



August 23 – 24, 2009
International Centre
Toronto, ON
Canada

RULES & REGULATIONS



RULES & REGULATIONS





GENERAL RULES & REGULATIONS

It is the intention of the PAL Show 2009 that all exhibitors be given an opportunity to present their product in an efficient manner.

The following Rules and Regulations have been established by Show Management to provide equal opportunity, regardless of booth size, to each exhibiting company for presentation of its products or services at the PAL Show 2009. Approval for variances to the booth Display Rules and Regulations may be granted by the Show Manager, in writing and on an individual basis, to exhibitors submitting requests by July 10, 2009 to Show Management offices. Please keep in mind that an approved variance is an exception to the rule, not a right.

The reverse side of the space application/contract outlines the PAL Show 2009 Terms of Agreement and Rules and Regulations.

CANCELLATIONS BY EXHIBITOR

Exhibitor is responsible for booth cost plus applicable GST. **Deposits are non-refundable and non-transferable.** In the event of cancellation, the exhibitor must notify Show Management in writing and is responsible for the amount due as per the payment terms of the contract.

SPACE REDUCTION POLICY

Any company decreasing its space before January 31, 2009 must still pay at least 50% deposit of the original space, regardless of the new space cost. If the new space cost is less than the original 50% deposit, the exhibitor will not be refunded the difference between the new space cost and the original 50% deposit. Overpayments beyond the 50% will be refunded if the reduction occurs before February 29, 2009. Any company reducing its space on or after February 29, 2009 must still pay 50% of the original space cost.

Any company reducing its space after February 29, 2009 will receive no refunds.

CANCELLATION BY SHOW MANAGEMENT

Show Management reserves the right to cancel an exhibitor's booth space if payment is not received from the exhibitor within the prescribed time frame.

If Show Management is prevented from holding the show by any cause beyond its control, or if it cannot permit the exhibitor to occupy his/her rented space due to circumstances beyond its control, including but not limited to strike, fire, civil disobedience, inclement weather, lockout, and acts of God, Show Management will refund to the exhibitor the amount of rent paid by him/her, less a proportionate share of the total show expenses incurred by Show Management to that date. Show Management will then have no further obligation or liability to the exhibitor.

PAYMENT FOR EXHIBIT SPACE

Cheques for exhibit space must be made payable to the Music Industries Association of Canada in Canadian funds. Credit cards such as Visa, MasterCard and American Express will be accepted.

The following payment schedule must be followed:

- 50% of total cost of space **due upon application**
- Final Balance due May 30, 2009.

Applications received on or after May 30, 2009 must be accompanied by 100% of the total cost of exhibit space.

Full and final payment for exhibit space is required prior to move-in. If a participant does not meet his/her financial obligations, Show Management is entitled not to proceed with the allocation of space or not to make space available, without prejudice to Show Management's claim for full payment of amounts due.

RELOCATION OF EXHIBITS

Show Management reserves the right to alter locations of exhibits as shown on the official floor plan, if deemed advisable and in the best interest of the show.

FAILURE TO OCCUPY EXHIBIT SPACE

Exhibitors who fail to occupy their exhibit space by the close of the show installation time will forfeit the space.

No refunds will be issued under these circumstances.

UNOCCUPIED SPACE

Show Management reserves the right to rent an exhibit space to any other exhibitor or use said space for such purposes as it may see fit without any liability on its part should the exhibitor's space remain unoccupied six (6) hours prior to show opening or should the exhibitor fail to make payment in full by the specified date in the contract or space rental invoice. This clause shall not be constructed as affecting the obligation of the exhibitor to pay the full amount specified in his/her space rental invoice.

SUB-LEASING OF EXHIBIT SPACE

The exhibitor agrees not to reassign, grant, sub-lease or license the use of space, or any part thereof allotted to them. Exhibitors are not permitted to display separately in their space any equipment, components or products built by non-exhibiting manufacturers or other non-qualifying divisions of exhibiting manufacturers.

If a component made by a non-exhibiting manufacturer is normally furnished as an integral part of the equipment being exhibited, the exhibitor of the equipment may include the component but cannot call any special attention to it.



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ADMISSION TO THE EXHIBITS

Admission to the show floor will be by badge only. Adequate precautions will be taken to ensure that only authorized persons are admitted to the exhibit area.

During the installation and dismantle periods, only Show Management and its official agents, exhibitors and contractors appointed by exhibitors, will be allowed on the floor. A registration form can be found in the **General Forms section** as well as advanced [online registration](#) are available to assist in the registration of exhibitor staff.

Attendee registration badges will not provide access to the exhibit areas during non-show hours. If an exhibitor wishes to have any dealers or customers in their booth during non-show hours, permission must be received in writing, in advance, from Show Management. Permission granted for such a request will only be valid for the time period of two hours prior to the opening of the show and only on the day of the request.

Show Management reserves the right to refuse entry to the show to any visitor, contractor, exhibitor, or exhibitor's employees who, in the opinion of Show Management, is unfit, intoxicated, or in any way creating a disruption of the show. Abusive language, threats, assaults, vandalism, theft and all other inappropriate actions will result in immediate removal from the premises and prosecution if appropriate.



Children (under the age of 18) are not permitted in the exhibit hall during move-in or move-out.

With the exception of Seeing Eye dogs, no animals, birds or pets of any description are permitted in the building without prior written approval of Show Management and the Facility.

EXHIBITOR BADGES

The PAL Show 2009 will utilize a computerized badge system for all badges. Exhibitor badges will be prepared in advance for personnel working in your booth. Please complete and return the EXHIBITOR BADGE REQUEST FORM found in the **General Forms section** or through the advance [online registration](#). Badges must be worn at all times while in the show facility.

Exhibitor Badge Distribution: Badges can be mailed to exhibitors in advance or they can be picked up during move-in. To have the badges mailed to you, please complete and return the EXHIBITOR BADGE REQUEST FORM, or use the [online registration](#) no later than July 31, 2009. Exhibitor badges ordered after this date will be available at the Exhibitor Registration Desk located in the Lobby of Hall 5.

Exhibitors are provided with a number of complimentary badges based on the size of exhibit space taken. If additional badges above your allotted amount are required they can be purchased for \$25 each. Therefore, it is important that exhibitors do not register invited guests under the "Exhibitor" badge category. Attendee registration is also available [online](#) and at show site. There is no cost for attendee badges.

Exhibit Space in Square Feet	Complimentary Exhibitor Badge Amount
100	5
200-300	10
400	15
600 – 800	20
Greater than 800	30

EXHIBITORS MUST PICK UP AND WEAR THEIR BADGES NO LATER THAN 9:00 AM ON SUNDAY, AUGUST 23, 2009. Exhibitor badges are required to access show floor during move-in and move-out.

