



**Enercare Centre
Exhibition Place, Toronto
February 26-28, 2017**

Exhibitor Information Kit

**Sunday February 26 10am - 5pm
Monday February 27 10am - 5pm
Tuesday February 28 10am - 4pm**

Our on-site show office, located in Salon 106, will be open for operation and assistance during move-in, show days and move-out.

Trade Only: Admission is restricted to industry personnel only. Persons without a badge under 19 or infants will not be admitted. This also applies to the move-in and move-out period of the show.



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RC Show 2017

Owned and Operated by:

Restaurants Canada
1155 Queen Street West, Toronto, ON M6J 1J4
Tel: (416) 923-8416 / (800) 387-5649
Fax: (416) 923-6164
Website: www.restaurantscanada.org

Address for Show Shipments:**Your Company Name**

C/O RC Show presented by Restaurants Canada

Booth Number

Energicare Centre
Exhibition Place, 100 Princes' Boulevard
Toronto, ON M6K 3C3

Please No Collect Shipments – They Will Not Be Accepted

Dates & Hours:**Move-In**

Thursday February 23	8am – 6pm
Friday February 24	8am – 6pm
Saturday February 25	8am – 6pm

Show Days

Sunday February 26	10am – 5pm
Monday February 27	10am – 5pm
Tuesday February 28	10am – 4pm

Move-Out

Tuesday February 28	4pm – 10pm
Wednesday March 1	8am – 4pm

Event Location:

Energicare Centre – Halls A, B, C
Exhibition Place, 100 Princes' Boulevard
Toronto, ON M6K 3C3

Phone: (416) 263-3000
Fax: (416) 263-3029

On-Site Media Office:

Located in Salon B1 in the Galleria main entrance of the show.

Prasanthi Vasanthakumar

Email: media@restaurantscanada.org

Tel: (416) 649-4254

Fax: (416) 923-1450

Any advance publicity information should be forwarded to Punch Canada Inc

Lisa Raffaele

Tel: (647) 837-1265

Email: lisa@punchcanada.com

On-Site Show Office:

Located in Salon 106

Show Personnel:

Edwin Cabural, Director, Expositions

Tel: (416) 649-4240

Email: ecabural@restaurantscanada.org

Lerna Gurunluoglu, Business Development Coordinator

Tel: (416) 649-4223

Email: lerna@restaurantscanada.org

Rita Grossi, Expositions Coordinator

Tel: (416) 649-4236

Email: rgrossi@restaurantscanada.org

Brenda Halkiw, Strategic Partnerships

Tel: (416) 649-4228

Email: bhalkiw@restaurantscanada.org

Greta Best, Registration Coordinator

Tel: (416) 649-4260

Email: gbest@restaurantscanada.org

Carol Facca, Director, Partnerships & Associate Members

Tel: (416) 649-4212

Email: cfacca@restaurantscanada.org

Troy Taylor, VP Operations

Tel: (416) 649-4242

Email: ttaylor@restaurantscanada.org

Official Show Suppliers

Appliance Rentals/

Display Cases/Coolers/Freezers: Cool King Refrigeration Ltd.

921 Gana Court
Mississauga, ON L5S 1N9

Shayne Gold
Tel: (905)812-2665 / (800) 661.6654
Cell: (416) 315-2955
Email: shayne@coolking.com
Website: www.coolking.com

EDGE Equipment & Rentals

110 Arrow Road
North York, ON M9M 2M1

John Paul Cesario
Tel: (416) 744-9995
Fax: (416) 744-9959
Website: www.edgeusedandrental.com

Audio Visual Rental:

Freeman Audio Visual

124 The East Mall
Toronto, ON M8Z 5V5

Christian Millett
Tel: (905) 366-9128
Fax: (905) 366-0274
Email: christian.millett@freemanco.com
Website: www.freemanav-ca.com

Catering/

Ice Service/Cooking Service:

Spectra by Comcast Spectacor

Exhibition Place - Enercare Centre
100 Princes' Boulevard
Toronto, ON M6K 3C3

Tel: (416) 263-3138
Fax: (416) 263-3519
Website: www.spectraexperiences.com
On-site office is located in Spectra Offices located outside of Hall A.

Customs Broker:**Freeman – Customs**

61 Browns Line
Toronto, ON M8W 3S2

Sunny W. Salas
Tel: (416) 252-3361 x 239
Fax: (416) 252-7750
Email: sunny.salas@freemanco.com
Website: www.freemanco.com
On-site office is located in Salon 106.

To expedite shipments, it is important that you contact a Toronto Customs Broker **PRIOR** to sending shipments to the RC Show, in order that power of attorney arrangements can be made. In bond shipment should be made known to the Freeman – Customs representative on duty or to such other brokers as retained.

Demonstrations/Hosts:**DGS EVENT STAFFING AGENCY**

Tel: (416) 270-2292
Email: reception@dgsevents.com

**Electrical/Mechanical/
Lighting****SHOWTECH Power & Lighting**

Exhibition Place, 100 Princes' Boulevard
Toronto, ON M6K 3C3

Show Services
Tel: (905) 283-0550 / (855) 746-9832
Website: www.showtech.ca

On-site office is located outside of Salon 106.

**Parking/Sign Hanging/Internet/
Telecommunications:****Enercare Centre - Exhibitor Services**

Exhibition Place, 100 Princes' Boulevard
Toronto, ON M6K 3C3

Show Services
Tel: (416) 263-3064
Fax: (416) 263-3069
Email: exhibitorservices@enercarecentre.com
Website: www.enercarecentre.com
On-site office is located outside of Salon 106.

Insurance:**Brokers Trust Insurance Group Inc.**

434 North Rivermede Road
Concord, ON L4K 3M9

John Argyropoulos
Tel: 905-695-2971 x 105 / (866) 836-9066
Fax: 905-760-2260
Email: johna@exhibitorinsurance.com
Website: www.exhibitorinsurance.com

Please click this link to obtain your exhibitor insurance for the RC Show 2017

Exhibitors must contact their insurance agent and secure all necessary coverage for all eventualities in respect to participation in the 2017 RC Show. This includes Products/Completed Operations Liability coverage. Coverage should cover the days during the move-in, show dates, and move-out period.

All exhibitors should have Restaurants Canada Show additionally insured on their insurance certificate. All exhibitors MUST submit a copy of their Certificate of Insurance to Show Management as well as have a copy in their booth.

**Lead/Visitor
Information Retrieval:****Microspec**

260 Edgeley Blvd, Unit 3
Concord, ON L4K 3Y4

Tel: (416) 780-9825 / (888) 780-9825
Fax: (416) 780-0663
Email: leadretrieval@microspec.com
Website: www.microspec.com
On-site office is located at the registration desk.

Official Service Contractor:**Freeman**

61 Browns Line
Toronto, ON M8W 3S2

Exhibitor Services
Tel: (416) 252-3361
Fax: (416) 252-2365
Website: www.freemanco.com

This company provides booth draping and rentals of carpets, furniture, plants, etc. Plus custom exhibit booths and signs.

On-site office is located in Salon 106.

Security:

Securtrust Protection

287 Bering Avenue
Toronto, ON
M8Z 3A5

Ross Renzetti

Tel: (647) 347-6115

Cell: (416) 938-7677

Fax: (647) 347-6112

Email: rrenzetti@securtrust.ca

Website: www.securtrust.ca/default.home.asp

On-site office is located in Salon 108A.

Shipping/Transportation/ Trucking Arrangements:

Freeman – Transportation

61 Browns Line
Toronto, ON M8W 3S2

Exhibitor Services

Tel: (416) 252-3361 / (877) 478-1113

Fax: (416) 252-2365

Website: www.freemanco.com

On-site office is located in Salon 106.

