

Exhibitors

There are two convenient ways for your exhibitors to order their services.

1. Order Online

Save money, paper and time and order the following services on-line! This is the most efficient and not to mention, convenient way for your exhibitors to order their core services and we highly encourage you to share this option with them. It may be most convenient to place the following link directly on to your website.

Exhibitors may order services at: www.mtccc.com/order

2. Order On-site

Orders can also be taken on-site at the Exhibitor Services desk servicing your show. Additional service charges will apply to on-site orders, so be sure to encourage your exhibitors to order online in advance.

Where to find us

Exhibitor Services will be available in our Business Centre located in the North Building, on Level 300 (beside Hall C). Hours of operation are Monday – Friday, 8:00am – 5:00pm.

At the Business Centre, you may find additional services to meet your needs, for example photocopy, fax and document printing. We also have office supplies available for purchase.

Please contact us if you have any questions about your event or our services. We wish you a seamless and successful event!

Thank You,

Exhibitor Services Team

Metro Toronto Convention Centre
T: (416) 585-8387 | F: (416) 585-8388
E: exhibitor-services@mtccc.com

NEW Early-Bird Rates for your Exhibitors!

Encourage your Exhibitors to order their booth services by **August 20th, 2014**, and save up to 35 percent off! They can save money and time by conveniently ordering their services online!

All orders received two weeks in advance of the event will now be able to save

35% off Parking Passes

25% off Cleaning Services

11% off Wired High Speed Internet Services

Share the news with your exhibitors today. They may order their services now:

Online Orders

<http://www.mtccc.com/order>

Exhibitor Forms

<http://www.mtccc.com/exhibitors/forms.aspx>

We wish you a successful show, and if you have any questions, please do not hesitate to contact us directly.

Kind regards,

LISA ROWE | *Exhibitor Services Representative*

Metro Toronto Convention Centre

T: (416) 585-8390 F: (416) 585-8388

E: lrowe@mtccc.com

www.mtccc.com

 Committed to sustainable practices that help protect the environment.

The Ontario Electrical Safety Code (Ontario Regulation 10/02) is the provincial regulation that defines the minimum 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 SHALL BE APPROVED. At Trade or Consumer shows, unapproved electrical equipment will only be permitted to be displayed (not energized) when the Electrical Safety Authority gives permission through the Permission to Show. Failure to comply with the Ontario Electrical Safety Code could result in charges under the Electricity Act

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-*22 (*indicates latest version) shows all approved certification marks or Field Evaluation markings accepted in Ontario. Since markings are updated regularly visit our web site at www.esa-safe.com (electrical product safety section) for a current listing.

Note:

Electrical equipment shall be approved as an assembled unit. The exhibitor is expected to make every reasonable effort to have electrical equipment approved prior to the show.

Permission to Show:

Exhibitors with unapproved electrical equipment that wish to display but not to connect or provide electricity to the equipment, must complete the application for Permission to Show and pay the fee indicated for unapproved electrical equipment that will be displayed but not energized. Exhibitors will be provided with a sales receipt which must be available to inspectors on show site at all times.

The “Permission to show” application does not permit the connection/energization of unapproved electrical equipment.

Permission to Energize – Trade Shows only

Exhibitors that wish to connect and energize (provide electricity to) unapproved electrical equipment, must complete the application for Permission to Energize and pay the Permission to Energize fee indicated for each piece of unapproved electrical equipment. Exhibitors are not required to complete the application for Permission to Show for the same piece of equipment. The following conditions apply:

1. If no imminent hazards are present, ESA will permit the equipment to be energized “for demonstration purposes only”.
2. A sign/notice will be affixed to the equipment (prominently displayed) indicating “This equipment is not approved for sale in Ontario and is “Energized for demonstration purposes only”. Our ESA Inspectors will provide exhibitors with this notice.
3. The permission to energize is only valid for the duration of the show, and cannot be carried forward or extended for subsequent shows in other cities.
4. The “Permission to Energize” notification allows the equipment to be wired to an available junction box or disconnect as provided by the on-site electrical contractor.
5. Permission to Energize is available for Trade shows only, **not** Consumer shows.



APPLICATION FOR PERMISSION TO SHOW

This application does not permit the connection/energization of unapproved electrical equipment

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

Email:
esa.Cambridge@electricalsafety.on.ca

Fax:
1 (800) 667-4278

Mail:
Electrical Safety Authority
400 Sheldon Dr, Unit 1
Cambridge, Ontario N1T 2H9

For more information call: 1 (877) ESA-SAFE (372-7233)

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 \$55.00 + \$7.15 HST = \$62.15 payable by CHEQUE or CREDIT CARD

Cheques must be in Canadian funds and payable to: Electrical Safety Authority.

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

VISA or MasterCard or AMEX

Card Number: _____ Expiry Date: _____

CardHolder Name: _____ Signature: _____

By submitting personal information to the Electrical Safety Authority, or its agents and service providers, you agree that ESA may collect, use and disclose such personal information in accordance with its privacy policy, applicable laws or pursuant to our administrative agreement with the Province of Ontario. If you provide us with the personal information on behalf of another individual, you represent that you have all necessary authority and/or have obtained all necessary consents from such individual to enable us to collect, use and disclose such personal information for the purposes set forth in our Privacy Policy. A copy of our policy is located on our website at www.esasafe.com



APPLICATION FOR PERMISSION TO ENERGIZE TRADE SHOW ONLY (Not Applicable to Consumer Shows)

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

Email:
esa.Cambridge@electricalsafety.on.ca

Fax:
1 (800) 667-4278

Mail:
Electrical Safety Authority
400 Sheldon Dr, Unit 1
Cambridge, Ontario N1T 2H9

For more information call: 1 (877) ESA-SAFE (372-7233)

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

The Permission to Energize Fee is \$128.00 + \$16.64 HST = \$144.64 / piece of equipment payable by CHEQUE or CREDIT CARD

Cheques must be in Canadian funds and payable to: Electrical Safety Authority.

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

VISA or MasterCard or AMEX

Card Number: _____ Expiry Date: _____

CardHolder Name: _____ Signature: _____

By submitting personal information to the Electrical Safety Authority, or its agents and service providers, you agree that ESA may collect, use and disclose such personal information in accordance with its privacy policy, applicable laws or pursuant to our administrative agreement with the Province of Ontario. If you provide us with the personal information on behalf of another individual, you represent that you have all necessary authority and/or have obtained all necessary consents from such individual to enable us to collect, use and disclose such personal information for the purposes set forth in our Privacy Policy. A copy of our policy is located on our website at www.esasafe.com FORM 1001H (01/12)



Canada Customs Regulations

Customs Regulations and Customs Bonds

Equipment and exhibits, in most cases, may be brought in free of duties and taxes, provided that, a Customs Broker provides a bond to cover all imports to the show.

Exhibitors not using a Customs Broker may be required to post a deposit, or pay duties and taxes, with Canada Customs.

It is recommended that associations contact a customs broker to have their event recognized with Canada Customs, providing them and their exhibitors an opportunity to obtain maximum benefits.

Material accompanying exhibitors

Hand baggage

If exhibitor staff bring any equipment or display material with them via aircraft, the exhibitor must have with them an equipment list showing description, country of origin and value.

When going through customs at the airport, the exhibitor will declare their goods. If the show is recognized, customs will give them documentation (Customs C6 Form) to give to the customs broker when they arrive at the show. If the show is not recognized, the exhibitor will be required to pay full duties and taxes or post a deposit with customs (direct to customs).

When leaving Canada with the equipment, documentation must be validated by Canada Customs at the airport prior to leaving the country.

Private Vehicle

The United States and Canada have now adopted a mandatory advanced electronic notification system. For this reason, it is recommended that any exhibitors wanting to drive their goods across the border contact a customs broker.

Imported Advertising Material (including give-away samples)

Advertising material including give-away items are subject to full duties and taxes. Please contact your customs broker to further assist.

Bonded Goods Sold at the Show

Customs Brokers are prepared to handle any release of this type of transaction. The exhibitor or their client must issue payment for duty, taxes and brokerage fees before material can be cleared from the show site.

If the above has not been complied with at the end of the show move-out period, the goods must be removed at the exhibitor's expense to a Bonded Warehouse for subsequent duty and tax payment and clearance.

Exhibitors wishing to contact Canada Customs directly may call:

Canada Border Services Agency
International Exhibitions & Convention Services Program
1980 Matheson Boulevard East
P.O. Box 7000, Station "A"
Mississauga, Ontario L5A 3A4

T: (905) 803-5261
F: (905) 803-5388
E: IECSP-PSEIC_GTA@cbsa-asfc.gc.ca

Our People are the Centre



Notice to Exhibitors / Display Companies

1. Alterations to any part of the structure of the Centre, or to items of furniture or equipment forming part of it, may not be made without prior written authorization from the Director of Event Coordination in each individual case. These prohibitions include the drilling of holes, mechanical fastening (nails, staples, push pins etc), or adhesive fastening (tape, glue, sticky Velcro etc), and the attaching in any manner of decals, promotional literature or items. Failure to comply will result in a \$50.00 minimum penalty per occurrence to the client. Labour / Repair charges will apply to remove prohibited tapes from Metro Toronto Convention Centre property.
2. Use of masking, clear packaging and plastic-based tape are prohibited. To secure booth flooring to Exhibit Floor, only cloth-based tapes such as Polyken are acceptable. Labour / Repair charges will apply to remove prohibited tapes from the Convention Centre property.
3. Helium balloons, animals, birds or pets of any description require written authorization. Please call for authorization form.
4. Sample food or beverage products may not be distributed or sold by sponsoring organizations except upon written authorization.
5. Passenger elevators and escalators ARE NOT TO BE USED for transporting freight or equipment from level to level. This includes hand dollies/handcarts and hand carrying boxes, easels, chairs, tables, etc.
6. Protective footwear must be worn during move-in and move-out. At specific times, the Exhibit Floor (or parts therein) may be deemed as 'Construction' areas by the Show Manager. If you have been given permission to be on the floor at these times you will be required to wear an approved hard-hat in the designated 'Construction' zone. When working higher than 3 meters (10 ft) you must use fall protection.
7. It is recommended, as a safety precaution, and for insurance purposes, no one under the age of 16 years be allowed in the exhibit area during move-in / out.
8. During move-in / out, exhibit halls, loading dock areas and back of the house service areas are considered hazardous work areas. As such, there shall be absolutely no drinking of alcoholic beverages, no horseplay and in general, any and all unsafe conditions or activities are to be corrected promptly.
9. For North Building West Ramp and South Building Truck Elevator load-ins, there are no docks. It is direct floor unloading and alternate arrangements may be required for special needs (ie. ramps, forklifts). The South Building Truck elevator has a truck length restriction of 38' or less.

