



AGRICULTURAL
WINTER FAIR

Dear Exhibitor,

Welcome to the 94th Royal Agricultural Winter Fair, November 4th -13th, 2016!

The Royal Exhibitor's Manual contains information important for making your experience a success.

This Manual is designed to provide information regarding display regulations and operational guidelines, move-in and move-out instructions, and suppliers of exhibitor services. We ask that you share relevant information with the people working in your booth and those who are responsible for the exhibit installation and removal, as you are responsible for your staff's conduct and actions.

The Quick Reference Show Facts page provides a summary of important contacts, phone numbers, times and dates. Please refer to the Pre-Show Checklist for important deadlines regarding the submission of Insurance & Health forms and ordering Exhibitor Photo Identification passes. You will also find information that may save you time and money regarding the ordering of venue services such as electrical, communications and parking passes.

For further information on show supplier services, please contact the appropriate service contractors directly or email us at commercial@royalfair.org with any inquiries.

We are looking forward to seeing you in November.

Christine Kuzyk & Heather Sommer
Your Royal Commercial Exhibits Team

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QUICK REFERENCE SHOW FACTS

ROYAL AGRICULTURAL WINTER FAIR

39 Manitoba Drive, Exhibition Place, Toronto, ON M6K 3C3

Main Office Number: (416) 263-3400	Royal Fax	416-263-3488
Commercial Exhibits Sales Manager	Christine Kuzyk	416-263-3424
Commercial Exhibits Senior Coordinator	Heather Sommer	416-263-3455
Commercial Exhibits Office (Nov 1 st – 13 th only)	Salon 102B	416-263-3145
Security – Show (Nov 1 st – 13 th only)	Salon A2	416 263-3099

Exhibition Place – Showtech	416-263-3594
Exhibition Place - Exhibitor Services	416-263-3064
Exhibition Place - Building Security	416-263-3333
Enercare Centre Main Switchboard:	416-263-3000

SHOW DATES Friday, November 4th to Sunday, November 13th, 2016

COMMERCIAL EXHIBIT MANDATORY SHOW HOURS*

Monday – Saturday:	9:00 am - 9:00 pm
Sunday, November 6 th	9:00 am - 8:00 pm
Sunday, November 13 th	9:00 am - 6:00 pm

**The Royal's Agriculture and Horse competitions often begin earlier; Exhibitors are not expected to open prior to 9am.*

MOVE – IN DATES

Tuesday November 1 st	7:00 am - 11:00 pm	Food Court & Booths >600 SQ FT
Wednesday November 2 nd	7:00 am - 11:00 pm.	ALL EXHIBITORS
No Vehicle Access after 2:00pm November 2nd		
Thursday November 3 rd	7:00 am - 8:00 pm	ALL EXHIBITORS - Carpet install at 8:00 pm

MOVE – OUT DATES

Sunday, November 13 th	7:00 pm - 12:00 am	**Carpet removal starts at 6:00 pm
Monday, November 14 th	8:00 am - 5:00 pm	

*** Vehicle Access will be limited Sunday night in the interest of safety and security. Booths must be torn down and materials packed before access granted. Floor Managers will validate booths and provide passes. Access usually begins 90-120 minutes after show close. Your patience is appreciated.*

COMMERCIAL EXHIBITS SHOW OFFICE - Salon 102B, Main Entrance - Galleria (Hall A)

Show office will be open 1 hour prior to show opening and close 30 minutes after show close each day.

COMMERCIAL EXHIBITOR LOUNGE - Salon 102A, Main Entrance – via Hall A

PRE-SHOW CHECKLIST for 2016

SEND TO THE ROYAL OFFICES:

Deadline & Dates

- Signed license agreement and any outstanding balance for booth space.
Exhibitors will not be able to set up unless full payment is received.
Refer to your contract
- Liability Insurance.
Ensure you fax a copy of insurance to 416-263-3488.
Exhibitors will not be able to set up unless coverage is provided.
Sept. 15th
- Exhibitor Photo Identification Passes.
-Online
-Commercial Exhibits Office
Sept. 6th to Oct. 31st
Nov. 1st -13th

SEND TO ENERCARE CENTRE or SHOWTECH

October 4th

- Order services for example, electrical & plumbing.
View a full list of services at: <http://www.royalfair.org/exhibitors/commercial/exhibitor-manual-forms>

SEND TO OFFICIAL SHOW DECORATOR – STRONCO SHOW SERVICES

October 10th

- Order carpet, furniture, or signs along with other options.
- Call Stronco Show Services 800-665-2621 or 905-270-6767
View a full list of services at: <http://www.royalfair.org/exhibitors/commercial/exhibitor-manual-forms>

SEND TO LANGE TRANSPORTATION

- Arrange shipping, storage and security cage rental agreements
- Call Rosemarie Berra at Lange (905) 629-4994

SEND TO MENDELSSOHN EVENT LOGISTICS (Custom Brokers)

- Make customs arrangements with items coming into Canada
- Call Maria at Mendelssohn (416) 863-9339 xt 234

GENERAL INFORMATION

EXHIBITOR IDENTIFICATION PASSES (New for 2016)

Royal commercial exhibitors and exhibitor staff require a scanable, non-transferable exhibitor photo ID pass to permit daily entry access. All passes will be marked with the staff member's name, photo and the exhibitor booth. All exhibitor staff must enter the Fair via the Hall A Galleria entrance, just west of the Commercial Exhibits Office. Photo ID pass must be presented each time. Pass allotment will continue to be based on booth size, with approved additional passes available for purchase.

Commercial Exhibitor Pass Allotment					
Booth Size	10'x10'	10'x20'	10'x30'	400-1000 ft. ²	> 1000 ft. ²
Commercial	4	6	8	15	Call
Food Court	6	8	15	x	x

Following approval, additional exhibitor photo ID passes can be purchased at the following rates.

