



Exhibitor Information Kit

November 7 – 10, 2019

The International Centre, Hall 2

www.skicanada.org/toronto-ski-snowboard-show



Hello Exhibitor!

We are thrilled that you have chosen to exhibit at the 2019 Toronto Ski + Snowboard Show, taking place November 7 – 10, 2019 at the International Centre, Hall 2 in Mississauga, Ontario.

This kit has been put together to help you prepare for exhibiting at the show. Please read through the information carefully as this document contains the necessary rules, regulations, services and show information you need for the 2019 event.

You will find on our website all the order forms for services you may require at the show. To ensure that the requirements for your exhibit space are met, please return the forms promptly to the appropriate suppliers. Please note: Orders received after the specified deadlines are subject to surcharges.

We recommend that you participate in our various media campaigns, VIP Ticket Program and sponsorship opportunities, to maximize the amount of exposure you receive before and during show.

Should you need further information not covered in this kit please contact:

- Sandie Sharp, Show Coordinator sharp@sportshows.ca
- Chantel Machnik, Account Manager machnik@sportshows.ca
- Marla Kimball, Show Manager kimball@sportshows.ca

We wish you immense success at the 2019 Toronto Ski + Snowboard Show and look forward to working with you again this year.

Sincerely,

Your Show Team – Sandie, Chantel & Marla

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GENERAL SHOW INFORMATION

SHOW: Toronto Ski + Snowboard Show
DATES: November 7 – 10, 2019
LOCATION: The International Centre, Hall 2
6900 Airport Road
Mississauga, ON L4V 1E8

SHOW DATES & HOURS:

Thursday, November 7 th	3:00 pm – 10:00 pm
Friday, November 8 th	12:00 pm – 10:00 pm
Saturday, November 9 th	10:00 am – 8:00 pm
Sunday, November 10 th	10:00 am – 6:00 pm

YOUR EXHIBIT MUST BE OPEN AND STAFFED DURING SHOW HOURS.

SHOW PRODUCERS:

Canadian National Sportsmen's Shows 30 Village Centre Place, Mississauga, ON L4Z 1V9 Phone: (905) 361-2677 Fax: (905) 361-2678 Website: www.skicanada.org/toronto-ski-snowboard-show	Canadian Ski Council 5045 Orbitor Drive Bldg. 7 – Suite 100 Mississauga, ON L4W 4Y4 Phone: (905) 212-9040 Website: www.skicanada.org
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SHOW STAFF

Marla Kimball	Show Manager	1 (866) 704-4412	kimball@sportshows.ca
Chantel Machnik	Account Manager	1 (866) 704-4412	machnik@sportshows.ca
Sandie Sharp	Show Coordinator	(905) 361-5238	sharp@sportshows.ca
Brittany Hamilton	Digital Communications		

SHOW OFFICE

The Show Office will be located inside the lobby of Hall 2 with a registration area to assist exhibitors and attendees. The onsite telephone number for the Show Office is (416) 605-3303.

SHOW SUPPLIERS

SHIPPING & MATERIAL HANDLING & CUSTOMS..... Order Deadline: **October 31, 2019**

Lange Transportation & Storage
3965 Nashua Drive
Mississauga, ON L4Z 1P3

P: (905) 362-1290
TF: (800) 668-5687
F: (905) 362-1285

Contact: Nikki Cabral
E: nikkic@langeshow.com
W: www.langeshow.com

SHOW DECORATOR.....Advanced Order Deadline: **October 14, 2019**

Stronco Design Inc.
1510-B Caterpillar Road
Mississauga, ON L4X 2W9

P: (905) 270-6767
F: (905) 270-6771

Contact: Jeff
E: jeff.d@stronco.com
W: www.stronco.com

Online orders: <https://www.stroncoonline.com/index.cfm>
Online order code: **479192867**

Furniture rental, flooring, drapery, etc. can be rented from Stronco. All booth rate exhibits (100 – 399 sq. ft.) will receive draping as outlined on page 12. All on-site rentals are subject to a premium surcharge.

AUDIO, VISUAL & COMPUTER RENTALS Order Deadline: **October 7, 2019**

Cass Audio Productions
75 Sanford Fleming Drive
Collingwood, ON L9Y 5A6

P: (705) 351-0457
F: (705)446-1647

Contact: Ben Cassidy
E: cassaudio@gmail.com

SECURITY.....Order Deadline: Open

GSS Security
1219 Main Street East
Hamilton, ON L8K 1A

P: (905) 547-5552
TF: (877) 696-5552
F: (905) 547-5556

Contact: John LeRoy
E: jleroy@gss-security.ca
W: www.gss-security.ca

PUBLIC RELATIONS

Strattco PR
Contact: Laura Stratton

P: (905) 841-6797
E: lauraleastratton@strattco.com

ELECTRICAL EQUIPMENT & SERVICES Advanced Order Deadline: **October 22, 2019**

Showtech Power & Lighting
6900 Airport Rd
Mississauga, ON L4V 1E8

P: (905) 667-9546
F: (905) 677-8713
On-site: (905) 677-9546

Contact: Kimberly Dudley
E: kdudley@showtech.ca
W: www.showtech.ca

Online Ordering: <https://e.showtechordering.com/ST-00046072>

If electrical services are required, exhibitors may decide with the electrical contractor using the enclosed order form by **October 22, 2019**. On-site orders are subject to a surcharge.

