

FOOD BUILDING

EXHIBITOR HANDBOOK

2015 Edition



CANADIAN NATIONAL EXHIBITION
AUG 21 to SEPT 7 | 2015
LET'S GO TO THE EX!  THEEX.COM

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EXHIBITOR CHECKLIST

CHECK	FORM	SEND TO	DATE DUE
	Health & Safety (Mandatory Form)	CNE Management rdabis@theex.com fax: 416-263-3820	July 27, 2015
	Certificate of Insurance (Mandatory Form)	CNE Management bholden@theex.com fax: 416-263-3863	July 14, 2015
	Admission Passes Order	CNE Management 416-263-3820	August 7, 2015
	Parking Passes	CNE Management 416-263-3820	August 7, 2015
	GES Order Forms (booth upgrades, chairs, tables)	GES 905-283-0500	July 24, 2015
	Exhibition Place Forms (plumbing, cleaning, electrical, internet, phone)	Exhibition Place exhibitorservices@directenergycentre.com 416-263-3064	July 21, 2015
	Security Requirements	Intelligarde Phone 416-263-8125	August 1, 2015
	Contests & Draws (Approval Required)	Exhibitor Sales Team	August 1, 2015

GENERAL INFORMATION

CNE Website

www.theex.com

CNE Dates

Friday, August 21 – Monday, September 7, 2015

CNE Hours of Operation

Buildings	Daily 10:00am – 10:00pm
Grounds (Midway)	Daily 10:00am – 12 midnight

Labour Day Closing Time

Gates close:	5:00pm
Buildings close:	7:00pm
Casino closes:	8:00pm
Grounds close:	10:00pm

CNE Exhibitor Passes

All exhibitors and their staff must purchase photo ID passes for daily entry onto the CNE grounds.

Exhibitors who purchase their admission and parking passes online by **August 7, 2015** will be given the “**EARLY BIRD SPECIAL**”.

Photo ID passes can also be purchased in the Direct Energy Centre, Salon 105 of Hall A (enter via Galleria) starting Tuesday August 4, 2015 from 8:00am – 5:00pm and throughout the 18 day fair. Dates and times may vary.

Note: Pass Office hours prior to August 4, 2015 will be announced once they have been confirmed.

Exhibitor Passes

18-Day Admission (Photo ID)	Early Bird \$50 each (\$60 after Aug. 7)
9 Day Admission (Photo ID)	Early Bird \$30 each (\$40 after Aug. 7)
3 Day Admission (Photo ID)	\$25.00 each
1-Day Admission	\$13.00 each
Parking Pass	Early Bird \$225 each (\$250 after Aug. 7)

If you do purchase Early bird Passes, they will only be issued when accounts are paid in full

Please Note: If exhibitors forget their passes, they must pay General Admission at the gate.

General Admission	\$18.00 each
Adults 65 & Better	\$15.00 each

Exhibit Sales Team

Jeannette Mintz	Exhibit Sales Manager Arts, Crafts & Hobbies, At Home, Gourmet Kitchen & Food Building	jmintz@theex.com	416-263-3849
Mark Montpetit	Exhibit Sales Manager Shoppers' Market, International Pavilion, Market Place & Warehouse Outlet	mmontpetit@theex.com	416-263-3847
Gilbert Estephan	Director, Sponsorships, Partnerships & Exhibit Sales	gestephan@theex.com	416-263-3846
Brenda Holden	Show Operations Coordinator	bholden@theex.com	416-263-3848
Sarah Miele	Sponsorship Account Manager	smiele@theex.com	416-263-3718
Marianne Mailer	Exhibit Sales and Sponsorship Coordinator	mmailer@theex.com	416-263-3708

CNE Permanent Office

Our permanent offices are located in the Press Building, near the Princess Margaret Fountain Canadian National Exhibition.

Press Building, Exhibition Place
210 Princes' Boulevard
Toronto, ON M6K 3C3
Tel. 416-263-3000 | Fax. 416-263-3838

FOOD BUILDING SPECIFIC INFORMATION

Food Building Location

Food Building, Exhibition Place
200 Princes' Boulevard
Toronto, ON M6K 3C3

Food Building Move In Process & Hours of Operation

In order to ensure an efficient and effective move in, all food building concessionaires must make an appointment in order to gain access into the Food Building beginning June 3 through June 30, 2015

Booths slated for construction & upgrades also must have scheduled appointments in order to ensure that all elements are approved prior to build.

All construction and repairs must be completed by **June 30, 2015!**

Appointments must be made in advance directly with Jeannette Mintz at 416-263-3849 or jmintz@theex.com at all times.

It is strictly forbidden to bring in any food products into the building (fresh or dry goods). Any food or beverage items identified on premises will be turned back. Fresh or dry goods will be allowed entry only beginning **Monday August 17, 2015 only.**

NO APPOINTMENTS, NO ACCESS, NO EXCEPTIONS!

Food Building Access and Rules;

1. All move-in must be done through the large roll up Door 61 on the north side of the building, accessed by Manitoba Boulevard. ONLY ONE POINT OF ENTRY!
2. All concessionaires and their employees and contractors MUST sign in at all times!
3. Open toe shoes, flip flops, sandals are strictly prohibited. Please ensure you and your teams are wearing the proper footwear at all times.
4. All new construction and renovation plans must be submitted to the CNE Management for approval. Plans, drawings, specifications, and other information may be necessary. Plans of booth arrangements will be submitted to the Department of Public Health for additional approval.
5. All related booth construction must meet the CNE's union collective agreements of Exhibition Place. The current province-wide collective agreements with respect to the industrial, commercial and institutional sectors of construction industry between:

- The Carpenter's Employer Bargaining Agency and the Ontario Provincial Council, United Brotherhood of Carpenters and Joiners of America;
- The Mechanical Contractors Association of Ontario and the Ontario Pipe Trades Council of the United Association of Journeymen and Apprentices of the Plumbing and Pipe-Fitting Industry of the United States and Canada; and
- The Electrical Trade Bargaining Agency of the Electrical Contractors Association of Ontario and The International Brotherhood of Electrical Workers and the IBEW Construction Council of Ontario;
- Letters of Understanding between the Board and, respectively, Local 506 of the Labourers International Union of North America and the International Brotherhood of Painters and Allied Trades;
- Any non-maintenance part(s) of the Work that is the work of Union members for whom the said Council, Brotherhood Association or Local is the collective representative under the provisions of any one of the said collective agreements, or the said Letter shall in each case be performed only by an employer owing contractual obligations to such representative, unless such obligations do not prohibit performance of such part(s) of the Work by others.

