

Exhibitor Manual 2016



March 8 & 9, 2016

International Centre | Hall 2

6900 Airport Rd. | Mississauga, ON | L4V 1E8

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Welcome

Dear Exhibitor,

Thank you for choosing to exhibit at the **2016 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 **Exhibitor Checklist (pages 8 -9)** that we have prepared for your convenience. This checklist 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.

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

key contacts

Show Management

Stagnito Business Information
2300 Yonge St Suite 1510
Toronto, ON M4P 1E4
Tel: 416.256.9908/ 877.687.7321
Fax: 888.889.9522

Vice President/ General Manager

Michael Cronin
647.557.5094
877.687.7321 ext.1001
Email: mcronin@stagnito.ca

Senior Operations Coordinator

Helen Hubbs
647.557.5079
877.687.7321 ext. 1013
Email: hhubbs@stagnito.ca

Exhibit Sales

Elijah Hoffman
647.558.0103
877.687.7321 ext. 1009
Email: ehoffman@stagnito.ca

Operations Coordinator

Alison Hunt
647.946.9218
877.687.7321 ext. 1024
Email: ahunt@stagnito.ca

Exhibit Sales

Francis Lavoie
647.558.0190
877.687.7321 ext. 1010
Email: flavoie@stagnito.ca

Operations

Jim Mahon CEM, C.D.E.
Tel: 905-510-4476
Email: jimm2@cogeco.ca

Frequently asked questions (FAQS)

Where is the show located?

The Convenience UCARWACS Show is being held at The International Centre – Hall 2.

The International Centre
Hall 2
6900 Airport Rd.
Mississauga, ON L4V 1E8

For directions visit: <http://www.internationalcentre.com/about-us/contact-us/directions.html>

What is the move-in/out schedule for the show?

Exhibitor move-in and set-up hours are from 12:00pm to 8:00pm on Monday, March 7 and from 8:00am – 11:00am on Tuesday, March 8. **Please note:** all items that are brought in on Tuesday, March 8 must be hand-carried only; **dollies or hand carts are NOT permitted** on the aisle carpet.

Exhibitor tear-down and move-out takes place immediately following the close of the show on Wednesday, March 9 at 5:00pm.

All display materials must be completely removed from The International Centre prior to 11:00 pm on Wednesday March 9, 2016.

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. Stagnito Business Information, The International Centre and Lange Transportation will not be responsible or liable for any loss or damage to articles removed after the deadline.

NOTE: No Children under the age of 16 years are allowed on site during move-in or move-out. The show hours are restricted to persons 19 years of age and older.

Move-in / set-up:	Mon. Mar. 7	12:00pm – 8:00pm
Hand-carry move-in only:	Tue. Mar. 8	8:00am – 11:00am*
* No dollies or hand carts allowed		
Trade show hours:	Tue. Mar. 8	12:00pm – 5:00pm
	Wed. Mar. 9	12:00pm – 5:00pm
Move-out / Dismantle:	Wed. Mar. 9	5:00pm – 11:00pm†
† Please have all carriers check-in by 6:00pm on Wednesday March 9		

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 filed out on the booth space agreement. If this contact has changed please notify ahunt@stagnito.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 4 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 (March 7)** at the registration desk located inside Hall 2 by the North Entrance, also available at the Conference Centre badge registration desk.

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 space and will **ONLY** be supplied if requested. Please complete **Section B** of the Compulsory Exhibitor Form enclosed in this manual. The Exhibit Space Rate also includes material handling up to 5,000 lbs. Please contact [Amanda Parsons](#) at **Lange Transportation** (800.668.5687) if your exhibit material exceeds this weight.

What is not included with my booth space?

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](#) found on the [Supplier Forms page](#)).

Note: Booths that do not have carpet (or equivalent flooring) by 11:00am on Tuesday March 8 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 listed [HERE](#).

What kind of adhesive tape is acceptable to use 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 International Centre (please refer to the Electrical Order Form found on [HERE](#) or visit their website [HERE](#)).

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 found [HERE](#)).

Who do I contact to get my booth cleaned or vacuumed?

If your exhibit requires vacuuming you may order this service from Caldas Cleaning at The International Centre (please refer to the [Booth Cleaning Order Form](#) found on the [Supplier Forms](#) page).

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 follow the guidelines found [HERE](#).

What are the health & safety regulations for food & 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 found [HERE](#), which includes, providing portable hand washing facilities where necessary.

What do I do with the garbage that is created from the food & beverage that I sample?

If you are conducting food/beverage sampling from your booth, please be aware that you are required to rent (from Freeman – see the [Furniture & Accessories Order Form](#)) or provide your own garbage bin of sufficient size to hold the waste that is created from sampling. ***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](http://www.secondharvest.ca/) (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 9 after 7:00pm 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 UCARWACS Show has created a number of 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 our website in the “[Customer Engagement](#)” page:

- **E-pass** – you can customize and email a show pass to your guests to invite them to visit your booth, free of charge.
- **Printed show passes** – printed passes will be mailed to you in the coming weeks for your client distribution.
- **Convenience UCARWACS web button** – 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.
- **Email signature** – You can embed this image into your email signature so that all of your clients know that you are participating in The Convenience UCARWACS Show and that they can visit your booth, free of charge.

exhibitor checklist

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 (*).

