Exhibitors’ Manual

2017 CAS Annual Meeting
JUNE 23 – 26, 2017
Scotiabank Convention Centre
Niagara Falls, ON

EXHIBIT DATES:
June 23 – 25, 2017
Hello to our Annual Meeting Exhibitors – Welcome to Niagara Falls!

On behalf of the Canadian Anesthesiologists’ Society Executive Committee, Board of Directors and members, I would like to extend our sincere appreciation and gratitude for your participation in our Annual Meeting. Your presence offers delegates access to the newest equipment, systems, opportunities and discussions – enriching the conference experience in a very important way. It also increases our ability to provide Anesthesiologists with a robust educational program that enhances the health care provided to all Canadians.

I hope that your experience at the meeting will be beneficial to you as well, and that you will make connections and encounter opportunities. Please be sure to make contact with any of the CAS Executive Committee or staff team members, if there is anything we can do to make your time with us more effective. I look forward to meeting you onsite.

Thank you again.

Douglas DuVal, MD FRCPC
President

April 2017

Dear Exhibitor,

The 2017 Canadian Anesthesiologists’ Society Annual Meeting is now just a few months away. Within the Exhibitor Manual you’ll find a great deal of valuable information and useful forms. The first step to participating in the CAS Annual Meeting is to review the information contained herein, such as the policies, guidelines and rules governing exhibiting at the CAS Annual Meeting.

Your participation is appreciated. Your presence ensures the CAS’s continued success year after year. On behalf of the Canadian Anesthesiologists’ Society we look forward to working with you and your team, and welcoming you to Niagara Falls this June.

Blair Tryon
Project Director
Intertask Conferences
CAS Annual Meeting Secretariat
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>General Show Information</td>
<td>4</td>
</tr>
<tr>
<td>2.0</td>
<td>Are you on Schedule</td>
<td>5</td>
</tr>
<tr>
<td>3.0</td>
<td>Show Suppliers &amp; General Info</td>
<td>6–8</td>
</tr>
<tr>
<td>4.0</td>
<td>Hotel Information</td>
<td>9</td>
</tr>
<tr>
<td>5.0</td>
<td>Move-in / Move-out</td>
<td>10</td>
</tr>
<tr>
<td>6.0</td>
<td>Shipment of Exhibits</td>
<td>10–11</td>
</tr>
<tr>
<td>7.0</td>
<td>Deliveries</td>
<td>12</td>
</tr>
<tr>
<td>8.0</td>
<td>Customs</td>
<td>12</td>
</tr>
<tr>
<td>9.0</td>
<td>Empty Container Storage</td>
<td>13</td>
</tr>
<tr>
<td>10.0</td>
<td>Material Removals</td>
<td>13</td>
</tr>
<tr>
<td>11.0</td>
<td>Rules &amp; Regulations</td>
<td>13–23</td>
</tr>
<tr>
<td>12.0</td>
<td>Display Regulations Schematics</td>
<td>24–32</td>
</tr>
<tr>
<td>13.0</td>
<td>Fire &amp; Facility Regulations</td>
<td>33–41</td>
</tr>
</tbody>
</table>
**CONFERENCE MANAGEMENT:**
CAS Annual Meeting Secretariat
Intertask Conferences
275 Bay Street
Ottawa, ON K1R 5Z5
Tel: 613-238-4075 ext. 227

**CANADIAN ANESTHESIOLOGISTS’ SOCIETY:**
Canadian Anesthesiologists’ Society
1 Eglinton Avenue East, Suite 208
Toronto, ON M4P 3A1
Tel: 416-480-0602
Fax: 416-480-0320

**SHOW PERSONNEL:**
Marie Laplante, Sr. Exhibit Coordinator
Tel: 613-238-4075 ext. 233
Email: exhibits@intertaskconferences.com

**EXHIBIT HOURS:**
Scotiabank Convention Centre
Thursday, June 22, 2017
12:00 – 18:00 Exhibitor Move-in

Friday, June 23, 2017
09:00 – 16:00 Exhibitor Move-in
18:00 – 20:00 Welcome Reception

Saturday, June 24, 2017
10:00 – 16:30 Exhibits & Electronic Poster Discussion / Viewing
12:15 – 13:15 Lunch

Sunday, June 25, 2017
10:15 – 16:00 Exhibits & Electronic Poster Discussion / Viewing
12:30 – 13:30 Lunch
15:15 – 15:45 Poster Reception
16:15 – 20:00 Exhibitor Move-out

**EXHIBITOR REGISTRATION DESK:**
Friday, June 23, 2017 13:00 to 20:00
Saturday, June 24, 2017 07:00 to 17:00
Sunday, June 25, 2017 07:00 to 17:00

**DELEGATE REGISTRATION DESK:**
“subject to change”
Friday, June 23, 2017 13:00 to 20:00
Saturday, June 24, 2017 07:00 to 17:00
Sunday, June 25, 2017 07:00 to 17:00
Monday, June 26, 2017 07:00 to 12:00

**CONTACT INFO FOR SCOTIABANK CONVENTION CENTRE:**
6815 Stanley Ave
Niagara Falls, ON L2G 3Y9
Ray Anderson
Tel: 905-357-6222 ext. 7214
Fax: 905-357-6212
Email: randerson@fallsconventions.com

**OFFICIAL HOUSING BUREAU:**
Intertask Conferences
Tel: 613-238-4870 ext. 3
Email: hotels@intertaskconferences.com
<table>
<thead>
<tr>
<th>SERVICE</th>
<th>DEADLINE</th>
<th>REQUIRED</th>
<th>DATE COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early bird rate for additional staff badges and social events</td>
<td>April 28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exhibitor-Appointed Contractor Form</td>
<td>May 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate of Insurance: CAS Annual Meeting Secretariat (Exhibitors must contact their insurance provider in order to obtain this certificate.)</td>
<td>May 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety Reply Form</td>
<td>May 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Material Handling: Lange</td>
<td>May 15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Structural Integrity Statement: Lange</td>
<td>May 15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suspended Sign Approval: Freeman AV</td>
<td>May 15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilities: Facility</td>
<td>May 15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catering: Facility</td>
<td>May 15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suspended Sign Installation/Dismantle Order Form: Freeman AV</td>
<td>May 15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customs Services: Lange Customs Services</td>
<td>May 15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Move-In Requirements Questionnaire: Lange</td>
<td>May 15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation: Lange</td>
<td>May 15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hotel Reservations</td>
<td>May 19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online Registration: Regular rate for additional staff badges and social events</td>
<td>May 31</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone – High Speed Internet Order Form: Facility</td>
<td>June 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical Services: Facility</td>
<td>June 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Booth Cleaning: Facility</td>
<td>June 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signs: Freeman AV</td>
<td>June 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental Displays: Creative Visual Solutions (CVS)</td>
<td>June 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Installation &amp; Dismantle Labour: Creative Visual Solutions (CVS)</td>
<td>June 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Furniture, Carpets, etc.: Creative Visual Solutions (CVS)</td>
<td>June 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audio–Visual &amp; Computer Rental: Freeman AV</td>
<td>June 15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advance Show Receiving: Lange</td>
<td>June 16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>After-Show Warehouse: Lange</td>
<td>June 16</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Forms can be downloaded @ [www.langeshow.com/forms.php](http://www.langeshow.com/forms.php)  Tradeshow ID #: CAS171  Password: Lange
<table>
<thead>
<tr>
<th>SHOW SUPPLIERS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TRANSPORTATION</strong></td>
</tr>
<tr>
<td>LANGE TRANSPORTATION &amp; STORAGE LTD.</td>
</tr>
<tr>
<td>3965 Nashua Drive</td>
</tr>
<tr>
<td>Mississauga, ON L4V 1P3</td>
</tr>
<tr>
<td>Tel: 905-362-4383 / 800-668-5687 x 284</td>
</tr>
<tr>
<td>Fax: 905-362-1285</td>
</tr>
<tr>
<td>Contact: Amanda Parsons</td>
</tr>
<tr>
<td>Email: <a href="mailto:amandap@langeshow.com">amandap@langeshow.com</a></td>
</tr>
</tbody>
</table>