Any Concessionaire found in contravention of these collective agreements will be fined.

If you have any questions or require clarification on the work that is allowed to be done without the use of union labourers, please contact Jeannette Mintz at 416-263-3849 or email at jmintz@theex.com.

Food Building Hours of Operation

JUNE 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 CLOSED	2 CLOSED	3 BY APPT ONLY	4 BY APPT ONLY	5 BY APPT ONLY	6 CLOSED
7 CLOSED	8 BY APPT ONLY	9 BY APPT ONLY	10 BY APPT ONLY	11 HONDA INDY CLOSED	12 HONDA INDY CLOSED	13 HONDA INDY CLOSED
14 HONDA INDY CLOSED	15 BY APPT ONLY	16 BY APPT ONLY	17 BY APPT ONLY	18 BY APPT ONLY	19 BY APPT ONLY	20 CLOSED
21 CLOSED	22 BY APPT ONLY	23 BY APPT ONLY	24 BY APPT ONLY	25 BY APPT ONLY	26 BY APPT ONLY	27 CLOSED
28 CLOSED	29 BY APPT ONLY	30 BY APPT ONLY				


JULY 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 CLOSED	2 CLOSED	3 CLOSED	4 CLOSED
5 CLOSED	6 CLOSED	7 CLOSED	8 CLOSED	9 CLOSED	10 CLOSED	11 CLOSED
12 CLOSED	13 CLOSED	14 CLOSED	15 CLOSED	16 CLOSED	17 CLOSED	18 CLOSED
19 CLOSED	20 CLOSED	21 CLOSED	22 CLOSED	23 CLOSED	24 CLOSED	25 CLOSED
26 CLOSED	27 CLOSED	28 CLOSED	29 CLOSED	30 CLOSED	31 CLOSED	

AUGUST 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 CLOSED
2 CLOSED	3 CLOSED	4 7AM TO 7PM	5 7AM TO 7PM	6 7AM TO 7PM	7 7AM TO 7PM	8 12PM TO 6PM
9 12PM TO 6PM	10 7AM TO 11PM	11 7AM TO 11PM	12 7AM TO 11PM	13 7AM TO 11PM	14 7AM TO 11PM	15 7AM TO 11PM
16 7AM TO 11PM	17 7AM TO MIDNIGHT	18 7AM TO MIDNIGHT	19 7AM TO MIDNIGHT	20 7AM TO MIDNIGHT	21 	22 
23 	24 	25 	26 	27 	28 	29 
30 	31 					

SEPTEMBER 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 	2 	3 	4 	5 
6 	7 	8 7AM TO 11PM MOVE OUT	9 7AM TO 11PM MOVE OUT	10 7AM TO 11PM MOVE OUT	11 7AM TO 11PM MOVE OUT	12 CLOSED
13 CLOSED	14 CLOSED	15 CLOSED	16 CLOSED	17 CLOSED	18 CLOSED	19 CLOSED
20 CLOSED	21 CLOSED	22 CLOSED	23 CLOSED	24 CLOSED	25 CLOSED	26 CLOSED
27 CLOSED	28 CLOSED	29 CLOSED	30 CLOSED			

Move Out Information

The Food Building will be open for move-out and cleaning on the following dates;

Monday, September 7	7:00pm – 11:00pm Cleaning can begin once all visitors have vacated the building
Tuesday, September 8	6:30am – 8:00pm
Wednesday, September 9	6:30am – 8:00pm
Thursday, September 10	6:30am – 8:00pm
Friday September 11	6:30am – 8:00pm All tenants must be moved out and inspected by this time

All Food Building Concessionaires must be completely moved out on Friday September 11, 2015 and only once Noraxx/Maxxam Analytics Inspectors have inspected and approved your booth.

Process & Procedures

The Food Building closes immediately at 7:00pm on Monday September 7, 2015.

If you decide to vacate your booth in the food building permanently after the close on September 7, 2015, it is important to note that your booth will be subject to a closing audit by Noraxx. It is imperative that you read and follow the proper closing procedures as outlined in the attached documents. NEW!! It is requested that all Food Building concessionaires ensure that all small appliances are removed from your space and please tarp all your booths for closing for the year.

If your booth does not meet the proper standards for sanitation, you will be called back in to ensure that it is thoroughly sanitized. You will be responsible for the cost of cleaning in order to reach the expected standards.

Inspectors will be on-site and available to perform the closing audit beginning 8:00am Tuesday, September 8 and will be available until 10:00pm every day **except for Friday September 11 – which all tenants must be moved out and inspected by 8:00pm at which time all vendors must be moved out of the building.**

Entry Access for Move Out

Access into the building during the move out will be through the north delivery roll-up door #61, off of Manitoba Avenue, by the building floor manager's office. **One point of entry only!**

It is imperative that you sign in upon arrival and check in with one of our Floor Managers, once you have completed your thorough cleaning of your concession, please check back with a Noraxx Inspector when you are ready for your audit to be performed.

In order to ensure the efficiency and effectiveness of a successful audit the first time is to follow the attached checklist. These are the criteria's which the inspectors are looking for to ensure you can officially vacate your booth in the Food Building for the 2015 season.

Food & Products Removal

All food and food products are to be removed from the building at the end of the 2015 CNE Season, this includes unopened food products. **The following must be removed from the premises:** all **food packaging** (food containers and disposable containers), **all small wares** (plates, utensils, napkins, packaging, etc), all **small equipment** such as; utensils, candy floss machines, popcorn makers, fudge pots (wood trophs etc) juice machines, cappuccino/ice cream makers and mixers.

The only equipment permitted to remain in the Food Building is; large equipment (grills, fryers, stoves, steam tables, coolers, fridges, freezers, sinks and booth fixtures and signage.

Large utensils and equipment must be properly cleaned and sanitized (wash, rinse, sanitize) as per Ontario Food Premises Regulations 562.