- **Section A forms are to be filled out and returned to Stagnito by February 8, 2016**
- **Section B forms are to be returned directly to show service supplier (if applicable).**
Be sure to return these forms by the date specified in order to avoid paying premium rates and surcharges.

SECTION A

Return to ahunt@stagnito.com

<input checked="" type="checkbox"/>	Form	Deadline
<input type="checkbox"/>	Compulsory Exhibitor Forms or fill them out online HERE	Feb 8, 2016
<input type="checkbox"/>	Section B: Drape Request*	Feb 8, 2016
<input type="checkbox"/>	Section C: Health & Safety Acknowledgement*	Feb 8, 2016
<input type="checkbox"/>	Section D: Exhibitor Insurance Waiver*	Feb 8, 2016
<input type="checkbox"/>	Section E: Fire Safety Checklist*	Feb 8, 2016
<input type="checkbox"/>	Product Showcase Form	Feb 8, 2016

SECTION B

Return to specified Supplier

<input checked="" type="checkbox"/>	Form	Supplier	Deadline
<input type="checkbox"/>	Carpet	Freeman	Feb 15, 2016
<input type="checkbox"/>	Furniture and accessories	Freeman	Feb 15, 2016
<input type="checkbox"/>	Exhibitor Booth Rentals	Freeman	Feb 15, 2016
<input type="checkbox"/>	Signs and graphics	Freeman	Feb 15, 2016
<input type="checkbox"/>	Installation & dismantle	Freeman	Feb 15, 2016

<input type="checkbox"/>	Show Special	Freeman	Feb 15, 2016
<input type="checkbox"/>	Electrical Order Form	Showtech	Feb 22, 2016
<input type="checkbox"/>	Sign/Banner Hanging Order Form	Showtech	Feb 22, 2016
<input type="checkbox"/>	Rental Lighting Order Form	Showtech	Feb 22, 2016
<input type="checkbox"/>	Mechanical Order Form (air, gas, water)	Showtech	Feb 22, 2016
<input type="checkbox"/>	Food sample Guidelines	IC.	Feb 23, 2016
<input type="checkbox"/>	Exhibitor Booth Cleaning	Caldas	Feb 22, 2016
<input type="checkbox"/>	Exhibitor Ice Delivery	IC.	Feb 29, 2016
<input type="checkbox"/>	Catering Menu	IC.	Feb 23, 2016
<input type="checkbox"/>	Internet Order Form	IC.	Feb 22, 2016
<input type="checkbox"/>	Lead retrieval scanner	CONEXSYS	Feb 26, 2016
<input type="checkbox"/>	Move-in questionnaire	Lange	Feb 4, 2016
<input type="checkbox"/>	Transportation services	Lange	as required
<input type="checkbox"/>	Advance show receiving	Lange	Mar 1, 2016
<input type="checkbox"/>	After show warehousing	Lange	Mar 1, 2016
<input type="checkbox"/>	Special forklift service	Lange	Feb 16, 2016
<input type="checkbox"/>	Security cage rental	Lange	Feb 16, 2016
<input type="checkbox"/>	Water cooler rental	Lange	Feb 16, 2016
<input type="checkbox"/>	Customs	Lange	As required
<input type="checkbox"/>	Exhibitor insurance application	Brokers Trust Insurance	14 days prior
<input type="checkbox"/>	Permission to Show/Energize	ESA	As required
<input type="checkbox"/>	Hotel Reservations	Westin/ Four Points	Feb 4 2016 Feb 12 2016

official show suppliers

Show Supplier	Contact Information	Telephone / Fax / E-mail
Booth Cleaning: International Centre	6900 Airport Rd. Toronto, ON L4V 1E8	Tel: 905.672.2304 Fax: 905.672.5670 info@caldas.ca
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: amandap@langeshow.com
Electrical & Mechanical Services: SHOWTECH Power & Lighting	5675 McLaughlin Rd Mississauga, Ontario L5R 3K5	Tel: 905.283.0550 Tel: 905.677.9546 (onsite) Fax: 905.283.0551 Contact: Jennifer Uyeda juyeda@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 at email: freemantorontoes@freemancoc.com
Hotel Accommodations: The Westin Bristol Place	950 Dixon Rd. Toronto, ON M9W 5N4	Tel: 416.675.9444 Toll free: 866.837.5184 When calling identify yourself as a member of The Convenience U CARWACS Show
Hotel Accommodations: Four Points by Sheraton	6527 Airport Rd. Mississauga, ON L4V 1E4	Tel: 905.678.1400 Toll free: 800.368.7764 When calling identify yourself as a member of The Convenience U CARWACS Show CLICK HERE to book your hotel accommodations online.

