHY & TRESSPASSING

- (i) No exhibit booth may be photographed or videotaped except with the permission of the legitimate occupants of that booth. This restriction also applies to members of the media.
- (ii) Individuals who are seen photographing or videoing another exhibit WITHOUT prior permission will have their camera confiscated and may be asked to leave the show.
- (iii) Exhibitors wishing to enter another Exhibitor's area may only do so if invited.

NOISE, LIGHT AND ODOUR RESTRICTIONS

Noise must not interfere with the rights and privileges of other Exhibitors. Exhibitors may not operate sound amplifying devices that projects sound above a normal conversational level. Exhibitors may not operate display lighting, or odour-generating devices or activities that interfere with the rights and privileges of other Exhibitors. Show Management reserves the right to exercise its own judgment in responding to Exhibitor complaints in this regard.

SECURITY IN THE EXHIBIT HALL

SHOW MANAGEMENT STRONGLY ADVISES YOU NOT TO LEAVE YOUR VALUEABLES UNATTENDED AT ANY TIME DURING MOVE-IN/SET-UP OR MOVE-OUT/TEAR DOWN.

Show Management cannot guarantee against loss or damage of any kind, but will endeavour to protect Exhibitors by providing general security.

Each Exhibitor is solely responsible for their exhibit property and should insure these exhibit materials against loss or damage during the event. Please put all small valuable items out of sight each night. All Exhibitor Property is understood to remain within the Exhibitor's care, custody and control in transit to or from or within the Exhibit Hall. Should you require additional security for your materials/exhibit, please contact Show Management for assistance (647.557.5079). You may also order a [Security Cage](#) from Lange Transportation in ADVANCE.

MATERIAL REMOVAL

No dismantling or removal of exhibits or exhibit material is permitted before the close of the show. No crates will be removed from the storage area and delivered to the booths until after the aisle carpet has been removed.

GENERAL LIABILITY

Show Management acts for the Exhibitors and their representatives in the capacity of an agent, not as a principal. EnsembleIQ assumes no liability for any act or omission with this agency.

Exhibitors and their representatives hereby agree to indemnify and hold harmless EnsembleIQ and The Toronto Congress Centre, the employees thereof and their representatives and agents, against any and all claims for loss, damage, theft or injury. Indemnification includes the period of storage prior to and immediately following the Trade Show. The Exhibitor, on signing the contract, releases the foregoing from any and all claims for loss, theft, damage or injury.

No exhibitor shall be permitted to set-up in the hall unless their booth space is **paid for in full**, or if Exhibitors have made arrangements satisfactory to Show Management for the payment of their exhibit space.

Before any exhibit or portion thereof, leaves the hall, Exhibitors must make arrangements satisfactory to Show Management, The Toronto Congress Centre and the show's official suppliers, for the payment of any charges incurred by the Exhibitor in connection with representing their exhibits.

INSURANCE

Exhibitors must carry their own fire, theft, or other insurance.

Please refer to the [Liability Insurance](#) section of this manual for detailed information.

FIRE REGULATIONS

The Toronto Congress Centre has strict fire safety requirements. The Exhibitor assumes responsibility for compliance with municipal and provincial regulations concerning fire, safety and health. All exhibit equipment and materials must be protected by safety guards and devices where appropriate. All display material must be flame proofed and subject to inspection by The Toronto Congress Centre. No flammable liquids or substances of any kind may be used, stored or displayed in the Exhibit Hall. Aisles and exits must be kept clear at all times. All fire hose cabinets must be left accessible and in clear view at all times. Combustible decorations such as crepe paper, foam, tissue paper, cardboard and corrugated paper are prohibited. All packing containers, excelsior and wrapping paper are to be removed from the floor and must not be stored under tables or behind displays.

Please see the [TCC's Fire Regulations](#) in this manual for detailed information regarding fire safety at The Toronto Congress Centre.

