



Exhibitor Handbook

October 18 - 19, 2024

Index

3	Included in Your Booking
3	Expo Schedule
3	Expo Build and Access
4	Audience Engagement Tips
4	Service Providers
5	Union Restrictions at Enercare Centre
6	Internet Access
7	Deliveries
7	Courier Services
7	Subletting / Sharing a Booth
8	Booth Construction
10	Catering and Food Sampling
10	Cleaning / Garbage & Recycling Collection
11	Traffic Marshalling
11	Booth Teardown
12	Emergency Procedures
12	Accessibility
13	APPENDIX
15	Contact Us

Schedule

Thursday, October 17th

8:00am - 7:00pm | Expo Build

8:00am - 11:00am | Vendor & Vehicle Access

Friday, October 18th

7:00am - 10:00am | Expo Build

10:00am - 8:00pm | Open to Public

8:30pm | Vendors Leave Building

Saturday, October 19th

10:00am - 6:00pm | Open to Public

6:00pm - 11:00pm | Expo Breakdown

Expo Build and Access

Expo Build | Thursday, October 17th, 8:00am - 7:00pm

Exhibitor Access | Thursday, October 17th, 8:00am

Earliest access for exhibitors into the expo is 8:00am. Upon arrival, you will be escorted to your booth by an Expo Staff Member.

Please note Children under 16 years old and pets will not be permitted into the hall at any time. Please follow instructions issued by Expo marshals at all times.

Included in Your Booking

- 1 6ft Skirted Table
- 2 Chairs
- Black pipe & drape behind each booth and separating booths
- Internet access - Complimentary WIFI.

Audience Engagement Tips

Ensuring your booth is engaging for participants will provide a better ROI and an overall better experience for people interacting with your brand or product.

- Contests or Giveaways - A sure way to draw people to your booth is having some form of contest or giveaway. People love free things! Bring a branded item to hand out
- Out-going staff - having staff that are engaged and assertive can help to draw more people in to your booth
- Signage & Branding - the more you can have in your booth to promote your brand, the more premium it will appear to people. Branded tents, backdrops, banners etc. can provide a lot of value to a space.
- Sampling - If you are a food or beverage company, provide samples of your product so that people can experience in the moment
- Discounting or special deals - incentives to buy are always well received

If you plan to bring a tent in your booth, we recommend including string lights to hang underneath to light up the space. With the overhead lighting in the venue, it can get very dark under tents.

Service Providers

Any services outside of what is listed in the 'Included in Your Booth' section must be ordered from a service provider. To order from any of the following providers, please contact them directly.

OPS Event Rentals Inc.

Show Decorators / Furniture / Labour / Material Handling / Advanced Shipping
info@ops-eventrentals.ca | www.ops-eventrentals.ca | 905-624-6955

To see their full list of items for rent, please see their [Exhibitor Rental & Service Manual](#). To request labour, please see form on page 23.

Enercare Centre

Parking / Cleaning / Internet / Telecommunications / Lighting / Plumbing / Electrical

exhibitorservices@enercarecentre.com | 416-263-3064

To order any services, please visit the [Enercare Exhibitor Portal](#)

Union Restrictions at Enercare Centre

[List of 506 Union Labour Providers](#)

Exhibition Place is a City of Toronto owned facility, and a union facility. We require all Clients and their exhibitors to adhere to all collective agreements in place between the Board of Governors of Exhibition Place and the following unions; Labourers/Cleaners, Carpenters, Electricians, Plumbers, IATSE, Painters and CUPE. Most union requirements can be honoured by booking services through our official contractors or the venue services department. If you have any questions regarding union restrictions or for a full breakdown of Union regulations please contact Brenden Williams.

Jurisdiction Summary

The role of the Labourers Union Local 506 is to assist in the assembly and dismantling of trade show exhibits and displays and provide material handling services for core exhibition industry fixtures and furnishings. Event Organizers are responsible for hiring a General Service Contractor who is affiliated with Local 506 to provide the services captured under this collective agreement. Exhibitors may engage the General Service Contractor or hire their own Exhibit & Display Builder as long as they are affiliated with the union. Companies that do not have an affiliation with Local 506 are prohibited. The use of an exhibitors own personnel is limited to preparing systems that are the product being showcased for sale or consumption. Exhibitors may use their own personnel to oversee and supervise the construction of an exhibit, with labour being provided by a Local 506 affiliated company to complete actual assembly and disassembly activity. Small family enterprises may erect their own exhibit booth when utilizing directly employed staff of the small business; should hiring of external persons be required to erect the booth, they should be hired through a Local 506 affiliate. Example areas where Local 506 jurisdiction applies;