| **ADVANCE WAREHOUSE & STORAGE** | **ELECTRICAL SERVICES** |
| LANGE TRANSPORTATION & STORAGE LTD. | TELEPHONE / HIGH-SPEED INTERNET |
| 3965 Nashua Drive | SCOTIABANK CONVENTION CENTRE |
| Mississauga, ON L4V 1P3 | 6815 Stanley Ave |
| Tel: 905-362-4383 / 800-668-5687 x 284 | Niagara Falls, ON L2G 3Y9 |
| Fax: 905-362-1285 | Tel: 905-357-6222 x 7214 / 888-997-6222 |
| Contact: Amanda Parsons | Contact: Ray Anderson |
| Email: amandap@langeshow.com | Email: randerson@fallsconventions.com |

| **MATERIAL HANDLING / DRAYAGE** | **BOOTH CLEANING** |
| LANGE TRANSPORTATION & STORAGE LTD. | SCOTIABANK CONVENTION CENTRE |
| 3965 Nashua Drive | 6815 Stanley Ave |
| Mississauga, ON L4V 1P3 | Niagara Falls, ON L2G 3Y9 |
| Tel: 905-362-4383 / 800-668-5687 x 284 | Tel: 905-357-6222 x 7214 / 888-997-6222 |
| Fax: 905-362-1285 | Contact: Ray Anderson |
| Contact: Amanda Parsons | Email: randerson@fallsconventions.com |
| Email: amandap@langeshow.com | |

| **EMPTY CONTAINER STORAGE** | **BOOTH FURNITURE RENTALS** |
| LANGE TRANSPORTATION & STORAGE LTD. | CREATIVE VISUAL SOLUTIONS |
| 3965 Nashua Drive | 2380 South Service Road |
| Mississauga, ON L4V 1P3 | Oakville, ON L6L 5M9 |
| Tel: 905-362-4383 / 800-668-5687 x 284 | Tel: 905-338-6955 |
| Fax: 905-362-1285 | Fax: 905-338-6988 |
| Contact: Amanda Parsons | Contact: Exhibitor Services |
| Email: amandap@langeshow.com | E-mail: joanne@visual-solutions.ca |

| **SIGN HANGING** | **AUDIO VISUAL RENTALS** |
| FREEMAN AUDIO VISUAL CANADA | FREEMAN AUDIO VISUAL CANADA |
| 3020 Hawthorne Road | 3020 Hawthorne Road |
| Building 300, Unit 300A | Building 300, Unit 300A |
| Ottawa, ON K1G 3J6 | Ottawa, ON K1G 3J6 |
| Tel: 613-526-3121 x 259 | Tel: 613-526-3121 x 259 |
| Fax: 613-526-0850 | Fax: 613-526-0850 |
| Contact: Brian Goyette | Contact: Brian Goyette |
| Email: brian.goyette@freemanco.com | Email: brian.goyette@freemanco.com |

Please CLICK on the supplier titles in blue above to access links to the individual forms.

EXHIBIT BOOTH
A 10’ x 10’ exhibit booth includes: 1 – 6’ skirted table, 2 – chairs, 1 – 1500 watt electrical output and an 8’ high black back wall and 3’ high black side wall. For more details please review page 14.

All additional requirements including material handling, carpeting, and furniture are the responsibility of the exhibitor.

Note: The Exhibit Hall is NOT carpeted.

The aisle carpet will be azure blue.

CERTIFICATE OF INSURANCE
Each exhibitor must maintain in force, during the days of the exhibition and during the two weeks preceding and succeeding those days, insurance in an amount not less than $2,000,000 of liability for injury to persons and loss of or damage to property. This insurance must include coverage for product liability, and all operations connected with the exhibition, and shall include the Canadian Anesthesiologists’ Society together with Lange Transportation & Storage Ltd., CVS, Intertask Conferences and the Scotiabank Convention Centre as additional insureds. The exhibitor must obtain the Certificate of Insurance from their insurance provider and send the certificate by May 5, 2017 to: CAS Annual Meeting Secretariat, 275 Bay St. Ottawa, ON K1R 5Z5.

Email: exhibits@intertaskconferences.com

EXHIBITOR REGISTRATION
Each exhibiting company is entitled to two complimentary Exhibit Hall only registrations per 10x10 booth. Registration instructions and priority codes to redeem the complimentary registration have been sent to the booth coordinator.

If you do not know who your booth coordinator is, contact exhibits@intertaskconferences.com

REGISTRATION PROCEDURE
ALL company representatives MUST be registered for CAS. Each person must register individually. Generic badges are not “automatically” generated for exhibit personnel.

If you are a supporter, refer to the personalized email containing instructions on how to redeem complimentary registration.

On-Site Registration and Badge Pick-up
Representatives may be required to show personal identification and valid company affiliation with the exhibitor or a letter of authorization from the Exhibit Coordinator before their badges will be released.
• Badges must be picked up by each individual at the Exhibitor Registration Desk.
• Badges will not be mailed prior to the event,
• Group badge pick-up is not permitted
• On-site substitutions MUST be confirmed in writing by the original registrant
• Priority codes will NOT be given out on-site.

Exhibitor Registration badges provide access to the Exhibit: one hour prior to and after the Exhibition (during the dates and times of installation and dismantling); and during the official hours of operation. Exhibitor can purchase an Educational Pass which will allow access to non-ticketed scientific sessions.
Additional Exhibit Registrations may be purchased online:

<table>
<thead>
<tr>
<th>Registration Type</th>
<th>Until April 28</th>
<th>May 1-31</th>
<th>As of June 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibit Hall Only</td>
<td>$215</td>
<td>$255</td>
<td>$270</td>
</tr>
<tr>
<td>Exhibitor Educational Pass - 3 days (Sat to Mon)</td>
<td>$280</td>
<td>$280</td>
<td>$280</td>
</tr>
</tbody>
</table>

Badges for educational sessions are transferable from one person to another (only one person may attend an educational session at any one time).

For further questions regarding exhibitor registration, please contact secretariat@intertaskconferences.com

**EDUCATIONAL SESSIONS AND SOCIAL EVENTS**

Tickets are necessary to attend social events and scientific and educational sessions. Detailed descriptions can be found online at www.cas.ca (click on “Meeting Info” and then “Social Program”).
4.0 HOTEL INFORMATION

The CAS Annual Meeting Secretariat has secured preferred hotel rates for exhibitors and delegates.

You will be able to reserve your hotel when you complete your registration for the Annual Meeting.

After May 19, 2017 all hotel reservations are subject to space and rate availability.

The responsibility for reserving the accommodation rests with the Exhibitor, and Conference Management will not be liable if any Exhibitor is unable to reserve accommodation or if the provider of accommodation fails to honour a reservation for accommodation.

Questions?

CAS Housing
c/o Intertask Conferences
275 Bay Street,
Ottawa, ON K1R 5Z5
Tel: 613-238-4870 ext 3
Email: hotels@intertaskconferences.com
In order to minimize congestion and waiting times, a specific move-in time will be assigned to you at a later date. The assigned move-in times will be based on your booth location and material-handling requirements.

**Move-In / Setup:**

Thursday, June 22, 2017  
12:00 to 18:00  
(Exhibitor Move-in)

Friday, June 23, 2017  
09:00 to 16:00  
(Exhibitor Move-in)

All exhibits must be completely set up and ready for inspection by 16:00 on Friday, June 23, 2017.

**Move-Out / Dismantle:**

Sunday, June 25, 2017  
16:15 to 20:00  
(Exhibitor Move-out)

Exhibitors are reminded that all materials, equipment, exhibits, and displays must be completely removed from the Exhibit Hall before 20:00 on Sunday, June 25, 2017. Any articles not removed by this time will be removed by Lange Transportation & Storage Ltd. at the Exhibitor’s own expense. The Canadian Anesthesiologists’ Society, Lange Transportation & Storage Ltd. and Intertask Conferences will not be responsible, or liable, for any loss or damage to articles removed after the deadline.

Children under the age of 16 are not permitted on the tradeshow floor or the loading dock during Move in / out.

**6.0 SHIPMENT OF EXHIBITS**

In order to ensure an orderly move-in and to minimize waiting time for delivery vehicles, a move-in schedule will be in effect for this show. All Exhibitors will be scheduled according to their booth location and material-handling requirements. Exhibitors must complete the “Move-In Requirements Questionnaire” in Appendix B of this manual in order to ensure access according to their needs.