Lange – Transportation

3965 Nashua Drive
Mississauga, ON L4V 1P3

Eric Lange

Tel: (905) 362-1290 / (800) 668-5687

Fax: (905) 362-1285

Email: info@langeshow.com

Website: www.langeshow.com

Travel & Hotel Accommodations

Special arrangements have been made with the following list of hotels to offer reduced room rates to exhibitors in the Restaurant Canada Show. Please make reservations directly with the hotel and be sure to advise them that you are a participant of the RC Show. To ensure space, please make your hotel reservations by **January 15, 2017.**

Courtyard by Marriott Downtown Toronto*

475 Yonge Street, Toronto, ON M4Y 1X7
(416) 924-0611 / (800) 847-5075

[Book your group rate for Restaurants Canada Show](#)

Single/Double - \$179.00 per night

Code: RC Show

A NON-REFUNDABLE DEPOSIT FOR 1 NIGHT'S ROOM AND TAX WILL BE TAKEN AT TIME OF BOOKING

Marriott Toronto Downtown Eaton Centre*

525 Bay Street, Toronto, ON M5G 2L2
(416) 597-9200 / (800) 905-0667

www.marriott.com/yyzec

Single/Double - \$206.00 per night

Code: Online: RCSRCSA

A NON-REFUNDABLE DEPOSIT FOR 1 NIGHT'S ROOM AND TAX WILL BE TAKEN AT TIME OF BOOKING

Sheraton Centre Toronto*

123 Queen Street West, Toronto, ON M5H 2M9
(888) 627-7175

<https://www.starwoodmeeting.com/Book/RB20AC>

Standard Single/Double - \$209.00 per night

Deluxe Single/Double - \$249.00 per night

Code: RC Show

A NON-REFUNDABLE DEPOSIT FOR 1 NIGHT'S ROOM AND TAX WILL BE TAKEN AT TIME OF BOOKING

The Westin Harbour Castle, Toronto

One Harbour Square, Toronto, ON, M5J 1A6

<https://www.starwoodmeeting.com/Book/RB20AA>

Standard Single/Double - \$199.00 per night

Deluxe Single/Double - \$239.00 per night

Code: RC Show

A NON-REFUNDABLE DEPOSIT FOR 1 NIGHT'S ROOM AND TAX WILL BE TAKEN AT TIME OF BOOKING

SoHo Metropolitan*

318 Wellington Street West, Toronto, ON, M5H 2M9
(416) 599-8800

<http://tinyurl.com/restaurantscanada2017>

Luxury Room - \$239.00 per night

Premiere Room - \$259.00 per night

Code: GRPRCAN

A NON-REFUNDABLE DEPOSIT FOR 1 NIGHT'S ROOM AND TAX WILL BE TAKEN AT TIME OF BOOKING

Hotel rates are based on hotel room block availability. For the most recent information on hotel room availability, visit the Travel section on the RC Show website www.rcshow.com

Please note there may be companies soliciting Restaurants Canada exhibitors by offering to book their hotel rooms for the RC Show. Restaurants Canada has no knowledge of, or arrangement with, any external organizations and we recommend you book directly with the hotels.

Shuttle Service

Shuttle service runs between the above hotels and the Enercare Centre.

Shuttle Service Hours:	Sunday February 26 th	8:00 am - 12:00 pm & 4:00 pm - 6:30 pm
	Monday February 27 th	8:00 am - 12:00 pm & 4:00 pm - 6:30 pm
	Tuesday February 28 th	8:00 am - 12:00 pm & 4:00 pm - 6:30 pm

Shuttle Service during Special Events:

RC Opening Night Reception:	Enercare Centre – Hotels	
	Sunday February 26 th	5:00 pm – 9:00 pm

Breakfast with Champions:	Hotel Pick up - Liberty Grand – Enercare Centre	
	Tuesday February 28 th	7:00 am – 9:30 am

Travel Discount

Air Canada will offer a savings of 10% off fares for travel to and from the 2017 RC Show (certain rules apply). Visit Air Canada at www.aircanada.com or speak to an agent to take advantage of these rates. When purchasing your ticket use Promotion Code **BHVB6391**. This should appear on your ticket, regardless of the fare purchased.

Porter Airlines will offer a savings of 10% discount on all available base fares for travel to and from the 2016 Restaurants Canada Show (certain rules apply). Visit Porter Airlines at www.flyporter.com or speak to an agent to take advantage of these rates. When purchasing your ticket use Promotion Code **RSC017**.

Transit – TTC

The following TTC routes are available:

511 Bathurst and 509 Harbourfront will continue to operate in the same manner as currently occurring; streetcars operating on the 2 routes will continue to operate between Bathurst Station and Union Station, with shuttle buses scheduled to operate between the Queens Quay @ Spadina Ave. intersection and the TTC's Exhibition Loop.

Transit – Go

The Go schedule can be seen here: <http://www.gotransit.ca/>

or call Go Transit at (416) 869-3200.

Identification Badges

Badges for Company Personnel (not working in the booth)

Company employees who are not working in your booth should register to visit the show by registering online. Badge cost is \$50.00 prior to February 26, 2017 and \$70.00 on-site.

Exhibitor Badges (for personnel working in your booth)

Exhibitor badge registration is available online. Show Management will provide 6 complimentary exhibitor badges for each exhibit space unit purchased.

Example: 1 Booth = 6 free badges

2 Booths = 12 free badges

Example: 6 Booths = 24 free badges

Maximum: 24 exhibitor badges

*Additional badges in excess of the free allotment will be \$50.00 each if ordered online prior to February 26, 2017. After February 26, 2017 badges will cost \$70.00 each at the door.

Exhibitor badges can be picked up at the Exhibitor Registration desk on-site in the galleria, Hall B entrance during move-in and show hours. No one will be allowed on the show floor without a badge. Badges must be worn at all times.

Exhibitor badges will not be released to companies who have an outstanding balance.

Those people who have not obtained exhibitor badges prior to the show opening on Sunday morning must report to the Exhibitor Registration Desk in the galleria, Hall B entrance to receive badges. Please note that there may be delays and you may have to wait in lines.

***** *VIP guest packages can be ordered during online badge registration* *****

Please be advised that printed exhibitor badges are not refundable or transferable. No persons under the age of 19 (including infants) are permitted on the show floor.

Beverage Alcohol Sampling

Sampling Hours:	Sunday February 26	11am – 5pm
	Monday February 27	11am – 5pm
	Tuesday February 28	11am – 4pm

Trade Show Guidelines

1. For purposes of definition a "Trade Show" is considered to be a show which is closed to the general public, and where beverage alcohol samples are **not sold**.
2. Trade Show Guidelines are reviewed on an ongoing basis, and will be subject to change from time to time as required. The LCBO and /or Alcohol and Gaming Commission of Ontario (AGCO) will endeavour to notify interested parties as far in advance as possible of intended changes.
3. Exhibitors at trade shows will abide by the general rules and regulations directed by AGCO under Ontario's Liquor Control Act and the ethics of the trade. The LCBO is a service window that administers the majority of provisions under Ontario's Liquor Control Act.
4. Any type of beverage alcohol product may be served provided the product has been examined and approved by the LCBO Laboratory.
5. Where a product is brought into Ontario through the LCBO Private Ordering Department, laboratory approval will only be given on a sample taken from the actual shipment used at the show. This means that Private Ordering samples for show purposes must be in the LCBO Toronto Warehouse at least eight weeks prior to the actual trade show opening date.

