



Dear Exhibitor,

The following is a list of information contained within the **Bakery Showcase 2020** Exhibitor Manual:

- Order Form Summary & Deadlines
- General Information
- Hotel & Parking Information
- Show Service Contractors
- Exhibit Floor Plan
- Exhibit Information
- Registration Information
- Advertising & Promotion
- Move-in, Set-up, Storage, and Move-out Information
- Electrical & Mechanical Information
- Insurance Requirements
- Security
- Food Sampling & Hygiene
- Cold Storage
- Fire Regulations

Please refer to the following Order Form Summary & Deadlines page for form deadline dates.

Please read over this information package carefully and share with all relevant staff.

Should you require additional information, please contact:

Janice Fendley, CMP

Show Manager

Baking Association of Canada

Tel: 905-405-0288 ext. 24

Toll Free: 1-888-674-2253 ext. 24

Email: jfendley@baking.ca

We look forward to working with you at Bakery Showcase 2020.

BAKERY SHOWCASE | 2020

ORDER FORM SUMMARY & DEADLINES

Below is a list of the forms included on the BAC website and/or an important date/deadline that may require action. Keep your records up-to-date by checking off forms that have been completed and returned.

NOTE: Forms that indicate Mandatory must be returned to the BAC office otherwise you will not be allowed to move-in.

Exhibitors booking space after the deadline dates are asked to treat deadlines as IMMEDIATE.

DUE DATE	FORM NAME OR DEADLINE	RETURN FORM TO:	✓ WHEN COMPLETED
February 26	Show Guide Listing Form	Baking Association of Canada	<input type="checkbox"/>
February 26	Show Guide Product Categories Form	Baking Association of Canada	<input type="checkbox"/>
March 24	Hotel Reservation Special Room Rate Cut off	Delta Toronto Airport & Conference Centre	<input type="checkbox"/>
April 2	Exhibitor Move-In Form	STRONCO	<input type="checkbox"/>
April 2	Chairs & Tables Order Form	STRONCO	<input type="checkbox"/>
April 2	Carpet Order Form	STRONCO	<input type="checkbox"/>
April 2	Labour Service Order Form	STRONCO	<input type="checkbox"/>
April 2	Display Tables & Drapery Order Form	STRONCO	<input type="checkbox"/>
April 2	Exhibit Packages Order Form	STRONCO	<input type="checkbox"/>
April 2	In-Booth Forklift Order Form	STRONCO	<input type="checkbox"/>
April 2	MX Show Special Order Form	STRONCO	<input type="checkbox"/>
April 2	Exhibit Accessories Form	STRONCO	<input type="checkbox"/>
April 2	Counters, Storage & Display Units Order Form	STRONCO	<input type="checkbox"/>
April 2	Signs & Banners Order Form	STRONCO	<input type="checkbox"/>
April 2	Security Cage Order Form	STRONCO	<input type="checkbox"/>
April 2	Transportation & Customs Brokerage Services Form	STRONCO	<input type="checkbox"/>
April 2	Electrical & Lighting Order Form	ShowTech Power & Lighting	<input type="checkbox"/>
April 2	Mechanical (Compressed Air, Natural Gas, Water & Drain) Form	ShowTech Power & Lighting	<input type="checkbox"/>
April 2	Sign/Banner Hanging Order Form	ShowTech Power & Lighting	<input type="checkbox"/>
April 3	Trade Show Specific Certificate of Insurance Deadline	Baking Association of Canada	<input type="checkbox"/> Mandatory
April 3	Cold Storage Order Form	Baking Association of Canada	<input type="checkbox"/>
April 3	Exhibit On-site Contact & Set-Up Form	Baking Association of Canada	<input type="checkbox"/> Mandatory
April 13	Audio Visual Equipment Rental Form	Freeman	<input type="checkbox"/>
April 13	Internet Service	Freeman	<input type="checkbox"/>
April 13	Advanced Show Receiving Order Form	STRONCO	<input type="checkbox"/>
April 13	Booth Cleaning Order Form	Toronto Congress Centre	<input type="checkbox"/>
April 17	Exhibitor Booth Ice Delivery Order Form	Toronto Congress Centre	<input type="checkbox"/>
April 13	Booth Security Request	Toronto Congress Centre	<input type="checkbox"/>
April 17	Customer Lead Retrieval Service Form	Conexsys	<input type="checkbox"/>

TABLE OF CONTENTS

	PAGE		PAGE
GENERAL INFORMATION	1	ADVERTISING & PROMOTION	12
<ul style="list-style-type: none">• Business Office• Personnel• Exhibit Location• Move-In Dates• Set-Up Dates• Exhibit Dates• Aisle Carpet Removal• Empty Crate Return• Move-Out Dates• Cold Storage Removal Deadline		<ul style="list-style-type: none">• Show Guide• Sponsorship & Marketing Opportunities• Promotional Materials	
HOTEL & PARKING INFORMATION	2	MOVE-IN/SET-UP/STORAGE/MOVE-OUT	13
<ul style="list-style-type: none">• Hotel Accommodation• Parking		<ul style="list-style-type: none">• General Information• US & International Freight• Move-In Information• Set-Up Information• Drayage• On-Site Storage• Move-Out Information	
SHOW SERVICE CONTRACTORS	3	ELECTRICAL & MECHANICAL	16
<ul style="list-style-type: none">• Audio-Visual• Booth Cleaning• Booth decor• Communications• Customs Broker• Electrical & Mechanical• Insurance• Registration Lead Retrieval Service• Security• Signs & Banners• Transportation & Advanced Show Warehousing		<ul style="list-style-type: none">• Electrical Requirements• Mechanical Requirements	
EXHIBIT & HALL FLOOR PLANS	6	INSURANCE	17
EXHIBIT INFORMATION	7	<ul style="list-style-type: none">• Exhibitor Insurance• Service Contractors	
<ul style="list-style-type: none">• Exhibitors Package• Exhibit Booth & Aisle Cleaning• Exhibit Decor Regulations• International Centre Regulations		SECURITY	18
REGISTRATION INFORMATION	10	<ul style="list-style-type: none">• General Information• Responsibility for Losses	
<ul style="list-style-type: none">• Exhibitor Registration• Complimentary Trade Show Passes• Customer Lead Retrieval Service		FOOD SAMPLING & HYGIENE	19
		<ul style="list-style-type: none">• Food Sampling• Hand Washing• Wash-Up Area• Exhibitor Booth Ice Delivery	
		COLD STORAGE	20
		<ul style="list-style-type: none">• General Information• Calculating Cubic Feet• Food Bank Contributions	
		FIRE REGULATIONS	21

BAKERY SHOWCASE | 2020

GENERAL INFORMATION

Bakery Showcase 2020 is produced by the Baking Association of Canada (BAC). BAC is the national industry association representing Canada's \$8 Billion baking industry.