Insurance Broker: Brokers Trust Insurance Group Inc.	2780 Hwy 7, Unit 103 Concord, ON L4K3R9	Tel: 905.695.2971 Fax: 866.296.4199 Contact: Kim Libenstein kim@exhibitorsinsurance.com
Internet Access: The International Centre	6900 Airport Rd. Toronto, ON L4V 1E8	Tel: 905.678.5615 Fax: 905.678.5614 support@internationalcentre.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: Langes 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: Stagnito Business Information	2300 Yonge St Suite 1510 Toronto, ON M4P 1E4	Tel: 877.687.7321 ext. 1017 Fax: 888.889.9522 Contact: Traci Martin tmartin@stagnito.ca
Registration - Exhibitors: Stagnito Business Information	2300 Yonge St Suite 1510 Toronto, ON M4P 1E4	Tel: 877.687.7321 ext. 1024 Fax: 888.889.9522 Contact: Show Management ahunt@stagnito.ca
Signs & Graphics:	Freeman 61 Browns Line Toronto ON M8W 3S2	Tel: 416-252-2420 Fax: 416-252-2365 Contact: Exhibitor Services freemantoronto@freemanc.com

<p>Sign Hanging: SHO WTEC H Power & Lighting</p>	<p>5675 Mc Laughlin Rd Mississauga, Ontario L5R 3K5</p>	<p>Tel: 905.283.0550 Tel: 416.244.4899 (onsite) Fax: 416.244.6356 Contact: Jennifer Uyeda juyeda@showtech.ca</p>
<p>Transportation: Lange Transportation & Storage Ltd.</p>	<p>3965 Nashua Dr. Mississauga, ON L4V 1P3</p>	<p>Tel: 905.362.1290 Toll free: 800.668.5687 Fax: 905.362.1285 Contact: Amanda Parsons amandap@langeshow.com</p>
<p>Warehousing: Lange Transportation & Storage Ltd.</p>	<p>3965 Nashua Dr. Mississauga, ON L4V 1P3</p>	<p>Tel: 905.362.1290 Toll free: 800.668.5687 Fax: 905.362.1285 Contact: Amanda Parsons amandap@langeshow.com</p>

travel & accommodation

Hotels:

There are two official hotels providing accommodation for the 2016 Convenience U CARWACS Show.

The Westin Bristol Place

The Westin is located at 950 Dixon Road, just a 5 minute drive to The International Centre.

Rates have been negotiated at **\$155.00** single/double occupancy for a Traditional King; (plus applicable taxes), ***includes parking, internet, free shuttle to/from The International Centre 7-9am and 5-7pm.***

You may book your accommodations via phone, please call 1-866-837-5184. When calling, ensure that you identify yourself as a member of **The Convenience U CARWACS Show** in order to receive the preferred rate or follow this [link](#)

Book before February 4, 2016 to qualify for the special group rate.

Four Points by Sheraton

Four Points by Sheraton is located down the street from International Centre at 6527 Airport Road.

Rates have been negotiated at **\$125.00** single/double occupancy (plus applicable taxes), ***includes parking, WiFi, shuttle to/from The International Centre 7-9am and 5-7pm, dedicated 24 hr free transportation to/from Pearson Airport.***

You may book your accommodations via phone, please call 904.678.1400 / 1.800.368.7764. When calling, ensure that you identify yourself as a member of **The Convenience U CARWACS Show 2016** in order to receive the preferred rate or follow the [link](#)

Book before February 12, 2016 to qualify for the special group rate.



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.

Airfare: We have appointed Air Canada as the official airline of the Convenience UCARWACS Show in Toronto.

[Click here](#) to book your flight online and receive a 10% discount on regularly priced airfares*. Simply enter our convention number in the "Promotion Code" field when you are making your online booking.

Our 2016 convention number is REM2D8Y1

The convention code is applicable for travel from Tuesday, March 01, 2016 to Wednesday, March 16, 2016.