Any shipments arriving at the Facility before Thursday, June 22, 2017 will be refused. Exhibitors who use Lange Transportation & Storage Ltd. will have their materials automatically priority-scheduled to the site.

Trailers must not exceed 13’ 5” in height and 53’ in length. Parking is prohibited and only vehicles unloading and loading equipment are allowed on site. Vehicles violating these regulations will be towed away at owner’s expense.
SHIPMENTS OF EXHIBITS

Exhibitors who require advance warehousing should complete the Lange “Advance Receiving Form” online at www.langeshow.com/forms.php and address their shipment as follows:

**Note that the advance warehouse opens May 29, 2017 and will begin accepting your freight**

Your “Exhibiting Company” Name
Canadian Anesthesiologists’ Society
2017 Annual Meeting
Booth No. _______
Lange Transportation
3965 Nashua Drive
Mississauga, ON L4V 1P3
Attn: Amanda Parsons
Tel: 905-362-4383
Toll: 800-668-5687 x 284
Fax: 905-362-1285
Email: amandap@langeshow.com

SHIPMENTS DIRECT TO SHOW SITE

“As of Thursday, June 22, 2017 ONLY”

Your “Exhibiting Company” Name
Canadian Anesthesiologists’ Society
2017 Annual Meeting
Booth No. _______
SCOTIABANK CONVENTION CENTRE
6815 Stanley Ave
Niagara Falls, ON L2G 3Y9

SHIPMENTS ORIGINATING OUTSIDE CANADA

Your “Exhibiting Company” Name
Canadian Anesthesiologists’ Society
2017 Annual Meeting
Booth No. _______
SCOTIABANK CONVENTION CENTRE
6815 Stanley Ave
Niagara Falls, ON L2G 3Y9
**NB: For Canada customs clearance contact:** Transevent
Contact: Peter Elek
Cell: 647-588-8036
Email: peter.elek@transeventlogistics.com
There is NO marshalling yard at this venue. All vehicles must report directly to the Facility.

8.0 CUSTOMS

General Information

Equipment and exhibits for this show only may be brought in free of duties and taxes, but subject to a deposit equal to the duties and taxes normally levied on them (35% of the fair market value). The official customs broker has made arrangements with Canada Border Services Agency (CBSA) for a bond to cover all imports to the show. Exhibitors using the services of the official customs broker will therefore not be required to issue a separate power of attorney, as that issued by the Canadian Anesthesiologists' Society will suffice to cover exhibit entries.

Exhibitors who wish to use their own customs broker will be required to post their own bond or cash deposit with Canada Border Services Agency.

Exception: Printed material, advertising matter, giveaway articles Canada Border Services Agency requires the payment of full duties and taxes on these materials. Any such material not used or consumed may be exported under customs supervision and a 100% drawback of duties and taxes will be refunded to the Exhibitor. Please notify the broker of any such returns before the show closes as special documents must be prepared for export and CBSA officers at the show must examine the returning materials.

Helpful Hint:
In most cases, considerable money can be saved by having printed material produced in Canada rather than importing it. However, all imported printed matter must be marked “Printed in _________________”.

USA Exhibitors

Special Note:
USA Exhibitors who are sending equipment that is not of USA origin to the show must complete a special customs form for US Customs to ensure easy return to the USA after the show. Contact the official customs broker for complete details on how to handle this particular situation.

Shipment must be dispatched to arrive at the least one week in advance of the show move-in to allow for customs clearance. Shipments must be stored at a bonded warehouse before delivery to the show site on the first move-in day. Lange Transportation & Storage Ltd. will have a bonded warehouse.

Sale of Bonded Goods at the Show

There are also specific customs regulations regarding the sale of bonded goods at the show. If Exhibitors do not comply with these regulations, the goods will be removed at the Exhibitor’s expense at the close of the show move-out to a bonded warehouse for subsequent duty, tax payments, and clearance.
9.0 EMPTY CONTAINER STORAGE

Storage space in 2017 should be available within the exhibit hall for storage of empty containers. Should storage space be required please contact the onsite Lange service desk.

10.0 MATERIALS REMOVAL

Any goods or materials to be removed from the show floor during the show days, including before and after show hours, will require a properly completed “Materials Removal Order Form” available from the Service Desk (see Appendix B). Removal forms will be authorized by Show Management at the time of exit. All items being removed must be described on this form, including the model and serial number for identification. Personnel removing equipment from an exhibit will also require identification. These procedures are designed to prevent theft and misdirected shipments.

11.0 RULES AND REGULATIONS

11.1 Payment of Accounts

The Canadian Anesthesiologists’ Society reserves the right to refuse entry to any Exhibitor whose account has not been paid.

11.2 Exhibit Guidelines

(a) All single and in-line booth backwalls are restricted to 8 feet in height and the dividers between the booths to 4 feet in height. No display at its full 8-foot height may extend more than 5 feet from the backwall at that height.

(b) An Island Exhibit is a block of four or more booths with aisles on all four sides. An Island Display may extend to a height of 16 feet where ceiling height permits. An Island Exhibit may extend to this height to the boundaries of the space rented. The Exhibitor will be charged for booths eliminated to create the island design. However, the booths eliminated should be considered part of the exhibit space and therefore cannot be used for display.

(c) Prefabricated Booths: An Exhibitor planning to use a prefabricated display must ensure that an allowance of one inch (1") is made on each side of the display to allow for thickness of support poles for standard dividers. Lengths must not exceed nine feet ten inches (9’ 10”), nineteen feet ten inches (19’ 10”), etc.

All sides and surfaces of the prefabricated exhibit (booth and signs) that are exposed to view must be properly finished and decorated.

(d) All exposed parts of displays must be draped or finished so as to present an attractive appearance when viewed from aisles or adjoining exhibits, and must not be objectionable to other exhibits or to the Canadian Anesthesiologists’ Society. If such required draping is not ordered, the official supplier of the Exhibit Services and Equipment, with the approval of the Canadian Anesthesiologists’ Society, may install it and charge the Exhibitor.

No signs or other articles are to be fastened to walls, floors, ceilings, drapes, equipment or electrical fixtures. The use of thumb tacks, scotch tape, nails and screws are prohibited. Any damage will result in a surcharge to the Exhibitor. Exhibitors must surrender their space in the same condition in which they receive it.
No helium-filled balloons, whether for decorative purposes or inflated for distribution to registrants, no confetti, sequins, or glitter will be permitted in the Exhibit Hall.

(e) **Rules of Conduct:** The Canadian Anesthesiologists’ Society retains full authority in the interpretation and enforcement of all rules and regulations governing Exhibitors.

These regulations may be amended at any time by the Canadian Anesthesiologists’ Society, upon written notice by the Canadian Anesthesiologists’ Society, to such Exhibitors as may be affected by these amendments. The Canadian Anesthesiologists’ Society reserves the right, even after an application to exhibit has been approved, to restrict and/or to dismiss any exhibit it deems undesirable or objectionable.

**Any objectionable practices by either Exhibitors or official suppliers should be reported immediately to the Canadian Anesthesiologists’ Society.**

Exhibitors who fail to abide by the rules and regulations as outlined in this manual, or who, in the judgment of the officials of the Canadian Anesthesiologists’ Society, conduct themselves in an unethical manner, will be dismissed from the convention without refund.

All interviews, demonstrations, detailing, or distribution of literature must take place within the booth space assigned to the individual Exhibitors and must not interfere with normal aisle traffic in order to avoid infringing on the rights and privileges of other Exhibitors.

Exhibitors must not place demonstration areas on the aisle line of their exhibit if they expect many people to congregate there at one time. Exhibitors should allow sufficient space within the booth area to absorb the majority of the anticipated crowd.

Exhibitors whose displays or presentations cause spectators to interfere with normal aisle traffic or to overflow unduly into the display area of neighbouring exhibits maybe asked to re-arrange their displays and/or to limit or eliminate their presentations.

Any person involved in moving equipment, supplies, or goods into or out of the facility is prohibited from consuming alcohol or being under the influence of alcohol or any intoxicating substances.