Closing Steps

1. Floors, walls, ceilings, food contact surfaces must be cleaned thoroughly with a detergent solution, followed by a rinse with water. In some cases where a final step of sanitizing is needed; the appropriate concentrations for any food contact areas are required (Chlorine Solutions minimum of 200ppm) or Quaternary Ammonia solution minimum of 400ppm). Please pay particular attention to the surfaces such as prep tables, shelves and cutting boards.
2. All large and small equipment staying in the booth (e.g. fryers, grills, warming drawers, makers) must be completely free of food residue (including grease traps) and be cleaned by following the appropriate closing steps with a detergent wash, rinse and sanitize! To ensure a successful inspection – be sure to thoroughly clean and scrub underneath and behind all fryers and grills.
3. All refrigerators and freezers must be cleaned (detergent wash, rinse and sanitize) and left ajar to prevent mold build up. Please do not lock your refrigerators or freezers. Access will be needed to ensure proper inspection throughout the closed season.

4. Inspection of a booth will take place within 24 hours of notice being given by a vendor to a Noraxx Auditor and one of the CNE Floor Managers on duty. Closing Audits will take place starting Tuesday September 8 from 8am to 8:00pm and continue until all vendors have completed closing procedures – by no later than Friday September 11, 2015.

Equipment Removal From Food Building/Special Events

If you are removing any equipment from the Food Building for other events or part of your business needs over the course of the year – it cannot re-enter the premises at any time during the year. No exceptions.

For those that participate at the Royal Winter Agriculture Fair in November – you are welcome to access the Food Building by appointment only to remove any equipment you require during this event, **however – please note that you cannot re-enter the premises to store your equipment after the event. It is important that you ensure you have made alternate arrangements to ensure proper storage is in place. NO EXCEPTIONS!!!!**

Verification Procedures

After the entire building has been audited, a final inspection may be done by Health Inspectors from the Toronto Public Health to ensure all areas and elements are *maintained*. Should there be any additional requirements needed to be reviewed with your leased area, it may be required that you attend to ensure you receive the all clear.

Failure to follow the above procedures may result as breach of contract and grounds for dismissal.

If you have any questions regarding the closing procedures, please feel free to contact any member of my team, floor managers, or Noraxx representatives available on-site beginning **Tuesday September 8, 2015.**

With your help we can continue to maintain high standards of quality and sanitation at the food building and look forward to welcoming you all back at the 2014 Canadian National Exhibition.

Hours During the CNE

The Food Building will be open to FOOD BUILDING CONCESSIONAIRES and their STAFF ONLY at 7:00am daily. **All restocking of booths must be done between 7:00am and 10:00am.** Exhibitors must be in their booths and ready to open at least 15 minutes prior to the building opening at 10:00am.

Forklift Services are provided by the CNE to deliver products/goods directly to your leased space.

Appliance Rentals

Arctic Refrigeration & Equipment (Coolers, Freezers, Microwaves)

401 Victoria Ave., N.

Hamilton, Ontario L8L 5G7

Cameron Stewart

Tel: (905) 528-8528 Fax: (905) 521-1516

Web Site: www.arcticfoodequip.com

Igloo Refrigeration Ltd.

370 Norfinch Drive,

Toronto, Ontario Canada M3N 1Y4

Tel: 416-663-3051

Fax: 416-663-5793

1-888-408-8819

Web Site: www.igloorefrigeration.com

Dollies

Dollies are available on a limited, first come, first served basis. Concessionaires will be asked to leave a photo ID/license or other form of identification during the loan period. Dollies will not be allowed on the show floor between 10:00am and 10:00pm. Personal hand upright dollies are accepted.

Exhibition Place Services

Exhibition Place/Direct Energy Centre has several in-house services to offer exhibitors at the Canadian National Exhibition. If you require any services (forklift, labour, electrical, plumbing, cleaning, painting) **provided by Exhibition Place, please contact the Exhibitor Services Department at 416-263-3064**. Please be advised that all Food Building Concessionaires must use union personnel from the locals servicing Exhibition Place when work is being performed.

Any work requiring painting, carpentry work, electrical work, labourers, technical services and plumbers must use Exhibition Place local union. Concessionaires may be requested by a union representative to produce a union card to show membership. Failure to provide a union card will result in a stop work order and may result in a grievance being filed. The Exhibitor will be responsible to cover all costs resulting from the successful filing of a grievance.

The following is a list of locals servicing Exhibition Place;

- Carpenters & Allied Workers – Local 27
- I.A.T.S.E. Local 58
- IBEW Local Union 353 – Electricians
- International Union of Painters and Allied Trades – District Council No. 46
- Labourers International Union of North America Local Union 506
- United Association Local 46 (Plumbing & Pipe Fitting)

Cleaning Services

A variety of booth cleaning services are available, including one night or nightly cleaning of your booth. Such cleaning consists of washing floors, dusting and garbage removal. To inquire further about cleaning services please contact the Event Services Department.

Electrical

All electrical work must be done by Exhibition Place Electrical Department. If you require electrical hook-up, you may order it through the Exhibition Place Event Services Department or an IBEW Local Union 353-Electricians. All work will be done at the exhibitor's own expense.

Signage Hanging

The hanging of signs must be done by the Exhibition Labour Department, after approval by the CNE Safety Engineers.

Telephone & Internet Hook Up

Requests for these services can be arranged in advance through the Exhibitor Services Department. For more information, please contact them at 416-263-3064.

Enclosed is a copy of the Exhibitor Services On-line Order Form for your convenience!

Electrical Safety

Concessionaires are not permitted to install any electrical wiring device on site other than regular extension cords. All on site wiring and connections must be done by facility electricians to ensure safety. All equipment on the show floor must be CSA approved with the appropriate visible stickers. Any unapproved equipment must have an ESA Permit to

Show or Energize properly displayed. **For more information, please contact the Event Services Department at 416-263-3064**

Food Handlers Course

All Concessionaires employees engaged in the preparation, handling, serving and storage of food or food products, must meet both the provincial and local health department requirements, and obtain a food handler certificate annually which shall be prominently displayed on buttons worn on uniforms at all times, or by other means as determined by CNE Management.