Commercial Exhibitor ID Pass Prices	
10 Day	\$75.00 + HST
5 Day	\$50.00 + HST
1 Day	\$18.00 + HST

Commercial Exhibitor Photo ID Pass Process

*****Pre-ordering your staff photo ID will result in badges being ready on your move-in day.******

1. From September 6 to October 31, 2016 confirmed commercial exhibitors will receive an email from Microspec, providing them with a unique link to the pass registration website.
2. Exhibitors are asked to provide a list of staff names, one name for each allotted pass and will have the option at this time to upload staff photos. For your protection, only names on your list will be processed. The photo ID passes will be available for pick up in the Commercial Exhibits Office on the Exhibitor move in day.
3. Requests for approval to purchase additional passes are made on this site. Once approved, exhibitors will be able to add to the list of staff names and provide photos via their unique link.
4. Starting November 1, Exhibitor photo ID passes will be processed in the Commercial Exhibits Office. If not already provided, staff photos can also be taken and additional ID passes can also be processed during this time.
5. Lost or misplaced passes will be cancelled and replaced in the Commercial Show Office subject to an administration fee of \$30 + HST.

For any questions related to exhibitor photo ID passes, please contact Commercial Exhibits at commercial@royalfair.org or (416) 263-3455.

EXHIBITOR PARKING

Trucks/Trailers: if you have an oversized vehicle that must stay for the duration, you may request a 10-day Truck Pass for Ontario Place Lot 2 via The Commercial Exhibits Coordinator during load in. Personal Vehicles & cargo vans do not qualify.

Cars (and vehicles >8'): The Royal does not issue Exhibitor Parking Passes. However they can be purchased at a significant discount via Exhibition Place's Exhibitor Services department or daily posted rates via their parking lots automated kiosks. Please note that The City of Toronto often issues parking tickets by parking infringements, or failure to display a valid parking pass throughout the grounds.

Exhibition Place/Enercare Centre) Posted Daily Parking Rates -

Underground \$ 17.00

Surface Lots \$ 14.00

CAMPERS & RV PARKING

During The Royal there is limited space within Ontario Place for RV Parking. SPOTS WILL SELL OUT.

Parking permits for Campers/RV's MUST be purchased in advance and Online. No Exceptions.

Please scroll to the bottom of <http://www.royalfair.org/exhibitor-manual-forms> for more details and to reserve an RV Location and book electrical or plumbing services (active after August 15th, 2016).

GRATUITIES/TIPPING

It is against The Royal's policy for the employees of The Royal or any of its duly appointed sub-contractors to accept gratuities or gifts of any kind. Please notify show management immediately if you or any of your staff are solicited for a gratuity in exchange for preferential treatment.

SECURITY

The Royal provides general building security for the duration of the show including published move-in/out dates. However, The Royal is not responsible for any theft, loss of material or damage to Exhibitor property. Please take appropriate measures to protect your booth and its contents (*see Exhibitor Security Precautions for suggested actions*).

There may be a requirement for show services to have access to your booth to perform maintenance such as power or water hook ups. These individuals will be from Exhibition Place, Stronco Show Services or RAWF. In all cases these individuals must show proper company identification pass in order to gain access to your booth. This is a requirement that must be followed to ensure that your contents are properly secure.

DO NOT ALLOW ACCESS TO YOUR BOOTH UNLESS PROPER ENERCARE CENTRE OR ROYAL IDENTIFICATION IS SHOWN.

BANKING FACILITIES

There are no banking facilities on site for this year's Royal. Cash withdrawals can be made through the bank machines located throughout Exhibition Place. The Exhibitor Business Centre, Located in Hall D, Galleria hallway, does provide limited coin exchange services.

TAXES

Exhibitors are required to collect and remit tax on goods and services sold at The Royal including out-of-province exhibitors. Please contact the Ontario Ministry of Finance (HST) and Customs and Excise Canada (GST) for additional information. Neither The Royal nor The Exhibition Place is responsible for collecting the sales tax.

IMPORTANT: CERTIFICATE OF LIABILITY INSURANCE

As an exhibitor participating in the Royal Agricultural Winter Fair, you must carry adequate Comprehensive General Liability insurance with a *minimum* property damage/bodily injury limit of \$2,000,000. This insurance is designed to protect the attending general public, other exhibitors, the fair organizers, as well as yourself against possible lawsuits arising from your participation at the fair.

For the safety and security of all concerned, you must provide The Royal with PROOF of adequate insurance coverage.

Exhibitors who have not provided proof of sufficient coverage will not be allowed to move-in and/or set up their booth(s) until the insurance certificate has been provided to The Royal's Management.

There are two ways to confirm liability insurance coverage to Royal Management:

OPTION #1 APPLY for insurance at www.exhibitorinsurance.com

Royal Management has appointed Brokers Trust Inc. as our Insurance provider to Exhibitors. On behalf of our exhibitors, we have negotiated a favourable premium package that will comply with the insurance requirement. If you sign up early you are also entitled to a preferred rate. To obtain coverage for The Royal (from move-in to move-out), [please click here to purchase your exhibitor insurance for the Royal Agricultural Winter Fair , 2016.](#)

ONCE APPROVED BY BROKERS TRUST INC., please email or fax a copy of your certificate to The Royal.

OPTION #2 Obtain Comprehensive General Liability Insurance from your existing insurance provider.

If you already have Comprehensive General Liability insurance in place, provide The Royal with a COMPLETED liability insurance declaration of coverage form. Fax copy directly to the Royal at 416-263-3488.

Please ensure your registered booth name is listed on your certificate.

Certificate Holder Royal Agricultural Winter Fair
 39 Manitoba Drive
 Exhibition Place, Ontario
 M6K 3C3

Policy Effective Date October 31st, 2016

Policy Expiration Date November 14th, 2016

Any questions related to coverage requirements are to be directed to John Argyropoulos via johna@exhibitorinsurance.com or (905)-695-2971 ext 105.

EXHIBITOR SECURITY PRECAUTIONS

SECURITY CHECKLIST

Do not leave your booth unattended.

Notify the Security Show Office of any specialized items within your display.

Ship your product and display in locked trunks or crates.

Do not label crate contents on the outside of shipping containers.

Do not allow access to your booth by maintenance personnel unless proper Exhibition Place or Royal identification is shown.

Secure all items in your display at the end of each day.

Cover your displays at night.

Never leave your exhibit unattended during move in and move out.

Report all damage, lost items, or any suspicious person's/activity to the Commercial Exhibits Office / Security immediately. In the event of suspected theft or damage an Exhibition Place security report may be necessary in addition to a Toronto Police Report.

Surveillance cameras are for in house use only and may not be recording during the move-in/move-out process.

MOVE-IN and MOVE-OUT

MOVE IN

There are 3 days allocated for commercial exhibitor move-in.