SHOW TRADEMARKS

The names and logotypes of **The Convenience U CARWACS Show** are proprietary trademarks for the exclusive use of EnsembleIQ and may not be printed, used or displayed for any purpose without the express written permission of EnsembleIQ. Such permission will not be granted for purely promotional purposes, or in any way that would imply endorsement of a particular company, product, service or activity.

liability insurance

IMPORTANT- PLEASE TAKE CARE OF IMMEDIATELY!

As an Exhibitor participating in a show, you are required to hold 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.

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

OPTION #1: SINGLE EVENT INSURANCE

EnsembleIQ has appointed Brokers Trust Insurance Group Inc as the recommended insurance contractor for exhibitors. Order directly online at exhibitorinsurance.com

OPTION #2: YOUR OWN INSURANCE

Request a Certificate of Insurance from your own insurance company.

The certificate MUST include the following requirements:

(Please provide this list to your insurance company)

- **Additional named insured:**
 - EnsembleIQ, 20 Eglinton Ave W, Suite 1800, Toronto ON, M4R 1K8
 - The Toronto Congress Centre, 650 Dixon Rd, Toronto ON, M9W 1J1
- **Dates of the show:** March 5-7, 2018 (includes move-in and move-out dates)
- **Comprehensive General Liability:** \$2,000,000
- Bodily Injury and Property Damage Liability subject to a maximum \$1,000 Deductible.
- Products and Completed Operations Liability
- Contingent Employers Liability
- Broad form Property Damage
- Cross Liability clause
- Severability of Interest Clause
- A rider covering the shipment of materials from the shipping origin to the exhibition, during the show, and from the exhibition back to the origin

Your understanding and compliance with this requirement is greatly appreciated and we thank you for your effort in ensuring the wellbeing of everyone.

Have a prosperous and safe show.

Show Management shall take responsible precautions to prevent losses and to protect the interests of all Exhibitors. However, under no circumstances will EnsembleIQ, The Toronto Congress Centre and the show's appointed suppliers/contractors accept responsibility for injury to persons, loss of/damage to products, exhibits, equipment or decoration, by fire, accident, theft, or any other causes while in the building. Exhibitors,

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or their agents, must provide adequate insurance for their own personnel, exhibits and materials against all such hazards.

All Exhibitor-appointed suppliers, other than official show suppliers appointed by Show Management, **must have general liability insurance providing coverage of at least \$2,000,000** inclusive for bodily injury/death and property damages for each occurrence and all risks in a form acceptable to Show Management.

- (i) Exhibitor-appointed contractors must also have Workers' Compensation Insurance, including employee's liability coverage.
- (ii) EnsembleIQ and The Toronto Congress Centre are to be cross insured on the supplier's insurance for its operations and services provided for The Convenience U CARWACS Show. Evidence of supplier insurance must be available upon request by Show Management. It is the responsibility of the Exhibitor to ensure that this is readily available at the Show.

fire regulations at The Toronto Congress Centre

The purpose of these requirements is to maintain an acceptable level of fire safety within The Toronto Congress Centre (TCC). The fire protection systems built into TCC have been designed to protect against the hazards which are typical of conventions and exhibitions. The objective of these requirements is to limit the hazards of contents and operations within TCC to a level which can be controlled by the building fire protection systems.

The requirements contained herein and the Ontario Fire Code will be strictly enforced by the Event Logistics staff of TCC and the Toronto Fire Prevention Division. These requirements apply to all conventions and trade shows whether or not open to the public. **All Exhibitors must have these requirements in their possession during booth occupancy.**

The requirements apply to the following:

1. Prohibited materials, processes and equipment
2. Materials, processes and equipment requiring special approval from the TCC Event Logistics Director
3. Acceptable booth configuration
4. Acceptable material for booth configuration
5. Interior finishes and furnishings
6. Obstructions
7. Combustion engines
8. Electrical equipment and connections
9. Portable spotlights
10. Procedures during set-up and dismantling
11. All items to be suspended from ceilings
12. Emergency Procedures.