Our People are the Centre



Notice to Exhibitors / Display Companies

10. Storage for crates or other materials are not provided in the Centre. Exhibitors must make their own arrangements. All materials, boxes, signs and other materials must not be sent to the Centre prior to the official move-in date as specified in your Exhibitor Manual and must be removed upon the completion of the event.
11. Use of pyrotechnics, hazers, fog / smoke machines, or any other special effect / activity requires Metro Toronto Convention Centre approval at least 2 weeks in advance. The Fire Safety Manager will need a full production schedule including rehearsals. Labour charges will apply for a fire watch.
12. Access to / or the use of the Exhibit Hall floor-ports is exclusive to the Convention Center staff and our Official Electrical / Mechanical Service provider. Exhibitors are not permitted to use these for any purpose.
13. Smoking is NOT PERMITTED anywhere inside the Convention Centre.
14. You are required to report any unsafe condition or accident of which you have knowledge to a security guard or event management employee.

Our People are the Centre

255 Front Street West, Toronto, Ontario M5V 2W6
T: (416) 585-8199 | F: (416) 585-8224 | www.mtccc.com

Metro Toronto Convention Centre Recycling Program

Where does all the cardboard, wood, and plastic go?

Metro Toronto Convention Centre has an aggressive waste reduction program. We want to be good corporate citizens and reduce landfill by recycling whenever possible. We invite our exhibitors and service providers to join us as recycling partners. By developing a close partnership, we can work together to meet the global mandate of reducing landfill - an environmental and economical common sense program.

As with every partnership, we need your help to make these programs successful!!

Cardboard and paper recycling on the show floor: When our Cleaning Department removes the cardboard boxes and left over brochures / flyers, they automatically break them down and put them in a special compactor - separate from other garbage.

Plastic waste is also placed in this special compactor. We pick up plastic waste from the show floor, and make sure it's kept away from other garbage - the separation of cardboard / paper from plastics happens at the recycling plant.

Wood is also picked up and placed in a designated wood bin. You would be surprised at how much wood is left for garbage after shows, especially from wooden pallets / skids and booth construction.

Clearly marked 3-part waste, can/bottle & /paper receptacles are conveniently located throughout the centre - in meeting rooms and pre-function areas. It is important to note that it is only accepted for recycling when it is separated at the source.

We are proud partners with local Toronto shelters for all prepared food surplus. Our feed-the-shelter program is in concert with an ongoing farm-food program, which sees all of our biological waste sent to local area farms.

We have installed light sensors in meeting rooms and emergency stairwells, to reduce electrical waste.

Our Administrative Staff are active participants in our Recycling Program - there's a blue box under everyone's desk - and we make a point of using it for paper and pop / plastic containers.

What can Exhibitors do?

Help us by clearly marking boxes that are for recycling - even if they are full of brochures. Even if it is an entire skid full. If you are not taking it home with you, we can recycle it here as part of the bulk trash.

What can Show Managers do?

Help us promote our recycling program in all of your printed materials, programs, brochures. Every little bit helps, and it starts with the planning and communication from you.

We are proud of our program, we stand behind it.
We want you to benefit from it too!

Take a look at our Recycling Program for Exhibitors:
<http://www.mtccc.com/exhibitors/forms.aspx#video>



Our People are the Centre



Vehicle Marshalling / Move-In

A marshalling yard has been established at 100/120 Cherry Street in order to facilitate move-in and move-out of events at the Metro Toronto Convention Centre.

PROCEDURES:

1. All vehicles will report first to the vehicle marshalling area. This lot is 3.8 km from the Convention Centre.
2. The marshalling yard is open 1 hour prior to scheduled move-in/move-out times.
3. An attendant will be posted at the marshalling area. The attendant will assign the delivery order of the vehicles and give a numbered ticket to the driver based on a prearranged priority listing produced by show management. The cost of the attendant will be at the expense of the Convention Centre when required during operational hours of 0700–2359. Charges will be applied between 0001–0700.
4. A call will be made to the attendant to dispatch vehicles. As space becomes available, the drivers will be directed to the North Building (Front Street) or to the South Building (Lower Simcoe Street).
5. Upon arrival at either entrance, the driver will turn in their assigned tickets.
6. Vehicles entering the loading dock areas will be met by the Convention Centre dock staff who will control the flow of vehicle traffic.
7. Vehicles going up onto the North Building Exhibit Floor will be met by dock staff positioned at John Street and on the ramp to control the pedestrian traffic on the ramp.
8. During the winter season, the Convention Centre will bear the cost of the labour and equipment to keep the ramp open to traffic, to clean off vehicles before going onto the floor and to keep the floor clean. The Centre will also be responsible for snow removal in the marshalling area.
9. The control of the vehicles once onto the Exhibit Floor will be the responsibility of Show Floor Management in conjunction with the Convention Centre dock staff.
10. Freight elevators, when in use, will be manned and controlled by operators supplied by the Convention Centre.
11. Vehicle storage is available during events at \$32.00 plus 13% HST per day. Arrangements must be made in advance through the Dock Office at (416) 585-8345 / (416) 585-8278 or cell number (416) 529-3461.

NOTE:

Vehicles will be held in the marshalling yard before and after Rogers Centre events where pedestrian and vehicular traffic block access to the ramp. Times for these periods will be scheduled on an individual basis as schedules warrant. Vehicle marshalling inquiries – Tel: (416) 585-8345 / (416) 585-8278 or cell number (416) 529-3461.

Our People are the Centre



Directions from the Cherry St. Marshalling Yard to the Metro Toronto Convention Centre:

(A) Directions to the Metro Toronto Convention Centre North Building, West Ramp

1. Head north on Cherry St. (toward Lakeshore Blvd.)
2. Slight left onto Lake Shore Blvd.
3. Turn right onto Yonge St.
4. Turn left onto Wellington St.
5. Turn left onto John St.

Entrance to the West Ramp will be to your left.

(B) Directions to the Metro Toronto Convention Centre North Building, East Loading Dock & West Freight Elevator

1. Head north on Cherry St. (toward Lakeshore Blvd.)
2. Slight left onto Lake Shore Blvd.
3. Turn right onto Lower Simcoe St.
4. Turn left toward the Convention Centre Internal St.

Entrance to the East Loading Dock will be immediately to your left.

(C) Directions to the Metro Toronto Convention Centre South Building, Loading Dock & Truck Elevator

1. Head north on Cherry St. (toward Lakeshore Blvd.)
2. Slight left onto Lake Shore Blvd.
3. Turn right onto Lower Simcoe St.

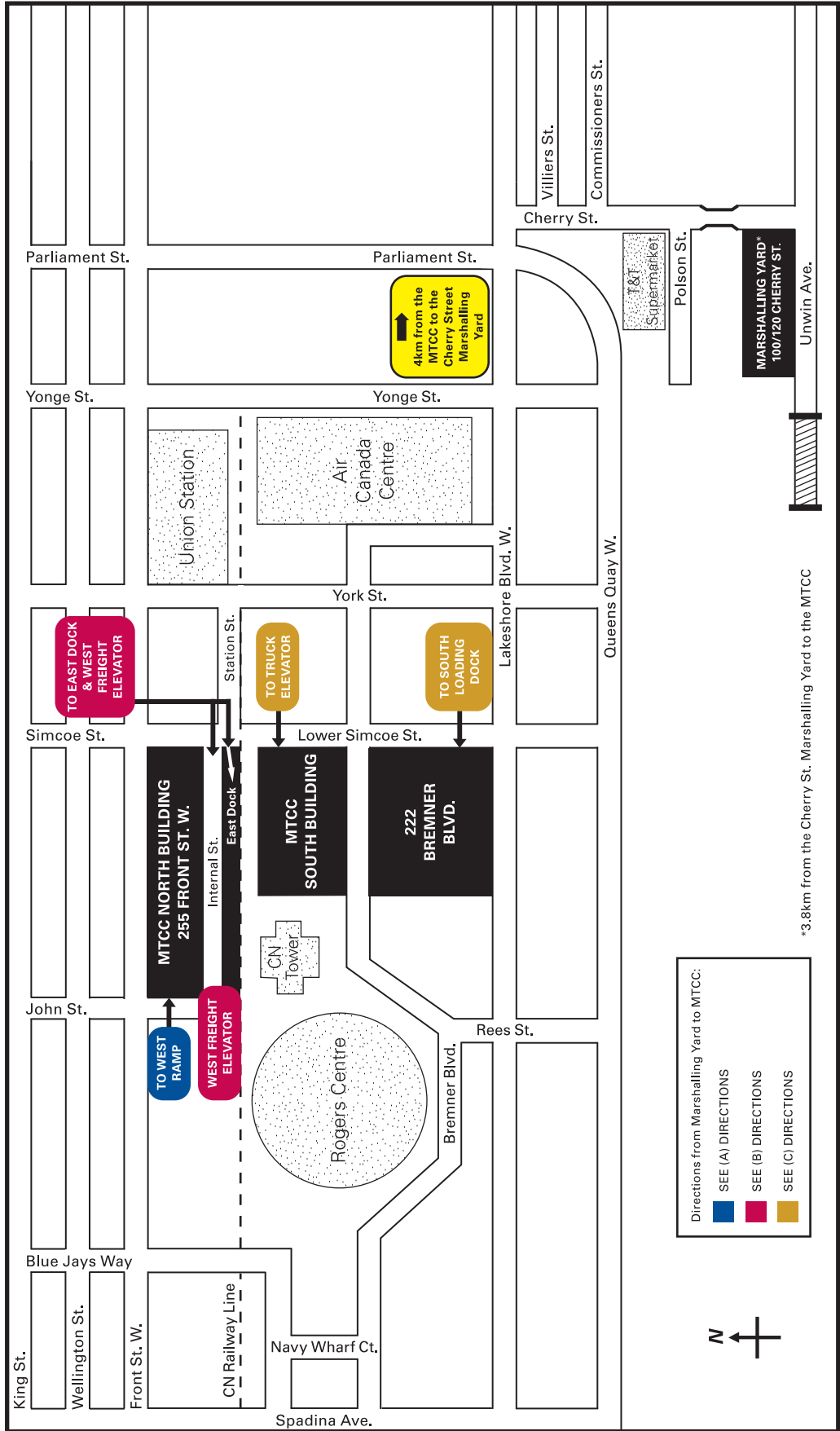
Entrance to Loading Dock will be immediately to your left.

