



2023

ACA CONFERENCE & EXPO

MARCH 30 — APRIL 1

EXHIBIT DATES MARCH 30—31

TORONTO, ONTARIO



Exhibitor Opportunities (limited availability)

Submit your booth application right away as only a limited number of booths will be permitted. Please note additional Canadian Customs Regulations and Toronto Convention Centre Notice to Exhibitors at the end of this brochure.

Included in your booth rental package:

- ▶ One 10' x 10' booth with 8' flameproof draped back wall and 36" draped side walls with carpet
- ▶ One 6' draped table, two side chairs and one wastebasket
- ▶ One booth identification sign with company name and booth number
- ▶ Two complimentary full-conference registrations
- ▶ Listing with link to your website in the ACA Mobile app with full company description
- ▶ Option for lead retrieval
- ▶ Complimentary exhibitor liability insurance.*

General Information

ACA 2023 Conference & Expo

Exhibit Space Rates

Regular Booth: \$2,025

Corner Booth: \$2,225

Exhibit Booth Add-on: \$1,725

2023 Exhibits Dates & Hours

Thursday, March 30 | 2:00 pm – 5:00 pm
(non-compete)

*Grand Opening & Welcome Reception,
2:00 pm – 5:00 pm*

Friday, March 31 | 8:00 am – 5:30 pm

Exhibit Setup

Thursday, March 30 | 8:00 am – 1:30 pm

*Installation must be completed by 1:30 pm on
March 30.*

Exhibit Dismantling

Friday, March 31 | 5:30 pm – 8:00 pm

*Exhibit must not be disturbed, dismantled or
removed before 5:30 pm on Friday, March 31.
Financial penalty for violators will apply.*

Exhibitor Service Manuals

Exhibitor service manual information will be sent via email and available online approximately 60 days prior to the conference.

The manual will contain information regarding purchasing additional booth furniture, additional draping, accessories, electrical services, internet connections, catering information audiovisual equipment, and payment terms.

Sponsorship Opportunities

Primary Partner- \$30,000 (Exclusive)

Benefits include:

- ▶ Dedicated sponsor lounge space
 - ▷ Create your own experience at the conference. Recommended themes include wellness/self-care; career/professional development; business of counseling)
- ▶ One 10x10 exhibit space in the expo hall
- ▶ One sponsored session
- ▶ Two push notifications
- ▶ One ad in a conference email
- ▶ Four conference registrations
- ▶ One Scavenger Hunt slot
- ▶ Access to conference attendee list post-event
- ▶ Signage (where appropriate: print and digital)
- ▶ Sponsor recognition (where appropriate: digital and mobile app)

Affiliate Partner - \$20,000

Benefits include:

- ▶ Dedicated sponsor lounge space
 - ▷ Create your own experience at the conference. Recommended themes include wellness/self-care; career/professional development; business of counseling) in a separate meeting room through the duration of the conference. This is a rare opportunity to create a one-of-a-kind experience for attendees in a dedicated lounge area.
- ▶ One sponsored session
- ▶ One push notification
- ▶ Three conference registrations
- ▶ On-site signage (print and digital)
- ▶ Sponsor recognition (digital and mobile app)

* Due to exhibitor requests, we are now including liability insurance which meets all of our insurance requirements along with your exhibit space fee.

Reception Partner – \$10,000

Benefits include:

- ▶ Recognition as a Networking Reception Partner
- ▶ One push notification
- ▶ Two conference registrations
- ▶ On-site signage (print and digital)
- ▶ Sponsor recognition (digital and mobile app)

Digital Partner - \$11,000 (Exclusive)

Benefits include:

- ▶ Recognition as the Digital Partner for mobile app and internet access
- ▶ One push notification
- ▶ Two conference registrations
- ▶ On-site signage (print and digital)
- ▶ Sponsor recognition (digital and mobile app)

Lanyard partner - \$8,500 (Exclusive)

Benefits include:

- ▶ Company logo printed on lanyard alongside ACA logo
- ▶ One push notification
- ▶ One conference registration
- ▶ Sponsor recognition (digital and mobile app)

Awards Partner - \$4,500 (Exclusive)

- ▶ Recognition as the Awards Partner
- ▶ One push notification
- ▶ One conference registration
- ▶ On-site signage (print and digital)
- ▶ Sponsor recognition (digital and mobile app)

Session Partner - \$2,500 (Limited Availability)

- ▶ Recognition as sponsor and host of a session with content provided by Session Partner (Content must be pre-approved by ACA and qualify for a CE)
- ▶ One conference registration
- ▶ On-site signage (print and digital)
- ▶ Sponsor recognition (digital and mobile app)

Supporter - \$1,500

- ▶ On-site signage (print and digital)
- ▶ Sponsor recognition (digital and mobile app)

Interested in hosting a networking lounge, massage station, coffee break or other engaging activity (headshots maybe?) contact AdSales and let's get creative!

Advertising Opportunities

Conference Email Newsletter

Banner Ads — \$500 per banner

Onsite Promotion

Advertising Display Panels — \$500 per panel
Showcase your product/service throughout the conference with life-size ads.

Conference Center Branding (Contact AdSales@counseling.org for pricing details.)

Mobile App Advertising

Scavenger Hunt: \$300

Let the attendees find you and drive traffic to your booth. Purchase your own unique code for your booth.

Messaging

Push Notification (Tile+Message): \$350

Splash Screens

Portrait or Landscape Splash Screen: \$1250
(Reserved for Mobile App sponsor)

Banners

Sub-page banners: \$800
Main Screen Sticky Banner: \$800

Main Screen Tiles (Tile+Link)

¼: \$300
1/3: \$400
½: \$500
Full: \$650
Rotating Main Screen Tile: \$800

Digital Grab Bag: \$350

EXHIBITOR TERMS AND CONDITIONS

A. CONTRACT

These Exhibitor Terms and Conditions are incorporated into the attached application which, when properly executed by applicant (Exhibitor) shall upon written acceptance and notification of space assigned by Exhibit management constitute a valid and binding contract between Exhibitor and the American Counseling Association. Applications will not be accepted without payment. Processing of payment does not constitute acceptance into the show or guarantee space availability. Exhibitor Registrations: Each exhibiting company receives two complimentary full registrations per 10' x 10' full price exhibit booth. Regions do not receive comp registration. No refunds will be given to those exhibitors who have already registered as individuals for the 2022 conference. This also applies to ACA Division exhibitors.

B. SPACE RENTAL

1. Standard Booth: This contract for use of space provides an 8' high flameproof back wall drapery and 36" high side rails with drapery, a standard booth sign carrying the exhibitor's name, a booth number, a six-foot draped table, two side chairs, one wastebasket, standard grade carpeting on floor (carpet grade and color is the choice of ACA), security guard service and aisle cleaning.
2. Floor Plan: All dimensions and locations shown on the official floor plan are believed, but not warranted, to be accurate. The Association reserves the right to make modifications, as necessary, to meet the needs of the exhibitors, exhibit program and the Fire Marshall.
3. Assignment of Space: (a) Assignment of space will be based on the order of date of receipt of application as well as size, utility requirements and location of space requested. Assignment of space is final and shall constitute an acceptance of the exhibitor's offer to occupy space. Space assignments may be revoked or changed by exhibit management any time that the minimum payment schedule is not met.
4. Cancellation of Show: In the event a force majeure event (as set forth below) causes the exhibit to be cancelled, full refund of exhibit rental fees will be made.

5. Furnishings: Additional furniture, and/or additional draping, accessories, signs, electrical outlets, etc., are the sole responsibility of the exhibitor and should be ordered in advance from the official show decorator on the forms that will be provided. Table coverings as well as all booth equipment must be of non-flammable material. All decorative materials must be fire-resistant and in accord with the standards established by the Fire Department.