Food Handlers Course

All food handlers must attend a food safety training course prior to the start of the CNE in order to minimize the risk of foodborne illness to visitors to the CNE.

Exemptions

Food handlers are exempt from attending a session if they are in possession of the following with photo identification

- A recognized food handler training certificate issued within the previous 5 years including a health unit certificate, NFSTP, Basic.fst, Advance.fst
- A valid 2013 CNE Food Safety training card issued by Toronto Public Health
- A valid 2013 or 2014 Food Safety training card issued by a health unit in Canada

MORE INFORMATION AND TRAINING DATE WILL BE COMMUNICATED EARLY JULY.

Food Products Day

On Wednesday, August 26, at 11:00am the Food Products Association will be hosting its annual Food Products Day. Guests are welcome to line up for a chance to play and win - with \$25,000 in prizes. If you are interested in providing food products as prizes, more information and participation form will be available late June/early July.

Meal Tickets

Each year the CNE provides meal tickets to staff and volunteers in order to purchase their meals while working at the CNE. All concessionaires are required to accept all Meal Tickets. Meal Tickets come in \$1.00 denominations. The colour is yet to be determined. We will provide you with information on-site of the ticket colours being used for the 2015 season.

Garbage Disposal

Attention all Food Tenants – there has been some cross contamination issues with the disposal of your organics and general waste in the Food Building compactor and garbage room. In order to ensure proper handling of waste, we ask that you dispose your garbage bags and organic bags in the rolling bin positioned outside of the compactor room, our cleaning crew will sort out the organics from the waste and properly dispose of it. **Do not enter the compactor room, unless you are disposing your grease in the designated areas provided.**

Inspection by Toronto Public Health

Prior to opening, all concessions will be inspected with regard to compliance with Health and Safety Standards. Any concession that does not meet minimum standardized requirements will not be allowed to open until corrections have been made and a re-inspection certifies the corrective action. The re-inspection will be performed at the expense of the licensee.

In the case where inspection and lab analysis reveal unsatisfactory results, the Concessionaire will be notified in writing and given direction as to remedial action. Within 72 hours after notification a re-inspection will be performed at the expense to the Concessionaire.

If results are unsatisfactory the CNEA has the right to, either:

- Order the concessionaire to change its physical environment to eliminate the problem.
- Order menu and/or preparation changes.
- Close exhibit.

If health examinations are required by either provincial or local health departments, all costs related to such tests shall be the responsibility of the Concessionaire. In the event that any of the employees of the concessionaire refuse any required health inspection, CNE Management reserves the right to have such employee removed from the operation.

Kitchen Safety and Fire Prevention

A reminder to all food tenants to ensure to turn off stove elements, burners, grills and ovens every evening prior to leaving for the night.

Never ever, ever leave cooking foods unattended – not even for a minute.

In case of a grease fire, salt and/or baking soda or milk will help to put out the potential fire and stabilize the fire from spreading. If you encounter a grease fire in your booth at any time, it is important to report it to CNE Management, to ensure that the safety and security of your area, the building and personnel have not been compromised in any way.

Manage Your Lines

It is the responsibility of each food tenant in the building to ensure that you take the necessary measures to manage line-ups directly outside your lease line. Invest in some stanchions to help in forming line-ups. Consider appointing a member of your staff to help in ensuring customers line-up properly. This will help in ensuring that the neighboring booths are accessible and free from obstruction.

We don't enjoy policing this on an ongoing basis, your cooperation and compliance is required, otherwise, we will have no choice but to begin issuing fines. Thank you for your immediate attention to this matter.

Menu Items and Additions

At this time, **all menu items listed on your signed agreement is final**. If it is not listed on your agreement, it cannot be showcased or sold in your booth. We will continue to monitor this throughout the course of the CNE to ensure that all tenants respect and comply with these guidelines to ensure a fair and equitable business practice and to ensure that we strike a balance of mix in the building. Please remove any items not approved on your contracted list of menu items.

Product Demonstrations and Food Sampling

Product demonstrations and sampling must be done within the confines of your lease line and in such a manner that the aisles are not blocked or the flow of traffic restricted. **Aisles must not be obstructed in any way, either through product demonstrations or sampling.** Service tables, demonstration areas must be at least 3 feet back from the front line of your leased space.

If samplers interfere with the adjoining tenants and policing is required, the opportunity to further sample and/or to demonstrate will be limited or withdrawn immediately by Show Management. We ask that you respect these guidelines, to ensure that every tenant has an equal opportunity for a positive event experience.

Products – Use of Compostable Only

Effective January 1, 2010 – all food vendors and concessionaires may no longer use polystyrene foam otherwise known as Styrofoam to go containers or service ware. Food vendors found using Styrofoam will be subject to the loss of their environmental deposit and possible termination of their license.

All Concessionaires are required to use only COMPOSTABLE food and beverage containers, including all paper towels, napkins and eating utensils where possible. The following suppliers can assist you with your Compostable Product Requirements;

Core Sales

5594 Ambler Drive
Mississauga, ON L4W 2K9
905-615-8018
www.coresales.ca

GFS Canada (Gordon Food Service)

2999 James Snow Parkway North
Milton, ON L9T 5G4
905-864-3700
www.gfscanada.com

GreenShift

416-925-9665
1-888-925-9665
www.greenshift.ca

Public Health Inspection Standards

All food concessionaires must follow the City of Toronto Public Health Department guidelines for Food Premises. All Food Premises will be inspected by the Public Health Inspectors and based on that inspection the concessionaires will receive one of three (3) safety inspection notices: a Pass, a Conditional Pass or a Closed notice.

The inspection notices must be posted in a clear, concise and unobstructed location that is visible to the public and is satisfactory to the City of Toronto Public Health Department. All information pertaining to this system is enclosed.

Prior to opening, concessions will be inspected with regard to their compliance with Public Health Standards. Any exhibit that does not meet minimum standardization requirements will not be allowed to open until corrections have been made and a re-inspection certifies the corrective action. The re-inspection will be performed at the expense of the Concessionaire.

