



## Notice to Exhibitors/Conventioners

- NEW**
1. Alterations to any part of the structure of the Centre, or to items of furniture or equipment forming part of it, may not be made without prior written authorization from the Vice President of Customer Services in each individual case. These prohibitions include the drilling of holes, insertion of nails, screws, hooks and push pins, or the attaching in any manner of decals, promotional literature or items, or the affixing of any form of unapproved tape. Failure to comply will result in a \$50.00 minimum penalty per occurrence to the client.
  2. Use of masking, clear packaging and plastic-based tape are prohibited to secure booth flooring to Exhibit Floor. Only cloth-based tapes such as "Polyken" are acceptable. Labour charges will apply to remove prohibited tapes.
  3. Helium balloons, animals, birds or pets of any description require written authorization.
  4. Sample food/or beverage products may not be distributed or sold by sponsoring organizations except upon written authorization.
  5. Passenger elevators and escalators ARE NOT TO BE USED for transporting freight or equipment from level to level. This includes boxes, easels, chairs, tables, etc.
  6. Protective footwear must be worn during move-in and move-out.
  7. It is recommended, as a safety precaution, no one under the age of 16 years be allowed in the exhibit area during move-in/out.
  8. During move-in/out, exhibit halls, loading dock areas and "back of the house" service areas are considered hazardous work areas. As such, there shall be absolutely no drinking of alcoholic beverages, no horseplay and in general, any and all unsafe conditions or activities are to be corrected promptly.
  9. For North Building West Ramp and South Building Truck Elevator load-ins, there are no docks. It is direct floor unloading and alternate arrangements may be required for special needs (ie. ramps, forklifts). The South Building Truck elevator has a truck length restriction of 38' or less.
  10. Storage for crates or other materials are not provided in the Centre. Exhibitors must make their own arrangements. All materials, boxes, signs and other materials must not be sent to the Centre prior to the official move-in date as specified in your Exhibitor Manual and must be removed upon the completion of the event.
  11. Use of pyrotechnics, hazers, fog/smoke machines require prior approval. The Fire Safety Manager will need a full production schedule including rehearsals. Labour charges will apply for a firewatch.

***Our People are the Centre***

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