

EXHIBITOR

RULES & REGULATIONS

ACCESS

The Licensor, its employees and agents shall, at all times, have free access to the Toronto Congress Centre Ltd., ("TCC") providing such access does not interfere with the purposes for which the license is granted. The Licensor shall provide the Licensee with a list of names of authorized personnel who shall be provided with identification badges at the expense of the Licensee to identify personnel who shall be given access free of charge.

ADDITIONAL RULES & REGULATIONS

The Licensor may issue additional rules and regulations. These additional rules and regulations shall be binding upon the Licensee.

ADHESIVE TAPE

All adhesive products must be removable without damage to the building finishes. **Charges will apply for all tape damage and/or adhesive removal at a rate of \$ 30.00 per hour.**

ADVANCE RECEIVING

TCC has limited space available on the loading docks for receiving materials in advance of your shows scheduled move-in date. This service must be arranged through Lange Transportation. Please see the Advance Receiving/Post Event Storage Order form or contact the Account Representative at (905) 629-4994 or 1-800-668-5687. In addition, Lange will arrange for materials to be left behind at the end of the event, for up to 21 days after your show/event has moved out.

ALCOHOL

Alcohol may only be consumed in those areas of the facility licensed and designated as alcohol consumption areas.

CEILING HANGERS

No items can be hung or suspended from the ceiling without the express written permission of the TCC. If such permission is granted, items must be suspended by the exclusive supplier, Showtech Electric.

EXHIBITS

All exhibits must be brought into the Centre via the designated move-in doors from the loading docks on the West side of the building.

Exhibits must not hinder or obstruct any fire equipment, emergency exits, display signage, windows or doors.

Exhibits may only be installed in the designated licensed area as laid out in the event floor plan.

The TCC will not accept advance exhibit shipment unless arrangements have been made with the TCC 's designated warehouse.

Exhibits left in the premises after the designated move-out period will be removed and put into storage by TCC 's designated warehouse and will only be returned upon receipt of a storage charge which will cover time, labour, and rental space.

The Licensor will not be held responsible for the admission of any exhibits which do not come within the dimensions, weight or loading capacity of the entrances.

GARBAGE

Garbage will be removed from the show floor and the building by the official contractor at the Licensee's expense. The official cleaning contractor and the TCC management are the only people authorized to operate the garbage compactor.

LOADING DOCKS

The TCC is equipped with 15 truck level loading docks with automatic dock levelers and trailer lights. The truck docks are fully covered, secured and heated in winter. In addition, there are two pick up level docks and unlimited drive in access. The operation of the loading bays' overhead doors is restricted to the dock manager .

MATERIALS HANDLING

TCC equipment may be operated by the Centre's personnel only.

All forklifts and heavy loading devices must be operated by a trained operator approved by the Licensor. Damages resulting from the improper operation of such equipment will be the responsibility of the operator and/or the Licensee.

Designated Entrances - All persons, articles, exhibits, fixtures, displays and property of any kind shall be brought into and out of the building only at and through those entrances and exits as the Licensor may designate from time to time. Certain aisles may be designated by the Licensor as non-freight aisles during move-in and move-out.

Non-marking, rubber bumper dollies are available for rent in the loading docks during the move-in and move-out of events. Exhibitors will be charged for any building damages. It is strongly advised to make use of these custom dollies.

MERCHANDISE REMOVAL

Show security is the responsibility of the Licensee. However, the TCC can assist the Licensee in establishing an authorization system to allow exhibitors and others to remove merchandise from the show floor. If there is no established system in place, security should be advised to obtain and report any persons removing merchandise from the show. No goods/dollies may be passed through any glass or pedestrian doors.

MOTORIZED VEHICLES

Vehicles powered by an internal combustion engine must not contain more than one quarter (1/4) tank fuel and once in position must not be operable (e.g. battery must be disconnected). Fuel caps must be locked or taped shut.

Vehicles must have drip pans underneath them and pads under all tires. All vehicles entering the exhibit area and/or the Centre must be clean and dry.

All floor areas of the Centre must be covered and protected with heavy duty plastic sheeting prior to vehicles entering the Centre, at the Licensee's expense.

No motorized vehicles are allowed to operate in the Centre unless special permission to do so has been granted by building management.

PROHIBITED ACTS

The Licensee and exhibitors shall not:

- a) Allow any article to be brought into nor any act done within the Centre which conflicts with rules of the Toronto Fire Department or any relevant governmental authority, or which will render void or increase the premiums on the insurance policies held by the Licensor, nor injure or deface any part of the TCC, nor permit anything to be done by their agents or employees by which the TCC may in any manner be injured marred or defaced.
- b) Admit or permit any child under the age of 16 to the TCC during any move-in or move-out times of the event.
- c) Commit any nuisance or knowingly do or permit to be done anything which may result in the creation or commission of a nuisance, or annoy, harass or interfere with users of any other part of the TCC.
- d) Permit nails, hooks, screws or tacks to be driven into any part of the TCC or equipment contained therein, nor permit or make any alterations of any kind to the Toronto Congress Centre or its equipment.
- e) Cause or produce to be caused or produced therein. or to emanate there from any unusual, noxious or objectionable noises, smell or lights in any part of the TCC.
- f) Use any part of the TCC thereof for lodging or sleeping.
- g) Do or permit to be done anything which may interfere with the effectiveness or accessibility of utility, heating, ventilation, elevators, electrical, plumbing, gas, compressed air or air conditioning systems, or portions thereto in the TCC, nor do or permit to be done anything which may interfere with free access to passage thereto or to the public areas adjacent thereto, or to the street or sidewalks adjoining.