Entrance to the Truck Elevator is 80m ahead to your left.

Our People are the Centre



Metro Toronto Convention Centre (MTCC)



Directions from Marshalling Yard to MTCC:

- SEE (A) DIRECTIONS (Blue arrow)
- SEE (B) DIRECTIONS (Pink arrow)
- SEE (C) DIRECTIONS (Yellow arrow)



*3.8km from the Cherry St. Marshalling Yard to the MTCC

Map is not to scale

Fire Regulations for Exhibitors

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

The requirements contained herein and the Ontario Fire Code will be strictly enforced by the Fire Safety Officer of the Metro Toronto Convention Centre and the Toronto Fire Prevention Division. These requirements apply to all conventions and trade shows whether or not open to the public. All exhibitors must have these requirements in their possession during booth occupancy.

The requirements apply to the following:

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

Prohibited materials, processes, equipment and booth configuration

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

1. Acetate fabrics, corrugated paper box board, no-seam paper.
2. Paper backed foil unless glued securely to suitable backing.
3. Styrofoam and / or foamcore, gaterboard, corrugated plastic.
4. Fireworks.
5. Blasting agents.
6. Explosives.
7. Flammable cryogenic gases.
8. Aerosol cans with flammable propellants.
9. Smoke Free Environment.
10. Fuelling of motor vehicles.
11. Liquified petroleum or natural gas.
12. Wood matches with all surface strikes.
13. Hazardous refrigerants such as sulphur dioxide and ammonia.
14. Cellulose nitrate motion picture film.
15. Portable heating equipment.
16. Flammable liquids or dangerous chemicals.
17. Electrical equipment or installation not conforming to the Ontario Electrical Code.

Our People are the Centre

Fire Regulations for Exhibitors

Materials, processes and equipment requiring special permit for use

The use of the following materials, processes or equipment is subject to approval from the Metro Toronto Convention Centre Fire Safety Officer. If any material, process or equipment requiring approval is to be used, the Exhibitor shall submit in writing to the Show Manager the nature of the process or equipment and any safeguards to be used to protect the hazard. Requests will be submitted by the Show Manager to the Metro Toronto Convention Centre who will review and return the request with its approval, rejection or limitations.

1. Propane or natural gas fired equipment.
2. Operation of any heater, barbecue, heat producing device, open flame device, candles, torches, or cooking appliances
 - (a) Portable Commercial Cooking Equipment: Must meet NFPA96 - 184 installation of Equipment for the Removal of Smoke and Grease-Laden Vapours from Commercial Cooking Equipment, in accordance with the Ontario Fire Code. An adequate exhaust and filter system, including a fire protection system capable of providing extinguishment over the entire cooking surface is required.
3. Exhibits involving hazardous processing or materials not previously listed.
4. Storage or display of ammunition and fire arms (subject to subsection 5.2 of the Ontario Fire Code and Criminal Code).
5. Pressure vessels including propane tanks.
6. Fossil fuel powered equipment.
7. Hydraulically powered equipment using flammable fluids.
8. Radiation producing devices.
9. Natural Christmas trees.

Acceptable booth configuration

The following booth configurations will be acceptable:

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

The following booth configuration will require approval from the Metro Toronto Convention Centre Fire Safety Officer. A description of the booths requiring approval shall be submitted to the Show Manager who in turn will submit the description to the Fire Safety Officer for his approval. The Fire Safety Officer will discuss these configurations with the Toronto Fire Prevention Division.

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

* **note:** Two storey booths or single level roofed booths and booths with mezzanines are allowed only with prior approval of the Fire Safety Officer and when they are in accordance with The Metro Toronto Convention Centre guidelines attached and/or National Fire Prevention Act #13 (1982) and the Ontario Building Code.

* Any enclosed showroom with an area in excess of 2,000 square feet or an occupancy of 60 persons or more must have two means of exit as far apart as possible. Any booth with an area of 2,500 square feet or more must contain one fire extinguisher.

Fire Regulations for Exhibitors

Acceptable materials for booth construction

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

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

Interior finishes and furnishings

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

- drapes
- hangings
- curtains
- drops
- decorative fabrics
- Christmas trees
- artificial flowers and foliage
- motion picture screens
- paper: cardboard or compressed paperboard less than 1/8 inch thick is considered paper
- ruscus
- split wood
- textiles
- all other decorative materials including plastics

Limitations

1. Made from noncombustible material, or
2. Treated and maintained in a flame retardant condition by an approved flame retardant solution or process.
3. Corrugated cardboard can be used only if fire retardant treated at the factory.
4. Plastics can be used only if approved by the Metro Toronto Convention Centre Fire Safety Officer.

* **note:** It is not necessary to flameproof textiles, paper and combustible merchandise on display for sale, but the quantity so used shall be limited to the displaying of one salvageable length. Each sample must differ in colour, weave or texture.

Wallpaper is permissible if pasted securely to walls or wallboard backing.

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

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

Fire Regulations for Exhibitors

Obstructions

Nothing shall be hung or affixed to any sprinkler piping or heads. Construction or ceiling decorations of the show booths must not impede the operation of the sprinkler system.

All exit doors shall be in an operable condition and shall remain unobstructed at all times. Exit signs, manual pull stations, fire department handsets, fire hose cabinets and portable fire extinguishers shall not be obstructed in any manner.

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

All entrances, exits, aisles, stairways, lobbies and passageways shall be unobstructed at all times. Vehicles in fire lanes or blocking exits, etc. will be removed at owner's expense.

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

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

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

1. Fuel tanks containing fuel, or which have ever contained fuel, shall be maintained less than 3/4 full. Caps for fuel tanks fill pipes shall be of the locking type and be maintained locked to prevent viewer inspection. If they cannot be locked, they shall be taped shut.
2. Garden tractors, chain saws, power plants and other gasoline powered equipment shall not contain any fuel and shall not be used for demonstrations without permission from the Metro Toronto Convention Centre Fire Safety Officer.
3. The electrical system shall be de-energized by either:
 - (a) removing the battery, or
 - (b) disconnecting both battery cables and covering them with electrical tape or other similar insulating material.
4. Tanks containing propane shall be maintained less than 3/4 full. Vehicles may be driven in and positioned. Engine should remain running, with valve shut off. Allow engine to run until all of the fuel line is used up. Turn ignition off.
5. Cylinders for barbecues and/or appliances within a vehicle such as stoves, refrigerators, etc., must be empty.

Electrical equipment and connections

Rule 2-022 of the Electrical Safety Code, a provincial regulation, requires that all electrical equipment must be approved before it may legally be advertised, displayed, offered for sale or other disposal, sold or otherwise disposed of or used in the province of Ontario.

It is the responsibility of each exhibitor to ensure that all electrical equipment in, on, or about the booth comply with these requirements. This includes electrical merchandise as well as lighting and display equipment.

Electrical equipment is considered to be approved if it bears the certification mark or field approval label of an organization which has been accredited by the Standards Council of Canada to approve electrical equipment. Electrical equipment is also considered to be approved if it bears an Ontario Hydro Special Inspection / Field Approval label. One of the fundamental requirements of approval is that the appropriate approval markings appear on the equipment. If such markings are missing, then the equipment is considered not to be approved.

Fire Regulations for Exhibitors

Exhibitors are requested to examine all electrical equipment that they will be bringing to the show in order to determine if it has the proper approvals. If any of the electrical equipment is not approved, then the exhibitor is required to file with Ontario Hydro an Application for Permission to Show Unapproved Electrical Equipment at Trade Shows, and pay the necessary fees.

An application form and additional information can be found elsewhere in the exhibitor kit or manual.

Please note that Permission to Show is only granted for the duration of the show. Proper approval must be obtained after show for any equipment which is to remain in the province of Ontario.

Please note that the Electrical Safety Authority (ESA) inspectors have the authority to order the removal of unapproved electrical equipment from the show.

Portable spotlights

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

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

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

Procedures during set-up and dismantling of shows

All exhibitors are to report to the Marshaling Yard prior to Move-In or Move-Out. Exhibitors will be issued a pass to receive authorization to enter the loading area. Access to and flow of vehicles or trucks on exhibition hall floor is limited and controlled. Drivers of vehicles must stand by vehicles at all times with parking lights on.

The idling of trucks while in the loading dock area of the building or on the exhibition hall floor is prohibited. Once unloaded, your vehicle is to be removed from the loading dock immediately.