TELEPHONE & INTERNET SERVICES..... Order Deadline: **ASAP**

Freeman Audio Visual
The International Centre
6900 Airport Rd, Mississauga, ON
L4V 1E8

P: (905) 678-5120
F: (905) 366-0274

Contact: Ashley Caesar
E: TICC@freeman.com
W: www.freemanav-ca.com

FOOD & BEVERAGE SAMPLING.....Order Deadline: **ASAP**

The International Centre
6900 Airport Rd, Mississauga, ON
L4V 1E8

P: (905) 678-5625
F: (905) 678-4681

Contact: Dorothy Pyszczynski
E: dpyszczynski@internationalcentre.com

Food Services at the show are under the direction of The International Centre. Please note: Food or beverage distribution or sampling is strictly prohibited without written consent from The International Centre. Any exhibitor wishing to conduct food or beverage sampling needs to complete and submit the Exhibitor Authorization Form – Food & Beverage Sample or Sale. The completed form is emailed to info@internationalcentre.com or faxed to 905-678-4681. The form can be found on our website.

IN-BOOTH CATERING.....Order Deadline: **ASAP**

The International Centre
6900 Airport Rd, Mississauga, ON
L4V 1E8

P: (905) 678-5625
F: (905) 678-4681

Contact: Dorothy Pyszczynski
E: dpyszczynski@internationalcentre.com

Food Services at the show are under the direction of The International Centre. Any exhibitor wishing to obtain in-booth catering should download the In-Booth Catering form from the International Centre website. Go to Resources – Forms & Guidelines and download the catering form.

CLEANING.....Order Deadline: **ASAP**

Caldas Building Services Inc.
6900 Airport Road
Mississauga, ON L4V 1E8

T: (905)672-2304
F: (905) 672-5670
E: info@caldas.ca

SHOW HOTELS

SANDMAN SIGNATURE HOTEL TORONTO

55 Reading Court
Toronto, ON M9W 7K7

P: (416) 798-8840 ext. 2
TF: (800) 726-3626
F: (416) 798-8871

E: res_toronto@sandman.ca
W: www.sandmansignature.ca
Group Code: **674252**

The Sandman Signature Hotel is the official hotel of the Toronto Ski + Snowboard Show. A special exhibitor rate of **\$129.00 CAD per night** has been negotiated when you book using the group code above.

Rates are based on single or double occupancy and do not include taxes or fees.

Your rate includes complimentary Wi-Fi and parking.

Rate is only valid until **October 5, 2019.**

HOLIDAY INN TORONTO INTERNATIONAL AIRPORT

970 Dixon Road
Toronto, ON M9W 1J9

To Book Call: (800) 465-4329

E: groups@yyzia.com
W: www.holidayinn.com
Group Code: **TRQ**
Link:
<https://book.passkey.com/e/49975633>

The Holiday Inn Toronto International Airport is the second official hotel of the Toronto Ski + Snowboard Show. A special exhibitor rate of **\$135.00 CAD per night** has been negotiated when you book using the group code above.

Rates are based on single or double occupancy and do not include taxes or fees. Parking is \$10.00 CAD per night.

Your rate includes complimentary Wi-Fi, as well as a complimentary shuttle to and from the Airport, 24 hours per day.

Rate is only valid until **October 9, 2019.**

There is also a room block at the **Crowne Plaza Airport Hotel** for the Toronto Ski + Snowboard Show. The room rate is **\$139.00 CAD per night, single or double occupancy and do not include taxes or fees.** This rate is valid until Friday, **October 4, 2019.** Parking is \$10 per day and there is a 10% discount off food & non-alcoholic beverages at La Brasserie. There is also complimentary Wi-Fi.

To Book: Group Code is **TSS** and Group Name is **Toronto Ski + Snowboard Show.** Call 1-877-859-5899 or email reservations@cptayyz.com

REQUIRED SERVICES CHECK LIST

Requirement	Supplier	Deadline	Complete
BOOTH PAYMENT	Toronto Ski & Snowboard Show	September 27	<input type="checkbox"/>
BADGE REQUIREMENTS	Toronto Ski & Snowboard Show	October 30	<input type="checkbox"/>
VIP GUEST PASSES	Toronto Ski & Snowboard Show	October 25	<input type="checkbox"/>
HEALTH & SAFETY FORMS	Toronto Ski & Snowboard Show	October 25	<input type="checkbox"/>
INSURANCE CERTIFICATE	Toronto Ski & Snowboard Show	October 25	<input type="checkbox"/>
HOTEL RESERVATION	Sandman Signature Hotel (Primary) Holiday Inn Toronto International Airport Crowne Plaza Toronto Airport	October 5 (Sandman Hotel) October 9 (Holiday Inn) October 4 (Crowne Plaza)	<input type="checkbox"/>
ELECTRICAL	Showtech Power & Lighting	October 22	<input type="checkbox"/>
LIGHTING	Showtech Power & Lighting	October 22	<input type="checkbox"/>
BANNER HANGING	Showtech Power & Lighting	October 22	<input type="checkbox"/>
INTERNET/TELEPHONE	The International Centre	ASAP	<input type="checkbox"/>
FOOD SAMPLING/CATERING	The International Centre	ASAP	<input type="checkbox"/>
CALDAS CLEANING SERVICES	The International Centre	ASAP	<input type="checkbox"/>
SHIPPING REQUIREMENTS	Lange Transportation	October 31	<input type="checkbox"/>
DECORATOR/BOOTH REQUIREMENTS	Stronco	October 14	<input type="checkbox"/>
CUSTOM REQUIREMENTS	Stronco	October 14	<input type="checkbox"/>
SECURITY REQUIREMENTS	GSS security	ASAP	<input type="checkbox"/>
AUDIO RENTALS	Cass Audio Productions	October 7	<input type="checkbox"/>

