

SHOW EXHIBITOR RULES AND REGULATIONS

All exhibits and exhibitors are subject to the following rules and regulations, as well all rules and regulations as stated and required in the "Green Book" of the Occupational Health and Safety Act. Steel-toed Safety Shoes are required in areas with fork trucks and heavy material handling. Appropriate Safety Wear in designated areas will be required when implemented by the Floor Supervisors or the Show Office and no exceptions will be made. Exhibitors are responsible for their own employees and their equipment.

QUALIFICATIONS TO EXHIBIT

The purpose of the exhibition is to provide a showcase for products used in the manufacturing of windows, doors, and skylights. Exhibits may include basic materials, products, equipment, tools and services. The management reserves the right to remove, decline, or prohibit any exhibit, or part of, or proposed exhibit which in its opinion is not suitable or in keeping with the character of the exhibition.

RULES AND REGULATIONS

1. ALCOHOLIC BEVERAGES

The use of alcoholic beverages to be served during exhibition hours in the exhibitor's booth must be arranged through the Catering Manager of the Metro Toronto Convention Centre. Move-in and move-out hours are considered hazardous, and no alcoholic beverages will be allowed.

2. COMPETITIONS

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 clearly stated on the entry form.

DESCRIPTIONS OF ALL SUCH COMPETITIONS MUST BE SUBMITTED IN WRITING TO SHOW MANAGEMENT AT LEAST SIX WEEKS BEFORE THE SHOW.

3. DISPLAY LIMITS - CUBE CONCEPT

A Cube Concept policy will apply. This policy allows for 8' high side walls to extend to the aisle if required for optimum display of the product, however, exhibitors must not unduly obstruct visibility of adjacent booths. All exposed walls must be finished on both sides.

HEIGHT LIMITATIONS - Standard and prefabricated booths, as well as including signs.

Single 10 feet

Multiple in line 10 feet

Island/Peninsula Up to 20 feet, but not where peninsula back wall meets adjoining booths, which is limited to 10 feet in height. Any arrangement of this sort must be reviewed by Show Management.

PREFABRICATED BOOTH

If a prefabricated display is to be used which will completely cover the back of the exhibit space, the standard curtain backwall will not be installed. All exposed sides and surfaces must be properly finished and decorated.

HANGING SIGNS

Suspended signs are permissible under the following conditions:

- A)** The top of the sign cannot exceed 10 feet above the floor in single or multiple in-line booths. Over 10 feet will be considered for Island/Peninsula locations. **All signs over 10 feet in height must be reviewed by Show Management.**
- B)** Signs must be finished on all sides.
- C)** Signs must hang over your own contracted area only. (For assistance in hanging signs,

see Showtech Electrical/Mechanical under Show Services).

NOTE: Show Management reserves the right to refuse entry, or to have removed at the exhibitor's expense, any display which is not in accordance with these rules and regulations. If any doubt exists, the exhibitor must provide details and have such exhibits approved by Show Management.

4. ENTRY TO SHOW

Show Management reserves the right to refuse admission to the show building to any visitor, exhibitor or exhibitor's employee(s).

5. EXHIBITOR BADGES

Exhibitor badges will be supplied by Show Management, in reasonable numbers for bona-fide exhibit personnel. These must be worn at all times in the show building and are required for entry to the building.

The **EXHIBITOR BADGE ORDER FORM** (see Order Form section) must be returned to Show Management listing all personnel who will staff the exhibit. **BADGES WILL BE HELD FOR PICK-UP AT THE EXHIBITOR REGISTRATION AREA DURING THE MOVE-IN, AND DURING THE SHOW.** Additional badges can be issued at the Registration Area for personnel not listed on the badge order form. **A CHARGE MAY BE LEVIED FOR "LOST" BADGES!!!**

6. EXHIBIT REMOVAL

No removal or dismantling of exhibits or exhibit material is permitted before 3:00 p.m., March 24. Exhibitors are urged to remove small cartons, open cases or products from the building immediately after the close of the show. The Metro Toronto Convention Centre will not allow the use of the main entrance and front lobbies for exhibit removal. While Show Management will take all reasonable security measures to safeguard small items, immediate removal of such items will minimize the possibility of loss from pilferage.