1) Tuesday November 1st, 7:00 am - 11:00 pm: **Food Court & Exhibits larger than 600 sq. Ft**

For exhibitors requiring additional time to build and set-up displays, please contact Commercial Exhibits at commercial@royalfair.org to ask for special arrangements. If special arrangements are not made you will not be able to enter the building.

2) Wednesday November 2nd, 7:00 am - 11:00 pm: **All Exhibitors**

All exhibitors are welcome to set up.

Vehicle access will end at 2pm. You may still load in, but you may not drive to your booth. No exceptions.

3) Thursday November 3rd, 7:00 am - 11:00 pm: **All Exhibitors**

NO VEHICLE ACCESS within the Enercare Centre. All debris must be removed from the aisle by 8 pm in order for aisle carpet to be installed. Exhibit set up must be completed by end of day.

VEHICLE ACCESS

Vehicle entry into the building is permitted upon the approval of the Dock Master on Tuesday, November 1st and during the morning of Wednesday, November 2nd following which there will be NO access. This is based on safety requirements and non-negotiable. Please be aware that no parking is allowed at any of the docks during the move-in period. Any unauthorized vehicles will be tagged and towed at the owner's expense. Tickets are written by The City of Toronto and The Royal accepts no responsibility for such.

MATERIALS HANDLING

Stronco, our Show Service Provider will be offering a "materials handling service". An hourly fee will be applied. To order this service, complete the Material Handling Form available online:

<http://www.royalfair.org/exhibitors/commercial/exhibitor-manual-forms>

Material handling services include:

- unloading crates/materials at receiving dock
- delivery of crates/materials to booth location
- storage labels to identify empty crates/boxes
- moving empty crates/materials to off-site trailers
- returning empty crates/materials after show closing on November 13th, 2016
- reloading crates/materials on truck for return shipment

STORAGE

There is no onsite storage. Should you require storage space for your empty crates, contact our Show Service Providers. All empty crates and boxes in the aisles should be labelled and ready to be picked up for storage no later than 8:00 p.m. on Thursday, November 3rd to facilitate the installation of the aisle carpet. This applies to storage of empty crates/boxes only, it is not for storage of stock. **Any exhibit crates left in aisles, by loading docks or in other common areas will be seized by show management and assessed a non-negotiable \$500.00 release fee.**

DOLLIES

A limited supply of dollies will be available at the west loading dock. Exhibitors will be asked to leave their driver's license or another piece of photo identification for security purposes. For lost dollies there is a replacement of \$450.00 per dolly. Credit card payment must be processed for a driver's license or another piece of photo identification to be returned.

SHIPPING, RECEIVING & DELIVERIES

* Couriers: Any deliveries to exhibitors prior to and during The Royal should be clearly marked with the name of the exhibitor, exhibit hall and booth number

Only PREPAID shipments will be accepted. The Royal does not accept responsibility for the security, condition, or safekeeping of any shipments received on exhibitor's behalf. **Shipments will not be received prior to Tuesday, November 1st**. Please ensure your shipper is provided with the exact name and location of your exhibit as well as your contact information. During The Royal, large shipments must be delivered to your booth prior to 8:30am, otherwise it may be rejected. The Royal is not responsible for the condition of shipments received or for verifying the number of packages in the shipment received.

ENERCARE CENTRE / EXHIBITION PLACE

•All services are completely at the expense of the exhibitor. Enercare Centre and Exhibition Place's exclusive supplier(s) must provide all services. All order forms for their services are provided online at: <http://www.royalfair.org/exhibitors/commercial/exhibitor-manual-forms>

The west order desk is now located at their central location beside Salon 106 off the Galleria.

MOVE-OUT

- ALL booths must remain open for business until 6:00 pm on Sunday November 13th, 2016. ALL products and merchandise displays must remain in booth until 6:00pm.
- Booths can be packed up after 6:00 pm and be removed by hand or by dolly.
- Aisle carpet will be removed between 6:00 pm – 8:00 pm. During this time please keep aisles clear.
- For larger exhibits, booths in busy aisles, and those unable to complete a post 6:00pm move-out on Sunday, it is recommended to complete the move-out on Monday November 14th. Please ensure all items are stored in a safe and secure way.
- Move-out will be permitted through the loading docks ONLY. No exhibitor is permitted to move-out through the Galleria or Heritage Court doors of the Enercare Centre. Escalators will be turned off and exhibitors are asked to respect this request as moving in and out from the hall may cause damages.

LOADING DOCK & VEHICLE ACCESS

- Dock Space is allocated on a first-come, first-served basis. Vehicles will be queued up along Nunavut Road. Venue Access Vehicle passes will be available to Exhibitors once their booths are completely torn down and ready to be loaded out. The Commercial Exhibits Floor Managers will be on the floor and will release them. No move-out activity will be permitted through The Galleria of the Enercare Centre.
- There will be no vehicle access until at least 2 hours after the carpet removal. This is due to onsite safety and damage concern. ***Exhibitors caught entering the facility with an unauthorized vehicle will be permanently banned from exhibiting at The Royal.***
- The Royal may update move-out instructions. If so they will be forwarded to all of the exhibitors before or during The Fair.
- Exhibitors who wish to dismantle their booth the day after closing should remove any valuable and easily carried equipment or merchandise from the booth. This will decrease the likelihood of theft during the move-out process.

FINAL PICK-UP

All exhibits must be completely picked up and moved out by 12:00 pm on Monday, November 14th. Any remaining crates, etc. on the show floor may be force shipped at the exhibitor's expense after this time. Special requests for an extended deadline must be cleared through the Commercial Exhibits Manager prior to the start of move-in.

EXHIBIT and DISPLAY GUIDELINES

WE WILL BE ENFORCING THE NO CANOPY OR TENT STRUCTURES/COVERINGS GUIDELINE

These guidelines and regulations are intended to provide a foundation for constructing a Commercial Exhibit at The Royal. Exhibitors are expected to create attractive, eye-catching displays that do not infringe on adjacent or neighbouring booths or aisles. All booths, displays, signage, decorations and products must be contained entirely within the space allocated in the license agreement.

The Royal as well as any designated Safety Inspector shall have at all times, the right to enter and inspect the booth space allotted to the exhibitor.

Note: Please allow 3" - 6" at the rear of the booth for services.

