

EXHIBITOR MANUAL

CLEAN CANADA

2012



Toronto Congress Centre
www.cleancanada.ca

APRIL 13 – 15, 2012
Toronto Congress Centre
Toronto, Ontario



January 2012

Dear Exhibitor:

The information contained in this Exhibitor Manual is essential to your company's participation in **CLEAN CANADA 2012** and requires your prompt attention. This Exhibitor Manual lists all of the Official Show Suppliers and will answer many of the questions you may have regarding your exhibit participation in this year's show.

Particular attention should be paid to the forms contained in the Manual, as the majority of them are time sensitive. For your reference we have included a schedule that indicates when each form must be completed and returned.

To facilitate a smooth and trouble free move-in, each exhibitor will be assigned a specific move in time. Upon completion of the schedule by Lange Transportation, our official carrier, you will be advised in writing of your assigned move – in time and date.

If you should require further information on any of the procedures detailed in this manual, please do not hesitate to contact me at 905-361-5240 or Dianne Franchino at 905-361-5238 or toll free 1-888-695-2677.

We look forward to working with you at the **CLEAN CANADA 2012** show and hope it will be a successful and rewarding show.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tara Diaczyk', written over a light-colored background.

Tara Diaczyk
Show Manager

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GENERAL INFORMATION

LOCATION

Toronto Congress Centre
Exhibit Hall "J"
650 Dixon Road
Toronto, ON M9W 1J1
Tel: 416-245-5000 Fax: 416-245-4923
Website: www.torontocongresscentre.com

MOVE-IN DATES AND TIMES

Thursday	April 12, 2012	8:00 am to 6:00 pm
Friday	April 13, 2012	8:00 am to 10:00 am

SHOW DATES AND TIMES

Friday	April 13, 2012	11:00 am to 6:00 pm
Saturday	April 14, 2012	10:00 am to 5:00 pm
Sunday	April 15, 2012	10.00 am to 4:00 pm

MOVE-OUT DATES AND TIMES

Sunday	April 15, 2012	4:30 pm to 10:00 pm
Monday	April 16, 2012	8:00 am to 12 Noon

NO DISMANTLING OR REMOVAL OF MATERIAL BEFORE 4:00 PM ON SUNDAY APRIL 15, 2012.

SHOW PRODUCERS

CANADIAN NATIONAL SHOW MANAGEMENT
30 Village Centre Place
Mississauga, ON L4Z 1V9
Tel: 905-361-5240 Fax: 905-361-2679
Toll free: 1-888-695-2677
Contact: Tara Diaczyk, Show Manager at e-mail: tara@cleancanadashow.com
Dianne Franchino, Show Coordinator at e-mail: franchino@sportshows.ca

SHOW SPONSOR - CLATA

CANADIAN CLEANERS & LAUNDERERS ALLIED TRADES ASSOCIATION

ADMISSION

Admittance is free of charge to persons 16 years of age and older with a registration card if pre-registered prior to March 29, 2012 or the card is presented at the show. Without a registration card, the fee is \$25.00

SHOW OFFICE

The Show Office will be open from move-in through to move-out. Show Management will be on hand during outlined event hours to assist you for the duration of the show.

BOOTH

Included with the purchase of your exhibit space you will receive:

- Standard Draped Booth
- 24 hour security
- Show Promotion
- Listing in Show Directory
- Computerized Registration/Lead Retrieval System
- Fully Carpeted Aisles
- Material handling and storage
- Personalized I.D. for attendees and exhibitors

Please note: your exhibit space does not include booth carpeting, furnishings, signage, electrical or additional lighting. If required, items may be ordered through the official show suppliers listed in this manual.

OFFICIAL SUPPLIERS

HOTEL

Radisson Suite Hotel Toronto Airport
640 Dixon Road
Toronto, Ontario 9W 1J1
Tel: 416-242-7400

All bookings are to be made directly with the hotel. A special rate of \$125.00 single/double for a deluxe suite and \$145.00 for executive deluxe suite has been negotiated for the Clean Canada 2012 show. This rate will be held until March 25, 2012, after which the room block is released and regular rates apply. When reserving rooms, please state the promo code "Clean" and mention that you are with The Clean Canada 2012 Conference to access the special rates. Please note that parking is complimentary.