C. CANCELLATION OF EXHIBIT CONTRACT

1. Cancellation: In the event that notification of intent to cancel is received by the exhibit management in writing by January 25, 2023 all sums paid by the exhibitor will be refunded.
2. Late Cancellation: Cancellation after January 25, 2023 obligates the exhibitor to full payment of the booth rental. No refund of any fees will be made if notice of cancellation is received after January 25, 2023.
3. Failure to Pay: Failure to remit payment constitutes cancellation of contract and the reserved space will be subject to resale.
4. Failure to Occupy Space: Space not occupied by the close of the exhibit installation period or 1:30 pm on March 30, 2023 as specified in the accompanying material will be forfeited by the exhibitor and this space may be resold, reassigned, or used by the exhibit management. If the exhibit is on hand, the exhibit management reserves the right to assign labor to set up any display that is not in the process of being erected by the given deadline and to instruct that the exhibitor be billed for all charges thus incurred.
5. Force Majeure: ACA may suspend or terminate this Contract without penalty in the event the Metro Toronto Convention Centre becomes unavailable, is destroyed or damaged, or if it becomes inadvisable, impracticable, illegal, or impossible to hold the ACA Conference as scheduled due to any event beyond the control of ACA, including but not limited to the following: strike; lockout; injunction; emergency; act of God; pandemic; act of war or terror; curtailment of local, national, or international transportation facilities with a significant impact on domestic and/or international travel; and

economic factors which make it impractical for ACA to hold the Exhibit as scheduled or otherwise perform its obligations hereunder (including the unavailability or inadequacy of any convention center, headquarters, hotel(s), or necessary expansion space). In such an event, Exhibitor hereby waives any and all damages and claims for damages and agrees that the sole liability of ACA and the Sponsors of the ACA Conference shall be to refund to Exhibitor all payments made for exhibit space.

6. The Exhibitor is solely responsible for complying with the passport, visa, customs and other laws of Canada and the US regarding entering Canada. Any cancellation caused by the decisions or delayed approvals of any government that prevents shipment of exhibits or travel by Exhibitors to Canada results in a non-refundable fees.

D. CONSTRUCTION, INSTALLATION, AND USE OF EXHIBITS AND EXHIBIT FACILITIES

1. Acceptability of Exhibits: Association will provide space for individuals, governmental agencies, as well as profit and not-for-profit organizations to exhibit their materials to members and non-members attending our Association meetings, especially the annual conference. Exhibitors must abide by certain rules and regulations. Only exhibitors whose materials are related to the explicit purposes of the Association and of the exhibits will be approved or allowed to maintain displays. These materials must be directly relevant and be of value to our profession. Exhibit shall be operated in a way that will not detract from other exhibits, the exhibition or conference as a whole. Each exhibitor must agree to abide by the policy of the Association on non-discrimination. The Association reserves the right to bar or relocate any potential exhibitor or require the immediate withdrawal of any exhibit which it believes to be injurious to the purposes of the Association or to the exhibits.
2. Restriction on Use of Space: No exhibitor shall sublet, assign, or share any part of the space allocated to him without the written consent of the exhibit management. Solicitations or demonstrations by exhibitors must be confined within the bounds of their own prospective booth(s). Aisle space shall not be used for exhibit purposes, display signs, solicitation, or distribution of

promotional material. Booths must be staffed at all times during exhibit hours. Exhibits, signs, and displays are also prohibited in any of the public space or elsewhere on the premises of the meeting facilities or in the guest rooms or hallways of the hotels. Operation of sound devices is allowed if the exhibitor complies with restrictions on loud volume. ACA requires the exhibitor to obtain its own license for copyrighted music.

