ACMO/CCI-T
CONDOMINIUM CONFERENCE

November 10-11, 2017
TORONTO, ONTARIO

HOSTED BY ACMO | Canadian Condominium Institute / Institut canadien des condominiums, Toronto and Area Chapter | In partnership with FINE & DEO Condominium Lawyers

EXHIBITOR RULES/REGULATIONS/INFORMATION
This year's trade show will be a two-day format.

EXHIBIT HOURS:
Friday, November 10th	7:30 am – 6:00 pm
Saturday, November 11th	7:30 am – 12:45 pm

LOCATION OF CONFERENCE AND TRADE SHOW
The Toronto Congress Centre - North Building
1020 Martingrove Road, Toronto, ON M9W 4W1

EXHIBIT BOOTH
Each booth will be equipped with pipe and drape. Back wall curtain is 8' high and side-rail curtains are 3' high (curtains are flameproof drapes). Single booth size: 10' deep by 10' wide. Your booth will be carpeted, and each booth will receive (1) 6' table and (2) chairs.

NOTE: Electricity, furnishings, internet, etc. must be ordered separately. These items are not included in your booth cost. Please note that some booths beside the front-facing doubles have an 8' high side wall, rather than a 3' high side wall.

MOVE-IN
Move-in will take place on Thursday, November 9th between 10:00 am – 5:00 pm. Your booth must be assembled, cleaned and ready for show opening at 7:30 am on Friday, November 10th.

In order to maintain a professional atmosphere at this year's conference, these rules will be strictly enforced by on-site trade show staff.

All displays and exhibits must be brought into the Toronto Congress Centre North Building via the loading docks located at the back of the building (Door 38).

MOVE-OUT
Move-out will take place on Saturday, November 11th between 12:45 pm – 4:30 pm

No displays will be dismantled before the official closing time.

It is dangerous for delegates attending the show and does not appear professional when booths are dismantled ahead of the official closing time. All exhibitors must arrange for the pick up of their exhibit materials immediately following the end of the show. All appropriate paper work and phone calls are the responsibility of the exhibitor.

The Toronto Congress Centre does not have facilities to store exhibit materials. Dismantling, loading and departure of displays and exhibits must be accomplished immediately following the conclusion of the function. If exhibits have not been removed from the Toronto Congress Centre by the time agreed upon, Stronco Show Services will have them removed at the expense of the exhibitor, and the Toronto Congress Centre will not be responsible for any loss or damage done during the removal. Failure to comply with move-out procedures may affect your ability to exhibit at future Annual Condominium Conferences.

ASSIGNMENT OF BOOTH SPACE
Location compatibility will be at the discretion of the Show Management.

STORAGE AND SHIPPING
Display or exhibit material will be accepted by the Toronto Congress Centre on the day of move-in ONLY The Toronto Congress Centre reserves the right to refuse delivery of any such materials shipped without prior consent. Should prior consent be given, the Toronto Congress Centre will NOT accept any liability for goods while in storage. The Toronto Congress Centre WILL NOT be held liable for any additional costs for shipments that are refused due to lack of prior approval. Please contact the Toronto Congress Centre PRIOR TO arranging a shipment of materials to the Toronto Congress Centre.

A customs brokerage firm is strongly recommended for all shipments originating outside of Canada. This will eliminate the possibility of materials being held at the border by Canada Customs due to improper or insufficient documentation resulting in these same materials arriving too late or not at all to the Toronto Congress Centre. The Toronto Congress Centre will not authorize any customs clearance or costs of clearing goods. Call the Conference Office for further details. It will be the exhibitor's responsibility to arrange for the shipping of all materials and for moving exhibitor material from the Toronto Congress Centre loading dock area to the booth location prior to set-up time.

LABELLING
Conference materials shipped to the Toronto Congress Centre MUST be clearly labeled as follows:

Attention:
Marie Saint-Ivany & Lara Tome
Toronto Congress Centre - North Building
1020 Martingrove Road,
Toronto, ON M9W 4W1

Hold for:
21st Annual Condominium Conference
November 10-11, 2017
Number of pieces (i.e. 1 of 4)
Exhibitor Company
Contact Name
Address and Phone Number

DISPLAY CONTRACTOR
The firm, Stronco Show Services, has been appointed Official Supplier of Exhibit Services and Equipment. Contact Stronco Show Services at 905-270-6767 or showstatus@stronco.com. An illustrated catalogue will be provided in your exhibitor package. Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury to persons or damage to exhibitor's display, equipment, or other property brought upon the premises of the Toronto Congress Centre and agrees to indemnify, defend and hold harmless the Annual Condominium Conference, the Toronto Congress Centre and its owners, servants, agents, and employees against all claims or expense for such losses, including reasonable attorney's fees, arising out of the Toronto Congress Centre premises excluding any liability caused by the negligence of the Annual Condominium Conference or the Toronto Congress Centre or its owners, servants, agents, and employees.