AUDIO VISUAL

AVW TELAV AUDIO VISUAL SERVICES

650 Dixon Road
Toronto, ON M9W 1J1
Telephone: 416-240-7838 Fax: 416-240-1750
Contact: Brian D' Souza
e-mail: brian.dsouza@avwtelav.com

DECORATOR

GES – Global Experience Specialists

5675 McLaughlin Road
Mississauga, ON L5R 3K5
Telephone: 905-283-0500 Fax: 905-283-0501
Contact: Exhibitor Services Rep. Jennifer Main
e-mail: jmain@ges.com

**To take advantage of discount pricing, all orders must be placed
By March 29, 2012.**

TRANSPORTATION/ STORAGE/HANDLING

LANGE TRANSPORTATION & STORAGE LTD.

3965 Nashua Drive,
Mississauga, ON L4V 1P3
Telephone: 905-362-1290 Fax: 905-362-1285
Toll Free 1-800-668-5687
Contact: Dion Burt
e-mail: dionb@langeshow.com

ELECTRICAL & WATER, COMPRESSED AIR & STEAM

SHOWTECH POWER & LIGHTING

650 Dixon Road
Toronto, Ontario M9W 1J1
Telephone: 416-244-4899
Contact: Brad Hellas on site

ELECTRICAL APPROVAL

ONTARIO HYDRO – Electrical Safety Authority

P. O. Box 24143
Pinebush Postal Outlet
Cambridge, ON N1R 8E6
Telephone: 905-507-4949 Fax: 1-800-667-4278
Toll Free Tel: 1-877-372-7233

CANADA CUSTOMS

EXHIBITIONS & CONVENTIONS

Canada Customs Border Services
1980 Matheson Blvd East
P O Box 7000, Station 'A'
Mississauga, ON L5A 3A4
Telephone: 905-803-5261 Fax: 905-803-5353
Contact: Mau'veen Dayrell-Johnson

CUSTOMS BROKER

GES - Global Experience Specialists

5675 McLaughlin Road
Mississauga, ON L5R 3K5
Telephone: 905-283-0583 Fax: 905-283-0501
Contact: Ray Debono
E-mail: rdebono@ges.com

JANITORIAL

TORONTO CONGRESS CENTRE

650 Dixon Road
Toronto, ON M9W 1J1
Telephone: 416-245-5000 Fax: 416-245-3046
Contact: Event Coordinator – Mike Russell

REGISTRATION

Conexsys Registration - Please contact Clean Canada

Contact: Dianne Franchino
Tel: 905-361-5238
Fax: 905-361-2679
e-mail: Franchino@sportshows.ca

SECURITY

GSS Security

1219 Main Street East
Hamilton, Ontario L8K 1A5
Tel: 905-547-5552 Fax: 905-547-5556
Contact: John LeRoy
e-mail: jleroy@gss-security.ca

PUBLIC RELATIONS

PUNCH CANADA

1 Yonge Street, Suite 2403
Toronto, Ontario M5E 1E5
Telephone: 416-360-6522 x 245 Fax: 416-360-8819
Contact: Jessica Patriquin

SHOW GUIDE**FABRICARE CANADA MAGAZINE**

P. O. Box 968

Oakville, ON L6J 5E8

Telephone: 905-337-0516

Fax: 905-337-0525

Contact: Marcia Todd, Publisher & Editor

e-mail: martodd@cogeco.ca

TELEPHONE & INTERNET SERVICES

BELL CANADA – Trade Show Division

Tel: 1-800-414-8424

E-mail: tradeshow@bell.ca

INTERNET

All requests for internet must be booked directly by the Toronto Congress Centre

OFFICIAL SHOW CONTRACTORS

To ensure an orderly and efficient move-in and move-out Show Management has designated Official Show Contractors: We urge you to place your orders with these official show contractors unless you have permanent arrangements with other suppliers. Please notify Show Management if you are using a display house other than GES –Global Experience Specialists by completing the Show Services Contractor form in this manual.

SHOW DECORATOR

GES – Global Experience Specialists
5675 McLaughlin Road
Mississauga, ON L5R 3K5
Tel: 905-283-0500 Fax: 905-283-0501
Contact: Exhibitor Services

Furniture and Carpet Rentals – ORDER BY MARCH 29, 2012 TO TAKE ADVANTAGE OF DISCOUNTED PRICES

See the GES catalogue and order form or contact the Exhibitor Services Department directly.

