



Dear Exhibitor,

Welcome to the 90th edition of the Royal Agricultural Winter Fair! This year's Royal is from Friday November 2nd to Sunday November 11, 2012.

We are enclosing your Exhibitor's Manual, and we believe you will find the information contained in it a valuable tool in making your experience a success.

Please refer to the Pre-Show Checklist for important deadlines that will save you money regarding electrical and communications, etc. The forms for parking and exhibitor identification passes are included as part of our service to exhibitors. It is important to complete and return these forms as soon as possible. This enables us to process your requests faster.

This manual is designed to provide information regarding display regulations, move-in/move-out times, suppliers, and exhibitor services. It is important that you share this information with others working in your booth during the open Fair hours and those persons who are responsible for setting up and tearing down your exhibit.

If you require further information, please contact the necessary service contractors directly or the Commercial Exhibits Manager at (416) 263-3408 or e mail rdesanti@royalfair.org.

We are looking forward to seeing you in November.

A handwritten signature in black ink, appearing to read "R. Desanti".

Randy Desanti
Commercial Exhibits Manager
416-263-3408 Direct
416-263-3488 Fax
rdesanti@royalfair.org

**ROYAL AGRICULTURAL WINTER FAIR 2012
COMMERCIAL EXHIBIT'S MANUAL
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- STRONCO SERVICES for carpet ,chairs drapes orders etc and

PRE-SHOW CHECKLIST

SEND TO THE ROYAL OFFICES:

- | | Deadline Date |
|--|---------------------------------------|
| <input type="checkbox"/> Signed license agreement and any outstanding balance for booth space.
Exhibitors will not be able to set up unless full payment is received. | Refer to your contract |
| <input type="checkbox"/> Order Liability Insurance coverage from Nacora Insurance or your own Insurance agent. If ordering from Nacora we will receive a copy of coverage automatically from them. If you are obtaining coverage from your own insurance agent faxes a copy of insurance to 416-263-3488.
Exhibitors will not be able to set up unless coverage is provided. | Friday, October, 5th, 2012 |
| <input type="checkbox"/> Ontario Place Parking Pass | Pay directly to Ontario Place |
| <input type="checkbox"/> Exhibitor VIP Guest Tickets Order Form | Friday, October 5 th ,2012 |
| <input type="checkbox"/> Exhibitor Identification Pass Order Form
Passes will be issued based on space leased. No need to complete a form for standard number of passes. Additional passes can be purchased – See VIP above | |

SEND TO DIRECT ENERGY CENTRE

- | | |
|---|-----------|
| <input type="checkbox"/> Order audio equipment, electrical, indoor plumbing, telecommunications, booth cleaning, signage installation, RV utility hook up and internet and computer services. | See Forms |
|---|-----------|

SEND TO STRONCO/ CE3 SHOW SERVICES

- | | |
|---|-----------------------|
| <input type="checkbox"/> Order carpet, furniture, or signs from Stronco/CE3 Show Services | See Forms Re: Stronco |
|---|-----------------------|

SEND TO LANGE TRANSPORTATION

- | | |
|---|---|
| <input type="checkbox"/> Arrange shipping and security cage rental agreements | Call Lange Transportation
See page 8 |
|---|---|

SEND TO LIVINGSTON EVENT LOGISTICS

- | | |
|--|---|
| <input type="checkbox"/> Make customs arrangements with items coming into Canada | Call Livingston Event Logistics
See page 8 |
|--|---|

GENERAL INFORMATION

EXHIBITOR IDENTIFICATION PASSES

Each individual working your exhibit area will require an exhibitor pass. These passes permit entry into the Royal Agriculture Winter Fair which also improves the overall level of our show security.

Included in your space charges are complimentary exhibitor's passes for those individuals working your booth. These passes will be distributed as follows

4 complimentary exhibitors' passes	100 sq ft. (10 x 10)
8 complimentary exhibitors' passes	200 sq ft. (10 x 20)
15 complimentary exhibitors' passes	over 300 sq ft

This year you do not have to complete an Exhibitors Pass Order Form since we do not need the names of your individuals working the exhibit. Exhibitor's passes can be picked up at the Commercial Exhibits Office 102B. We will have your passes available to you based on your space leased as stated above. Please advise staff to leave his/her passes with the Commercial Exhibitors Office if the individual is not scheduled to work on a next day. By doing so, we will redistribute these passes to the next individual scheduled to work. All passes left at the exhibitor's office will be clearly marked with the name of the exhibitor.

Please note that The Royal is **not** responsible for lost or misplaced exhibitor's passes. Replacement passes can be purchased for **\$30.00** each.

EXHIBITOR VIP GUEST PASSES

All commercial exhibitors have the opportunity to order VIP Guest Tickets for their customers, suppliers, families and friends at a reduced rate. This program provides you with the opportunity to invite your best customers to visit you at The Royal ahead of time and allows you to invite back serious customers on another day. Not only will this help you generate good will with important contacts, it should help you increase your sales at the show.

Tickets may be ordered by filling out the **Exhibitors VIP Guest Tickets and Parking Pass Order Form** included in this manual. The cost is **\$18.00 per ticket which includes HST**, with a **maximum order of 10 tickets**. The RAWF reserves the right to limit the number of VIP tickets sold to each exhibitor. Ticket orders will be filled and sent out as quickly as possible upon receipt and processing of the payment.

EXHIBITOR PARKING

Due to difficulty in obtaining adequate exhibitor parking in Lot 2A and the issuance of parking tickets by the City Of Toronto for parking infringements, arrangements are made with Ontario Place for exhibitors to park in any of their lots on site on a per diem basis. Daily parking passes will only be issued from the Ontario Place parking kiosks.

THE ROYAL WILL NOT ISSUING EXHIBITOR PARKING PASSES.

OTHER PARKING

Daily rates (no in & out privileges) on the Exhibition Place Lots are:

<i>Underground</i>	\$ 15.00
<i>West Urban Plaza</i>	\$15.00
<i>Surface Lots</i>	\$15.00

CAMPERS & RV'S PARKING IN LOT 2 –WEST END BY SUB STATION

Parking permits for Campers/RV's are available from **Direct Energy Centre - Client Services located on the west loading docks** of Hall A. Order form located in **Exhibitor Forms**. Please note that there is no fresh water supply and grey water removal available Oct-March. Electrical is also an option.