SHIPPING

All shipments must be consigned to:

Exhibitor Company Name (as indicated on contract)

c/o The Toronto Ski + Snowboard Show

Booth Number (as on contract)

The International Centre, Hall 2

6900 Airport Road

Mississauga, ON L4V 1E8

Attention: (Exhibit Contact Person's Name)

Goods delivered by common carrier will be received at the International Centre beginning Wednesday, November 6th. Please note, any goods delivered prior to November 6th will not be accepted and turned away.

C.O.D. shipments will not be accepted by Show Management. All freight must be pre-paid.

Show Management, the Toronto Ski + Snowboard Show, Canadian National Sportsmen's Shows and their contracts will not accept any responsibility should your shipment be:

- **Turned away;**
- **Not show up; or**
- **For any other circumstance, not arrive in time for the show.**

You ship at your own risk!

If you need to ship something prior to November 6th, Lange Transportation can decide to receive, store and/or deliver to the show site any of your materials. See Lange Transportation forms for more details.

PARKING

Parking facilities are managed and operated by Carraway Parking. Parking is free at the international Centre.

If you have a truck/trailer that you wish to park and leave on-site you must register it with parking by going to: www.ticcparking.com.

For information on the correct staging area, call (416) 723-0451 and speak to parking personnel.

Any unregistered trucks/trailers will be tagged and towed at the owner's expense.

MOVE-IN AND MOVE-OUT

MOVE-IN

Dates:

- Tuesday November 5th **3:00pm** **(Bulk Exhibitors)**
- Wednesday November 6th **8:00am** **(All other Exhibitors)**

Please ensure you adhere to your scheduled move-in time, **you will receive a move-in schedule two weeks prior to show. Early move-in will not be permitted unless you have made prior arrangements with show management.** If you need to discuss your move-in time, please contact Show Management at 1-866-704-4412.

Exhibitor vehicles must be removed immediately from the designated loading door areas once they have been unloaded. The move-in doors and loading docks are located at the east side of the facility and the drive-in doors are located at the west side of the facility. No vehicles may be parked or left unattended in the designated loading area.

On Wednesday November 6th and Thursday November 7th, the facility will be open at 8:00 am for move-in, all exhibits must be fully set up and operational by 1:00 pm on Thursday. All exhibits must remain intact and staffed until the show closes at 6:00 pm on Sunday November 10th.

Storage: Please identify any empty cartons or crates you wish to leave in storage by indicating your company name and booth number on a storage label, which can be found at the Lange Service Desk.

MOVE-OUT

Date:

- Sunday November 10th **6:00 pm – midnight**

Move-out will begin at 6:00 pm on Sunday November 10th. **YOU ARE NOT TO BEGIN TO PACK UP, DISMANTLE, OR REMOVE ANY PART OF YOUR BOOTH PRIOR TO THEN.** All exhibitors must wait until aisle carpets have been removed before they can roll anything out of their booth.

Your display must be fully dismantled and your products fully removed from the facility by midnight on Sunday November 10th. Any displays left after this time will be removed at the Exhibitors Expense.

Additional move-out details be will distributed to your booth the morning of Saturday November 9th.

ABSOLUTELY NO CHILDREN UNDER THE AGE OF 16 WILL BE ALLOWED ON THE SHOW FLOOR DURING ANY TIME DURING MOVE-IN AND MOVE-OUT. NO EXCEPTIONS. The Ontario Ministry of Health and Safety and The Ontario Labour Board consider the show to be a construction site during move-in and move-out.

BOOTH DESIGN, SHOW RULES & REGULATIONS

Please be sure to follow the rules and regulations stated below that pertain to your specific booth or bulk space. Please be advised that booth displays are subject to Show Management's approval. If your booth contravenes these regulations, please submit a request in writing. Show Management will review your need and a decision will be relayed quickly.

BOOTH RATE DISPLAYS: (100 – 399 sq. ft.)