LCBO Private Ordering: 33 Freeland Street, Toronto, ON M5E 1L7
Tel:(416) 864-6739 / (800) 668-5144

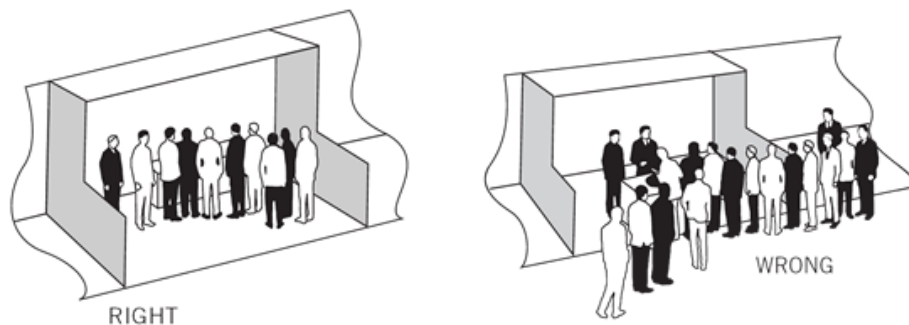
6. Arrangements must be made by a licensed agent or through respective Trade Commission (if without agent) with the LCBO Private Ordering Department to initiate the process of having unlisted product approved for trade show purposes.
7. Where an exhibitor wishes to demonstrate alcoholic beverage mixes, or similar products, the alcoholic portion of the sample must be obtained through the LCBO and must conform in sample size and content to these guidelines. **Exhibitors should also be aware that only registered agents exhibiting in the show are allowed to offer samples at these events.** Further, exhibitors of this type of product should check with AGCO for advertising restrictions that may relate to their exhibit space.

Alcohol and Gaming Commission of Ontario
20 Dundas Street, 7th Floor
Toronto, ON M5G 2N6
Tel: (416) 326-8700 / (800) 522-2876
Website: www.agco.on.ca

8. Exhibitors may show up to ten (10) products per ten feet of contracted booth frontage. The mix of products shown per 10-foot section is at the exhibitor's discretion.
9. Trade samples may be served provided the exhibitor observes all rules pertaining to the use of trade samples set out by the LCBO product purchasing department.
10. Sampling and consumption of the sample will be confined to the exhibitor's space location.
11. Sampling may be conducted by an employee of a company or agent providing a senior executive or registered representative is in attendance.
12. Products poured for the trade must adhere to the following maximums, and tasting glasses provided for show patrons must be clearly marked to aid pouring and inspection. Maximum servings are based on alcohol content (by volume) of the product.

23% or greater	= maximum serving 30ml
7% to 23%	= maximum serving 60ml
Less than 7%	= maximum serving 115ml

13. Exhibitors at trade shows should be aware that all products shown at the trade shows, whether brought in through the Private Ordering Department or drawn from current LCBO listings must be purchased through the LCBO. An exception is made to this policy for Ontario wineries, who may purchase their stock through their own retail outlet. Exhibitors or potential exhibitors are strongly advised to check directly with the LCBO Purchasing Department and the LCBO Laboratory, to determine the lead time necessary to have a product available for any given show.
- Receipts from the LCBO may be inspected on-site during the show, please ensure these receipts are accessible in the event an inspector requests them.
 - The Special Occasion Permit provided by the RC Show must be displayed in the booth.
 - Exhibitors should also contact the Merchandising Department for detailed ordering instructions for currently available items.
 - Non-compliance with these Alcohol and Gaming Commission of Ontario regulations and conditions will result in the removal of the sampling privilege.



Those exhibitors sampling alcoholic beverages are advised that patrons are not permitted to leave the booth area with unfinished amounts of samples.

Services for Exhibitors

Booth Cleaning

Nightly garbage removal is a complimentary service provided by Show Management through Enercare Centre Exhibitor Services. We offer complimentary light booth cleaning on the evening of Saturday February 25th, 2017. Daily booth cleaning is offered through the Enercare Centre.

Cooking

Operation of gas cooking appliances, barbecues, or deep fat fryers are **not allowed** in Enercare Centre. Small electric cook-top grills and ovens will be allowed for cooking demonstrations. No cooking appliance is to be placed on combustible furnishings or too close to any combustible materials. **All exhibitors cooking must have a fire extinguisher present in their booth. NO PROPANE OR BUTANE ALLOWED ON SHOW FLOOR.**

Exhibitors requiring on-site cooking are asked to make arrangements with Spectra by Comcast Spectacor, the exclusive catering company at Enercare Centre. In order to have your product prepared in this manner, complete the request form found on our show website and return it to the Spectra office. A daily usage fee will be charged for the service (pre-payment of the service is required).

Exhibitors who have not applied for and have been assigned exhibit space by RC Show Management on the basis of such cooking needs may be subjected to immediate curtailment of such activities. If you are unsure about these rules and regulations, please contact the Expositions Department at Restaurants Canada, (416) 923-8416.

Dishwashing and Cleaning of Utensils

Complimentary dishwashing stations in Hall A behind the stage and Hall B in Heritage Court will be provided by Show Management.

Electrical Services

Electrical services at the show are contracted through the Enercare Centre the official electrical contractor for the Restaurant Canada Show. Only the official electrical contractor is permitted to install appropriate outlets from the building's power supply.

Electricity/Lighting can be pre-ordered from the Enercare Centre by completing the Electrical order form found on our show website. Standard rates apply if ordered onsite during move-in.

Borrowing power from an adjoining booth will not be permitted. Using your neighbour's outlet may cause an overload, which will not be tolerated. Permanent building receptacles are not a part of booth space. Exhibitors will be charged for their use.

All electrical power is turned off after show closing each night and turned on prior to show opening each morning. **If you require power on a 24-hour basis you must indicate on the Enercare Centre electrical order form in the space provided.**

All electrical equipment shall have a nameplate showing the operating voltage, phase, hertz, horsepower/kilowatt and full load whether AC or DC current and C.S.A. or Electrical Safety Authority approval sticker.

Should any of this equipment not comply, you will need to apply for temporary permission to exhibit while the necessary approval is being sought. Attach a sketch of your proposed electrical layout to the Electrical Safety Authority form. This form is found on our show website. You will not be able to energize until approved by the Electrical Safety Authority.

Electrical Safety Authority

Tel: (877) 372-7233 (Wiring Department)

Tel: (800) 559-5356 (To Energize)

Website: www.esasafe.com

Exhibitor Lounge

There will be two exhibitor lounges. These rooms will provide private facilities for dining and meeting with trade, or fellow exhibitors during show days.

Salon 102 located at the east end of the main hall.

Salon 108 located at the west end of the main hall.

Exhibitor Support Centre

The Enercare Centre Business Centre is a place for all your business needs including photocopying, facsimile, computer station and a full range of office supplies. Located adjacent to Hall D. For additional information call Jennifer Monteith at (416) 410-6612 or email Jennifer.tesc@gmail.com

Foodservice

Foodservice facilities will be operational during move-in, show hours and move-out to serve snack food and beverages. One will be located in Hall A and another in Hall B. All catering requirements within your exhibit and any special receptions must be handled by Spectra by Comcast Spectacor the exclusive caterers at Enercare Centre.

Freezer and Cooler Storage

The Enercare Centre is not equipped with permanent Freezer/Cooler storage areas for exhibitors. Therefore, Show Management has arranged for the rental of reefer trailers to accommodate the need for freezer or refrigerated storage for food and beverage items.

The reefer trailers will be delivered on Thursday afternoon. We suggest that if your product requires freezer or cooler storage; make arrangements for your product to be delivered Friday or Saturday afternoon before 6pm. This will allow the reefer trailers to be set at the appropriate temperature and prepared to accept storage of products.

When shipping products that require such storage, please ensure that a company representative is present to place products in the appropriate reefer trailers and sign-in product with security. Show Management is not responsible for conditions or quantity of goods received. The RC Show cannot accept responsibility for spoiled product should problems arise in freezer or cooler trailers.

The cost for freezer or cooler storage is \$275.00 plus HST if order form is filled out and submitted in advance. Cost for on-site order is \$355.00 plus HST. Should you require this type of storage, please complete the form found on our show website and return to address.

Please note: The deadline for removal of products from the freezer and cooler storage trailers is Tuesday February 28 at 6pm. All food and beverage products remaining after the deadline will be donated to the Daily Bread Food Bank.

If you are unsure of the ability of these units to maintain stored products, you may consider the rental of equipment for your exhibit through one of the appliance rental suppliers listed in this kit on page 8.

