



March 2 – 4, 2012  
Metro Toronto Convention Centre  
North Building

# EXHIBITOR MANUAL

[www.torontogolfshow.com](http://www.torontogolfshow.com)

# EASY REFERENCE GUIDE

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### Please Note:

Numbers 9 through 23 apply to Show Service Contractors. These forms are to be completed and returned directly to each of the contractors by the specified date. **There will be a premium charged for late or on-site orders.**

All our exhibitor information is available on our website [www.torontogolfshow.com](http://www.torontogolfshow.com)

Please read over carefully.

# BASIC INFORMATION

## 1. SHOW PRODUCED BY

Premier Publications & Shows  
447 Speers Road, Suite 4  
Oakville, ON L6K 3S7  
(905) 842-6591

Golf & Travel Show Manager – Judy Roshko  
905-842-6591 ext. 374 Fax 905-842-6843 [jroshko@metroland.com](mailto:jroshko@metroland.com)

Assistant Show Manager – Amanda Tachauer  
905-842-6591 ext. 256 Fax 905-842-6843 [atachauer@metrolandwest.com](mailto:atachauer@metrolandwest.com)

Events Coordinator – Filomena Feltmate  
905-842-6591 ext. 260 Fax 905-842-6843 [ffeltmate@metrolandwest.com](mailto:ffeltmate@metrolandwest.com)

Marketing & Communications Specialist – Amanda Wedgewood  
905-842-6591 ext. 235 Fax 905-842-6843 [awedgewood@metroland.com](mailto:awedgewood@metroland.com)

## 2. LOCATION

North Building  
Metro Toronto Convention Centre  
255 Front Street West  
Toronto, ON M5V 2W6  
Phone Number 416-585-8000  
Fax 416-585-8224

## 3. SHOW HOURS

Friday, March 2	12 pm - 7 pm
Saturday, March 3	10 am - 6 pm
Sunday, March 4	10 am - 5 pm

4. **SHOW OFFICE** - Throughout move in, show hours and move out, show management will maintain an office on-site in the Metro Toronto Convention Centre. The office will be open from 12 pm to 7 pm on Thursday, March 1st. During show days, the show office will open 1/2 hour before the show opens and 1/2 hour after the show closes.

**Show Office Phone Number: 416-585-3500**

## 5. MOVE IN

Thursday, March 1st 12 pm – 7 pm

**All vehicles must report to the Vehicle Marshalling Yard - NEW ([see enclosed information](#)).**  
**Please unload your vehicle immediately and then move to a parking area.**

Move in may be done through the West Ramp, located at the foot of John Street, at Front Street or the East Loading Docks, located south off Front Street at the bottom of Simcoe Street.

All materials handling will cease at 6 pm on Thursday, March 1st. Exhibitors may stay and work on their exhibits until 7 pm.

Hand carried merchandise only is permitted to be brought on the exhibit floor on Friday, March 2. No vehicles or dollies will be permitted on the show floor. Any moving of merchandise and equipment during show hours, without the approval of Show Management, is prohibited. **All displays must be completed by 7 pm, Thursday, March 1st.**

6. **MOVE OUT - No removal of exhibits or exhibit material is permitted before the aisle carpets have been removed.** Exhibitors are urged to have a representative in their exhibit until the removal of all portable items has been completed. All products and displays must be removed via the loading docks. While Show Management will take all reasonable security precautions to safeguard small items, immediate removal of such items will minimize the possibility of loss from pilferage. **All crates, crating materials, equipment and containers and exhibits must be out of the building by 8 pm, Sunday, March 4, 2012.**
  
7. **BOOTH RENTAL** - The booth rental fee entitles each exhibitor to the following:
  - a. Designated floor space at the Metro Toronto Convention Centre, with general house lighting and heating/air conditioning
  - b. Standard booth draping
  - c. Janitorial service for maintenance of aisles and public areas
  - d. 24 hour uniformed security guards during Move In, Show Days and Move Out
  - e. Exhibitor badges as per enclosed Exhibitor Badge Request Form
  - f. Toronto Star Golf & Travel Show discount admission coupons
  - g. Show Management on-site at all times
  - h. Publicity and promotion
  - i. Removal and storage of crates, boxes, etc. (please affix labels to empty crates, etc.)
  - j. Material handling (drayage)
  - k. Company listing in show program (if registered prior to January 27, 2012)
  