**The following is included in the purchase price of each exhibit space:**

*Note that Complimentary booths and table top displays are subject to modified benefits.*

- Two complimentary Exhibitor Hall only registrations
- Inclusion in the meeting app
- Daily prizes sponsored by CAS
- Recognition on designated signage
- 10’ wide by 10’ deep booth
- 8’ high black back wall drape and 3’ high black sidewalls
- 1 – 6’ skirted table
- 2 chairs
- 1 – 1500 watt electrical outlet
- Aisle cleaning
- 24-hour professional perimeter security
- Includes Welcome Reception, lunches and beverage breaks (during exhibit times only)
- *Dedicated seating areas in the exhibit hall for networking*
PLEASE NOTE:

Your booth space does not include booth furnishings, signage, lighting, installation and dismantling labour, or booth staff. If required, these items may be ordered through the Official and Exclusive Contractors. Please refer to the order forms and the appropriate sections in the Exhibitor Manual.

11.3 Show Policy Regarding Independent Contractors

The Canadian Anesthesiologists’ Society, acting on behalf of all Exhibitors in the best interest of the Canadian Anesthesiologists’ Society, has appointed official service contractors to perform and provide necessary services and equipment.

Official service contracts are appointed in order to:

1. Ensure the orderly and efficient installation and removal of exhibits
2. Ensure the distribution of labour to all Exhibitors according to need
3. Provide sufficient labour to satisfy the requirements of Exhibitors and of the show itself
4. Ensure that the proper type and limits of insurance are in force
5. Avoid any conflict with local union regulations and requirements

The official contractors will provide all usual trade show services, including labour. However, Exhibitors may provide their own supervision or may appoint their own exhibit installation contractor or exhibit display supplier. Should an Exhibitor wish to have an exhibit installed by a contractor other than the official contractor, the following conditions must be met:

1. The Exhibitor must inform the Canadian Anesthesiologists’ Society of the name and address of the contractor and the work to be performed. This information must be received in writing thirty (30) days before any work begins at the show site.

2. The Exhibitor-appointed contractors must agree in writing to the following conditions. This documentation must be received thirty (30) days before any work begins at the show site.
   
   a) Exhibitor-appointed contractors must agree to abide by all rules and regulations of the show.
   
   b) Exhibitor-appointed contractors must agree to abide by all union rules and regulations.
   
   c) Exhibitor-appointed contractors and their employees and agents must wear identification badges at all times. Temporary labour badges will be issued only to persons actually supervising, installing, dismantling, and maintaining exhibits on behalf of official contractors and Exhibitor-appointed contractors who provide the above-mentioned documentation.

3. Please complete the Exhibitor Appointed Contractor (EAC) Form on the next page and return to the Exhibit Coordinator, no later than May 5, 2017 exhibits@intertaskconferences.com
EXHIBITOR-APPOINTED CONTRACTOR FORM

(Deadline: May 5, 2017)
All Exhibitors must complete and return this form to the Exhibition Coordinator no later than May 6. An Exhibitor who has not advised the Exhibition Coordinator in writing by the deadline must use its own full-time employees or officially appointed contractors to install or dismantle its exhibit.

☐ We will use our own full-time employees to install and dismantle our exhibit. (If choosing this option, you are still required to submit this form)

☐ We will contract labour through Creative Visual Solutions (CVS).

☐ We will use an Exhibitor-appointed Contractor (EAC) according to the policies, rules and guidelines contained in the Exhibitor Manual and the Application & Contract for Exhibit Space, Terms of Agreement – Rules and Guidelines.

Company Name of EAC: _____________________________________________________________________

Contact Name: ___________________________________________ E-mail: ___________________________________________

Telephone: ( ______ ) ______________________________________

PLEASE NOTE:
Exhibitors are responsible for ensuring that their Exhibitor-appointed Contractors:

1) are aware of and abide by all the policies, rules and guidelines contained in the Exhibitor Manual and the Application & Contract for Exhibit Space, Terms of Agreement – Rules and Guidelines.

2) submit to the Exhibition Coordinator, by the deadline, a Certificate of Insurance outlining the following coverage:
   a) comprehensive General Liability insurance with a minimum limit of $2,000,000 CDN;
   b) the Canadian Anesthesiologists’ Society, Lange Transportation & Storage Ltd., Creative Visual Solutions (CVS), Intertask Group of Companies, and the Scotiabank Convention Centre as additional insureds and shall contain a cross-liability clause.

Exhibit No: ___________________________________________ Date: ___________________________________________

Company Name: ___________________________________________

Contact Name: ___________________________________________ E-mail: ___________________________________________

Telephone: (_____) ______________________________________ Facsimile: (_____) ______________________________________

Signature of Authorized Officer: X ________________________________

Return form and Certificate of Insurance by May 5 to:

Exhibition Coordinator, CAS Annual Meeting Secretariat
275 Bay Street, Ottawa, ON K1R 5Z5
exhibits@intertaskconferences.com
11.4 Motorized Equipment/Mechanical Conveyances

The use of motorized equipment and/or mechanical conveyances such as forklifts, manlifts, scissor lifts, and pallet jacks on the show floor is provided exclusively by Lange Transportation & Storage Ltd. Mechanical conveyances such as electric carts, scooters, or bicycles will not be allowed in the aisle during show hours. The only exception to this rule will be in the case of handicapped persons visiting the show.

11.5 Storage

Empty container storage is mandatory. Storage in the Exhibit Hall is prohibited. Each empty container should have a storage label affixed to it with the Exhibitor name and booth number clearly marked, preferably with a felt marker. Exhibitors who have paid for storage may obtain "Storage Labels" from Lange Transportation & Storage Ltd.

Place all empty containers in the aisle making sure the storage labels are clearly visible. The containers will be removed and placed in the designated storage area before the show opens and returned when the show closes.

**Exhibitors who have not paid for drayage service will be required to label, remove, and return their own empty containers.**

11.6 Temporary Help and Access to Exhibit Hall

Only qualified Exhibitor personnel or temporary help in the Exhibitor’s direct employ will be issued name badges and allowed access to the Exhibit Hall.

It is the Exhibitor’s responsibility to register the names of models or other temporary help for name badges in order that these may be prepared in advance of the convention, thus avoiding on-site charges. Please remind your temporary help to allow sufficient time to register on-site and obtain their name badges, as there may be line-ups.

Please provide these individuals with the correct name of the company, the booth location, and the name of the appropriate company contact at the booth. These individuals cannot be registered as Exhibitor personnel or gain access to the Exhibit Hall without this information.

Children under the age of 16 are prohibited from being in the event space during move-in or move-out.

11.7 Security in the Exhibit Hall

The Canadian Anesthesiologists’ Society cannot guarantee against loss or damage of any kind, but will protect Exhibitors by providing general security during times when the exhibit area is not open to registrants.

All persons must present proper identification and credentials to gain entry into the Exhibit Hall. Exhibitors who wish to remain in the Exhibit Hall after hours must identify themselves to security personnel and sign in and out.

**Exhibitors wishing to remove any goods or items from the Exhibit Hall must obtain an Exhibit Materials Release Form from the Service Desk and must present this signed form to Security when removing goods from the Exhibit Hall.**
Each Exhibitor is solely responsible for their own exhibit material and should insure these exhibit materials against loss or damage during the convention. Please put all small items of value out of sight each night. All property of an Exhibitor is understood to remain within the Exhibitor's care, custody, and control, whether in transit to, or from, or within the Exhibit Hall.

11.8 Care of Facility Property

The Exhibitor is responsible for ensuring the care of the show facility property during the convention and trade show. No signs, posters, or other items or articles are to be fastened to facility property by any means.

Painting, nailing, bolting, drilling, clamping, taping, or use of adhesives on floors, walls, ceilings, fixtures, or any part of the facility is not permitted.

Exhibitors wishing to lay any floor covering must use an approved adhesive that will not damage the floor and is easily removed.

11.9 Signs and Banners

All signs, banners, and other display materials must be properly affixed to the exhibit or be self-supporting from the floor within the height restrictions outlined in this manual.

Island Exhibitors who wish to suspend signs from the ceiling must provide Lange Transportation & Storage Ltd. with specifications before approval can be granted.