Hand Washing Hazardous Food

Food vendors who are preparing, handling and sampling a hazardous food product (meat, fish, poultry, dairy) must have a hand wash station installed (1 compartment) with hot and cold running water under pressure with liquid soap and paper towels. These sinks can be installed in the booths, with a cost, by Enercare Centre or can be brought in (mobile units with tanks and water heaters). This form is found on our show website.

Non-Hazardous Food

Food exhibitors preparing and sampling non-hazardous foods such as fruits, vegetables and beverages may use a container with a spout with soap and paper towels for hand-washing. The on-site show office will have a limited quantity of hand-washing units available for sale for \$40.00.

All exhibitors sampling food and/or beverage items must follow the Toronto Public Health recommendations. Please review the document found on our show website. If applicable, a temporary food establishment vendor package must be filled out and faxed back to the Toronto Public Health. For more information, contact:

Irena Venger Tel: 416-392-7685 E-mail: ivenger@toronto.ca

Please note: Public Health Inspectors will be visiting food vendors at the show.

Janitorial Service and Waste Disposal

Janitorial service is provided by Show Management without charge to exhibitors. Exhibitors are asked to place refuse in the aisles at the close of the show each day. Disposal of liquid waste (soup mixes, ice cream, etc.) and grease will be handled in specially designated areas. Under no circumstances should waste products or grease be poured down sinks, toilets or floor drains. Special containers will be provided for these purposes. Please do not dispose of liquid waste in washroom sinks or toilets.

Paging

As a courtesy to exhibitors, no paging will be permitted throughout the show.

Parking

A discount on exhibitor parking is available. You must apply for a 3-day pass for surface parking or underground parking. No single day parking passes are sold to exhibitors. Parking during move-in and move-out will be free. The pass is available for purchase from the Enercare Centre by submitting the parking form found on our show website.

Plumbing/Mechanical/Natural Gas/Compressed Air

Water, drain, gas and compressed air are available at a cost to the exhibitor. If you require any of these services, please complete the appropriate order form found on our show website or contact SHOWTECH Show Services (905) 283-0550.

Satellite Dish Installation and Cabling

Please contact Enercare Centre for information, regulations and pricing of these services at least two weeks prior to Thursday February 23rd.

Show Guide

An official show guide will be prepared for the RC Show, and will be distributed free of charge to visitors upon entrance to the show. The guide lists participating companies alphabetically with booth numbers and company details. Those exhibitors who complete the product classification form online prior to the **December 31st deadline** are also listed by products in the rear section of the guide. Exhibitors who are contracted after December 31st have missed the show guide deadline and will be listed in the show guide addendum alphabetically by company name.

Alert - Various exhibitors are being approached by Expo-Guide that illegitimately is claiming to be associated with the RC Show. This company is offering to list your company in the Fair Guide with a cost and you should not provide them any information.

Shuttle Bus

Complimentary shuttle buses will be scheduled between the host hotels and the Enercare Centre continuously throughout the show days. See pages 11-12 in this kit for more details.

Sign Hanging

Enercare Centre has a manlift available to hang signs and banners at a cost to the exhibitor. Exhibitors are prohibited from hanging their own signs and banners. If you require these services, please complete the appropriate Enercare Centre order form found on our show website or contact Enercare Centre Exhibitor Services (416) 263-3064.

Move-In and Move-Out

Dates & Hours:

Move-In		Move-Out	
Thursday February 23	8am – 6pm	Tuesday February 28	4pm – 10pm
Friday February 24	8am – 6pm	Wednesday March 1	8am – 4pm
Saturday February 25	8am – 6pm	Show floor must be completely clear by Wednesday March 1 at 4pm	

Exhibitors who have placed an order for extensive plumbing, electrical or mechanical installations must have their equipment in their exhibit space on the morning of Thursday February 23rd. Arrangements should be made with Enercare Centre Exhibitor Services.

Exhibitors and/or display houses will be permitted to remain on-site and set up their exhibit during move-in days Thursday and Friday until 10pm. Loading doors will be locked at 6pm during move-in.

No dismantling of exhibits or packing of goods may be done prior to show closing Tuesday February 28th at 4pm. Deadline for removal of goods is Wednesday March 1st at 4pm. Goods left in the building after the move-out deadline will be removed by Show Management at the Exhibitor's expense. Please contact the on-site show office during move-out if you have a security concern regarding goods to be removed. Storage facilities can be made available.

Deadline for Exhibits Set-Up

Deadline for exhibit booth set-up is Saturday February 25 at 6pm. However, small items such as display items, glassware, food, etc. can be left packed in your booth until Sunday morning at which time the exhibitor can unpack and complete their display before the official show opening Sunday February 26 at 10am.

Delivery & Storage of Refrigerated/Frozen Products

Storage of these products is very limited. We would strongly advise exhibitors to have products delivered on a daily basis during the show. All products for cooler/freezer storage must be separately packed and shipped separately from exhibit displays. It is the responsibility of the exhibitor to receive his/her goods upon delivery and place products directly into storage.

How to Schedule the Delivery of Goods to the Correct Area

If a common carrier, delivery service or in-house truck driver is transporting your exhibit booth or products, please provide them the following information:

1. Exhibiting company name
2. Your booth space number
3. The correct shipping date as determined from the move-in schedule
4. Show location – Enercare Centre, Exhibition Place

Marshalling Yard (Scheduled Move-In)

Freeman is the Official Service Contractor hired to manage the move-in and move-out schedule. Please refer to your scheduled move-in/marshalling yard date and time slot. Should you have any questions or concerns, or need to change your move-in date or time slot, please contact:

Jim Scott, Freight Manager

Tel: (416) 252-3361 x 276 / Cell: (647) 321-0070

Email: jim.scott@freemanco.com

Please refer to the color coded floor plan for your move-in schedule and "Freight Free Aisles" locations (will be posted on the show website closer to the show dates). Every exhibitor, carrier and exhibiting company representative MUST check in with the Freeman representative at the marshalling yard in order to obtain a dock pass. No one will be allowed to unload without the pass.

Adherence to the targeted move-in is mandatory. Please advise all carriers of your scheduled date and time slot of delivery. Should you, your carrier or any representative arrive at any other times then scheduled, Freeman cannot guarantee you will be offloaded that day. In this case, you will be redirected to the end of the line.

Personal Occupancy Vehicles (cars, vans and panel vans) will be directed from the marshalling yard to the Industry Building to unload their vehicles. You will have to unload your materials from vehicle and then immediately remove your vehicle from the building. The time limit will be monitored and enforced.

Material Handling – offered complimentary from Show Management

Fork truck services to assist exhibitors with heavy loads will be made available through Freeman at no charge. Dollies/hand carts will be available at the loading doors for exhibitor use. Please return the dollies/hand carts to the loading doors immediately following their use.

All uncrated items must be on skids/pallets provided by the exhibitor in order to be handled by the forklifts. For further information, please contact Freeman.

During move-out, forklifts and operators will assist you with the loading of goods as soon as possible after show closing. Please remember all aisle carpets must be removed before dollies/hand carts will be released or trucks will be loaded.

Material handling crews will do their best to deliver storage items to you as soon as possible, unless you have made special arrangements. Please remember that it is the responsibility of the exhibitor to insure the safeguard of his/her own goods and to ensure their removal as soon as possible. Reshipment of cases requires clear labels and instructions.

Return of Storage Crates for Move-Out

Storage crates will be returned to your exhibit space by Freeman as soon as the aisle carpets are removed after show closing Tuesday February 28 at 4pm.

Shipping Slips

Shipping slips should be made out in detail as follows:

Delivery For:	Enercare Centre, Exhibition Place
To:	RC Show 2017
Company Name:	ABC Company
Booth Number(s):	1000, 1004
Personnel in Charge:	Mr. Smith

Shipments cannot be received at RC Show prior to Thursday February 23 at 8am when the show building will be declared a bonded warehouse. Canadian Custom Officers will be on hand from Thursday February 23rd until Wednesday March 1st.