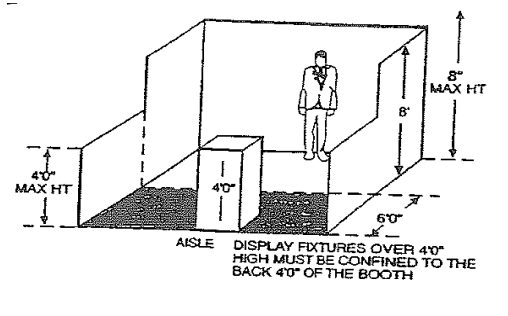
STANDARD BOOTH EXHIBITS

Definition: One or more standard booth units in a straight line.

Height: Exhibit fixtures, components and signage must not exceed 8' 0". However, if an exhibitor has a licensed island area of more than 600 square feet, signage and decorations may go up to a maximum of 12' 0".

Depth: All display fixtures over 4' 0" in height and within 10 linear feet of an adjoining exhibit must be confined to within 4' 0" of the back wall of the exhibitor's space.

- No signage, decorations, displays or product will be allowed to overhang into the aisles outside of your allocated booth space.

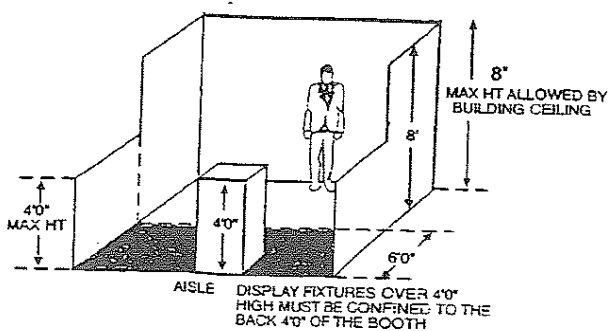


PERIMETER WALL EXHIBITS

Definition: Standard booth unit located on the outer perimeter wall of the exhibit floor.

Height: Exhibit back walls may rise continuously to a maximum height of 8' 0". However, signage and decorations may go up to a maximum of 12' 0".

Depth: All display fixtures over 4' 0" in height and are within 10 linear feet of an adjoining exhibit must be confined to within 4' 0" of the back wall of the exhibitor's space.



PENINSULA & ISLAND EXHIBITS

Definition: Exhibits in four or more standard units back to back with aisles on three sides (peninsula) or on all four sides (island), as well as one or more display levels.

Height: Walls may extend to a maximum height of 8' 0". If walls are located on the edge of the booth space, they must provide for adequate line of sight and access to the booth at all walled sides.

- All display fixtures within 10 linear feet of an adjoining aisle must not exceed 4' 0" in height. Display fixtures placed within 20 linear feet of the adjoining aisle may be up to 8' 0" in height and those placed more than 20 linear feet may be up to 12' 0".
- In peninsulas, back wall structures (hard wall or drapery) will be permitted with show management approval, but must afford 10' 0" of unobstructed view on either side of the exhibit wall. Any variance requires a written agreement between the two Exhibitors sharing the common line. It is the responsibility of each exhibitor to drape or finish exposed/unfinished portions of back wall(s).

HANGING SIGNS

- Exhibit booths must display signage indicating the name of the exhibiting company. If you do not have a sign displaying your company's name, and would like to order one, it is recommended that you contact Stronco. Standard sign size is 7" x 44".
- Hanging signs, banners and graphics are permitted upon approval by The Royal, for exhibits that are 400 square feet or more with a minimum depth of 20' 0" (i.e. peninsulas, islands, or some perimeter wall exhibits). Hanging signs are prohibited over standard booths. You must contact Exhibition Place to arrange for such a hanging.

CANOPIES, CEILINGS & HEADERS

The Royal is indoors; with Exhibits in close proximity to each other. We strive for all exhibits to exude a high-end aesthetic. We believe that canopies, ceilings and headers are not tasteful and obstruct proper Life Safety Systems (sprinklers). You may utilize an existing tent's structure for the sake of security overnight. However, optically it not recommended.

Exceptions will be made for those Exhibits which are larger than 800 sq. feet and are prepared to install and plumb temporary sprinkler system to offset the obstruction of the venues'. Arrangements must be made with the Commercial Exhibits Manager a minimum of 60 days prior to load in.

LABOUR AND CONSTRUCTION UNION REGULATIONS

Exhibitors agree to observe all union contracts and labour relation's agreements in force between The Royal, its official contractors, Exhibition Place and the Building Construction Trades Council of Toronto and surrounding areas. If an Exhibitor decides to contract an outside contractor for the construction, the contractor(s) used must be a member(s) in good standing of an affiliate of the Building and Construction Trades Council of Toronto.

There are four unions that have jurisdiction over trade shows at Exhibition Place:

(1) The Labourer's International Union

- Requires that all freight to be handled by their members, which involves the unloading of large trucks or vehicles. Therefore, exhibitors must utilize the show's forklifts or hire directly from the union.

Labourer's International Union, Local 506

Contact: Rudy McPherson – Steward Labour / Dave Turecky – Steward Cleaning

Phone: 416-638-0506

(2) The Carpenter's Union

- Requires that all construction to be handled by their members. Exhibitors may use their own permanent exhibit staff to erect their own display, provided that the booth is erected with wing nuts and bolts of similar construction.

Carpenter's Union, Local 27

Contact: Paul Daly – Field Representative. / Dana Gidge - Steward

Phone: 416-749-7440

(3) The I.A.T.S.E. Union

- Requires that any use of lighting or technical equipment set-up or dismantle (i.e. video walls, sound systems, overhead projectors, etc.) must be done by member personnel.

I.A.T.S.E. Local 58 Personnel

Contact: Mark Goldenberg - Steward

Phone: 416-364-5565

(4) The Painters Union

- Requires that any painting of decks, walls etc. must be done by member personnel.

Contact: Michael Colafranceschi – Representative / Gabe Dorazio - Steward

Phone: 416-630-9604

EXHIBITION PLACE RULES & REGULATIONS

EXHIBIT STRUCTURES

The following booth configurations DO NOT require formal approval by the Enercare Centre/Exhibition Place:

1. Open top exhibition booths.
2. Platforms less than 400 sq. ft in area.

The following booth configurations DO require formal approval by the Enercare Centre/Exhibition Place and The Royal.

1. Platforms exceeding 400 sq. ft. in area.
2. Multi-level/covered booths that require additional sprinkler protection and greater than 800 sq. ft.
3. Layouts of all meeting rooms used for exhibits.
4. two-storey booths
5. Booths with mezzanines
6. Any enclosed showroom with an area in excess of 2,000 sq. ft.
7. A booth with occupancy of 60 persons must have two means of exit as far apart as possible.