BUSINESS OFFICE

7895 Tranmere Drive, Suite 202
Mississauga, Ontario L5S 1V9
Tel: 905-405-0288
Toll Free: 888-674-2253
Fax: 905-405-0993
E-Mail: info@baking.ca
www.baking.ca

PERSONNEL

Paul Hetherington, President & CEO
Janice Fendley, Show Manager jfendley@baking.ca
Ahmed Mutaheer, Director, Business Dev. amutaher@baking.ca
Gillian Blakey, Member & Events Administrator gblakey@baking.ca
Johanne Trudeau, Director, Food & Nutrition Policy jtrudeau@baking.ca



During the period from Friday, April 24 to Tuesday, April 28, 2020 Exhibit personnel can be reached by telephone at the Show Office at the Toronto Congress Centre.

EXHIBIT LOCATION

The Toronto Congress Centre, Halls ABC
650 Dixon Road
Toronto, Ontario M9W 1J1

MOVE-IN DATES

Friday, April 24 10:00 am to 12:00 pm (*Priority Move-In*)
12:00 pm to 6:00 pm (*General Move-In*)
Saturday, April 25 8:00 am to 4:00 pm

SET-UP DATES

Friday, April 24 12:00 pm to 8:00 pm
Saturday, April 25 8:00 am to 6:00 pm

EXHIBIT DATES

Sunday, April 26 11:00 am to 5:00 pm
Monday, April 27 11:00 am to 5:00 pm

AISLE CARPET REMOVAL

Monday, April 27 5:00 pm to 6:00 pm

EMPTY CRATE RETURN

Monday, April 27 6:00 pm to 10:00 pm

MOVE-OUT DATES

Monday, April 27 6:00 pm to 10:00 pm
Tuesday, April 28 8:00 am to 11:00 am

COLD STORAGE REMOVAL DEADLINE Tuesday, April 28 by 11:00 am

Any questions arising prior to the show move-in should be directed to 905-405-0288, Gillian Blakey x21 or Janice Fendley x24.

Any questions arising during the show, including move-in and move-out periods should be directed to the On-site Show Office located in Al Waxman Room located off the Registration Area.

BAKERY SHOWCASE | 2020

HOTEL AND PARKING INFORMATION

HOTEL ACCOMMODATION

The BAC is pleased to offer the following hotel for **Bakery Showcase 2020**:

Delta Hotels Toronto Airport & Conference Centre

655 Dixon Road
Toronto, ON M9W 1J3
Tel: 416-244-1711

For reservations call: 416-244-1711 or 1-800-668-3656
OR use the following link to order your room on-line:

<https://www.marriott.com/event-reservations/reservation-link.mi?id=1561652417390&key=GRP&app=resvlink>

Guest Room Rate: \$179.00 + applicable taxes single/double occupancy (deluxe queen)



- Hotel reservations should be made directly with the hotel
- Ask for the special group rate for Bakery Showcase 2020 Event at time of booking to ensure you receive the appropriate rate.
- Cut-off date for the special room rate is Tuesday, March 24, 2020
- Located directly across the street from the Toronto Congress Centre
- Parking rate at the hotel is \$18 per day, per car with in and out privileges
- We have a limited number of guest rooms at the special rate, so please reserve your accommodation at your earliest convenience to avoid disappointment

PARKING

The Toronto Congress Centre has free parking on outdoor lots. Parking attendants will direct traffic and maximize lot capacities.



NO overnight parking permitted!

Vehicles parked in non-designated areas or in designated fire routes will be tagged and/or towed at the exhibitor's expense.

BAKERY SHOWCASE | 2020

SHOW SERVICE CONTRACTORS

Show Management has contracted with the following suppliers to act as Official Service Contractors.



Exhibitors using Service Contractors other than those named by Show Management are responsible for ensuring that those suppliers meet the Toronto Congress Centre's insurance requirements (see Insurance Requirements section)

	ORDER FORM BAC WEBSITE
AUDIO-VISUAL	
Freeman Audio Visual Services 650 Dixon Road Toronto, ON M9W 1J1 TEL: 416-240-7838 ext. 223 CONTACT: Carlos Valeriano Email: carlos.valeriano@freemanco.com SERVICES: Rental of audio visual equipment	YES
BOOTH CLEANING	
Toronto Congress Centre Building Aesthetics TEL: 416-245-5000 FAX: 416-245-3046 CONTACT: Mila Semenova, Manager, Building Aesthetics EMAIL: buildingaesthetics@torontocongresscentre.com SERVICES: Booth cleaning	YES
BOOTH DECOR	
STRONCO 1510-B Caterpillar Rd. Mississauga, ON L4X 2W9 TEL: 905-270-6767, 800-665-2621 FAX: 905-270-6771 CONTACT: Exhibitor Services Department EMAIL: exhibitorservices@stronco.com SERVICES: Decor including carpet, tables, chairs, exhibit booth packages, booth set-up, floral packages	YES
COMMUNICATIONS	
Freeman Audio Visual Services 650 Dixon Road Toronto, ON M9W 1J1 TEL: 416-240-7838 ext. 223 CONTACT: Carlos Valeriano Email: carlos.valeriano@freemanco.com SERVICES: Exclusive supplier for Internet service	YES
CUSTOMS BROKER	
STRONCO 1510 – B Caterpillar Road Mississauga, ON L4X 2W9 TEL: 905-270-6767 FAX: 905-270-6771 EMAIL: exhibitorservices@stronco.com SERVICES: Customs Services for US & International Exhibitors	NO Contact Stronco Directly

BAKERY SHOWCASE | 2020

SHOW SERVICE CONTRACTORS

ORDER
FORM BAC
WEBSITE

ELECTRICAL & MECHANICAL

ShowTech Power & Lighting

650 Dixon Road

Toronto, ON M9W 1J1

TEL: 416-244-4899

EMAIL: mhawerchuk@showtech.ca

CONTACT: Mandy Hawerchuk

SERVICES: Exclusive supplier of electrical & mechanical (water, drains, air) services

YES

Electrical Safety Authority

Customer Service Centre

PO Box 24143

Pinebush Postal Outlet

Cambridge, ON N1R 8E6

TEL: 877-372-7233

FAX: 800-667-4278

SERVICES: Authority that governs the "Permission to Show" and the "Permission to Energize" for unapproved electrical equipment

NO

INSURANCE

Exhibitorinsurance.com admin by Brokers Trust Insurance Group Inc.

