

## Section 4: Exhibit construction regulations

This section provides information on what items are included in an exhibit package as well as the design options available to you as an Exhibitor. Regulations regarding signage, wall height and set back requirements are also included in this section.

### **Exhibit package**

An exhibit package includes:

- 8' white back drape
- 3' white side drape
- One 1500-watt, 120-volt (12-amp) duplex electrical outlet
- One Exhibitor Manual (if requested on Exhibitor Application form)
- Four Exhibitor Staff Passes (does not grant access to the Technical Program, Aboriginal Program, CSR Event Series or Exploration Insights)
  - For Exhibitor Staff Pass access information, see chart in Section 1, page 3

Convention registration

- One generic four-day All Access Pass, one convention bag and one Convention Program
  - The generic four-day All Access Pass will allow one Exhibitor staff person (the pass will only identify the name of your company) to access the Technical Program, Capital Markets Open Program, Core Shack, Corporate Presentation Forum for Investors, Exploration Insights, Investors Exchange and Prospectors Tent, Letter Writer Presentations for Investors, Student Program, Trade Show and Trade Show North
  - For All Access Pass access information, see chart in Section 1, page 3

Show support services

- 24-hour peripheral security from move-in through move-out
- Onsite Exhibitor desks including Exhibit Management and show service providers

Marketing and advertising

- Company listed in the Convention Program (booth rental fees must be received by January 19, 2018)
- Company listed on PDAC website and mobile convention website

### **Exclusions**

The following items must be purchased/rented by the Exhibitor (if required):

- Audio-visual equipment rentals
- Booth cleaning
- Booth décor
- Booth food and beverage service
- Carpeting
- Computer rentals
- Customized booth design
- Exhibitor signage
- Hard wall booth structure
- In-booth security
- Internet access
- Liability insurance
- Material handling
- Shipping
- Sign design and hanging
- Storage
- Table, chair, desk, counter and shelf rentals

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- Telephone lines and units
- Trash container(s)

### Exhibit Hall décor

Exhibit décor consists of white side and back drape. Show Management carpets all aisles and public areas as required.

### Carpeting

- **Investors Exchange only:** Halls F & G of the MTCC are carpeted (see map in Section 5, purple booths are carpeted)
- Halls C, D and E of the MTCC are **NOT** carpeted (see map in Section 5, light blue booths are not carpeted)
- It is recommended that you equip your booth with carpet
  - GES can supply appropriate carpet or you may bring your own. If ordering from GES, clean carpet will be installed; however, subsequent daily cleanings are not included in the rental
- If you do not use the Official Show Contractor, remove all floor tape when dismantling your booth
  - Masking, clear packaging and plastic tapes are prohibited
  - Show Management will charge \$50.00 CDN per booth if tape is left on the floor

### Rules & regulations

#### **Booth structure**

- Ceiling structures of solid construction are not permitted in any booth configuration unless approved by Show Management and the Ontario Fire Marshal
- Certain material and fire safety equipment may be required; it will be the responsibility of the Exhibitor to ensure this equipment is in working order and easily accessible within the booth at all times
- Any exhibitor interested in increasing booth space vertically – ie., double-decker booth – please contact Shelley Stienstra at pdacexhibits@pdacevents.ca

#### **Large and heavy equipment**

- There is no height limitation for equipment on display provided such equipment is self-supporting and free-standing; hanging of banners, signs, flags and the like are not allowed on boom structures
- It is the responsibility of the Exhibitor to inform Show Management of any heavy or large equipment being displayed. If the Exhibitor fails to inform Show Management, the Exhibitor may be denied access to the show floor
- Exhibitors bringing in large or heavy equipment must adhere to the show move-in/move-out schedule and contact GES for further information. See Section 5 for more details
  - **North Building:** All large and heavy equipment must be transported by an elevator

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- Maximum dimensions for the Hall C freight elevator are 11'8" W x 13'6" D x 12' H. Weight maximum is 10,000 lbs
- Contact GES with weight and dimensions for final approval by February 10, 2018