8. **DELIVERIES / SHIPPING** - Exhibitor material should arrive Thursday, March 1st and not before. Shipments will **not** be accepted at the Metro Toronto Convention Centre, unless it is **ON** or **AFTER March 1st, 2012**. Please advise Show Management of any expected deliveries or replenishing needs **AFTER** show opens on Friday, March 2 at 12:00pm.

Should you need a Transportation Supplier, please contact Rob Parr from The Commerce Trade Show Logistics Group Inc. He can be reached at [robp@commercetradeshows.com](mailto:robp@commercetradeshows.com) or 905-673-5445.

**All shipments should be consigned to:**

Toronto Star Golf & Travel Show  
Company Name/Exhibitor Name  
Booth Number  
**North Building**  
Metro Toronto Convention Centre  
255 Front Street West  
Toronto, ON M5V 2W6

Crates and packages should be clearly marked showing: (a) Show Name (b) Company Name (c) Booth Number (d) Show Building and complete address (e) Customs broker, when necessary, including name and phone number (where shipments are made from outside Canada).

**ALL FREIGHT MUST BE PREPAID. C.O.D. SHIPMENTS WILL NOT BE ACCEPTED BY SHOW MANAGEMENT. EXHIBITOR MATERIALS WILL NOT BE ACCEPTED AT THE METRO**



February 9, 2012 to receive this discounted rate. For reservations please call toll free at 1-800-235-4670. To access their online reservation link, cut and paste the link below: <https://resweb.passkey.com/go/golfandtravel2012>.

**Location of InterContinental Toronto Centre:**

Premier destination in the heart of Toronto's Entertainment and Financial Districts. It is also the ONLY anchor hotel to the Metro Toronto Convention Centre, 32 km from Lester B. Pearson International Airport and one block from Union Station. Directions – From the Q.E.W./Gardiner Expressway, exit north on Spadina to Front Street. Turn right on Front Street.

16. **INSURANCE** - Current and in force Commercial General Liability Insurance coverage is recommended for exhibitors at the Toronto Star Golf & Travel Show. A copy of your insurance certificate should be submitted to this office prior to the show.

**Management reserves the right to refuse admission to any exhibitor who fails to comply with this regulation. In this event, no refund will be forthcoming for exhibit costs.**

17. **INTERNET- NETWORK SERVICE ORDER FORM** - For all your Internet requirements, visit our website and see the online order form from the Metro Toronto Convention Centre.
18. **JANITORIAL SERVICE ORDER FORM** - For cleaning of booths prior to show opening (after setup, provided it has been arranged within a reasonable length of time before show opening) and after show closing each night of March 2 and March 3. Visit our website for the online order form from the Metro Toronto Convention Centre prior to the show.
19. **PARKING PASS ORDER FORM** – Exhibitors at the Metro Toronto Convention Centre can pre-purchase a discounted parking pass if parking for two consecutive days or more. Rate inclusive of tax is \$13.00 per day and allows for in/out privileges. Parking passes are non-refundable and non-transferable. Parking passes are to be picked up at the Exhibitor Services in the exhibit hall during move in/set up. Passes can also be picked up in the closest Parking Office after the service desk has closed. The Parking Offices are located next to the exits in the parking garages (level 5A of the north building and off of level 600 of the south building). The parking passes are required to exit the garage. Please visit our [www.torontogolfshow.com](http://www.torontogolfshow.com) for Parking Pass Order Forms.
20. **SECURITY** - Security guards will be on 24 hour duty from the beginning of Move-In until the end of Move-Out. Show Management does not assume any responsibility for losses due to fire, theft, accident, personal injury, bodily harm and all perils. Booths must be manned at all times. Much of the loss which occurs at Move-Out may be eliminated by packing small items in bundles to bulky or heavy to be carried by one person. Should you wish additional booth security for the show, please contact Show Management. **NOTE:** In the interest of providing the best possible security, exhibitors are asked to leave the building within a 1/2 hour after show closing each night.
21. **SIGNS** - Exhibitors are permitted to display signs representing their products only, in those areas for which they have contracted space. All signage must be professionally done. The top of all signage must be positioned a maximum of 8' from the floor. Any exceptions must be pre-approved by Show Management. Should you wish to have professional signage created for your booth, please contact GES Canada at 905-283-0500. GES order forms can be located on our website at [www.torontogolfshow.com](http://www.torontogolfshow.com).
22. **SIGN / BANNER HANGING** – Should you require signs or banners to be hung, please contact:

SHOWTECH Power & Lighting  
5675 McLaughlin Road  
Mississauga, ON L5R 3K5

[www.showtech.ca](http://www.showtech.ca)

905-283-0550                      Fax 905-283-0551  
Site Office 416-585-8109

23. **TELECOMMUNICATION SERVICES** - Installation of temporary phone service may be arranged through the Metro Toronto Convention Centre. To obtain the order form, please visit our website at [www.torontogolfshow.com](http://www.torontogolfshow.com).

## **GENERAL INFORMATION and RULES AND REGULATIONS**

24. **PERIMETER & AISLE CARPET** - The carpet colour is green.
25. **ALCOHOLIC BEVERAGES** - The use of liquor (spirits, wine and beer) by exhibitors in their exhibit areas is prohibited.
26. **ARRANGEMENT OF EXHIBIT** - A diagram of a standard draped booth appears on page 10. Fire regulations prohibit the construction of double-decker booths, or roofing of booths without four feet of opening for every four feet coverage. Aisle space must not be used for exhibit purposes, or for solicitation of business. Exhibit height is restricted to 8'. No part of an exhibit is permitted to extend more than 8' above the floor. Exceptions may be permitted with the written approval of Show Management in advance of the show.
- Exception:** Any exhibit space adjoining an end exhibit space may have a complete back wall of the end exhibit space as a sidewall.
27. **BADGES** - Exhibitor badges are available for pick up in the show office. During show days badges may be picked up and dropped off in the Show Office at Conexsys Registration. **Badges must be worn at all times.** Please visit our website at [www.torontogolfshow.com](http://www.torontogolfshow.com) to fill out a **CONEXSYS Registration Badge Request link or simply cut and paste the following link:** [www.conexsysregistration.com/events/golfshow12](http://www.conexsysregistration.com/events/golfshow12) to fill out your Exhibitor Badge Request Form. Please note we do not mail out exhibitor badges.
28. **BALLOONS - NO BALLOONS MAY BE GIVEN OUT DURING THE SHOW. THE USE OF HELIUM IS NOT PERMITTED.**
29. **CLONES and KNOCK-OFF EQUIPMENT** – Please be advised that the Ontario PGA and the Toronto Star Golf & Travel Show are not in support of products that are a direct duplicate or copy of a current patent/manufacture's brand golf equipment. We feel that we have a moral and ethical position to stand behind the manufacturers and acknowledge their investment in research and development of their golf lines. Unfortunately, if any clones or knock-offs are displayed in any exhibit booth, the exhibitor will be asked to remove them or leave the show. **Therefore, we ask that you do not display or sell any of these products at the show.**
30. **CONTESTS AND DRAWS** - Draws conducted by exhibitors in conjunction with their exhibit must be free of any obligation on the part of the winner. Prize winners must not be required to place an order before collecting the prize offered. The schedule of prizes and terms of the competitions must be clearly stated on the entry form. Exhibitors wishing to conduct a contest/draw at the Toronto Star Golf & Travel Show must follow all rules under section 59 of the Competition Act obtainable from Consumer and Corporate Affairs. Failure to comply with the rules of this Act constitutes a criminal offense. Contest/draw rules and regulations must state that such a contest/draw is conducted independently of the show and that Show Management will **NOT** assume responsibility for any liability arising as a result of contest/draw being held at the Show. **All such competitions must be approved by Show Management at least six weeks before the show and comply with all existing government regulations. Please visit our website and complete the form for Contest & Draws Approval Form and fax back to Attn: Filomena Feltmate at 905-842-6843 before February 17, 2012.**

31. **CRATES / EMPTY BOXES, STORAGE** - All empty cases, skids, crates and cartons that you wish returned to your booth after the show must be marked clearly with storage labels. Exhibitors may obtain "Storage Labels" from our Show Service Contractor (GES) or the show office. Crates will be removed from the aisles to the designated storage area prior to show opening, and returned to the exhibit area after show closing. There is no charge for this service.