EXHIBITOR AUTHORIZED REPRESENTATIVE

Each exhibitor must name one person to be his/her representative in connection with installation, operation and removal of the company's exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary and for which the exhibitor shall be responsible. The exhibitor shall assume the responsibility for such representative(s) being in attendance throughout all show periods; and this representative shall be responsible for keeping the exhibit neat, manned and orderly at all times.

STORAGE

Show Management does not provide lockable storage for exhibitor use. Please design your booths to accommodate your storage

requirements. Exhibitors are not permitted to store booth supplies and material in-behind your exhibit space.

GRATUITIES/TIPPING

Show Management and service contractors have established a strict "no tipping" rule. Exhibitors must observe this rule during the entire period of the show, from the commencement of installation until the completion of dismantling. This rule means that no exhibitor, or representative of an exhibitor, may give any amount of gratuities, tips or gifts of any kind to workers, foremen or anyone else connected with the hauling of equipment or setting up or removal of the exhibit for any reason whatsoever.

Any infractions should be reported to Show Management or a Floor Manager. The Official General Contractor has agreed to refuse acceptance of any time card to which a tip has been added. There will be no gratuities included on any drayage invoice.



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Any exhibitor who pays gratuities to labour is acting not only against his/her own interest, but against the interest of the show. Any exhibitor who is solicited for a gratuity should report such solicitation immediately either to Show Management or to the Official General Contractor.

EARLY DISMANTLING

Dismantling or removing an exhibit or materials before the official closing of the show is prohibited. Show Management and the Official General Contractor are responsible for maintaining all in and out traffic schedules at the exhibit site and handling the move-in and move-out of all exhibitors' materials and equipment. Show Management and the Official General Contractor will also maintain control and have priority at the loading areas at all times. All shipments must be prepaid.

MERCHANDISE REMOVAL

In order for exhibitors to remove equipment that is not bonded from the exhibit area, the Exhibitor Removal of Property Pass Form, found in the **General Forms section**, must be completed and signed by Show Management. After a representative from Show Management has signed it, the form is then to be given to the security guard prior to removing the equipment. Bonded equipment is not to be removed from the show floor without the authorization of Canada Customs, Commerce Customs Broker and Show Management.

PAGING

Paging will be restricted to announcements necessary to the efficient operation of the show.

USE OF MIAC & PAL LOGOS


The exhibitor acknowledges that the PAL Show 2009 name and logo are registered trademarks owned by Show Management. Appropriate use of the show name and logo is permitted by exhibiting companies. Any reproduction of the show logo shall include the trademark registration symbol ®.

The PAL Show 2009 exhibitors may also request permission from Show Management to use the PAL Show 2009 name and show logo on commemorative items to be given away by the exhibitor. Any request shall be made in writing to Show Management, describing the proposed use, the type of items on which the name and logo would be placed and a statement that such items would not be sold. Show Management reserves the right to deny any request, or any use of the show name and logo, that it finds to be inappropriate, offensive or not in the best interest of the show.

SHOW DIRECTORY

The Official Show Guide for MIAC 2009 & PAL Show will include an alphabetical listing of exhibiting companies with their brands/product listing. This information will be taken from the Show Guide Listing Form. If this form is not completed, the company's product/service description will not be listed in the 2009 Show Guide.

The form can be found in the **General Forms section**.



June 30 Deadline

FACILITY RULES & REGULATIONS

CARE OF BUILDING & EQUIPMENT

Nothing shall be posted, tacked, nailed or screwed, or otherwise attached to columns, walls, floor, or other parts of the building or furniture. Anything in connection therewith necessary or proper for the protection of the building, equipment, or furniture will be at the expense of the exhibitor. Exhibitors will be responsible for any damage to persons or property caused by reason of their exhibits, employees, agents, or servants.

CLEANING

Show Management attaches the utmost importance to a neat and clean appearance of the exhibit floor to visitors at all times. Arrangements have been made with the International Centre to clean the aisles each day prior to the opening of the show and the policing of the aisles during the open hours of the show. It is the responsibility of the exhibitor to arrange for cleaning of their booth. An order form for booth cleaning services can be found in the **Booth Furnishings / Signs** section of the manual. **FYI** Wastebaskets left at the front edge of the booth will be emptied on the two nights of the show.

RECYCLING

The International Centre now has a recycling program! We ask for your support by separating your cardboard from the rest of your garbage; this will help us get the aisles cleared faster.





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FOOD & BEVERAGE

Facilities are located throughout the exhibit areas. Any food or beverages, including bottled water (this includes food or beverage items used for promotional purposes) to be distributed by an exhibitor, must be ordered from the Facility, according to the rules of the International Centre.

The International Centre's Food and Beverage department provides the expertise of innovative chefs to design menus that will enhance themed events or special occasions. Each activity is customized to your every specification. From continental breakfasts to dinner functions, the food and beverage department is committed to making your event a successful and memorable occasion.

Alcoholic beverages and food may be served by exhibitors during show hours provided that:

- The beverages and food are served in an enclosed area within the boundaries of the exhibitor's rented space of the second story of the exhibit or the beverages and food are served in an area that is set back at least 5 feet from the aisle or neighbouring exhibit.
- The exhibitor must obtain host liquor liability insurance and provide Show Management with documentation of the insurance.

Exhibitors who choose to serve food and/or beverages will be responsible for the general housekeeping and cleanliness of their booth and all areas nearby so that neighbouring exhibitors are not disturbed. No negative effects on surrounding booths will be permitted. Lines may not form in aisles or otherwise interfere with traffic at neighbouring booths.

TELECOMMUNICATIONS

The International Centre is the exclusive in-house contractor for your telecommunication needs, providing a full range of telecommunication services to exhibitors. The International Centre offers comprehensive services ranging from single-line connections to the most sophisticated data/voice communications options. The International Centre will staff a service desk during the show where exhibitors may pick up phones, place new orders, and receive dialling assistance.

BUSINESS CONDUCT RULES & REGULATIONS

In order for the PAL Show 2009 to provide the best possible environment for conducting business, the following rules will be enforced:

- Demonstrations should include product manufactured or distributed by exhibitor.
- At no time, either in the exhibit or outside any sound room, may the sound level exceed 85 decibels.
- Demonstrations must not exceed 5 minutes in duration and are for potential buyers, and not merely to attract attention.
- Sound rooms are required for the demonstration of any musical instrument or product that exceeds the 85 decibel level. Doors to sound rooms must be kept closed during demonstrations.
- Exhibitors are required to post warnings that sound levels within the sound room may be harmful.
- Complaints of sound violations may be made directly to Show Management.