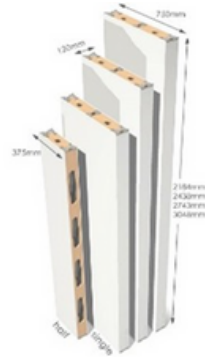
- Use of all mechanical equipment (eg; forklifts, motorized pallet-jacks, skid steers, etc).
- Loading and unloading of all large freight, crates, and pallets associated with a standard exhibit build.
- Assembly and dismantling of prefabricated, custom, or standard exhibit booths.
- Initial set and strike of exhibit furnishings including tables, chairs, exhibit carpet, and lounge assets.

Local 506 Exhibit & Display Examples

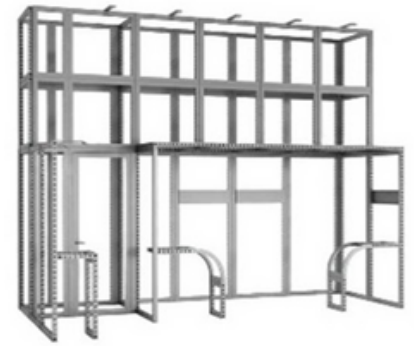
Hard Wall / Octanorm



Connect Wall & Flat Systems



Modular Exhibits



Non-Union Exhibit & Display Examples

Certain exhibit displays categorized as marketing pop up exhibits do not require union labour assistance. In most cases, these exhibit displays are easy to install and break down, often can be compacted into a mobile carrying case, and do not generally require specialized skill sets or tools available through union locals. This includes ancillary marketing support elements including pop up banners, collateral display racks, and similar elements. To ensure compliance, it is encouraged that end users submit an example through the Event Organizer for assessment.



Internet Access

There is complimentary WIFI building wide for all at the Enercare Centre. POS machines need encrypted access. Below is the username and password for exhibitors to use. Exhibitors can purchase hardwire services through the Enercare exhibitor portal.

Encrypted network for exhibitors

SSID : PoS_Systems

Pass : payments

Deliveries

Deliveries will only be accepted during tenancy of the exhibition starting Thursday, October 17th at the earliest. Exhibitors must ensure they make the necessary arrangements for unloading of deliveries.

Deliveries on public open days must be before 9:00am on Friday October 18th and Saturday October 19th.

If deliveries arrive and TCS Toronto Waterfront Marathon Expo staff have to arrange unloading, a charge will be incurred. We accept no liability for loss or damage if deliveries are made and no company representative is on site to accept delivery.

If you are using a courier to make a delivery, please ensure the name you are using at the booth is included in the delivery details and we will direct the delivery to your booth.

Please ensure that a representative from your company is on-site to receive and sign for the delivery. We are unable to accept responsibility for any goods delivered to unstaffed booths.

We strongly advise all exhibitors who are sending valuable items to the exhibition send them by recorded or registered post. Any such items must then be signed for personally by exhibitors.

Courier Services

If you require courier collection for show breakdown, please ensure you have arranged this prior to Saturday with your company's preferred supplier.

Subletting / Sharing a Booth

Exhibitors are reminded that they must not transfer, sublet the whole or part, or subdivide their stand to any other company without Consent from the Expo Manager. Please inform the Expo Manager in writing if you intend to sublet your stand.

Booth Construction

Pathways must be unobstructed at all times. Exhibits must not project into pathways and must be kept within booth area.

Decorative Materials

All materials used for construction or decoration of displays, booths, etc., must be either non-combustible or treated and maintained in a flame-retardant condition by an approved treatment or process. A list of prohibited materials and materials which generally require flame retardancy treatment is [given in Appendix 1](#).

Combustible/Flammable Products for Sale

It is not necessary to flame proof textiles, paper or other combustible samples of merchandise on display “for sale”.