Signs

Orders should be placed in advance. Booth signs must be limited to the maximum height noted for size and style of booth used for the exhibit. Signwriting service is available through GES. For extensive signage, place order prior to move in. (Order form enclosed with the GES brochure).

Installation & Dismantling Of Exhibits

This service is available through GES. An exhibitor may have the exhibit erected and ready for operation before personnel arrive. Please complete the Labour Form in the GES brochure in the Supplement Package and return form to GES if this service is required.

Plants/Florist

Use the GES brochure and order form for details or exhibitors may use a florist of their choice.

TELEPHONE SERVICE

For telephone service for your exhibit location, telephone and fax orders may be placed through Bell Canada Trade Show Division at 1-800-414-8424. See enclosed form.

TRANSPORTATION/MOVE-IN SCHEDULING/MATERIAL HANDLING AND STORAGE

Lange Transportation & Storage Ltd. will provide a move-in schedule. Please ensure the forms contained in this Exhibitor Manual are completed and returned to obtain the services you require. **To take advantage of pre-show discounts, order prior to March 23, 2012.**

MATERIAL HANDLING

Material Handling equipment and labour for all material will be provided free of charge by Show Management during move-in and move-out. A request for these services outside of the official hours will be charged directly to the exhibitor by the Official Material Handling Contractor Lange Transportation. A supply of hand trucks will be provided free for exhibitors use. It is recommended that exhibitors have their representative on hand to supervise the unloading and placing of exhibit material.

Material handling service includes receiving of shipments consigned to the exhibit hall on the move-in date, and placing in the exhibit booth; removal of empty crates and cartons; returning of crates and cartons at the closing of the show; delivery of repacked goods to the loading dock and loading the goods onto the transport vehicle. Please note that pad wrapped items not on skids are the responsibility of the exhibitor. Show Management will provide forklift trucks for move-in and move-out purposes free of charge during the stipulated move-in/move-out hours.

CUSTOMS

See Shipping & Customs section for complete information on services provided.

ELECTRICAL To take advantage of pre-show discounts, order prior to March 29, 2012

Electrical is not included in the purchase of booth space in the show. Should you require power to your booth, this may be ordered through ShowTech Power & Lighting. Normal lighting in the exhibit area is good, however, you may wish to obtain spotlights to highlight particular areas of your display. All exhibitors who require hanging of banners or signs must place orders prior to the show with the order form enclosed in this manual.

ShowTech maintains a complete Service Centre during Show hours, however, in order to allow proper scheduling of equipment and manpower, exhibitors should place their orders well in advance of the show by returning the order form by the deadline date. If an estimate is required please request it on the order form.

ELECTRICAL APPROVAL

All equipment on display at Clean Canada 2012 must meet with Provincial and Federal approval. Please see details for contacting Ontario Hydro in the Official Suppliers section of this manual.

WATER, COMPRESSED AIR, STEAM

If water or compressed air is required, it must be coordinated with ShowTech. They will then provide a quote based on volume required and work involved.

For any exhibitors requiring steam, the water lines can be ordered and connected through ShowTech, however, exhibitors must provide their own generators to produce the steam. Please note that gas generators are not permitted.

SECURITY, INSURANCE & FLAME PROOFING

Inquiries should be directed to GSS Security Ltd.. See complete details in Fire Regulations Section of the Exhibitor Manual. Forms for Flame Proofing are also included.

SECURITY AND INSURANCE

Security guards will be on duty from 8:00 a.m. Thursday April 12, 2012 continuing around the clock until 12:00 noon Monday April 17, 2012.

EXHIBITORS MUST UNDERSTAND THAT ALL PROPERTY EXHIBITED IS AT THEIR SOLE RISK AND THAT SHOW MANAGEMENT IS NOT RESPONSIBLE FOR THE SAFETY OF EXHIBITS AGAINST THEFT, FIRE, ACCIDENT OR OTHER MISHAPS. EVERY EXHIBITOR IS REQUIRED TO PROVIDE SHOW MANAGEMENT WITH PROOF OF INSURANCE PRIOR TO SHOW MOVE-IN.

NOTE: In the interest of providing the best possible security, exhibitors are requested to leave the building within one hour after show closing.

JANITORIAL

Only the aisles will be vacuumed each day prior to show opening. Because aisles will be carpeted, exhibitors who do not arrange booth cleaning service cannot place debris or garbage from their exhibit area in the aisle and will be responsible for the removal of such material to a garbage disposal area in the building. Exhibitors wishing to have their exhibit cleaned daily should complete the enclosed cleaning form from the Toronto Congress Centre.