3. Construction of Exhibits: Exhibits shall be constructed and arranged so that they do not obstruct the general view, nor hide the exhibits of others. No side wall higher than 36" may extend forward from the back wall more than one-half the depth of the exhibit space with back walls of booths not measuring higher than 8', except those booths located on the side and rear perimeter walls. Exhibitors desiring to use other than standard booth equipment, any signs, or material conflicting in any way with the above regulations should submit two copies of a detailed sketch of proposed layout at least 50 days before the meeting or before construction is ordered and receive written approval from the exhibit management.

4. Appearance of Exhibits: Any part of the exhibit that does not lend itself to an attractive appearance, such as unfinished side or end panels, must be draped at the exhibitor's expense. Management reserves the right to have such finishing done, billing the exhibitor for charges incurred.

5. Installation and Dismantling of Exhibits: Exhibitor will not be allowed to set up, nor will freight or furnishings be delivered to Exhibitor's booth until ACA receives the full space rental fee payment. All installation and dismantling of exhibits must be carried out during the time indicated in the accompanying exhibit information or set-up no later than 1:30 p.m. on March 30, 2023. If the Exhibit is dismantled prior to the close of the event, a fee of 20% your booth rate will be fined. No exhibit may be erected after the exhibition opens or be dismantled before the official closing date and time of 5:30 p.m. on March 31, 2023. It is the responsibility of the exhibitor to see that all materials are delivered to the expo hall and removed from the expo hall by the specified deadline. Should exhibitor fail to remove exhibit, this removal will be arranged by the exhibit management at the expense of the exhibitor.

6. Drayage: All shipments of exhibit material must be made to the official drayage company as indicated in the exhibitor's service kit.

7. Labor: Exhibitors shall employ only accredited labor personnel for all work other than that properly handled by their own personnel in accordance with local labor regulations. Information regarding specific regulations may be obtained from the official decorator. Display persons, painters, carpenters, electricians, and other skilled labor can be arranged through the official decorator at established rates.

8. Fire and Safety Regulations: The exhibitor hereby agrees to be bound by (i) all applicable fire, utility and building codes and regulations; (ii) any rules or regulations of the facility where the exhibition is held; (iii) the terms of all leases and agreements between ACA and the managers or owners of said facility; and (iv) the terms of all leases and agreements between ACA and any other party relating to the exhibition. All decorations and booth equipment must be fireproofed and electrical wiring must meet the safety requirements of the official service contractor. Affidavits attesting to flameproof compliance with fire department regulations must be submitted when requested. No combustible materials shall be stored in or around exhibit booths.

9. Damage to Exhibit Facilities: The exhibitor must surrender space occupied in the same condition it was at commencement of occupation. The exhibitor or its agents shall not injure or deface facilities, the booths or the equipment or furniture of the booth. When such damage appears, the exhibitor shall be liable to the owners of the property so damaged.

10. Music: Exhibitor must be prepared to provide proof of Broadcast Music Industry (BMI), American Society of Composers & Performers (ASCAP), or other appropriate licenses for Exhibitor's use of music, including in video presentations. Exhibitors using such music agree to indemnify and hold harmless the Sponsors against any claims, liability or damages resulting from their use of such music.

11. Children: In the interest of safety, no person under 18 years of age will be allowed on the show floor during set-up and tear-down hours. During open exhibit hours, children 12 years old and under must

be accompanied by a supervising adult at all times. Parents of younger children may request an exemption from ACA in the event of extraordinary circumstances. Parents or guardians must agree to abide by ACA's rules regarding children and to be responsible for the child and assume all responsibility for damage to exhibits and equipment. Strollers are not allowed on the show floor at any time.

E. SALES. Order taking and direct sales of related products or services by exhibitors is permitted. Exhibitors that choose to sell merchandise at ACA's 2023 in person conference assume full responsibility for securing a vendor's license and complying with all applicable laws and regulations, including tax and revenue laws and regulations.

F. ACCESSIBILITY. Exhibitor agrees to operate its exhibit in compliance with the Title III of the Americans with Disabilities Act and the Accessible Canada Act, as applicable.