CHARACTER OF EXHIBITS

BE A GOOD NEIGHBOUR.



Show Management reserves the right to restrict the use of glaring lights, objectionable lighting effects, or exceptionally noisy machinery/equipment. Sound presentations, slides, or movies will be permitted, if tuned to a conversational level and if not objectionable to neighbouring exhibitors.

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. All booth personnel (including demonstrators and models/hostesses) are required to confine their activities within the exhibitor's booth space.

OBJECTIONABLE CONDUCT

Management reserves the right at any time to reject, prohibit, or remove exhibits or any part thereof, and to expel exhibitors generally from exhibits or the operation of exhibits, which may be objectionable to the participants and Show Management. Without limiting the generality of the foregoing, this paragraph applies to a person's conduct or any printed matter, which may affect the show generally.



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DEMONSTRATIONS AND BOOTH ACTIVITIES

Exhibitors shall not solicit business in aisles or engage in any activity that leads to congestion in the aisles. Exhibitors wishing to include demonstrations, presentations, drawings or crowd gathering activities of any type must confine such activity within their booth area.

As a reminder: A “*Performance*” is a public presentation and is prohibited. A “*Demonstration*” is showing the merits of a product or service to a prospective customer and as such is permitted in 5 minute durations.

No signs, literature, or posters may be distributed or posted outside exhibitor’s booth, without prior approval from Show Management.

Show Management reserves the right to restrict exhibits, which, because of noise, method of operation, materials or any other reason, become objectionable. The sound level from an exhibitor’s booth shall not intrude or violate the rights of any and all adjacent areas. Sound, to whatever degree possible, should be confined to the exhibitor’s booth.

Due to facility regulations, the following items are not permitted on the premises:

- Stickers or adhesive backed decals
- Glitter, popcorn, or confetti
- Helium balloons

LITERATURE DISTRIBUTION

Literature, samples, or other promotional materials may be distributed within the confines of the contracted booth space and be related strictly to the products and/or services on display or eligible for display and which are directly available from the exhibitor.

Distribution from booth to booth or in the aisles is forbidden, and exhibitors must confine their exhibit activities to the space for which they have contracted.

Strolling entertainment or moving advertisements (robots, persons carrying or wearing signs, etc.) outside an exhibitor’s space are not permitted.

Only literature published or approved by Show Management may be distributed in the registration area, meeting rooms and exhibit hall.

Canvassing on any part of the International Centre is strictly prohibited and any person doing so will be requested to leave the premises. His/her material will be removed at the same time. The only exceptions to this rule are those survey organizations who have obtained Show Management approval.

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 exhibition area.

LOTTERIES, COMPETITIONS, DRAWS & CONTESTS

Exhibitors will be allowed to hold lotteries, contests, games of chance, and give-aways in their assigned booth space. However, under provincial gaming laws, money cannot be used as a prize in games of chance.

Sales promotions and competitions conducted by exhibitors in conjunction with their display must be free of any obligation on the part of the winner. Prize winners must not be required to place an order before collecting the prize offered. The schedule of prizes and terms of the competitions must be approved by Show Management prior to the show and must comply with all existing government regulations.

SOUND DEVICES, MOVIES, SLIDES, VIDEO & TV

Audio-visual presentations and closed-circuit exhibitor-generated materials are permitted within a given booth, as long as they are not operating to the detriment of a neighbouring exhibitor. The use of sound devices such as megaphones, loudspeakers, or other television sets receiving outside broadcasts is prohibited. Recording, filming, taping with hand-held or tripod-mounted video equipment on the show grounds during show hours is prohibited without permission of both Show Management and the exhibitor or exhibitors being recorded, and these activities cannot interfere with exhibit operations or pedestrian traffic. Exhibitors shall be responsible for securing any and all necessary licenses or consents for any performances, displays or other used copyrighted works, patented inventions or other intellectual property in connection with their exhibit.

SOUND REINFORCEMENT

Any exhibitor demonstrating instruments that exceed the 85-decibel sound level will be required to have one of the following: a sound room, headphones or a sound barrier.

Companies displaying drum sets are asked to use drum risers and remove drum thrones from their exhibit.



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Contests and raffles requiring “payment to win” or “fund raising” purposes, are not permitted without the expressed written permission of Show Management. Written requests to promote these types of contests and raffles must be pre-approved by Show Management no later than 30 days before the show. All terms and conditions of this competition must adhere to all existing government regulations. The schedule of prizes and terms of all competitions must be clearly stated on all entry forms.

NO-SELLING POLICY

PAL 2009 is conducted to facilitate order taking and the exchange of product information. With the exception of give-a-ways or samples, exhibitors should not deliver their products in the exhibit hall during the show or complete sales by receiving payment.

SUITCASING

Please note that while the PAL Show 2009 Show attendees are invited to the show, any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company’s booth, or in violation of any portion of these Rules & Regulations will be asked to leave immediately.

HOSPITALITY FUNCTIONS

Exhibitors are reminded that all private functions, including hospitality suites, seminars and demonstrations must not be scheduled in competition with any published show activity.

PHOTOGRAPHY AND VIDEOTAPING

Members of the working press wearing “Media” badges and all properly badged exhibitors may take photos of another exhibitor’s product or booth provided:

- Permission has been granted by those whose product and/or display is to be photographed.
- The booth has a representative of that company present whose product and/or display is to be photographed.
- Any exhibitor who feels these rules and regulations are being abused, either by another exhibitor or an attendee, should immediately bring the matter to the attention of Show Management.

LABOUR

Exhibitors are required to observe all contracts in effect between Show Management, service contractors, the International Centre and the labour organization involved.

STAFFING OF BOOTHS/EXHIBITS

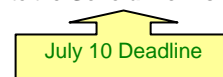
All exhibits must be open on time and fully staffed each day during the show until the official closing on Monday, August 24, 2009 at 6:00 p.m. Exhibitors must maintain staff in their booths at all times during the operating hours of the show. Dismantling of exhibit display and/or packing of products is not permitted until 6:01 pm on Monday, August 24, 2009. Exhibitors are responsible for notifying all staff and display contractors to ensure their compliance with this policy.

Security is an added problem when booths are not manned. Exhibitors are reminded that Show Management does not assume any responsibility for losses; therefore, exhibitors should take all reasonable precautions to protect their own property, including insurance, as stated above. Security guards will be on 24-hour duty from Friday, August 21st, 2009 at 8:30 a.m. until the end of the move-out Tuesday, August 25th, 2009 at 1:00 p.m. Show Management and the International Centre will not assume any responsibility for losses incurred from pilferage or any other

causes. If any exhibitor requires additional security, it may be arranged through the Official Security Service Contractor.