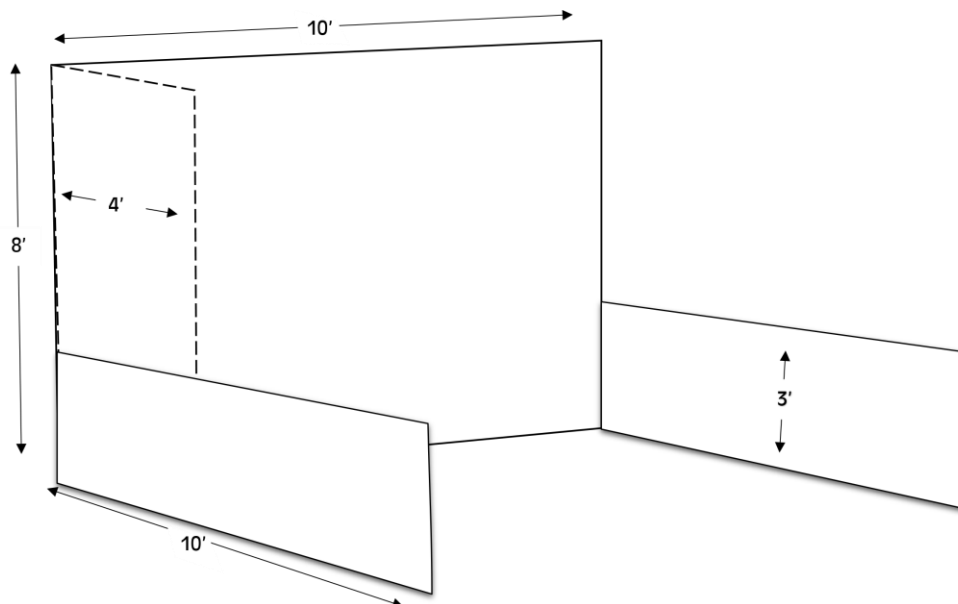
Backdrop and sidewalls – Show Management provides the following equipment for booth rate exhibitors at no additional charge:

- One 8 foot high drape back drop, in blue and white
- 3 foot high drape dividers between exhibitors, in blue and white.
- Exhibitors may supply their own exhibit booth, provided it conforms to all the regulations of the Toronto Ski + Snowboard Show.

Booths may not exceed 8 feet in height unless otherwise approved by Show Management.

Exhibit sidewalls must not exceed 8 feet in height for the first 4 feet from the back of the booth and not exceed 3 feet in height for the remaining 6 feet to the front. Exhibit sidewalls must be finished on both sides to present an acceptable appearance to neighboring exhibitors and the public.

Additional railing or exhibit equipment can be rented from Stronco Designs Inc. Forms are on our website. All onsite orders are subject to a premium surcharge.



BULK RATE DISPLAY: (400 sq. ft. and up)

Backdrops and dividers are not permitted in bulk areas. Exceptions may be permitted in some cases, i.e. when a booth backs onto a wall or when sharing a back-wall or sidewall with another bulk exhibitor. Island booths requiring a wall must erect this wall in the center of their booth. Exhibit walls must be finished on both sides to present an acceptable appearance to neighboring exhibits and to the public

Additional railing or exhibit equipment can be rented from Stronco Designs Inc., see forms provided. All onsite orders are subject to a premium surcharge.

HANGING SIGNS – (Bulk space 400 sq. ft. and up)

To ensure that all hanging signs have maximum exposure, Show Management has instituted a Hanging Sign/Banner Plan. To enable us to create this plan, we require your input. If you are planning to hang a sign of your bulk exhibiting space, please fill out the Hanging Sign/Banner form available through the exhibitor log-in area of the website and return via fax to our office (905) 361-2678.

Once we have received your form, we will evaluate your request and make every effort to incorporate your sign/banner into the plan for this year's show. This plan will enable us to avoid signs or banners conflicting with one another as well as to provide the maximum exposure for our exhibitors and sponsors. Failure to complete this form will result in permission denied to hang your sign or banner.

HAND DRAWN SIGNS

To help maintain a professional image for the public attending the show, hand drawn signs are not permitted.

DISPLAY SET-UP AND APPROVAL

Exhibitors are required to ensure that their displays do not obstruct the general view of neighboring exhibits. No part of an exhibit, other than a sign apparatus or spectacular centerpiece type of displays are permitted to extend more than eight feet above the floor. No interference with lighting or the space of other exhibitors is allowed.

Exhibitors planning to use special equipment or construction materials are required to submit plans to Show Management prior to **October 25, 2019** to ensure compliance with show regulations.

SUBLETTING

No exhibitor may sublet any portion of his or her allocated space to another supplier or dealer without the express written consent of Show Management. Only those items listed on the Space Application/Contract will be allowed in the booth.

SECURITY

GSS Security will be on duty from 8:00 am on Wednesday November 6th, until midnight on Sunday November 10th. Exhibitors must understand that all property exhibited is solely at their own risk. Show Management will do their utmost to provide a safe and secure building but cannot assume any responsibility for the safety of exhibits against theft, fire, accident, or other mishaps. If you require private booth security, please contact GSS Security.

To provide the best possible security, exhibitors must leave the facility within one hour after the show closes and will be allowed access one hour before show opening. Exceptions may be provided, if the exhibitor receives prior approval from Show Management. Exhibitors must wear their exhibitor badges at all times.

