



OFFICIAL RULES & 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.

LIGHTING NOTICE

The Gourmet Food & Wine Expo provides ambient low-level lighting to enhance the overall show atmosphere. Exhibitors are encouraged to bring or order individual booth lighting. See Showtech section for order forms.

BOOTH INCLUSIONS

The following services are provided compliments of Show Management:

- Burgundy aisle carpeting
- 8' high black back wall
- 3' high black side walls
- Daily cleaning of aisles
- 24 hour building security
- Ice delivery
- Refrigeration truck
- Booth cleaning after show hours (not during)

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.

THEFT PREVENTION

It is recommended that the exhibitors arrive half an hour prior to show open and stay one half hour post close and remove all articles of value immediately when the Expo closes. Show Management will take all reasonable security measures; however, removal of such items will minimize the possibility of loss. Every precaution will be taken to prevent losses due to pilfering, but Show Management will not accept liability for losses of any kind. Each individual booth is solely the responsibility of the exhibitor or sponsor.



EXHIBITOR BADGES

Exhibiting companies are required to submit the exhibitor badges using the online registration utility under mandatory forms. All exhibitor identification badges are to be picked up at Exhibitor Registration during move in and show hours only. Badge passing will not be tolerated. At each entry and exit point you may be required to show identification that corresponds with your badge. Your badge will be confiscated if you cannot produce valid ID.

MOVE-IN RULES

The exhibitors may NOT begin move-in until the full rental amount has been paid. Neither Town Media Inc., its representatives, nor the MTCC shall be responsible for damage to uncrated materials; materials improperly packed or concealed damage. During move-in and move-out, the MTCC is considered a construction site. Therefore, all workers must wear protective footwear as stipulated in the Occupational Health & Safety Act. All exhibitors must move-in & out through the South Loading Dock. No equipment or materials can be transported via the public passenger elevators or escalators. All large vehicles requiring a loading bay are required to check into the marshalling yard. Exhibitors are required to have an authorized representative of the agency at your booth at all times.

PARKING

Parking in the south loading dock is absolutely prohibited and all vehicles must be removed as soon as they are unloaded, otherwise, they will be towed away at the exhibitor's expense. The time allocated to discharge merchandise is a maximum of 30 minutes, after which time parking is available at the South Parking entrance off Lower Simcoe St as well as on Queen's Quay West near Harbourfront. Parking passes are ordered through the MTCC. See MTCC Exhibitor Parking Pass Order form in the Additional Order Forms section.

STORAGE

Crates, boxes and packing materials must be removed from the booths if no storage space is available within them. They will be stored and returned to the booths at the closing of the exhibition. Please ensure that all material is clearly identified.

MOVE-OUT RULES

Exhibitors are not permitted to dismantle booths prior to official show closing. Crates will be returned and dollies will be allowed in the hall after the aisle carpets have been removed. When all exhibitor material is completely packed up and delivered to the loading dock their vehicle will be allowed to enter the loading area as space becomes available. Exhibitors must vacate their rented space and the MTCC along with all goods by Sunday at 11:00 pm. Equipment left on the floor after 11:00 pm will be stored by Lange Transportation and Storage. A charge will be levied to store materials.

REFRIGERATION

Space in the refer trailer is limited, to daily inventory. The refer truck is parked at the loading dock and under 24 hour security. Product should be clearly identified, as other exhibitors will be sharing truck space.

ICE

Ice will be delivered daily to exhibitors. Exhibitors are responsible for bringing their own bus pans and water jugs. Please label your items clearly to avoid confusion.

SINKS

One shared sink for all exhibitors will be available on the show perimeter. If you require your own sink please order through Showtech.



RINSE STATIONS

There will be three glass-rinsing stations on the show floor for show patrons only. Please do not dump into the rinse stations as they overflow.

SPIT BUCKETS

Exhibitors are required to provide their own spit buckets. A limited number may be available onsite.

SAMPLE SALES

The currency for sample purchases will be \$1.00 tickets. Boxes will be issued to each exhibitor to hold tickets. Tickets are then weighed at the ticket redemption office and a receipt is issued. Cheque reimbursements will be issued within approximately six weeks.

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.

AUDIO/VISUAL RECORDING

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



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 and for half an hour prior to show open and half an hour past show close. Show Management does NOT assume any responsibility for losses. Staff must always carry valid ID.

SMART SERVE STAFF

All staff members that will be handling and serving alcoholic beverage **MUST BE SMART SERVE CERTIFIED**. Please see the online certification course link in the Exhibitor Manual Section of the website. Please carry your SMART SERVE card at all time.

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 weekends 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.

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