A description of the booths requiring approval must be submitted to The Royal offices. The Royal will then submit that description to the Show Department at Exhibition Place for an approval. Exhibition Place/The Enercare Centre will discuss these configurations with the Toronto Fire Prevention Division.

FIRE SAFETY REQUIREMENTS

In the interest of life safety and fire prevention at the Enercare Centre/Exhibition Place, the following minimum fire safety requirements apply:

Booths must be constructed using steel, aluminium, glass, wood, plastic, etc. and/or any other non-combustible material as regulated by the Ontario Building Code.

In most cases, thick wooden structural members and panels such as plywood may be considered flame resistant.

Wood veneer or thin wood panels not fixed to a backing are NOT considered to be flame resistant but rather are combustible.

Combustible materials including plastics must have a flame spread rating not exceeding 150 and a smoke developed classification not exceeding 300.

All Ecologizer cooking equipment (ie vent-less hood) must have a valid certificate to operate.

If, in the opinion of the Exhibition Place/Enercare Centre Safety Engineering Department, a material might not pass the National Fire Prevention Association test, it may result in the exhibit being disallowed and removed from Exhibition Place.

The limitations described below shall apply to all decorative materials, finishes, and furnishings:

Must be made from non-combustible material; or

Treated and maintained in a flame-retardant condition by an approved flame retardant solution or process.

Corrugated cardboard can be used only if has been fire retardant-treated at the factory.

Plastics can only be used if approved by Enercare Centre/Exhibition Place.

ADDITIONAL ENERCARE CENTRE/EXHIBITION PLACE FIRE SAFETY REQUIREMENTS

Flames shall not be used solely to attract attention to an exhibit area.

Exhibits utilizing flame-producing devices must be attended to at all times.

Where candles are offered for sale, not more than four (4) candles may be lit at any one time, and hurricane-type chimneys must shield them. If glass contained candles are lit, the flame must not extend above the rim of the container.

One (1) X 2.5 kg (5lb) 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 1.25Kg (2.5lb).

Equipment must be set up as far away from public aisles as possible and must be installed in a manner that complies with approved safety standards.

An approved fire extinguisher must be installed in exhibit areas where flame-producing devices are used.

If at any time the Fire Inspector deems such equipment to be operated in a manner that is dangerous to public safety, he/she will cancel the privileges of the exhibitor concerned.

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

COOKING: DEMONSTRATIONS ONLY

Small electric cook-tops, grills, and ovens will be allowed for cooking demonstrations.

No cooking appliance is to be placed on combustible furnishings or too close to any combustible materials.

Cooking areas must have one dry chemical fire extinguisher bearing the Underwriter's Laboratories of Canada designation 10-BC.

ELECTRICAL INSTALLATION

All electrical installation should be standard three-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.

PROHIBITED MATERIALS, PROCESSES, AND EQUIPMENT

The use of the following material processes or equipment is strictly prohibited:

1. Acetate fabrics, corrugated-paper-box board and no-seam paper
2. Oilcloth, tarpaper, sisal paper, nylon, orlon, and other plastic materials that is not fire-retardant
3. Paper-backed foil unless it is glued securely to suitable backing
4. Styrofoam and foam core
5. Fireworks
6. Blasting agents
7. Explosives
8. Flammable cryogenic gases
9. Aerosol cans with flammable propellants
10. Storage or display of ammunition and/or fire-arms (subject to subsection 5.2 of the Ontario Fire Code and Criminal Code).
11. Fuelling of motor vehicles.
12. Liquefied petroleum gas.
13. Wood matches with "all surface" strikes.
14. Hazardous refrigerants such as sulphur dioxide and ammonia.
15. Cellulose nitrate motion picture film.
16. Use of flammable liquids or dangerous chemicals.
17. Electrical equipment or installation not conforming to the Electrical Safety Code, Ontario Regulation CSA-C22-1.
18. Glitter, confetti, stickers and any type of balloon.

PROHIBITED COOKING EQUIPMENT

The following are not permitted in any Exhibition Place Building: propane, natural or flammable gas equipment, heaters, barbecues, open flame, candles, torches, pressure vessels, propane tanks, open fryers, non-certified Ecologizer equipment (vent less) and any equipment requiring ventilation.

MATERIALS, PROCESSES AND EQUIPMENT REQUIRING APPROVAL

The use of the following materials, processes or equipment is subject to approval from Enercare Centre/Exhibition Place. If any material, process or equipment requiring approval is to be used, the exhibitor shall submit in writing to The Royal office the nature of the process or equipment and any safeguards to be used to protect against hazard. Requests will be submitted by The Royal to Exhibition Place who will review and return the request with an approval, rejection, or with limitations.

1. Propane or natural gas fired equipment.
2. Any other flammable gas equipment.
3. Operation of any heater, barbecue, heat-producing device, open flame device, candles or torches.
4. Exhibits involving hazardous processing or materials not previously listed.
5. Storage or display of ammunition and fire-arms (subject to subsection 5.2 of the Ontario Fire Code and Criminal Code).
6. Pressure vessels including propane tanks.
7. Fossil fuel powered equipment.
8. Hydraulically powered equipment using flammable fluids.
9. Thermal radiation producing devices.
10. Natural Christmas trees.

BOOTH OPERATION & INFRACTIONS

Staff will monitor exhibitor booth operations throughout The Royal, including move-in, the duration of The Royal, and move-out to ensure that all exhibitors comply with the rules and regulations of The Royal. Booth infractions will be issued to exhibitors as needed by The Royal's security and staff and will be recorded in the exhibitor's file. Booth infractions will be used to determine future licensing of all exhibitors. In addition, the Royal may also invoke a fine of \$250.00 for any of the booth infractions as outlined below.

Booth Infractions may be issued if exhibitors fail to do any of the following:

- Booth opening and closing as per fair hours.
- Booth being staffed at all times.
- Booth and all products displayed not within licensed area.
- Products not sold as per License Agreement.
- Sidewall restrictions.
- Company name sign not posted and visible.
- All signage not professional made or hand written.
- Complaints received from patrons and/or other exhibitors.
- Adherence to Rules & Regulations as outlined in the License Agreement and Exhibitor's Manual.
- Co-operative with Royal staff and security staff
- Royal policies and procedures, i.e. move-in, move-out procedures not followed

ROYAL AGRICULTURAL WINTER FAIR SHOW RULES & REGULATIONS

SMOKING

Smoking is not permitted within The Enercare Centre/Exhibition Place. The City of Toronto By-Law #406-79 prohibits smoking within any of the buildings at Exhibition Place. Persons found smoking are subject to the maximum penalty fine of \$5,000.00.