### Visibility & sight lines

- **"Reasonable sight lines":** All Exhibitors must maintain "reasonable sight lines" from the aisle line, regardless of the size of exhibit
  - Exhibitors must consider sight lines as a major factor when designing a display
  - Exhibitors may not block or obstruct the clear view and accessibility of other Exhibitors' booth spaces, displays or signage
  - Exhibitors are required to exercise care so that their displays do not obstruct the visibility of surrounding exhibits
  - PDAC reserves the right to regulate "reasonable sight lines", determine the eligibility of a booth floor plan, and the retains the right to restrict or prohibit a booth floor plan if it is found to be in violation of the conditions noted above
- Displays must be confined to the Exhibitor's contracted booth space and must not obstruct the clear view of fire apparatus, exits or service corridors
- All display racks, etc. must be confined to the booth space

### Floor plan approval, Exhibit Management

- Companies occupying 4 or more booth spaces are required to submit the booth floor plan to Exhibit Management no later than January 26, 2018
  - PDAC will not review and approve multiple floor plans
  - Failure to submit a floor plan by the above deadline will result in an exhibit space reduction to three inline booths or less
- Refer to the Booth Layout Form in this section. Complete the Booth Layout Form and return to SHOWTECH by February 16, 2018.

### Wall height restrictions

#### Standard or in-line booth

- A standard booth is 10' wide in a straight line and 8' maximum in height
- Back walls: Maximum height permitted is 8'
- Side walls: Maximum height permitted is 8'
  - Must be set back at least 5' from the aisle line
  - Extending back 5' from the aisle line, the maximum height for side walls is 4'

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### Island

- **Island:** An island is a block of four or more, 10' wide booths with aisles on all four sides
- **Perimeter walls:** A perimeter wall is a wall of solid construction that runs along the perimeter of the booth
  - The maximum height is 4'
- **All other walls**
  - Maximum wall height is 16'
  - Must be set back from the aisle line a minimum of 15%
  - Walls of solid construction and 16' in height, should be located in the centre of the exhibit space to take into account "reasonable sight lines"
  - Walls that are not of solid construction (plexi or transparent material) and are non-continuous (not more than 4' wide), are acceptable if they do not interfere with "reasonable sight lines" of surrounding exhibitors
- **Booth material:** Show Management will consider booth construction materials when reviewing floor plans. If walls are constructed of plexi or transparent materials, Show Management reserves the right to be flexible with the wall height and set back regulations outlined above
- **Sight lines:** All island booth designs must provide "reasonable sight lines" to ensure surrounding exhibits are visually accessible. See "reasonable sight lines" on page 26
  - Exhibitors must consider sight lines as a major factor when designing a display
  - PDAC reserves the right to regulate "reasonable sight lines", determine the eligibility of a booth floor plan, and the retains the right to restrict or prohibit a booth floor plan if it is found to be in violation of the "reasonable sight line" conditions noted on page 26
- **Installation:** Ladders that are higher than 12' are not permitted
- **Floor plans must be submitted to Exhibit Management for approval by January 26, 2018.** See information on booth floor plan approval above (page 26)

### In-line pavilion

- An in-line pavilion is a large block of in-line booths spanning one or more aisles
- The integrity of the aisles must be maintained at all times
- Maximum wall height permitted is 8'
  - Walls of solid construction must be set back at least 5' from the aisle line
  - Perimeter walls, regardless of height, are NOT permitted
- **Floor plans must be submitted to Exhibit Management for approval by January 26, 2018.** See information on floor plan approval above (page 26)

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### **Exhibit display & design options**

Once you have determined your booth requirements and are familiar with the rules and regulations, you may design your display. If you require more than the basic pipe and drape included in your fees, these are some options:

#### **“Pop-up” display**

- Pop-up displays are pre-designed structures with custom graphics owned by the Exhibitor, which travel and install easily
- Pop-up displays are a popular choice for Exhibitors who occupy a standard in-line booth space and attend a number of shows