If you have any questions, we invite you to contact the following;

Dine Safe 416-338-FOOD (3663)

Toronto Public Health 416-338-7600 www.toronto.a/health or via email at publichealth@toronto.ca

Health Canada www.hc-sc.gc.ca

GENERAL GUIDELINES

Accommodations

Official Host Hotel — The Westin Harbour Castle Toronto

Reserve your stay with the Official Hotel partner of the Canadian National Exhibition.

The Westin Harbour Castle is located right on Lake Ontario only 8 minutes away from Exhibition Place where all of the events will take place.

Book our exclusive **Canadian National Exhibition package:**

- Luxurious accommodations with breathtaking views of downtown Toronto or Lake Ontario
- Breakfast for two in the Lobby Café (CAD \$10 value)
- Two adult tickets to the Canadian National Exhibition (CAD \$36 value)
- Package is available for arrivals from **August 14, 2015 – September 9, 2015**
- Rate of CAD \$199 per night + taxes - based on availability

OR

Book a **Standard Room** at \$149.00 per night + taxes - based on availability

Book online at <http://www.westinharbourcastletoronto.com/CNE> or call 1-866-716-8101 and reference rate plan **CNEPKG** for our package or **CNESPEC** for our room only rate.

Age Limits

Provincial regulations under the Ontario Health and Safety Act require that no one under the age of 16 be on the show floor during set up and tear down hours. **Do not bring under aged children to the building during those hours as there are no care facilities for them.**

Banking Services

Please note that there are no full-service banks on the CNE grounds. The closest branches of local financial institutions are located north of the Exhibition grounds at the corners of King & Dufferin Streets. There will, however, be a number of automated banking machines for withdrawals only located throughout the CNE grounds (in the Direct Energy Centre, on the Midway, Better Living Centre, Queen Elizabeth Building, the Casino and Food Building).

Booth Cleanliness

All concessions shall be kept in a clean and tidy condition, and all sweeping, dusting, removal of refuse, etc., shall be done each day at closing. All Garbage, Organics and Recyclables must be removed to bins provided for that purpose.

Booth Payments

ALL BOOTHS MUST BE PAID IN FULL PRIOR TO MOVE-IN. No one will be permitted to set up their booth space until their account has been settled. If you have any questions regarding your outstanding balance, please contact your Exhibit Sales Account Manager, Jeannette Mintz – 416-263-3849 or jmintz@theex.com

Contests & Draws

All contests must be approved by Exhibitors Sales Management to ensure compliance. A copy of the ballot and contest rules must accompany the request and sent to Management by no later than August 1, 2015. Some contests may be denied due to sponsorship conflicts.

You are reminded that free draws will only be permitted when the actual draw takes place within Exhibition Place before 7:00pm on Monday, September 7, 2015. In addition you are further reminded that you are NOT to send a letter out or telephone at a later date to those who took part in the draw with any reference whatsoever to Canadian National Exhibition. (Refer to clause 1.10.07 of your Contract Rules & regulations)

Copyrighted Materials & Trademark Infringements

The exhibitor is responsible for obtaining all required licenses and permits to use music, photographs or other copyrighted materials in their booth. **CNEA Management reserves the right to remove any materials which are not accompanied by the proper documentation.** The exhibitor will indemnify and hold harmless CNEA Management, the facility, their agents and employees from all loss, costs, claims, causes of action, suits, damages and liabilities.

Damages/Cleaning Costs (stickers, tape, etc.)

It is expected that the booth space will be left the way it was found. Use of non-official tape could result in additional cleaning charges. Duct tape is not permitted to affix your floor covering to the floor. Double sided cloth tape is the preferred type of tape to use. It can be purchased onsite from our Show decorator – GES – if needed. The distribution of stickers is not recommended as any removal of these stickers will be the responsibility of the exhibitor. It is prohibited to affix anything to the building pillars, pipes, flooring or supports at any time.

Environmental Initiatives Program

The Canadian National Exhibition has instituted a new incentive policy for all CNE Exhibitors to help us with our Environmental Initiatives in the following areas; Arts Craft & Hobbies, Shoppers Market, At Home Pavilion, International Pavilion, Warehouse Outlet, Warehouse Extension and in the Food Building

CNE Staff will visit each booth area to make suggestions/recommendations on how to make their exhibit booth or operation more sustainable and eco-friendly at the EX. **The Food Building Exhibitors started participating in this program in 2009 with great results and will continue to participate.**

In 2014 an environmental surcharge has been included on each contract agreement. Each exhibitor will be able to earn back a partial or full refund. In order to receive a full refund an Exhibitor must do three of the below listed at each of their locations, a partial refund (50%) will be given to those who only complete two of the below listed:

1. Participating in CNE Recycling program (i.e. cardboard, organics, fluorescent bulbs, batteries, plastics, cans, bottles, etc.)
2. Removal or reduction of packaging of supplies through your suppliers, wooden skids, plastic bread racks, etc.

3. Use of energy efficient equipment i.e. replacement of old fridges and stoves with new energy efficient equipment
4. Use of compostable products i.e. plates, cups, napkins, knives, forks, spoons, etc.
5. Use of environmentally friendly cleaning supplies
6. Use of energy efficient lighting (LED or Low wattage)
7. Booth lighting and electrical equipment turned off when not in use
8. Takes measures to reduce water consumption (if applicable)
9. Use of compostable paper bags instead of plastic bags (where applicable)
10. Ensure your staff are aware of the program

Fire Safety

- Decorative materials used in displays must meet the requirements of the Toronto Fire Department.
- The following materials should be flame proof if used for displays: artificial flowers, paper, cardboard or compressed paper less than 1/8", plastic materials, split wood, textiles.
- The use of the following materials shall be prohibited: acetate fabrics, Styrofoam/foam core, and corrugated paper box board.
- The use of open flame is limited to directly helping promote the sale of an approved appliance or device. Authorization must be approved prior to move-in. Equipment must comply with approved safety standards. A suitable fire extinguisher shall be provided on recommendation. This privilege may be revoked at any time that the operation of such equipment is deemed to be dangerous or hazardous.
- Flame shall not be used strictly for attracting attention.
- Flammable liquids or gases shall not be stored inside the building.
- Construction or ceiling decorations of the show booths must not impede the operation of the sprinkler system

Giveaways and Handouts

Free distribution of book matches, helium balloons and all forms of adhesive stickers are not permitted. All other types of give-aways must be approved in writing by the CNE Management.

