

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 exhibit.

3) CANCELLATIONS BY EXHIBITOR

Exhibitors are responsible for entire booth cost plus applicable GST. 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 handicapped 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. It is suggested that either building paper or other suitable protection be first laid down, or RNO-C700 double-faced tape be employed as an adhesive.

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, beverages, merchandise, or services in the space without express written permission. Please contact Show Management for 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.

17) FLAMEPROOFING

Table skirting and all cloth material must be flame proofed.

18) CAMERAS AND/OR VIDEO RECORDERS

Cameras and/or video recorders are not allowed on the show floor unless approved by Show Management.

UNION RULES & REGULATIONS

The Direct Energy Centre requires all licensees and their exhibitors to observe all collective agreements in place between The Direct Energy Centre, Exhibition Place and the following unions:

- Labourers/Cleaners
- Carpenters
- Electricians
- Plumbers
- IATSE
- Painters

The Direct Energy Centre and Exhibition Place maintain an agreement with the International Labourers' Union, Local 506 which has jurisdiction over the loading and unloading of all trucks and decorating needs (form marking, pipe, drape, hard walls, banners/sign hanging, etc.) normally performed by a service contractor (decorator). In addition, the assembly of prefabricated booths, the use of mechanical equipment such as forklifts, pallet jacks, etc. must be performed by members of the International Labourers' Union, Local 506. Arrangements for all temporary labourers should be made directly through the approved decorator assigned for the event.

The Direct Energy Centre or their assigned agent respecting union agreements (IBEW Local 353) exclusively assigns electrical services.

All audio/visual work, rigging and theatrical lighting installations must be performed by union labour in accordance with the agreement between Exhibition Place and International Alliance of Theatrical Staging Employees (IATSE) Local 58. All contractors providing audio/visual production may provide supervision only.

Cleaning services must be approved by members of the International Labourers' Union, Local 506.

Plumbers provide all water/drain/compressed air sources to the booths and include the final connections (Plumbers Union, Local 46).

Carpentry services must be provided by members of Union, Local 27.

Painting services must be provided by members of the International Brotherhood of Painters and Allied Trade, District Council 46.

FIRE REGULATIONS

REGULATIONS GOVERNING WELDING AND CUTTING

These rules and regulations are part of the Ontario Fire Code and must be adhered to if you are conducting any welding or cutting operations in your booth.

5.17.1. GENERAL

5.17.1.1 The protection of persons and property from injury or damage by fire or other causes arising from electric and gas welding and cutting equipment, its installation, operation and maintenance, shall conform to CSA W 117.2-1974, "Code for Safety in Welding and Cutting (Requirements for Welding Operators)," and to the requirements in this Section.

5.17.2. USE AND MAINTENANCE OF EQUIPMENT

5.17.2.1. The operation of acetylene generating systems and the storage and generation of welding fuel gases shall conform to NFPA 51-1977, "Design and Installation of Oxygen-Fuel Gas Systems for Welding and Cutting," Chapter 6.

5.17.2.2. Acetylene gas shall not be piped through copper tubing or piping.

5.17.23. Cylinders stored inside buildings shall conform to the requirements in Section 5.6

5.17.2.4. Gas fuel cylinders, whether full or empty, whose valves are not in a recessed or protected location shall have their caps in place and their valves rightly closed when in storage.

5.17.2.5. Torches, regulators, hoses and other oxyacetylene welding and cutting equipment which have been damaged shall not be used

5.17.2.6. All equipment in use shall be examined daily for defects, and welding and cutting equipment shall be tested for leaks with an approved leak test solution.

5.17.2.7. All valves shall be closed and lines bled when equipment is not in actual use.

5.17.2.8. Oil or grease shall not be used for lubrication of welding and cutting equipment.

5.173. PREVENTION OF FIRES

5.17.3. 1 (1) Except as provided in Sentence (2), welding and cutting operations in buildings shall be carried out in areas free of combustible and flammable contents, with walls, ceilings and floors of noncombustible construction or lined with noncombustible materials.

(2) When it is not practicable to undertake welding and cutting operations in areas described in Sentence (1), combustible and flammable materials shall either be removed at least 11 m from the work area or otherwise protected against ignition by sheet metal, asbestos blankets or other noncombustible material.

5.17.3.2. When welding or cutting is to be carried out near piping containing flammable gas, the section of the piping located within 1 m of the torch shall be covered with wet noncombustible insulating material at least 6 mm thick.

5.17.3.3. (1) Welding or cutting of metal containers shall not be undertaken until all containers and all compartments within such containers have been cleaned of flammable and combustible materials and checked with an approved explosion meter.

(2) Welding or cutting operations shall not be undertaken on a totally enclosed container.



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
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 Display must not encroach on exit doorways.
- 2 No portion of a display shall project into any aisle as designated for the show concerned.
- 3 The aisle clearance at the bottom and top of a stairway shall be equal to the width of the stairway. Access to exits shall be maintained clear.
- 4 Where the occupant load exceeds 200 persons in the assembly occupancy containing non-fixed seating, the seats shall be fastened together in units not less than 4 or more than 12, or each end seat abutting an aisle shall be securely fastened to the floor if the area is enclosed, approved illuminated EXIT signs are required.
- 5
 - a) If fire protection equipment is located within the exhibit space, it shall be the responsibility of the Show Management to provide direct and unobstructed access to such equipment
 - b) 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
 - c) 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.
 - d) 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 and exhaust ventilated in conformance with the requirements of the Ontario Building Code.
 - e) An approved fire extinguisher must be installed in exhibit areas where flame producing devices are used, or when required by an Inspector.
- 6 Hay, straw, shredded paper and excelsior packing must be removed from the building unless it can be returned to tightly closed packing containers.
- 7 Any enclosed showroom with an excess of 2,000 sq. ft. or an occupancy of 60 persons must have two means of egress as remote as possible.
- 8 Boxes, crates and cartons from which merchandise has been removed, must be piled neatly in a storage area designated by Show Management.
- 9 Construction of ceiling decorations of show booths must not impede operation of sprinkler system. Not more than 50% of a ceiling may be covered.
- 10 No-width shall exceed 48 without an equal opening
- 11 To test materials Hold materials to be tested in a vertical position, apply flame to the lower edge for a minimum of twelve (12) seconds.
- 12 To pass a test of satisfactory resistance to flame spread, a material should not continue to flame for more than two (2) seconds after the test flame is removed.