Storage

Storage in and around the show facility is limited. If possible we recommend you ship your product by a van line (that will not require crating), or have your crates returned to your display company or your business during show hours for return in time for move-out.

Colour-coded storage stickers representing exhibit halls will be available from the Freeman on-site office in Salon 106.

All items for storage must be properly bundled and labelled or they will not be moved. Loose wood, cardboard and flimsy cartons will not be stored, but will be treated as garbage and removed. **Do not place goods in storage. Lock-up areas are provided.**

Unpacking of Boxes & Crates

During move-in, exhibitors should unpack crates within their own booth areas and keep aisles clear for the benefit and safety of others.

Show Rules and Regulations

Aisle Space

Aisle space may not be used for exhibit purposes, or for general solicitation of business. Distribution of literature or other exhibit material is forbidden outside the immediate exhibit area.

Booth Display Regulations

Exhibits must not exceed 8 ft in height. Exhibits located on perimeter walls may reach a height of 12 ft. Open display exhibits (island or peninsular style exhibits) may be developed to a height of 15 ft in the center core of the display. Booth Pipe & Drape will be supplied. If an exhibitor should desire alternate colour, other than what is supplied by show management, order can be put through Freeman at the exhibitor's expense. The show does not provide any exhibitor with company name signs. Signs are also available through Freeman at the exhibitor's expense. Standard booth consists of:

- 10 ft x 8 ft high drape back wall
- 4 ft x 8 ft high drape side wings
- 10 ft x 2 ft 10 high drape side railings

Paper	Must be treated with a flame retardant coating
(Note: cardboard or compressed paperboard less than 1/8" thick is considered paper)	
Ruscus	Must be treated with a flame retardant coating
Split wood	Must be treated with a flame retardant coating
Bamboo fibres	Must be treated with a flame retardant coating
Textiles	Must be treated with a flame retardant coating
Styrofoam	Must be treated with a flame retardant coating
Gatorboard	Must be treated with a flame retardant coating
Wallpaper	Must be pasted securely to wall

Please note that all décor material in booth space MUST be fire retardant

Under no circumstances should you contract for design or construction of an exhibit without prior approval from RC Show Management. Sketches must be submitted well in advance of show dates. Show management at its sole discretion may allow exceptions.

Booth Configuration & Construction

The following booth configurations *do not* require formal approval by Enercare Centre, but shall abide by the requirements as noted:

1. Open top exhibition booths, less than 1610 ft² (150 m²) in unsprinklered buildings.
2. Open top exhibition booths, less than 2150 ft² (200 m²) in sprinklered buildings.
3. Platforms less than 24 in (610 mm) in height and/or 100 ft² (9.3 m²) in (projected) floor area.
4. Two means of exit, as far apart as possible, must be provided for enclosed booths under any of the following conditions:
 - Occupancy of 60 persons or more
 - Enclosed booth areas in excess of 1310 ft² (150 m²), located in an unsprinklered building
 - Enclosed booth areas in excess of 2150 ft² (2000 m²), located in a sprinklered building
5. Any booth within area of 2500 ft² (232.3 m²) or more must contain one fire extinguisher.

The following rules apply to uncovered booths where there is no obstruction of the building's sprinkler system:

1. Any enclosed booth or showroom with a floor area greater than 2150 ft² (200 m²) or an occupancy of 60 or more persons or where the distance to the exit is greater than 82 ft (25 m), must have two means of exits located as far apart as possible. The total width of all exits must be 22 in (559 mm) for every 90 persons occupying the area and no single exit doorway shall be less than 30 in (762 mm) wide.
2. Any booth with an area of 2500 ft² (232.3 m²) or more must contain one fire extinguisher.
3. Walk through exhibits that contain more than three walls or a single room (elevated floors, etc.) may require:
 - A building permit
 - Emergency lights
 - Emergency exits
 - Call building inspector for inspection/engineer's report a few days before event
4. Small room displays constructed of three walls and no ceiling (i.e. the public cannot get lost or trapped) do not require a building permit. More than one room (walk through type) a permit may be required (same as Item 3).
5. When the show area does not make use of the entire floor area in a building, and drapes are used to separate the unused floor area from the show area, openings must be provided in the drapes that lead to the building's fire exits. "FIRE EXIT" signs must also be provided over the openings.

A description of the booths requiring approval should be submitted to Show Management who in turn will submit the description to the Business Development/Special Events Department, Enercare Centre, for approval. Enercare Centre will discuss these configurations with the Toronto Fire Prevention Division and/or Toronto Urban Development Services.

The following booth configurations require formal approval from Enercare Centre:

1. Platforms exceeding 100 ft² (9.3 m²) in (projected) floor area must comply with the Ontario Building Code.
2. Booths with flame retardant canopies less than 200 ft² (18.6 m²).
3. Single-level roofed booths, two storey booths and booths with mezzanines require advanced approval from Enercare Centre. They must be in accordance with the guidelines presented herein and NFPA 13 (1982), Ontario and National Building Codes.
4. Two means of exit, as far apart as possible, must be provided for enclosed booths under any of the following conditions:
 - Occupancy of 60 persons or more
 - Enclosed booth areas in excess of 1310 ft² (150 m²), located in an unsprinklered building
 - Enclosed booth areas in excess of 2150 ft² (2000 m²), located in a sprinklered building

Booth Construction - Decorative Materials

All materials used for construction or decoration of displays, booths etc. must be either non-combustible or treated and maintained in a flame-retardant condition by an approved flame retardant treatment or process.

Prohibited Materials and Materials That Require Flame Retardancy Treatment

Material	Status
Acetate fabrics	Prohibited
Corrugated paper box board	Prohibited unless flame retardant treatment applied
"No-seam" paper	Prohibited
Paper backed foils	Prohibited unless glued securely to suitable backing
Foamcore	Prohibited
Drapes, curtains, drops, etc.	Must be treated with a flame retardant coating
Decorative fabrics	Must be treated with a flame retardant coating
Christmas trees, cut branches	Must be treated with a flame retardant coating
Dried Flowers, artificial flowers	Must be treated with a flame retardant coating
Motion picture screens	Must be treated with a flame retardant coating
Paper (cardboard or compressed)	Must be treated with a flame retardant coating
Ruscus	Must be treated with a flame retardant coating
Split wood	Must be treated with a flame retardant coating
Bamboo fibers	Must be treated with a flame retardant coating
Textiles	Must be treated with a flame retardant coating
Styrofoam	Must be treated with a flame retardant coating
Gatorboard	Must be treated with a flame retardant coating
Wallpaper	Must be pasted securely to wall or wallboard backing
Plastics	Require approval from Enercare Centre

Booth Construction – ICF (Insulated Concrete Form)

In any booth constructed of ICF, there can only be 4 ft x 8 ft sections of the booth exposed and any section of booth opposite the exposed section must be covered. If any two sections of exposed ICF are located on the same wall the sections must be separated by a 4 ft x 8 ft covered section. Sections of ICF that must be covered should be covered by an acceptable building finish material (i.e. aluminum siding, stucco, drywall, etc).

It should be noted that while the previous statement reflects the current regulations in force, there are currently ongoing discussions with concerned parties over modifying the regulations regarding structures constructed with ICF in the near future.

Booth Construction - Non-Decorative Materials

Notwithstanding the following, the stipulations and prohibitions specified below for decorative material also apply to this section.

Booths may be constructed using steel, aluminum, glass, wood, plastic, etc. and any other non-combustible as regulated by the Ontario Building Code. CAN4-S114 "Standard Method of Test for Determination of Non-Combustibility in Building Material" is the provincial standard to establish a non-combustible rating for building materials.

