

RULES AND REGULATIONS

1. BOOTH PLACEMENT

canfitpro will attempt to honor all booth placement requests, however, requested locations are not guaranteed and will be based on timely fulfillment of contractual payment obligations. canfitpro shall be the final authority in assigning space. canfitpro reserves the right to change the floor plan or to move an exhibitor to another booth location prior to or during the event for any reason..

2. EXPO HALL HOURS AND MOVE-IN/MOVE-OUT

Information on set-up and event hours will be provided to you separately. Please make note of the following:

- Exhibit booths must be staffed at all times during the show. All staff working booths must be registered and wear an exhibitor badge for the duration of the event. canfitpro is not responsible for lost/stolen items.
- Exhibitors must remain open in accordance with the schedule published prior or to the event as amended by canfitpro. **BREAKING DOWN OR DISMANTLING EXHIBITS** will be prohibited before the event officially closes down. If an exhibitor infringes the rule, they will be assessed a fee of \$500.00 and may be banned from future events.
- A specific move-in time and date for installation and dismantling of exhibits shall be supplied to each exhibitor by canfitpro weeks prior to the event. The exhibitor agrees to remove their display/equipment from the Show floor by the final move-out time. Failing to do so, the exhibitor agrees to pay for such additional show floor rental costs.

3. EXHIBITOR SERVICE MANUAL*

Prior to the event, the official show decorator for canfitpro will email the Events Experience Team with a website link to access the Exhibitor Service Manual. The Exhibitor Service Manual will include information on the event, official contractor info and order forms, material handling, advance shipping, Metro Toronto Convention Centre forms and information, etc. * **Please read through the Exhibitor Service Manual carefully as it contains very important information that you will require in preparation for the trade show.**

4. SOUND DEVICES

Sound of any kind must not be projected outside of the exhibit booth.

5. SAMPLING

Metro Toronto Convention Centre (MTCC) has the exclusive food and beverage distribution rights within the Convention Centre. Exhibitors may distribute samples or sell food and beverage products ONLY upon written authorization. See the Authorization Request Sample/FB Distribution information from the MTCC included in the Exhibitor Service Manual or contact MTCC at 416-585-8144.

6. SHIPPING/ HANDLING AND RECEIPT OF FREIGHT

Shipment of exhibit materials should be in accordance with the specific instructions given by the official drayer in the Exhibitor Service Manual. Exhibit materials should always be sent prepaid with a copy of the Bill of Lading forwarded to the official drayer. The MTCC, will not accept advance shipments. Should you choose not to use the material handling services provided by our drayer, a representative of your company is required on the loading docks to receive and sign for your shipments at the time of arrival. The

drayer will not sign for any shipments on behalf of an exhibitor if you have chosen the Material Handling Exemption option. The drayer will control access to the loading docks in order to provide a safe and orderly move-in/out. Exhibitors not using material handling are responsible for their own shipments to and from the exhibit hall. canfitpro will not be responsible for lost/stolen materials. Note: Show management reserves the right if your representative is not present, to direct the drayer to offload your materials at the exhibitor's expense.

7. NO SHOW/LATE POLICY AND NOT BEING ABLE TO EXHIBIT

If exhibitor, through circumstances beyond control, is delayed in arrival or set-up, Exhibitor must notify canfitpro Trade Show Staff. No notification can result in resale of space and right to exhibit.

8. EXHIBIT STANDARDS

canfitpro reserves the rights to restrict, reject, prohibit any exhibit, in whole or in part, which because of noise, safety hazards, visibility restrictions, or for other prudent reasons becomes objectionable. Questionable exhibits shall be modified at the request of canfitpro. Exhibit displays must not exceed 8' in height without the approval of canfitpro. For booths with companies on either side of them, side walls are restricted to 4' in height as to not block your neighboring booth.

9. USE OF EXHIBIT SPACE

An exhibitor shall reflect the highest standard of professionalism while maintaining the booth during show hours. The booth must be maintained by at least one company representative at all times during the show's operation. All demonstrations or other promotional activities must be confined to the contracted space. No exhibitor shall assign, sublet or apportion the whole or any part of the space allotted without the knowledge and written consent of canfitpro. No person, firm or organization not having regularly contracted with canfitpro for the occupancy of space in the Show will be permitted to display or demonstrate its products, processes or services, solicit orders or distribute printed or other materials within the Show. Products displayed by the exhibitor must conform to, or be of a similar nature to, the products identified in their exhibitor application. Any displayed merchandise determined by canfitpro, in its sole opinion, to (a) not conform to the product(s) presented during the application process, and/or (b) be inappropriate for display at the Show will be removed to storage. Each exhibitor is responsible for keeping the aisles near its exhibit space free of congestion caused by demonstrations or other promotions. Exhibiting companies are responsible for furnishing, carpeting and cleaning their booths, full details and order forms included in the Exhibitor Service Manual. Nothing may be nailed, fastened, posted, screwed or attached in any form to the walls, floors, furnishings, fittings and other parts of the Show facility. Exhibitors will be held responsible for any damage caused to the Show facility.

10. AMENDMENTS

canfitpro, at any time, in the interest of the expo, may amend any and all matters covered by the articles in this contract and in the Show Rules and Regulations. All amendments so made will be equally as binding on all parties affected by them as the original contract provisions and the rules and regulations. In the event of any amendments, canfitpro will give written notice to all exhibitors concerned.

11. AGREEMENT TO RULES AND REGULATIONS

The exhibitor, for himself or herself and for his or her employees, agrees to abide by the foregoing contract provisions, rules and regulations, and by any amendments that may be put into effect by canfitpro.

I acknowledge that I have read and understand the canfitpro RULES & REGULATIONS outlined above.

Authorized Signature (Please print and sign)

Date (mm/dd/yy)

LOCATION:

Metro Toronto Convention Centre,
222 Bremner Blvd.,
<http://www.mtccc.com/home.cfm>

SHOW DATES AND HOURS

Friday August 16
11:30 AM - 7:00 PM
Saturday August 17
9:00 AM - 5:30 PM

SHOW MOVE IN:

Thursday August 15
Specific move in time will be
assigned to each exhibitor
prior to the event.

SHOW TEAR DOWN:

Saturday August 17
5:30 PM