#### **GEM show special**

- The GEM show special is 10'X10' or 10'X20' hard wall system installed by GES and is ready to use when you arrive
- Exhibitors who do not attend many shows or do not wish to transport a permanent display may opt for the GEM show special
- For further details see the “GEM Show Special Order Form” located in Section 6

#### **Islands and pavilions**

- Exhibitors occupying islands or pavilions may want to design a more elaborate display
- We suggest you contact GES, the official show service contractor, or make similar arrangements using another display designer
  - Should you decide to have an outside company create a booth for you, please ensure you provide them with the rules and regulations regarding booth and display structure before they begin designing your display
- **Booth floor plans must be submitted to Exhibit Management for approval by January 26, 2018.** See information on floor plan approval above (page 26)

### **Tower regulations**

Towers are permitted to a height and depth that corresponds with the appropriate exhibit regulations below.

#### **10' wide standard or in-line booth**

- **Height:** Towers may not exceed 8' in height
- **Aisle line of sight:** Solid towers must be set back at least 5' from the aisle line, so as not to obstruct adjacent booths
- If a tower is placed at the aisle line for support, it must not be of solid construction and display materials may not be affixed

#### **Island booths**

- **Height:** Towers may not exceed 16' in height

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- **Aisle line of sight:** Towers must be set back at least 2' from the aisle line on all sides of the island
- If a tower is placed at the aisle line for support, it must not be of solid construction, and display materials may not be affixed

### Signage regulations

Show Management has the exclusive right to use and place all directional signs. Exhibitors may not place signs (including flyers and the like) outside of their booth. Hanging signs are part of the overall exhibit presentation and will be permitted to a height and depth that corresponds with the appropriate exhibit regulations below.

Under no circumstances may banners, decorations or signs and similar material be nailed, stapled, screwed, taped or attached to ceilings, walls or other painted surfaces without prior written approval of the method of installation by the MTCC.

- Helium balloons and glitter require prior authorization by the MTCC
  - Helium balloons must remain tethered to an Exhibitor's booth at all times
  - No more than 6 balloons per 10' wide booth space, each individual balloon must be no more than 36" in diameter
  - Balloons must be tethered in such a manner that the bottom of the balloon is no higher than 8' from the ground (which is the maximum height for a standard or in-line booth)
  - If helium balloons become detached from an exhibit booth, the labour cost to retrieve the balloons will be charged to the Exhibitor
  - Contact Shelley Stienstra at [pdacexhibits@pdacevents.ca](mailto:pdacexhibits@pdacevents.ca) if you are interested in having helium balloons at your booth

### **10' wide standard or in-line booth**

- **Height:** Signs placed within the booth may not exceed the booth height of 8'3"
- Portable signs exceeding 4' in height must be set back at least 5' from the front of the booth.
- **Overhead hanging sign:** In-line booths are **NOT** permitted to have an overhead hanging sign

### **Portable signs & display racks**

- Portable signs exceeding 4' in height must be placed at least 5' back from the front of the booth
- All display racks, etc. must be confined to the exhibit space

### **Cross aisle signs or arches**

When an Exhibitor occupies **a minimum of 6 facing booth units**, one cross-aisle sign may be used, providing it meets the following stipulations:

- It shall be no greater than 24" high, nor wider than the aisle
- The top of the sign may not exceed 16' above floor level
- The bottom of the sign may not be lower than 8' above floor level

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- **Height:** The top of any sign may not exceed 16' above floor level regardless of design, unless written approval is obtained by Show Management prior to the show
- **Overhead hanging sign:** The sign must be set back at least 25% from the perimeter of the booth, and must be finished on all sides

### Signage approval, Exhibit Management

- Hanging sign requests must be received by Exhibit Management by **January 26, 2018**
- SHOWTECH POWER & LIGHTING is the exclusive supplier for the hanging of signs and banners and must be contacted to obtain a quote. Please refer to the form located in the Section 6 Appendix under "Other services forms"

### Insurance & liability

Protecting your exhibit, property and those visiting your booth is **YOUR** responsibility. The MTCC, Show Management and its agents cannot guarantee total security of your property.