Crates and packing materials must be removed promptly. The exhibitor is to monitor this activity. Restriction on the use of materials, processes and equipment during set-up and dismantling must be adhered to.

Any type of utility connection (i.e. electrical, audio, video, water, compressed air, steam, etc.) must be carried out by the Licensor's authorized personnel or its appointees. This applies to any and all connections made which are not covered in the Centre's "Electrical Rate Schedule" or "Water Drain or Compressed Air Rate Schedule."

The following equipment and operations are prohibited during show set-up and dismantling:

1. Powered tools and equipment, except material handling equipment, other than electrically powered or air powered.
2. Electrically powered tools and equipment other than those listed by CSA or approved by Ontario Hydro.
3. Portable heating equipment.
4. Welding, cutting, or brazing without special permission from the Metro Toronto Convention Centre Fire Safety Officer.
5. Painting with flammable or volatile paints and finishes.
6. Use of other equipment or operations that increase the risk of life safety.

Fire Regulations for Exhibitors

Ceiling suspended items

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

Emergency procedures

The Metro Toronto Convention Centre is equipped with sophisticated fire protection equipment, including: automatic sprinkler, smoke and heat detection, fire alarm and voice communication systems. Upon your arrival, you should familiarize yourself with the building particularly as to the location of the nearest exit, manual pull station and fire extinguisher.

If you see a fire, activate the nearest fire alarm manual pull station and leave the fire area closing all doors behind you. Do not attempt to fight a fire unless it is small enough to extinguish with one of the portable extinguishers located throughout the building. There are no fire hoses provided for use by occupants.

Metro Toronto Convention Centre emergency number is 8160, or (416) 585-8160.

As a reminder, the Metro Toronto Convention Centre is a smoke free environment.



Fire Safety Reply

Event: _____

Complete and return by: _____

A copy of the Fire Regulations for exhibitors is provided in this manual. Please review the regulations to ensure that your exhibit meets the Ontario Building and Fire Code. In some instances, aspects of your booths **MUST BE APPROVED IN ADVANCE** by Show Management, the Metro Toronto Convention Centre, the Toronto Fire Department and the Building Department.

- | | YES | NO |
|---|-------|-------|
| 1. Exhibit configuration is 1,000 sq ft or more | _____ | _____ |
| 2. Exhibit has roof / mezzanine / second storey | _____ | _____ |
| 3. Exhibit has a raised platform | _____ | _____ |
| 4. Exhibit exceeds 12 feet in height | _____ | _____ |
| 5. Exhibit material exceeds 10,000 lbs gross weight | _____ | _____ |
| 6. Exhibit material exceeds 300 lbs / sq ft limit | _____ | _____ |
| 7. Exhibit has prohibited material | _____ | _____ |
| 8. Materials / processes / equipment require special permit | _____ | _____ |
| 9. Exhibit has suspended signs / banners / lights | _____ | _____ |
| 10. Exhibit has hard wall (in-line booths N/A) | _____ | _____ |
| 11. Exhibit has motorized vehicle / combustion engine | _____ | _____ |
| 12. Exhibit contains liquid fuels / natural gas / propane
(six weeks notice to process request) | _____ | _____ |
| 13. Exhibit contains cooking appliances | _____ | _____ |
| 14. Exhibit contains hazardous material which do not comply
with Government regulations on material handling in the work place | _____ | _____ |

Note: a) If questions 1 to 4 are answered "Yes" specific floor plans must be submitted
b) If questions 5 to 14 are answered "Yes" specific details must be included

Details:

Notice: All exhibitors must wear protective footwear during move-in/out.

Email completed form and necessary floor plans to:
Metro Toronto Convention Centre
Operations Department
fsr@mtccc.com

Exhibitor / Company Name: _____
Contact Person: _____
Address: _____
Postal Code: _____ Booth #: _____
Telephone #: _____ Fax #: _____

Return completed forms to:
Metro Toronto Convention Centre, Operations Department
255 Front Street West, Toronto, Ontario M5V 2W6
T: (416) 585-8135 | E: fsr@mtccc.com | www.mtccc.com



Emergency Procedures

NORTH AND SOUTH BUILDING
EMERGENCY NUMBER IS **(416) 585-8160 OR**
8160 FROM CLOSEST HOUSE PHONE

IN CASE OF FIRE EMERGENCY

IF YOU SEE FIRE OR SMOKE

- Leave the fire area immediately by the nearest exit.
- Close doors behind you.
- Activate the nearest fire alarm pull station.
- Leave building by nearest exit.

IN CASE OF FIRE ALARM

IF YOU HEAR A FIRE ALARM ALERT SIGNAL (SLOW BEEPING SOUND)

- Prepare to leave the building.
- Await instructions over the loud speakers (approximately one minute).

IF YOU HEAR A FIRE ALARM EVACUATION SIGNAL (FAST BEEPING SOUND)

- Leave the building via the nearest exit.
- Do not use elevators.
- If you encounter smoke in the stairway, use alternate exits.
- Once outside building, stay clear and do not return until declared safe to do so by the Fire Official.
- Do not attempt to remove vehicles from parking garage or loading docks.
- Follow instructions over loud speakers or from security staff.

Remain calm...Do not use elevators

IN CASE OF A MEDICAL EMERGENCY

- Dial emergency number for security office (416) 585-8160 or 8160 from closest house phone.
- Give exact location.
- Give detailed information of the injury and the cause of the injury.
- Remain in contact with security until emergency personnel have arrived.

FOR NON-EMERGENCY SITUATIONS PLEASE CALL (416) 585-8360 OR 8360

If you require this document in an accessible format, please contact us at (416) 585-8199 or accessibility@mtccc.com.
If you require additional support or an accommodation in the event of an emergency evacuation,
please notify Security upon your arrival to the Centre at (416) 585-8360.

Our People are the Centre

Rigging Policy / Overhead Work

This policy applies to all overhead work at the Metro Toronto Convention Centre. This policy is also supplementary and/or to compliment other relevant and applicable legislation (such as OHSA), other existing building health and safety policies, and the contractors own policies given to their workers.

- **Rigging installation affixed to any Centre structure is an exclusive service provided by SHOWTECH Power & Lighting**

Worker Competency, Training, and Certification

Workers must have appropriate training and certification in the use of specialized equipment, tools, and the acceptable techniques employed for working at high levels.

- Boom Lifts / Scissor Lifts operation
- Fall Arrest System, safety lines
- Propane handling (if machine is propane powered)
- Chain falls, hoists, winches, rigging apparatus, attachments, load cells etc.
- General knowledge of the Metro Toronto Convention Centre structure, load capacities, attachment points / methods

Workers engaged in any Overhead work activity must be properly outfitted with Personal Protective Equipment (P.P.E.). These may include safety footwear, hard hat, safety glasses, gloves, and fall protection to be used as demanded by the tasks being accomplished.

Workers participating in lifting operations, or in the vicinity of materials handling operations or other mobile equipment, are at all times required to wear safety footwear.

Equipment, Tools and Hanging Components

At all times, small hand tools should be connected via a safety cable that prevents accidental dropping.

Portable radios / phones must be sheathed in a secure holster with similar safety hook-up.

Lifting Equipment, such as Booms and Scissor lifts must have current certification demonstrating regular inspection and maintenance.

Chain Hoists, chain falls, steel cables, slings, chokers and all other Rigging equipment are to be regularly maintained, inspected and certified according to governing legislation, manufacturers' recommendations, and good industry practice.

Production components (to be hung in the ceiling from approved Load points or structural framing) including grids, trusses, speaker assemblies etc. must be inspected prior to installation. Annual inspection certificates must be available for load-carrying components.

Our People are the Centre

Rigging Plot submit to:

Metro Toronto Convention Centre, Engineering Department
255 Front Street West, Toronto, Ontario M5V 2W6

T: (416) 585-8148 | E: smuncaster@mtccc.com | www.mtccc.com

Rigging Policy / Overhead Work

Control of the Work Area

During the installation / removal of production components onto the Ceiling space, the work area below must be clear of people at all times. A 'ground rigger' must be in place to protect the area using both physical elements (signage, barricades, traffic cones etc.) and vigilance to ensure no one gains access.

Once production components are at 'trim' height (final show position - no more movement) and the remaining overhead work is related to minor adjustments (aiming lights, tying up cable etc.), or when the installation is of lightweight components such as signs / banners, the required level of control of the work area is contingent on the presence of other activity in the area. As a minimum, both signage and traffic cones must be used to warn people of the immediate work area around the lift. If there is significant activity in the vicinity, a 'ground person' must be used to keep people and mobile equipment away from the work area and lift.

Under no circumstances should people be working directly under a boom arm or bucket.

Production Schedule / Rig Plot Approval

A key requirement of a successful and safe workplace is the appropriate scheduling of the work activity.

The Client, its Service Supplier(s) in partnership with the Metro Toronto Convention Centre, must ensure that there exists a detailed production schedule for both Technical set-ups and tear-downs.

The schedule must define both start / stop times of each work group, and also the predecessor / successor relationships. As can be expected, the start of a tear-down schedule may be affected by a late event end and in this case we must always maintain the scheduled activity relationships.

All groups must have the appropriate resources (both people and equipment) on hand to accomplish the work in the allotted timeframe, and abide by the scheduled order of activity.

All groups must provide contact names and mobile telephone numbers for key on-site personnel, for both the set-up and teardown.

Prior to rigging any significant loads in the Metro Toronto Convention Centre structure, the Riggers must verify that a rig plot has been submitted and approved. Rig Plots must be submitted a minimum of 4 weeks prior to move in dates. For other circumstances, please contact the Facility Manager at (416) 585-8148.