GRATUITIES/TIPPING

It is against The Royal's policy for the employees of The Royal or any of its duly appointed sub-contractors to accept gratuities or gifts of any kind. Please notify show management immediately if you or any of your staff are solicited for a gratuity in exchange for preferential treatment.

SECURITY

The Royal provides general building security for the duration of the show including published move-in/out dates. However, The Royal is not responsible for any theft, loss of material or damage to Exhibitors property. Please take appropriate measures to protect your booth and its contents (*see Exhibitor Security Precautions for suggested actions*).

There may be a requirement for show services to have access to your booth to perform maintenance such as power or water hook ups. These individuals will be from Direct Energy Centre, Stronco Show Services or RAWF. In all cases these individual must show proper company identification pass in order to gain access to your booth. This is a requirement that must be followed to ensure that your contents are properly secure.

DO NOT ALLOW ACCESS TO YOUR BOOTH UNLESS PROPER DIRECT ENERGY OR ROYAL IDENTIFICATION IS SHOWN.

BANKING FACILITIES

There are no banking or coin change facilities on site for this year's Royal. However, cash withdrawals can be made through the bank machines located throughout the Direct Energy Centre.

TAXES

Exhibitors are required to collect and remit tax on goods and services sold at The Royal including out-of-province exhibitors. Please contact the Ontario Ministry of Finance (HST) and Customs and Excise Canada (GST) for additional information. Neither The Royal nor The Direct Energy Centre is responsible for collecting the sales tax.

IMPORTANT: CERTIFICATE OF LIABILITY INSURANCE

As an exhibitor participating in the Royal Agricultural Winter Fair, you must carry adequate Comprehensive General Liability insurance with a *minimum* property damage/bodily injury limit of \$2,000,000. This insurance is designed to protect the attending general public, other exhibitors, the fair organizers, as well as yourself against possible lawsuits arising from your participation at the fair.

For the safety and security of all concerned, you must provide The Royal with PROOF of adequate insurance coverage.

Exhibitors /Sponsors who have not provided proof of sufficient coverage will not be allowed to move-in and/or set up their booth(s) until the insurance certificate has been provided to The Royal Management.

There are two ways to confirm liability insurance coverage to Royal Management:

OPTION #1 APPLY TO Canfinse Group Inc. INSURANCE at www.exhibitorinsurance.com

Royal Management has appointed Canfinse Group Inc. as the official Insurance provider to Exhibitors. On behalf of our exhibitors, we have negotiated a favourable premium package that will comply with the insurance requirement. If you sign up early you are also entitled to a preferred rate. To obtain coverage for the Royal (from move-in to move-out), go to www.exhibitorinsurance.com to follow the easy to use steps:

- 1) Go to Canadian event selection
- 2) Search for your event
- 3) Go to October 2011 and select © Royal Agriculture Winter Fair
- 4) Press Continue (bottom of page)
- 5) Go to OPTION 3 to complete the application on line or
- 6) Go to OPTION 4 to print a copy, complete as instructed, mail or fax completed copy as indicated to Nacora.

ONCE APPROVED BY CANFINSE GROUP INC., THE ROYAL WILL BE NOTIFIED OF YOUR COVERAGE.

OPTION #2 Obtain Comprehensive General Liability Insurance from your existing insurance provider.

If you already have Comprehensive General Liability insurance in place, provide The Royal with a COMPLETED liability insurance declaration of coverage form. **Fax copy directly to the Royal at 416-263-3488.**

Certificate Holder Royal Agriculture Winter Fair
Direct Energy Centre
Exhibition Place, Ontario
M6K 3C3

Policy Effective Date November 1st, 2012
Policy Expiration Date November 112th, 2012

Any questions related to coverage requirements are to be directed to Kim Libenstein at 416-667-9177
kim.libenstein@canfinse.com or Fax to 1-866-591-5613.

Exhibitors / Sponsors who have not provided proof of sufficient coverage will not be allowed to move-in and/or set up their booth(s) until the insurance certificate has been provided to The Royal Management.

EXHIBITOR SECURITY PRECAUTIONS

SECURITY CHECKLIST

- ✓ Do not leave briefcases, calculators, cameras, electronic equipment etc. in unattended booths.
- ✓ Notify Security Show Office of any specialized items within your display.
- ✓ Ship your product and display in locked trunks or crates.
- ✓ Do not label crate contents on the outside of shipping containers.
- ✓ Do not allow access to your booth by maintenance personnel unless proper Direct Energy Centre or Royal identification is shown.
- ✓ Secure all items in your display at the end of each day.
- ✓ Cover your displays at night.
- ✓ Never leave your exhibit unattended during move in and move out.
- ✓ Report all damage, lost items, or any suspicious person's/activity to the Commercial Exhibits Office / Security immediately.
- ✓ Surveillance cameras are for in house use only and may not be recording during the move in/move out process.

DIRECTORY

ROYAL AGRICULTURAL WINTER FAIR

Direct Energy Centre, Exhibition Place 100 Princes' Blvd.
Toronto, Ontario M6K 3C3

Commercial Exhibits Manager	Randy Desanti	416 263-3408 416-263-3488 Fax
Commercial Exhibits Coordinator	XXXX	416-263-3455
Commercial Exhibits Show Office	Salon 102B	416-263- 3145
Operations		416 263-3479
Security – Show		416 263-3099

DIRECT ENERGY CENTRE

Exhibition Place 100 Princes' Blvd
Toronto, Ontario M6K 3C3

Direct Energy Services	Booth Cleaning, Electrical,	416-263-3064
	Plumbing, Telecom.	416-263-3069 Fax
Direct Energy Building Security		416-263-3004

STRONCO SHOW SERVICES

Caterpillar Road Unit B
Mississauga, Ontario L4X 2W9

Stronco Show Services	Rental of carpet, drapes, tables	905-270-6767
	Booths, signage designs etc.	905-270-6771 Fax

CANFINSE GROUP INC.