ALCOHOL

Alcohol is not permitted in exhibits. Alcohol consumption is only permitted in designated areas.

PRODUCTS EXHIBITED

Exhibit contents are limited to those products identified and approved in the license agreement. No used, second-hand, rebuilt articles or goods are permitted for display or sale. In addition, no exhibitor may sell articles bearing the logo of The Royal without written permission from The Royal. The Royal reserves the right to prohibit exhibits or exhibitors considered objectionable by The Royal management.

SOUND SYSTEMS

Live bands, recorded music, and public address systems are not permitted on the grounds of The Royal under any circumstances unless authorized by The Royal. In addition, exhibitors are not permitted to use amplifiers or similar devices for the purpose of attracting attention to the exhibitor's booth.

Exhibitors who are using video equipment as a sales tool and who have received permission from The Royal for sound amplification, must contain the sound within their own exhibit. The Royal reserves the right to control sound in the event that it becomes a nuisance to adjoining exhibits.

SIGNS

Hand-written signs are not permitted. All signs must be produced professionally. Exhibitors are permitted to display signs representing their products only in those areas for which they have contracted space. See the Display Guidelines section of this manual for specific sizes and restrictions.

FLOOR COVERINGS

Exhibit area must contain a carpet or other suitable floor-covering that covers the entire floor area of the exhibit space.

GARBAGE REMOVAL

All exhibit areas must be kept and maintained in a clean and tidy condition throughout The Royal. All boxes, containers and refuse must be removed from sight. All refuse must be removed by the exhibitor and placed in the garbage bins provided for this purpose by no later than 8:00 am each day.

AISLE SPACE

Aisle space may not be used for exhibit purposes, general solicitation, or literature distribution. All exhibit material is strictly forbidden outside the immediate exhibit area.

EXCLUSIVITY

The Royal reserves the right to grant ***Exclusive Official Supplier*** status to its suppliers and/or sponsors. All commercial exhibitors are expected to comply as applicable. The Royal will not grant product exclusivity to commercial exhibitors for an individual's products or type of product.

STAFFING EXHIBITS

Exhibitors are required to maintain staff in their exhibit booths at ALL times during the show hours. The buying public is on the floor until the last minute and expect exhibitors to be present. Security is certainly a concern when exhibits are not staffed at all times.

SUBLETTING

Exhibitors must not sublet, re-license or sell any portion of allocated exhibit space to another manufacturer, distributor, company or person.

EXHIBITOR CONDUCT

All exhibitors are expected to conduct themselves in a professional manner in their dealings with other exhibitors, attendees and The Royal staff. Products and services are to be promoted on their own merits rather than through comparison with competitive products. Exhibitors failing to conduct business in a professional manner may be removed from the show.

DISPUTE RESOLUTION

In all cases of irresolvable dispute between exhibitors or between exhibitors and The Royal concerning interpretation of these rules and regulations, The Royal will request details of the complaint(s) in writing. The complaint(s) will be forwarded to The Royal's CEO to be replied to in writing. The interpretation and subsequent decision of The Royal will be final.

PAYMENT OF ACCOUNT

Full and final payment for exhibit space must be made prior to Monday September 15th 2016, unless otherwise stated. If this financial obligation is not met, the exhibitor will not be permitted to proceed with move-in.

SOLICITING

Soliciting business and distributing samples or souvenirs (including costumed personnel) is not permitted in the aisles, other exhibitor's booths, or building entrances or exits anywhere on the grounds of The Royal. In addition, exhibitors are not permitted to solicit patrons while the patron is standing in the licensed area of another exhibitor, conducting business, or speaking with another exhibitor. Sales people are prohibited from operating in the aisles, and must conduct business within the confinements of their own booth space while not conflicting with other exhibitors.

CONTESTS AND PROMOTIONS

Competitions and promotions must be free entry and of no obligation to the winner. Awards, which are conditional upon the placing of an order, or which represent a credit to be applied as part payment of any order, are not permitted. The award(s) and terms of it must be clearly stated on the entry form. Exhibitors wishing to conduct a contest must obtain permission from The Royal in advance before the ballot is printed.

LIABILITY & INDEMNIFICATION

Further to the information stated in the License Agreement, The Royal is not responsible for any liability to any person for any loss, damage, or injury to any person or property incurred in the said exhibit space unless caused by a negligent act of The Royal. If there is any defect, wrongful act, disturbance, or dangerous circumstance, please bring it to the attention of The Royal staff immediately.

INSURANCE

The exhibitor, at his or her own cost, shall procure and maintain in full force and effect during the time of this License Agreement, a comprehensive general liability insurance policy with a combined single limit of not less than *TWO MILLION DOLLARS (\$2,000,000.00)* for bodily injury or death and for property damage. Furthermore, the exhibitor shall provide The Royal with proof that it is additional insured under such a policy, as well as a guarantee that the policy will not be cancelled or materially altered without at least thirty days prior written notice to The Royal.

All exhibitors are required to submit a copy of their insurance certificate to The Royal by Tuesday, October 4th 2016. Failing this, exhibitors will not be permitted to proceed with move-in or set-up. (See *Section Supplier Order Forms*) Please ensure your registered booth name is listed on your certificate.

ELECTRICAL SAFETY

The exhibitor agrees to abide by the Ontario Electrical Safety Code, Ontario Regulation 794/80, which requires that all electrical equipment must be approved of before it may be otherwise disposed of or used in Ontario. This includes electrical merchandise as well as lighting and display equipment.

DAMAGE & DEFACING TO ENERCARE CENTRE/EXHIBITION PLACE PROPERTY

Exhibitors are not permitted to paint, nail, drill or attach any items to floors, walls, ceilings or any part of the Exhibition Place/ Enercare Centre buildings. No balloons or any other inflammable devise can be used as such items can be logged in the ceiling of the building. No stickers of any kind can be given out since additional janitorial costs are incurred to remove these from wall and carpets etc. Specific care must also be exercised in securing carpet etc to the floor. Tape must be used to ensure that it can be removed and removed without damage to the floor. If any damage occurs to the property by act, default of negligence of the exhibitor, the exhibitor's agents, employees, patrons, guests, or contractors will be responsible to pay for the necessary restoration of the Exhibition Place/ Enercare Centre buildings to the original condition. The Royal will inspect the exhibitor's licensed space with the exhibitor if available and record any damages. The cost of such repairs will be charged directly to the exhibitor. Failure to pay these costs will result in collection costs and withholding future licence agreement.