INSURANCE

EXHIBITOR INSURANCE IS MANDATORY and all exhibitors must provide proof to Show Management prior to move-in.

ELECTRICAL SERVICES

No outlets or installation are provided by Show Management. Should you require power at your booth, please order through the Showtech Power & Lighting Forms found on the exhibitor log-in area of the website. **EXHIBITORS MAY NOT SHARE OUTLETS.**

PAYMENT OF ACCOUNT

Full and final payment of exhibit space must be made by **September 27, 2019**. Any payment made after this day will only be accepted in the form of **CASH, CREDIT CARD, CERTIFIED CHEQUE OR MONEY ORDER**. Show Management reserves the right to refuse entry to any exhibitor whose account has not been paid in full.

CANCELLATION POLICY

No amount paid or payable once a contract has been accepted by Show Management is refundable in the event that the exhibitor does not use the reserved space. For complete details, see the reverse side of the Space Application/Contract.

LATE COMERS / NO SHOWS

Any space not claimed and occupied or for which no special arrangement has been made prior to 10:00 am on Thursday November 7th may be resold or re-assigned by Show Management, without any obligation on the part of the Toronto Ski + Snowboard Show or Canadian National Sportsmen's Shows for any refund whatsoever.

EXHIBITOR GIVEAWAYS, DRAWS, PROMOTIONS & CONTESTS

Exhibitors are encouraged to offer promotional prizes to promote sales of displayed products or services. Programs of the nature must be "free entry" or offered as "added value" in conjunction with an immediate product or service purchase. Raffles and contests that require a "payment to win" or for "fundraising" purposes are **NOT PERMITTED** without the express, written permission of Show Management. Show Management must be advised of contest winner names for publicity purposes.

FOOD AND BEVERAGE SAMPLING

Food Services at the show are contracted to the official on-site catering company under The International Centre. Any exhibitor with special food requests, or planning to conduct food or beverage sampling, needs to complete the [Exhibitor Authorization Form – Food & Beverage Sample & Sale](#) – that can be found on our website. The completed form needs to be returned directly to The International Centre (email provided on the form).

Under no circumstances are exhibitors permitted to distribute food products without written permission from the official facility caterer.

Note: Due to extensive cleaning costs, the distribution of popcorn is prohibited.

STAFFING OF EXHIBITS

Exhibitors are required to maintain staff in their exhibits during all hours of the show. Security of goods and display materials is an added problem when exhibits are not manned. Unstaffed booths will be closed by Show Management.

CARE OF PROPERTY

Use of nails, screws, tape or any material which could mark the floors or walls of the exhibit hall is prohibited. To ensure safety, fire department regulations state that construction or ceiling decorations must not be fastened to the sprinkler system of fire extinguishers anywhere in the building.

AISLE SPACE

Aisle space **may not** be used for exhibit purpose, or for general solicitation of business. Distribution of literature or other exhibit material is forbidden outside the immediate exhibit areas.

PROJECTION AND SOUND EQUIPMENT

Without exception, the sound portion of audio-visual presentations must be kept at a level, which does not interfere with other exhibitors. Volume will be regulated by Show Management.

Large screen audio-visual presentations must be designed and regulated such that the viewing audience is contained within the confines of the rented space. A/V presentations, which cause audience overflow into neighboring exhibits or impede traffic flow in show aisles, may be removed.

FIRE-PROOFING

All exhibits must conform to the Ontario Fire Marshall's regulations. For example, exhibit equipment must be flameproof, and flammable liquids and gases are subject to special regulations. For further information or clarification contact – Mississauga Fire Prevention Bureau, Mississauga City Hall at (905) 896-5908 or email fire.prevention@mississauga.ca.

FIRE EXTINGUISHERS

All exhibits that are enclosed (office, etc.) or covered (canopy style) are required to have at least one fire extinguisher within.

BALLOONS, ETC.

The use of helium balloons, glitter, or confetti is strictly prohibited in any exhibit, as per our license agreement with the International Centre.

FORKLIFT AND DOLLY SERVICES

Forklift service is provided free of charge and available during move-in and move-out. Dollies are also available on a first come, first served basis. Request for forklifts and dollies can be arranged through Lange Transportation.

ENTRY TO THE SHOW

Show Management reserves the right to refuse admission to the show site to any exhibitor, or exhibitors employees who, in the opinion of Show Management, is unfit, intoxicated or in any way creates a disruption to the show.

OCCUPATIONAL HEALTH AND SAFETY ACT & REGULATIONS FOR INDUSTRIAL ESTABLISHMENTS

The Canadian National Sportsmen's Shows (CNSS) would like to ensure the move-in and move-out of the show runs as smoothly as possible for everyone involved. The health and safety of everyone on the show floor is of utmost importance. These health and safety requirements are not only best practices but are also requirements of the Occupational Health & Safety Act. Everyone on the show floor must work together and needs to be responsible for ensuring a healthy and safe working environment.

All exhibitors are required to ensure health and safety of everyone, including their onsite employees and suppliers/contractors retained to provide services on their behalf on the show floor.

In order to ensure that everyone understands the importance of these requirements all exhibitors are required to sign and return the "Occupational Health and Safety Compliance Declaration" prior to move-in.