Health and Safety

The Ontario Health and Safety Act, as outlined in the "green book" and enforced by the Ontario Ministry of Labour, applies to the set up and dismantle of consumer shows. Employers are responsible to ensure all workers are provided the training, equipment and direction needed to operate and work safely. Unsafe acts on the show floor will be interrupted until a safe solution is implemented. Unsafe practices will not be permitted on site. Come to site prepared with the proper equipment and amount of staff in order to avoid unnecessary delays. No motorized carts, scooters or the like will be allowed in the show aisles during show hours. The only exceptions will be to assist persons visiting the show. Please review the health & safety procedures document for further details. **Please review the Health & Safety document, sign and return Acknowledgement Form included in this package.**

Helium

The use of helium is strictly prohibited at the Direct Energy Centre, Queen Elizabeth Bldg., Food Building & Industry Buildings.

Insurance

As a condition of exhibiting, you are required to have insurance coverage for your booth. The CNE maintains coverage for the neutral areas, such as aisles and feature areas. It is the responsibility of the exhibitor to ensure their booth is insured against thefts, damage and personal injury. The Canadian National Exhibition does not carry insurance of any kind on any exhibits. Each exhibitor is required to provide evidence of public liability insurance with the CNE in the form of an insurance certificate or certified copy of a liability insurance policy providing limits of no

less than **\$ 2 million** in respect of each person and/or any one occurrence. Exhibitors selling or sampling food products are required to provide evidence of public liability insurance with the CNE in the form of an insurance certificate or certified copy of a liability insurance policy providing limits of no less than **\$ 5 million** in respect of each person and/or any one occurrence. If your broker cannot provide the proper coverage, you may contact our recommended insurance broker:

ExhibitorInsurance.com

Attn: John Neofotistos
434 North Rivermede Road, Suite 3
Concord, ON L4K 3M9

Phone: 905-695-2971 ext.103
Fax: 905-760-2260
Online: www.exhibitorinsurance.com

This insurance certificate should be submitted with final payment, by no later than July 14, 2015. Unless this certificate is received, exhibitors will not be allowed to open their booth. If you have your own insurance, please be sure your carrier is licensed in Ontario.

Parking

Suggested parking for the Food Building tenants is the **Food Lot** just north of Food Building under the Gardiner. Another option is **Lot 2** which is south side of BMO field.

Sales and Receipts

Any consumer complaints regarding the sale of exhibitor goods or services will immediately be brought to the exhibitor's attention. All sales including credit card sales must be in Canadian funds. Currency must be clearly marked on the sales receipt. It is necessary that exhibitors provide a proof of purchase receipt to their customers at all times.

Security Needs

The Canadian National Exhibition will provide general security for buildings. If required, exhibitors may arrange additional booth security at their own expense through the CNE approved Security. Contact: Clement Dennis at DC Security 416-936-2412 (Mobile) or e-mail clement@dc-security.com

No outside Security firms will be allowed on the event floor.

Smoking By-Laws

Under the City of Toronto Workplace Bylaw 23-88, there are strict laws against smoking in public places. There is no smoking in public places unless there is a designated smoking section. **Note: There is no smoking in any building at the CNE**

Soliciting

Soliciting of business and distribution of samples, souvenirs and literature including solicitation by costumed personnel, must be confined to the exhibitors' space. Soliciting is not permitted in the aisles, in other exhibitor's booths, at any building entrance/exits or anywhere on the grounds during the fair or Exhibition Place grounds. Any person caught, will be asked to cease and desist all operation.

Sound Levels

Any exhibitors who require microphone systems must be approved in advance by CNEA Management. Music and other sounds will be monitored throughout the fair by Show Management. Show Management reserves the right to make necessary adjustments to control the sound levels in the event that it is becoming a nuisance to surrounding exhibitors.

Storage

We regret to inform you that there is no storage available in the Food Building. Please ensure that you make the necessary arrangements in advance of the CNE. Interested in additional storage solutions, please contact Mike Knott at 416-263-3826 or by e-mail: mknott@theex.com. Spaces are extremely limited.

Stationary Transport Trailers

A limited number of stationary transport trailers can be parked in the lot north of the Food Building and north of the Horse Palace. For more information please contact Rob Bos at 416-263-3854.

As the CNEA can provide only limited storage space or parking space for trucks for overnight storage on the grounds during the Exhibition all LICENSEES should be prepared to secure parking off the Exhibition grounds. A limited number of Stationary Vehicle parking spaces are available at a cost of \$675.00 per space, but on a first come first served basis.

Unions

The Direct Energy Centre has agreements in place with various unions. Carpentry and booth assembly work could fall under these arrangements. Contact your sales representative if you have any questions on how these could affect your set up. All booth construction and painting needs to be done off site prior to move-in. It is generally permitted to use your full time staff to assemble prefab displays. If you hire an outside company to install your booth, it must be a recognized company that has an agreement with the proper union. Any questions about these regulations should be directed to CNEA Management.

EXHIBITOR COMPLIANCE GUIDELINES

EXHIBITOR COMPLIANCE GUIDELINES

Booth Configuration and Construction

Requirements for Large Uncovered Booth/Exhibit Areas

The following rules apply to uncovered booths where there is no obstruction of the building's sprinkler system.

1. Any enclosed booth or showroom with a floor area greater than 200 m² (2150 ft²) or an occupancy of 60 or more persons or where the distance to the exit is greater than 25.0 m (82 ft), must have two means of exit located as far apart as possible. No single exit doorway shall be less than 810 mm (2 ft 8 in) wide.
2. In addition, any booth with an area of 232.3 m² (2500 ft²) or more must contain one fire extinguisher.
3. *Walk through Exhibits* that contain more than three walls or a single room (may have elevated floors, etc.) may require:
 - A building permit
 - Emergency lights
 - Emergency exits
 - Exhibitor should call the building inspector for inspection/engineer's report (a few days before the event)
4. Small room displays:
 - Constructed of three walls and no ceiling (i.e. the public cannot get lost or trapped) do not require a building permit.
 - More than one room (walk through type) a permit may be required (same as Item 3).
5. When the show area does not make use of the entire floor area in a building, and drapes are used to separate the unused floor area from the show area, openings must be provided in the drapes that lead to the building's fire exits. "FIRE EXIT" signs must also be provided over the openings.