ELECTRICAL CONNECTIONS
An electrical order form will be provided in your exhibitor package. Showtech Power and Lighting has been appointed Official Supplier of Electrical Connections. Showtech can be reached at 416-244-4899 or mhawerchuck@showtech.ca. There will be an extra charge for this service. All clamps on types of portable potlights should be protected from metal contact by having electrical insulating pads or wrappings, permanently attached to the lamp holder clamps. Where a spotlight may be subject to physical damage, dampness or where lamps may come in contact with combustible material, the spotlight shall be equipped with a guard attached to the lamp holder or the handle. Flexible cords (extension cords) may only be used for portable lamps or appliances that are of allowable amperage for this size and type of the three-conductor cord used with power bars.

INTERNET
Internet Services may be booked through Freeman Audio-Visual at 416-240-7838 or tcc@freemanco.com.

SIGNAGE
Signs, banners and similar materials may not be nailed, stapled, hung or attached to ceilings, walls or painted surfaces except by special arrangements made with Showtech at 416-244-4899 or mhawerchuck@showtech.ca. A charge will apply for this service. Any tape leaving glue residue on carpet and flooring is not permitted. All expenses for cleaning of tape will be charged to the exhibitor.

SPACE RESTRICTIONS
All demonstrations, discussions or other activities, such as the distribution of descriptive literature of any kind, must be confined to the exhibitor's own booth. No exhibitor shall assign or sublet the whole or any part of assigned space. Exhibits in conventional booth spaces are not limited as to the type of exhibit installed, however, the approved maximum height for all regular booth display spaces is 8 feet, including signs. There can be no exception on this height limitation. So that the display value of an adjoining booth is not destroyed, sidewalls, fixtures, and other display material may be erected to the maximum height of 8 feet, only in that portion of the booth extending not more than 48 inches from the back-wall. From that point (48 inches from the back-wall), to the front of the booth, fixtures, tables, counters and other display material must not exceed a height of 50 inches.

WEIGHT RESTRICTIONS
Displays or exhibits of excessive weight must be approved by the Annual Condominium Conference Office and must be placed on wooden platforms to avoid damaging the floor/carpet and to ensure the weight is distributed evenly.

LIQUID & COMPRESSED GASES
Displays or exhibits containing or using any form of liquid must be approved by the Annual Condominum Conference Office and will not be permitted unless the floor area under and surrounding the exhibit is protected by a plastic sheet. No combustible or flammable liquid or material may be used in exhibits or displays. Use of compressed gases is restricted to Helium and Carbon Dioxide only.

HOSPITALITY
Hosted events must not be scheduled to coincide with the Condo Conference program; including educational session, trade show hours and social events.

ACCESS
All functions must be maintained in a safe manner and in accordance with the Ontario Fire Code and the Hotel Fire Safety Act so as not to create danger to any participant/individual. Clear access to all entrances and fire exits is to be observed. NO displays, tables, signage or any other furniture may block an entrance, exit, or fire exit doors.

SECURITY
Security is the responsibility of the client or exhibitor. The Toronto Congress Centre will not provide security to guard or control access to exhibits and displays. The Annual Condominium Conference will provide overnight security ONLY for the exhibit areas, but assumes no responsibility for any products, displays or items within a booth. Those remain the responsibility of the individual exhibitor.

FOOD AND BEVERAGE
Please note that all food and beverage must be supplied by The Toronto Congress Centre. Should exhibitors wish to provide some items for display or samples, please contact the Annual Condominium Conference Office for prior approval. Should food and beverage be brought in without prior approval, The Toronto Congress Centre has the right to confiscate the food and beverage due to health regulations and liquor license.

FIRE PRECAUTIONS
No combustible decorations, such as crepe paper, cardboard, or corrugated paper, shall be used at any time. All packing containers, and/or wrapping paper must be removed from the floor and must not be stored under tables or behind displays. All muslin, velvet, silken or any other cloth decoration must be flameproof. All materials and fluids that are flammable are to be kept in safety containers. Open flames, butane, gas, oxygen tanks, etc., are not permitted.

LIABILITY
The Toronto Congress Centre will not accept any claim for loss due to fire, theft or damage to exhibits, nor will it be held liable for any personal injury caused by exhibit or exhibitor. Use of the facility is conditional in that the exhibitor accepts full responsibility for any damages caused by the facility, by the exhibit and/or the exhibitor(s). All exhibitors will be required to provide a certificate of insurance naming the ACMO/CCI-T Conference as additional insured for a total of at least $2,000,000 in Comprehensive General Liability.

HOLD HARMLESS
Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save ACMO, CCI-T, Stronco Show Services, and The Toronto Congress Centre and its employees and agents, harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorneys fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of The Toronto Congress Centre and its employees, and agents. In addition, Exhibitor acknowledges that ACMO, CCI-T, Stronco Show Services, and the Toronto Congress Centre, do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption of property damage insurance covering such losses by Exhibitor.