** does not apply to Tango fares and seat sales*

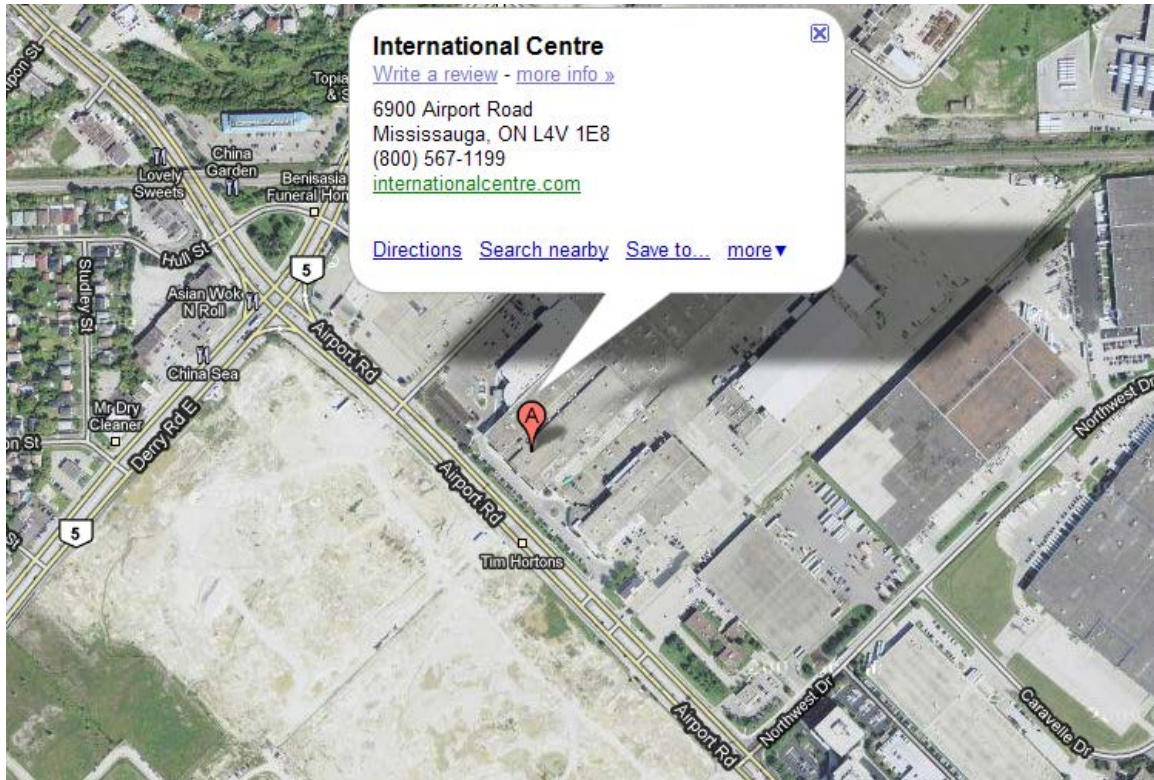
Hertz Rent-A-Car: Hertz is pleased to provide exhibitors of the Convenience UCARWACS Show an exclusive convention rental code.

Click [here](#) 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#043Z0032**

Rates are available from all Canadian locations throughout 2016.

directions to The International centre



International Centre has posted comprehensive directions to their facility online.

Please visit <http://www.internationalcentre.com/about-us/contact-us/directions.html>

Or call **905-677-6131/800-567-1199** for more information on getting to International Centre

shipping information & labels

All **DIRECT** shipments **originating from Canada should NOT** arrive at International Centre prior to **March 7** and should be labeled as follows:

EXHIBITING COMPANY NAME (BOOTH #)

Attention: Lange Receiver
International Centre, Hall 2
The Convenience U CARWACS Show
6900 Airport Rd. Toronto, ON L4V 1E8
_____ of _____ Pieces

All **DIRECT** shipments originating from **OUTSIDE* Canada should NOT** arrive at International Centre prior to March 7 and should be labeled as follows:

EXHIBITING COMPANY NAME (BOOTH #)

Attention: Lange Receiver
International Centre, Hall 2
The Convenience U CARWACS Show
6900 Airport Rd. Toronto, ON L4V 1E8
_____ of _____ Pieces

* NOTIFY COMMERCE TRADE SHOW & LOGISTICS GROUP FOR CUSTOMS CLEARANCE

advance shipping and warehousing

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](#) found on the [Supplier Forms](#) page and label your shipment as follows:

EXHIBITING COMPANY NAME (BOOTH #)

The Convenience U CARWACS Show
International Centre, Hall 2
c/o Lange Transportation
3965 Nashua Drive Mississauga ON, L4V 1P3
_____ of _____ Pieces

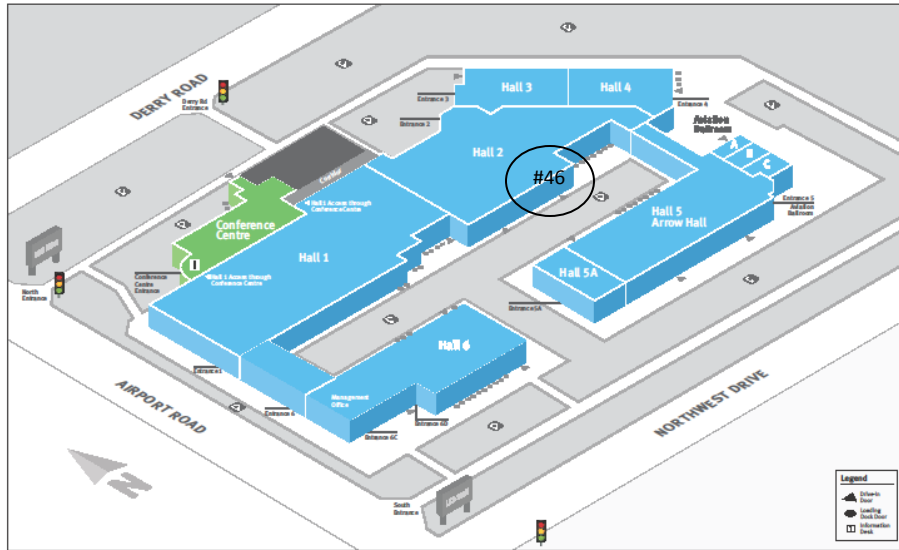
NOTE: Advance shipments are to be received by Lange no later than **March 1, 2016**

deliveries

PROCEDURE:

THE INTERNATIONAL CENTRE

Overall Facility



6900 Airport Road, Site 120 Mississauga, Ontario Canada L4V 1E8
T 905.677.6131 F 905.677.3089 IF 1.800.567.1199 internationalcentre.com

THERE'S SOMETHING HAPPENING HERE!