AFTER HOURS WORK

Individuals needing to work in the booth after the official daily closing announcement will need to complete either the ADDITIONAL SET-UP/DISMANTLE TIME FORM to extend set-up/tear-down time, or the NON-SHOW HOURS BOOTH MEETINGS FORM for meetings in your booth. Please refer to the **General Forms section**.



All workers will need to remain in their designated booth area. Anyone found in a booth other than their own will be escorted from the building. Once an individual leaves the facility after the official daily closing announcement, they will be prohibited from re-entering the facility.



MECHANICAL CONVEYANCES

Mechanical conveyances such as electric carts, scooters, robots or bicycles will not be allowed in the aisles during show hours. The only exception to this rule will be in the case of handicapped persons visiting the show, and duly authorized show personnel. Exhibitors demonstrating mechanical or electrical products in their booth are required to take appropriate safety precautions and have adequate insurance coverage.

SAFETY & INSURANCE RULES & REGULATIONS

ELECTRICAL SAFETY CODE REQUIREMENTS

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

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

One of the fundamental requirements of approval is that appropriate approval markings must appear on each device. If such markings are missing, the device must be considered unapproved and, therefore, subject to special inspections.

If you wish to display, offer for sale, or use any electrical equipment which is not approved, you are required to obtain permission from the Electrical Safety Authority and pay the necessary fees. Please note that proper approvals must be obtained after the show for any electrical equipment which is to remain in Ontario.

Failure to comply could result in the equipment being ordered removed from display.

Please see the **Electrical Safety Authority's Application for Permission to Show** located in the **Additional Services Forms** section.

UNAUTHORIZED POWER USE



Power outlets are **not** provided with your exhibit space rental. Exhibitors who require electrical power in their exhibit space, are required to **order** and pay for it.

Exhibitors are asked not to "borrow" power outlets, or to plug into spare outlets of other exhibitors. Overloaded circuits, blown circuits and unhappy neighbouring exhibitors are just some of the problems that may arise.

ELECTRICAL INSTALLATIONS

All electrical installation should be standard 3-wire, grounded wire in conduit. Particular attention should be paid to neon electrical installation due to high voltage and the breakable nature of this type of lighting. Exposed wire of any sort is strictly prohibited. All electrical appliances must be CSA approved.

CITY OF MISSISSAUGA FIRE DEPARTMENT FIRE REGULATIONS

All exhibits must conform to the City of Mississauga Fire Department Fire Regulations Governing Exhibit and Displays in Public Buildings.

Display Materials

1. The following materials shall be flameproof if used for display or decorative purposes: Artificial flowers or foliage, plastic materials, split wood and bamboo fibres, textiles, paper (cardboard or compressed paperboard less than 1/8" in thickness is considered to be paper). Wallpaper is permissible if pasted securely to walls or 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 3/4" on face and reverse of board.
2. 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.



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

Flame-Producing Devices

All exhibits having open flame devices must be accepted by the Fire Department. The general rules are:

1. Flame shall not be used solely to attract attention.
2. Exhibits utilizing flame-producing devices must be attended at all times.
3. The use of an open flame is limited to certain articles of merchandise where the operation of an approved appliance or device definitely helps to promote the sale of such equipment.
4. Where candles are offered for sale, no more than four candles may be lighted at any one time, and they must be shielded by hurricane-type chimneys. If glass- contained candles are lighted, the flame must not extend above the rim of the container.

Flammable Gas

1. 1x5 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. 1x40 cu. ft. cylinder of acetylene will be permitted for use in Arts & Crafts type displays and for demonstration purposes.

Aerosols

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

Vehicles

1. Motor vehicles or gasoline-powered equipment on display must be equipped with lock-on type gasoline tank caps, and batteries are to be disconnected. Gasoline tanks must not be filled beyond the ¾ mark in order to allow for expansion of product. Vehicles unable to be equipped with lock-on caps must have caps sealed in a manner acceptable to the Fire Department.
2. Running of display vehicles during exhibit is prohibited unless approved by the Fire Department.
3. Shows requiring vehicles to run as part of a performance or contest must fill vehicle outdoors from approved safety containers.
4. Propane charged cylinders are not permitted on self-propelled vehicles or trailers on display inside buildings.
5. If at any time an inspector deems that equipment is being operated in a manner dangerous to public safety, he shall cancel the privilege of the exhibitor concerned.

Display Layout

1. Display must not encroach on exit doorways.
2. No portion of a display shall project into any aisle as designated for the show concerned.
3. The aisle clearance at the bottom and top of a stairway shall be equal to the width of the stairway. Access to exits shall be maintained clear.
4. Where the occupant load exceeds 200 persons in the assembly occupancy containing non-fixed seating, the seats shall be fastened together in units not less than 4 or more than 12, or each end seat abutting an aisle shall be securely fastened to the floor. If the area is enclosed, approved illuminated EXIT signs are required.
5. (a) If the fire protection equipment is located within the exhibit space, it shall be the responsibility of the Show Management to provide direct and unobstructed access to such equipment.
(b) A fire extinguisher bearing the Underwriters Laboratories of Canada designation 2-A shall be provided and maintained for each 3000 sq. ft. of floor area.
(c) In every eating establishment wherein cooking is conducted, there shall be provided and maintained therein, one chemical fire extinguisher bearing the Underwriters Laboratories of Canada designation 40-BC.
(d) In every eating establishment and exhibit or display in which commercial cooking equipment producing grease-laden vapours are used, the cooking equipment shall be installed and exhaust ventilated in conformance with the requirements of the Ontario Building Code.
(e) An approved fire extinguisher must be installed in exhibit areas where flame- producing devices are used, or when required by an inspector.
6. Hay, straw, shredded paper and excelsior packing must be removed from the building unless it can be returned to tightly closed, packing containers.
7. Any enclosed showroom with excess of 2,000 sq. ft. or occupancy of 60 persons must have two means of egress as remote as possible.
8. Boxes, crates and cartons from which merchandise has been removed, must be piled neatly in a storage area designated by Show Management.
9. Constructions of ceiling decorations of show booths must not impede operation of sprinkler systems. Not more than 50% of a ceiling may be covered. No width shall exceed 48' without an equal opening.

To pass materials: 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.