Prohibited Materials, Processes, Equipment and Booth Configurations

Use of the following materials, processes or equipment is strictly prohibited:

1. Acetate fabrics, corrugated paper box board, no-steam paper
2. Paper backed foil unless glued securely to suitable backing
3. Styrofoam and/or foamcore
4. Fireworks (permit)
5. Blasting agents
6. Explosives
7. Flammable cryogenic gases
8. Aerosol cans with flammable propellants
9. Smoking in posted "No Smoking" area
10. Fueling of motor vehicles
11. Liquefied petroleum or natural gas
12. Wood matches with "all surface" strikes
13. Hazardous refrigerants such as sulfur dioxide and ammonia
14. Cellulose nitrate motion picture film
15. Portable heating equipment
16. Flammable liquids or dangerous chemicals
17. Electrical equipment or installation not conforming to the Ontario Electrical Code or CSA (Canadian Standards Association).

Materials, Processes and Equipment Requiring Special Permit For Use

The use of the following materials, processes or equipment is subject to approval from TCC Event Logistics. If any materials, processes or equipment requiring approval are to be used the Exhibitor shall submit in writing to Show Management the nature of the process or equipment and any safeguards to be used to protect the hazard. Requests will be submitted by Show Management to TCC who will review and return the request with their approval, rejection or limitations.

1. Propane or natural gas fired equipment
2. Operation of any heater, barbecue, heat producing device, open flame device, candles or torches
3. Exhibits involving hazardous processing or materials not previously listed
4. Storage or display of ammunition and fire arms (subject to subsection 5.2 of the Ontario Fire Code and Criminal Code)
5. Pressure vessels including propane tanks
6. Fossil fuel powered equipment using flammable fluids
7. Radiation producing devices
8. Natural Christmas trees.

Acceptable Booth Configuration

The following booth configuration will be acceptable:

1. Open top booths
2. Platforms not exceeding 400 square feet in area.

The following booth configuration will require approval from TCC Event Logistics. A description of the booths requiring approval shall be submitted to the Show Management who in turn will submit the description to TCC for their approval. TCC

Event Logistics will discuss these configurations with the Toronto Fire Prevention Division:

1. Platforms exceeding 400 sq ft in area
2. Exhibition booths with flame retardant fabric canopies not to exceed 200 sq ft
3. Layouts of all meeting rooms used for exhibit.

Acceptable Materials for Booth Construction

The following types of materials will be acceptable for booth construction:

1. Wood
2. Combustible materials including plastics having a flame spread rating not exceeding 150 and a smoke developed classification not exceeding 300
3. Non-combustible materials as regulated by the Ontario Building Code

Interior Finishes and Furnishings

The limitations described below shall apply to all booth interior finishes and furnishings including:

- Drapes
- Hangings
- Curtains
- Drops
- Christmas trees
- Artificial flowers and foliage
- Ruscus
- Split wood
- Textiles
- All other decorative materials including plastic
- Paper, cardboard or compressed paperboard less than ¼" thick is considered paper

Limitations:

1. Made from non-combustible materials, or
2. Treated and maintained in a flame retardant condition by an approved flame retardant solution or process
3. Corrugated cardboard can be used only if fire retardant treated at the factory
4. Plastics can be used only if approved by the TCC.

Note: It is necessary to flameproof textiles, paper and 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. Booth Wallpaper is permissible if pasted to walls or wall board backing.

The following test (NFPA 701 Flame Test) may be used to determine if a material is flame resistant:

1. Cut off a small piece of the material (1 ½' wide x 4" long) and hold it with a pair of pliers;
2. Hold a wooden match ½" below the bottom of the material 12 seconds;
3. If, when the match is taken away, the material stops burning within 2 seconds, it is flame resistant;
4. If the material goes up in flames immediately or continues to burn for more than 2 seconds after the match is removed, it is not flame resistant.