In most cases, thick wooden structural members and panels such as plywood may be considered as flame resistant. Wood veneer or thin wood panels not fixed to a backing are combustible. Combustible materials including plastics must have a flame spread rating not exceeding 150 and a smoke developed classification not exceeding 300.

If in the opinion of Enercare Centre a material might not pass the flame test, a test may be required. Failure of this test may result in the exhibit being disallowed and removed.

Carpet Tape

Use of residue-free double-sided carpet tape must be used to ensure your company does not incur cleaning charges. Scapa residue-free approved tape can be obtained from Freeman on-site office during move-in. Freeman's on-site office is located in Salon 106 in Hall B.

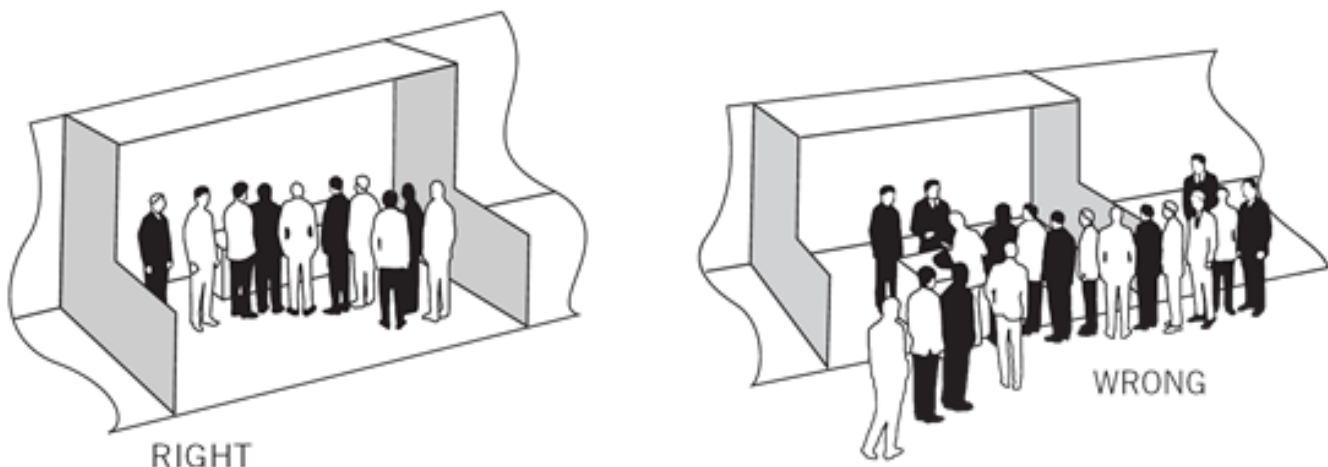
Combustible/Flammable Products for Sale

It is not necessary to flameproof textiles, paper or other combustible samples of merchandise on display "for sale". The quantity of each sample on display shall be limited to one salvageable length. Each sample must differ in colour, weave or texture.

It is also permissible to exhibit aerosols containing a flammable liquid on display "for sale". One pressurised container, not exceeding 0.47 L (1 US liquid pint) capacity, of each flammable liquid may be exhibited.

Demonstrations & Sampling

Aisles must not be obstructed. Sampling and consumption of the product must be done within the confines of your exhibit area and in such a manner that the aisles are not blocked or the flow of traffic restricted. Service tables, demonstration areas must be at least 3 feet back from the front line of your booth. If samplers or demonstration audience interfere with the adjoining exhibitors, the opportunity to sample/demonstrate can be limited or withdrawn by Show Management.



Those exhibitors sampling alcoholic beverages are advised that patrons are not permitted to leave the booth area with unfinished amounts of samples.

Electrical Equipment & Connections

In accordance with the Canadian Electrical Code, CSA C22.1 all electrical equipment must be approved before it may lawfully be advertised, displayed, offered for sale, sold or otherwise disposed of or used in the Province of Ontario.

It is therefore the responsibility of each Exhibitor to ensure that all electrical equipment in, on or about his/her booth comply with the above regulation. This includes electrical merchandise as well as lighting and display equipment.

Electrical equipment for which CSA approval is required shall be submitted to the Canadian Standards Association, 178 Rexdale Boulevard, Rexdale, ON M9W 1R3, (416) 744-4089. The approval of this association is accepted to all electrical inspection authorities in Canada. Please contact the CSA for details to this procedure.

One of the fundamental requirements for Canadian Standards Association certification is that appropriate approval markings (CSA monogram/label) appear on each device. If such markings are missing, the device must be considered not approved and, therefore, subject to special inspection.

If you wish to display, offer for sale, or use, any electrical equipment which is not CSA certified, the item can be submitted to the CSA's Electrical Inspections Department for approval by means of their electrical inspection services.

Note: Electrical equipment must be approved as an assembled unit. Electrical equipment that consists of an assembly or combination of other individually approved electrical equipment or devices is considered unapproved.

The exhibitor is expected to make every reasonable effort to have electrical equipment approved prior to the show. The Electrical Safety Authority will permit equipment to be shown as stated in Rule 2-022(5) of the Ontario Electrical Safety Code for specific equipment and for a determined period of time.

Note: In these cases, the exhibitor is requested to obtain written permission to show unapproved electrical equipment. Permission to show should be displayed with the equipment during the entire show, and does not provide permission to energize unapproved electrical equipment.

Please complete the application found on our show website and forward it with payment. This applies even if the equipment is not to be energized at the show. (Please see application form for more information and approval certification marks/labels).

Electrical Safety Authority
155 Matheson Boulevard West
Mississauga, ON
L5R 3L5
www.esasafe.com

Permission to Show
400 Sheldon Drive, Unit 1
Cambridge, ON N1T 2H9
Phone: (877) 372 -7233
Fax: (800) 677-4278

Failure to comply could result in the equipment being refused connection to the source of electrical supply and will be ordered removed from the display.

Fire Exits & Fire Protection Equipment

It is important to note if there is a fire exit, fire hose cabinet, hose valve connection, fire extinguisher or fire alarm pull station located in an exhibit space. It shall be the responsibility of the Show Manager or Exhibitor as the case may be, to provide clear unobstructed access, and if the view to such equipment is obstructed, to provide signage indicating the location of such equipment.

Floor Coverings

All exhibit areas are required to have floor coverings (carpet, tiles, plastic etc.) All floor covering are to be installed without trip hazards such as lumps, loose edges, raised edges, etc. Edges need to be secured using approved carpet tape.

As much as possible, cables should be placed under highly visible cable mats/runners or secured overhead. Where cables are placed on top of floors/carpet or under carpets the trip hazard needs to be highlighted so that they may be seen and secured in place. Large cables should have ramps in place and single steps, change in floor level or low level protruding display parts should be highlighted using signage or bright coloured tape.

Gas Service

In accordance with the Energy Safety Branch Gas Utilization Code and Propane Storage, Handling and Utilization Code, all gas appliances must have either a label approval by any of the following testing laboratories or the energy safety branch label affixed to the appliance. Please contact SHOWTECH for more details.

Canadian Standards Association, Testing Laboratories

178 Rexdale Boulevard, Rexdale, ON M9W 1R3 (416) 747-4000 www.csa-international.org

The Underwriters Laboratories of Canada

7 Underwriters Road, Toronto, ON M1R 3A4 (416) 757-3611 www.ulc.ca

In making application to obtain approval, write to one of the above. The model number and name of the manufacturer of appliances concerned, including specifications and descriptive literature, must also be submitted. Where time does not allow testing and approval prior to the show, special inspection of the appliance may be arranged through the Ontario Ministry of Consumer & Commercial Relations:

Fuel Safety Branch – Technical Standards and Safety Authority

3300 Bloor Street West, 14th Floor, Toronto, ON M8X 2X4 (1877) 682-8772 www.tssa.org

Gasoline or Diesel Powered Equipment/Vehicles

The following rules apply to all gasoline or diesel powered equipment:

1. Motor vehicles or gasoline-powered equipment on display must be equipped with "lock-on" type gasoline tank caps. The electrical system shall be de-energised by either removing the battery or by disconnecting both battery leads then covering them with electrical tape or another electrically insulating material. Fuel tanks must be filled as close to the $\frac{3}{4}$ mark as is possible (to prevent vaporisation and also allow for thermal expansion of the contents). Vehicles unable to be equipped with lock-on type caps must have caps sealed in a manner approved by Enercare Centre Safety Engineering Department.