Rigging Plots are not required for banners, signs or other small loads that will be installed by SHOWTECH Power & Lighting. Please contact SHOWTECH Power & Lighting at(416) 585-8500 or email Rick Green, Technical Producer, at rgreen@showtech.ca

Our People are the Centre

Rigging Plot submit to:

Metro Toronto Convention Centre, Engineering Department
255 Front Street West, Toronto, Ontario M5V 2W6

T: (416) 585-8148 | E: smuncaster@mtccc.com | www.mtccc.com



Exhibitor General Information & Policies

Employees, Service and Labour Charges

- Catering employees will deliver food and beverage, service, and clean related areas
- Catering personnel are not permitted to perform any non-food service related duties or act as badge checkers or ticket takers
- All food and beverage charges are subject to 18% service charge and 13% HST tax
- Disposable service ware is used on all food and beverage functions on the Exhibit Floor
- Exhibitor Booth Catering does not supply tables for your booth.
You must order these through the contracted service contractor

Exclusivity

1. The Catering Department retains the exclusive right to provide, control and retain all food and beverage services through the facility for events
2. All food and beverage items must be supplied and prepared by the Metro Toronto Convention Centre Catering Department, THIS INCLUDES BOTTLED WATER
3. No food, beverage, or alcohol will be permitted to be brought into or removed from the Metro Toronto Convention Centre facility by the client or any of the client's guests or invitees without written approval by the Catering Department
4. Requests must be received by the Catering Department no less than three (3) weeks prior to the first day of the event
5. The Catering Department reserves the right to assess a charge for such exclusions to exclusivity

Billing, Payments and Cancellations

- All menu prices are subject to change at any time; this also includes service charge and sales tax
- \$25.00 delivery fee is applied to all orders under \$60.00
- Booth deliveries on a Statutory Holiday are subject to a 5% surcharge on listed menu prices
- Full payment of the total estimated food and beverage and signed contract (BEO) is due in our office at least one (1) week prior to the first scheduled food function
- Event pre-payments of less than \$5000.00 can be processed by credit card. All other payment must be by company cheque or wire transfer
- On-site orders will require payment by Credit Card
- Cancellations received three (3) business days prior to the event day will be charged 75% of the estimated food & beverage charges and those received two (2) business days or less will be charged the full 100% of the estimated food and beverage charges.

Our People are the Centre

255 Front Street West, Toronto, Ontario M5V 2W6
T: (416) 585-8144 | E: catering@mtccc.com | www.mtccc.com

Booth Catering Service Menu

Staffing

Booth Attendant \$265.00 / 4 hour shift

Coffee Service

Freshly Brewed Coffee \$38.50 / 10 cups
(regular & decaffeinated)

Tea \$37.50 / 10 cups
(regular, herbal, decaffeinated)

Includes cups, creamers, sugar, artificial sweetener
& stirrers

Beverage Service

Assorted canned soft drinks \$3.65 / each

Bottled water \$3.65 / each

Assorted bottle juices \$4.25 / each

Iced Tea (can) \$3.60 / each

Iced Tea (brewed) \$33.00 / 10 cups

Lemonade \$33.00 / 10 cups

Assorted juices \$35.00 / jug
(orange, grapefruit, apple)

Water Service

Water dispenser \$85.00

*Rental price per show based on a three (3) day rental and
begins on the first day of deliver, not first day of usage. Client
required to provide power (100 volt, 15 amp)*

18.5 L jug of water \$30.00 / each

Ice Delivery \$20.00 / 11 kg

Breakfast – 10 person minimum required

Continental \$19.00 / person

Orange, apple & cranberry juices
selection of 1 for 10 people

House baked mini croissants, danishes and muffins,
served with fruit preserves & butter

Freshly brewed regular / decaffeinated coffee & tea

From the bakery – 2 dozen minimum required

Assorted muffins \$47.50 / dz

Assorted danishes \$48.50 / dz

Assorted croissants \$48.50 / dz

Assorted bagels & cream cheese \$70.00 / dz

Assorted brownies \$37.00 / dz

Assorted dessert squares \$39.00 / dz

Assorted cookies \$32.00 / dz

Assorted cupcakes \$45.00 / dz

Assorted English scones \$48.50 / dz

**Cupcakes with logo price based on logo*

**5 business days notice required*

Sheet cakes

Full sheet slab (90ppl) \$370.00

Half sheet slab (45ppl) \$260.00

From the pantry

Selection of Ontario cheeses \$240.00
20 portion platter

Seasonal vegetable platter \$120.00
20 portion platter

Tortilla chips with salsa/guacamole \$108.00
20 portion platter

Fresh fruit platter \$111.00
20 portion platter

Assorted whole seasonal fruit \$3.50 / each

Mixed nuts \$77.00 / kg

Ontario peanuts \$35.00 / kg

Chips / pretzels \$36.00 / bowl

Granola bars \$2.90 / each

Frito Lay chips / pretzels \$3.00 / bag

Chocolate bars \$2.80 / each

Mints \$3.50 / dz

PLEASE BE ADVISED THAT ALL FOOD AND BEVERAGE ITEMS IN THE EXHIBIT HALLS MUST BE PURCHASED THROUGH THE CATERING DEPARTMENT – THIS INCLUDES BOTTLED WATER

Menu items may be subject to change without notice. A \$25.00 delivery fee will be applicable for all orders less than \$60.00 (before applicable tax and service charge). All food and beverage requires full pre-payment one week prior to the start of the event; Credit Cards will be required to cover any on-site incidentals. The catering department does not supply tables for your booth. You MUST order through your service contractor. All listed prices are subject to 13% HST and 18% service charge.

Our People are the Centre

255 Front Street West, Toronto, Ontario M5V 2W6

Booth Catering Service Menu

Box Luncheons

Box lunch #1 \$24.00
Choice of: Roast beef, caramelized onion, horseradish on a panini bun; or grilled tofu, teriyaki glaze, julienne grilled peppers, carrots on a spinach tortilla; or Greek wrap - grilled chicken, hummus spread, tzatziki, olives, tomato, pickled onions.

Whole fresh fruit and a choice of gourmet cookie or granola bar or cheese & crackers

Box lunch #2 \$22.00
Choice of: Vegan wrap with chick peas, lentils, fresh mint and hummus; or Mexican turkey wrap, shaved smoked turkey, jalapeno corn cream cheese, guacamole, tomato, lettuce; or Asian beef wrap

Whole fresh fruit and a choice of granola bar or gourmet cookie or cheese & crackers

Box lunch #3 \$21.00
Choice of: Israeli couscous salad with portobello mushrooms, grilled vegetables and grains, in a wrap; or Tuna salad, celery lola rosa on spinach tortilla; or curry chicken on a bun

Fresh whole fruit and a choice of granola bar or gourmet cookie or cheese & crackers

Sandwiches \$15.00 / person
3 halves per order

Roast beef with horseradish on foccacia bun; Butter chicken on a caraway bun; Thai tuna on a whole wheat bun; Mozzarella & oven dried tomato on an Italian bun; Smoked turkey, cranberry & arugula on a pumpkin seed bun; Ham & Swiss cheese on light rye; Brie & Westphalia ham on sourdough

Wraps \$15.00 / person
2 halves per order

Jerk chicken, cucumber & mango julienne, baby lettuce in a sundried tomato wrap; Reuben style wrap with smoked meat, Swiss cheese, julienne savoy cabbage & Russian dressing in a whole wheat wrap; Smoked turkey, yellow peppers, micro greens & hot sauce mayonnaise in a tortilla wrap; Spicy chick peas and roasted eggplant with fennel slaw and Greek yogurt dressing

Salads (20 portions)

Classic Caesar salad \$110.00

Spring greens, teardrop tomatoes, cucumber strips with raspberry dressing \$110.00

Chicken Caesar Salad \$160.00

Receptions

Cold hors d'oeuvres \$46.00 / dz

Smoked Salmon & mascarpone cheese on pumpernickel

Goat cheese on chilli crostini with red pepper chutney

Watermelon with feta, balsamic drizzle and mint

Blue cheese with apricot compote on crostini

Hot hors d'oeuvres \$47.00 / dz

Mushroom turnover

Assorted Dim Sum

Mini Thai chicken brochette

Roasted vegetable strudel

Crispy duck nuggets with Kozlik's mustard

PLEASE BE ADVISED THAT ALL FOOD AND BEVERAGE ITEMS IN THE EXHIBIT HALLS MUST BE PURCHASED THROUGH THE CATERING DEPARTMENT – THIS INCLUDES BOTTLED WATER

Menu items may be subject to change without notice. A \$25.00 delivery fee will be applicable for all orders less than \$60.00 (before applicable tax and service charge). All food and beverage requires full pre-payment one week prior to the start of the event; Credit Cards will be required to cover any on-site incidentals. The catering department does not supply tables for your booth. You MUST order through your service contractor. All listed prices are subject to 13% HST and 18% service charge.

Booth Catering Service Menu

Action stations

Cappuccino Service

Includes Nespresso machine; 200 capsules & cups; napkins, stir stix, sugar and creamer per day

- 1 Day Show \$900.00
- 2 Day Show \$1600.00
- 3 Day Show \$2000.00
- 4 Day Show \$2250.00

*Additional cups of cappuccino / espresso at \$3.00 / each
Power & labour not included within charge
Requires 110V – 20amp power*

Ask our Catering Professionals about our Barista Style cappuccino services

Popcorn Cart \$720.00

*To include old fashioned popcorn cart, popcorn kernels (yield 900-20 grm servings), butter, salt and popcorn flavouring
Client to supply 110V – 20amp power, 4x4 work space; trash removal and clean-up
Labour not included*

NOTE: Prepped popcorn available at \$135.00 / bag; yields 50-20 grm bags

Pretzel Cart \$550.00

*To include 50 pretzels, napkins, paper plates, grainy mustard & cheese sauce
Additional pretzels at \$5.00 / each
Power & labour not included within charge
Client to supply 110V – 20amp power, 4x4 work space, trash removal and clean-up*

Smoothie Service \$800.00

*Enjoy a selection of iced drinks from iced cappuccinos, fruit smoothies to non-alcoholic daiquiris; 240 – 118 ml servings
Additional charge of \$1.20 / cup over 240 cups
Price does not include labour and power
Client to supply 110V – 20amp power, 4x4 work space, trash removal and clean-up*

PLEASE BE ADVISED THAT ALL FOOD AND BEVERAGE ITEMS IN THE EXHIBIT HALLS MUST BE PURCHASED THROUGH THE CATERING DEPARTMENT – THIS INCLUDES BOTTLED WATER

Menu items may be subject to change without notice. A \$25.00 delivery fee will be applicable for all orders less than \$60.00 (before applicable tax and service charge). All food and beverage requires full pre-payment one week prior to the start of the event; Credit Cards will be required to cover any on-site incidentals. The catering department does not supply tables for your booth. You **MUST** order through your service contractor. All listed prices are subject to 13% HST and 18% service charge.