Materials, Processes and Equipment Within a Booth

The following processes/equipment are strictly prohibited:

- blasting agents or explosives flammable cryogenic gases
- aerosol cans with flammable propellants smoking (except in designated “Smoking Areas”) fuelling of motor vehicles
- liquefied petroleum or natural gas wood matches with “all surface strikes” hazardous refrigerants such as freon, sulphur dioxide or ammonia cellulose nitrate motion picture film
- use of equipment approved for outdoor use only (for example barbecues) use of flammable liquid or dangerous chemicals
- electrical equipment or installation of electrical equipment that does not conform to CSA- C22-1, Electrical Safety Code

The use of the following processes or equipment is subject to approval from The Enercare Centre. If any of the following is to be used, the exhibitor shall submit in writing to the Expo Manager the nature of the process and any safeguards to be used to protect the hazard. Requests will be submitted by the Expo Manager to the Enercare Centre. The Enercare Centre representative will review the request and respond with his/her approval, rejection or limitations.

- Propane and Natural gas fired equipment.
- Operating any heater, grill, heat-producing device, open flame device candles or torches.
- Use of portable heating or cooking equipment to cook food.
- Fireworks must receive approval from Toronto Fire Services and be operated under the supervision of a federally licensed pyrotechnician.
- Exhibits involving hazardous processing or materials not previously listed. Storage or display of ammunition and fire arms (subject to subsection 5.2 of the Ontario Fire Code and Criminal Code)
- Display of knives, swords or any object or merchandise deemed as a weapon. All such products can only be displayed in a glass case or behind the counter out of the reach of the public.
- Pressure vessels including propane tanks. Fossil fuel powered equipment.
- Hydraulically powered equipment using flammable fluids. Radiation producing devices.

Electrical Supply

All electrical will be supplied by Enercare Exhibition Services and must be ordered in advance directly from the supplier.

Electrical Equipment and Connections

In accordance with the Canadian Electrical Code, CSA C22.1 all electrical equipment must be approved before it may lawfully be advertised, displayed, offered for sale, sold or otherwise disposed of or used in the Province of Ontario. It is therefore the responsibility of each Exhibitor to ensure that all electrical equipment in, on or about their booth comply with the above regulation. This includes electrical merchandise, lighting and display equipment. Electrical equipment for which CSA approval is required, shall be submitted to the Canadian Standards Association. The approval of this association is accepted to all electrical inspection authorities in Canada. Please contact the CSA for details to this procedure.

Material Handling Equipment / Dolly's

Dolly's for Expo Build and Expo Teardown will not be provided. If you have large amounts of product to load in or out, please contact the Expo Manager before the start of the Expo Build to see if arrangements can be made. There is no guarantee that material handling equipment will be available, so it is best to make arrangements to move all product on your own or with the help of the union labour.

Catering and Food Sampling

There are on site catering facilities provided by OVG. No other food and drink product are to be brought onto the property.

Food Sampling and Operation Requirements

Sampling may only be carried out with the written permission of the Expo Manager. Please contact brenden@canadarunningseries.com if you plan on sampling any food in your booth. All Exhibitors must abide by the food sampling guidelines outlined below.

OVG reserves the right to control the sale and/or sampling of food or beverages, including confectioneries. Food samples must not exceed 28 grams (1 oz.) by weight or 30 milliliters by volume. Food and beverage items for sale must be prepackaged in such quantities as to be solely intended for home consumption and equal not less than one (1) kilogram by weight or one (1) litre by volume.

If food and/or beverage products are sold for immediate consumption within the venue, the exhibitor in question will be asked to stop selling these food and/or beverage products. Should the practice continue, the exhibitor must comply with Enercare Centre's Sub-Contractor's Agreement.

Enercare Centre also reserves the right to ensure that samples of food and/or beverage given out are done in a safe and orderly manner. Should Enercare Centre deem a sampling program unsafe for public or private consumption, the sampling program in question will cease to operate. To ensure that food sampling is done in a safe manner, exhibitors giving out samples of food and/or beverages must adhere to policies and recommendations put forth by the City of Toronto Department of Public Health.

Cleaning / Garbage & Recycling Collection

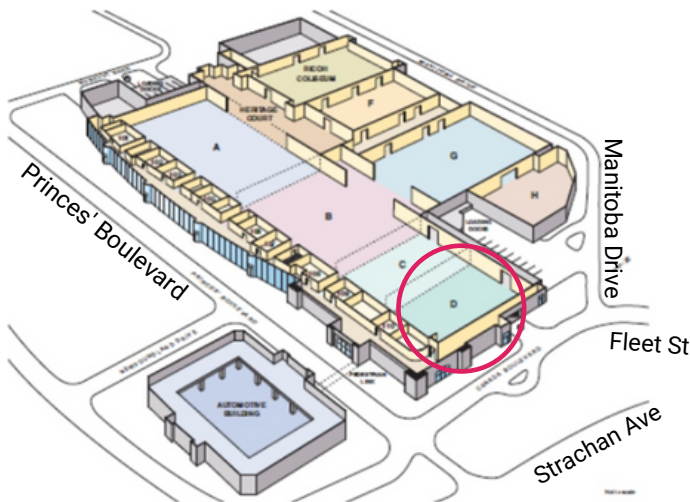
The aisles and common areas will be cleaned and the public garbages will be emptied. Any waste produced by your booth (cardboard boxes, bags, etc.) must be taken by the vendor and cannot be piled by or in the public garbage.

