



RULES AND REGULATIONS

GENERAL RULES

All exhibits and exhibitors are subject to all rules and regulations included in this section in addition to the exhibitor rules and regulations as stipulated on the Exhibit Space Contract.

All exhibits and exhibitors must comply with the Metro Toronto Convention Centre Rules & Regulations.

Gourmet Food & Wine Expo rules and regulations, as amended, shall govern in all cases. Interpretation of the Gourmet Food & Wine Expo rules and regulations shall rest with Show Management and its decision shall be final. Management may require exhibitors to make alterations to their displays and on failure to comply, may order the immediate removal of the entire exhibit at the Exhibitor's expense without compensation.

Show Management reserves the right to refuse admission to the show building to any visitor, exhibitor or exhibitor's employee(s) who, in the opinion of Show Management, is unfit, intoxicated or in any way creating a disruption to the show.

PAYMENT OF ACCOUNT

Full and final payment for exhibit space must be made prior to move-in. Show Management reserves the right to refuse entry to any exhibitor whose account has not been paid in full.

INSURANCE

Each exhibitor must carry full insurance for the entire duration of the show, including move-in and move-out. Proof of insurance must be provided to Show Management prior to move-in. Please see the enclosed form for further information.

THEFT AND LOSS

Show Management will take reasonable precautions to prevent losses and to protect the interests of exhibitors, but under no circumstances will it be liable for such losses. Neither Show Management nor the owners of the building will be held responsible for personal injuries, losses, or damage to products, stands, equipment, and decorations, resulting from fire, accident, theft or other, while in the building.

BOOTH DISPLAY RULES

To maintain consistency from show to show, the trade show industry has established guidelines for booth construction. Gourmet Food & Wine Expo exhibitors must conform to these guidelines. Carpet or an adequate floor protection that has been approved by the Metro Toronto Convention Centre is mandatory in every booth.



PREFABRICATED BOOTHS

An exhibitor planning to use or build a prefabricated display should make sure that:

- A. An allowance of one inch is made on each side of the display to allow for the thickness of standard dividers. If lengths exceed 9'10", notify Show Management so that special arrangements can be made.
- B. Projection of sidewalls must be limited to a maximum of five feet from the rear of the booth, allowing for 50% visibility at the sides of the exhibit.
- C. All sides and surfaces of exhibits (booths and signs) that are exposed to view must be properly finished and decorated.

SIGNAGE/BANNERS/DECORATIONS

The MTCC allows banners to be suspended above booths. The ceiling is 35' high. The regulations controlling installation are:

- A. Signage in the booth must conform to the height limitations as stated in the exhibit guidelines.
- B. They must be professionally made and displayed.
- C. Graphic material may appear on both sides of banners.
- D. Showtech must do all installations.

While every effort will be made to hang signage according to the exhibitor's requirements, we cannot guarantee that your individual banner will be hung at the center of your booth.

EXHIBIT INTEGRITY

Show Management reserves the right to restrict the use of glaring lights, objectionable lighting effects, or exceptionally noisy machinery. Sound presentations, slides, or movies will be permitted, if tuned to conversational level and, if not objectionable to neighbouring exhibitors. Sound levels may not exceed 70 decibels more than 4' from the source. Exhibits must not cause or produce any unusual, noxious or objectionable smoke, vapours, gases or odours.

CARE OF RENTED SPACE

Exhibitors must ensure space rented for their booth remains in good condition.

- Any fastening done in the building must not deface any floors, pillars, walls or ceilings.
- Exhibitors may not paint the floor space in their displays or drill or damage the floor in any manner.
- It is forbidden to apply any non-removable substance to the floor surface
- Stickers of any kind are prohibited at the MTCC
- Exhibitors may not put written materials on the walls of the Convention Centre.
- Acceptable tapes to be used are #618 Suretape (Cloth Duct Tape), #C700 Arno Tape (Double Sided Tape)



Exhibitors will be charged for repairs or cleaning if these rules are not enforced. Furthermore, exhibitors will be entirely responsible for damages incurred to material lent or rented (dividers, drapes, carpets, etc.) and will have to pay for repairs or replacement.

STAFFING

Exhibitors are required to maintain a staff member (19 years of age+) in their exhibit at all times during the show hours. Security is an added problem when booths are not manned. Exhibitors are reminded that Show Management does NOT assume any responsibility for losses.

PROMOTIONS AND CONTESTS

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 collection the prize offered. The schedule of prizes and terms of the competitions must be clearly stated on an entry form. Descriptions of competitions must be submitted in writing to Show Management at least four weekend prior to the expo.

SOLICITATION

Distribution of samples, souvenirs, promotional materials and soliciting of business must be within the exhibitors' booth space. Such activities are not permitted in the aisles, restaurants, registration area, hallways or other exhibits. No exceptions will be made.

Booth personnel, including demonstrators, receptionists and models are required to confine their activities to within the exhibitor's booth space.

AUDIO/VISUAL RECORDING

Audio or visual recording of any event requires written authorization from Show Management.

INDOOR USE OF PROPANE AND GAS

Please contact Show Management for approval form.

- A. Cylinder capacity must not exceed 5 lbs of propane.
- B. A person knowledgeable in the safe operation of the appliance must remain in attendance whenever the appliance is operating.
- C. Regular or continuous monitoring that carbon monoxide in the vicinity of the appliance does not exceed 15 ppm. (Maximum time between checks is 3 hours).
- D. Means shall be provided to protect the public from contact with hot surfaces or open flames.
- E. A 5 lb ABC fire extinguisher must be provided.
- F. No overnight storage of propane cylinders.
- G. A cylinder shall not be located within 50' of an exit or stairwell.



BARBEQUES

Please note that barbeques will only be allowed on the premise if accompanied by a smoke extractor. Show Management does reserve the right to have the exhibitor terminate use of the barbeque.