FACILITY FIRE SAFETY REQUIREMENTS

In the interest of life, safety and fire prevention in the International Centre, these minimum fire safety requirements must apply to all events, private or public:

1. Flames shall not be used solely to attract attention.
2. Exhibits utilizing flame-producing devices must be attended to at all times.
3. The use of an open flame is limited to certain articles of merchandise where the operation of an approved appliance or device definitely helps to promote the sale of such equipment.
4. Where candles are offered for sale, not more than four candles may be lit at any one time, and they must be shielded by hurricane-type chimneys. If glass-contained candles are lit, the flame must not extend above the rim of the container.
5. One (1) x 2.5 kg (5 lb.) propane cylinder may be used as approved under the Ontario Propane Code for demonstration purposes only. When a cylinder is used with a self-contained propane hand torch or similar equipment, it shall have a maximum WC of 1.25 kg (2 ½ lb.).
6. Equipment must be set up as far removed from public aisles as possible and installed in a manner to comply with approved safety standards.
7. 1 x 1.1 m³ (40 ft³) cylinder of acetylene will be permitted for use in Arts & Crafts type displays and demonstration purposes.
8. Approved fire extinguishers must be installed in exhibit areas where flame-producing devices are being used.
9. If at any time the Fire Inspector deems such equipment to be operated in a manner dangerous to public safety, he/she shall cancel the privilege of the exhibitor concerned.

No flammable liquids, compressed gasses or dangerous chemicals shall be stored in the International Centre. Compressed gas cylinders must be secured to prevent toppling. Flammable compressed gas containers and tanks are not allowed in the facility.

COMBUSTIBLES

Literature on display must be limited to reasonable quantities. Reserve supplies should be kept in closed containers and stored in a neat and compact manner with the International Centre Management's approval.

OBSTRUCTIONS

Aisles and exits, as designated on approved plans, must be kept clean and clear of obstructions. Booth construction must be substantial and fixed in a specified area for the duration of the show. Easels, signs, products, chairs, etc., must not be placed beyond the booth area into aisles.

All fire hose cabinets, fire extinguishers, pull stations and emergency exits, including those inside exhibit space, must be visible and accessible at all times. A 0.9m (3 ft.) clearance is required in front of all fire hose cabinets. A clearance equal to the exit width or 3m (10 ft.), whichever is greater, is required at all exits.

Moveable partitions separating meeting rooms and halls must be able to be closed in case of emergency.

Items hanging from or affixed to any sprinkler piping or heads is strictly prohibited.

EXITS

Fire exit doors cannot be blocked or taken out of service. Clearance in front of an exit must be the width of the exit or 2.4 m (8 ft.), whichever is greater.

PERMITS

Use of pyrotechnics requires approval from the International Centre and must be planned/supervised by a pyrotechnician registered with the Federal Department of Energy, Mines, and Resources Canada; Explosives Division.

Pyrotechnic displays may require a permit from the Fire Department. Please speak to NTC's Event Services Co-ordinator for further details.

All contractors providing pyrotechnics must provide a copy of their insurance policy plus any endorsements forty-five (45) days prior to the event.



EXHIBIT STRUCTURES

Exhibits With Enclosed Areas/Ceilings

1. There should be fire extinguishers, minimum class 2A10BC*, in each enclosed area.
2. Covered booths or roofed areas greater than 37 m² (400 ft²) should be furnished with acceptable (and tested) battery-powered smoke detectors which emit alarms audible outside of the enclosed or covered area.
3. Additionally, covered booths greater than 74 m² (800 ft²) will require a trained security guard to monitor against unsafe conditions and additional fire extinguishers.
4. Fire Watch ** should be responsible for immediate notification, by radio, to in-house security of any problems that arise, giving the exact location and description of the occurrence.

*A 2A10BC refers to a capability and capacity rating of an extinguisher able to put out a fire 10 ft² in area of normal combustible material, flammable liquid, or electrical origin.

**Fire Watch – A person specifically designated to detect and report a fire occurrence.

Exhibits With Multiple Levels

1. Upper levels should support a live load of 4.8 kPa (100 psf).
2. Guardrails should be at least 1070 mm (3 ft. 6 in.) in height and have intermediate rails through which a 100 mm (4 in.) sphere cannot pass.
3. Stairways should be at least 900 mm (2 ft. 11 in.) wide for occupancies of less than 50 people. Stairways should be at least 1100 mm (3 ft. 7 in.) wide for occupancies of 50 people or more.
4. Stairways should support a live load of 4.8 kPa (100 psf).
5. There should be stairways, separate and remote from each other, from the upper deck, with an occupancy factor of 60 or more people, or where the upper deck size exceeds 150 m² (1,610 ft²) or where the travel distance to exit exceeds 15 m (49 ft. 3 in.).
6. Spiral stairways are not recommended for areas occupied by the public, visitors, or clientele, unless specifically designed in accordance with section 3.4.6.8(2) of the Ontario Building Code.
7. All covered and roofed areas shall comply with the requirement for “Exhibits with Enclosed Areas/Ceilings” listed above.
8. There should be a licensed structural engineer’s stamp on all plans.

Upper Decks

1. Fire Watch should be responsible for immediate notification, by radio, to in-house security of any problem, giving the exact location and description of the problem.
2. If conditions allow, Fire Watch may be assigned responsibility for multiple, contiguous exhibits.
3. A clear firebreak of at least 10-ft. should be provided between double-decks in any covered area in excess of 1000 sq. ft.
4. There should be stairways, separate and remote from each other, on the upper deck, with an occupancy factor of 25 or more people, or on upper decks where the size exceeds 500 sq. ft.

Exhibits With Non-Fixed Seating

Where non-fixed seating is present in an exhibit space, plans detailing the seating layout must be submitted for review.

LAYOUT REQUIREMENTS

- Aisles between display booths must be a minimum of 3 m (10 ft.) wide.
- All aisles should lead directly to a fire exit or to a cross aisle, which in turn leads directly to a fire exit.
- The travel distance from any point on the floor to the nearest fire exit, measured along an aisle or aisles, shall not exceed 45m (147 ft. 8 in.).

SAFETY ENGINEER

During move-in, the Safety Engineer of the International Centre will review all exhibits inside the show to ensure safety standards have been met. The Safety Engineer will provide a list to Show Management of any items within exhibits that need confirming. Show Management will advise exhibitors of any safety issues and immediate precautions/adjustments required to the display.



SAFETY DEVICES

The exhibitor agrees to accept full responsibility for compliance with federal, provincial, or city safety, fire and other regulations, and to provide and maintain adequate safety devices.

SECURITY

Show Management has contracted Tone-GAR Security to provide on-site security during show hours. In addition, the floor will be monitored during the move-in and move-out process. Given the nature of the move-in process, the security provided will consist of monitoring who is gaining access to the floor via appropriate name badges rather than by strictly controlling access.