11.10 Promotional Information

Exhibitors are responsible for ensuring that all promotional and product- or service-related information intended for distribution to delegates during the convention is factually accurate and professionally tasteful in its presentation. Promotional and educational materials available from an Exhibitor's display must not present information or claims that are at variance with those contained in the appropriate product monograph.

The names and logotypes of the Canadian Anesthesiologists’ Society are proprietary trademarks for the exclusive use of the Canadian Anesthesiologists’ Society and may not be printed, used, or displayed for any purpose without the express written permission of the Canadian Anesthesiologists’ Society. Such permission will not be granted for purely promotional purposes or in any way that would imply endorsement of a particular company, product, service or activity.

11.11 Soliciting, Samples, and Souvenirs

Exhibitor personnel or representatives distributing samples, souvenirs, and promotional material or soliciting business must do so within the confines of their exhibit space. Such activities are not permitted in the aisles, registration areas, hallways, or other exhibits. Exhibitors wishing to enter another Exhibitor's area may only do so if invited.

The building owners warn that Exhibitors handing out adhesive-backed promotional material will be charged for removal of this material from the walls and floors of the building.
Only participating Exhibitors have the exclusive rights to promote or sell goods or services in this show. All other parties who attempt to make any sale solicitations without the express written permission of the Canadian Anesthesiologists’ Society will be removed permanently from the show area. Exhibitors are asked to report any infractions to the Show Office so that immediate remedial action can be taken.

11.12 Distribution of Product Samples, Foods and Beverages

The distribution of product samples, food, and beverage items from the exhibit booths to delegates requires the express written authorization of Show Management and the Convention Centre.

Exhibitors must carry their own fire, theft, or other insurance. The Canadian Anesthesiologists’ Society shall take responsible precautions to prevent losses and to protect the interests of Exhibitors; however, under no circumstances will the Canadian Anesthesiologists’ Society, Lange Transportation & Storage Ltd., Intertask Conferences, the Scotiabank Convention Centre or CVS accept responsibility for injury to persons, loss of or damage to products, exhibits, equipment, or decoration by fire, accident, theft, or any other causes while in the building. Exhibitors, or their agents, must provide adequate insurance against all such hazards for their own personnel, exhibits, and materials.

11.13 Insurance

Please complete the Exhibitor Insurance Form on page 20 and return to the Exhibit Coordinator no later May 5, 2017 exhibits@intertaskconferences.com
EXHIBITOR INSURANCE FORM

(Deadline: May 5, 2017)
Exhibitors and their display companies must provide evidence of adequate insurance coverage as outlined in the Application & Contract for Exhibit Space, Terms of Agreement – Rules and Regulations prior to participating in the Canadian Anesthesiologists’ Society Annual Meeting at the Convention Centre

☐ YES, we declare that we have Comprehensive General Liability insurance in force, with a minimum of $2,000,000 CDN and that the policy includes the Canadian Anesthesiologists’ Society, Lange Transportation & Storage Ltd., Creative Visual Solutions (CVS), Intertask Group of Companies, and the Scotiabank Convention Centre as additional insureds and shall contain a cross-liability clause.

☐ NO, we currently do not have the required coverage and will require Comprehensive General Liability insurance for the Exhibition. Coverage will be obtained prior to our participation at the CAS Annual Meeting and proof of insurance will be sent to the CAS Annual Meeting Secretariat.

PLEASE NOTE:

• A valid certificate of insurance indicating your coverage must be submitted with this form.

Exhibit No: _______________________________________ Date: _____________________________________

Company Name:_____________________________________________________________________________

Contact Name:_______________________________________________________________________________

Telephone: (______)________________________________ E-mail:____________________________________

Signature of Authorized Officer: X__________________________________

Date: ____________________________________________

Return form by May 5, 2017

Exhibition Coordinator
CAS Annual Meeting Secretariat
275 Bay Street Ottawa, ON K1R 5Z5
exhibits@intertaskconferences.com
11.14 Liability

The Exhibitor agrees to indemnify and hold harmless the Canadian Anesthesiologists’ Society, Intertask Conferences, the Scotiabank Convention Centre, Lange Transportation & Storage Ltd., CVS, the employees thereof and their representatives against any claim for loss, damage, theft, or injury. Indemnification includes the period of storage before and after the Trade Show. The Exhibitor, on signing the contract, releases the foregoing from any and all claims for loss, theft, damage, or injury.

11.15 General Liability

The Canadian Anesthesiologists’ Society acts for the Exhibitors and their representatives in the capacity of an agent not as a principal. The Canadian Anesthesiologists’ Society assumes no liability for any act or act of omission with this agency.

Exhibitors and their representatives hereby agree to indemnify and hold harmless the Canadian Anesthesiologists’ Society, Intertask Conferences, the Scotiabank Convention Centre, Lange Transportation & Storage Ltd., and CVS, the employees thereof, and their representatives and agents against any and all claims for loss, damage, theft, or injury. Indemnification includes the period of storage before and immediately after the Annual Meeting and Exhibit. The Exhibitor, on signing the contract, releases the foregoing from any and all claims for loss, theft, damage, or injury.

Before any exhibit may be removed from the building, Exhibitors must make arrangements satisfactory to the Canadian Anesthesiologists’ Society, the Convention Centre, and the Canadian Anesthesiologists’ Society’s official suppliers for the payment of any charges incurred by the Exhibitor in connection with representing his/her exhibit.

11.16 Safety Measures

Exhibitors who are displaying equipment in a moving and operating condition are required to provide every possible precaution for the safety of show visitors, their own operators, and Exhibit personnel.

11.17 Fire Regulations

The facility has strict fire and safety requirements. The Exhibitor assumes responsibility for compliance with municipal and provincial regulations concerning fire, safety, and health. All exhibit equipment and materials must be protected by safety guards and devices where appropriate. All display material must be flame-proofed and subject to inspection by the facility. No flammable liquids or substances of any kind may be used, stored, or displayed in the Exhibit Hall. Aisles and exits must be kept clear at all times.

All fire-hose cabinets must be left accessible and in clear view at all times. Combustible decorations such as crepe paper, foam, tissue paper, cardboard, and corrugated paper must not be used. All packing containers, excelsior, and wrapping paper are to be removed from the floor and must not be stored under tables or behind displays.

A complete list of fire regulations is included in Section 13.0 of this manual.
SAFETY REPLY FORM

(Deadline: May 5, 2017)

To ensure that your exhibit meets all necessary requirements, please review the fire regulations and exhibit-structure guideline section in the Exhibitor Manual. In some instances, certain aspects of your exhibit may require approval in advance by the CAS Annual Meeting Secretariat, the facility’s Director of Fire and Safety, the Niagara Falls Fire Department or any other municipal authorities. All exhibits are subject to a show site review by Show Management, the facility and the City of Niagara Falls Fire Protection Department and modifications, where necessary, will be at the Exhibitor’s expense.

1. Exhibit configuration is 1,000 sq. ft. or more
   - Yes □ No □

2. Exhibit has roof / mezzanine / second story
   - Yes □ No □

3. Exhibit has a raised platform
   - Yes □ No □

4. Exhibit exceeds 8 feet in height
   - Yes □ No □

5. Exhibit has suspended signs / banners / lights
   - Yes □ No □

6. Exhibit material exceeds 5,000 lbs. gross weight
   - Yes □ No □

7. Exhibit materials exceed 300 lbs. / sq. ft.
   - Yes □ No □

8. Exhibit has prohibited materials
   - Yes □ No □

9. Materials / processes / equipment require special permit
   - Yes □ No □

10. Exhibit has a motorized vehicle / combustion engine
    - Yes □ No □

11. Exhibit contains liquid fuels / natural gas / propane
    - Yes □ No □

12. Exhibit contains cooking appliances
    - Yes □ No □

13. Exhibit contains hazardous materials which do not comply
    with Government regulations on materials-handling in the workplace
    - Yes □ No □

14. Exhibit has medical waste for disposal
    - Yes □ No □

Note: If questions 1 to 5 are answered YES, specific floorplans must be submitted. If any of questions 6 to 14 are answered YES, specific details must be included.