Show Management will be monitoring the show floor to ensure a healthy and safe work environment. Should you or your employees observe any hazard or unsafe work practice on the show floor, we request that you notify Show Management immediately.

GENERAL HEALTH AND SAFETY REQUIREMENTS

All Exhibitors Must:

- Ensure their on-site employees and suppliers/contractors comply with all required safe work practices as required by health and safety law and outlined in this document.
- Ensure that any of their on-site employees and suppliers/contractors appointed as supervisors have been adequately trained in local health and safety legislation and have a good understanding of the industry hazards & controls as they relate to their responsibilities on the show floor.
- Ensure their on-site employees and suppliers/contractors have been properly trained/certified to carry out all their job tasks safely as required.
- Ensure that any of their on-site employees and suppliers/contractors operating any equipment on the show floor have been properly trained and certified to operate the equipment as required.
- Ensure that all on-site employees and suppliers/contractors whose activities require the use of PPE (personal protective equipment) are properly equipped.
- Monitor and enforce the required health and safety practices for their on-site employees and suppliers/contractors during the move-in and move-out.
- Ensure that all exhibitor owned/rented equipment tools and machinery are/have been maintained in safe operating condition in accordance with the manufacturer's specifications.
- Ensure during any overhead work that safe work practices are being complied with.
- Must provide copies of any accident or incident reports to Show Management as applicable.
- Must comply with all safety rules while working in or accessing any common areas.
- Must work together with the facility, show management and contractors to ensure dock/traffic safety requirements are maintained.
- Must implement the required hazard controls as assigned by Show Management.

MEDICAL EMERGENCIES

- All accidents that take place on-site need to be reported to Show Management immediately.
- First aid services are on-site during move-in, move-out and show days to respond to medical emergencies and can be quickly contacted by Show Management by calling the show office at 416-605-3303.

CONSTRUCTION ACTIVITY

- In accordance with the Ministry of Labour policy where work activity requires the use of elevating work platforms, scaffolding, cranes or other hoisting or lifting devices or where the completed structure will equal or exceed 5 meters in height, or where a part of the permanent or temporary work is required to be designed by a professional engineer, the Construction Regulations will be applied to the work by all exhibitor's employees or suppliers/contractors.
- Where an exhibitor's on-site employees or suppliers/contractors may be involved in both construction and non-construction activities concurrently in the same area and they cannot be physically separated by time or barrier or distance, then the Construction Regulations will apply to all the work being done in that area.
- All work areas deemed as construction under the control of the exhibitor's on-site employees or suppliers/contractors will have an adequate barrier erected around the area that will ensure the safety of personnel not working within the construction area.
- The barrier must be maintained by the exhibitor's on-site employees or suppliers/contractors at all times during the period of activity deemed as construction.
- Only authorized personnel assigned to work within the construction area will be allowed to enter the area and the exhibitor's on-site employees or suppliers/contractors must monitor that no other personnel enter the area unless authorized to do so for the purpose of conducting work within the area.
- All exhibitor's on-site employees or suppliers/contractors working within a construction area must always wear a CSA approved hardhat and safety shoes.
- All the rules that apply to construction areas will be strictly enforced by Show Management.

SAFETY FOOTWEAR

- Due to significant vehicular and equipment traffic, all move-in and move-out, exhibitor on-site employees and/or suppliers/contractors are required to wear safety shoes when on-site during move-in and move-out.

FREIGHT FREE AISLES AND EXITS

- In order to provide unobstructed emergency exits during move-in/move-out, freight free aisles will be designated.
- Freight free aisles will be regularly monitored by show management and all items found in these aisles (such as vehicles, crates, carpet, boxes etc.) will be required to be moved immediately.
- In addition to the freight free aisles, it is also essential that all exits from the building be kept clear. Similar to the freight free aisles, all items found blocking the exits and passageways will be cleared immediately.
- Exhibitor's on-site employees and/or suppliers/contractors must ensure that emergency exits are not obstructed as per local fire code requirements.
- Exhibitor's on-site employees and/or suppliers/contractors will maintain "freight free aisles" as required.

- In order to avoid congestion, freight free aisles must remain clear at all times. For safety reasons, the number of vehicles allowed on the show floor will be restricted by Show Management.

VEHICLE TRAFFIC

- Ensure all equipment on the show floor is in safe operating condition i.e.: headlights working and turned on, with backup beepers working.
- Vehicles such as, but not restricted to forklifts, lifts, booms where the operator does not have full view of the intended path of travel should have a trained spotter guide them to ensure pedestrian safety and protection of the facility and materials on the show floor.
- All vehicle operators must be trained and certified as required.
- Show Management will be monitoring vehicle traffic conditions during move-in/move-out.
- Exhibitors must reinforce with on-site employees and/or suppliers/contractors that the safe operation of all vehicles especially forklifts is critical.
- Vehicles entering the building must adhere to the 5km per hour speed limit.
- Vehicles inside the building must be shut off immediately. No idling is permitted.
- Vehicles may not be re-fueled inside the building.
- Vehicles that are a part of the show and are remaining in the building, must have battery cables disconnected.
- Locking gas caps and the tank must be no more than $\frac{3}{4}$ full.