Exhibition Rules Governing Security of Exhibition Hall

- All persons entering the hall during show days must wear their badges.
- On move-in and move-out days, the halls must be cleared no later than the times indicated in this manual.
- Exhibitors are urged to clear the halls within 30 minutes of the daily scheduled closing time. While Show Management will take reasonable overall security precautions, exhibitors are responsible to protect their own goods. During move-out, all booth material should be packed and properly labelled - immediately after show closing – with completed bills of lading, before leaving the exhibit hall.
- Exhibitors are responsible for providing all exhibit show staff with proper badges. Exhibitor badges will allow the exhibitor admission to the show floor and must be worn during the show hours.
- Thefts must be reported to security immediately and police will be contacted directly.

Any and all disputes of these rules must be taken up with Show Management.

INSPECTION BY SHOW MANAGEMENT

All exhibits must be completed and ready for inspection by Show Management by 8:00 p.m. on Saturday, August 22, 2009.

INSURANCE AND LIABILITY

Each exhibitor must provide insurance covering them for the entire duration of the show, including move-in and move-out. Coverage for liability of a minimum of \$2,000,000 is required.

The exhibitor, for himself/herself and on behalf of decorators, contractors, service people, or others employed by the exhibitor, shall obtain a policy of insurance for a minimum of \$2,000,000 (Commercial General Liability) for the duration of the exhibition, including move-in and move-out periods, covering bodily and material injury in any one occurrence. Such policy of insurance shall name Show Management (MIAC), the International Centre and GES Canada as additional insured parties.

Exhibitors must carry their own liability, fire, theft, or other insurance. Show Management shall take reasonable precautions to prevent losses and to protect the interests of exhibitors; however, **UNDER NO CIRCUMSTANCES WILL SHOW MANAGEMENT BE LIABLE FOR LOSS AND/OR DAMAGE, HOWEVER CAUSED.**

In addition, the exhibitor agrees to hold harmless, Show Management, the International Centre and GES Canada Exposition Services from any and all claims or damage asserted against the aforementioned by any person as a result of, or in any way connected with, the wrongful acts or negligence of the exhibitors.

In consideration of the acceptance of the application to exhibit, the exhibitor hereby releases, waives, and forever discharges the Music Industries Association of Canada, and all service or supplier groups, as designated by Show Management from all or any claims arising, as a result of bodily injury to, or death of any

person(s) arising out of the exhibitor's use of the facilities; and also from any and all claims as a result of any loss or damage to the exhibitor's property caused by fire, theft, accident, or any cause whatsoever during the moving of materials to and from the show. Exhibitors agree to this clause as part of the exhibit space contract.

EXHIBITOR APPOINTED CONTRACTOR INSURANCE

The PAL Show 2009 exhibitors utilizing the services of any contractor other than those appointed by Show Management must obtain permission from Show Management. These companies include, but are not limited to, any installation and dismantling company, sound and lighting firms, production or promotion firms, piano movers and labourers, or any person or firm providing direct services to the exhibitors. Permission to use an Exhibitor Appointed Contractor cannot be given for utilities, cleaning or material handling services.

Exhibitor Appointed Contractors are required to provide a Certificate of Insurance with the following:

- The Music Industries Association of Canada (Show Management), the International Centre and GES Canada Expositions as additional insureds under their "Comprehensive General Liability Insurance" policy.
- The EAC shall provide Show Management with an original insurance certificate to evidence the insurance coverage required herein. An original signed certificate of insurance will only be accepted if received in the following manner directly from the insurance carrier: PDF format emailed to janice@miac.net, a fax accompanied by the carrier's letterhead coversheet or mail.



RULES & REGULATIONS

- Coverage must be provided for all show days, as well as move-in and move-out days, August 21 – 25, 2009, inclusive (“Required Period of Coverage”).
- Workers’ Compensation and Employers’ Liability Insurance or equivalent insurance with a policy limit of not less than \$1,000,000. Occupational Diseases Insurance as required by the law of all governmental bodies having jurisdiction.
- Comprehensive General Liability Insurance, including Contractual Liability Insurance: (1) minimum limits of not less than \$1,000,000 each occurrence of bodily injury and death, and \$1,000,000 each occurrence for property damage, or (2) minimum combined single limit of not less than \$2,000,000 each occurrence for bodily injury and death and property damage.
- Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in the set-up and disassembly services with (1) minimum limits of not less than \$250,000 each person and \$500,000 each accident for bodily injury and \$500,000 each accident for property damage, or (2) a minimum combined single limit of not less than \$1,000,000 each accident for bodily injury and property damage.
- The EAC insurance certificate must also include a statement by the insurance carrier that the carrier shall not cancel the coverage evidenced by the certificate without giving Show Management thirty (30) days prior written notice.
- Excess Liability Umbrella Form policy requirements with minimum limits (1) of not less than \$1,000,000 Each Occurrence and (2) \$1,000,000 Aggregate.

In the event that the insurance coverage required herein expires at any time during the Required Period of Coverage, the Exhibitor and/or the Exhibitor Appointed Contractor agree to provide Show Management with a new certificate of insurance prior to the expiration date of the policy or policies set forth in the certificate of insurance; any such new certificate shall meet all the requirements set forth herein the remainder of the Required Period of Coverage.

All certificates of insurance received are subject to approval by Show Management prior to the performance of any set-up and/or disassembly service by any EAC. No set-up and/or disassembly work or services shall be performed by any EAC prior to the receipt of express written approval by Show Management. In the event

that a EAC fails to keep in effect at all time the insurance coverage required herein, that EAC shall be immediately barred from performing any other set-up and/or disassembly services at PAL 2009.

Exhibitors using the services of EAC agree to waive any and all claims against Show Management that may arise due to the EAC’s inability or failure to continue or complete any set-up and/or disassembly services by virtue of the lapse or cancellation of the EAC’s required insurance.

Notice of Intent to use an Exhibitor Appointed Contractor must be submitted to Show Management in writing with Insurance Certificate no less than 45 days prior to the first official day of exhibiting. Detailed procedures are included in the **Exhibitor Appointed Contractors section**.

July 10 Deadline

LOSS OR DAMAGE

Exhibitors will be liable for, and will indemnify and hold harmless Show Management from any loss or damage whatsoever, without limiting the generality of the foregoing, occurring to or suffered by any person or company, exhibitor, other exhibitors, management, the owners of the building and their respective agents, servants and employees and members of the public attending the show, either (a) on the said space, or (b) elsewhere. Neither the facility nor Show Management will be responsible for loss or damage to persons, exhibits or decorations by fire, accident, theft, of any cause while in the exhibition buildings.