G. GENERAL CONSENT AND RELEASE FOR USE OF IMAGE. Exhibiting at, or participation in, ACA meetings and other activities constitutes an agreement for ACA, or anyone authorized by ACA, to record and use, as ACA may desire in its sole and absolute discretion, all recordings and reproductions or depictions of such exhibitor or attendee's name, likeness, voice, persona, words, actions, and/or biography, which ACA may make, including without limitation, the right for ACA, or anyone authorized by ACA, to use such recordings, reproductions, or depictions in or in connection with any legitimate purposes, including for advertising, publicity, trade and editorial purposes, at any time in the future in all media now known or hereafter developed, throughout the world.

H. LIABILITY

1. Security: The Association will provide security guards on a 24-hour basis but the furnishing of such service shall not be construed to any assumption of obligation or duty with respect to the protection of the property of exhibitors, which shall at all times remain in the sole possession and custody of each exhibitor and shall be the sole responsibility of each exhibitor.

2. Responsibility of ACA and the Exhibit Facility: ACA is now including liability insurance at part of your exhibit space rate.

The insurance included is a \$1,000,000.00 combined single limit for both bodily injury and property damage and is provided by Rainprotection Insurance . If you select not to use the insurance provided by ACA, insurance and liability are the full and sole responsibility of the exhibitor. Exhibitor shall carry adequate insurance to protect itself against bodily injury (including death) and property damage claims arising from Exhibitor's participation in the ACA Conference, including but not limited to (i) worker's compensation as required by law and (ii) commercial general liability insurance in such amounts as are adequate, but in no event less than one million U.S. dollars (\$1,000,000.00) combined single limit for both bodily injury and property damage. Said insurance shall name the ACA Conference and each of the Sponsors, including their respective members, officers, directors, agents and employees (collectively the "ACA Parties") as additional insureds, shall contain an endorsement that such policy shall remain in full force and effect notwithstanding that the insured has waived its right of action against any party prior to the occurrence of a loss, and shall require the insurer to waive all rights of subrogation against the Parties. Further, said insurance shall include a provision for notification to ACA at least thirty (30) days prior to cancellation. Exhibitor shall furnish ACA with a Certificate of Insurance verifying such coverage 30 days prior to the exhibition. Exhibitors who do not provide a certificate of insurance will not be allowed to exhibit. Forward a copy of your certificate of insurance to [adsales@counseling.org]

3. The exhibitor agrees to comply strictly with all federal, state, and local laws, regulations, orders applicable terms and conditions contained in the agreement between ACA and its agents and the Metro

Toronto Convention Centre, Metro Toronto Convention Centre rules and regulations regarding the exhibition premises and Exhibitor's participation in the ACA Conference. The exhibitor further agrees to assume complete responsibility for any damage arising under this contract by the exhibitor, its agents, employees and business invitees and to indemnify and hold ACA, its officers, directors, employees, agent and business invitees harmless from and against any and all actions, proceedings, claims, damages, attorney's fees and expenses of whatsoever kind, arising out of or relating to this contract, including any action incident to or arising from exhibitor's occupation of or use of booth space or exhibit premises and any actions brought by the Metro Toronto Convention Centre or its agents against ACA. All claims arising under this Agreement shall be filed in the Commonwealth of Virginia and decided under Virginia Law. Exhibitor is responsible for obtaining any licenses and permits necessary for its exhibition. Exhibitor shall take all necessary measures to safeguard persons and property in the Metro Toronto Convention Centre from any hazards associated with Exhibitor's exhibit equipment.

4. Covid 19 Liability Release: ACA has used reasonable efforts to put in place certain measures to reduce the spread of COVID-19; however, ACA cannot guarantee that you, other family members &/or guests (collectively, "you") will not become infected with COVID-19 if you attend any of ACA's activities, facilities or events (individually & collectively "ACA Activity") &/or interact with any ACA Party (defined below) or other guests, visitors or attendees, which could increase the risk of you contracting COVID-19. You acknowledge that you are personally & solely responsible for your own

health, and will maintain safe practices, such as (without limitation) social distancing, wearing appropriate personal protective equipment & following any & all applicable CDC guidelines & recommendations, not only to prevent contracting COVID-19, but also to prevent passing COVID-19 to other parties.