5000 Dufferin Street, Suite 215
Toronto, Ontario M3H 5T5

Canfinse Group Inc.	Kim Libenstein	416-667-9177 1-866-591-5613 Fax
		kim.libenstein@canfinse.com
		www.exhibitorinsurance.com

DIRECTORY CONTINUED

LANGE TRANSPORTATION SERVICES

1730 Sismet Road,
Mississauga Ontario L4W 1R4

Trucking and Storage Containers

Rosemarie Berra

905-629-4994

1-800-668-5687

905-629-8018 Fax

info@langeshow.com

LIVINGSTON EVENT LOGISTICS

40 University Avenue, Suite 400

Toronto Ontario M5J 1P1

Custom Brokers

416-863-9339 x 140

1-800-665-4628

416-863-5149 Fax

mmendes@livingstonintl.com

MOVE IN & MOVE OUT

MOVE IN

There are 3 days for exhibitor set up dates

1) **Tuesday October 30th from 7:00 a.m. - 11:00 p.m. These are for exhibitors that have leased 600 sq ft and more.** For exhibitors requiring additional time to build and set-up displays, please contact the Commercial Exhibits Manager (Randy Desanti) 416-263-3408 or rdesanti@royalfair.org to make special arrangements. If special arrangements are not made you will not be able to enter the building.

2) **Wednesday October 31, 2012 from 7:00 a.m. - 11:00 p.m.** These are for all Exhibitors if they require.

3) **Thursday November 1st from 7:00 a.m. - 11:00 p.m.** These are for all Exhibitors. Please note that all debris must be removed from the aisle by 8 pm in order from aisle carpet to be installed. Exhibit set up must be completed by end of day.

Other items

- Vehicle entry into the building is permitted upon the approval of the Dock Master on Tuesday November 1st. Limit **morning** access to be allowed on November 2nd based on safety requirements. **Please be aware that no parking is allowed at any of the docks during the move-in period. Any unauthorized vehicles will be tagged and towed at the owner's expense.**

STORAGE/MATERIALS HANDLING

- Stronco/CE 3 Show Services will be offering a “materials handling service”. An hourly fee will be applied. To order this service, complete the Material Handling Form contained in this manual and return to Stronco

Material handling services include:

- unloading crates/materials at receiving dock
- delivery of crates/materials to booth location
- storage labels to identify empty crates/boxes
- moving empty crates/materials to off-site trailers
- returning empty crates/materials after show closing
- reloading crates/materials on truck for return shipment

- Should you require storage space for your empty crates, contact Stronco Show Services. All empty crates and boxes in the aisles of all venues should be labelled and ready to be picked up for storage no later than 8:00 p.m. on Thursday, November 3rd, to facilitate the installation of the aisle carpet. This applies to storage of empty crates/boxes only; it is not for storage of stock.

DOLLIES

- A limited supply of dollies will be available at the west loading dock. Exhibitors will be asked to leave their driver's license or another piece of photo identification for security purposes. For lost dollies there is a replacement cost there is a charge of \$450.00 per dolly. Credit card payment must be processed for a driver's license or another piece of photo identification to be returned.

SHIPPING, RECEIVING & DELIVERIES

*** Couriers:**

Any deliveries to Exhibitors prior to and during The Royal Fair should be clearly marked with the Name of the Exhibitor, Exhibit Hall and Booth number

Only PREPAID shipments will be accepted. The Royal does not accept responsibility for the security, condition, or safekeeping of any shipments received on exhibitor's behalf. Shipments may not be received prior to Tuesday, October 31, 2012. Please ensure your shipper is provided with the exact name and location of your exhibit.

The Royal is not responsible for the condition of shipments received or for verifying the number of packages in the shipment received.

DIRECT ENERGY CENTRE/EXHIBITION PLACE

- All services are completely at the expense of the exhibitor. Direct Energy Centre and Exhibition Place's exclusive supplier must provide all services. All order forms for their services are provided in this manual. The Order Desk is located at the West loading docks.

MOVE OUT

- Carpet will be rolled up beginning at 6:00 p.m. Sunday, November 11st. It will take approximately one hour to have the major arteries accessible for removing product. **No product, packaging materials, crates, etc. are permitted in the aisles until carpets have been removed.**

Tear down will commence at show close. **Exhibitors may begin to pack up their booth; however, only items that can be carried by hand may be removed from the facility during this time to allow for the removal of aisle carpet.**

***Dollies will not be released until aisle carpet has been removed.**

No exhibit booth shall be cleared of any merchandise, or dismantled in whole or in part prior to the official closing of The Royal.

LOADING DOCK ACCESS

- Space is allocated on a first-come, first-served basis. Loading dock passes will be available to exhibitors who are prepared to load and may be obtained from the Commercial exhibit manager or his designate. **No move-out activity will occur through The Galleria of the Direct Energy Centre.**
- Complete move-out instructions will be forwarded to all of the exhibitors during The Fair.
- Exhibitors who wish to dismantle their booth the day after closing should remove any valuable and easily carried equipment or merchandise from the booth. This will decrease the likelihood of theft during the move-out process.

FINAL PICK-UP

- All exhibits must be completely picked up and moved out by 11:59 pm. on Monday, November 14th. Any remaining crates, etc. on the show floor may be force shipped at the exhibitor's expense after this time. Special requests for an extended deadline must be cleared through the Commercial Exhibits Manager prior to the start of move-out.

DISPLAY GUIDELINES

These guidelines and regulations are intended to provide a foundation for constructing a commercial exhibit at The Royal. Exhibitors are expected to create attractive, eye-catching displays that do not infringe on adjacent or neighbouring booths or aisles. All booths, displays, signage, decorations and products **must be contained entirely within the space allocated in the license agreement.**

The Royal as well as any designated Safety Inspector shall, have at all times, the right to enter and inspect the booth space allotted to the exhibitor.

Note: Please allow 3” - 6” at the rear of the booth for services.