Note: There is absolutely no storage allowed beside or behind the exhibit space. These areas must be kept clear.

32. **CUSTOMS INFORMATION** - The Official Customs Broker is The Commerce Trade Show Logistics Group Inc. Information is available on our website under Exhibitor Information. Exhibitors who are shipping goods to the show from outside Canada are strongly recommended to use the Official Customs Broker for the show. Representatives will be on-site throughout the show to ensure all your customs needs have been looked after.

Exhibitors wishing to contact Canada Customs may call:

Compliance Verification and Services  
P. O. Box 7000, Station A  
1980 Matheson Blvd East  
Mississauga, ON L5A 3A4

905-803-5261

Fax 905-803-5353

33. **DAMAGE TO PROPERTY** - Use of nails, screws or any material that can mark floors, walls, columns or ceilings is prohibited. Exhibitors wishing to lay any floor covering may not adhere them to the building floor. To secure booth flooring to Exhibit Floor, only cloth-based tapes such as Polyken are acceptable. Exhibitor is liable for any damage caused to building floors, walls, columns or ceilings or to standard booth equipment. Any damage caused due to exhibitor negligence will be billed to the exhibitor. Please visit our website and read over the [Notice to Exhibitors/Display Companies](#) for more information.
34. **DEFAULT IN OCCUPANCY** - Any exhibitor failing to occupy space contracted for is not relieved of the obligation to pay the full rental of such space. If not occupied, and **paid for in full**, by the time set for completion of installation, such space may be possessed by Show Management and reallocated or assigned for such purposes as they may see fit.
35. **DRAPERY** - Standard drapery colour is black.
36. **ELIGIBLE EXHIBITS** - The Toronto Star Golf & Travel Show has sole right to determine the eligibility of any company or product for inclusion in the show.
37. **ELECTRICAL SAFETY CODE REQUIREMENTS** - SHOWTECH Power & Lighting maintains a complete service centre at the show. In order to allow proper scheduling of equipment and manpower, exhibitors should place their order well in advance of the show by returning the enclosed order form by the deadline date. A ShowTech Order Form can be found on our website, [www.torontogolfshow.com](http://www.torontogolfshow.com). If an estimate is required, please request it on the form. All electrical equipment operated at the show must have CSA approval. If you have any questions, please contact SHOWTECH Power & Lighting at 905-283-0550.
38. **ENTRY TO SHOW** - Show Management reserves the right to refuse admission to the show any visitor, exhibitor, or exhibitor's employees who, in the opinion of Show Management, is under the influence of drugs or alcohol, or in any way creating a disruption of the show.
39. **FIRE PREVENTION** - **NO** combustible or flammable liquid or material may be used in any exhibit or display. All materials used for decorative purposes must be flame-proofed. All exhibit, display or demonstration installations must meet the requirements of all regulations and inspections

enforced by local Fire Department and the Metro Toronto Convention Centre. Please read the Fire Regulations form found on our website, [www.torontogolfshow.com](http://www.torontogolfshow.com) for Exhibitors supplied by the Metro Toronto Convention Centre.