Obstructions

Nothing shall be hung from or affixed to any sprinkler piping or heads. Construction or ceiling decorations of the booths must not impede the operation of the sprinkler system. All exit doors shall be in an operable condition and shall remain unobstructed at all times. Exit signs, manual pull stations, fire department handsets, fire hose cabinets and portable fire extinguishers shall not be obstructed in any manner.

If a fire hose standpipe is located in exhibit space, it shall be the responsibility of the Show Management or Exhibitor, as the case may be, to provide access to such equipment and, if the view to such equipment is obstructed, to provide designated signs for same.

All entrances, exits, aisles, stairways, lobbies and passageways shall be unobstructed at all times.

Roof construction shall be substantial and fixed in position in specified areas for the duration of the Show. Easels, signs, etc., shall not be placed beyond the booth area into the aisles.

Literature, supplies and handouts are permissible in reasonable quantities. Reserve quantities shall be kept in closed containers and stored in a neat, compact manner within the booth.

Combustion Engines

Vehicles or other flammable fueled engines displayed shall conform to the following requirements:

Fuel tanks containing fuel or which have ever contained fuel shall be maintained less than $\frac{3}{4}$ full. Caps for fuel tank fill pipes shall be of the locking type and be maintained locked to prevent viewer inspection. If they cannot be locked, they shall be taped shut. Garden tractors, chain saws, power plants and other gasoline powered equipment shall not contain any fuel and shall not be used for demonstrations without permission from TCC.

The electrical system shall be de-energized by either:

- a. Removing the battery, or
- b. disconnecting both battery cables and covering them with electrical tape or other similar insulating material

Tanks containing propane shall be maintained less than $\frac{3}{4}$ full. Vehicles may be driven in and positioned. The engine should remain running, with valve shut off. Allow engine to run until all of the fuel in the fuel line is used up. Turn ignition off.

Cylinders for barbecues and/or appliances within a vehicle such as stoves, refrigerators, etc., must be empty.

Electrical Equipment & Connection

The Electrical Safety Code, Ontario Regulation 180/84 requires that all electrical equipment is approved before it may lawfully be advertised, displayed, offered for sale or sold, or otherwise disposed of or used in the Province of Ontario. Appropriate approval markings (CSA monogram or label) must appear on each device. If such markings are missing, the device must be considered unapproved and, therefore subject to special inspection and/or removal from TCC property.

It is the responsibility of each Exhibitor to ensure that all electrical equipment in, on or about their booth complies with the above Regulations. This includes electrical merchandise as well as lighting and display equipment. If you wish to display, offer for sale or use any electrical equipment which is not certified by the CSA you must complete an application to the Electrical safety Authority.

The application procedure for Electrical equipment approval is included in each Exhibitor Kit as part of the [TCC Exhibitor Rules & Regulations](#). It is the responsibility of Show management to ensure each exhibitor receives a copy of the Exhibitor Rules & Regulations.

Portable Spotlights

All clamp on types of portable spotlights should be protected from metal to metal contact by having electrical insulating pads or wrappings permanently attached to the lampholder clamps.

Where a spotlight may be subject to physical damage, dampness or where lamps may come in contact with combustible material, the spotlight shall be equipped with a guard attached to the lampholder or the handle.

Flexible cords (extension cords) may only be used for portable lamps or appliances that are of allowable amperage for this size and type of the three conductor cord used to power bars.

Procedures During Setup and Dismantling of Shows

- No smoking is allowed during the setup or dismantling of shows. TCC is a No Smoking facility.
- Show Management must have the approval of the TCC Event Logistics for commencement of setup or dismantling of shows.
- Access to and flow of vehicles or trucks on exhibition hall floor is limited and controlled.
- Drivers of vehicles must stand by vehicles at all times with parking lights on.
- The idling of trucks while in the loading dock area of the building or on the exhibition floor is prohibited.
- Crates and packaging materials must be removed promptly. The Exhibitor is to monitor this activity. Restriction on the use of materials, processes and equipment during setup and dismantling must be adhered to.
- Any type of utility connection (i.e.: electrical, audio, video, water, compressed air, steam, etc.) must be carried out by the Licensor's authorized personnel or its appointees. This applies to any and all connections made which are not covered in the entree's "Electrical Rate Schedule" or "Water Drain or Compressed Air Rate Schedule".