1. Please have your exhibit materials properly labeled (as outlined on the previous page) with the exhibit/company name and booth number clearly marked.
2. All exhibit materials that require material handling should be brought to the loading docks behind Hall 2 (# 51-63).
3. Hand carried exhibit materials (e.g. booth materials that **DO NOT** require a fork lift or pump truck) may be brought to North Entrance of Hall 2 doors.

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

Please note the following important delivery rules:

- i. Materials that are improperly labeled 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.

exhibitor parking & entrance

Exhibitor parking is behind Hall 2 parking lot, use door # 46 see above.

customs – general info

Stagnito Business Information 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](#) on the [Supplier Forms](#) page which will give you all the information you need for your customs clearance.

NOTE: 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

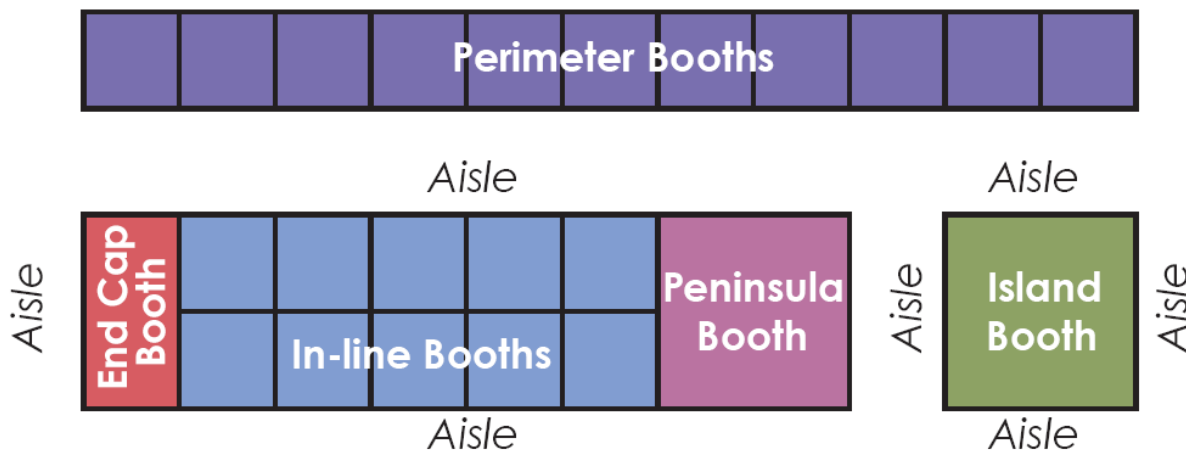
PAYMENT OF ACCOUNT

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

EXHIBIT REGULATIONS

The Convenience UCARWACS 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:

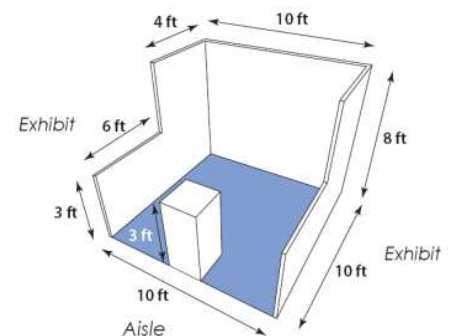


PREFABRICATED BOOTHS

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.).

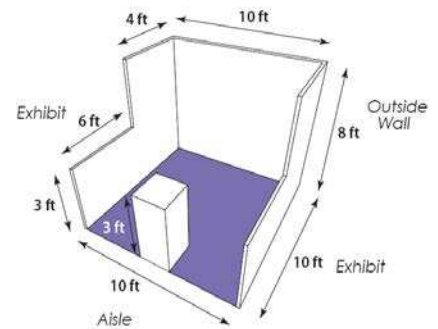
(i) In-Line booths:

- ✓ 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.)
- ✓ Back wall and its contents **must not exceed 8ft**
- ✓ Side walls 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



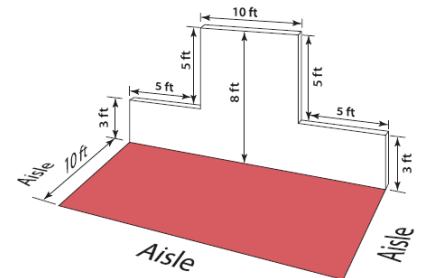
(ii) Perimeter booths:

- ✓ 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 **March 1st** for approval)
- ✓ **Note:** booth drape will only be set to 8ft
- ✓ **Suspended signs are NOT permitted** with this type of booth configuration



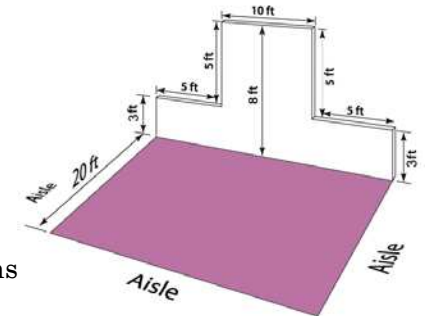
(iii) End-cap booths:

- ✓ Have aisles on 3 sides backing onto an exhibit
- ✓ Are generally 10ft deep x 20ft wide
- ✓ The back wall is restricted to 3ft 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



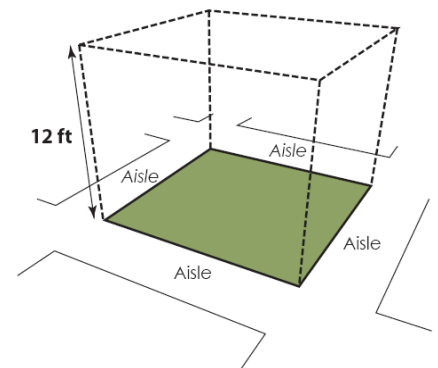
(iv) Peninsula booths:

- ✓ Have aisles on 3 sides backing onto an exhibit
- ✓ Are at least 20ft deep
- ✓ The back wall is restricted to 3ft 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).



(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**).



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.

Please note the following show colours:

All aisle carpeting will be **BLUE**

The drape colour for the show will be **BLACK**

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.

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 Sure tape (cloth duct tape), Double stick 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 & 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 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.esa.safe.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

International 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, adhere and complete the [Food & Beverage Sample or Sale Form](#) found on the [Supplier Forms](#) page.

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

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.

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.

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 19 of this manual.

ANIMALS

With the exception of “seeing eye” dogs, animals are not permitted without prior written approval from Show Management.

INSURANCE

Exhibitors must carry their own fire, theft, or other insurance. Show Management shall take responsible precautions to prevent losses and to protect the interests of all Exhibitors. However, under no circumstances will Stagnito Business Information, The International 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, or their agents, must provide adequate insurance for their own personnel, exhibits and materials against all such hazards.

For those exhibitors who currently do not have show insurance with their own insurance brokers, the show has appointed Brokers Trust Insurance Group Inc. as the official supplier. Please see the [Exhibitors Insurance Application](#) on the [Suppliers Form](#) page.

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) Stagnito Business Information and The International Centre are to be cross insured on the supplier's insurance for its operations and services provided for The Convenience UCARWACS 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.

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.

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.

PRODUCT DONATIONS

Show management has made arrangements to donate any leftover food and/or beverage products to a local food bank called [Second Harvest](http://www.secondharvest.ca/) (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 9 after 7:00pm bearing the “Donation” sticker will be donated.**

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](#) found on the [Supplier Forms](#) page).

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

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 and/or modify exhibitor badge entries at any time online up until **Friday March 4 at 3:00pm**.

Exhibitor badges **will not** be mailed to you in advance. All booth staff badges may be picked up on **March 7, beginning at noon** at the registration desk.

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 26, 2016**.

GENERAL LIABILITY

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

Exhibitors and their representatives hereby agree to indemnify and hold harmless Stagnito Business Information and International 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, International Centre and the show's official suppliers, for the payment of any charges incurred by the Exhibitor in connection with representing their exhibits.

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 the indirect employ will be issued name badges and allowed access to the Exhibit Hall.

FIRE REGULATIONS

International 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 International 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 **IC's Fire Regulations** in this manual (pages 30-32) for detailed information regarding fire safety at International Centre.

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.

SHOW TRADEMARKS

The names and logotypes of **The Convenience UCARWACS Show** are proprietary trademarks for the exclusive use of Stagnito Business Information and may not be printed, used or displayed for any purpose without the express written permission of Stagnito Business Information. 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

Stagnito Business Information has appointed Brokers Trust Insurance Group Inc., as the recommended Insurance contractor for exhibitors. Order directly online [HERE](#)

OPTION #2: YOUR OWN INSURANCE

- Contact your own Insurance Company, request a certificate of Insurance with the following requirements below:
- **Stagnito Business Information**, listed as an additional insured.
- Dates of the show: **March 7-9, 2016** (includes move in and out dates)
- Comprehensive General Liability of \$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.

City of Mississauga Fire Department

FIRE REGULATIONS GOVERNING EXHIBITS & DISPLAYS IN PUBLIC BUILDINGS

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 core 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 3/4" 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 color, 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. 1 X 5 lb. propane cylinder only as approved under the Propane Storage, Handling and Utilization Code for demonstration purposes. 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. 1 x 40 cu. ft. cylinder of acetylene will be permitted for use in Arts & Crafts type displays and for demonstration purposes.

AEROSOLS

It is permissible to exhibit one pressurized container, not exceeding one pint capacity of each product classified as a flammable liquid.

Non-flammable products are not restricted.