2780 Hwy 7, Unit 103

Concord, ON L4K 3R9

TEL: 905-695-2971

FAX: 905-760-2260

EMAIL: info@exhibitorinsurance.com

SERVICES: Exhibitor Insurance coverage program

YES

REGISTRATION LEAD RETRIEVAL SERVICE

CONEXSYS Registration Systems

34 – 7050B Bramalea Road

Mississauga, ON L5S 1S9

TEL: 905-405-8415 ext.32

CONTACT: Troy Bell

EMAIL: troy@conexsys.com

SERVICES: Customer Lead Retrieval Program

YES

SECURITY

Toronto Congress Centre

TEL: 416-245-5000

FAX: 416-245-3046

CONTACT: Mike Russell

EMAIL: mrussell@torontocongresscentre.com

SERVICES: In-Booth Security, flame proofing

NO

STRONCO

1510 Caterpillar Rd.

Mississauga, ON L4X 2W9

TEL: 905-270-6767, 800-665-2621

FAX: 905-270-6771

CONTACT: Exhibitor Services Department

EMAIL: exhibitorservices@stronco.com

SERVICES: On-Site Security Cages

YES

BAKERY SHOWCASE | 2020

SHOW SERVICE CONTRACTORS

**ORDER
FORM BAC
WEBSITE**

SIGNS & BANNERS

STRONCO

1510 Caterpillar Rd.

Mississauga, ON L4X 2W9

TEL: 905-270-6767, 800-665-2621 FAX: 905-270-6771

CONTACT: Exhibitor Services Department

EMAIL: exhibitorservices@stronco.com

SERVICES: Sign & banner production

YES

ShowTech Power & Lighting

650 Dixon Road

Toronto, ON M9W 1J1

TEL: 416-244-4899

EMAIL: mhawerchuk@showtech.ca

CONTACT: Mandy Hawerchuk

SERVICES: Exclusive supplier to hang signs & banners

YES

TRANSPORTATION & ADVANCED SHOW WAREHOUSING

STRONCO

TEL: 800-665-2621

FAX: 905-270-6771

EMAIL: exhibitorservices@stronco.com

CONTACT: Exhibitor Services Department

EMAIL: exhibitorservices@stronco.com

SERVICES: Transportation, Advanced Show Warehousing (receiving)

YES

BAKERY SHOWCASE | 2020

FLOORPLAN

FLOOR PLAN AS OF FEBRUARY 5, 2020



TRADE SHOW HOURS: 11:00 AM TO 5:00 PM DAILY

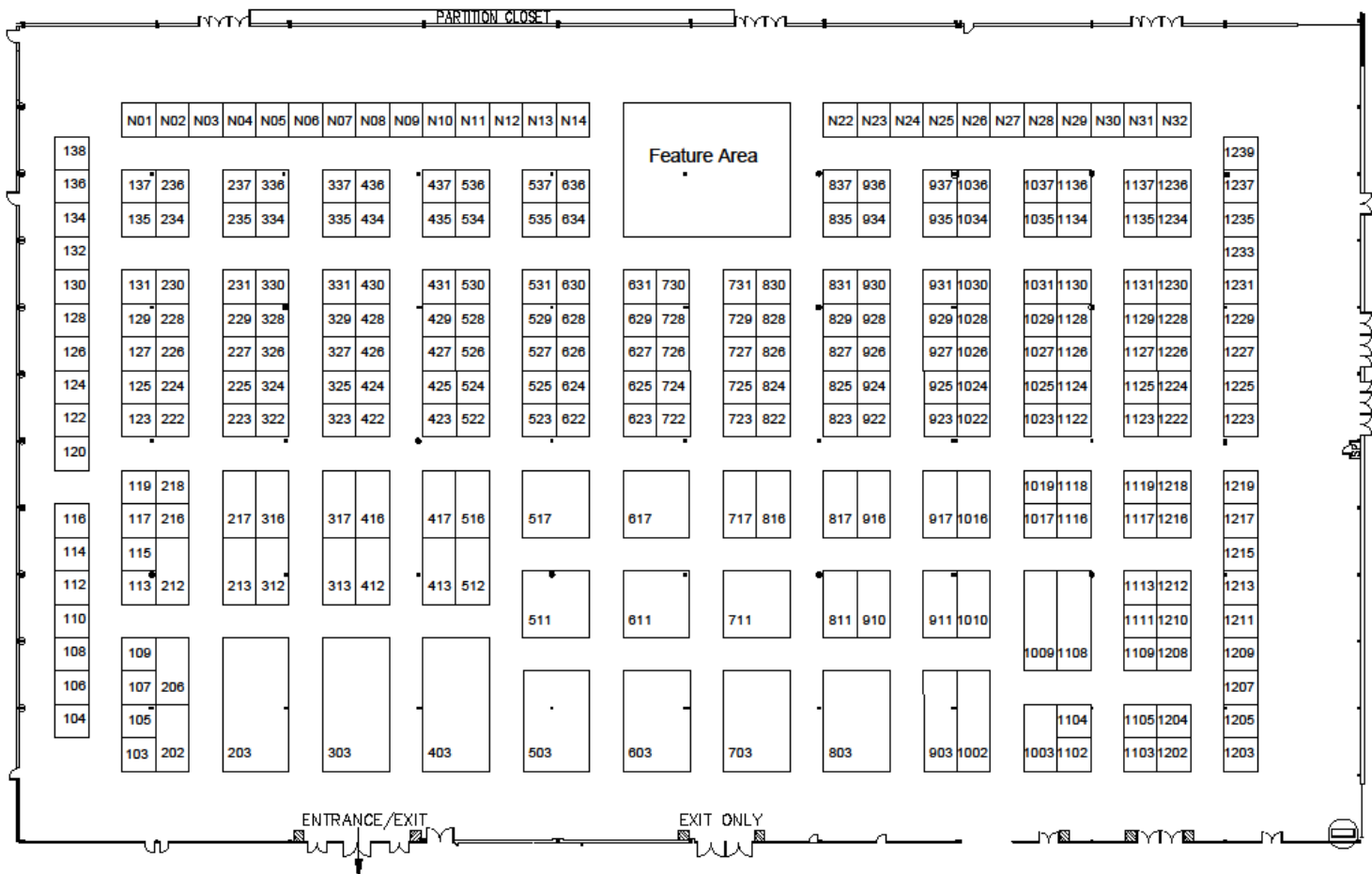


EXHIBIT INFORMATION

EXHIBITORS PACKAGE

The rental of exhibit booth space includes:

- 12 hours of exhibit time
- draped booth - 8' high x 10' wide backwall, 3' high railing drape to aisle, except pavilions
- black drape and red aisle carpet
- materials handling from loading docks to booth (uncrating, assembly & spotting available at additional charge)
- removal, storage and return of shipping crates
- 24 (twenty four) hour perimeter security coverage
- on-site refrigerated and freezer storage (user fee required)
- attendee lead retrieval system (user fee required)
- 5 (five) exhibitor badges per 100 sq.ft. (up to a maximum of 25 badges)
- 10 (ten) complimentary Trade Show passes per 100 sq. ft. Trade Show passes give all registration categories a complimentary trade show pass.
- company listing in Official Program Guide published by Bakers Journal (if contracted by printing deadline) or in On-Site Addendum (if contracted after Official Program Guide deadline and before April 16, 2020)
- on-site show service contractors
- exhibit customer service including exhibitor updates and reminders
- comprehensive Exhibitor Manual: includes operating rules, official contractor information, order forms and general information

BAC Members also enjoy the following:

- \$250 discount on single in-line booth cost
- up to 30 cu.ft. of complimentary refrigerated OR freezer storage space (a \$150 value), which must be pre-booked
- additional 10 complimentary Trade Show passes per 100 sq. ft.
- discount on hot link to company's web-site (a \$50 value)

EXHIBIT INFORMATION

EXHIBIT BOOTH & AISLE CLEANING

Show Management will provide aisle cleaning as follows:

- A pre-show clean before the trade show floor opens on Sunday morning will include vacuuming of aisles along with bulk trash removal. All bulk waste should be placed in containers and set in the aisles by Saturday at 6:00 pm.
- The aisles will be vacuumed each day after the trade show floor closes. To ensure any garbage is removed at the end of each day, it should be placed in the aisle for pick-up.
- Aisle garbage removal will be done on a continuous basis during move-in, show hours and move-out.
- Exhibit booth cleaning can be ordered from the Toronto Congress Centre (form on BAC website)

EXHIBIT DECOR REGULATIONS

Character of Exhibits:

The general rule of the exhibit floor is "**be a good neighbour**". No exhibits will be permitted which interfere with the use of other exhibits or impede access to them or impede the free use of the aisle. Booth personnel, including demonstrators, hostesses and models are required to confine their activities within the Exhibitor's booth space.