Bar Service Order Menu

All alcohol sales and consumption in the Metro Toronto Convention Centre is regulated by the Alcohol and Gaming Commission of Ontario (AGCO) and the Metro Toronto Convention Centre is responsible for the administration of those regulations. No alcoholic beverages are allowed to be served by anyone other than a Metro Toronto Convention Centre Bartender. The Convention Centre prohibits exhibitors and event participants from removing alcohol from the premises.

HOST BAR

Featured brands (1 oz)	\$8.00
Canadian beer / ale	\$7.25
<i>Molson Canadian, Labbat Blue, Molson Coor's light, Labatt Budweiser</i>	
Imported & Premium beer	\$8.00
<i>Imported: Heineken, Becks, Stella Artois, Corona</i>	
<i>Premium: Muskoka larger, Muskoka dark, Muskoka pilsner light, Alexander Keith's, Steam Whistle</i>	
Liqueurs (1 oz)	\$9.75
Martini	\$9.00
Wine by the glass	\$8.50
Sparkling water (300 ml)	\$4.50
Soft drinks	\$4.50
Tropical Fruit Punch (1 litre)	\$45.00
Domestic Beer by the Keg	\$685.00

*A bartender is required to distribute all alcoholic beverages.
A \$250.00 per 4 hour minimum shift labour fee will apply.*

Client to supply a 6'x4' work space, trash removal and clean-up.

**Special order wines, beers and champagnes are sold by the case only
and are not based on consumption.*

PLEASE BE ADVISED THAT ALL FOOD AND BEVERAGE ITEMS IN THE EXHIBIT HALLS MUST BE PURCHASED THROUGH THE CATERING DEPARTMENT – THIS INCLUDES BOTTLED WATER

Menu items may be subject to change without notice. A \$25.00 delivery fee will be applicable for all orders less than \$60.00 (before applicable tax and service charge). All food and beverage requires full pre-payment one week prior to the start of the event; Credit Cards will be required to cover any on-site incidentals. The catering department does not supply tables for your booth. You MUST order through your service contractor. All listed prices are subject to 13% HST and 18% service charge.

Our People are the Centre

255 Front Street West, Toronto, Ontario M5V 2W6

T: (416) 585-8144 | E: catering@mtccc.com | For full Catering Menu visit: www.mtccc.com



Authorization Request – Sample Food and/or Beverage Distribution

Metro Toronto Convention Centre Corporation has exclusive food and beverage distribution rights within the Convention Centre. Exposition sponsoring organizations and/or exhibitors may distribute SAMPLE food and/or beverage products ONLY upon written authorization and adherence to ALL of the conditions outlined below.

Please complete this form to request authorization to distribute food or beverages not purchased through the Food & Beverage Department of the Metro Toronto Convention Centre.

General Conditions for Sampling Food & Beverage

1. Items dispensed are limited to products **manufactured, processed or distributed** by an exhibiting firm and/or are related to the purpose of the show.
2. All items are limited to SAMPLE SIZE and must be dispensed/distributed in accordance with **Local Public Health Codes**. **Visit the following link for more information: <http://www.toronto.ca/health/>.**
 - a) Sample or promotional non-alcoholic beverages must be approved by the Catering Department and will be limited to a maximum **4 oz / 118 ml** sample size.
 - b) Sample food items limited to bite sized (**2x2 inches/5x5cm or 2oz/59gr portions**).
3. For sampling questions regarding alcoholic beverages, please contact the Catering Department at **catering@mtccc.com** or call us at **(416) 585-8144**.
4. Sponsorships or donations involving Food and/or Beverage products are subject to a **Loss of Revenue Fee** for food and beverage products distributed. This charge is determined based on the product. You may contact us at catering@mtccc.com or (416) 585-8144 to discuss further.
5. Samples may be distributed from the exhibiting booth only, and not in any pre-function spaces or public spaces without written consent from the show manager as well as the Metro Toronto Convention Centre.

The Company named below acknowledges they have sole responsibility for the use, servicing or other disposition of all food and beverage items in compliance with all applicable policies and laws in the City of Toronto, Province of Ontario. Accordingly, the Company agrees to fully indemnify and hold harmless the Metropolitan Toronto Convention Centre Corporation from all liabilities, damages, losses, costs, expenses, legal fees and disbursements, penalties or fines resulting directly or indirectly from their use, serving or other disposition of all food and beverage items.

Date: _____ Event Name: _____ Booth Number: _____
month/day/year

Company Name: _____ Contact: _____

Office Phone: _____ Mobile: _____ E-Mail: _____

Address: _____ Prov./State: _____ Country: _____ Postal/Zip Code: _____

Event Room / Hall: _____

Item and purpose of distribution (include quantity, portion size and method of dispensing):

Approved: Yes No Manager's Comments: _____

Our People are the Centre



Food & Beverage Order Form

Contact Name: _____

Booth #: _____

Show: _____

Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Facsimile: _____

BILLING INSTRUCTIONS: Cash Cheque Credit Card

(If you are paying by credit card, fill out the attached credit card authorization form. Credit cards accepted only for orders under \$5,000.)

Show Dates: _____ Number of People: _____

MORNING SERVICE

Time _____

NOON SERVICE

Time _____

AFTERNOON SERVICE

Time _____

MORNING SERVICE

Time _____

NOON SERVICE

Time _____

AFTERNOON SERVICE

Time _____

Catering Rules and Regulations

The Metro Toronto Convention Centre has exclusive food and beverage distribution rights within the Convention Centre, this includes BOTTLE WATER.

All alcohol sales and consumption in the Convention Centre is regulated by the Alcohol and Gaming Commission of Ontario (AGCO) and the Metro Toronto Convention Centre is responsible for the administration of those regulations. No alcoholic beverages are allowed to be by anyone other than a Metro Toronto Convention Centre Bartender. The Convention Centre prohibits exhibitors/event participants from removing alcohol from the premises.

Expositions, sponsoring organizations and /or exhibitors may distribute sample Food and / or Beverage only upon written request, pending authorization. A Sample Request form can be found in your Exhibitor Kit.

Ordering Deadline

All Catering Orders should be received no later than 15 business days prior to the start of the show. All Food and Beverage orders placed on site will be from a reduced menu.

Catering Payment Policy

All Food and Beverage orders require full pre-payment one week prior to the start of your event. Credit Cards will be required to cover any on site incidentals.

Please discuss any specialty orders with the Catering Department (416) 585-8144

Our People are the Centre



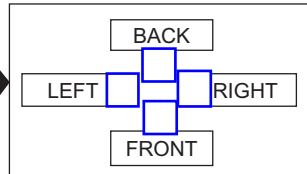
High-Speed Internet Access Form

Please read the entire form carefully. By completing this form, you have understood and agreed to the guidelines set out below. Failure to comply with the terms and conditions will result in termination of ordered services without refund.

Show:		Show Dates:		Booth#:	
Company Name:			On-site Contact Name:		
Address:		City:	Prov./State:	Postal/Zip Code:	
Telephone No:		Fax No:	Email:		
Credit Card No:		Expiration:	Cardholder Signature:	Print Cardholder Name:	

For your convenience we will use this order form as authorization to charge your credit card for any additional amounts incurred. Please retain a copy of your order form as credit card receipts will not be provided.

Please indicate the approximate location of primary service placement within the booth with an X and any neighbouring booth numbers. If available, please attach additional documentation/floor plans to ensure accurate placement of services. If no location is provided within 2 days before the show move-in date, our services will be placed in the most convenient location and the customer is then responsible for the placement of services. A charge of 20% of the standard rate will be applied per services ordered for any changes, moves or cancellations 7 days prior to show opening.



Wireless Access Points, DHCP Servers, Routers, Nat Devices or Proxy Servers on the MTCC network are strictly prohibited. Installation of such Devices will result in immediate termination of services ordered.