Exhibitors are reminded that charges will be made by the Metro Toronto Convention Centre on equipment and materials left in the buildings after the final move-out date.

7. MECHANICAL CONVEYANCES

Mechanical conveyances such as electric carts, scooters, robots or bicycles will not be allowed in the aisles during the show hours. The only exceptions to this rule will be in the case of handicapped persons visiting the show, and duly authorized show personnel.

8. RELEASE FORMS

Release forms are required from the first move-in day through the last day of the show. They are not necessary during move-out. Release forms must be signed by the exhibitor or representatives at the exhibit, and by Show Management, for removal of material not under bond. Forms are available from the show office. Removal of goods in bond must first be cleared with Canada Customs. On producing this clearance, a release form will be issued by Show Management.

9. SAFETY MEASURES AND SPECIAL PERMITS

Exhibitors who will show equipment in a moving and operating condition are required to provide every possible precaution for the safety of show visitors, their own operators and exhibit personnel. All belt and chain drive units must be covered, all equipment where cutting of metal, wood or plastic is involved, must be provided with safety shields.

Exhibitors wishing to operate equipment using natural gas or propane are required to obtain a special permit from the MTCC, the Toronto Fire Department and the Provincial Fuel Safety Branch. **Allow at least 6 weeks before show opening March 22, 2012 or your application will not be considered. DO NOT DELAY!!!!**

10. SECURITY & INSURANCE

Security guards will be on 24 hour duty from opening time of move-in until closing time of move-out. Show Management/Win-door does **NOT** assume any responsibility for losses incurred from pilferage or any other causes. Exhibitors should take all possible precautions to protect their own property. Insurance should be arranged to cover your exhibit materials and your potential liability:

WIN-DOOR CANNOT INSURE YOUR GOODS.

11. SOLICITING, SAMPLES AND SOUVENIRS

Distribution of samples, souvenirs and promotional material and soliciting of business ***MUST BE CONFINED TO THE EXHIBITORS BOOTH SPACE. SUCH ACTIVITIES ARE NOT PERMITTED IN THE AISLES, RESTAURANTS, REGISTRATION AREA, HALLWAYS OR OTHER EXHIBITS. NO EXCEPTIONS WILL BE PERMITTED.***

12. CHARACTER OF EXHIBITS

Sound presentations, slides, or movies will be permitted, if tuned to conversational level, and if not causing problems for neighboring exhibitors.

Show Management reserves the right to restrict the use of glaring lights, objectionable lighting effects, or exceptionally noisy machinery.

NO EXHIBITS WILL BE PERMITTED WHICH INTERFERE WITH THE USE OF OTHER EXHIBITS OR IMPEDE ACCESS TO THEM OR THE FREE USE OF THE AISLE. BOOTH PERSONNEL, INCLUDING DEMONSTRATORS, RECEPTIONISTS, AND MODELS ARE REQUIRED TO CONFINE THEIR ACTIVITIES TO THE EXHIBITOR'S BOOTH SPACE.

13. STUDENTS

Students over 16 years of age will only be admitted in supervised groups, provided prior arrangements have been made with Show Management. Individual students may pre-register on the same basis as trade visitors.

14. STAFFING OF EXHIBITS

Exhibitors are required to maintain a staff in their exhibit at all times during the hours of the show. Security is an added problem when booths are not manned. Exhibitors are reminded that Show Management does **NOT** assume any responsibility for losses.

15. FOOD AND REFRESHMENTS

The serving of food and beverages by the exhibitor is forbidden unless approved in writing by the Metro Toronto Convention Centre. **Contact the CMX-CIPHEX show office for information.**

16. INTERPRETATION OF REGULATIONS

The management has the right to make such changes, amendments, and additions to these Exhibitor's Rules and Regulations as it shall deem necessary to the proper conduct of the Exhibition and thereupon the Exhibitor Rules and Regulations, as amended, shall govern. **Interpretation of the Exhibitor Rules and Regulations and Operational Rules shall rest with the Management and its decision shall be final.** Management may require exhibitors to make such 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.