2. Running of vehicles on display is prohibited without prior approval from the Enercare Centre and the Fire Department. Vehicles required to be run as part of a performance or contest must be refuelled outdoors from approved safety containers.
3. 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 by the Enercare Centre.

Helium Balloons

No helium filled balloons are allowed in the show, only air filled can be used. Exceptions will be made if submitted in advance to Restaurants Canada. Approvals may be granted to companies accepting costs to remove any balloons released into the ceilings.

Materials, Processes & Equipment

In addition to the prohibited materials the following processes/equipment are *strictly* prohibited:

- Blasting agents or explosives
- Flammable cryogenic gases
- Aerosol cans with flammable propellants
- Smoking (except in designated "Smoking Areas")
- Fuelling of motor vehicles
- Liquefied petroleum or natural gas
- Wood matches with "all surface strikes"
- Hazardous refrigerants such as freon, sulphur dioxide or ammonia
- Cellulose nitrate motion picture film
- Use of equipment approved for outdoor use only (for example barbecues)
- Use of flammable liquid or dangerous chemicals
- Electrical equipment or installation of electrical equipment that does not conform to CSA-C22-1, Electrical Safety Code

If any material, process or equipment requiring approval is to be used, the exhibitor shall submit in writing to Show Management the nature of the process or equipment and any safeguards to be used to protect the hazard. Requests will then be submitted to Enercare Centre who will review the request and respond with his/her approval, rejection or limitations. The use of the following processes or equipment is subject to approval:

- Propane and Natural gas fired equipment
- Operating any heater, grill, heat-producing device, open flame device candles or torches
- Use of portable heating or cooking equipment
- Fireworks must receive approval from Toronto Fire Services and be operated under the supervision of a federally licensed pyrotechnician
- Exhibits involving hazardous processing or materials not previously listed
- Storage or display of ammunition and fire arms (subject to subsection 5.2 of the Ontario Fire Code and Criminal Code)
- Pressure vessels including propane tanks
- Fossil fuel powered equipment
- Hydraulically powered equipment using flammable fluids
- Radiation producing devices

Natural Gas

Natural gas is available only in exhibit space areas designated by Show Management. If needed, arrange connection through SHOWTECH Show Services (905) 283-0550.

Obstructions

No articles shall be hung from or affixed to any sprinkler piping/heads or electrical conduit. Construction or ceiling decorations in show booths must not impede the operation of the sprinkler system.

All exit doors shall be in an operable condition and shall remain accessible and unobstructed at all times. All exit signs, fire hose cabinets, hose valve connections, portable fire extinguishers, manual pull stations, fire department handsets should not be obstructed in any manner. If signs indicating the location of the aforementioned items are obstructed by the booth layout, additional signs must be added, as required.

All entrances, exits, aisles, stairways, lobbies and passageways shall be unobstructed at all times. Easels, signs, etc. shall not be placed beyond the booth area into the aisles.

Where a booth is covered with a solid roof, the roof construction shall be substantial and fixed in position for the duration of the show.

Occupational Health & Safety Act

The Occupational Health & Safety Act applies to every worker who participates in the set-up, assembly, and dismantling of any type of display or exhibit. Workers have a general duty to take responsibility for personal health and safety, which means they should not behave or operate equipment in a way that would endanger themselves or others.

All exhibitors must comply with the legislation contained in the Occupational Health & Safety Act (OHSA) which is governed by the Province of Ontario. For more information about the OHSA, please visit their website at <http://www.labour.gov.on.ca>

Operation of Propane or Natural Gas

For further details, information or copies of any of the regulations, contact:

Technical Standards & Safety Authority (TSSA)

3300 Bloor Street West, 14th Floor, Centre Tower, Toronto, ON M8X 2X4

CSA International

5060 Spectrum Way, Suite 100, Mississauga, ON L4W 5N6

Portable Spotlights

Clamps on 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 lamp-holder or the handle.

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

Spotlights on a free standing structure, (pole), must be placed out of the way in the booth in such a location to prevent it from being bumped and knocked over or securely fastened to some part of the booth or other structure to prevent it from being knocked over.

Projection & Sound Equipment

Audio visual equipment must be kept at sound levels which do not interfere with other exhibitors.

Propane or Natural Gas Fuelled Equipment/Vehicles

Fuel tanks on propane or natural gas fuelled vehicles or equipment must be empty. Similarly, cylinders for barbecues and /or appliances within any vehicle, camper, mobile home, etc. must be empty. To avoid issues, do not bring any propane cylinders on the show floor.

Protective Footwear

The Ministry of Labour has deemed exhibit space in the Enercare Centre to be a construction site during the move-in and move-out periods. Therefore, all personnel working in an exhibit area must wear protective footwear. The Occupational Health and Safety Act states that "A worker exposed to the hazard of a foot injury shall wear foot protection appropriate in the circumstances". Please ensure that all company employees and other individuals working on-site during move-in and move-out wear appropriate protective footwear.

Retail Sales & Promotion Activities

Proper sales receipts must be given. RC Show security has been instructed to prevent anyone carrying items from leaving the building without a proper clearance pass or sales receipt. Exhibitors must restrict all sales and promotion activities to the confines of the exhibit. Such activities must not interfere with or offend any other exhibitor or visitor.

Failure or refusal by an offending exhibitor to respond to a request or order from RC Show Management in this regard will make the exhibitor and exhibit liable to ejection from the show.

Smoking Policy

Enercare Centre is a non-smoking facility, as per the City of Toronto bylaws. Smoking is permitted only within designated areas at the exterior of Enercare Centre as allowed by law.

Fire Regulations

All exhibits must conform to the Ontario Fire Marshall's regulations with regards to fire proofing. All exhibitors with a fire hose cabinet located within their space are required to leave a minimum 3' clearance in front of the cabinet for easy access.

For information contact Toronto Fire Prevention Bureau, City Hall, (416) 338-9350.

Aerosols

It is permissible to exhibit one pressurized container, not exceeding one pint capacity, of each product classified as flammable liquid. Non-flammable products are not restricted.

Display Layout

- Display layout must not intrude on exit doorways.
- No portion of a display shall project into any aisle as designated for the show concerned.
- 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.
- Where the occupant load exceeds 200 persons in the assembly occupancy containing non-fixed seating, the seats should be fastened together in units of 4 to 12 or each end-seat adjoining an aisle should be securely fastened to the floor. If the area is enclosed, approved illuminated EXIT signs are required.
- If the fire protection equipment is located within the exhibit space, it shall be the responsibility of Show Management to provide direct and unobstructed access to such equipment.
- An approved fire extinguisher (ULC 2A) shall be provided and maintained for each 3000 square feet of floor area.
In every eating establishment wherein cooking is conducted, an approved fire extinguisher (ULC 40-BC Dry Chemical) shall be provided and maintained.
- In every eating establishment, 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.
- An approved fire extinguisher must be installed in all exhibiting areas where flame producing devices are used or when required by an inspector.
- Hay, straw, shredded paper and excelsior packaging must be removed from the building unless it can be stored in tightly sealed packaging containers.
- Any enclosed booth or showroom with an excess of 2,150 sq ft or occupancy of 60 persons must have two means of egress as remote as possible.
- Boxes, crates and cartons from which merchandise has been removed, must be piled away neatly in a storage area designated by Show Management.
Construction of ceiling decorations of show booths must not impede operation of the sprinkler systems. Not more than 50% of a ceiling may be covered. No width shall exceed 48' without an equal opening.
- To test materials for flame retardancy: Hold material to be tested in a vertical position, apply flame to the lower edge for a maximum 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.