<p style="text-align: center;">Wireless Internet Access \$395.00 + 13% HST</p> <p style="font-size: small;">Connection to the MTCC internal wireless network requires a wireless enabled device</p> <p style="text-align: center; font-weight: bold; font-size: small;">No advanced rate for wireless orders</p>	<p style="text-align: right; font-weight: bold; font-size: small;"># Required</p> <p style="font-size: x-small;">One wireless access account per device. Account can only be used on one device at a time. Client is responsible for Wi-Fi (802.11) compliant device.</p> <div style="border: 1px solid black; width: 50px; height: 20px; margin: 0 auto;"></div> <p style="font-size: x-small;">Wireless should not be ordered for devices that will be contained within an enclosed structure.</p>
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<p style="text-align: center;">Wired Internet Access \$895.00 + 13% HST</p> <p style="font-size: small;">Client is responsible for running any additional cables to provide multiple connections</p> <p style="font-size: x-small;">Advanced Rate – Orders that are received with full payment 21 calendar days (no exceptions) prior to the first day of the show will be eligible for a \$100.00 discount.</p>	<p style="text-align: right; font-weight: bold; font-size: small;"># Required</p> <p style="font-size: x-small;">One Cat 5 cable with 2 IPs installed in booth</p> <div style="border: 1px solid black; width: 50px; height: 20px; margin: 0 auto;"></div> <p style="text-align: right; font-weight: bold; font-size: small;"># Required</p> <p style="font-size: x-small;">Additional IP address – \$150.00 + 13% HST One IP address needed per device</p> <div style="border: 1px solid black; width: 50px; height: 20px; margin: 0 auto;"></div>
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Equipment Rental	<p style="text-align: center;">10/100mb 16 Port Hub \$65.00 ea. + 13% HST</p> <p style="text-align: right; font-weight: bold; font-size: small;"># Required</p> <div style="border: 1px solid black; width: 50px; height: 20px; margin: 0 auto;"></div>
	<p style="text-align: center;">Data Cable (30 foot) \$20.00 ea. + 13% HST</p> <p style="text-align: right; font-weight: bold; font-size: small;"># Required</p> <div style="border: 1px solid black; width: 50px; height: 20px; margin: 0 auto;"></div>

Please indicate any special services required (e.g. Cable TV, Demarcation Extension, ISDN etc.):

Wired Internet Access provides only one network connection into a booth. The customer must provide or rent a hub and cables for additional IP connections. There are no refunds for orders cancelled after show has commenced, or services installed and not used during an event (no exceptions). Prices are based on current rates and are subject to change without notice. Claims will not be considered unless submitted by customer prior to the end of the event.

See reverse of this form for full list of terms and conditions.

Metro Toronto Convention Centre Use Only			
Date Received:	Payment Received:	Payment by: Credit Card: _____ Cheque #: _____ PO#: _____	
Network:	Assignment:	Required Services:	

HST #12140 3141 RT0001

Return completed forms to:

Metro Toronto Convention Centre, Telecommunications Department
 255 Front Street West, Toronto, Ontario M5V 2W6
 T: (416) 585-3596 | F: (416) 585-8275 | E: telecommunications@mtccc.com
 www.mtccc.com



Internet Services Terms and Conditions

1. **Payment Terms:**
 - Standard rates will be applicable to all Service Order Forms received at the Metro Toronto Convention Centre (MTCC) less than twenty one (21) days for Internet – Network Services **PRIOR** to the show/event opening.
 - Payments must accompany all service orders. No service order will be processed without payment. Exhibitors with outstanding balances from prior shows must satisfy the payment requirement or service(s) will not be provided. Current show balances and/or charges incurred for additional service(s) must be paid in full prior to show opening or service(s) will be disconnected. **NO EXCEPTIONS.**
 - Cheque, money orders, American Express, VISA or Master Card transactions are accepted.
 - Refunds for overpayment will be processed by the MTCC Accounting Department 15-30 days after the show closing date.
2. Prices are subject to change without notice.
3. The MTCC reserves the right to require a deposit for certain Telecommunications service(s)/equipment, **PRIOR** to installation.
4. It is the client's responsibility to ensure safe return of rented equipment to the MTCC Technology Services Department. **DO NOT LEAVE EQUIPMENT UNATTENDED IN BOOTH.**
5. All claims / disputes must be brought to the attention of the Technology Services Department **PRIOR** to the move-out of the show/event. Refunds will not be issued for defective services not reported. **NO EXCEPTIONS.**
6. Rates listed for all connections include bringing the service(s) ordered to the booth in the most convenient manner, and **DO NOT** include any additional equipment, special wiring, computer hardware/software/set-up/configuration and/or special placement of communications service(s).
7. Notification of cancellation must be received a minimum of seven (7) days **PRIOR** to show/event scheduled opening date.
8. A charge of 20% of the standard rate will be applied per service(s) for any changes, moves or cancellations to orders within seven (7) days of show/event scheduled opening date.
9. There are no refunds for orders canceled after show opening has commenced or for services installed and not used during the event.
10. Internet – Network service(s) is contracted for actual show days only. Internet – Network service(s) will be disconnected on the last day of the show/event, within one (1) hour after the official closing time. Please inform the Technology Services Department of any special requirement(s).
11. The MTCC will not be held responsible for any cutting or altering of floor coverings in order to provide service to a booth. Services are provided from floor boxes on twenty-eight (28) foot centres in the exhibit halls.
12. Only an authorized MTCC Technician is permitted to do any wiring in the facility (excluding in-booth cabling). Delivery of ALL telephone/data transmission lines ordered from an outside vendor will only be allowed to a demarcation point specified by the Technology Services Department. Additional fees will apply to extend service(s) to booth.
13. All materials and equipment furnished by the MTCC remain the MTCC's property, and shall be removed **ONLY** by MTCC Personnel.
14. Any equipment that is found to be causing disruptions to any part of the MTCC infrastructure will be removed and not reinstated until the problem has been rectified to the satisfaction of the MTCC Technology Services Department.
15. The Technology Services Department does not provide technical support for computer hardware or software related issues.
16. The Technology Services Department does not provide technical support on any issues related to the configuration of your computer equipment.
17. All devices that are used on the network for Internet Access shall require an IP Address that is assigned by the MTCC Technology Services Department.
18. The MTCC does not allow the use of routers, proxy servers, DHCP servers or Wireless Access Points on the Standard High Speed Internet Connection. Installation of such devices will result in the immediate termination of services ordered without refund.
19. Due to the dynamic nature of the Internet, the MTCC cannot guarantee any level of performance or accessibility beyond our gateway. The MTCC does, however, monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet for all users.
20. **Wireless Services:**
 - Wireless/System performance, battery life and functionality may vary depending on your specific hardware and software configurations.
 - Wireless Access Points are strictly prohibited unless authorized by the Metro Toronto Convention Centre.
 - Client must provide their own 802.11 compliant wireless device.
21. **Internet service requirements/client responsibilities – It is the responsibility of the client to provide the following:**
 - Computers, workstations, etc.
 - Standard 10/100 baseT Ethernet Network Interface Card (RJ45 Interface) for each computer.
 - Network Driver: TCP/IP.
 - Proper configuration of computer equipment for TCP/IP connection.
 - Electrical services for your booth, room, or service location.
 - Up to date Virus Protection Software (i.e.: Norton or McAfee) must be installed and active on all computers connected to the Internet. Failure to have Virus Protection Software installed and running may result in your connection being temporarily suspended until software is installed or activated.

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255 Front Street West, Toronto, Ontario M5V 2W6

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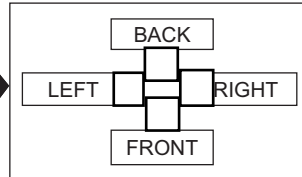
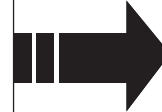
Telecommunication Services Order Form

Please read the entire form carefully. By completing this form, you have understood and agreed to the guidelines set out below. Failure to comply with the terms and conditions will result in termination of ordered services without refund.

Show:		Show Dates:		Booth#:	
Company Name:			On-site Contact Name:		
Address:		City:	Prov. /State:	Postal/Zip Code:	
Telephone No:		Fax No:		Email:	
Credit Card No:		Expiration:	Cardholder Signature:		Print Cardholder Name:

For your convenience we will use this order form as authorization to charge your credit card for any additional amounts incurred. Please retain a copy of your order form as credit card receipts will not be provided.

Please indicate the approximate location of service placement within the booth with an X and any neighbouring booth numbers. If available, please attach additional documentation/floor plans to ensure accurate placement of services. If no location is provided within 2 days before the show move-in date, our services will be placed in the most convenient location and the customer is then responsible for the placement of services. A charge of 20% of the standard rate will be applied per services ordered for any changes, moves or cancellations 7 days prior to show opening



Basic Analog Telephone Service - Dial "7" for an outside line

Basic Analog service is suitable for Telephone, Fax, Modem or Credit Card/Debit Authorization Machines

\$225.00 + 13% HST

Please Indicate Amount of Lines Needed For Type of Service Required

# Required	<input style="width: 40px; height: 20px;" type="text"/> → Long Distance Allowed <small>(Credit Card # or \$500 deposit required per line)</small>	# Required	<input style="width: 40px; height: 20px;" type="text"/> → Local Calling Only
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Advanced Rate - Orders that are **received** with full payment 21 calendar days (no exceptions) prior to the first day of the show will be eligible for a \$25.00 discount.

All orders **received** after 21 days will be charged the regular rate.

Please enter quantity in box for any equipment for special services you require

Equipment Rental		Special Services	
<input type="checkbox"/> Basic Telephone Handset	\$15.00 + 13% HST	<input type="checkbox"/> Voice Mail Box	\$20.00 + 13% HST
<input type="checkbox"/> Handsfree Telephone	\$60.00 + 13% HST	<input type="checkbox"/> Basic Line Features i.e.. Hunting	\$20.00 + 13% HST
<input type="checkbox"/> Polycom Conference Unit	\$160.00 + 13% HST	<input type="checkbox"/> Jack Extension - Same Number	\$100.00 + 13% HST

Basic Analog Telephone Service Local Calling Only can be used for 1-800 numbers and Calling Cards.

Lost or Damaged Equipment is subject to replacement or repair charges.

All Long distance calls and other Telco services including directory assistance will be charged at the prevailing rate plus handling.

There are no refunds for orders canceled after show has commenced.

There are no refunds for services installed and not used during an event (no exceptions).

Prices are based on current rates and are subject to change without notice.

Claims will not be considered unless filed by customer prior to end of show .

See reverse of this form for full list of terms and conditions

Metro Toronto Convention Centre Use Only			
Date Received:		Payment Received:	
Phone Number:		Assignment:	
		Required services	
		Payment by: Credit Card: _____ Cheque #: _____ PO#: _____	



Telecommunication Services Terms and Conditions

1. **Payment Terms:**

- Standard rates will be applicable to all Service Order Forms received at the Metro Toronto Convention Centre (MTCC) less than twenty one (21) days for Telecommunication Services.
- Payments must accompany all service orders. No service order will be processed without payment. Exhibitors with outstanding balances from prior shows must satisfy the payment requirement or service(s) will not be provided. Current show balances and/or charges incurred for additional service(s) must be paid in full prior to show opening or service(s) will be disconnected. **NO EXCEPTIONS.**
- Cheque, money orders, American Express, VISA or Master Card transactions are accepted.
- Refunds for overpayment will be processed by the MTCC's Accounting Department 15-30 days after the show's closing date.
- Order form prices do not include Local Taxes. Taxes will be included on the final bill.