Booth Configuration

The following booth configurations *do not* require formal approval by the CNE:

- (i) Open top exhibition booths, less than 150 m² (1610 ft²) in unsprinklered buildings.
- (ii) Open top exhibition booths, less than 200 m² (2150 ft²) in sprinklered buildings.
- (iii) Platforms less than 610 mm (24 in) in height and/or 10 m² (108 ft²) in (projected) floor area.
- (iv) Two means of exit, as far apart as possible, must be provided for enclosed booths under any of the following conditions:
 - a) An occupancy of 60 persons, or more;
 - b) Enclosed booth areas in excess of 150 m² (1610 ft²), located in an unsprinklered building;
 - c) Enclosed booth areas in excess of 200 m² (2150 ft²), where the building is sprinklered;
- (v) Any booth within area of 232.3 m² (2500 ft²) or more must contain one fire extinguisher.

The following booth configurations **do** require formal approval from the CNE Operations Department. A description of the booths requiring approval shall be submitted to CNE staff who in turn will submit the description to the CNE Operations Department for approval. CNE Safety Engineering will discuss these

configurations with the Toronto Fire Services, Plan Examination Division and/or Toronto Urban Planning and Development Services, Buildings and Inspections Division.

- (i) Platforms exceeding 10 m² (108 ft²) in (projected) floor area must comply with the Ontario Building Code and the National Building Code.
- (ii) Booths with flame retardant canopies greater than 16.6 m² (200 ft²).
- (iii) Single-level covered booths, two story booths and booths with mezzanines require prior approval from the CNE. They must be in accordance with the guidelines presented herein the Ontario and National Building Codes. A Life Safety Evaluation as per NFPA101 Section 12.4.1 may be required. Covered Double Deck booth (greater than 74 m² (800 ft²)) require sprinklers as per NFPA 13.
- (iv) Two means of exit, as far apart as possible, must be provided for enclosed booths under any of the following conditions:
 - a) An occupancy of 60 persons or more;
 - b) Enclosed booth areas in excess of 150m² (1610 ft²), located in a *unsprinklered* building;
 - c) Enclosed booth areas in excess of 200 m² (2 150 ft²), where the building is sprinklered.
- (v) Any booth with an area of 232.3 m² (2 500 ft²) or more must contain one fire extinguisher.

Booth Construction, Non-Decorative Materials

Notwithstanding the following, the stipulations and prohibitions specified below for decorative material also apply to this section.

Booths may be constructed using steel, aluminium, glass, wood, plastic, etc. and any other non-combustible materials as regulated by the Ontario Building Code. CAN4-S114-M80 "Standard Method of Test for Determination of Non-Combustibility in Building Material" is the provincial standard to establish a non-combustible rating for building materials.

In most cases, thick wooden structural members and panels such as plywood may be considered as flame resistant. Wood veneer or thin wood panels not fixed to a backing are combustible. Combustible materials including plastics must have a flame spread rating not exceeding 150 and a smoke developed classification not exceeding 300.

If in the opinion of the CNE a material might not pass the flame test described in Appendix B, herein, a test may be required. Failure of this test may result in the exhibit being disallowed and removed.

Booth Construction - Decorative Materials

All materials used for construction or decoration of displays, booths etc. must be either non-combustible or treated and maintained in a flame-retardant condition by an approved flame retardant treatment or process, which conforms to CAN/ULC-S109 "Flame Tests of Flame-Resistant Fabrics and Films". Flame retardant treatments shall be renewed as often as required to ensure that the material will pass the match flame **test** in NFPA 705, "Recommended Practice for a Field Test for Textiles and Films".

A list of prohibited materials (those which can not be treated for flame retardancy) and materials which generally require flame retardancy treatment is given in Table 1.

Table 1
Prohibited Materials and Materials That Require Flame Retardancy Treatment

Material	Status
Acetate fabrics	Prohibited
Corrugated paper box board	Prohibited unless flame retardant treatment applied at factory
“No-seam” paper	Prohibited
Paper backed foil	Prohibited unless glued securely to suitable backing
Foam core	Prohibited
Drapes, curtains, drops, hanging, etc.	must be treated with a flame retardant coating
Decorative fabrics	must be treated with a flame retardant coating
Christmas trees, cut branches	must be treated with a flame retardant coating
Dried Flowers, artificial flowers	must be treated with a flame retardant coating
Motion picture screens	must be treated with a flame retardant coating
Paper (Note: cardboard or compressed paperboard less than 1/8” thick is considered paper.)	must be treated with a flame retardant coating
Ruscus	must be treated with a flame retardant coating
Split wood	must be treated with a flame retardant coating
bamboo fibres	must be treated with a flame retardant coating
textiles	must be treated with a flame retardant coating
styrofoam	must be treated with a flame retardant coating
gatorboard	must be treated with a flame retardant coating
wallpaper	must be pasted securely to wall or wallboard backing
plastics	require approval from the CNE

Booth Construction – ICF (Insulated Concrete Form)

All companies exhibiting an ICF product are allowed to do so within the following guidelines below:

- a) each exhibitor displaying an ICF product must provide proof that they have obtained a valid CCMC Evaluation Report as issued by the NRC’s Canada Construction Material Centre in Ottawa
- b) each exhibitor agrees to adhere to the 8’ - 0” height limitations as outlined with the Exhibition Place regulations provided these are no different from the spaces afforded to other non-ICF exhibitors. No ceiling structures allowed.
- c) ICF exhibitors must be dispersed throughout the show floor minimum 60 ft. apart
- d) All ICF exhibitors must have a certified in working order Class (C) fire extinguisher suitable for extinguishing combustible solid material in their booth at all times
- e) Electrical boxes run for show purposes must not be in direct contact with any of the foam product
- f) All lighting modules forming part of booth displays must be installed in such a manner that no light source is closer than 2 feet from foam
- g) The backsides of all walls must be covered with drywall allowing front surfaces to be exposed

Fire Exits and Fire Protection Equipment

1. It is important to note if there is a fire exit, fire hose cabinet, hose valve connection, fire extinguisher or fire alarm pull station located in an exhibit space. It shall be the responsibility of CNE staff or exhibitor

- as the case may be, to provide clear unobstructed access, and if the view to such equipment is obstructed, to provide signage indicating the location of such equipment.
2. Notwithstanding Item 1 above, access to emergency exits must also conform.
 3. Notwithstanding Item 1 above, a 0.9 m (3 ft) clearance is required in front of all fire hose cabinets and hose valve connections.
 4. Any booth greater than 2.4 m (8 ft) in height, that obstructs the permanent Fire Exit Sign(s), is required to provide "Fire Exit" signs.