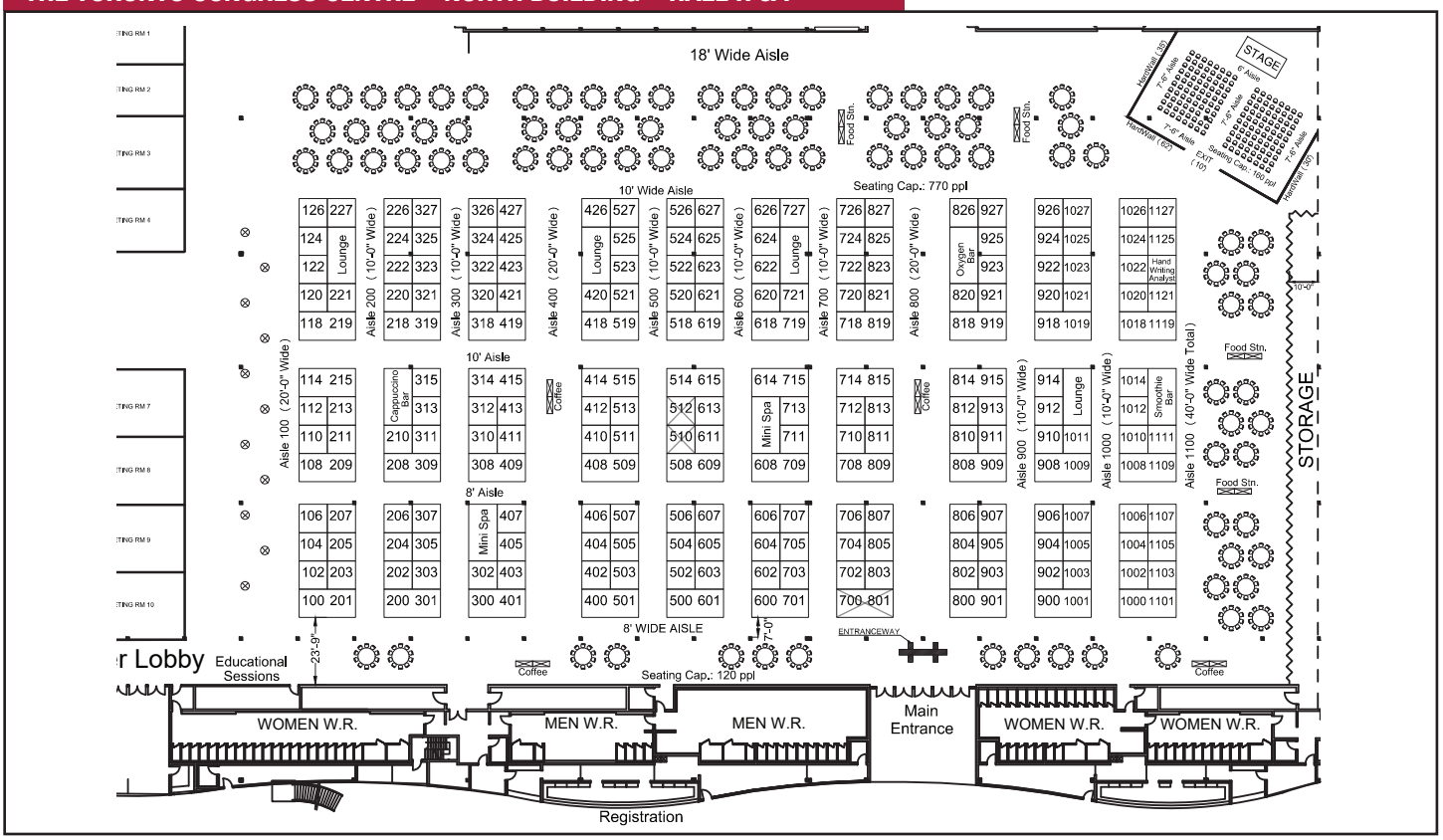
ADDITIONAL BOOTH INFORMATION
Booths must have Exhibitor personnel in the booth during exhibit hours. Exhibitors will receive two badges per booth for personnel manning exhibit at no extra cost.

Additional booth personnel badges can be ordered at a cost of $120 per badge (HST extra).

Exhibitors are entitled to Friday breakfast, lunch and refreshment breaks and Saturday breakfast and refreshment breaks. Your exhibitor badge is not valid for the seminars. These sessions are for delegates only. If you wish to attend a session, you must register separately for the conference.

PARKING
The Toronto Congress Centre provides free parking. However, any additional parking fees are the responsibility of the exhibitor.

EXHIBIT INFORMATION
21st Annual Condominium Conference,
2233 Argentia Road, Suite 100,
Mississauga, ON L5N 2X7
Tel 647-925-0315 / 1-800-265-3263
www.condoconference.ca/Exhibitor
Email: exhibitors@condoconference.ca

Presented by: ACMO | Canadian Condominium Institute CCI Institut canadien des condominiums Toronto and Area Chapter

THE TORONTO CONGRESS CENTRE – NORTH BUILDING – HALL H & I