- a) **Exhibitor's Representatives:** Each Exhibitor must ensure at all times during the period of the Exhibition that someone is present at their booth. All representatives should be either employees of the Exhibitor or representatives earning commissions, brokerage fees or on salary. Models and demonstrators may be hired and admitted to the exhibit hall with a badge that clearly identifies them as representing the Exhibitor.
- b) **Attire:** Exhibitor representatives should be conservatively attired to maintain the professional and business-like climate of the exposition.
- c) **Sound:** Sound systems will be permitted if tuned to a conversational level and if not objectionable to neighbouring Exhibitors. Motion pictures relating to the Exhibitor's equipment will be permitted, provided projection equipment and screen are located in the rear one-third of the booth, and all viewers stand or sit within the booth. Sound movies will be permitted only if the sound is not audible in the aisle or neighbouring booths.
- d) **Lighting:** In the best interest of the Exhibition, BAC reserves the right to restrict the use of glaring lights or objectionable light effects including flashing electric signs or lights.
- e) **Booth Exteriors:** The exterior of any display cabinet or structure facing an aisle or adjacent Exhibitor's booth must be suitably finished and decorated at the Exhibitor's expense.
- f) **Noise and Odours:** In fairness to all Exhibitors, BAC reserves the right to restrict the use of noisy or obstructive activities, noisily operating displays, or exhibits producing objectionable odours. Loud machinery should only be run for reasonable periodic demonstrations.
- g) **Aisles:** Aisles shall be free of obstructions. Easels, signs, etc. shall not be placed outside your booth area.

Show Management reserves the right to restrict those displays that unduly hamper the visibility to neighbouring booths and has the final decision in this regard.



Please refer to the following link : www.baking.ca/display

for a detailed description of booth regulations.

EXHIBIT INFORMATION

Photography, Filming and Sketching

Cameras may be carried in the exhibit area but under no circumstances may photographs be taken without expressed authority of the Exhibitor concerned in each case. Sketching or drawing machinery on display is prohibited.

BAC reserves the right to take photographs and video footage of our events for our own records, publicity, and promotional purposes, whether in electronic or print media.

Bakery Showcase Exhibitors and Attendees are not permitted to take photographs and video footage at BAC events without prior consent from fellow exhibitors and/or show management.

Equipment Positioning Within Exhibits

To ensure the safety of all show participants, machinery and equipment shall be positioned so that no portion is closer than 12 inches from the aisle, subject to Show Management approval. Equipment displayed in "in-line exhibits" should be positioned so as to minimize interference with the sightline into neighbouring exhibits.

TORONTO CONGRESS CENTRE REGULATIONS

The following regulations must be adhered to:

1. **UNDER NO CIRCUMSTANCES** may banners, decorations or signs and similar material be nailed, stapled, screwed, taped or attached to ceilings, walls, or other painted surfaces without prior written approval of Show Management and the Toronto Congress Centre. Failure to comply will result in a \$50 minimum penalty per occurrence to the exhibitor plus any additional cleaning costs incurred.
2. The only tapes authorized for use in the building are: Doublestick V (2-sided paper), and masking tape or on the exhibit floor #174 high-adhesion double-faced tape (authorized tapes can be modified at the Toronto Congress Centre's discretion). Floor tape removal is the responsibility of the Exhibitor.
3. Acceptable Wall adhesives are Lepage Fun Tak or similar putty adhesive. All adhesive products must be removable without damage to the surfaces. All other tapes or adhesives are strictly prohibited.
4. Helium balloons, Glitter and Confetti are not permitted.
5. No adhesive backed (stick-on) decals or similar promotional items are permitted in the Toronto Congress Centre.
6. Animals, birds, or pets require prior authorization by Show Management and the Toronto Congress Centre. *Trained Working Guide* dogs are permitted.
7. The Toronto Congress Centre reserves the right to apply any other building regulation as deemed necessary.

REGISTRATION INFORMATION

EXHIBITOR REGISTRATION

Bakery Showcase 2020 is pleased to continue with online registration for exhibitor badges. Each exhibiting company receives up to 5 (five) complimentary exhibitor badges for each 100 sq. ft. of space booked, to a maximum of 25 badges, if ordered before April 17, 2020. The link to order Exhibitor Badges and the password will be emailed to the exhibiting company's booth coordinator from the registration company, Conexsys, only.

The cost for additional badges over the complimentary allotment is \$15.00 per badge (cost includes HST).

On-site name changes to badges, including corrections or replacement staff transfers will be provided at no charge. Lost badges will be subject to a \$15.00 per badge charge (cost includes HST).

Exhibitor badges will ONLY be issued to companies that have received a contract for booth space from Show Management. The company name on the badge will be the same as that found on the contract. NO EXCEPTIONS WILL BE MADE.

If an exhibitor has hired demonstrator staff or costumed characters to work in the exhibit booth and they do not know their names prior to the April 17th deadline date, a "*Demonstrator*" badge may be ordered.

In order for exhibitors who fall into the 'supplier' category to avoid paying the higher Supplier registration fees to attend the show, Show Management recommends you add all employees (booth personnel and general attendees from your company) to your Exhibitor Badge order.

To order additional badges over the complimentary allotment, contact Gillian Blakey, Member and Events Administrator, at gblakey@baking.ca or 905-405-0288 ext. 21.

Exhibitor badges will not be mailed. All badges will be held for pick up on-site. Individuals requesting to pick up more badges on their own will be asked to sign for all badges.

Exhibitor badges do not give access to paid conference sessions. Exhibitors that wish to attend these sessions are required to register and pay separately.

The Exhibitor Registration counter at the Toronto Congress Centre will be open during the following hours for the pick-up of Exhibitor Badges, however Show Management reserves the right to modify this schedule once on-site.

Friday, April 24	12:00 pm to 6:00 pm
Saturday, April 25	9:00 am to 4:00 pm
Sunday, April 26	8:00 am to 5:00 pm
Monday, April 27	8:00 am to 5:00 pm

REGISTRATION INFORMATION

COMPLIMENTARY TRADE SHOW PASSES

As an exhibitor, you are entitled to an allotment of Complimentary Trade Show Passes for Attendees for distribution to your clients, customers and potential customers. These complimentary trade show passes can be used for online registration OR on-site at the show. The quantity of complimentary trade show passes allocated to each exhibitor is based on booth space booked and your Baking Association membership status.

Trade Show Passes are valid only for trade show floor access and cannot be applied to paid conference seminar sessions.