WORKING AT HEIGHTS

There are many situations where working at heights is necessary. In order to avoid injury, we require the following procedures to be followed:

- Proper extension devices (i.e.: ladders) must be used. 12' ladders or higher are not permitted for safety reasons. Items such as tables, chairs, boxes etc. shall not be used to lift a person or to be stood upon.
- All ladders should be maintained in safe working order with suitable heights, weight loads, non-slip footings, rung spacing and tethers capable for what they are subject to.
- When in use, ladders also need to be placed on a firm non-slip ground surface.
- Ensure on-site employees and/or suppliers/contractors working at heights comply with all the local fall arrest and fall protection legislated requirements.
- Proper fall protective equipment (i.e.; lanyard and safety harness) must be worn when working at heights over 3 meters.
- Ensure a safe and engineered approved anchor is used as the fixed support system for fall protection equipment and that the anchor system meets weight and height requirements for the task.
- Ladders are not to be used as working platforms. If working at a height is required for an extended period of time, proper platforms must be used.
- All exhibitors, on-site employees and/or suppliers/contractors working at heights must be trained and understand the proper use of fall protection equipment and extension devices.
- Work at heights should be carried out with the use of the proper lifting equipment and personnel must be tied off with the required fall arrest equipment.
- All exhibitors will reinforce with on-site employees and/or suppliers/contractors strict compliance requirements to fall arrest and fall protection standards and procedures.

OVERHEAD WORK

In order to minimize the risk of head injuries, the following standards must be followed:

- Minimize the number of staff required in an area where overhead work is taking place.
- Ensure all staff working in an area where overhead work exists are properly equipped with CSA approved hardhats (& safety glasses when necessary).
- Exhibitor's on-site employees and/or suppliers/contractors carrying out overhead work will set up and maintain a work area protection zone using a barrier that will alert and prevent any personnel from walking or working within any potentially unsafe area under the overhead work.
- Exhibitors shall ensure any rigging work is conducted by competent riggers in accordance with rigging standards.
- Exhibitors shall work with Show Management to schedule overhead work during periods where there is no other floor work being conducted.
- Exhibitors must ensure all their staff respect all work area protection zones.
- Exhibitors must ensure that all on-site employees and/or suppliers/contractors performing overhead work are trained and work in a safe manner and are aware of potential risks with people working below.

SLIPS, TRIPS AND FALLS

During move-in, there may be a considerable amount of debris, water and snow on the floors that can cause potential injury. We ask that exhibitor's on-site employees and/or suppliers/contractors be continuously aware of their surroundings and alert to potential hazards. In addition, everyone must comply with the following procedures:

- All work areas/booth spaces are to be kept in reasonable order and materials not in use (i.e.: tools, wood, etc.) be appropriately stored.
- Reinforce with employees the positioning of materials at booths to minimize congestion as much as possible.
- Reinforce with employees to place waste in appropriate waste containers.
- All vehicles entering the buildings must have competent drivers and ensure that precautions are taken to avoid excess snow, rain, oil, etc. on the show floor.
- All vehicles and trailers must be in proper working condition with no fluid leaks.
- Utilize the minimum amount of packaging required and return packaging when possible (i.e.: wood, reusable packaging etc.).
- Notify Show Management of any unsafe practices or conditions noticed that could pose a potential hazard.

OPERATION OF TOOLS

Although power operated hand tools are utilized daily at your business, please review the following policies while on the show floor.

- Ensure all on-site employees and/or suppliers/contractors operating tools are trained, competent and knowledgeable on the proper and safe operation of tools.
- Ensure all on-site employees and/or suppliers/contractors are properly equipped with the appropriate tools for completing tasks.
- All power tools must be in safe working condition with the appropriate safety mechanisms and guards.
- All on-site employees and/or suppliers/contractors operating tools are required to wear appropriate personal safety equipment. Safety gloves and glasses are essential when risk of hand and eye injuries are high.

CHEMICAL USE AND EXPOSURE

- Chemicals may have strong odors and are also extremely dangerous, as a result, all work with hazardous materials should be restricted, and all precautions must be taken to minimize the exposure of the chemical.
- Exhibitors must inform Show Management of any chemicals to be used or introduced to the show floor during move-in and during move-out (including such items that may create dusts or fumes from mobile equipment exhaust). Show Management reserves the right to restrict or not allow the use of specific chemicals.
- Exhibitors must provide copies of Material Safety Data Sheets to Show Management for any chemical to be used on the show floor.
- Only small quantities of paints, cleaners, etc., should be used within the facility. Once the task(s) have been completed, these materials need to be removed as soon as possible.
- Use required controls such as adequate ventilation and personal protective equipment (PPE) when using chemicals on the show floor.