The following equipment and operations are prohibited during show setup and dismantling:

1. Material handling equipment other than electrically powered will not be permitted in the facility during shows or overnight
2. Tools and equipment powered by flammable fuels, except materials handling equipment
3. Electrically powered tools and equipment other than those listed by ULC or labeled or listed by CSA, or by a nationally recognized testing laboratory
4. Portable heating equipment
5. Welding, cutting or blazing equipment without special permission from the TCC
6. Painting with flammable or volatile paints and finishes
7. Smoking in all posted "No Smoking" areas and where packing crates and debris are an obvious fire hazard.
8. Use of other equipment or operations that increase the risk of life safety.

Ceiling Suspended Items

1. All items to be suspended from ceiling including signs, displays, light and sound equipment, etc., must be approved in advance
2. Rigging of cable and other hanging devices on or near ceiling electrical buss ducts and conduits is strictly prohibited
3. All ceiling equipment material and rigging must be removed immediately upon close of show.

Emergency Procedures

The Toronto Congress Centre is equipped with sophisticated fire protection equipment including: automatic sprinkler, smoke and heat detection, fire alarm and public address system. Upon arrival, you should 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 closing all doors behind you. Do not attempt to fight a fire unless it is small enough to extinguish with one of the portable extinguishers located throughout the building. There are no fire hoses provided for use by occupants.



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**.



COMPULSORY EXHIBITOR FORMS

March 6 & 7, 2018 | Toronto Congress Centre

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 **ONLINE** or Print and fax to: 888.889.9522



PRODUCT SHOWCASE

TORONTO – MARCH 6 & 7, 2018 Spaces are limited, reserve your spot TODAY!

- ✓ Display your product at the front of the show
- ✓ Drive traffic to your booth
- ✓ Generate leads and grow sales
- ✓ Promote new & existing products

- ✓ YES, register me for the Product Display Showcase
- 1 Space \$150 + \$19.50 (HST 13%) = \$169.50*
- 2 Spaces \$300 + \$39.00 (HST 13%) = \$339.00*
- 3 Spaces \$400 + \$52.00 (HST 13%) = \$452.00*

*Canadian Funds 1 space = 12 inches wide x 12 inches deep x 12 inches high (approx. size)

PAYMENT

Please charge my credit card: Visa MasterCard American Express

Product Display Showcase Total: \$ _____ Cdn.

Card Number: _____ Exp. Date: ____ / ____ mm/yy

Cardholder Name: _____ Signature: _____

CONTACT INFO Please print clearly.

Contact Name: _____

Company Name: _____

Booth Number: _____

Address: _____

City: _____ Prov/State: _____

Postal Code/Zip: _____

Telephone #: _____

Email: _____

Company Website: _____

PRODUCT INFO

Name of Product: _____

Product Description: (max. 20 words, text to appear exactly as submitted here)

Approx. Size: _____

Weight: _____

PRODUCT DROP-OFF / RETURN

Drop-off Instructions:

EXHIBITORS MUST DROP OFF PRODUCTS AT THE SHOW OFFICE ON MARCH 5 (MOVE-IN DAY) BY 5PM

Product Return Instructions (please choose one option):

- Product return is NOT required
- A company representative will collect the product (s) from the Showcase area at the close of the show
- A company representative will pick the product(s) up from EnsembleIQ (see address below)

DEADLINE : JANUARY 31, 2018

Return completed form with payment:

Attn: Show Operations Tel: 647-557-5079 Fax : 888-889-9522 Email: hhubbs@ensembleiq.com

Mail: EnsembleIQ 2300 Yonge St, Suite 1510 Toronto, ON M4P 1E4

Cheques payable to: EnsembleIQ