

EXHIBITOR RULES AND REGULATIONS

HILTON SUITES TORONTO/MARKHAM CONFERENCE CENTRE & SPA
8500 Warden Avenue, Markham, Ontario. L6G 1A5

Telephone: 905-470-8500 / Fax: 905-415-7624

FACT SHEET

Show contractor must submit all Floor Plans to Hotel for approval prior to the sale of the booths.

All exhibits must be brought into the Conference Centre via the designated move-in doors from the West Side of the building or via the freight elevator on the South Side.

Our freight elevator is available for large scale or large quantity items. The space available within the elevator is 17 ½' Long, 8' Wide, 8' High with a maximum load capacity of 10,000 lbs. or 4500 Kg.

Exhibits must not hinder or obstruct any fire equipment, emergency exits, elevators, stairs or doors.

The Hilton Suites Toronto/Markham Conference Centre & Spa cannot accept deliveries more than 1 day prior to move-in day. (*Perishable items must be delivered ONLY on the morning of the event.) Deliveries arriving before that time will be shipped back or stored at the exhibitors' expense. All deliveries should be clearly labeled on the outside, indicating deliveries for Conference Centre or Hotel.

Loading area at the freight elevator is not equipped with a loading dock. Exhibitors are to bring own forklift for unloading. Hilton Suites Toronto/Markham Conference Centre & Spa is not equipped with ladders, brooms, dollies and other required items. All exhibitors are to bring their own tools to erect their exhibits. All labour requirements for the set up and tear down of an event are the responsibility of the exhibitors and their service contractors.

SET UP/TEAR DOWN

Passenger elevators and escalators are not to be used for transporting freight or equipment from level to level. This includes tables, chairs, booths, display items, etc...

Exhibitors using vehicles to move in their exhibits through our elevator or moving doors must leave their keys in the ignition at all times. Should the vehicle not be removed within the permitted time, Conference Centre personnel will remove the vehicle at the exhibitor's risk and expense.

Animals, birds or pets of any description, plus pyrotechnics of any kind are not allowed on the premises.

If special assistance is required to setting up your exhibits, audio, electrical or booth requirements, we recommend:

AVW Telav	-	Yohance Marshall	905- 470-8500 x 2113
Freeman (Electrical)	-	Lauren Kendall	416-620-1700
Stronco Group (Trade Show Services)	-	Eric Naar	905-270-6767 ex 2271

SET UP/TEAR DOWN (Cond't)

Signs, banners and similar materials may not be nailed, stapled, hung or attached to ceilings, walls or painted surfaces except by special arrangements made with our Catering office 905-470-8500 ext #2046.

Tape to mark exhibit floor must be removed at the conclusion of the show. Tape leaving glue residue on carpet and flooring is not permitted. All expenses for cleaning of tape will be charged to the exhibitor.

Exhibits must be removed immediately as per contract when conference is finished.

ELECTRICAL EQUIPMENT & CONNECTION

The Electrical Safety Code, Ontario Regulation requires that all electrical equipment be approved before it may lawfully be advertised, displayed, offered for sale or sold or otherwise disposed of or used in the Province of Ontario.

Exhibitors may not store materials on or around any electrical equipment or connections of any kind.

Equipment that trips or quits due to overload may not be restarted until the exclusive electrical contractor has found the source and corrected the problem.

Electrical services are not included in the costs

COMBUSTION ENGINES

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

1. Fuel tanks containing fuel or which have ever contained fuel shall be maintained less than ¼ full. Caps for fuel tank 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. Battery must be disconnected and a plastic sheet to be placed underneath the car to avoid stains on carpet.
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 Hilton Suites Toronto/Markham Conference Centre & Spa Engineering Department and have written authorization.
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 ¼ full. Vehicles may be driven in and positioned. Turn ignition off.
5. Cylinders for barbecues and/or appliances within a vehicle such as stoves, refrigerators, etc., must be empty.

GARBAGE/BOXES REMOVAL

The official contractor at the licensee's expense will remove garbage from the show floor and the building. If the contractor has not taken care of this during move-in and move-out of hotel premise, a labour charge will apply and charge to master account for hotel to clean up and remove boxes left on show floor & building.

FOOD & BEVERAGE RESTRICTIONS

All food and beverage is the sole exclusive responsibility of the Hilton Suites Toronto/Markham Conference Centre & Spa. Allowances will be made for "Give Aways" such as candies or chocolates. Any other requirements must be received in advance for approval and also have written authorization.

SECURITY

There is security at the Hilton Suites Toronto/Markham Conference Centre & Spa for the Hotel. If security services are required, the contractor is responsible to hire at your expense.

PORTABLE SPOTLIGHTS

All clamps on types of portable spotlights should be protected from metal to metal contact by having electrical insulating pads or wrappings permanently attached to the lampholder 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) may only be used for portable lamps or appliances that are of allowable amperage for this size and type of the three-conductor cord used with power bars.

FIRE REGULATIONS

All exhibitors must comply with local fire regulations. Only fireproof materials may be used in displays and wiring must confirm to C.S.A. or UC specifications. Fire exits and aisles must be kept clear at all times. The exhibitor assumes full responsibility of ensuring that exhibits meet these standards.

PROHIBITED MATERIALS

Use of the following materials, process or equipment is strictly prohibited:

1. Acetate fabrics, corrugated paper box board, no-steam paper;
2. Paper backed foil unless glued securely to suitable backing;
3. Styrofoam and/or foamcore;
4. Fireworks (permit);
5. Blasting agents;
6. Explosives;
7. Flammable cryogenic gases;
8. Aerosol cans with flammable propellants;
9. Smoking in posted "No Smoking" area;
10. Fueling of motor vehicles;
11. Liquefied petroleum or natural gas;
12. Wood matches with "all surface" strikes;
13. Hazardous refrigerants such as sulfur 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 or CSA (Canadian Standards Association).

CUSTOM BROKERS

Exhibitors who are shipping goods to the event from outside Canada are responsible for their own Custom Brokers. The Hilton Suites Toronto/Markham Conference & Spa will not accept any charges nor arrange for any shipments to be cleared at Customs to be further shipped to the Hotel & Conference Centre. For your convenience, we will be happy to recommend a Canadian Customs Brokerage with whom you may make direct arrangements.

For further inquiries, please contact our Catering/Sales department at 905-470-8500 Ext. 2046.

Signed in agreement: _____

Print Name: _____

Company: _____

Date: _____