THE TECHNICAL STANDARDS AND SAFETY AUTHORITY (TSSA)

INTRODUCTION

The TSSA is an innovative, self-funded, public safety organization focused on delivering public safety services in a proactive, prevention-based manner. As a delegated administrative authority, TSSA is responsible for regulating Upholstered and Stuffed Articles under Ontario's *Technical Standards & Safety Act, 2000* (the *Act*).

While delegated by the Ministry of Government Services, TSSA funds its operating revenues from service fees paid by regulated industries. As a not-for-profit organization, TSSA reinvests in the safety systems under its regulatory jurisdiction, educating the public and helping industry tackle serious safety issues.

UPHOLSTERED AND STUFFED ARTICLES IN ONTARIO

TSSA protects the public from potential hazards relating to the use of unclean or used upholstered and stuffed articles in Ontario. Under the *Act*, TSSA's mandate is to ensure that only new, clean filling materials are used and properly labelled.

INSPECTIONS/INVESTIGATIONS

All upholstered and stuffed articles are subject to inspection at any time from manufacturing to point-of-sale. Such inspections may include routine representative sampling.

Incidents and complaints are investigated by TSSA Inspectors, who are designated as Provincial Offences Officers under the *Act*. Under Regulation, 218/01, products may be seized and submitted for testing to determine compliance.

If an issue of non-compliance occurs, TSSA Inspectors implement steps to prevent recurrence with appropriate corrective action, and may, in the greater scope of safety, prosecute individuals and companies contravening public safety legislation. Inspectors additionally issue director's orders, working to protect the public.

REGISTRATION SERVICE

Factories manufacturing upholstered and stuffed articles to be sold in Ontario are to be registered with the Upholstered & Stuffed Articles Program and affix provincial labels. This requirement impacts:

- Factories: domestic and foreign manufacturers;
- Renovators; and
- Home hobby/craft operators.

Please refer to the following forms for more details and examples on how to be in compliance. Examples of items requiring each form are list adjacent to the form. Forms are also available via <http://www.royalfair.org/exhibitor-manual-forms> Scroll down to TSSA Forms.

- Form 1 – For Furniture & Bedding (Horse Blankets)
- Form 2 – For Decorative Cushions, Misc. Items (Saddle Pads, Saddles, Backpacks)
- Form 3 – Toys, stuffed animals, wallets, purses, accessories, gloves, hats (with stuffing)
Saddles can have labels looped or attached via ribbon need not be sewn in.

If you have any article that has stuffing, you must be in compliance with this act or may be subject to fines.

If you have further questions, you may contact:

Dara Vorkapic

Statutory Director & Manager of Operations TSSA,

Upholstered & Stuffed Articles Program

(416) 576 3284 or email via dvorkapic@tssa.org

Check out: <http://www.tssa.org/regulated/upholstered/>

FOOD & BEVERAGE PREPARATION/SAMPLING

Those selling, serving or sampling food must abide by all City of Toronto Health Department guidelines. We have posted a Royal – Specific overview online at <http://www.royalfair.org/exhibitor-manual-forms> In addition The Royal has contracted Noraxx Inspections to oversee Food Safety Management. Noraxx works with us to ensure all exhibitors remain in compliance. All Exhibitors are subject to random testing(s).

The following requirements apply to all booths selling food for immediate consumption. Booths providing free food samples and/or demonstrating food handling and equipment use are also required to follow these requirements. Recent outbreaks involving petting zoos and live animal displays have shown that the relative Proximity of live animals and food preparation and vending play a role in food borne illness through the airborne transmission of animal fecal matter. Based on this evidence, Toronto Public Health will not allow the sale, preparation and/or service of food in areas that have live animals and have restricted food preparation and vending to designated areas.

FOOD SUPPLIES

- All food shall be obtained from government inspected food premises. NO home prepared or home canned food shall be served, offered for sale or given away.

FOOD PREPERATION & STORAGE

- All food must be protected from contamination at all times using such items as plastic wrap, aluminum foil, lids and/or sneeze guards.
- Food must be stored at least 15 cm (6”) off the ground.
- Store cleaning supplies in an area separate from food.
- All potentially hazardous and hazardous food must be transported, stored and maintained at proper temperatures. Cold food must be kept at 4°C (40°F) or lower. Hot food must be kept at 60°C (140°F) or higher. Probe thermometers must be provided so that operators can ensure that food is being held at the proper temperatures. Proper refrigeration units, hot holding units and freezers must be used to maintain food at proper temperatures (i.e. Coolers with ice, steam tables).
- Store cooked and ready-to-eat food on shelves above raw hazardous food in the refrigerator/freezer or in separate compartments.

FOOD PREPERATION

- Limited food preparation is permitted on site.
- Do not leave food out at room temperature.
- Keep marinating food in the refrigerator.
- Prepare and cook food in smaller amounts for immediate sale/consumption instead of in large amounts that need to be cooled and reheated.
- Prevent cross contamination.

- Use clean plates or containers for cooked food and not those that held raw food.
- Clean and sanitize cutting boards and knives after each use and on a regular basis.
- Use utensils such as tongs, ladles and spatulas when handling food.

COOKING FOOD THOROUGHLY

Food must be cooked and reheated to an internal temperature as indicated below. Food probe thermometers must be available to check the internal temperature of hazardous food.

Internal Temperatures for Cooking and Reheating Hazardous Food

Hazardous Food Item	Cooking° C (°F) for 15 seconds	Reheating °C (°F) for 15 seconds
Poultry:		
Whole	82 (180)	74 (165)
Poultry:		
other than whole poultry		
all parts of ground poultry	74 (165)	74 (165)
all parts of ground meats that contain poultry		
A food mixture containing poultry, egg, meat, fish or another hazardous food	74 (165)	74 (165)
Pork and pork products		
All parts of ground meat, other than ground meat that contains poultry	71 (160)	71 (160)
Fish	70 (158)	70 (158)

FOOD SAMPLING

- Use tongs, serving spoons, ladles and spatulas to serve food into individual sample size portions.
- The samples should be offered in single portions by using individual serving plates, cups or serviettes.
- Consumers must not be able to touch other food samples while they are taking their own sample.

