



Exhibit Rules & Regulations

All Personnel must have a badge during move-in, move-out and during the market.

Children

No persons under the age of sixteen (16) years are permitted on the show floor, except infant's incapable of sitting up on their own. No strollers are allowed. Infants taken onto the show floor must always be carried in a bunting bag or similar support. Parent(s)/guardian(s) will be required to sign a '**Release and Indemnification Acknowledgement**' waiver before entering the show floor. Daycare is not available at the Toronto Gift + Home Market. For details on admission restrictions, visit togifthomemarket.ca.

Booth Installation

Exhibitors are reminded that they may install their own exhibits using the services of their own regular employees. If they do not use their own employees, the use of the Official Market Service Contractor is recommended. All display materials, including pre-fabricated booths, must be pre-fitted and ready for installation prior to shipment to the building. If you require assistance in the movement and installation of your display, please contact the services of a professional display company.

Storage Boxes

Fire regulations prohibit the storing of boxes or cartons behind any booths. Any boxes or cartons found stored behind booths will be removed and discarded. All cartons will be placed in storage once they have been properly wrapped and labelled. Any exhibitor with more than 5 cartons must wrap them together and label with correct building colour coded storage labels including Company name, Booth number(s) and Number of crates to be stored. Cartons not labelled will be considered garbage and disposed.

Care of Building – Walls, Ceilings

Painting, nailing or drilling of floors, walls, ceilings or any part of the building is not permitted. Exhibitors wishing to lay any floor covering must use an adhesive that will not damage the show floor and is easily removed. It is the exhibitor's responsibility to remove their own carpet tape before leaving the facility. No signs or other articles are to be fastened to ceilings, walls, pipes, or electrical fixtures. The building regulations state that exhibitors handing out adhesive backed promotional material & using incorrect carpet tape will be charged for removal of this material from any building surface.

Care of Building - Floor Carpet Tape

Please be advised that not all types of double-sided carpet tape are user friendly. Exhibitors should only be using the recommended cloth type as the incorrect tape will result in charge backs* to the exhibitor. See Note below. Unfortunately, this tape is not available in any retail outlet therefore for your convenience the correct tape will be available for sale, on site at the following locations:

Toronto Congress Centre: Freeman will have the correct type of double-sided carpet tape for sale on site during move-in. See them at their service desks in the North and South buildings.

***IMPORTANT NOTE:** The Toronto Congress Centre is an independently owned facility; any damages to the walls, ceilings, & floors (i.e. incorrect floor tape) will be billed directly to the exhibitor.

Helium Tanks /Balloons

Helium tanks will be permitted if they are properly secured in an upright position either by being chained to a pillar that is within your booth space or by securing it safely in a proper cylinder stand and dependant on Show Management/Fire Marshall approval. Exhibitors must receive prior approval from Show Management for the use of helium balloons. Exhibitors will be held responsible for any costs that may result from balloons, which come loose from their booths and need removal from venue ceilings.

Sign Hanging

Showtech is available to hang signs, product and banners at a nominal fee. For further information see online form in Exhibitor Kit or contact the Toronto Congress Centre Site Office 416.244.4899.

NOTE: Please see 'BOOTH DISPLAY STANDARDS' in this online Exhibitor Manual for sign hanging details within your booth configuration.