40. **FLOOR COVERING - All booths must have suitable floor covering.**
41. **FOOD** - The Metro Toronto Convention Centre has exclusive food and beverage distribution rights within the Convention Centre. Exposition sponsoring organizations and/or their exhibitors may distribute sample foods and/or beverage products **only** upon written authorization. The Metro Toronto Convention Centre will not be responsible for the quality or state of the food or beverages served by an authorized vendor. Please visit our website and see the online form which must be completed and returned in order to sample food and/or beverages. Should exhibitors wish to order food and/or beverages for themselves at their booths throughout the duration of the show, please visit our website to obtain an MTCC menu.
42. **FORKLIFT AND DOLLIES** - Forklift service is provided free of charge and is available during Move-In and Move-Out. Dollies are also available on a limited, first-come, first served basis.
43. **HEALTH AND SAFETY RULES** - The Ontario Ministry of Labour requires that all employers adhere to all relevant sections of the Ontario Health & Safety Act. Please read Health & Safety Rules and Regulations enclosed.
44. **HEIGHT LIMITATIONS AND APPEARANCE** - Standard and Prefabricated Booths - Exhibit height is restricted to eight feet. No part of an exhibit is permitted to extend more than eight feet above the floor. Exceptions may be permitted, but any deviation from the standard exhibit is subject to approval from Show Management (see enclosed Display Rules and Regulations). Exhibits must not unduly obstruct visibility of adjacent booths, i.e.: 50% visibility allowance for booths on either side.
45. **INSTALLATION/SHOWING/DISMANTLING** - Hours and dates for installation, showing and dismantling shall be those specified by the Show Management. Exhibitors shall be liable for all storage and handling charges resulting from failure to remove exhibit material from the Metro Toronto Convention Centre before the conclusion of the dismantling or Move-Out period as specified by Show Management.
46. **INSURANCE** - Show Management or the Metro Toronto Convention Centre will **NOT** accept responsibility for or injury to persons, loss of, or damage to products, exhibits, equipment or decorations, by fire, accident, theft, or any other causes while in the building. It is highly recommended that our Exhibitors, or their agents provide adequate insurance to cover third party liability including their own personnel, and for exhibits and materials against all other hazards. Should you wish to purchase Exhibitor Insurance, please visit our website at [www.torontogolfshow.com](http://www.torontogolfshow.com) to obtain the Canfinse Group Inc. Exhibitor Insurance Form, or contact them directly at 416-667-9177.
47. **MATERIAL HANDLING/DRAYAGE** - Show Management will provide Material Handling, (labour and equipment) free of charge, during the regular Move-In and Move-Out hours, provided exhibitors have their representatives on hand to supervise unloading and placing of exhibit material. In case an exhibitor's representative is not present, Show Management reserves the right to order the equipment and/or material to be moved from the receiving door to the exhibitor's booth area. A supply of dollies and flat hand trucks will be provided free for exhibitor's use during official Move-In and Move-Out hours.
48. **MECHANICAL CONVEYANCES** - Mechanical conveyances such as electric carts, scooters or bicycles, will not be allowed in the aisles during the show hours. The only exception to this rule

will be in the case of handicapped persons visiting the show and then only when accompanied by another person.

49. **NOISE, FUMES AND ODOURS** - Exhibitors with noisily operated displays, such as power tools or motors, are requested to limit their demonstrations to five minutes each 1/2 hour and to provide signage stating when the next demonstration is scheduled to begin. Machines are not to be left unattended. Provided the Exhibitor maintains reasonably low volume, the show permits the use of devices for mechanical reproduction of sound as part of a movie or slide film presentation. The use of a microphone as part of a demonstration shall be permitted as well, provided the volume does not disturb neighboring exhibitors. Exhibits producing objectionable fumes and odours will not be allowed. This rule is enforced in consideration of neighboring exhibitors.
50. **NON-COMPLIANCE OF RULES AND REGULATIONS** - Show Management reserves the right to make changes, amendments and additions to the rules and regulations without notice. Interpretation of these rules and regulations shall rest with Show Management.
51. **OBSTRUCTION OF AISLES OR BOOTHS** - Any demonstration or activity that results in excessive obstruction of aisles or prevents ready access to an exhibitors' booth shall be suspended for periods by Show Management. **Distribution of literature or other exhibit material is prohibited outside your exhibit area.**
52. **PAYMENT OF ACCOUNT** - Show Management reserves the right to refuse entry to any exhibitor whose account has not been paid in full. Wishing to pay your outstanding balance or receive an updated invoice, please contact Judy Roshko at 905-842-6591.
53. **PREFABRICATED BOOTHS** - Exhibitors planning to use their own prefabricated display should advise Show Management. If a prefabricated display is to be used, they usually completely cover the back of the exhibit space, a standard back wall **WILL NOT** be required.