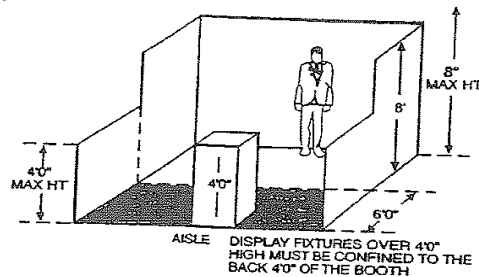
STANDARD BOOTH EXHIBITS

Definition: One or more standard booth units in a straight line.

Height: Exhibit fixtures, components and signage **must not exceed 8’ 0”**. However, if an exhibitor has a licensed island area of more than 600 square feet, signage and decorations may go up to a maximum of 12’ 0”.

Depth: All display fixtures over 4’ 0” in height and within 10 linear feet of an adjoining exhibit must be confined to within 4’ 0” of the back wall of the exhibitor’s space.

- **No signage, decorations, displays or product will be allowed to overhang into the aisles outside of your allocated booth space.**

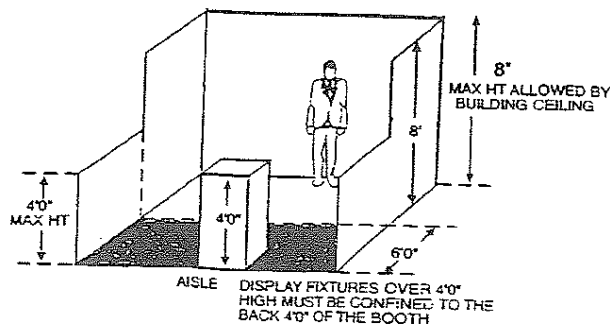


PERIMETER WALL EXHIBITS

Definition: Standard booth unit located on the outer perimeter wall of the exhibit floor.

Height: Exhibit back walls may rise continuously to a maximum height of 8' 0". However, signage and decorations may go up to a maximum of 12' 0".

Depth: All display fixtures over 4' 0" in height and are within 10 linear feet of an adjoining exhibit must be confined to within 4' 0" of the back wall of the exhibitor's space.

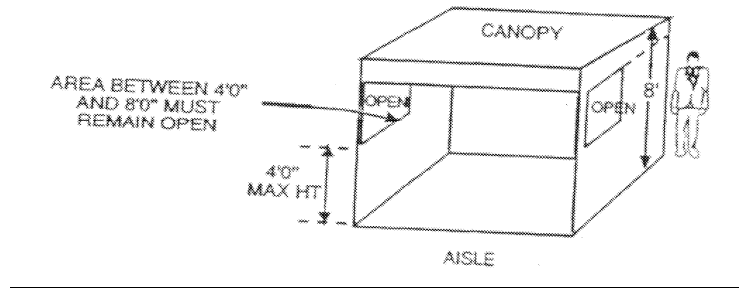


PENINSULA & ISLAND EXHIBITS

Definition: Exhibits in four or more standard units back to back with aisles on three sides (peninsula) or on all four sides (island), as well as one or more display levels.

Height: Walls may extend to a maximum height of 8' 0". If walls are located on the edge of the booth space, they must provide for adequate line of sight and access to the booth at all walled sides.

- All display fixtures within 10 linear feet of an adjoining aisle must not exceed 4' 0" in height. Display fixtures placed within 20 linear feet of the adjoining aisle may be up to 8' 0" in height and those placed more than 20 linear feet may be up to 12' 0".
- In peninsulas, back wall structures (hard wall or drapery) will be permitted with show management approval, but must afford 10' 0" of unobstructed view on either side of the exhibit wall. **Any variance requires a written agreement between the two exhibitors sharing the common line. It is the responsibility of each exhibitor to drape or finish exposed/unfinished portions of back wall(s).**



HANGING SIGNS

- Exhibit booth must display signage indicating the name of the exhibiting company. If you do not have a sign displaying your company's name, and would like to order one, please complete the Sign Order Form contained in this manual. Standard sign size is 7" x 44".
- Hanging signs, banners and graphics **are only permitted over exhibits that are 400 square feet or more with a minimum depth of 20' 0"** (i.e. peninsulas, islands, or some perimeter wall exhibits). **Hanging signs are prohibited over standard booths.**

CANOPIES, UMBRELLAS, CEILINGS & HEADERS

Definition: An exhibit component supported over an exhibitor's space.

Height: False ceilings, canopies, headers and umbrellas are permitted to a height that corresponds to the height regulations for the exhibit component of which they are a part; **however, that area between 4' 0" and 8' 0" high must remain open and free of visual obstruction.**

Depth: Canopies may extend out to the aisle line and up to the booth line on either side of an exhibitor's space, **provided that the support structure will not exceed 3" in width when placed within 10 linear feet of the adjoining exhibits. As well, the support structure must be confined to that area of the exhibitor's space which is at least 5' 0" from the aisle line.**

LABOUR AND CONSTRUCTION UNION REGULATIONS

Exhibitors agree to observe all union contracts and labour relation's agreements in force between The Royal, its official contractors, Exhibition Place and the Building Construction Trades Council of Toronto and surrounding areas. **If an exhibitor decides to contract an outside contractor for the construction, the contractor(s) used must be a member(s) in good standing of an affiliate of the Building and Construction Trades Council of Toronto.**

There are three unions that have jurisdiction over trade shows at the Direct Energy Centre and Exhibition Place:

(1) The Labourer's International Union

- Requires that all freight to be handled by their members, which involves the unloading of large trucks or vehicles. Therefore, exhibitors must utilize the show's forklifts or hire directly from the union.

Labourer's International Union, Local 506

3077 Bathurst St.

Toronto, ON

M6A 1Z8

Contact: George Dixon

Phone: (416) 789-7605

(2) The Carpenter's Union

- Requires that all construction to be handled by their members. **Exhibitors may use their own permanent exhibit staff to erect their own display, provided that the booth is erected with wing nuts and bolts of similar construction.**

Carpenter's Union, Local 27

64 Signet Drive

Toronto, ON

M9L 1T1

Contact: Chris Smith

Phone: (416) 844-7492

(3) The I.A.T.S.E. Union

- Requires that any use of lighting or technical equipment set-up or dismantle (i.e. video walls, sound systems, overhead projectors, etc.) must be done by member personnel.