VEHICLES

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 3,000 square feet of floor area.
 - c. In every eating establishment where in 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 show room with an excess of 2,000sq. 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. Separation- A minimum of 20 feet wide separation shall be provided between any non-sprinkled, covered areas of over 200 square feet. Non-sprinkled areas of under 200 square feet will be determined based on combustible load and subject to approval by the operations department.
10. Protection- Protection criteria for the covered areas which create the potential for obstruction of the buildings sprinkler system.
 - a. The area of covered portion of a booth or the area of roofed area or platform which covers the floor area below. The protection required for covered areas up

to 200 square feet and between 200 and 800 square feet will depend on the use and the occupancy conditions within that area. Appropriate protection may include any or a combination of the following provisions:

- i. A trained security guard to monitor against unsafe conditions;
 - ii. Smoke alarms within the covered areas;
 - iii. Additional hand fire extinguishers;
 - iv. Sprinkler protection;
- b. This sprinkler protection need not be separately alarmed.
 - c. The protection required for covered areas over 800 square feet will have proper sprinkler coverage.
 - d. Exhibition booths with flame retardant fabric canopies not to exceed 200 square feet.
11. To pass materials: Hold materials to be tested in vertical position, apply flame to the lower edge for a minimum of twelve (12) seconds. 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.
- a. Each exhibitor displaying an ICF product must provide proof that they have obtained a valid CCMC Evaluation Report as issued by the NRC's Canada Construction Materials Centre in Ottawa.
 - b. Each exhibitor agrees to adhere to the maximum booth size and 8' height limitations provided these are no different from the spaces afforded to other non-ICF exhibitors. No ceiling structures allowed.
 - c. CF exhibitors must be dispersed throughout the show floor minimum 60ft apart
 - d. All ICF exhibitors must have a certified in working order Class (ABC) fire extinguisher suitable for extinguishing combustible solid material in their booth at all times.
 - e. Electrical boxes run for show purposes must not be in direct contact with any of the foam product.
 - f. All lighting modules forming part of booth displays must be installed in such a manner that no light source is closer than 2 feet from foam.
 - g. The backsides of all walls must be covered with drywall allowing front surfaces to be exposed.
 - h. Must pass 12 second flame test.

Compulsory exhibitor forms

As an exhibitor of The Convenience U CARWACS Show 2016, it is compulsory to complete **Sections A - F** below.

Please complete this form [online](#), fax or email this completed document to Stagnito Business Information by **February 8, 2016**

Email: ahunt@stagnitomail.ca

Fax: 888.889.9522

SECTION A: company information

Exhibiting Company Name: _____

Address: _____ City: _____

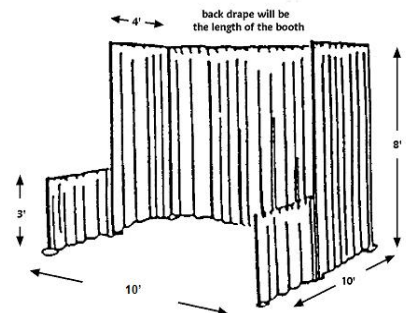
Province: _____ Postal/ZIP Code: _____

Date: _____ Booth#(s): _____

SECTION B: drape request form

Upon request, each booth space will be supplied with complimentary **BLACK** drapery.

- Yes, I would like to receive basic drapery for my booth space
- No, I do not require drapery for my booth space as my display will cover this area.



SECTION C: 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.

By completing **Section F** below, you acknowledge that you have read & understand your Health & Safety responsibilities as outlined in the OHS Act.

SECTION D: 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.

Please indicate whether you have **COMMERCIAL GENERAL LIABILITY INSURANCE** or require coverage for the event.

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 NO.: _____

LIMIT OF COVERAGE: _____

EXPIRY DATE OF POLICY: _____

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**.

SECTION E: fire safety checklist

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

	Exhibit Analysis	YES	NO
1.	Exhibit configuration requires approval	<input type="checkbox"/>	<input type="checkbox"/>
2.	Exhibit configuration is 1000 sq. ft or more	<input type="checkbox"/>	<input type="checkbox"/>
3.	Exhibit has a roof or canopy	<input type="checkbox"/>	<input type="checkbox"/>
4.	Exhibit contains fabric panels on sides, top or across/above the booth	<input type="checkbox"/>	<input type="checkbox"/>
5.	Exhibit has a mezzanine or second storey	<input type="checkbox"/>	<input type="checkbox"/>
6.	Exhibit contains a raised platform	<input type="checkbox"/>	<input type="checkbox"/>
7.	Exhibit contains a raised platform with an area of 400 sq. ft or more	<input type="checkbox"/>	<input type="checkbox"/>
8.	Exhibit exceeds 8 ft in height	<input type="checkbox"/>	<input type="checkbox"/>
9.	Exhibit material exceeds 10,000 lbs gross weight	<input type="checkbox"/>	<input type="checkbox"/>
10.	Exhibit material exceeds 300 lbs per sq. ft	<input type="checkbox"/>	<input type="checkbox"/>
11.	Exhibit contains prohibited material	<input type="checkbox"/>	<input type="checkbox"/>
12.	Materials/processes/equipment require special permit	<input type="checkbox"/>	<input type="checkbox"/>
13.	Exhibit has suspended signs/banners/lights	<input type="checkbox"/>	<input type="checkbox"/>
14.	Exhibit presents an obstruction	<input type="checkbox"/>	<input type="checkbox"/>
15.	Exhibit contains a motorized vehicle/combustion engine	<input type="checkbox"/>	<input type="checkbox"/>
16.	Exhibit contains liquid fuels/natural gas/propane	<input type="checkbox"/>	<input type="checkbox"/>
17.	Exhibit contains cooking appliances or other equipment	<input type="checkbox"/>	<input type="checkbox"/>
18.	Exhibit contains hazardous materials which do not comply with government regulations on material handling in the work place	<input type="checkbox"/>	<input type="checkbox"/>
<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. 			
<u>DETAILS:</u>			
<p>** NOTE ** Two storey booths, single-level roofed booths and booths with mezzanines are not allowed at The International Centre without approval from Show Management and the Fire Marshall.</p>			

SECTION F: logistical contact

Contact Name: _____ Title: _____

Tel: _____ Email: _____

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-F** and all information provided is complete and accurate.