Additional trade show passes above the complimentary allotment can be ordered by contacting Gillian Blakey at gblakey@baking.ca. Additional passes must be ordered in sets of five (5) at a cost of \$100.00 (including HST). The deadline for ordering additional passes is April 20, 2020.

The link to order Exhibitor Badges and the password will be emailed to the exhibiting company's booth coordinator from the registration company, Conexsys, only.

CUSTOMER LEAD RETRIEVAL SERVICE

Show Management has contracted the services of CONEXSYS as the official Registration Contractor. They will be offering Exhibitors two options on lead retrieval systems that provide access to all of the registration information obtained on scanned customers.

- 1) MYLEADS – Standard
- 2) MYLEADS – Mobile App

To order this service, please complete the CONEXSYS Lead Retrieval Services Order Form.

BAKERY SHOWCASE | 2020

ADVERTISING & PROMOTION

Bakery Showcase 2020 offers several value added exhibitor promotional programs to help enhance exhibitors success at the event. These programs assist exhibitors to inform customers they are participating in **Bakery Showcase 2020**.

SHOW GUIDE

The April issue of **Bakers Journal** will include the Official Show Guide for **Bakery Showcase 2020**.

1. Exhibitor Listings: The **SHOW GUIDE** Listing Form is due on **February 26**.



Exhibitors booking space after February 26 and/or changes received after this deadline date will be listed in the on-site addendum.

The following describes the Show Guide sections that will feature information provided by exhibitors on their **SHOW GUIDE** and **PRODUCT CATEGORIES** listing forms.

- a) **Exhibitor List:** A list of company names and booth number placed near the floor plan. Can be used as a quick reference to find the location of a particular exhibitor.
- b) **Exhibit Description:** A list of exhibitors that includes their address, phone, fax, main products exhibiting and brand names, including your Facebook and/or Instagram site.
- c) **Trade Show Features:** This section groups exhibitors by the features they are planning for their exhibit booths. The categories for this year are: Show Specials; New Products; Baking Association of Canada Member.
- d) **Product Locator List:** This Product Categories form provides exhibitors with the opportunity to list their products or services by category.

2. Show Guide Advertising: A representative from Bakers Journal will contact you in regard to placing an ad in the Bakery Showcase 2020 Show Guide or an upgrade to your listing with a company logo.

SPONSORSHIP & MARKETING OPPORTUNITIES

Increase your visibility at **Bakery Showcase 2020** with an event sponsorship. It's a reliable cost effective way to increase traffic to your booth and enhance your company image before, during and after the event. Please contact Ahmed Mutaher at amutaher@baking.ca to discuss available opportunities.

PROMOTIONAL MATERIALS

The following materials will be available to exhibitors to assist in promoting their participation at **Bakery Showcase 2020**. Please indicate on the PROMOTIONAL OPPORTUNITIES form which of the following you require:

- **Logo Library** – an electronic version of the Bakery Showcase 2020 logo will be available in various formats in colour or black & white image. Exhibitors will be able to use the logo in their promotional materials leading up to the event.
- **Email Signature** – the Bakery Showcase 2020 logo can be added to your email signature. Exhibitors can also customize their signature with their booth number if desired.
- **Email Broadcast** – If you prefer not to customize an email invitation, we will be creating 3 email notices leading up to the event that can be used to provide people on your email distribution lists with generic information on the event. Links to the on-line registration system will be provided within these notices. *Note: If you choose to use these notices, they will be sent to you via email as they become available.*
- **Web Button** – The button can be put on your website so that when activated will allow people to conveniently go directly to either the **Bakery Showcase 2020** home page or the on-line registration area so that they can register to attend.
- **Hot Link** - Send attendee's to your company's web-site by activating a hot link from the Bakery Showcase 2020 Current Exhibitor list on BAC's web-site. The cost for this link is \$125 for BAC Members; \$175 for non-members plus HST.

BAKERY SHOWCASE | 2020

MOVE-IN, SET-UP, STORAGE, MOVE-OUT INFORMATION

GENERAL INFORMATION

Halls ABC at The Toronto Congress Centre are equipped with 15 loading docks. The operation of the loading bay's overhead doors is restricted to the Dock Manager. The Dock Manager carries complete authority regarding the operation of the docking facilities and dock area. The Dock Manager's decision is final. Any damage caused as a result of a person other than the Dock Manager operating the overhead doors will be liable for those damages.

Once unloaded ALL vehicles must be removed immediately. **Drivers of vehicles must stand by vehicles at all times.** No wheeled vehicles, whether powered or not, are to be driven in the Toronto Congress Centre without authorization.

Vehicles parked in non-designated areas or in designated fire routes will be tagged and/or towed at the exhibitor's expense.

The Ontario Ministry of Labour has determined that during move-in and move-out exhibit halls, loading dock areas and service areas are considered "construction" work areas and as such all workers must wear protective footwear as stipulated in the Ontario Occupational Health and Safety Act.



No children under the age of 16 years are allowed on-site during move-in or move-out.

US & INTERNATIONAL FREIGHT

STRONCO
1510 – B Caterpillar Road
Mississauga, Ontario L4X 2W9
Tel: 905-270-6767
Fax: 905-270-6771
Email: exhibitorservices@stronco.com

Exhibitors who are shipping goods to the Event from outside of Canada are strongly urged to use the Official Customs Broker, STRONCO. Representatives from STRONCO will be on-site throughout the Event to ensure that all your customs needs have been addressed.

Exhibitors who choose to use another customs broker or hand-carry goods into Canada should present a copy of the Revenue Canada letter at the time of entry into Canada. To request a copy of this letter, send an email to gblakey@baking.ca.

MOVE-IN INFORMATION

Advance Deliveries

The Toronto Congress Centre cannot accept deliveries prior to the beginning of move-in on Friday, April 24, 2020. Deliveries arriving before that time will be returned to exhibitors at their expense. Stronco Logistics Service offers Exhibitors who wish to pre-deliver their exhibit materials an Advance Receiving service. An order form for this service is posted on the BAC website at www.baking.ca

BAKERY SHOWCASE | 2020

MOVE-IN, SET-UP, STORAGE, MOVE-OUT INFORMATION

Move-In Schedule

All deliveries, regardless of load size or unloading time must be brought into the Toronto Congress Centre via the designated move-in doors from the loading docks on the west side of the building. **No goods or dollies may be passed through any glass or main doors not authorized by the Toronto Congress Centre.**

STRONCO will issue a move-in schedule to facilitate the orderly move-in of Exhibitors. It is important that each exhibitor adhere to the move-in schedule. Loads not arriving during their scheduled time will be turned away until all scheduled loads are completed.

All Exhibitors are required to complete the **EXHIBITOR MOVE-IN FORM**. This form must be returned by April 3. The move-in schedule will be established by Stronco Show Services in conjunction with Show Management, taking into consideration Exhibitor requirements, size, booth location and time preferences. The move-in schedule and pertinent information will be emailed to Exhibitors in April.



Exhibitors who do not require off-loading assistance and/or access to the loading docks or pick up truck docks must still submit the EXHIBITOR MOVE-IN FORM and indicate they do not require loading dock assistance. These Exhibitors will park in the parking lot and off load their exhibit materials on their own.