I.A.T.S.E. Local 58 Personnel

Contact: John Harlowe

Phone: (416) 263-3042

DIRECT ENERGY CENTRE/EXHIBITION PLACE RULES & REGULATIONS

EXHIBIT STRUCTURES

The following booth configurations **DO NOT** require formal approval by the Direct Energy Centre/Exhibition Place:

1. Open top exhibition booths.
2. Platforms less than 400 sq. ft in area.

The following booth configurations **DO** require formal approval by the Direct Energy Centre/Exhibition Place:

1. Platforms exceeding 400 sq. ft. in area.
2. Booths with flame retardant fabric canopies over 200 sq. ft.
3. Layouts of all meeting rooms used for exhibits.
4. Two-storey booths
5. Single-level-roofed booths
6. Booths with mezzanines
7. Any enclosed showroom with an area in excess of 2,000 sq. ft.
8. A booth with occupancy of 60 persons must have two means of exit as far apart as possible.

A description of the booths requiring approval must be submitted to The Royal Offices. The Royal will then submit that description to the Show Department at Exhibition Place for an approval. The Direct Energy Centre/Exhibition Place will discuss these configurations with the Toronto Fire Prevention Division.

FIRE SAFETY REQUIREMENTS

In the interest of life safety and fire prevention at the Direct Energy Centre/Exhibition Place, the following minimum fire safety requirements apply:

1. Booths must be constructed using steel, aluminium, glass, wood, plastic, etc. and/or any other non-combustible material as regulated by the Ontario Building Code.
2. In most cases, thick wooden structural members and panels such as plywood may be considered flame resistant.
3. Wood veneer or thin wood panels not fixed to a backing are **NOT** considered to be flame resistant but

rather are combustible.

4. Combustible materials including plastics must have a flame spread rating not exceeding 150 and a smoke developed classification not exceeding 300.
5. All Ecologizer cooking equipment (vent less) must have a valid certificate to operate.
6. If, in the opinion of the Direct Energy Centre Centre/Exhibition Place Safety Engineering Department, a material might not pass the National Fire Prevention Association test, it may result in the exhibit being disallowed and removed from Exhibition Place.

The limitations described below shall apply to all decorative materials, finishes, and furnishings:

- Must be made from non-combustible material; or
- Treated and maintained in a flame-retardant condition by an approved flame retardant solution or process.
- Corrugated cardboard can be used only if has been fire retardant-treated at the factory.
- Plastics can only be used if approved by Direct Energy Centre/Exhibition Place.

ADDITIONAL DIRECT ENERGY CENTRE/EXHIBITION PLACE FIRE SAFETY REQUIREMENTS

- Flames shall not be used solely to attract attention to an exhibit area.
- Exhibits utilizing flame-producing devices must be attended to at all times.
- Where candles are offered for sale, not more than four (4) candles may be lit at any one time, and hurricane-type chimneys must shield them. If glass contained candles are lit, the flame must not extend above the rim of the container.
- One (1) X 2.5 kg (5lb) propane cylinder may be used as approved under the Ontario Propane Code for demonstration purposes only. When a cylinder is used with a self-contained propane hand torch or similar equipment, it shall have a maximum WC of 1.25Kg (2.5lb).
- Equipment must be set up as far away from public aisles as possible and must be installed in a manner that complies with approved safety standards.
- An approved fire extinguisher must be installed in exhibit areas where flame-producing devices are used.
- If at any time the Fire Inspector deems such equipment to be operated in a manner that is dangerous to public safety, he/she will cancel the privileges of the exhibitor concerned.
- No flammable liquids, compressed gasses, or dangerous chemicals shall be stored in the Direct Energy Centre. Compressed gas cylinders must be secured to prevent toppling. Flammable compressed gas containers and tanks are not allowed in the facility.

COOKING: DEMONSTRATIONS ONLY

- Small electric cook-tops, grills, and ovens will be allowed for cooking demonstrations.
- No cooking appliance is to be placed on combustible furnishings or too close to any combustible materials.
- Cooking areas must have one dry chemical fire extinguisher bearing the Underwriter's Laboratories of Canada designation 10-BC.

ELECTRICAL INSTALLATION

All electrical installation should be standard three-wire grounded wire in conduit. Particular attention should be paid to neon electrical installation due to high voltage and the breakable nature of this type of lighting. Exposed wire of any sort is strictly prohibited. All electrical appliances must be CSA approved.

PROHIBITED MATERIALS, PROCESSES, AND EQUIPMENT

The use of the following material processes or equipment is strictly prohibited:

1. Acetate fabrics, corrugated-paper-box board and no-seam paper
2. Oilcloth, tarpaper, sisal paper, nylon, orlon, and other plastic materials that is not fire-retardant
3. Paper-backed foil unless it is glued securely to suitable backing
4. Styrofoam and foam core
5. Fireworks
6. Blasting agents
7. Explosives
8. Flammable cryogenic gases
9. Aerosol cans with flammable propellants
10. Storage or display of ammunition and/or fire-arms (subject to subsection 5.2 of the Ontario Fire Code and Criminal Code).
11. Fuelling of motor vehicles.
12. Liquefied petroleum gas.
13. Wood matches with "all surface" strikes.
14. Hazardous refrigerants such as sulphur dioxide and ammonia.
15. Cellulose nitrate motion picture film.
16. Use of flammable liquids or dangerous chemicals.
17. Electrical equipment or installation not conforming to the Electrical Safety Code, Ontario Regulation CSA-C22-1.
18. Glitter, confetti, stickers and helium balloons.

PROHIBITED COOKING EQUIPMENT

The following are not permitted in any Exhibition Place Building: propane, natural or flammable gas equipment, heaters, barbecues, open flame, candles, torches, pressure vessels, propane tanks, open fryers, non-certified Ecologizer equipment (vent less) and any equipment requiring ventilation.