Please submit these forms:

Submit via email: ahunt@stagnitomail.ca

Or

Print and fax to: 888.889.9522

Or

Fill them out online [HERE](#)



PRODUCT SHOWCASE

TORONTO – MARCH 8 & 9 2016

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 PRODUCT(S) AT THE SHOW OFFICE ON MARCH 7TH (MOVE-IN DAY) BY 6PM

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 Stagnito Business Information (see address below)

DEADLINE : FEBRUARY 8TH, 2016

Return completed form with payment:

Attn Show Operations Tel 877-687-7321 Fax 888-889-9522 Email ahunt@stagnitomail.ca

Mail Stagnito Business Information 2300 Yonge St Suite 1510 Toronto, ON M4P 1E4

Cheques payable to Stagnito Business Information



Canada Border Services Agency
International Events and Convention Services Program
Trade Operations Division
1980 Matheson Boulevard East
Mississauga, Ontario
L5A 3A4

December 7, 2015

Stagnito Business Information
2300 Yonge Street
Suite 1510
Toronto, Ontario
M4P 1E4

File #SOR_2016_08542

Attention: Ms. Helen Hubbs

Dear Ms. Hubbs,

In response to the notification received from Academy Customs & Traffic, the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

The Convenience U CARWACS Show

March 8th – 9th, 2016
International Centre
Mississauga, Ontario

The provisions of Tariff Item 9993.00.00.00 has been extended to you

It should be noted that, non-Canadian exhibitors may import goods (i.e. brochures, demo materials, equipment, etc.) temporarily as outlined in the provisions of tariff classification 9993.00.00.00 duty free, on the condition that the goods will be exported from Canada upon the completion of the event.

Under certain circumstances, the CBSA will require a security deposit on goods temporarily imported to Canada. These goods are normally documented on the Temporary Admission Permit (Form E29B).

At the time of exportation, goods granted temporary admission on a Form E29B or Carnet must be presented along with importer's/owner's copies of the appropriate documentation to CBSA for verification and certification. This presentation may occur at a CBSA office inland or at the port of export, depending on the circumstances involved and is necessary for you to receive a refund of any securities posted. Please note that the refund is not immediate.

It has been noted that you have designated **Academy Customs & Traffic** as the official customs broker to effect customs clearance of goods destined for your event.

CBSA requires everyone seeking admission into Canada to properly declare themselves to CBSA by providing accurate identification. CBSA will accept a valid passport as proof of citizenship.

Persons who have been convicted of any criminal offences may be inadmissible to Canada. For more information please visit: <http://www.cic.gc.ca/english/information/inadmissibility/index.asp>

If you have attendees from visa-requiring countries (<http://www.cic.gc.ca/english/visit/visas.asp>), please contact the Special Events Unit of Citizenship and Immigration Canada (CIC) at special.events@cic.gc.ca with the specifics of your event. They will assess the visa requirements of your event.

Foreign nationals may engage in exhibiting, selling or displaying goods without a work permit provided they are not selling to the general public. Direct sales to the general public require a work permit. For more information please visit: <http://www.cic.gc.ca/english/work/index.asp>

To facilitate border procedures it is recommended that any foreign national destined for your event be provided with a copy of this letter for presentation to the Border Services Officer upon their arrival to Canada.

In conjunction with the presentation of this Recognition Letter, an itemized list of goods including a description, country of origin, quantity and value is required for presentation to CBSA. If your event materials will be imported by a commercial carrier or courier service, a copy of this letter should also be attached to any shipping documents.

Please do not hesitate to contact the undersigned if you have any questions or require additional information.

Sincerely,



Mau'veen Dayrell-Johnson
Regional Coordinator
International Events and Convention Services Program
Tel: 905-803-5261
Fax: 905-803-5353
Email: mauveen.dayrell-johnson@cbsa-asfc.gc.ca

cc: Greg Thompson, Academy Customs & Traffic

The information you provide in this document is collected under the authority of Section 107(9) of the Customs Act for the purpose of the facilitation of border coordination services for organizers of international events being held in Canada. The information may be disclosed to Other Government departments and/or Agencies (e.g. Citizenship and Immigration Canada) for the purposes of providing assistance with admissibility requirements.

Individuals have the right of access to, the protection and correction of their personal information under the Privacy Act – Section 12. The information collected is described under the International Events Personal Information Bank CBSA PPU 040 which is detailed at www.cbsa.gc.ca/agency-agence/reports-rapports/pia-efvp/atip-aiprp/infosource-eng.html