Details: ____________________________________________________________

_______________________________________________________________________

_________________________________________________________________________________________

Exhibit No: ___________________________ Date: ___________________________

Company Name: ___________________________________________________________________________

Contact Name: ____________________________________________________________________________

Telephone: (______)_______________________________ Facsimile: (______)_________________________

Signature of Authorized Officer: X _________________________________________________

Return form by May 5, 2017:

Exhibition Coordinator
CAS Annual Meeting Secretariat
275 Bay Street
Ottawa, Ontario K1R 5Z5
exhibits@intertaskconferences.com
11.18 Smoking Prohibited

Smoking and vaping are not permitted anywhere in the Exhibit Hall or any public area of the facility.

11.19 Noise, Light, and Odour Restrictions

Noise from electrical or mechanical apparatus must not interfere with the rights and privileges of other Exhibitors. No Exhibitor may operate public address systems or sound-producing or amplifying devices that project sound above a normal conversational level. Equipment likely to exceed this limitation must be equipped with earphones or enclosed within a special listening booth. Noise levels must not exceed 70 decibels at a distance of 4 feet from the sound source.

No Exhibitor may operate display lighting or odour-generating devices or activities that interfere with the rights and privileges of other Exhibitors. Noise, light, and odour levels will be monitored by the Canadian Anesthesiologists’ Society.

The Canadian Anesthesiologists’ Society reserves the right to exercise its own judgment in responding to Exhibitor complaints in this regard.

11.20 Additional Prohibited Booth Activities

Promoting, canvassing, surveying, taking orders, or distributing any material outside the Exhibitor’s own assigned booth area is not permitted.

No specific exhibit booth may be photographed or videotaped except with the permission of the legitimate occupants of that booth. This restriction also applies to members of the media.

11.21 Adhesive Tape

The only adhesives allowed at the Convention Centre are listed below, and may be purchased on-site:

- Walls: 3M wall mounting tabs, no. 7220
- Floors: Tuck Tape 85 or Tuck Tape 99, Double Face Echo Tape DC-W188F
  - Brick walls: 3M wall mounting tabs, no. 7220
12.0 DISPLAY REGULATIONS SCHEMATICS – TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Standard Booth</td>
<td>25</td>
</tr>
<tr>
<td>B</td>
<td>Perimeter Wall Booth Guidelines</td>
<td>26</td>
</tr>
<tr>
<td>C</td>
<td>Island Booth Guidelines</td>
<td>27</td>
</tr>
<tr>
<td>D</td>
<td>Canopies &amp; Ceilings Guidelines</td>
<td>28</td>
</tr>
<tr>
<td>E</td>
<td>Towers Guidelines</td>
<td>29</td>
</tr>
<tr>
<td>F</td>
<td>Hanging Signs Guidelines</td>
<td>30</td>
</tr>
<tr>
<td>G</td>
<td>Demonstrations Guidelines</td>
<td>31</td>
</tr>
<tr>
<td>H</td>
<td>Revision to Display Rules and Regulations</td>
<td>32</td>
</tr>
</tbody>
</table>
A. STANDARD BOOTH

DEFINITION
One or more standard units in a straight line.

Height
Exhibit fixtures, components and identification signs will be permitted to a maximum height of 8'3" (2.5m).

Intent
If a portion of an exhibit booth extends above 8'3" (2.5m) high, the exhibit booth background will detract from the overall impact of the exhibit directly behind that booth regardless of how the row of the offending exhibit is finished.

Depth
All display fixtures over 4'0" (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor's space which is at least 5'6" (1.62m) from the aisle line.

Intent
Each exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of exhibit. Exhibitors with larger space – 30 lineal feet (9.14m) or more – should also be able to effectively see as much of the total floor space as possible as long as they do not interfere with the rights of others. The limitation on display fixtures over 4'0" (1.22m) and with in 10 lineal feet (3.05m) of a neighboring exhibit is intended to accomplish both of these aims.

IMPORTANT
Space dimensions shown on floor plan are from center line of booth equipment, such as side rails and/or back drops. Exhibits or fixtures must be constructed to allow sufficient tolerance on each side for this equipment and for utility service at rear of booth.
B. PERIMETER WALL BOOTH

DEFINITION

Standard booth located on the outer-perimeter wall of the exhibit floor.

**Height**

Exhibit fixtures, components and identification signs will be permitted to a maximum height of 120" (3.05m) in perimeter-wall booths.

**Intent**

Because the outer perimeter booths are not backed up against another exhibitor’s booth, display back walls and materials over 83" (2.1m) will not interfere with or distract from any other exhibit booth.

**Depth**

All display fixtures over 40" (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor’s space which is at least 50" (1.22m) from the aisle line.

**Intent**

Each exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of exhibit. Exhibitors with larger space – 30 lineal feet (9.14m) or more – should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others. The limitation of display fixtures over 40" (1.22m) and within 10 lineal feet (3.05m) of a neighboring exhibit is intended to accomplish both of these aims.

**IMPORTANT**

Space dimensions shown on floor plans are from center line of booth equipment, such as side rails and/or back drape. Exhibit structures must be constructed to allow sufficient tolerance on each side for this equipment and for utility service at rear of booth.

Exhibitors considering a perimeter-wall booth in order to take advantage of the extra height permitted should design their exhibit so that it can be used either at the 80" (2.04m) height or the 120" (3.05m) height, so that it can be used in all future shows even if a perimeter-wall space is not available.
C. ISLAND BOOTH

DEFINITION
Exhibit with one or more display levels in four or more standard units with aisles on all four sides.

Height
Exhibit fixtures, components and identification signs will be permitted to a maximum height of 160" (4.02m), provided written approval is received from exposition management at least 60 days prior to the show.

Intent
When an island booth exceeds 83' (2.5m), it does not interfere with other exhibitors because it obviously does not back up against another exhibitor's back wall. The extra height is often required in an island booth exhibit to permit the open walk-through approach normally used in this type of location. The 160" (4.02m) maximum height limitation has been set to avoid undue competition between exhibitors to see who can go the highest or be seen the farthest with each negating the other's efforts. Also, the 160" (4.02m) high exhibit will fit into most exposition centers, thus permitting each exhibitor to get the maximum use of his or her exhibit.

Depth
Because an island booth is automatically separated by the width of an aisle from all neighboring exhibits, full use of the floor plan is permitted.

Structural Integrity
All multi-story exhibits, regardless of whether people will occupy the upper area or not, and all exhibit fixtures and components 160" (4.02m) in height must have drawings available for inspection by exposition management, the installation and dismantling contractor, the exhibitor and governmental authority during the time the exhibit is being erected, exhibited and dismantled at the show site that include a signature or stamp of a reviewing structural engineer indicating that the structure design is properly engineered for its proposed use, and a signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings. Signs must also be posted indicating the maximum number of people the structure will accommodate.

IMPORTANT
Exhibitors are cautioned when installing a display with a ceiling or second level to check with the local fire department to ensure that their display meets with the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc.

Intent
Exhibitors in the vicinity of island exhibits are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth.
NOTE – Niagara Falls fire code prohibits:
- roofs over exhibits exceeding 100 square feet and
- 2 covered booths may not be side by side
E. TOWERS

DEFINITION
A free standing exhibit component separate from the main exhibit fixture that is used for identification and display purposes only.

Height/Depth
Towers will be permitted to a height and depth that correspond to the height and depth regulations for the appropriate exhibit configuration of which they are a part. For example, towers that are part of a peninsula exhibit will not exceed 16'0" (4.88m) in height, and will not be placed within 10 linear feet (3.05m) of a neighboring exhibit unless they areconfined to that area of the exhibitor’s space which is at least 5'0" (1.52m) from the aisle line to avoid blocking the sightline from the aisle to the adjoining booth.

Intent
Towers are part of the overall exhibit presentation and, therefore, must be treated as a component of the total exhibit configuration. The maximum height and depth regulations have been set to avoid undue competition between exhibitors to see who can go the highest or be seen the furthest, while also ensuring exhibitors who are adjoining exhibits with towers of the same reasonable sightline from the aisle as it would expect if they were adjacent to an adjoining booth.

Structural Integrity
All towers must have drawings available for inspection by exposition management, the installation and dismantling contractor, the exhibitor and governmental authority during the time the tower is being erected, exhibit position, and dismantled at the show site that include a signature of stamp of a reviewing structural engineer indicating that the structure designed is properly engineered for its proposed use, and a signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings.