OFFICIAL SHOW GUIDE LISTING

Product Listing & Advertising

Fabricare Canada will be producing the Official Show Guide for Clean Canada 2012. The March/April issue of Fabricare Canada Magazine will contain the Official Show Guide, which will be distributed to its subscribers, with additional issues handed out at the show for attendees. Please complete and return the form in this manual prior to February 24th.

EXHIBITOR BADGES

A form for ordering exhibitor badges is enclosed. Exhibitor Badges will be prepared in advance according to the exhibitors response (see form enclosed) detailing a list of personnel who will staff their exhibit. Please complete and return the enclosed Exhibitor Badge form. Badge requests will be completed and held for pick-up at the Exhibitor Registration Desk during move-in. Each exhibiting company will be allowed 10 badges for each 100 square feet of booth space booked in the show. Exhibitor badges are required to gain entrance to the show and must be worn at all times during the show while in the exhibit area. Access to the building will be denied to individuals who do not have the required badge.

NOTE: TO PREVENT DELAYS AT TIME OF PICK-UP, PLEASE RETURN THE 'EXHIBITOR BADGE ORDER FORM' NO LATER THAN MARCH 6, 2012.

Registration Passes

Each exhibitor is allotted ten free registration passes per 100 square feet of exhibit space. Please make sure you mail out the passes as soon as possible to your clients. Participation from all exhibitors will guarantee a successful show. If you require more than your original allotment please contact Dianne Franchino at 905-361-5238. If passes are available your request will be filled.

LIABILITY/INSURANCE

All exhibitors must provide Show Management with proof of two million dollars (\$2.0 million) of Commercial Liability Insurance coverage prior to the event. Please see rules and regulations for further information.

REGISTRATION

Conexsys Registration has been appointed the official registration company for Clean Canada 2012. Conexsys will be responsible for the process of registering and collecting data for all exhibitors and visitors to the show. As a service to exhibitors, a computerized lead retrieval system will be provided. Exhibitors have two options with this system.

Paper Lead Retrieval System (no charge)

Every visitor to the show will be wearing a badge that will bear a number, the visitor's name and company name. Your booth staff will only need to record the number on the visitor's badge on the worksheet for your follow-up. Worksheets will be available at the Exhibitors' Registration Desk at the end of each day from move-in until the end of the show. The first copy of the worksheet should be delivered to the Exhibitors' Registration Desk. Retain the duplicate copies for your records. When all the filled worksheets for each day have been received from your company, information will be processed overnight.

A computer printout of these leads (including names, titles, company names and addresses) will be ready for pickup the following day. The registration system was designed to eliminate delays, save exhibitors time and provide a legible, efficient and comprehensive record of sales activities at the show. Please ensure that all exhibit personnel are aware of the system and the following:

1. Worksheets must be filled out with the visitor's number (write only the numbers of the visitors in whom you are interested).
2. All worksheets should be returned to the Exhibitors' Registration Desk at the end of each day. Please ensure that the worksheets are filled out legibly and identified with your exhibitor badge number before handing into the Exhibitors' Registration Desk.

Bar Coded Lead Retrieval System (Price list enclosed in manual)

Bar Code Scanning System: To order this feature complete **the Conexsys order** form with your product/service(s) and your chosen follow-up action and time frame.

At the start of each day, all wands will be returned to the Exhibitors' Registration Desk to be downloaded. Your daily lead report will then be created for you overnight (see enclosed form).

MEDIA CENTRE/PRESS ROOM

There will be a Media Centre/Press Area located adjacent to the Show Office in the exhibit hall. Exhibitors are urged to provide the Media Centre with press releases, promotional giveaways and photographs of their new products. These can be left in the Media Centre during move-in. The Public Relations Consultant will be in attendance to assist exhibitors. If you wish to contact her prior to show time, you may do so by calling Jessica Patriquin at Punch Canada at 416-360-6522 x 245 or emailing Jessica@punchcanada.com.

RESTAURANT

During show hours a restaurant providing food and beverage service will be available on the show floor for visitors and exhibitors.

PARKING

Outdoor parking is available at no charge at the Toronto Congress Centre.