The Move-In Schedule will be established as follows (Show Management reserves the right to adjust this schedule as necessary):

1. **Priority Move-In** **Friday, April 24 – 10:00 am to 12:00 noon**
 - a) Stronco Logistic Services is the official Transportation contractor. They will consolidate the shipments of Exhibitors booked with them and will be given first priority for delivery.
 - b) Exhibit Display Companies usually have more than one client in the show. Please indicate on your **EXHIBITOR MOVE-IN FORM** if you intend to have a display company other than Stronco set up your booth.
 - c) Exhibits over 400 sq.ft. usually require as much time as possible to set-up their display and therefore will be considered part of the Priority Move-In.

2. **General Move-In** **Friday, April 24 – 12:00 pm to 6:00 pm**
 Saturday, April 25 – 8:00 am to 4:00 pm

All exhibitors not requiring loading dock access are to move-in during General Move In hours as listed above.

SET-UP INFORMATION

Once materials have been delivered to the booth location, Exhibitors may set up their displays at their own pace but within the schedule listed below. If you need more time to set-up your booth, please see the Show Office to make these arrangements.

Friday, April 24	12:00 noon – 6:00 pm
Saturday, April 25	8:00 am – 6:00 pm

Show Management reserves the right to adjust set-up hours.



Exhibitors are responsible for having their booth set up by 6:00 pm Saturday, April 25

All questions regarding move-in scheduling are to be addressed with STRONCO at 905-270-6767 (ask for exhibitor services) or email at exhibitorservices@stronco.com

MOVE-IN, SET-UP, STORAGE, MOVE-OUT INFORMATION

DRAYAGE

Show Management provides complimentary drayage (materials handling) for exhibitors. This includes all the equipment and labour necessary to transport your exhibit from the loading bays and overhead doors to the booth site as quickly and efficiently as possible.



All forklifts and heavy loading devices must be operated by a trained operator approved by the Toronto Congress Centre.

Damages resulting from the improper use of such equipment by someone other than a trained operator will be the responsibility of that individual.

The materials handling crew will only load/unload exhibit material. They will not assist with other special services unless contracted to do so by the Exhibitor.

Floor management requires that a representative of each company be on-site during the move-in for spotting of the freight when it is delivered to the booth. Exhibitors that require a forklift to come back to their booth to reposition freight will be charged directly for this time.

Any drayage that is required outside of the scheduled move-in or move-out times are the financial responsibility of the Exhibitor.

Drayage includes: dollies, pump trucks and forklift with maximum capacity of 5000 lbs. per unit/item. Exhibitors requiring special handling/equipment beyond that provided by Show Management will be responsible for all fees incurred.

A limited number of hand carts will be available during move-in and move-out on a first-come, first-served basis. Exhibitors borrowing hand carts may need to leave a security deposit in the form of a credit card or driver's license. When the hand cart is returned, the security deposit is given back.

ON-SITE STORAGE

Show Management provides complimentary moving of crates and packing materials to and from the storage area. This service is complimentary only if materials are stored prior to 6:00 pm on Saturday, April 25. After this time, a charge will be levied for this service.

All materials must be clearly marked with labels so that they may be properly identified for return to the booth at the end of the show. Labels will be available at the service desk in the loading dock area.

Storage crates will be returned to booths, once the aisle carpets are up, approximately at 6:00 pm on Monday, April 27.

MOVE-OUT INFORMATION

AISLE CARPET REMOVAL	Monday, April 27	5:00 pm – 6:00 pm
EMPTY CRATE RETURN	Monday, April 27	6:00 pm – 10:00 pm
MOVE-OUT DATES	Monday, April 27	6:00 pm – 10:00 pm
	Tuesday, April 28	8:00 am – 11:00 am



Exhibits must not be disturbed, dismantled or removed before 5:00 pm on Monday, April 27 unless prior written permission is received from Show Management.

Exhibitors are reminded not to put items into the aisles until the aisle carpet has been removed. Please ensure loose booth materials are packed up Monday after show closing and before you leave for safety and security reasons.

BAKERY SHOWCASE | 2020

ELECTRICAL & MECHANICAL

ELECTRICAL REQUIREMENTS

ShowTech is the **exclusive supplier of electrical services at the Toronto Congress Centre.** All hook ups to the Toronto Congress Centre electrical systems must be made by ShowTech. Pricing and billing for these services will be supplied by ShowTech. **An order form for electrical services has been included OR you may order online.**

The direct link to the site is: <https://e.showtechordering.com/ST-00059037>



BORROWING POWER from an adjoining booth **SHALL NOT** be permitted. Using your neighbours outlet may cause an overload which will not be tolerated.

PERMANENT building receptacles **ARE NOT** part of booth space and exhibitors will be charged for their use.

Regulations & Requirements:

The following requirements must be adhered to with respect to the installation of all temporary electrical and lighting equipment or service.

- a) It is the responsibility of the exhibitor to ensure that all electrical connections, installations, assemblies, motors and any electrical operating gear conform to all Federal, Provincial and Municipal electrical and fire codes. This includes electrical merchandise as well as lighting and display equipment.
- b) All electrical fixtures, fittings and appliances must be CSA approved or have the Electrical Safety Authority approval sticker.
- c) All display wiring must have a 3 wire grounded cord, minimum of #16 gauge.
- d) The use of open clip sign sockets, latex or lamp cord wire in displays, or 2 wire clamp-on fixtures is prohibited.
- e) Zip cords or two wire cords are unacceptable. They are ungrounded and could result in safety hazards.
- f) Exhibitors may not store materials on or around any electrical equipment or connections of any kind.
- g) Equipment that trips circuits due to overload may not be restarted until ShowTech has found the source and corrected the problem.
- h) Specialized equipment requiring company engineers and technicians may be used without a ShowTech personnel present only with prior written approval of the International Centre. **Please contact the BAC office if this approval is required.**
- i) Wall and pillar plugs distributed around the building are for the specific use of the TORONTO CONGRESS CENTRE and their contractors and **are not for the use of exhibitors unless specified by ShowTech.** If exhibitors are found to be using these plugs without permission they will be charged for the usage.
- j) For further rules and regulations, see ShowTech terms and conditions.

MECHANICAL REQUIREMENTS

ShowTech is the **exclusive supplier of mechanical services at the Toronto Congress Centre.**

Water, gas, air and plumbing including drainage requirements are available and these items must be provided through ShowTech. Pricing and billing for these services will be supplied by ShowTech. **An order form for mechanical services has been included.**

BAKERY SHOWCASE | 2020

INSURANCE REQUIREMENTS

EXHIBITOR INSURANCE

Exhibitor's participating in **Bakery Showcase 2020** MUST carry adequate Liability Insurance with a minimum \$2,000,000 limit to protect everyone participating in the event including themselves, fellow Exhibitors, Attendees, Show Management, Show Service Suppliers and the Toronto Congress Centre.

The Baking Association of Canada's insurance policy does not extend coverage to any exhibits and we are required by our Insurance Company and the Facility, that all Exhibitors must provide us with a Certificate of Insurance.