HAND WASHING SINKS

- Every food booth must have a Toronto Public Health approved method of hand washing available in the booth. This includes sampling booths, demonstration kitchens and licensed bar areas.
- Booths handling food must have a hand washing basin with hot and cold water under pressure, liquid soap in a dispenser and paper towels. Operators are responsible for maintaining proper water supplies and removing waste water from their booths.

PERSONAL HYGIENE

All food handlers must:

- Maintain good personal hygiene
- Must wear clean outer clothing and have their hair confined in a net or a hat
- Should have trimmed nails and wear no jewelry when preparing food
- Should be aware of their habits such as nail biting, touching their face especially around the mouth, nose and eyes

Hands must be properly washed using the six step method

Wash hands after:

- Handling hazardous or raw food
- Sneezing or coughing
- Touching something contaminated
- Smoking
- Using the washroom
- Handling money
- after finishing one job and before beginning another job

Wash hands before:

- starting work
- handling any food

Ontario Regulation 562, Food Premises, under the authority of the Health Protection and Promotion Act, 1990, does not require the use of gloves.

- It is required that food handlers properly wash their hands before handling food. Utensils must be used whenever possible.
- Gloves are recommended when food handlers have cuts or wounds on their hands.
- The cut or wound should be bandaged and protected with a glove. This protects the wound and the food.

If gloves are used:

- They must be replaced after each task
- Hands must be properly washed before gloves are put on and each time gloves are removed
- Gloves must be properly stored to protect them from contamination

Remember;

Gloves do not replace hand washing

- Gloves are a tool and must be used properly

Hand Sanitizers

- Hand sanitizers do not replace proper hand washing.
- Hand sanitizers should be in contact with hands for at least 30 seconds to be effective.

Contact Toronto Public Health at 416 338-7600 for further information.

CLEANING & SANITIZING

- A three (3) compartment sink must be provided in each booth for the proper cleaning and sanitizing of utensils and food containers on site. Ensure detergent and sanitizers are available for use.
- The last sink must be used for sanitizing utensils and food containers after washing.
The sanitizing solution must be changed frequently.
- Food contact surfaces must be cleaned and sanitized after each use and every two hours.
- All surfaces must be cleaned and sanitized every four hours.
- Provide a sanitizing solution stored in a spray bottle or a pail (for wiping cloths) to be used to sanitize all surfaces. The solution in the bucket should be changed every 4 hours and once a day in the spray bottle.

NOTE: All food booths must have at least a total of 3 sinks: a basin available for hand washing only and a 2 compartment sink for washing and sanitizing utensils and food containers.

By contract, exhibitors in The Royal Food Court must have a 3 compartment sink, plus a dedicated washing sink.

EXHIBITION PLACE AND ENERCARE CENTRE SERVICE TERMS & CONDITIONS

Telephone equipment must be picked up at the service desk. At that time, credit card verification will be required. All long distance charges from the first move-in date through the last move-out date are the responsibility of the exhibitor.

Exhibition Place/Enercare Centre is not responsible for lost or damaged equipment while in the exhibitor's possession.

All accounts to be settled upon close of The Royal. In some cases, all charges may not be tabulated at that time, in which case refunds will be mailed within two to four (2-4) weeks of show close. Any outstanding balances are payable upon receipt.

All prices are for rental only. Material and equipment furnished by the Exhibition Place/ Enercare Centre for this order shall remain property of the Exhibition Place/ Enercare Centre unless otherwise specified, and shall be removed only by the Exhibition Place/ Enercare Centre employees at the close of the show.

Under no circumstances shall anyone other than the Enercare Centre technicians make any special wiring within the Enercare Centre Complex. Delivery of all data transmission lines ordered from an outside vendor will only be allowed to a demarcation point specified by the Enercare Centre.

The Enercare Centre will not be responsible for any cutting or altering of any floor coverings in order to bring service to a booth.

A deposit for all telecommunications services and equipment is required before installation.

Credit will not be given for connections installed and not used.

Services are to be ordered by each exhibitor separately and are not to be shared with other exhibitors.

All equipment supplied to the exhibitors should be returned to the Service Desk at the close of The Royal unless other arrangements are made prior to close.

The exhibitor must file disputes concerning service with the Event Services Department prior to the close of the fair. The Enercare Centre will resolve disputes in a timely manner.

Changes to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service.

All exhibitor telephone service will be disconnected on the last day of the event, thirty minutes after the official closing time.

Rates quoted for service include bringing the service to the booth in the most convenient manner but do not include special wiring, testing, overhead drops and/or special placement of communication services.

Notification of cancellation must be received in writing a minimum of fourteen (14) days prior to schedule opening date (Thursday, October 20th, 2016). There will be a \$50.00 processing fee for all refunds requested. Cancellations after the deadline will be subject to full rental charges.

Payment Policy:

PAYMENT IN FULL must be rendered on all orders when order is placed. NO EXCEPTIONS! No service order will be processed without full payment. Exhibitors with outstanding balances from prior shows must satisfy the payment requirement or services will not be provided. All order forms and payments in Canadian funds or credit card must be received fourteen (14) days prior to the first exhibitor move-in day of the show in order to utilise the advance rate. The date received by the Enercare Centre will determine the applicable rate. All charges incurred during The Royal must be rendered in full at the time of service. Any balance outstanding after the closing will be charged to the exhibitor credit card. If by any reason of any default on the part of the exhibitor, hereunder, it becomes necessary to engage an attorney, the exhibitor agrees to pay all costs, expenses, and the attorney's fees expended or incurred by the Exhibition Place/ Enercare Centre in connection therewith. Unpaid balances are subject to 1.5% per month thereafter. The Enercare Centre will not be responsible for any strikes, accidents, fires, and acts of nature or delays beyond our control.

There is a \$50.00 service charge for all returned payments.

Cash, company cheques, money orders and credit cards will be accepted for advance payments only. All service orders received after fourteen (14) day deadline date will be required to pay by cash, credit card, certified funds or money order. Absolutely no cheques after the fourteen (14) day deadline.

Toll restrictions in the amount of the deposit received may be placed upon each line ordered at the discretion of the operator. Larger toll limits must be arranged with Event Services prior to installation.