SMOKING POLICY

The International Centre is a non-smoking facility, as per the City of Mississauga By-laws. Smoking is strictly prohibited within the International Centre and therefore is not permitted in booths or any public areas.

EXHIBITORS AND ALL BOOTH PERSONNEL ARE REQUIRED TO ABIDE BY THIS BY-LAW OR RUN THE RISK OF BEING LIABLE FOR THE ASSOCIATED FINE.



EXHIBIT DISPLAY RULES & REGULATIONS

Show Management's rules regarding the physical structure and appearance of exhibits are designed to ensure safety and fairness to all exhibitors. In other words – "Be a good neighbour". All exhibits must be freestanding and self-supporting; linear configurations may not be designed to obstruct the view of nearby booths or to block exits or doorways. Exhibitors may not begin dismantling their exhibit until the close of the show. **THESE RULES WILL BE STRICTLY ENFORCED.**

The requirements contained herein conform to guidelines specified by the International Centre, the Ontario Fire Code, Ontario Hydro and the International Association of Exposition and Events (I.A.E.E.); formerly known as IAEM. Therefore, all exhibitors are requested to review and conform to all requirements specified on the Space Application/Contract and those outlined in the Exhibitor Manual.

If for any reason an exhibitor display contravenes the Rules and Regulations outlined, please contact Show Management in writing outlining and/or illustrating the violation. A BOOTH VARIANCE REQUEST FORM is available in the **General Forms section**.

Contact: Janice Secchiano, Trade Show Coordinator
Phone: (416) 490-1871 or (877) 490-0369 ext.105
Email: janice@miac.net

July 10 Deadline

BOOTH INSTALLATION

Exhibitors are reminded that they may install their own exhibits using the services of their own regular employees. If they do not use their own employees, the use of the Official General Contractor is recommended. All display material, including pre-fabricated booths, must be pre-fitted and ready for installation prior to shipment to the building.

If an exhibitor requires additional assistance in the movement and installation of his/her display, the exhibitor should contact and use the services of a professional display company. Exhibitors should consider employing the services of the Official General Contractor, GES Canada, for said services.

GUIDELINES FOR DISPLAY RULES & REGULATIONS

For a comprehensive listing of booth display rules and regulations please refer to the GUIDELINES FOR DISPLAY RULES & REGULATIONS 2009 UPDATE as published by the International Association for Exhibitions and Events IAEE (formerly the IAEM). The GUIDELINES FOR DISPLAY RULES & REGULATIONS 2009 UPDATE is available under the **Booth Rules & Regulations section**.

HEIGHT LIMITATIONS AND APPEARANCE

Standard Booths (one or more standard 10'x10' in a straight line)
Maximum Height 8'3" (2.5M)

Perimeter Wall Booths
Maximum Height 12' (3.66M)

Peninsula Booths
Maximum Height 16' (4.88M)

Island Booths
Maximum Height 16' (4.88M)

For more detailed height requirements and booth layout limitations please refer to the GUIDELINES FOR DISPLAY RULES & REGULATIONS in the **Booth Rules & Regulations section**.

ARRANGEMENT OF EXHIBITS

1. No part of any display (except free-standing equipment and island exhibits) may be taller than 8 feet in height and shall not extend from the back wall more than one-half the depth of the booth, or 5 feet, whichever is greater. The balance of side walls shall not exceed 4 feet in height. Displays should be located so as not to obstruct the view of neighbouring exhibits. Exhibitors are required to have booth carpet and to keep their assigned space neat and clean at all times.
2. All exposed parts of displays and/or equipment must be finished or covered in a professional manner so they do not present an unsightly appearance when viewed from adjoining booths or aisles. Show Management may order masking drape at exhibitor's expense, without prior consent or knowledge of the exhibitor, where it is deemed necessary. Balloons may not be used as part of any exhibit.
3. No carpeting, overhead roofs or bridge-type structures, etc., are permitted across aisles. Any booth with an overhead room or cover must receive special Fire Marshall's approval. Exhibitors may be asked to provide fire extinguisher, smoke alarms, etc.
4. An Island booth is typically 20' x 20' or larger, although it may be configured differently. Island exhibits must remain accessible from all aisles. No solid wall construction is permitted to cover more than 50% of space in any direction from the centre of the booth. After 50% of area is reached, open construction is required. Any part of an island display may not be in excess of 16 feet in height.
5. Exhibitors shall limit raised floors or platforms for addressing visitors and/or demonstrating exhibits to 12 inches above the floor, and space must be left within exhibitor's area to accommodate spectators. No flashing lights or other distractions are permitted.
6. As a safety precaution, no portion of any machine, skid, furniture, sign or display may be closer than one foot from any aisle.



RULES & REGULATIONS

HANGING SIGNS

Hanging signs are part of the overall exhibit presentation and, therefore, must be treated as a component of the total exhibit configuration. All signs, whether suspended or attached to the exhibit fixture, will be permitted to a maximum height that corresponds to the appropriate exhibit configuration.

Depth

All hanging signs, whether double-faced or not, should be set back at least 25% of the exhibitor's booth width dimension from the back line of the booth so as not to detract from the overall impact of the exhibit that is directly adjacent.

BOOTH ACTIVITIES

Exhibits must be staffed and fully operational during published show hours.

As with booth design, there are certain rules and regulations governing acceptable booth activities. Generally, sales and/or promotional activities should be limited to the confines of the actual exhibit space (i.e. 10' x 10'; 20' x 20').

Demonstrations, Entertainment or Promotion

Demonstrations should be situated well within exhibitor's booth to accommodate visitors who may congregate at any one time. Sufficient space should be left within exhibit booth so that the spectators will not interfere with the normal flow of traffic in the aisle nor overflow into a neighbouring exhibit. Show Management reserves the right to request that demonstrations be limited, or eliminated, if they cause an unreasonable disturbance.

Rental fees for exhibit space only cover the actual exhibit square footage. Therefore, any entertainment, company promotion, or special event the exhibitor may be hosting (i.e. costumed characters, musicians, cars, animals, invitation cards, etc.) must be confined to the exhibit space and are not permitted to roam the aisles, entrances, lounges, etc. Please advise Show Management in writing if you intend to use any of the foregoing or similar entertainment.

Noise levels from demonstrations or sound systems should be kept to a minimum so as not to interfere with others. Again, Show Management reserves the right to determine at what point sound constitutes interference with others and must be discontinued.

Exhibitor's displays causing a disturbance or nuisance to other exhibitors or delegates through excessively noisy machinery or demonstrations, flashing lights, objectionable devices of any description, or inappropriate conduct by personnel whether in the booth or out is not permitted. Show Management reserves the right to stop or remove the source of such disturbance.