ELECTRICAL WORK

- Electrical energy is capable of causing severe personal injury, death or fire. Electrical equipment and installations must be installed in accordance with the Ontario Provincial Electrical Safety Code.
- Ensure that only CSA approved electrical equipment or equipment approved by the designated Provincial Authority is used. UL approved equipment is not legal in Canada. It must be ULC.
- Ensure that electrical equipment is in good working order.
- In the event of an emergency ensure that the main power source is easily and quickly accessible.
- Use warnings and barricades to alert unqualified employees of temporary electrical hazards that may endanger them.
- Use personal protective equipment (PPE) when working in areas where the danger of contact with exposed electrical sources is present and likely.
- Any exhibitor's on-site employees and/or suppliers/contractors working on electrical equipment that will expose them to the risk of electrocution should carry out a lockout/tag out procedure in accordance with safety regulations.
- Exhibitors, where required, will only allow certified electricians to perform electrical work.

FREIGHT STORAGE AND STACKING

- The stacking of freight during move-in and during the show can expose everyone having access to the storage areas to injury resulting from the collapse of crates or any stored and stacked items.
- Improper storage of freight can lead to fire hazards (flammables and combustibles) as well as the blocking of fire exits (including exit routes) and the obstruction of fire suppression equipment such as fire extinguisher, fire hose cabinets and sprinklers.
- Exhibitors shall ensure on-site employees and/or suppliers/contractors assigned to the stacking of freight have been trained on safe stacking practices and are competent.
- Exhibitors must enforce the safe storage and stacking requirements with your staff.
- Exhibitors must comply with all facility restrictions related to the storage and stacking of freight.

SMOKING

- Smoking is not permitted within the facility. Persons found smoking are subject to the maximum penalty. Smokers outside must not be under an overhang of the building nor are they to be positioned in an area where the smoke may waft into the building.
- The smoking by-law No. 406-79 prohibits smoking in all retail premises and places of public assembly.

BADGES AND VIP TICKETS

EXHIBITOR BADGES

Badge names are **NOT** entered on the website this year. You will receive a Badge Name Form with your Exhibitor Information email.

Enter the names on the form and return the form to me, at sharp@sportshows.ca

Please complete all the information for each badge holder. If you are using **generic badges**, please ensure that you use **Representative** to make all badges uniform.

Deadline for ordering your badges is Wednesday, October 30, 2019. Please email the completed badge form to sharp@sportshows.ca by this date.

When you arrive at the show, your badges will be ready for pick-up at the show office. Badges are issued free-of-charge for exhibit personnel in the following quantities:

- Booth Space (100 sq. ft. – 399 sq. ft.) - 5
- Bulk Space (400 sq. ft. - 1,000 sq. ft.) - 10
- Bulk Space (1,001 sq. ft.– 1,500 sq. ft.) - 15
- Bulk Space (1,501 sq. ft. – 2,000 sq. ft.) - 20
- Bulk Space (2,001 sq. ft. and over) - 25

Additional exhibitor badges (or replacement for any lost badges) if required, may be purchased at \$20.00 each (HST included). Only bona fide employees of the exhibiting company, working regularly in the exhibit are eligible for exhibitor credentials. Badges are the property of Toronto Ski + Snowboard Show and are not transferable. They may be revoked at any time at the discretion of Show Management.

VIP TICKETS

V.I.P. tickets can be ordered through our Show Services department. We would encourage you to give them to your special customers as a thank you for their loyalty or use them to secure new customers. **You will only be billed for tickets which are redeemed at a rate of \$16.00 per pass** (\$4.00 less than the regular adult admission price). Orders received by **October 25th, 2019** will be mailed out to you. Orders received after this time will be filled and held for pick-up at the Show Office. Please order by means of the V.I.P. PASS ORDER FORM' which can be found on our website under exhibitor info.

ADDITIONAL INFORMATION

EXHIBITORS SHOW ENTRANCE

The Exhibitor Show Entrance will be located at Door 46. Exhibitors may also enter the show via the Hall 2 entrance. The International Centre, the building will be open to exhibitors one hour prior to show opening.

TRANSPORTATION SERVICES

Taxis are available for convenient transportation from the building's main entrance. GO TRAIN service is also available to the International Centre by using the Malton Station. For schedule information call 416-869-3200.

FIRST AID SERVICES

On-site services are provided by the "Canadian Ski Patrol System" - Central Zone. All inquiries should be directed to the Show Office in the lobby of Hall 2 or by calling 416-605-3303.

PROMOTIONAL SUPPORT

To obtain maximum coverage, report any newsworthy items about your exhibit, important visitors in your booth and other information warranting media coverage, to Laura Stratton. She can be reached at 905-841-6797 or via email at lauraleastratton@stratco.com. Include company news releases, photographs and samples for distribution to the media.

MEDIA CENTRE

Bring news releases, product samples, catalogues, price lists, etc. to the Show Media Office located in the lobby of Hall 2.

CUSTOM REGULATIONS

Required bonding: Any products, brochures or display booths entering Canada need to register with Canada Customs and post a bond. An exhibitor can post a bond themselves for 35% of the total value of everything they are bringing into Canada or use our designated custom broker who handles the paper work and posts the bond for the exhibitor. For information please contact Jeff Drover at Stronco Design Inc. or by email at jeff.d@stronco.com. Direct questions regarding entry into Canada to the Canadian Immigration Division, Department of Employment and Immigration, Ottawa, Ontario K1J 0J9.