2. Prices are subject to change without notice.

3. The MTCC reserves the right to require a deposit for certain Telecommunications service(s)/equipment, **PRIOR** to installation.

4. It is the client's responsibility to ensure safe return of rented equipment to the MTCC Technology Services Department. **DO NOT LEAVE EQUIPMENT UNATTENDED IN BOOTH.**

5. All claims/disputes must be brought to the attention of the Technology Services Department **PRIOR** to the move-out of the show/event. Refunds will not be issued for defective services not reported. **NO EXCEPTIONS.**

6. Rates listed for all connections include bringing the service(s) ordered to the booth in the most convenient manner, and **DO NOT** include any additional equipment, special wiring, computer hardware/software/set-up/configuration and/or special placement of communications service(s).

7. Notification of cancellation must be in writing and received a minimum of seven (7) days **PRIOR** to show/event scheduled opening date.

8. A charge of 20% of the standard rate will be applied per service(s) for any changes, moves or cancellations to orders within seven (7) days of show/event scheduled opening date.

9. There are no refunds for orders canceled after show opening has commenced or for services installed and not used during the event.

10. Telephone service is contracted for actual show days only. Telephone Service(s) will be disconnected on the last day of the show/event, within one (1) hour after the official closing time. Please inform the MTCC Technology Services Department of any special requirement(s).

11. The MTCC will not be held responsible for any cutting or altering of floor coverings in order to provide service to a booth. Services are provided from floor boxes on twenty-eight (28) foot centres in the exhibit halls.

12. Only an authorized MTCC Technician is permitted to do any wiring in the facility (excluding in-booth cabling). Delivery of ALL telephone/data transmission lines ordered from an outside vendor will only be allowed to a demarcation point specified by the MTCC Technology Services Department. Additional fees will apply to extend service(s) to booth.

13. All materials and equipment furnished by the MTCC remain the MTCC's property, and shall be removed **ONLY** by MTCC Personnel.

14. Any equipment that is found to be causing disruptions to any part of the MTCC's infrastructure will be removed and not reinstated until the problem has been rectified to the satisfaction of the MTCC Technology Services Department.

15. **Long Distance, Directory Assistance and Toll Free Calling:**

- The Exhibitor is responsible for all long distance, directory assistance and operator assisted calls that are charged against the assigned telephone number(s).
- A surcharge of 20% will be added for all charges that are incurred on your assigned phone number(s).
- Basic Analog Lines with local calling only can be used for the dialing of local calls, "1-800" calls, directory assistance and calling card calls. All other "1+" or "0+" dialed calls on these lines are restricted.

Should you have any questions please call the Technology Services Department at (416) 585-3596.

Return completed forms to:

Metro Toronto Convention Centre, Telecommunications Department
255 Front Street West, Toronto, Ontario M5V 2W6

T: (416) 585-3596 | F: (416) 585-8275 | E: telecommunications@mtccc.com

www.mtccc.com



Helium Authorization Request

_____ agrees to accept full responsibility for all helium filled products used as part of our display or decorations.

It is agreed that no helium balloons will be handed out. All balloons must be secured to a firm base within the display or assigned space.

This responsibility includes the cost to remove all helium products from the show as well as the retrieval of any that escape.

Helium tanks used for this purpose must be removed from the Centre prior to the opening of the show.

Particulars

Event/Show Name: _____

Size of each balloon: in diameter _____

Number of balloons: _____

Description of set up: _____

Please return completed form (signed by Show Manager) to the Event Co-ordinator, Metro Toronto Convention Centre.

Company: _____ Booth Number: _____

Contact Name: _____

Address: _____

Telephone Number: _____ Fax Number: _____

Authorized Signature

Date

Show Manager Authorization

Date

Metro Toronto Convention Centre Authorization

Date

Our People are the Centre



Propane Cylinders & Gas Appliances

Rules & Regulations for the Indoor Use of Propane Cylinders and Gas Appliances

Written permission must be received from the Metro Toronto Convention Centre 30 days prior to show date.

Mr. Michel Genier
Operations Manager
255 Front Street West
Toronto, ON
M5V 2W6

Phone: (416) 585-8278
Fax: (416) 585-8125
Email: mgenier@mtccc.com

The following guidelines must be adhered to:

1. Appliances must be approved for indoor use (CSA / UL / ULC);
2. Cylinder capacity must not exceed 5 lbs of propane;
3. A person knowledgeable in the safe operation of the appliance must remain in attendance whenever the appliance is operating;
4. Regular or continuous monitoring (not to exceed 1 hour) that carbon monoxide in the vicinity of the appliance does not exceed 10 ppm;
5. Means shall be provided to protect the public from contact with hot surface or open flames;
6. Proper signage to caution public of hot surface required;
7. A 5 lb ABC fire extinguisher must be provided;
8. Main shut off valve to be accessible. Valve to be turned off during non-show hours;
9. Permission must be obtained from the Show Manager;
10. 20' separation between appliances (Natural Gas appliances to follow manufacturer guidelines);
11. 5 million liability insurance including the Convention Centre as additionally insured.

Should you agree to abide by these requirements, permission will be granted, provided a signed copy of this letter along with proof of proper liability insurance as outlined in #11, to be returned prior to show move-in.

I agree to the conditions outlined in the Metro Toronto Convention Centre rules and regulations for indoor use of propane cylinders and gas appliances.

Signature: _____ Print Name: _____ Date: _____

Event Name: _____ Company: _____ Booth #: _____

Our People are the Centre



Animal Authorization Request

In accordance with the Metro Toronto Convention Centre Operating Guidelines:

This is to certify that _____ will not hold the Convention Centre financially liable for any damages or injuries resulting from a _____ (animal) in the _____ (event/location).

The following rules must be abided by:

1. Final approval will be at the discretion of Licensee.
2. Insurance on behalf of _____ covering minimum comprehensive general liability of \$5,000,000 containing a cross liability clause with Metro Toronto Convention Centre named additionally insured. Approval by the Licensor is subject to receipt of proof of insurance.
3. The animal must be in the building only during the public/trade show times and removed from the Convention Centre property daily.
4. The animal must remain within the booth and must not wander down aisles or in public areas.
5. The animal must be kept in a cage or otherwise held by a leash within the booth and be under full supervision of a keeper at all times while in the Centre.
6. Animals must be treated in accordance with the guidelines of the Ontario Humane Society.
7. _____ assumes full responsibility for all costs related to extra cleaning or damages resulting from the animal.

Please return completed form (signed by Show Manager) to the Event Manager, Metro Toronto Convention Centre.

Company: _____ Booth #: _____

Contact Name: _____

Address : _____

Telephone #: _____ Fax #: _____

Authorized Signature Date

Show Manager Authorization Date

Metro Toronto Convention Centre Authorization Date

Our People are the Centre



Janitorial Service Order Form

In order to arrange for janitorial service please complete this form:

SHOW: _____ SHOW DATES: _____
 CONTACT NAME: _____ BOOTH #: _____
 COMPANY NAME: _____
 ADDRESS: _____ CITY: _____
 PROVINCE / STATE: _____ EMAIL: _____
 POSTAL CODE / ZIP: _____ PHONE #: _____ FAX #: _____
 CREDIT CARD #: _____ EXPIRY DATE: _____
 CARD HOLDERS SIG: _____ CARD HOLDERS NAME: _____
 VISA MASTERCARD AMERICAN EXPRESS

RATES (includes vacuuming, dusting, cleaning of tables and emptying wastebaskets)
 The rates are based on gross booth area. Prices are in Canadian funds. **Standard rates** will be applicable up until 14 days prior to event move-in.
On-site rates will take effect within 14 days prior to event move-in. NOTE: cleaning will be done prior to show opening on the dates required.

Rate Type	Price	Total sq ft	Total Days	Cost (\$)	Required Dates
ONE Clean Only <i>(minimum charge \$42.00)</i>	24¢/sq ft x x	1 Day	= \$
Daily Cleaning (must be more than one clean)					
under 1000 sq ft	17 ¢/sq ft x x Day(s)	= \$
1001-2500 sq ft	16 ¢/sq ft x x Day(s)	= \$
2501-5000 sq ft	15 ¢/sq ft x x Day(s)	= \$
5001-10,000 sq ft	14 ¢/sq ft x x Day(s)	= \$
10,001 sq ft + over	13 ¢/sq ft x x Day(s)	= \$
Steam Cleaning	23 ¢/sq ft x x Day(s)	= \$
Large Waste Receptacle		\$15/day x Day(s)	= \$
Additional waste removal		\$51.10/pick-up x pick-up(s)	= \$
<i>Please provide details below under 'Special Requirements'.</i>					
Additional exhibit cleaning is available		\$51.10/hr x hrs	= \$
<i>(minimum 4 hours)</i>					

Additional charges would be pending for carpet in need of special attention due to food sampling demonstrations, hair, wood, metal shavings, grease or oil.

Special Requirements:

ALL ORDERS MUST BE PREPAID IN FULL

Please retain a copy of your order form as credit card receipts will not be provided

The Metro Toronto Convention Centre is the exclusive provider of all cleaning services. External companies (including display houses) are prohibited from performing any type of janitorial service within the building.

AUTHORIZED CUSTOMER SIGNATURE: _____

DATE: _____ 20____

SUB-TOTAL: _____
 *On site order 25%: _____
 HST 13%: _____
TOTAL PAID: _____