Size

Hanging signs will be permitted to a total length on each side of the exhibitor's booth, not to exceed 50% of the corresponding dimension of the booth.

BOOTH SIGNAGE

Hand-drawn signs are not permitted. All signs must be professionally produced. Exhibitors are permitted to display signs representing their products only in those areas for which they have contracted space.



ENFORCEMENT OF RULES & REGULATIONS

INTERPRETATION OF REGULATIONS

Show Management has the right to make such changes, amendments and additions to these Rules and Regulations, as it shall deem necessary with respect to the proper conduct of the Exhibitors. The Rules and Regulations shall rest with Show Management and its decision shall be final.

NON-COMPLIANCE WITH RULES AND REGULATIONS

Show Management reserves the right to make changes, amendments and additions to the rules and regulations without notice as considered necessary to maintain efficient and proper conduct of the show. Interpretation of these Rules and Regulations shall rest with Show Management and non-compliance can result in the ejection or closing of the offending exhibitor's display. Show Management may require exhibitor to make alterations to their displays as it deems necessary to the proper conduct of the exhibition and, on failure to comply, may order the immediate removal of the entire exhibit without compensation and at the exhibitor's expense.

AGREEMENT & ENFORCEMENT OF RULES

The exhibitor agrees that its employees and agents will abide by these rules and any amendments that may be put into effect by Show Management, provided that such amendments shall not substantially diminish the exhibitor's right or increase its liability (and written notice is given to the exhibitor). The Exhibit Space Application/Contract Form must be signed by an official of the exhibiting company indicating that these rules have been read and agreed to before any space assignment will be made.

Show Management reserves the right to restrict activities, restrict and/or close exhibits, which in the opinion of Show Management become objectionable. This includes persons, things, conduct, printed matter, or anything of a character which is deemed not to be in the best interest of all exhibitors or Show Management. An exhibitor's space shall not be used to publicize meetings to be held outside the show that will detract from show attendance. All matters and questions not covered by these Rules and Regulations and all interpretations of these Rules and Regulations are subject to final decision by Show Management. Any questions should be addressed to Show Management.

ENFORCEMENT OF SHOW RULES

Reasons for Enforcement – The primary reasons for the enforcement of the show rules are to:

1. Protect the integrity of the PAL Show 2009, its participants, sponsors and Show Management;
2. Ensure compliance with the laws, codes, ordinances and contracts of the exhibit facility, province and the city in which the show is held, and;
3. Ensure that all exhibitors are treated fairly.

PREVENTION OF VIOLATIONS

(Pre-Show Planning) – To prevent violations by exhibitors, Show Management will:

1. Send special mailings and newsletters to exhibitor representatives to make them aware of the intent of important show rules.
2. Establish and publish a clear procedure for handling show violations and the penalties to be implemented by Show Management to deal with violators.

PROCEDURES FOR IDENTIFYING AND HANDLING VIOLATIONS

Booth Installation, Show Days & Dismantling:

1. An exhibitor should contact Show Management if there are any questions concerning the procedures for identifying and handling violations of the Rules and Regulations.
2. Show Management and Floor Managers will routinely inspect the exhibit floor during booth installation, show days and dismantling. Their duty will be to assist in the interpretation and enforcement of the rules. The Show Manager will have the final decision concerning all show rules.



RULES & REGULATIONS

3. Upon discovery of a violation of the show rules in an exhibit, Show Management or the Floor Manager will issue a written notice to the exhibitor representatives in the booth and explain the nature of the violation.
4. The written notice will explain that the violation must be corrected: (a) immediately, if the violation poses a safety hazard, (b) by 6:00 p.m. on August 22, 2009, if the violation occurs during booth installation, or (c) before the opening of the next show day, if the violation occurs during show days. (If the exhibit in violation is unoccupied, Show Management will alert the representatives of the exhibit.)
5. Violations involving ineligible equipment or exhibitors must be corrected IMMEDIATELY during show days and are subject to the penalties listed below.
6. An exhibitor receiving a written notice of a violation will have its exhibits re-inspected by a Floor Manager at the time specified on the written notice.
7. If the inspection reveals that the violation has not been corrected, or if the same violation is found at any time after the first violation, a second notice will be given and the procedure noted above for the first violation will be repeated.
8. Failure to correct a violation immediately, in the case of ineligible equipment (item 5 listed above), or after the second notice in the case of other violations, or a third occurrence of the same violation, will result in a penalty being administered by Show Management in accordance with the Rules and Regulations listed below.
9. An exhibitor wishing to appeal a written notice must do so by contacting Show Management within the time allowed on the written notice, in order to correct the violation.

PENALTIES FOR VIOLATIONS OF SHOW RULES

Show Management reserves the right to penalize an exhibitor for an uncorrected violation in the Rules and Regulations. Violations during the installation period or show days will result in one or more of the following:

1. Draping off or covering the item in violation for a period specified by Show Management, at the exhibitor's expense.
2. Immediate removal or draping off the entire exhibit, at the exhibitor's expense.
3. Removal of the item in violation, at the exhibitor's expense.

INDEMNIFICATION

The exhibitor accepts all risks associated with the use of the exhibit space and environs. The exhibitor shall not make any claim or demand or take any legal action, whatsoever, against Show Management or the facility in which the show is held, for any loss, damage or injury howsoever caused, to the exhibitor, its officers, employees, agents or their property.

The exhibitor agrees to Indemnify and hold harmless Show Management, the City of Mississauga, the International Centre and its officers, agents and employees against all claims or demands, losses, suits, damages, acts of negligence, judgements, expenses, costs and charges of every kind arising or resulting from any activities conducted in preparation for or as part of the exhibit, including but not limited to the claims of any employee or agent of the exhibitor, and the claims of any other person for damages for bodily injury, sickness, mental anguish or death, and claims for damages to the property of any such employee, agent or persons, Show Management and its officers and directors, agents, servants and employees shall not be liable for any loss, damage or injury to the property of the exhibitor which is sustained and used by the exhibitor in the space provided by Show Management.

The exhibitor agrees that Show Management shall not be responsible in the event of any errors or omissions in the listing in the official exposition directory and in any promotional material.

The exhibitor agrees to make no claim, for any reason whatsoever, against Show Management or service contractors for the loss, theft, damage or destruction of goods; nor for any damage of any nature, including damage to business by reason of failure to provide exhibit space; nor for any action of any nature by Show Management; nor failure to hold the exposition as scheduled.

If the exhibitor has any questions or concerns about the Rules and Regulations, please contact a show services team member at:

Phone: (416) 490-1871
Toll Free: (877) 490-0369
Fax: (416) 490-0369
Toll Free Fax (877) 809-8600