PARKING

Exhibitor parking will be designated by TCC. The TCC reserves the right to charge for parking.

PROPANE

TCC has an exclusive supplier for all propane used on site, Lange Ltd. This ensures safety and compliance on site. All service contractors, show managers, exhibitors, etc., must arrange their propane through Lange Ltd.

EXCLUDED AREAS FOR EXHIBITS

Exhibits are prohibited in all lobby areas, designated concession areas and in all other areas specified by the Licensor.

STORAGE

All items for storage during an event must be stored in the proper storage area. The storage area is the responsibility of the Licensee at their expense. Storage is prohibited on the loading dock area.

RIGGING

No item may be suspended from any ceiling without the written permission of the TCC management. Any items to be suspended may only be suspended by the official contractors (Showtech Electric) or by a subcontractor approved by the TCC. In order to obtain the TCC's approval it is necessary to supply the following information.

- a) Type of item to be hung
- b) Exact weight
- c) Length of truss or frame dimensions
- d) Number of attachment points and their position
- e) Type of rigging to be used

SET-UP INSTRUCTIONS

The TCC does not restrict exhibitors from carrying in their own material (through specified doors) or from setting up their own exhibits. No wheeled vehicles, whether powered or not, are to be driven in the facility without permission from the TCC management except to transport goods in and out. All vehicles must be removed immediately, once unloaded.

No children under the age of 16 years are allowed on site during move-in or move-out. During show hours they must be under the supervision of parents or guardians.

Licenses and exhibitors are requested to bring their own tools, ladders, brooms, dollies and other required items to erect their exhibits. The TCC does not loan any of these items. All labour requirements for the set up and tear down of an event are the responsibility of the Licensee, the exhibitors and their service contractors.

SHIPPING AND RECEIVING

Goods to be shipped to the TCC must be scheduled to arrive at the facility during the specific move-in period only. Personnel authorized by the Licensee must be present to receive the shipment of goods.

Exhibitors must ensure that the "THIRD PARTY BILLING" box has been marked after the TCC address on their Waybill, and their company name, the receiver and booth number is clearly indicated. Otherwise the shipment will be refused.

No goods can be accepted By TCC staff prior to the scheduled move-in period. Storage space is not available, nor will the TCC be held responsible for goods shipped in advance.

SIGNS, DECORATIONS & ADHESIVES

Signs and decorations may not be brought into the Centre without prior approval from the TCC. Given such approval signs and decorations may only be hung and/or secured by the designated people [Showtech] using the restricted hardware materials.

The client will remove all signs and decorations within the license period at their expense. Failure to remove decorations will result in additional fees and/or the TCC removing the decorations at the client's expense.

The TCC reserves the right to remove any signs or decorations that are found objectionable.

Signage may be posted only on the regular billboards provided by the facility for the period of time designated by the Licensor.

"Confetti" is not permitted in any area of TCC.

Exterior signs and banners may not be fastened to the building superstructures.

Temporary exterior directional information, shuttle bus signs, etc., must be approved in advance by TCC.

Signs, banners and similar materials may not be nailed, stapled, hung, or attached to ceilings, walls, or painted surfaces except by permission of TCC. Failure to comply will result in a charge of \$50.00 minimum per occurrence to the Licensee.

The only tapes authorized for use on exhibit hall FLOORS are;

Doublestick V (2-sided tape), Rainbow (1-sided 7ml vinyl), masking tape , #618 Suretape (cloth duct tape), #174 high-adhesion double-faced tape. Floor tape removal is the responsibility of the Licensee at their expense. Any residual floor tape left on the trade hall floors after move out will be removed by TCC at a rate of \$ 30 per hour.

Acceptable WALL adhesives are Lepage Fun Tak or similar putty adhesive. All adhesive products must be removable without damage to the surfaces.

SMOKING

City of Toronto Smoking By-Law dictates that any facility open to the public must maintain 75% of the space as non-smoking, i.e., 25% of the space is the maximum that can be assigned to smoking.

This By-Law only applies to events that are open to the public. This does not apply to closed events such as trade shows.

Individual show managers may set their own "Smoking/Non-Smoking" policy during show days but are responsible for enforcing them. Additional housekeeping charges may apply.

Smoking is strictly prohibited in the facility during move-in and move-out.