ASSUMPTION OF RISK: It is not possible to prevent against the presence of the disease. Therefore, if you choose to participate in any ACA Activity you may be exposing yourself to and/or increasing your risk of contracting or spreading COVID-19. You have read and understood the above warning concerning COVID-19. You hereby choose to accept the risk of contracting COVID-19 in order to attend or participate in any ACA Activity. You voluntarily agree to assume all of the foregoing risks & accept sole responsibility for any injury to you (including, but not limited to, personal injury, disability, & death), illness, damage, loss, claim, liability, or expense, of any kind, that you may experience or incur in connection with, or as result of, attending or participating in ACA Activity ("Claims").

WAIVER OF LIABILITY: You hereby forever release & waive your right to bring suit against ACA, its employees, officers, directors, members, agents &/or representatives (each a "ACA Party") related to the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. You understand & agree this release includes any Claims based on actions, omissions, or negligence of any ACA Party. You understand that this waiver means you give up your right to bring any Claims including for personal injuries, death, disease or property losses, or any other loss to you, & give up any claim you may have to seek damages, whether known or unknown, foreseen or unforeseen.

I have read, agree, and accept:

Exhibitor Signature _____ **Date** _____

EXHIBITOR/SPONSOR CONTRACT

Exhibitor Name _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Website _____

Primary Contact _____

Phone _____ Email _____

Secondary/on-site contact _____

Phone _____ Email _____

Exhibit Booths

Inline Booth — \$2,025

Corner Booth — \$2,225

Exhibit Booth Add-On — \$1,725

Preferred booth choice: 1st _____ 2nd _____ 3rd _____ 4th _____ 5th _____

Organizations from which you desire separation:

Career Central Recruitment Table

Table Fee — \$300

Sponsorship Opportunities

Primary Partner — SOLD (exclusive)

Beverage or Food Sponsor – Contact AdSales

Affiliate Partner — \$20,000

Awards Partner — \$4,500

Digital Partner — \$10,000 (exclusive)

Session Partner — \$2,500 (limited availability)

Reception Partner — \$10,000

Conference Supporter \$1,500

Experience Lounge – Contact AdSales

Advertising Opportunities

Conference Email Newsletter

Banner Ads — \$500 per banner

Mobile App Advertising

MESSAGING

Push Notification (Tile+Message): \$350

SPLASH SCREENS

Portrait or Landscape Splash Screen: \$1250

BANNERS

Sub-page banners: \$800

Main Screen Sticky Banner: \$800

Onsite Promotion

Advertising Display Panels — \$500 per panel

MAIN SCREEN TILES (TILE+LINK)

¼: \$300

⅓: \$400

½: \$500

Full: \$650

Rotating Main Screen Tile: \$800

GIVEAWAYS

Digital Grab Bag: \$250

Please contact AdSales@counseling.org for additional mobile app advertising opportunities.

TOTAL DUE: \$ _____

EXPO RULES & REGULATIONS

By signing this exhibitor application, I agree that I have read, understand and agree to abide by the exhibitor rules and regulations, including notice of Canada Customs Regulations and Bonds, as outlined on the back of this application. *ACA will not knowingly accept exhibitors that discriminate on the basis of ethnic group, race, religion, gender, sexual orientation, age, and/or disability. Our company adheres to and abides by ACA's policy on non-discrimination.*

Exhibitor signature _____ Date _____

(Application will not be processed without signature)

Payment Method

_____ Please send an invoice for online payment by credit card

_____ Paying by check – make all checks payable to Mohanna Sales Representatives

_____ Please send ACH bank transfer information

Send Invoice To: _____

Email: _____

Phone: _____

Exhibitor/Sponsor will be invoiced within 10 business days of receipt of contract by Mohanna Sales Representatives. Invoice payment terms are net 14 days to remit payment via online credit card payment, wire transfer, or mailed check to Mohanna Sales Representatives address as noted on the invoice. All booths are considered "preferences" until payment is received, at which point they will be "reserved."