An exhibitor planning to use, or build a prefabricated display, should ensure that:

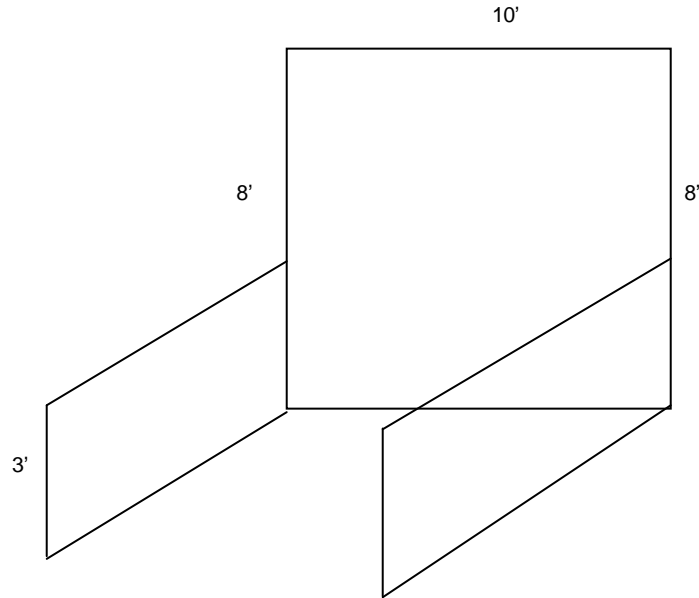
1. An allowance of 1" is made on each side of the display to allow for the thickness of support poles for standard dividers. If lengths exceed 9' 10", 19' 10", etc., notify Show Management so that special arrangements can be made.
2. Projection of side walls from the rear of booth is limited to a height of 8' for a maximum distance of 4'. The continuing side wall is limited to 4' in height allowing 50% visibility at the sides of the exhibit.
3. All sides and surfaces of exhibit (booth and signs) which are exposed to view must be properly finished and decorated.

Show Management reserves the right to refuse entry or to have removed at the exhibitor's expense any display which is not in accordance with these rules and regulations. If any doubt exists, or where a special case exists, the exhibitor must provide details and have such exhibit approved by Show Management.

54. **PRESS INFORMATION** - If your company is launching a new product at the Golf Show, or if you're doing something different and exciting, we want to know about it! The information you provide may be used to alert the media to your participation in advance of the 2012 Golf Show. Please visit our website at [www.torontogolfshow.com/exhibitor-manual](http://www.torontogolfshow.com/exhibitor-manual) and complete the New Product Information form and return to Amanda Wedgewood via fax 905-842-6843 or email [awedgewood@metroland.com](mailto:awedgewood@metroland.com). **Deadline for submission is January 30, 2012.**