Smoking is strictly prohibited in the convention space and meeting rooms at all times.

SOUND SYSTEM

No sound system can be brought into the facility without prior written permission from the TCC.

SPACE ALLOCATION

Any event will be restricted to the area designated by the signed agreement.

TELEPHONES

There are a number of pay telephones located throughout the facility as well as on the show floor. The telephones on the show floor are permanent fixtures that move within a 60 foot radius of their position.

Private telephone arrangement for shows or events held in the facility must be made directly with Bell Canada and/or a cellular phone supplier.

The TCC telephone numbers may not be published as an official show or convention number and are reserved for the exclusive use of the TCC.

WATER










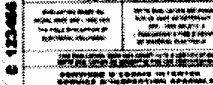







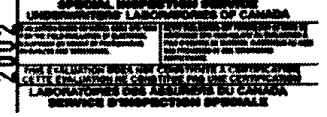
If water is required, it must be coordinated with the Event Manager. The TCC's technical contractor must hook up, fill and drain all water set-ups. The cost of water is based on volume and technical work involved.

**HYDRO - PROVINCIAL REQUIREMENTS FOR EXHIBITING
ELECTRICAL EQUIPMENT AT TRADE SHOWS**

The Ontario Electrical Safety Code (Ontario Regulation 10/02) is the provincial regulation that defines the requirements for electrical installations and electrical products in Ontario. The Electrical Safety Authority is responsible for enforcement of the Ontario Electrical Safety Code.

Rule 2-022 of the Ontario Electrical Safety Code requires that any electrical equipment that is being displayed, offered for sale, or used in any show/convention/or similar exhibition **MUST BE APPROVED**. At Trade Shows, unapproved electrical equipment will only be permitted when the Electrical Safety Authority gives permission.

Electrical equipment is considered approved if it bears the certification mark or Field Evaluation label of an organization that has been accredited by the Standards Council of Canada to approve electrical equipment. If these markings are missing, the equipment is considered to be unapproved. Bulletin 2-7-11 shows all approved certification marks or Field Evaluation markings accepted in Ontario.

Canadian Standards Association (CSA)	  	ELECTRICAL SAFETY AUTHORITY (ESA)	
Entela	 	Met Laboratories Inc. (MET)	
Intertek Testing Services	  	OMNI Environmental Services Inc.	
Quality Auditing Institute	 	TUV Rheinland	 
Underwriters Laboratories Inc. (UL)		Underwriters' Laboratories of Canada (ULC)	 

Note:

1. Electrical equipment must be approved as an assembled unit. Electrical equipment that consists of an assembly or combination of other individually approved electrical equipment or devices is considered unapproved.
2. The exhibitor is expected to make every reasonable effort to have electrical equipment approved prior to the show. The Electrical Safety Authority will permit equipment to be shown as stated in Rule 2-022(5) of the Ontario Electrical Safety Code for specific equipment and for a determined period of time.

Please complete the *application form* to receive a written permission to show unapproved electrical equipment. This should be forwarded with a cheque or credit card authorization to the Electrical Safety Authority's Customer Service Centre. Permission to show should be displayed with the equipment during the entire show, and does not provide permission to energize unapproved electrical equipment. A fee of \$45.00 will be administered for this service. Your permission to show, together with your receipt, will be mailed or faxed to you.

FAILURE TO COMPLY COULD RESULT IN THE EQUIPMENT BEING ORDERED REMOVED FROM DISPLAY.



APPLICATION FOR PERMISSION TO SHOW

Please send your completed Application form, together with payment information to:

Fax: 1 (800) 667-4278

or

Mail to: The Electrical Safety Authority
 Customer Service Centre
 P.O. Box 24143
 Pinebush Postal Outlet
 Cambridge, ON N1R 8E6

For more information call: 1-800-434-0172

Please provide the following information ↴			
COMPANY INFORMATION			
COMPANY NAME: _____			ATTENTION: _____
MAILING ADDRESS: _____			
CITY: _____	PROVINCE: _____		
POSTAL/ZIP: _____	COUNTRY: _____		
PHONE: _____	FAX: _____		
SHOW INFORMATION			
NAME OF SHOW: _____			
SHOW LOCATION: _____			
ADDRESS: _____			
SHOW DATES: Starting: _____	Ending: _____		
BOOTH #: _____	CONTACT AT SHOW: _____		
LIST OF UNAPPROVED ELECTRICAL EQUIPMENT TO BE SHOWN			
Quantity	Manufacturer	Description	Model

The Fee for Permission to Show is \$45.00 + \$3.15 GST = \$48.15
 Cheques must be in Canadian funds, and should be made payable to: Electrical Safety Authority.

- CHEQUE *or*
- CREDIT CARD

If you are paying by credit card please provide the following:

VISA *or* MasterCard

Card Number: _____ Expiry Date: _____

CardHolder Name: _____ Signature: _____
(please print clearly)

FORM1001A (01/03)