VEHICLES

Cars, trucks and machinery for display must be thoroughly cleaned before entering the building; a protective sheet of plastic must be underneath to prevent staining.

MOVE-IN SCHEDULE

Goods to be shipped to the Toronto Congress Centre must be scheduled to arrive at the facility during the specified move-in period. No goods can be accepted prior to the scheduled move-in period. Storage space is not available and the Toronto Congress Centre will not take responsibility for goods shipped in advance.

All freight must be prepaid. C.O.D. shipments will not be accepted by Show Management. Exhibitor goods will not be accepted at the show building prior to the actual move-in period. Exhibitors must arrange for shipments to arrive for the move-in period designated. Advance receiving for shipped goods may be arranged through Lange Transportation and Storage Limited.

To facilitate a smooth and trouble free move-in, a scheduled move-in is necessary. Your specific move-in time will be arranged after consulting with Lange Transportation & Storage Ltd. Exhibitors shipping less than a tractor trailer load of goods to the show are urged to pre-ship the goods through the Official Transportation Contractor. By pre-shipping you will not have to worry about delays as pre-shipped orders will be consolidated by the Transportation Contractor and treated with priority over all other shipments.

CRATES AND STORAGE

Exhibitors may obtain storage labels from the material handling desk at the loading dock area. The label will identify empty crates and containers after they have been unpacked at their booth locations. Crates will be removed from the aisles to the designated storage area prior to show opening, and returned to the exhibit area after the show closing.

All crates, crating materials, equipment and containers must be removed from the show buildings and grounds on the move-out dates. Charges to the exhibitor will be made by the building owners for the removal of equipment and materials left in their premises after this time.

MOVE-OUT

No removal or dismantling of exhibits or exhibit material is permitted before 4:00 pm on Sunday April 15, 2012. Exhibitors may work after the designated closing time on Sunday only, but material handling services will not be available. All crates and exhibits must be removed from the Toronto Congress Centre by Monday April 16, 2012 at 12 noon. Any exhibits, materials or equipment left after this time will be dismantled, removed and stored at the exhibitor's expense.

Exhibitors are urged to remove small cartons and open cases of products from the building immediately after the close of the show. While Show Management will take all reasonable security precautions to safeguard small items, immediate removal of such items will minimize the possibility of loss by pilferage.

RULES AND REGULATIONS

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These rules are designed to ensure safety and fairness to all exhibitors. Management reserves the right to restrict exhibits which, because of noise or any other reason, become objectionable; also to close without indemnity the exhibit of any exhibitor who shall refuse, after notice, to conform to the rules.

PAYMENT OF ACCOUNT

Full and final payment for exhibit space must be made 90 days prior to the show date, January 18th, 2012. Show Management reserves the right to refuse entry to any exhibitor whose account has not been paid.

ENTRY TO THE SHOW

Show Management reserves the right to refuse admission to the show building to any visitor, exhibitor or exhibitor's employees who, in the opinion of Show Management, is unfit, intoxicated, or in any way creating disruption to the show. **NO PERSONS UNDER 16 YEARS OF AGE, INCLUDING FAMILIES OF EXHIBITORS, WILL BE PERMITTED INTO THE EXHIBIT HALL UNDER ANY CIRCUMSTANCES.** Only exhibitors are permitted to enter the building during move-in and move-out hours.

RELEASE FORMS FOR MERCHANDISE

No material may be removed from the building while the show is moving in, or in progress including before and after show hours, unless accompanied by a release form, signed and approved by the exhibitor and Show Management. These forms can be obtained from the Show Office. Removal of goods in bond must be cleared with Canada Customs (See Customs Information). When move-out commences at 5:00 pm on Sunday April 15, 2012 release forms will not be necessary.

LIABILITY/INSURANCE

All exhibitors participating in Clean Canada 2012 are subject to the conditions of the Exhibit Space Contract. Exhibitors are liable for bodily injury and loss or damage caused by their negligence or the negligence of others working on their behalf. All exhibitors and their agents must have adequate insurance in place for their participation in the event.

SERVICE CONTRACTORS AGREEMENT

You are required to provide service contractors insurance if you are using a Show Services company other than GES for installation of your booth. You are responsible for providing a certificate of insurance outlining the following:

- a) \$2,000,000 Comprehensive General Liability
- b) The Toronto Congress Centre named as additional name insured
- c) Cross Liability Clause

Non-compliance with this requirement could result in restriction of work. Please see the Service Contractor Insurance Form enclosed in this manual.