Intent
Exhibitors adjoining exhibits with towers are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth.
**DEFINITION**

An exhibit component suspended above an exhibit of four or more standard units back to back with an aisle on at least three sides for the purpose of displaying graphics or identification.

**Height**
- Standard Booth: 8'3" (2.5m)
- Perimeter Booth: 12'0" (3.66m)
- Peninsula Booth: 16'0" (4.88m)
- Island Booth: 16'0" (4.88m)

**Intent**
- Hanging signs are part of the overall exhibit presentation and, therefore, must be treated as a component of the total exhibit configuration. All signs, whether suspended or attached to the exhibit fixture, will be permitted to a maximum height that corresponds to the appropriate exhibit configuration.

**Depth**
- All hanging signs must be set back at least 25% of the booth's width dimension from the back line of the booth.

**Intent**
- Hanging signs, whether double-faced or not, should be set back within the exhibitor's space so as not to detract from the overall impact of the exhibit that is directly adjacent.

**Size**
- Hanging signs and graphics will be permitted to a total length on each side of the exhibitor's space that does not exceed 50% of the corresponding dimension of the booth.

**Intent**
- The size and number of hanging signs must be limited in order to minimize the stress on the facility ceiling structure on the part of any one exhibitor.

**Structural Integrity**
- All hanging signs must have drawings available for inspection by exposition management, the installation and dismantling contractor, the exhibitor and governmental authority during the time the component is being hung, suspended and removed at the show site that include a signature or stamp of a reviewing structural engineer indicating that the structural points for hanging the sign have been properly engineered, and a signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings. (Note: exhibitors are encouraged to use lightweight materials in the construction of a hanging sign to eliminate excessive stress to the facility ceiling structure.)

**Intent**
- Exhibitors adjoining booths with hanging signs are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth.
G. DEMONSTRATIONS

DEFINITION
The part of the exhibit program involving the interaction of exhibit personnel and their audience through corporate presentations, product demonstrations or sampling.

Regulation
Demonstration areas must be organized within the exhibitor’s space so as not to interfere with any traffic aisle and sampling or demonstration tables must be placed a minimum of 20” (60cm) from the aisle line. Should spectators or samplers interfere with the normal traffic flow in the aisle or overflow into neighboring exhibits, exposition management will have no alternative but to request that the presentation or sampling be eliminated.

Intent
The aisles are the property of the entire show and each exhibitor has the responsibility to assure proper flow of traffic through the entire show. When large crowds gather to watch a demonstration or for sampling and interfere with the flow of traffic down aisles or create excessive crowds in neighboring booths, it is an infringement on the rights of other exhibitors. Aisles must not be obstructed at any time.

Sound
Exhibitors must police their own booths to be sure the noise levels from demonstrations or sound systems is kept to a minimum and does not interfere with others. Remember the use of sound systems or equipment producing sound is an exception to the rule; not a right. Exposition management reserves the right to determine at what point sound constitutes interference with other and must be discontinued.

Safety Precautions
All product demonstrations involving any moving and potentially hazardous machines, displays or parts, must have hazard barriers to prevent accidental injury to spectators. Demonstrations must always be supervised by exhibit personnel who can stop the demonstration in the event of an emergency and all demonstrations involving potentially hazardous by-products, such as dust, flames, sparks or flames, must be approved in writing by exposition management 60 days prior to the show.
Revision to DISPLAY RULES AND REGULATIONS

Placement, Positioning and Operation of Machinery

The display operation and demonstrator/operator must be within the confines of the booth at all times. No part of the exhibit may extend into the aisle and no booth personnel may be stationed in the aisle, even temporarily.

A situation where an operator must stand in the aisle to start or demonstrate a machine is unacceptable. The operator must be able to start and demonstrate the machine from within the confines of the allotted booth space at all times.

ALL MACHINERY MUST BE PLACED 2 FT. FROM AISLE
13.0 FIRE REGULATIONS FOR EXHIBITORS

13.1 Purpose and Enforcement

The purpose of these requirements is to maintain an acceptable level of fire safety within the facility. The fire protection systems built into the facility have been designed to protect against the hazards that are typical of conventions and exhibitions. The objective of these requirements is to limit the hazards of contents and operations within the facility to a level that can be controlled by the building fire protection systems.

The requirements contained herein and the Host Fire Code will be strictly enforced by the Fire Safety Director of the facility and the Host Fire Prevention Division. These requirements apply to all conventions and trade shows whether open to the public or not. All Exhibitors must have these requirements in their possession during booth occupancy.

The requirements apply to the following:

1. Prohibited materials, processes, and equipment
2. Materials, processes, and equipment requiring special approval from the facilities Fire Safety Director and the Canadian Anesthesiologists’ Society
3. Acceptable booth configurations
4. Acceptable material for booth construction
5. Interior finishes and furnishings
6. Obstructions
7. Combustion engines
8. Electrical equipment and connections
9. Portable spotlights
10. Procedures during set-up and dismantling
11. All items to be suspended from ceilings
12. Emergency procedures
13.2 Prohibited Materials, Processes, Equipment, and Configurations

The following materials, processes, equipment, and/or configurations are strictly prohibited:

1. Acetate fabrics, corrugated-paper box board, no-seam paper
2. Paper-backed foil unless glued securely to suitable backing
3. Styrofoam and/or foamcore
4. Fireworks (permit)
5. Blasting agents
6. Explosives
7. Flammable cryogenic gases
8. Aerosol cans with flammable propellants
9. Smoking and vaping in posted “No Smoking” areas *
10. Fuelling of motor vehicles
11. Liquified petroleum or natural gas
12. Wood matches with “all surface” strikes
13. Hazardous refrigerants such as sulphur dioxide and ammonia
14. Cellulose nitrate motion picture film
15. Portable heating equipment
16. Flammable liquids or dangerous chemicals
17. Electrical equipment or installation not conforming to the Host City Electrical Safety Code
18. Peninsula booths

*Smoking and vaping are not permitted anywhere in the Exhibit Hall or any public area of the Convention Centre.
13.3 Materials, Processes, and Equipment Requiring Special Permits

Use of the following materials, processes, or equipment is subject to approval from the facility’s Fire Safety Director and the Canadian Anesthesiologists’ Society.

If any materials, processes, or equipment requiring approval are to be used, the Exhibitor shall submit in writing to the Show Manager the nature of the materials, process, or equipment and any safeguards to be used to protect against the hazard. Requests will be submitted to the Show Manager, who will review and return the request indicating approval, rejection, or limitations.

1. Equipment fired by fossil fuels, propane, or natural gas
2. Operation of any heater, barbecue, heat-producing device, open-flame device, candles, or torches. Portable Commercial Cooking Equipment: Must meet NFPA96 - 184
3. Exhibits involving hazardous processing or materials not previously listed
4. Storage or display of ammunition and fire arms (subject to the Host City Fire Code and Criminal Code)
5. Pressure vessels including propane tanks
6. Hydraulically powered equipment using flammable fluids
7. Radiation-producing devices
8. Natural Christmas trees

13.4 Acceptable Booth Configurations

The following booth configurations will be acceptable:

1. Open-top exhibition booths
2. Platforms not exceeding 300 square feet in area

The following booth configurations require approval from the facility’s Fire Safety Director and the Canadian Anesthesiologists’ Society. A description of booths requiring approval shall be submitted by the Exhibitor to the Show Manager, who will in turn submit the description to the Fire Safety Director for his/her approval.

The Fire Safety Director will discuss these configurations with the Host City Fire Prevention Division.

1. Platforms exceeding 300 square feet in area.
2. Exhibition booths with flame-retardant fabric canopies not to exceed 200 square feet.
3. Layouts of all meeting rooms used for exhibits.
Please Note:

1. Two-storey booths or single-level roofed booths and booths with mezzanines are allowed only with prior approval of the facility and the Canadian Anesthesiologists' Society and only when they are in accordance with the facility's guidelines (attached) and/or the National Fire Prevention Act No.13 (1982) and the host City Code and the National Building Code. Any enclosed showroom with an area in excess of 2,000 square feet or occupancy of 60 persons or more must have two means of exit as far apart as possible. Any booth with an area of 3,500 square feet or more must contain one fire extinguisher.