Exhibitors who have not provided the required Certificate of Insurance will not be allowed to move-in and/or set-up their booth until this form is received by BAC.

There are two ways to arrange for the required insurance:

Option 1: Should you chose not to use your own insurance company for coverage, Show Management has appointed Brokers Trust Insurance Group Inc. as the recommended insurance contractor for exhibitors. Enclosed in this package is the application form and details of coverage.

Option 2: Contact your insurance representative to confirm your coverage meets the following minimum requirements. Once you confirm coverage with your insurance representative, have them prepare a Certificate of Insurance which must have the following: A copy of your trade show specific insurance certificate should be forwarded to the BAC office by April 3.

- Baking Association of Canada listed as an additional insured
- Dates of the event: April 24 – April 28, 2020 (includes Move-In and Move-Out dates) at the Toronto Congress Centre, Halls A, B, C
- Event Name: Bakery Showcase 2020
- Comprehensive General Liability of \$2,000,000
- Bodily Injury and Property Damage Liability – subject to \$1,000 (maximum) Bodily Injury & Property Damage – Inclusive each occurrence
- Products and completed operations liability
- Contingent Employers Liability
- Broad form Property Damage
- Cross Liability clause
- Severability of Interest Clause



A copy of your show specific certificate should be forwarded to the BAC office by April 3.

SERVICE CONTRACTORS

Show Management has ensured that all Official Service Contractors meet with the Toronto Congress Centre's insurance requirements. Exhibitors using suppliers other than the official named are responsible for ensuring the Toronto Congress Centre's insurance requirements (see below) are met by such suppliers.

- a) \$5,000,000 bodily injury or death
- b) \$5,000,000 third party property damage and damage to building
- c) The Toronto Congress Centre is to be shown as additional named insured in any and all such policies
- d) All insurance policies shall contain a waiver of subrogation clause in favour of the TORONTO CONGRESS CENTRE

Exhibitors using Service Contractors other than the Official Service Contractors must submit a copy of a certificate for said contractors evidencing the above required insurance requirements by April 3.

SECURITY

GENERAL INFORMATION

Bakery Showcase 2020 has contracted security services from the Toronto Congress Centre. They will be responsible for the 24 hour coverage of entrances, exits and the general floor area.

Exhibitors are asked to take whatever precautions are necessary to protect valuable materials and equipment. Show Management and the TORONTO CONGRESS CENTRE are not responsible for the loss of property of any kind, from either the booth location or storage area.



Exhibitors are responsible for their own booth security and should have their booth attended to at all times during move-in, move-out and show hours.

If you are concerned about possible theft of products during the show, several options are available.

1. **Security Personnel** to watch your booth can be hired from the Toronto Congress Centre. An order form for this service has been included in this package.
2. **Security Cages** can be rented through Stronco Show Services. An order form for this service has been included in this package.

RESPONSIBILITY FOR LOSSES

Neither the Baking Association of Canada, nor the Toronto Congress Centre, nor the official contractors charged with providing the services can be held responsible for any injury, loss or damage that may occur to the Exhibitors employees, agents or property from any cause whatsoever, or which may be sustained by any person who may be on the premises contracted to the Exhibitor, or watching, observing or participating in any demonstration or exhibit of the Exhibitor. Exhibitor and exhibitor's contractors and its insurers will not subrogate against BAC for theft of, loss of or damage to Exhibitors or Exhibitors property while in transit to, within and in transit from the confines of the Toronto Congress Centre.

It is agreed by the parties that the nature of the facilities available, the presence and circulation of large numbers of people, the difficulty of effective supervision over the protection of large numbers of removable articles in numerous booths and various other factors make it reasonable that each Exhibitor shall assume the risk of any injury, loss or damage, and the Exhibitor assumes such risk and expressly releases the organization and individuals referred to above from any and all claims for any such loss, damage or injury. Protection against unauthorized removal of property from the booth occupied by the Exhibitor shall be the Exhibitors responsibility and that it is the sole responsibility of the Exhibitor to obtain such insurance protection.



Please review the Insurance section to ensure that you have adequate insurance coverage.

FOOD SAMPLING & HYGIENE

FOOD SAMPLING



The Toronto Congress Centre is the exclusive supplier of all food and beverage requirements and as such will not permit any food or beverages purchased outside of the building to be consumed inside the building.

However, due to the nature of **Bakery Showcase 2020** the Toronto Congress Centre recognizes the need to allow exhibitors the freedom to sample their product to attendees. Exhibitors will be allowed to **offer portions of their product in sizes that could be reasonably interpreted as sample sizes to the greater audience.**

The following regulations should be used when sampling product:

1. All food should be obtained from approved sources. No food prepared or stored in a private home shall be used, stored, served, sold or given away. Meat, poultry, dairy products and eggs must be obtained from an approved inspected source and not directly from the farm. Unpasteurized food products and/or beverages are not permitted.
2. Food Handlers must wash hands with clean water and soap before handling food, after each visit to the toilet, after smoking, handling garbage, handling cash and as frequently as possible. Food Handlers working with unpackaged foods shall suitably confine their hair.
3. All equipment used in the preparation, storage or display of unpackaged foods shall be smooth, non-absorbent, easily cleanable, made of non-toxic materials and maintained in a clean and sanitary condition.
4. All open food should be protected from contamination. Provide adequate protection by covering food entirely with a lid, plastic wrap, and/or aluminium foil.
5. Use only single-use, throw-away spoons, forks, plates, cups, etc.
6. Pre-portion samples and limit the number of samples available at any one time. Food can only be pre-heated once.
7. Perishable product must be transported, stored and maintained at required temperatures. Food samples which have moved beyond their optimum temperature range should be disposed of promptly.



ALL exhibitors that are providing food sampling must email your sampling details to Janice Fendley, Show Manager at jfendley@baking.ca by April 3, 2020.

HAND WASHING

Each exhibitor who is providing food sampling must provide an adequate hand washing facility. This includes a container for warm water, a soap dispenser, a roll of paper towels and a bucket to collect waste water.

WASH-UP AREA

A sink with hot and cold water supply will be available for exhibitors who need to wash utensils and dishes. The location of the sink will be determined on-site.



Public washrooms are not to be used for clean-up purposes.

EXHIBITOR BOOTH ICE DELIVERY ORDER FORM

If you require ice to be delivered to your booth, please fill out the order form that is included in this package no later than 72 hours in advance of the delivery date required.

COLD STORAGE RULES & REGULATIONS

GENERAL INFORMATION

A limited amount of refrigerated and freezer space will be available on-site. Exhibitors who require cold storage should complete the enclosed **COLD STORAGE order form**. Freezer and refrigerated storage space is available beginning at 4:00 pm on Friday, April 24 and ending at 11:00 am on Tuesday, April 28.

Exhibitors are charged at a rate of \$6.00 per cubic foot with a minimum charge of \$110.00 + HST for either refrigerated or freezer storage. The minimum charge cannot be combined for Exhibitors who require both types of storage. Exhibitors who are a BAC Member receive up to 30 cubic feet of either refrigerated or freezer storage complimentary as part of their membership benefits. Any extra cold storage ordered above the 30 cubic feet limit will be charged at a rate of \$6.00 per cubic foot with a minimum charge of \$110.00 + HST.