MATERIALS, PROCESSES AND EQUIPMENT REQUIRING APPROVAL

The use of the following materials, processes or equipment is subject to approval from Direct Energy Centre/Exhibition Place. If any material, process or equipment requiring approval is to be used, the exhibitor shall submit in writing to The Royal Offices the nature of the process or equipment and any safeguards to be used to protect against hazard. Requests will be submitted by The Royal to Exhibition Place who will review and return the request with an approval, rejection, or with limitations.

1. Propane or natural gas fired equipment.
2. Any other flammable gas equipment.
3. Operation of any heater, barbecue, heat-producing device, open flame device, candles or torches.
4. Exhibits involving hazardous processing or materials not previously listed.
5. Storage or display of ammunition and fire-arms (subject to subsection 5.2 of the Ontario Fire Code and Criminal Code).
6. Pressure vessels including propane tanks.
7. Fossil fuel powered equipment.
8. Hydraulically powered equipment using flammable fluids.
9. Thermal radiation producing devices.
10. Natural Christmas trees.

BOOTH OPERATION & INFRACTIONS

Staff will monitor exhibitor booth operations throughout The Royal, including move-in, the duration of The Royal, and move-out to ensure that all exhibitors comply with the rules and regulations of The Royal. Booth infractions will be issued to exhibitors as needed by The Royal's security and staff and will be recorded in the exhibitor's file. Booth infractions will be used to determine future licensing of all exhibitors. In addition, the Royal may also invoke a fine of \$250.00 for any of the booth infractions as outlined below.

Booth Infractions may be issued if exhibitors fail to do any of the following:

- Booth opening and closing as per fair hours.
- Booth being staffed at all times.
- Booth and all products displayed not within licensed area.
- Products not sold as per License Agreement.
- Sidewall restrictions.
- Company name sign not posted and visible.
- All signage not professional made or hand written.
- Complaints received from patrons and/or other exhibitors.
- Adherence to Rules & Regulations as outlined in the License Agreement and Exhibitor's Manual.
- Co-operative with Royal staff and security staff
- Royal policies and procedures, i.e. move-in, move-out procedures not followed

THE R.A.W. F. SHOW RULES & REGULATIONS

SMOKING

Smoking is not permitted within The Direct Energy Centre/Exhibition Place. The City of Toronto By-Law #406-79 prohibits smoking within any of the buildings at Exhibition Place. Persons found smoking are subject to the maximum penalty fine of \$5,000.00.

ALCOHOL

Alcohol is not permitted in exhibits. Alcohol consumption is only permitted in designated areas.

PRODUCTS EXHIBITED

Exhibit contents are limited to those products identified and approved in the license agreement. No used, second-hand, rebuilt articles or goods are permitted for display or sale. In addition, no exhibitor may sell articles bearing the logo of The Royal without written permission from The Royal. The Royal reserves the right to prohibit exhibits or exhibitors considered objectionable by The Royal management.

SOUND SYSTEMS

Live bands, recorded music, and public address systems are not permitted on the grounds of The Royal under any circumstances unless authorized by The Royal. In addition, exhibitors are not permitted to use amplifiers or similar devices for the purpose of attracting attention to the exhibitor's booth.

Exhibitors who are using video equipment as a sales tool and who have received permission from The Royal for sound amplification, must contain the sound within their own exhibit. The Royal reserves the right to control sound in the event that it becomes a nuisance to adjoining exhibits.

SIGNS

Hand-written signs are not permitted. All signs must be produced professionally. Exhibitors are permitted to display signs representing their products only in those areas for which they have contracted space. See the Display Guidelines section of this manual for specific sizes and restrictions.

FLOOR COVERINGS

Exhibit area must contain a carpet or other suitable floor-covering that covers the entire floor area of the exhibit space.

GARBAGE REMOVAL

All exhibit areas must be kept and maintained in a clean and tidy condition throughout The Royal. All boxes, containers and refuse must be removed from sight. All refuse must be removed by the exhibitor and placed in the garbage bins provided for this purpose by no later than 8:00 am each day.

AISLE SPACE

Aisle space may not be used for exhibit purposes, general solicitation, or literature distribution. All exhibit material is strictly forbidden outside the immediate exhibit area.

EXCLUSIVITY

The Royal reserves the right to grant *Exclusive Official Supplier* status to several suppliers and/or sponsors. All commercial exhibitors are expected to comply as applicable. The Royal will not grant product exclusivity to commercial exhibitors for an individual's products or type of product.

STAFFING EXHIBITS

Exhibitors are required to maintain staff in their exhibit booths at **ALL** times during the show hours. The buying public is on the floor until the last minute and expect exhibitors to be present. Security is certainly a concern when exhibits are not staffed at all times.

SUBLETTING

Exhibitors must not sublet, re-license or sell any portion of allocated exhibit space to another manufacturer, distributor, company or person without the written consent of the Commercial Exhibits Manager, Randy Desanti.

EXHIBITOR CONDUCT

All exhibitors are expected to conduct themselves in a professional manner in their dealings with other exhibitors, attendees and The Royal staff. Products and services are to be promoted on their own merits rather than through comparison with competitive products. Exhibitors failing to conduct business in a professional manner may be removed from the show.

DISPUTE RESOLUTION

In all cases of irresolvable dispute between exhibitors or between exhibitors and The Royal concerning interpretation of these rules and regulations, The Royal will request details of the complaint(s) in writing. The complaint(s) will be forwarded to The Royal's CEO to be replied to in writing. The interpretation and subsequent decision of The Royal will be final.

PAYMENT OF ACCOUNT

Full and final payment for exhibit space must be made prior to Monday October 15th, 2012, unless otherwise stated. If this financial obligation is not met, the exhibitor will not be permitted to proceed with move-in. For security reasons, payment being made prior to set up is only accepted in the form of a certified cheque/money order or credit card.

SOLICITING

Soliciting business and distributing samples or souvenirs (including costumed personnel) is not permitted in the aisles, other exhibitor's booths, or building entrances or exits anywhere on the grounds of The Royal. In addition, exhibitors are not permitted to solicit patrons while the patron is standing in the licensed area of another exhibitor, conducting business, or speaking with another exhibitor. Sales people are prohibited from operating in the aisles, and must conduct business within the confinements of their own booth space while not conflicting with other exhibitors.