- Every Exhibitor **MUST** secure proper insurance coverage for personal liability and for Exhibitor equipment that can be damaged, or cause injury or damage, during the show period
- Exhibitors are required to make arrangements to carry adequate property and liability insurance for a minimum of **\$3,000,000**
- Insurance must include coverage of exhibit materials against damage and loss, as well as public liability against injury to persons and property of others
- A Certificate of Insurance may be obtained from your insurance company as a separate rider, or you may purchase this coverage through the Exhibitor Insurance Package offered by Brokers Trust Insurance Group Inc., PDAC's official insurance contractor, using the **Exhibitor Insurance Application** provided in this section. **DUE PRIOR TO THE SHOW.**
- **Do NOT submit proof of insurance to the PDAC prior to the show**
  - During the show, Exhibitors **MUST** be able to show proof of coverage, upon request by Exhibit Management or the MTCC

### Safety

#### Electrical safety regulations

- All electrical equipment being displayed, offered for sale or used in any show, must be approved by one of the nine organizations accredited by the Standards Council of Canada (Electrical Safety Authority, Rule 2-022 of the Electrical Safety Code provincial regulation)
- This certification or approval must be in place before the equipment may lawfully be advertised, displayed, offered for sale, sold, leased, rented, used or otherwise disposed, in the Province of Ontario

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- Please refer to the ***Provincial Requirements for Exhibiting Electrical Equipment at Trade Shows*** located in this section, for a list of accredited organizations
- It is the responsibility of each Exhibitor to ensure that all electrical equipment, in, on or about the booth, complies with the regulations. This includes electrical merchandise as well as lighting and display equipment
- One of the fundamental requirements for certification is that appropriate approvals appear on each device. If such markings are missing, the device must be considered unapproved and, therefore, subject to special inspection
- Should any equipment not comply with these requirements, it is recommended that Exhibitors request temporary permission to display their equipment while the necessary electrical approvals and certification is being sought. Exhibitors may do so using the ***Provincial Requirements for Exhibiting Electrical Equipment at Trade Shows*** located at the back of this section. **DUE PRIOR TO SHOW.**

**NOTE:** Failure to comply could result in the equipment being refused connection to the source of electrical supply or in an order for removal from the display.

### Fire safety

- All Exhibitors must have certain requirements in their possession during booth occupancy
  - Read the ***Fire Regulations for Exhibitors*** document located at the end of this section for these requirements. After reviewing the regulations please complete and return the ***Fire Safety Reply Form*** at the end of this section. **DUE FEBRUARY 2, 2018.**
- All display material must be flameproof and are subject to inspection by the City of Toronto Fire Department or the Ontario Fire Marshal
- All fire hose cabinets must be left accessible and in full view at all times
- No flammable liquids or substances may be used or shown in exhibit booths
- For the duration of the exhibition, including move-in and move-out, the exhibit and storage area will be designated as a non-smoking area

### In case of Fire Alarm

The MTCC operates a two-phase alarm system:

Stage 1: Slow beeping sound, alert signal

- Remain calm
- If the alarm is beeping slowly, this is a warning. Do not evacuate the building at this stage.
- Await instructions to be announced over the intercom (this will take approximately one minute) or speak to Security Staff



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Stage 2: Fast beeping sound, evacuate signal

- Only evacuate the building if instructed to do so over the intercom or by Security Staff
- Leave the building via the closest emergency stairwell
- Do not use elevators or escalators
- If you encounter smoke in the stairway, use an alternate exit
- Once outside, stay clear of the building to permit emergency access
- Do not attempt to remove vehicles from parking garages or loading docks
- Do not return until declared safe by the Fire Official

### **Medical Emergency**

In the event of a medical emergency:

- Dial 8160 on any MTCC house phone
- MTCC Security will respond and assess the situation
- If required, MTCC Nurse will be called to scene by MTCC Security
- If required, MTCC Security will call ambulance