Mohanna Sales Representatives may take any action to mitigate non-payment. Overdue charges may be added to outstanding invoices at the rate of 2% per month compounded to yield 26.82% per year as damages for breach of contract. All returned checks shall have a charge of \$35.00 added to the invoice amount. Please contact Mason Mohanna, mason@mohanna.com, or 214-291-3649, for all invoice and payment inquires.

In addition to the Exhibitor Terms and Conditions and Expo Rules and Application, please see attached Canada Customs Regulations and the Metro Toronto Convention Centre Notice to Exhibitors/Display Companies

Customs Regulations and Customs Bonds

Equipment and Exhibit materials, in most cases, may be brought in free of duties and taxes, provided that a bond is in place to cover all imports to the Event/Trade Show.

Exhibitors not using a Customs Broker may be required to post a deposit, or pay duties and taxes to Canada Customs.

A list of our Official Service Providers are available on our website www.mtccc.com/services-suppliers/ or by request.

Material accompanying exhibitors

Hand Baggage

If Exhibitor staff bring any equipment or display material with them via Aircraft, the Exhibitor must have with them a detailed list of their items showing description, country of origin and value.

When going through Canada Customs at the Airport, the Exhibitor must declare their goods. If the Event is a CBSA recognized Event/Trade Show, you will give them your Canada Customs clearance documentation as prepared by your Customs Broker. If the Event/Trade Show is not recognized, the Exhibitor will be required to pay full duties and taxes or post a deposit with Canada Customs directly.

When leaving Canada with the equipment, documentation must be validated by Canada Customs at the airport prior to leaving the country.

Private Vehicle

The United States and Canada have now adopted a mandatory advanced electronic notification system. For this reason, it is recommended that any exhibitors wanting to drive their goods across the border contact a customs broker.

Imported Advertising Material (including give-away samples)

Advertising material including give-away items may be imported free of duties and taxes, provided your

event meets certain Canada Customs requirements. Please contact your Customs Broker for further assistance.

Bonded Goods Sold at the Show

Customs Brokers are prepared to handle any release of this type of transaction. The exhibitor or their client must issue payment for duties and taxes on anything that is intended for sale at an event. Your customs clearance provider will assist you in making these payments for these respective clearances.

Exhibitors wishing to contact Canada Customs directly may call:

Canada Border Services Agency
International Exhibitions & Convention
Services Program

1980 Matheson Boulevard East
P.O. Box 7000, Station "A"
Mississauga, Ontario L5A 3A4

T: (905) 803-5261

F: (905) 803-5388

E: IECSP-PSEIC_GTA@cbsa-asfc.gc.ca

1. Alterations to any part of the structure of the Centre, or to items of furniture or equipment forming part of it, may not be made without prior written authorization from the Director of Event Coordination in each individual case. These prohibitions include the drilling of holes, mechanical fastening (nails, staples, push pins etc), or adhesive fastening (tape, glue, sticky Velcro etc), and the attaching in any manner of decals, promotional literature or items. Failure to comply will result in a \$50.00 minimum penalty per occurrence to the client. Labour / Repair charges will apply to remove prohibited tapes / decals from Metro Toronto Convention Centre property.

2. The provision, installation and use of wireless routers and access points (including cellular based personal hot spots) by exhibitors, exhibition companies and Audio Video suppliers is strictly prohibited within the Metro Toronto Convention Centre facility. This prohibition applies to all devices that broadcast an 802.11 b/g, a, ac, ax (Wi-Fi) or other signal in 2.4 GHz, 5 GHz and / or 6 GHz radio spectrum regardless of whether the exhibitor has ordered Internet services or not. An application for an exception to the prohibition can be made to Technology Services Department and will be considered on a per case basis. Devices that are discovered within the MTCC that have not been approved will be shut down and / or have their Internet services disconnected.