CONTESTS AND PROMOTIONS

Competitions and promotions must be free entry and of no obligation to the winner. Awards, which are conditional upon the placing of an order, or which represent a credit to be applied as part payment of any order, are not permitted. The award(s) and terms of it must be clearly stated on the entry form. Exhibitors wishing to conduct a contest must obtain permission from The Royal in advance before the ballot is printed.

LIABILITY & INDEMNIFICATION

Further to the information stated in the License Agreement, The Royal is not responsible for any liability to any person for any loss, damage, or injury to any person or property incurred in the said exhibit space unless caused by a negligent act of The Royal.

If there is any defect, wrongful act, disturbance, or dangerous circumstance, please bring it to the attention of The Royal staff immediately.

INSURANCE

The exhibitor, at his or her own cost, shall procure and maintain in full force and effect during the time of this License Agreement, a comprehensive general liability insurance policy with a combined single limit of not less than **TWO MILLION DOLLARS (\$2,000,000.00)** for bodily injury or death and for property damage. Furthermore, the exhibitor shall provide The Royal with proof that it is additional insured under such a policy, as well as a guarantee that the policy will not be cancelled or materially altered without at least thirty days prior written notice to The Royal.

All exhibitors are required to submit a copy of their insurance certificate to The Royal by Friday October 7th 2010. Failing this, exhibitors will not be permitted to proceed with move-in or set-up. *(See Section Supplier Order Forms)*

ELECTRICAL SAFETY

The exhibitor agrees to abide by the Ontario Electrical Safety Code, Ontario Regulation 794/80, which requires that all electrical equipment must be approved of before it may be otherwise disposed of or used in Ontario. This includes electrical merchandise as well as lighting and display equipment.

DAMAGE & DEFACING TO DIRECT ENERGY CENTRE/EXHIBITION PLACE PROPERTY

Exhibitors are not permitted to paint, nail, drill or attach any items to floors, walls, ceilings or any part of the Direct Energy Centre/Exhibition Place buildings. **No balloons or any other inflammable devise can be used as such items can be logged in the ceiling of the building. No stickers of any kind can be given out since additional janitorial costs are incurred to remove these from wall and carpets etc. Specific care must also be exercised in securing carpet etc to the floor. Tape must be used to ensure that it can be removed and removed without damage to the floor.** If any damage occurs to the property by act, default of negligence of the exhibitor, the exhibitor's agents, employees, patrons, guests, or contractors will be responsible to pay for the necessary restoration of the Direct Energy Centre and or Exhibition place buildings to the original condition. The Royal will inspect the exhibitor's licensed space with the exhibitor if available and record any damages. **The cost of such repairs will be charged directly to the exhibitor. Failure to pay these costs will result in collection costs and withholding future licence agreement.**

FOOD & BEVERAGE PREPARATION/SAMPLING

PUBLIC HEALTH

Contact Toronto Public Health at 416 338-7600 for further information.

Food Handling Requirements for the Royal Agricultural Winter Fair 2012

The following requirements apply to all booths selling food for immediate consumption. Booths providing free food samples and/or demonstrating food handling and equipment use are also required to follow these requirements.

Recent outbreaks involving petting zoos and live animal displays have shown that the relative proximity of live animals and food preparation and vending play a role in food borne illness through the airborne transmission of animal fecal matter. Based on this evidence, Toronto Public Health will not allow the sale, preparation and/or service of food in areas that have live animals and have restricted food preparation and vending to designated areas.

Food Supplies

- All food shall be obtained from government inspected food premises. **NO home prepared or home canned food shall be served, offered for sale or given away.**

Food Protection and Storage

- All food must be protected from contamination at all times using such items as plastic wrap, aluminum foil, lids and/or sneeze guards.
- Food must be stored at least 15 cm (6") off the ground.
- Store cleaning supplies in an area separate from food.
- All potentially hazardous and hazardous food must be transported, stored and maintained at proper temperatures. Cold food must be kept at 4°C (40°F) or lower. Hot food must be kept at 60°C (140°F) or higher. Probe thermometers must be provided so that operators can ensure that food is being held at the proper temperatures. Proper refrigeration units, hot holding units and freezers must be used to maintain food at proper temperatures (i.e. Coolers with ice, steam tables).
- Store cooked and ready-to-eat food on shelves above raw hazardous food in the refrigerator/freezer or in separate compartments.

Food Preparation

- Limited food preparation is permitted on site.
- Do not leave food out at room temperature.
- Keep marinating food in the refrigerator.
- Prepare and cook food in smaller amounts for immediate sale/consumption instead of in large

amounts that need to be cooled and reheated.

- Prevent cross contamination.
 - Use clean plates or containers for cooked food and not those that held raw food.
 - Clean and sanitize cutting boards and knives after each use and on a regular basis.
 - Use utensils such as tongs, ladles and spatulas when handling food.

Cooking Food Thoroughly

Food must be cooked and reheated to an internal temperature as indicated below. Food probe thermometers must be available to check the internal temperature of hazardous food.

Internal Temperatures for Cooking and Reheating Hazardous Food

Hazardous Food Item	Cooking° C (°F) for 15 seconds	Reheating °C (°F) for 15 seconds
Poultry:		
• Whole	82 (180)	74 (165)
Poultry:		
• other than whole poultry		
• all parts of ground poultry	74 (165)	74 (165)
• all parts of ground meats that contain poultry		
A food mixture containing poultry, egg, meat, fish or another hazardous food	74 (165)	74 (165)
Pork and pork products		
All parts of ground meat, other than ground meat that contains poultry	71 (160)	71 (160)
Fish	70 (158)	70 (158)

Food Sampling

- Use tongs, serving spoons, ladles and spatulas to serve food into individual sample size portions.
- The samples should be offered in single portions by using individual serving plates, cups or serviettes.

- Consumers must not be able to touch other food samples while they are taking their own sample.

Hand washing Sinks

Every food booth must have a Toronto Public Health approved method of hand washing available in the booth. This includes sampling booths, demonstration kitchens and licensed bar areas.