EXHIBITOR INSURANCE

Exhibitors are also responsible for insuring their booths. Please complete the enclosed Exhibitor Insurance Form and send a copy of your insurance certificate to our office:
Clean Canada 2012
30 Village Centre Place
Mississauga, ON L4Z 1V9

If you do not have insurance there is an insurance form included in the manual, for which you may purchase insurance for the duration of the show. Insurance may be purchased through Canfinse Insurance.

SECURITY – STAFFING OF EXHIBITS

Exhibitors are required to maintain a staff person in their exhibit at all times during the hours of the show. This will reduce the likelihood of loss in your booth during the show. Security guards will be on 24-hour duty from opening time of move-in to the end of move-out. Show Management and/or the building owner does not assume any responsibility for losses incurred from pilferage or any other cause. Packing smaller items in cartons or crates prior to leaving your booth unattended will help prevent losses.

If any exhibitor requires additional security, it may be arranged through GSS Security Ltd.

SOUND LEVELS

Electrical and other mechanical apparatus must be muffled to ensure you do not disturb other exhibitors. Audio Visual aids may be used, however, sound levels may not disturb or disrupt your neighbours.

SOLICITING, SAMPLES and SOUVENIRS

All parties who attempt to solicit will be permanently removed from the show area by Show Management. Distribution of samples, souvenirs and promotional material and soliciting of business must be confined to your booth space. Such activities are not permitted in the aisles, restaurants, registration areas, hallways or other exhibits. Exhibitors wishing to enter another exhibitor's booth may only do so if invited.

DRAWS

Draws conducted by exhibitors in conjunction with their display must be free of any obligation on the part of the winner. Prize winners must not be required to place an order before collecting the prize offered. The schedule of prizes and terms of the draw must be clearly stated on the entry form and must comply with all existing regulations. Show Management must be notified of all such activities at least six weeks prior to the show. It is the responsibility of the exhibiting companies to notify winners of draws. Show Management will not be announcing draw winners during the show.

SALES

The sale and removal of goods from the show floor is strictly prohibited.

CARE OF BUILDING – FLOOR, WALLS, CEILINGS

Use of nails, screws or any material which could mark floors or walls of the exhibit hall is prohibited. Also, to ensure safety, fire department regulations state that construction of ceiling decorations must not be fastened to the sprinkler system or fire extinguishers anywhere in the building. Distribution of promotional stickers as well as food samples (i.e. popcorn) is strictly prohibited. The building regulations state that exhibitors handing out adhesive backed promotional material will be charged for removal of this material from any building surface.

Note: Upon removal of each booth, a Toronto Congress Centre representative along with Show Management will inspect each space for any damages caused by the exhibitor and to ensure that all materials, including tape adhered to the floor, are properly removed. Charges will be levied against exhibitors for any damages to their booth area.

FIRE-PROOFING

All exhibits must conform to the Ontario Fire Marshall's regulations. For example, exhibit equipment must be flame-proofed and flammable liquids and gases are subject to special regulations. For information contact GSS Security Ltd. At 905-547-5552 or 1-877-696-5552.

FIRE EXTINGUISHERS

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

ALCOHOLIC BEVERAGES

The use of alcoholic beverages in exhibitor's booths is prohibited and alcoholic beverages may only be consumed in the designated lounge areas.

BALLOONS

The use of helium balloons is prohibited in any exhibit.

BOOTH INSTALLATION

Exhibitors are reminded that they may install their own exhibits using the services of their own regular employees. If they do not use their own employees, the use of the Official Show Services Contractor is recommended. All display material, including prefabricated booths, must be pre-fitted and ready for installation prior to shipment to the building.

If an exhibitor requires additional assistance in the movement and installation of his/her display, the exhibitor should contact and use the services of a professional display company. Employees of such a display firm must be union members.

Exhibitors are assured of meeting the above requirements by employing the services of the Official Show Services Contractor, GES, whose employees are union members.

HEIGHT LIMITATIONS AND APPEARANCE

Standard and Prefabricated Booths

Large equipment or structures should be placed as close as possible to the rear of the booth. Any equipment displays or structures placed further forward than 5' from the rear of the booth may not exceed 4' in height. Consider your neighbours. Do not block their view.