2. Booth canopies not exceeding 4 feet in width do not require protection. Canopies exceeding 4 feet in width will be reviewed individually.

13.5 Acceptable Materials for Booth Construction

The following types of materials are acceptable for booth construction:

1. Wood
2. Combustible materials including plastics having a flame-spread rating not exceeding 150 and a smoke-developed classification not exceeding 300
3. Non-combustible materials as regulated by the Host City Building Code

13.6 Interior Finishes and Furnishings

Only materials that are non-combustible or treated with an approved flame-retardant solution or process and maintained in a flame-retardant condition may be used. These limitations apply to all interior finishes and furnishings including:

- drapes
- hangings
- curtains
- drops
- decorative fabrics
- Christmas trees
- artificial flowers and foliage
- motion picture screens
- paper (cardboard or compressed paperboard less than 1/8" thick is considered paper)
- ruscus
- split wood
- textiles
- all other decorative materials including plastics
Please note:

1. Corrugated cardboard may be used only if treated with flame retardant at the factory.

2. Plastics may be used only if approved by the facility’s Fire Safety Director.

3. It is not necessary to flameproof textiles, paper, and combustible merchandise on display for sale, but the quantity so used shall be limited to the display of one salvageable length. Each sample must differ in colour, weave, or texture.

4. Wallpaper is permissible if pasted securely to walls or wallboard backing.

5. The following test (NFPA 701 Match Flame Test) may be used to determine if a material is flame resistant:
   
   a) Cut off a small piece of the material (1.5 inches wide by 4 inches long) and hold it with a pair of pliers.
   
   b) Hold a wooden match ½-inch below the bottom of the material for 12 seconds.
   
   c) If, when the match is taken away, the material stops burning within 2 seconds, it is flame-resistant.
   
   d) If the material goes up in flames immediately or continues to burn for more than 2 seconds after the match is removed, it is not flame resistant.

13.7 Obstructions

Nothing shall be hung from or affixed to any sprinkler piping or heads. Construction or ceiling decorations of the show booths must not impede the operation of the sprinkler system.

All exit doors shall be in an operable condition and shall remain unobstructed at all times. Exit signs, manual pull stations, fire department handsets, fire-hose cabinets and portable fire extinguishers shall not be obstructed in any manner.

If a fire-hose standpipe is located in the exhibit space, it shall be the responsibility of the Exhibitor to provide access to such equipment and, if the view to such equipment is obstructed, to provide designating signs for same.

All entrances, exits, aisles, stairways, lobbies, and passageways shall be unobstructed at all times. Roof constructions shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into the aisles.

Literature, supplies, and handouts are permissible in reasonable quantities. Reserve quantities shall be kept in closed containers and stored in a neat, compact manner within the booth.
13.8 Electrical Equipment and Connections

All electrical equipment must be approved before it may lawfully be advertised, displayed, offered for sale, sold, or otherwise disposed of or used in the host Province.

Therefore, it is the responsibility of each Exhibitor to ensure that all electrical equipment in, on, or about their booth complies with these provincial regulations. This includes electrical merchandise as well as lighting and display equipment.

Electrical requirements for the display, sale, or use of electrical devices at public shows, trade shows, or conventions and similar exhibitions:

It is a provincial regulation that any electrical equipment being displayed, offered for sale, or used in any show, convention, or similar exhibition must be approved.

Electrical equipment is considered to be approved if it bears the certification mark or special inspection/acceptance label of an organization that has been accredited by the Standards Council of Canada to approve electrical equipment.

At present, the following organizations have such accreditation:

1. Canadian Gas Association
2. Canadian Standards Association
3. ETL Testing Laboratories of Canada
4. Underwriters Laboratories of Canada
5. Underwriters Laboratories Inc.
6. Warnock Hersey Professional Services Ltd.

Note:
The approval markings of these organizations must identify that the equipment is approved for use in Canada or the host Province. These markings are not to be confused with similar markings used to identify equipment approved for use in the United States. One of the fundamental requirements for approval is that the appropriate approval markings appear on each device. If such markings are missing, the device is considered to be unapproved.

Electrical equipment must be approved as an assembly. Electrical equipment that consists of an assembly or combination of other individually approved electrical equipment or devices is not considered to be approved.

Failure to comply could result in the equipment being refused connection to the source of electrical supply and being removed from display.
13.9 Portable Spotlights

All clamp-on types of portable spotlights shall be protected from metal-to-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 or 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 the size and type of three-conductor cord or power bar to be used.

13.10 Vehicles and Other Engines

Vehicles or other engines powered by flammable fuels displayed shall conform to the following requirements:

1. Fuel tanks that contain fuel, or have ever contained fuel, shall be maintained less than 3/4 full. Caps for fuel tanks’ fill pipes shall be of the locking type and shall be kept locked to prevent viewer inspection.

2. Garden tractors, chain saws, power plants, and other gasoline-powered equipment shall not contain any fuel and shall not be used for demonstrations without permission from the facility’s Fire Safety Director and the Canadian Anesthesiologists’ Society.

3. The electrical system shall be disconnected by either:
   a) removing the battery, or
   b) disconnecting both battery cables and covering them with electrical tape or other similar insulating material.

4. Tanks containing propane shall be maintained less than 3/4 full. Vehicles may be driven in and positioned. The engine should remain running with valve shut off. Allow engine to run until all of the fuel in the fuel line is used up. Turn ignition off.

5. Cylinders for barbecues and/or appliances within a vehicle such as stoves, refrigerators, etc., must be empty.

6. All vehicles must either have sealed undercarriages or be equipped with ground sheets.

13.11 Items Suspended from the Ceiling

1. All items to be suspended from ceilings including signs, displays, light and sound equipment, etc., must be approved in advance.

2. Rigging of cables and other hanging devices on or near ceiling electrical buss ducts and conduits is strictly prohibited.
3. All ceiling equipment, material, and rigging must be removed immediately at close of show.

13.12 Procedures during Set-Up and Dismantling of Show

Smoking and vaping are not permitted anywhere in the Exhibit Hall or any public area of the Convention Centre, including during the set-up or dismantling of shows.

Access to and flow of vehicles or trucks on the floor of the Exhibit Hall is prohibited.

Any person involved in moving equipment, supplies, or goods into or out of the facility is prohibited from consuming alcohol or being under the influence of alcohol or any intoxicating substances.

Idling of trucks while, in the loading-dock area of the building is prohibited.

Crates and packing materials must be removed promptly. The Exhibitor is to monitor this activity. Restrictions on the use of materials, processes, and equipment during set-up and dismantling must be adhered to.

Any type of utility connection (e.g., electrical, audio, video, water, compressed air, steam, etc.) must be carried out by personnel authorized by the Canadian Anesthesiologists’ Society or by its appointees. This applies to any and all utility connections of any kind.

The following equipment and operations are prohibited during show set-up and dismantling:

1. Material-handling equipment, other than electrically powered, during shows or overnight
2. Powered tools and equipment, except material-handling equipment, other than electrically-powered or air-powered
3. Electrically powered tools and equipment other than those listed by ULC and/or CSA or approved by a nationally recognized testing laboratory
4. Portable heating equipment
5. Welding, cutting, or brazing without special permission from the facility’s Fire Safety Director and the Canadian Anesthesiologists’ Society
6. Painting with flammable or volatile paints and finishes
7. Smoking and vaping in posted “No Smoking” areas or in other areas where packing crates and debris are an obvious fire hazard. (Note: Smoking and vaping are not permitted anywhere in the Exhibit Hall or any public area of the Convention Centre)
8. Use of other equipment or operations that increase the risk of life safety
13.13 Emergency Procedures

The facility is equipped with sophisticated fire protection equipment, including automatic sprinkler, smoke and heat detection, fire alarm, and voice communication systems. As soon as you arrive, you should familiarize yourself with the building, particularly the location of the nearest exit, manual pull station, and fire extinguisher.

If you see a fire, activate the nearest fire alarm manual pull station and leave the fire area, closing all doors behind you. Do not attempt to fight a fire unless it is small enough to extinguish with one of the portable extinguishers located throughout the building. There are no fire hoses provided for use by occupants.