Ceilings over exhibits must be approved by Show Management.

Display Materials

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 wallboard backing.
- Foam plastic cored art board shall be coated on all sides with a fire retardant paint or varnish. Edges to be encased in a metal U channel or metal muffler tape. Tape must extend at least ¾ on face and reverse of board.
- The use of the following material shall be prohibited: Acetate fabrics, corrugated paper boxboards, no-seam paper, paper backed foil (unless glued securely to suitable backing.)
- It is not necessary to flameproof textiles, paper and other combustible merchandise on display for sale, but the quantity so used shall be limited to the displaying of one salvageable length. Each sample must differ in colour, weave or texture.

Flame Producing Devices

All exhibits with open flame devices must be accepted by the Fire Department. If at any time an inspector deems any equipment or device to be operated in a manner dangerous to public safety, he/she will cancel the privilege of the exhibitor concerned. 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 sales 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.
5. An approved fire extinguisher (10lb ABC Dry Chemical) must be installed in exhibit areas where flame-producing devices are used.

Flammable Gas

1. 1 x 5 lb. Propane cylinder only as approved under the propane storage, handling and utilization code for demonstration purpose. When a cylinder is used with a self-contained propane hand torch or similar equipment it shall have a maximum WC of 2 ½ 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.

For more information, please contact Enercare Centre Exhibitor Services (416) 263-3064.

Insurance

All property used or exhibited is at the sole risk of the exhibitor. Restaurants Canada, RC Show Management, Enercare Centre, Exhibition Place nor any show contractor can be responsible for loss, theft or damage to persons, goods, equipment or decorations for any cause whatsoever, or for bodily injury or damage to property caused by the operations of the exhibitors. Restaurants Canada, RC Show and Enercare shall assume no responsibility for representations or warranties given by the exhibitor to the public or for any losses or damages arising there from.

Full responsibility and risk rests with the exhibitor, or their representatives or agents in the use of forklifts, trailers or other equipment made available with or without charge by the RC Show.

Exhibitors must contact their insurance agent and secure all necessary coverage for all eventualities in respect to participation in the RC Show. This includes Products/Completed Operations Liability coverage. Coverage should cover the days during the move-in, show dates, and move-out period. Unfortunately, theft can take place; Be prepared, be insured.

You may contact Brokers Trust Insurance Group Inc.

John Argyropoulos (905) 695-2971 x 105 or johna@exhibitorinsurance.com

All exhibitors should have Restaurants Canada Show additionally insured on their insurance certificate. All exhibitors MUST submit a copy of their Certificate of Insurance to Show Management as well as have a copy in their booth.

Labour Regulations

Enercare Centre is a facility which operates under collective agreements between six separate Unions and Exhibition Place. These agreements impact the way in which work needs to be done on-site. The collective agreements involved include labourers (material handling/cleaners), carpenters, painters, plumbers, electricians and stage/technical services. These agreements have been put in place between Exhibition Place and the specific unions and, as tenants in the facility we must adhere to these as well. Failure to do so could result in additional charges being applied to you.

Labourers: The role of the Labourers Union Local 506 is to assist in the assembly and dismantling of trade show exhibits and displays at the Enercare Centre. The use of exhibit houses which do not have an agreement with Local 506 is strictly prohibited. The use of exhibitor staff is strictly limited to preparing systems that are in and of themselves the product being showcased for sale. You may use some of your personnel to oversee the assembly of your booth, with labour being provided by Local 506. It is strongly recommended that you seek advice from Show Management before deciding to use your in-house staff. Local Union 506 installation and dismantling labour can be obtained from our Official Service Contractor, Freeman. Contact Freeman Exhibitor Services or complete the appropriate form found in the Freeman package found on our show website. The use of exhibit houses which do not have an agreement with local 506 is strictly prohibited.

Carpenters: Any construction/carpentry work done on the grounds must be performed by a member of Carpenters Union Local 27. In order to minimize on-site costs you need to perform all cutting, hammering, etc off site and only leave the actual assembling via fasteners to be done on-site.

Painters: Any painting, drywall taping and associated work must be done by members of District Council 46.

Plumbers: The provision of all water/drain/compressed air sources to booths and including final connections must be performed by Enercare Centre - Plumbers Union Local 46.

Electricians: Enercare Centre has an exclusive arrangement for all electrical work to be done by their in-house electricians. This is done for insurance and safety reasons. No hard wiring is to be done on-site, other than by Enercare Centre staff. All equipment should be ready to plug in with 3 prong cords and be ESA approved.

Security

The RC Show security is provided to control persons entering and leaving the show building. This security service does not guarantee against theft, accidental or wilful damage suffered by an exhibitor at the RC Show and no liability for such can or will be accepted by RC Show Management.

Security personnel will be on duty from Thursday February 23 at 8am around the clock until Wednesday March 1 at 6pm.

It is strongly advised by the RC Show Management that all articles of value, including cameras, laptops, cellular phones, etc. be removed from the exhibit nightly by company booth personnel to prevent unauthorized removal of goods. If such removal is impossible, please ensure items have been securely fastened to the exhibit or display in some way.

All personnel employed by exhibitors, design/display companies, etc. can be subject to a security check upon leaving the buildings. During the move-in, throughout show days and during move-out, the security service will be directed to ensure that only authorized persons enter the show buildings. For security purposes, nothing may be removed from the building during show hours without a signed clearance pass. These passes may be obtained from the security office located in Salon 106A.

Securtrust Protection

287 Bering Avenue
Toronto, ON
M8Z 3A5

Ross Renzetti
Tel: (647) 347-6115
Cell: (416) 938-7677
Fax: (647) 347-6112
Email: rrenzetti@securtrust.ca
Website: www.securtrust.ca/default.home.asp
On-site office is located in Salon 108A

Theft

Here are some tips you may find helpful to prevent theft:

- Most thefts occur during the move-in periods when it is virtually impossible to control the number of people entering and leaving the building. It is a time of great confusion, when security guards are not able to identify exactly who people are, where they are going and if they are authorized to be in the building. If at all possible wear your exhibitor badge at all times. This provides an easier way for security personnel to identify who people are and what company they are employed by.
- Never leave portable merchandise on display in your booth unattended. This not only includes obvious items such as electronics, cameras, purses, cellular phones, laptops, etc., but also pieces of equipment, display items and other materials that may be concealed in crates or carried out by unauthorized people.
- If your booth contains smaller items such as some of those listed above:
 - Do not bring them to the show until the opening morning
 - Remove them each night, if possible
 - If they must remain in your booth, secure them making it difficult for someone to remove the merchandise from your booth. Picture wire and fish line can be effective aids in securing small items.
- Make sure all items in your booth that belong to you are clearly marked in some manner, such as a company label under the seat of a chair. This often eliminates the possibility of having your goods mistaken for someone else's.
- Do not list the contents of cartons or crates on the outside. If you do, you are providing a shopping list to possible thieves.
- Never store additional merchandise in cartons that are sent to storage. They may be damaged, and storage areas are not secure.
- Do not leave your booth unattended during move-out while waiting for a truck to load your goods. Items that can be hand-carried or loaded on dollies can easily be stolen from your booth during this time. If you plan to dismantle your booth on the day following show closing, remove all goods the evening of show closing. Leave only heavy items that are not easily lifted and your exhibit booth itself. Items can be stored in the security office if necessary.

If necessary, private security coverage for individual exhibitors can be arranged through the official security service, at the exhibitor's expense.

Please contact the on-site show office during move-out if you have a security concern regarding goods to be removed.

If you observe a visitor, exhibitor or suspicious person committing a crime, report it to show security immediately:

Securtrust Protection

Ross Renzetti

Tel: (647) 347-6115

Cell: (416) 938-7677

Email: rrenzetti@securtrust.ca

On-site office is located in Salon 108A.