



RULES & REGULATIONS:

Display Area

All materials, signage etc. must remain within the contracted booth space. Please do not place tall signage or other large items in the front 7 feet of your booth as it impedes sightlines. These items should be within the 3 feet from the back of the booth only.

Materials Handling

Exhibitors may hand-carry their own freight into the exhibit facility. All exhibitors handling their own freight will be responsible to arrange their own storage of empty containers during the show. No storage will be available on the show floor. The use of pump trucks and other mechanical equipment is not permitted. Any material handled by Freeman will be charged according to the rates listed within the service manual. Please refer to the Material Handling Order Form contained in this service manual for charges.

If you do not wish Freeman to handle your freight, please complete the [Material Handling Exemption Form](#) contained in the service manual and return to exhibitor services. As well, a representative of your company is required on the loading dock to receive and sign for your shipments at the time of arrival or you will be charged accordingly. Freeman will control access to the loading docks in order to provide for a safe and orderly move in/move out.

Please Note: All items not ordered through Freeman direct may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Please refer to the Material Handling Order Form contained in this service manual for charges.

A reminder, material handling services includes the offloading of the materials, storage (they would have been provided with EMPTY LABELS and we would have moved their crates into storage, especially as we have to do the aisle carpet), the return of the empties after the show and the reloading of the crates back onto the designated carrier. The exhibitor / EAC should have completed their Material Handling Agreement (MHA) and received shipping labels and returned the MHA to the service desk (it's like a bill of lading) which tells us the # of pieces to load onto which carrier. Once we have the MHA, we load the materials onto the carrier (if the carrier is onsite).

Hanging Signage Above Your Booth

Exhibitors are permitted to hang signage above their booths; however, this must be pre-arranged with Showtech. (Ceiling height is 16 feet).



Draws & Lotteries

New this year, you are permitted to hold your own draw at your booth to a maximum of \$500 prize value. It is the exhibitor's responsibility to draw the name, contact the winner and arrange shipping. *We will not be posting a list of prize winners at the conference.*

Failure to Occupy Exhibit Space

If space is not occupied by 10:30 am on Tuesday, ½ hour prior to the show opening, this will be considered a no-show and the space will be forfeited by the exhibitor. This space may be resold, reassigned or used by the OLTC/ORCA without obligation.

Security

While every effort will be made to provide security for exhibitors while at Toronto Congress Centre neither OLTC/ORCA or the TCC will assume responsibility for loss or damage to exhibits or other exhibition property. OLTC /ORCA enforces that all exhibitors have proper insurance for their property and liability during the transportation and while onsite.

Hospitality Suites

Exhibitors and sponsors cannot host their own Hospitality Suite unless it does not conflict with any *Together We Care* scheduled activities. Please contact The Bayley Group for approval at 519-263-6001.

Documents Required from All Exhibitors as per the Toronto Congress Centre:

1. [Rules & Regulations](#)
2. [Fire Regulations](#)
3. [Emergency Procedures](#)

Note: Children under the age of 18 are not permitted on the show floor during exhibitor set up.