3. Use of masking, clear packaging and plastic-based tape are prohibited. To secure booth flooring to Exhibit Floor, only cloth-based tapes such as Polyken are acceptable. Labour / Repair charges will apply to remove prohibited tapes from the Convention Centre property.

4. Helium balloons, animals, birds or pets of any description require written authorization. You may find these forms in Exhibitor Forms Package (www.mtccc.com/exhibitors-forms-guidelines/) or please call the Event Manager for authorization form.

5. Sample food or beverage products may be distributed within an exhibit area with written authorization. Please contact the Catering

department for further information (416) 585-8144.

6. Passenger elevators and escalators ARE NOT TO BE USED for transporting freight or equipment from level to level. This includes hand dollies/ handcarts and hand carrying boxes, easels, chairs, tables, etc.

7. All exhibitors, service providers and Show Management personnel working on the show floor during move-in and move-out periods are required to wear approved personal protective equipment (PPE), such as CSA approved) safety shoes, hard hats, harnesses, high visibility vests, gloves and safety eyewear and is to be used when warranted by safety considerations. All exhibitor service providers must adhere to the Occupational Health and Safety Act, Ontario regulation 213/91 and 851/90 Industrial. If you have been given permission to be on the floor at these times you will be required to wear an approved hard-hat in the designated 'Construction' zone. When working higher than 3 meters (10 ft) you must use fall protection.

8. Per the Ministry of Labour, Proper Protective Equipment is required to be worn while all tear down and move-out activity is taking place.

9. During move-in / out, exhibit halls, loading dock areas and back of the house service areas are considered hazardous work areas. As such, there shall be absolutely no drinking of alcoholic beverages, no horseplay and in general, any and all unsafe conditions or activities are to be corrected promptly.

10. For North Building West Ramp and South Building Truck Elevator load-ins, there are no docks. It is direct floor unloading and alternate arrangements may be required for special needs (ie. ramps, forklifts). The South Building Truck elevator has a truck length restriction of 38' or less, 30 tons weight capacity.

11. Storage for crates or other materials are not provided in the Centre. Exhibitors must make their own arrangements. All materials, boxes, signs and

other materials must not be sent to the Centre prior to the official move-in date as specified in your Exhibitor Manual and must be removed upon the completion of the event.

12. Use of pyrotechnics, hazers, fog / smoke machines, or any other special effect / activity requires Toronto Fire Department and the Metro Toronto Convention Centre approval at least 2 weeks in advance. The Fire Safety Manager will need a full production schedule including rehearsals and floorplans. Labour charges will apply for a fire watch.

13. Access to / or the use of the Exhibit Hall floor-ports is exclusive to the Convention Center staff and our Official Electrical / Mechanical Service provider. Exhibitors are not permitted to use these for any purpose.

14. Smoking is NOT PERMITTED anywhere inside the Convention Centre, including e-cigarette and vaporizing.

15. You are required to report immediately any unsafe condition or accident of which you

have knowledge to a security guard or event management employee.

16. No material may be taken through the Main Entrance on Front Street, Internal Street or Bremner Blvd. unless it can be carried by hand. Dollies are not allowed on carpet areas. No equipment may be transported on the escalators or public passenger elevators. All four wheel dollies, pallet jacks or oversized loads are prohibited into the pre-function areas. If you require a dolly or pallet jack to move your items, you must use the designated loading area.

17. Various areas within the venue are carpeted. Should exhibitors be laying their own booth carpet down over any existing carpet in the venue you are required to protect it before booth carpet is installed ie. a protective sheet of visqueen, tarpaulin or a comparable material to eliminate damages. Labour / Repair charges will apply should there be any damages.