Height Limitation for Booths

Single Booths	8' high maximum
Multiple Linear Booths	8' high maximum
Island and Peninsula Booths	12' high maximum

HANGING SIGNAGE

The height of the ceiling at the Toronto Congress Centre north building is 18 feet. Show Management must be notified of the dimensions of proposed hanging signs to be used prior to move-in.

No items can be hung or suspended from the ceiling without the permission of Show Management. If such permission is granted, items must be installed by the official supplier ShowTech Power & Lighting.

ELECTRICAL EQUIPMENT & SERVICES

All equipment on display at the Clean Canada 2012 Show must meet with Ontario Provincial and Federal Approval. Electrical equipment is considered to be approved if it bears the certification mark or special inspection/acceptance label of an organization who has been accredited by the Standards Council of Canada to approve electrical equipment. If these markings are missing the equipment is considered to be unapproved.

An "Application for Permission to Show Unapproved Electrical Equipment at Trade Shows" is included in this section. Forms are to be completed and returned to:

Ontario Hydro
155 A Matheson Blvd W
Mississauga, ON L5R 3L5

Tel: 1-800- 434-0172
Tel: 905- 507- 4949
Fax: 905- 507- 8204

SHIPPING AND CUSTOMS

SHIPPING ADDRESS

All shipments should be consigned to:

Exhibitor Company Name (as per contract)
BOOTH # _____ Hall J – North Building
c/o: CLEAN CANADA 2012
Toronto Congress Centre
650 Dixon Road
Toronto, ON M9W 1J1

Watch for your Move-in schedule just prior to show dates.

OFFICIAL CUSTOMS BROKER

We recommend the use of the Official Customs Broker who will assist exhibitors with their entry/import and return/export of goods. A comprehensive Customs Guide for Exhibitors shipping to Canada is available in this manual to assist you in the preparation and distribution of documents. Should you have any questions, please contact the Official Customs Broker directly, through GES at 905-283-0583.

Exhibitors wishing to contact Canada Customs may do so at:
Canada Border Services Agency
Customs Verification and Services
1980 Matheson Blvd. East
P O Box 7000, Station 'A'
Mississauga, ON L5A 3A4
Telephone: 905-803-5261 Fax: 905-803-5353
Contact: Mau'veen Dayrell Johnson

REQUIRED BONDING

For information please contact Ray DeBono at GES telephone 905- 283-0583 or
See customs form included in this kit.

Checklist of Forms to be Returned

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This manual contains important sensitive documents. In order to ensure that all your requirements are completed before the show, please use this checklist.

If you order on site, a premium charge will apply. If you have any questions, please do not hesitate to contact Dianne Franchino at 905-361-5238 or Tara Diaczyk at 905-361-5240.

Radisson Suite Hotel Toronto Airport	Hotel Booking	March 25, 2012
GES Global Experience Specialists	Furnishings	March 29, 2012
	Specialty Furniture	March 29, 2012
	Show Special	March 29, 2012
	Rental Exhibit Package	March 29, 2012
	Accessories	March 29, 2012
	Signs	March 29, 2012
	Labour Services	March 29, 2012
	Plants	March 29, 2012
	Customs	March 29, 2012
Toronto Congress Centre	Booth Cleaning	March 29, 2012
Electrical Safety Authority	Electrical Equipment	ASAP
Showtech Power & Lighting	Sign & Banner Form	March 29, 2012
	Electrical Order Form	March 29, 2012
	Mechanical Order Form	March 29, 2012
AVW-Telav Audio Visual	Computer & Audio Visual	March 29, 2012
Fabricare Canada	Official Show Guide	February 24, 2012
Bell Canada	Telephone Service	April 6, 2012
Conexsys Registration	Registration System	March 21, 2012
Lange Transportation	Transportation Order	March 23, 2012
	Security Cage Order	March 23, 2012
	Move-In Requirements	March 23, 2012
	Advance Show Receiving	March 23, 2012
	Special Forklift Service	March 23, 2012
	After Show Warehouse	March 23, 2012
Show Services	Exhibitor Badge Order	March 6, 2012
	Exhibitor Insurance	March 6, 2012
	Hanging Sign/Banner	March 6, 2012
	Fire Safety Reply	March 6, 2012
	Booth Requirements	March 6, 2012
	Service Contract's Insurance	March 6, 2012
GSS Security	Security Order Form	March 29, 2012
	Fireproofing Order	March 29, 2012