For more information on booth cleaning services, please contact the Expo Manager.

Traffic Marshalling

Exhibitors are required to unload in the loading dock at the rear of exhibit hall D. Limited access to the show floor will be available until 11am on October 13th. Exhibitors will be required to unload as quickly as possible and remove their vehicle to the on site parking facilities. Parking is available at no charge on the expo build day (more information to be distributed before the event). The driver must stay with the vehicle at all times. Any abandoned vehicles will be removed at the owners cost.

Enercare Centre Layout - Hall D
Location



Loading Dock at Rear of Exhibit
Hall D off of Manitoba Drive



Booth Teardown

Teardown is 6PM-11PM on October 19th. Vendors are **NOT** allowed to start tearing down before 6pm and the building has been cleared of the general public.

PLEASE NOTE: Any exhibits / stand material remaining after 11pm will be removed by the event organizers and storage / removal fees will be passed on to the exhibitor. If you are constructing the stand please ensure all construction materials are removed before leaving the venue. Costs will be incurred for removing abandoned materials. If you require additional time to break down your exhibit please speak to the Expo Manager prior to the start of the Expo.

Emergency Procedures

The Enercare Centre buildings are equipped with sophisticated fire protection equipment, including automatic detection, fire alarm and voice communication. Upon arrival, you should familiarize yourself with the building and the location of the nearest exit, manual pull station, fire hose, and fire extinguisher.

If there is an outbreak of a fire, activate the nearest fire alarm. Fire extinguishing, control or confinement is primarily the responsibility of the Toronto Fire Department. The production of toxic fumes in building makes fire fighting potentially dangerous, particularly if a large amount of smoke is being generated.

“Only after ensuring that the alarm has been raised and the Toronto Fire Department has been notified, a small fire can be extinguished by experienced person(s) familiar with extinguisher operation. If it cannot be easily extinguished, leave the area and [if possible] confine the fire by closing the door”

Accessibility

The Enercare Centre is a fully accessible facility.

To ensure that the expo is easy to navigate for those using accessible devices, we ask that any booth participants are forced to maneuver through maintain a clearance of 2' 7" at any given point (for example, if you have displays with product on them, they be this distance away from the booth walls to allow people to easily move around them).

APPENDIX

1.

Prohibited Materials and Materials That Require Flame Retardancy Treatment Material	Status
Acetate fabrics	Prohibited
Corrugated paper box board	Prohibited unless flame retardant treatment applied at factory
"No-seam" paper	Prohibited
Paper backedfoil	Prohibited unless glued securely to suitable backing
Foamcore	Prohibited
Drapes, curtains, drops, hanging, etc.	Must be treated with a flame retardant coating
Decorative fabrics	Must be treated with a flame retardant coating
Christmas trees,cut branches	Must be treated with a flame retardant coating
Dried Flowers,artificial flowers	Must be treated with a flame retardant coating
Motion picture screens	Must be treated with a flame retardant coating
Paper (Note: cardboard or compressed paperboard less than 1/8" thick is considered paper.)	Must be treated with a flame retardant coating

Ruscus	Must be treated with a flame retardant coating
Split wood	Must be treated with a flame retardant coating
Bamboo fibres	Must be treated with a flame retardant coating
Textiles	Must be treated with a flame retardant coating
Styrofoam	Must be treated with a flame retardant coating
Gatorboard	Must be treated with a flame retardant coating
Wallpaper	Must be pasted securely to wall or wallboard backing
Plastics	Require approval from the Enercare Centre

Contact Us

Brenden Williams | Expo Manager

TCS Toronto Waterfront Marathon

C: 416-873-9395 | E: brenden@canadarunningseries.com

www.torontowaterfrontmarathon.com

Stay Connected

Facebook | www.facebook.com/TOWaterfront42K

Twitter | www.twitter.com/TOWaterfront42K

Instagram | www.instagram.com/towaterfront42K