55. **RE-ASSIGNMENT OF SPACE** - Show Management has the right to change, if necessary, the assignment of space to be occupied by the exhibitor in order to create an effective exposition.
56. **RECYCLING** - The Metro Toronto Convention Centre has an aggressive waste reduction program. Visit our website and view the information about Recycling at the Metro Toronto Convention Centre.
57. **SALES AND RECEIPTS** - Sale of goods, except for food and beverage products is permitted during the show and "Show Specials" are encouraged. **EVERY SALE MUST BE ACCOMPANIED BY A RECEIPT.** This reduces the possibility of theft, and Security will check receipts at the exits.
58. **SECURITY RELEASE FORMS** - Release forms are required to remove merchandise from the building after Move-In is completed and until the show ends Sunday, March 4, at 5 pm. Forms are available at the show office and must be signed by Show Management and the Exhibitor.
59. **SHOW PROGRAM** - If you wish to place an ad or increase the size of your existing ad in our Show Program, please contact Judy Roshko, Show Manager or Amanda Tachauer, Assistant Show Manager at 905-842-6591.
60. **SIGNS / SIGN HANGING** - Any signs, advertisements, show bills, posters or cards of any description that are to be posted or exhibited, must be in your exhibit space area. Signs are to identify your exhibit space and must not be read from the aisle behind. Under no circumstances may signs, banners and similar materials be nailed, stapled or attached to ceilings, walls, pipes or electrical fixtures. **Balloons/Stick-Ons are not permitted.** SHOWTECH Power & Lighting has a man lift available to hang signs and banners at a nominal fee (see SHOWTECH Power & Lighting order form on our website), provided prior authorization has been obtained from Show Management.
61. **SOLICITING, SAMPLES AND SOUVENIRS** - Distribution of samples, souvenirs and promotion material and soliciting of business is restricted to the confines of the exhibitor's own booth area. Such activities are not permitted in the aisles, entrances, restaurants, registration areas, hallways or other exhibits. Exhibitors wishing to enter another exhibitor's area may only do so if invited.
- The Metro Toronto Convention Centre warns that exhibitors handing out adhesive backed promotional material will be charged for removal of this material from the aisles, fixtures, floors and other building surfaces. **Solicitation of exhibitors is strictly prohibited by Show Management.** If you are approached by a show visitor for the purposes of solicitation, **please advise the show office immediately.** It is our position that you are exhibiting in the show in order to promote and sell your product, not to be "sold" by others.
62. **SOUND LEVELS** - Electrical and other mechanical apparatus must be muffled so that noise does not disturb other exhibitors. Audio visual aids may be used, provided that care is taken to avoid congestion in the aisles and to hold the sound at a low level.
63. **STAFFING OF EXHIBITS** - Exhibitors are required to have staff at their exhibit at all times during show hours.
64. **STANDARD BOOTH** - A standard draped booth, is supplied free of charge (see drawing below). If an exhibitor occupies two or more booths in line, dividers will be provided at the extreme ends of the exhibit space only.

The diagram shown outlines a standard 10' x 10' booth. Every exhibitor will be provided with the curtained back and sidewalls as outlined. Please advise show management if this is **not** required.



Standard booths described above are the property of the Official Show Service Contractor. No materials may be attached to the standard booth using nails, screws, staples, or in any way affect that surface without the prior expressed consent of the Official Show Service Contractor (GES Canada).

65. **STORAGE** - All empty cases, skids, crates and cartons that you wish returned to your booth after the show must be marked clearly with storage labels. Exhibitors may obtain "Storage Labels" from our Show Service Contractor (GES). Crates will be removed from the aisles to the designated storage area prior to show opening, and returned to the exhibit area after show closing. There is no charge for this service.

Note: There is absolutely no storage allowed beside or behind the exhibit space. These areas must be kept clear.

66. **SUBLETTING** - No exhibitor, under any circumstances, may sublet any portion of his booth or space without prior written permission of Show Management.

67. **VEHICLE MARSHALLING REGULATIONS** - A **NEW** marshalling yard has been established at **100/120 Cherry Street (see enclosed map)** in order to facilitate vehicular traffic during Move-In and Move-Out. **All vehicles must report to the marshalling yard before going to the Metro Toronto Convention Centre to move in.** The marshalling yard is open 1 hour prior to scheduled move-in/move-out times with the exception of the first day of move-out when the yard will open 2 hours prior to show closing. For vehicle marshalling inquiries, please call 416-585-8345 or 416-

585-8278. To obtain more information on vehicle marshalling, please visit our website at [www.torontogolfshow.com](http://www.torontogolfshow.com).

68. **VEHICLES ON DISPLAY** - Fuel tanks shall be maintained less than  $\frac{3}{4}$  full. Caps for fuel tanks fill pipes shall be of the locking type and maintained locked for the duration of the show. The positive lead to the battery must be disconnected. Drip pans must be placed under vehicles.
  
69. **VIP PASSES** - VIP passes are available to Exhibitors who wish to bring guests to the show at a discounted price of \$10.00 each (including HST). Please visit [www.torontogolfshow.com](http://www.torontogolfshow.com) to obtain your VIP Pass Order form. Please fax back to 905-842-6843 before February 17<sup>th</sup>, 2012.