Exhibitors are urged to order their cold storage in advance of the show as on-site orders may not be accommodated due to lack of space.

Please ensure that every box, bag, carton, etc. of product is clearly marked either "**Freezer Storage**" or "**Refrigerated Storage**". The exhibitor's name and booth number must also be identified on every piece of product accepted into storage.



It is the exhibitors responsibility to remove product from storage, including any product movement to and from the exhibitors booth.

All product in storage must be removed by 11:00 am on Tuesday, April 28.

CALCULATING CUBIC FEET

Cubic footage can be determined by measuring your product (please include skids and packing materials) in inches and multiplying the height X the length X the width and dividing the result by 1728.

As an example, if your storage shipment is 36 inches high X 48 inches long X 30 inches wide, the result is 51,840 cubic inches divided by 1728 to yield 30 cubic feet.

FIRE REGULATIONS

These regulations are set to maintain an acceptable level of fire safety within The Toronto Congress Centre (TCC). The fire protection systems built into TCC 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 TCC 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 Event Logistics staff of TCC 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.

THESE REQUIREMENTS APPLY TO THE FOLLOWING

1. Prohibited Materials, Processes & Equipment
2. Materials, Processes & Equipment Requiring Special Approval
3. Acceptable Booth Configuration
4. Acceptable Material for Booth Configuration
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 CONFIGURATIONS

Use of the following materials, processes, 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).

MATERIALS, PROCESSES, AND EQUIPMENT REQUIRING SPECIAL PERMIT FOR USE

The use of the following materials, processes or equipment is subject to approval from TCC Event Logistics. If any materials, processes or equipment requiring approval are 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 be submitted by Show Management to TCC who will review and return the request with their approval, rejection or limitations.

FIRE REGULATIONS

1. Propane or natural gas fired equipment
2. Operation of any heater, barbecue, heat producing device, open flame device, candles or torches
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 using flammable fluids
7. Radiation producing devices
8. Natural Christmas trees

ACCEPTABLE BOOTH CONFIGURATION

The following booth configuration will be acceptable:

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

The following booth configuration will require approval from TCC's Event Logistics department. A description of the booths requiring approval shall be submitted to the Show Management who in turn will submit the description to TCC for their approval. TCC Event Logistics will discuss these configurations with the Toronto Fire Prevention Division:

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

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. Non-combustible materials as regulated by the Ontario Building Code

INTERIOR FINISHES AND FURNISHINGS

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

- Drapes
- Hangings
- Curtains
- Drops
- Christmas trees
- Artificial flowers and foliage
- Ruscus
- Split wood
- Textiles
- All other decorative materials including plastic
- Paper, cardboard or compressed paperboard (less than 1/4" thick is considered paper)

LIMITATIONS

1. Made from non-combustible materials, 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 TCC

Note: It is 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.

Booth Wallpaper is permissible if pasted to walls or wall board backing.

FIRE REGULATIONS

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

1. Cut off a small piece of the material (1 ½' wide x 4" long) and hold it with a pair of pliers;
2. Hold a wooden match ½" 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.

Draping, table covering, booth partitioning and carpeting used in a show must be of flame-retardant material. All material is subject to inspection and flame-testing at any time by the Fire Department and/or the Director of Fire Safety.

OBSTRUCTIONS

Nothing shall be hung from or affixed to any sprinkler piping or heads. Construction or ceiling decorations of the 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.

All fire & emergency equipment located in the building may not be hidden/ obstructed in any way. Emergency exits and aisles must be kept clear and unobstructed.

Vehicles parked on fire routes will be removed at the owner's expense.

All entrances, exits, aisles, stairways, lobbies and passageways shall be unobstructed at all times.

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.

Aisles between display booths shall be a minimum of 8 feet.

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.

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 must not be more than ¼ full and the gas cap must be locked shut or otherwise secured. Caps for fuel tank fill pipes shall be of the locking type and be maintained locked. 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 TCC.
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 ¾ full. Vehicles may be driven in and positioned. The engine should remain running, with valve shut off. Allow engine to run until all of the fuel in 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 & CONNECTION

The Electrical Safety Code, Ontario Regulation 180/84 requires that all electrical equipment is approved before it may lawfully be advertised, displayed, offered for sale or sold, or otherwise disposed of or used in the Province of Ontario. All electrical equipment must be CSA or UL approved. Appropriate approval markings (CSA monogram or label) must appear on each device. If such markings are missing, the device must be considered unapproved and, therefore subject to special inspection and/or removal from TCC property.

FIRE REGULATIONS

It is the responsibility of each Exhibitor to ensure that all electrical equipment in, on or about their booth complies with the above Regulations. This includes electrical merchandise as well as lighting and display equipment. If you wish to display, offer for sale or use any electrical equipment which is not certified by the CSA you must complete an application to the Electrical safety Authority.

The application procedure for Electrical equipment approval is included in each Exhibitor Kit as part of the TCC Exhibitor Rules & Regulations. It is the responsibility of the Licensee to ensure each exhibitor receives a copy of the Exhibitor Rules & Regulations.

PORTABLE SPOTLIGHTS

All clamp on types of portable spotlights should 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 this size and type of the three conductor cord used to power bars.

PROCEDURES DURING SETUP AND DISMANTLING OF SHOWS

The Licensee shall assume full responsibility in advising and enforcing all fire regulations with their exhibitors.

No smoking is allowed during the setup or dismantling of shows. TCC is a No Smoking facility.

Show Management must have the approval of the TCC Event Logistics for commencement of setup or dismantling of shows.

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 floor is prohibited.

Crates and packaging materials must be removed promptly. The Exhibitor is to monitor this activity. Restriction on the use of materials, processes and equipment during setup and dismantling must be adhered to.

Boxes, packaging, and other unused exhibitor material must not be stored on top of, or around any electrical connections, fittings, or transformers.

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 entree's "Electrical Rate Schedule" or "Water Drain or Compressed Air Rate Schedule".

The following equipment and operations are prohibited during show setup and dismantling:

1. Material handling equipment other than electrically powered will not be permitted in the facility during shows or overnight.
2. Tools and equipment powered by flammable fuels, except materials handling equipment.
3. Electrically powered tools and equipment other than those listed by ULC or labeled or listed by CSA, or by a nationally recognized testing laboratory.
4. Portable heating equipment.
5. Welding, cutting or blazing equipment without special permission from the TCC.
6. Painting with flammable or volatile paints and finishes.
7. Smoking in all posted "No Smoking" areas and where packing crates and debris are an obvious fire hazard.
8. Use of other equipment or operations that increase the risk of life safety.

FIRE REGULATIONS

Ceiling Suspended Items

1. All items to be suspended from ceiling 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 show.
- All involved parties with any show exhibit must comply with Federal, Provincial and Municipal building and fire codes.

EMERGENCY PROCEDURES

The Toronto Congress Centre is equipped with sophisticated fire protection equipment including: automatic sprinkler, smoke and heat detection, fire alarm and public address system. Upon arrival, you should familiarize yourself with the building, particularly as to the nearest exit, manual pull station and fire extinguisher.

If you see 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.