Booths handling food must have a hand washing basin with hot and cold water under pressure, liquid soap in a dispenser and paper towels. Operators are responsible for maintaining proper water supplies and removing waste water from their booths.

Personal Hygiene (Hand washing)

All food handlers

- Must maintain good personal hygiene
- Must wear clean outer clothing and have their hair confined in a net or a hat
- Should have trimmed nails and wear no jewelry when preparing food
- Should be aware of their habits such as nail biting, touching their face especially around the mouth, nose and eyes

Hands must be properly washed using the six step method

- **Wash hands after:**
 - Handling hazardous or raw food
 - Sneezing or coughing
 - Touching something contaminated
 - Smoking
 - Using the washroom
 - Handling money
 - after finishing one job and before beginning another job
- **Wash hands before:**
 - starting work
 - handling any food

Ontario Regulation 562, Food Premises, under the authority of the Health Protection and Promotion Act, 1990, does not require the use of gloves.

- It is required that food handlers properly wash their hands before handling food. Utensils must be used whenever possible.
- Gloves are recommended when food handlers have cuts or wounds on their hands.
- The cut or wound should be bandaged and protected with a glove. This protects the wound and the food.

If gloves are used:

- They must be replaced after each task
- Hands must be properly washed before gloves are put on and each time gloves are removed
- Gloves must be properly stored to protect them from contamination

Remember;

- Gloves do not replace hand washing
- Gloves are a tool and must be used properly

Hand Sanitizers

- Hand sanitizers do not replace proper hand washing.
- Hand sanitizers should be in contact with hands for at least 30 seconds to be effective.

PUBLIC HEALTH

Contact Toronto Public Health at 416 338-7600 for further information.

Cleaning and Sanitizing

- A two (2) compartment sink must be provided in each booth for the proper cleaning and sanitizing of utensils and food containers on site. Ensure detergent and sanitizers are available for use.
- The last sink must be used for sanitizing utensils and food containers after washing. A sanitizing solution for the last sink can be made proportionately by the following. The sanitizing solution must be changed frequently.
- Food contact surfaces must be cleaned and sanitized after each use and every two hours.
- All surfaces must be cleaned and sanitized every four hours.
- Provide a sanitizing solution stored in a spray bottle or a pail (for wiping cloths) to be used to sanitize all surfaces. The solution in the bucket should be changed every 4 hours and once a day in the spray bottle.

NOTE: All food booths must have at least a total of 3 sinks. A hand washing basin available for hand washing only and a 2 compartment sink for washing and sanitizing utensils and food containers.

DIRECT ENERGY CENTRE SERVICE TERMS & CONDITIONS

1. Telephone equipment must be picked up at the service desk. At that time, credit card verification will be required. All long distance charges from the first move-in date through the last move-out date are the responsibility of the exhibitor.
2. The Direct Energy Centre/Exhibition Place is not responsible for lost or damaged equipment while in the exhibitor's possession.
3. All accounts to be settled upon close of The Royal. In some cases, all charges may not be tabulated at that time, in which case refunds will be mailed within two to four (2-4) weeks of show close. Any outstanding balances are payable upon receipt.
4. All prices are for rental only. Material and equipment furnished by the Direct Energy Centre/Exhibition Place for this order shall remain property of the Direct Energy Centre / Exhibition Place unless otherwise specified, and shall be removed only by the Direct Energy Centre/ Exhibition Place employees at the close of the show.
5. Under no circumstances shall anyone other than the Direct Energy Centre Technicians make any special wiring within the Direct Energy Centre Complex. Delivery of all data transmission lines ordered from an outside vendor will only be allowed to a demarcation point specified by the Direct Energy Centre.
6. The Direct Energy Centre will not be responsible for any cutting or altering of any floor coverings in order to bring service to a booth.
7. A deposit for all telecommunications services and equipment is required before installation.
8. Credit will not be given for connections installed and not used.
9. Services are to be ordered by each exhibitor separately and are not to be shared with other exhibitors.
10. All equipment supplied to the exhibitors should be returned to the Service Desk at the close of The Royal unless other arrangements are made prior to close.
11. The exhibitor must file disputes concerning service with the Event Services Department prior to the close of the fair. The Direct Energy Centre will resolve disputes in a timely manner.

12. Changes to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service.
13. All exhibitor telephone service will be disconnected on the last day of the event, thirty minutes after the official closing time.
14. Rates quoted for service include bringing the service to the booth in the most convenient manner but do not include special wiring, testing, overhead drops and/or special placement of communication services.
15. Notification of cancellation must be received in writing a minimum of fourteen (14) days prior to schedule opening date (Thursday, October 19th, 2012). There will be a **\$50.00** processing fee for all refunds requested. Cancellations after the deadline will be subject to full rental charges.

Payment Policy:

PAYMENT IN FULL must be rendered on all orders when order is placed. **NO EXCEPTIONS!** No service order will be processed without full payment. Exhibitors with outstanding balances from prior shows must satisfy the payment requirement or services will not be provided. All order forms and payments in Canadian funds or credit card must be received fourteen (14) days prior to the first exhibitor move-in day of the show in order to utilise the advance rate. The date received by the Direct Energy Centre will determine the applicable rate. All charges incurred during The Royal must be rendered in full at the time of service. Any balance outstanding after the closing will be charged to the exhibitor credit card. If by any reason of any default on the part of the exhibitor, hereunder, it becomes necessary to engage an attorney, the exhibitor agrees to pay all costs, expenses, and the attorney's fees expended or incurred by the Direct Energy Centre, Exhibition Place in connection therewith. Unpaid balances are subject to 1.5% per month thereafter. The Direct Energy Centre will not be responsible for any strikes, accidents, fires, and acts of nature or delays beyond our control.

16. There is a **\$50.00** service charge for all returned payments.
17. Cash, company cheques, money orders and credit cards will be accepted for advance payments only. All service orders received after fourteen (14) day deadline date will be required to pay by cash, credit card, certified funds or money order. Absolutely no cheques after the fourteen (14) day deadline.
18. Toll restrictions in the amount of the deposit received may be placed upon each line ordered at the discretion of the operator. Larger toll limits must be arranged with Event Services prior to installation.