Obstructions

No articles shall be hung from or affixed to any sprinkler piping/heads or electrical conduit. Construction or ceiling decorations in booths must not impede the operation of the sprinkler system.

All exit doors shall be in an operable condition and shall remain accessible and unobstructed at all times. It is the responsibility of CNE staff or exhibitor to ensure that exit signs, fire hose cabinets, hose valve connections, portable fire extinguishers, manual pull stations, fire department handsets are not obstructed in any manner. If signs indicating the location of the aforementioned items are obstructed by the booth layout, additional signs shall be added, as required.

All entrances, exits, aisles, stairways, lobbies and passageways shall be unobstructed at all times. Easels, signs, etc. shall not be placed beyond the booth area into the aisles.

Where a booth is covered with a solid roof, the roof construction shall be substantial and fixed in position for the duration of the CNE.

Materials, Processes and Equipment within a Booth

In addition to the prohibited materials listed in Table 1, the following processes/equipment is *strictly* prohibited:

- (i) blasting agents or explosives
- (ii) flammable cryogenic gases
- (iii) aerosol cans with flammable propellants
- (iv) smoking (except in designated "Smoking Areas")
- (v) fuelling of motor vehicles
- (vi) liquefied petroleum or natural gas
- (vii) wood matches with "all surface strikes"
- (viii) hazardous refrigerants such as freon, sulphur dioxide or ammonia
- (ix) cellulose nitrate motion picture film
- (x) use of equipment approved for outdoor use only (for example barbecues)
- (xi) use of flammable liquid or dangerous chemicals
- (xii) electrical equipment or installation of electrical equipment that does not conform to CSA-C22-1, Electrical Safety Code

The use of the following processes or equipment is subject to approval from the CNE. If any material, process or equipment requiring approval is to be used, the exhibitor shall submit in writing, the nature of the process or equipment and any safeguards to be used to protect the hazard. Requests will be submitted by CNE staff reporting to the CNE Operations Department. A CNE Safety Engineer will review the request and respond with his/her approval, rejection or limitations.

- (i) Propane and Natural gas fired equipment.

- (ii) Operating any heater, grill, heat-producing device, open flame device candles or torches.
- (iii) Use of portable heating or cooking equipment to cook food.
- (iv) Pyrotechnics/fireworks must receive approval from Toronto Fire Services and be operated under the supervision of a federally licensed pyro technician.
- (v) Exhibits involving hazardous processing or materials not previously listed.
- (vi) Storage or display of ammunition and fire arms prohibited at Exhibition Place under City of Toronto Municipal Bylaw.
- (vii) Display of knives, swords or any object or merchandise deemed as a weapon. All such products can only be displayed in a glass case or behind the counter out the reach of the public.
- (viii) Pressure vessels including propane tanks.
- (ix) Fossil fuel powered equipment.
- (x) Hydraulically powered equipment using flammable fluids.
- (xi) Radiation producing devices.

Combustible/Flammable Products for Sale

It is not necessary to flameproof textiles, paper or other combustible samples of merchandise on display "for sale". The quantity of each sample on display shall be limited to one salvageable length. Each sample must differ in colour, weave or texture.

It is also permissible to exhibit aerosols containing a flammable liquid on display "for sale". One pressurized container, not exceeding 0.47 L (1 US liquid pint) capacity, of each flammable liquid may be exhibited.

Lighters on display as merchandise "for sale" must be displayed in a glass display case and must not contain any flammable liquid (butane, lighter fluid, etc.). Only the vendor may demonstrate the use of his lighter. The maximum number of lighters containing flammable liquid is limited three lighters and when not in use must be locked up.

As of May 2009, lighters that are advertised, sold or imported in Canada must meet the requirements of the *Hazardous Products (HPA)* and the *Hazardous Products (Lighters) Regulations*.

Use of Open Flame

The following rules apply to use of open flames.

1. Flame(s) shall not be used solely to attract attention.
2. Exhibits utilising flame-producing devices must be attended at all times.
3. The use of an open flame is limited to certain articles of merchandise where the operation of an approved appliance or device definitely helps to promote the sale of such equipment.
4. Where candles are offered for sale, not more than four candles may be lit at any one time, and they must be shielded by hurricane type chimneys. If glass-contained candles are lit, the flame must not extend above the rim of the container.
5. An approved fire extinguisher must be installed in exhibit areas where flame-producing devices are used.
6. If at any time an Inspector deems any equipment or device to be operated in a manner dangerous to public safety, he/she will cancel the privilege of the exhibitor concerned.

Operation of Natural Gas or Propane Fired Appliances

CAN/CSA-B149.1-10, "Natural Gas and Propane Installation Code", Canadian Standards Association, 2013 contains the requirements to operate natural gas or propane fired appliances indoors. General guidelines are as follows:

Licensing and Certification

No handling of gas without license

5.0 No person shall handle gas unless the person is the holder of a license for the purpose. O. Reg. 212/01, s. 5.

Certificates required for various activities.

(1) No person shall install, alter, purge, activate, repair, service or remove any appliance, equipment or other thing employed or to be employed in the handling or use of gas unless the person is the holder of a certificate for that purpose. O. Reg. 212/01, s. 6 (1)

Natural Gas and Propane Installation Code, B149.1-05

4.1.3 **An appliance, accessory, component, equipment,** or any other item shall be installed in accordance with the manufacturer's **certified** instructions and this Code.

8.10.1 A **vent** or **chimney** shall provide effective venting and shall be designed and constructed to remove all **flue gases** to the outdoors.

7.37 Requirements for the operation of Appliances at shows, exhibitions, or other similar events. Natural gas or propane used in connection to **Appliances and Cylinders at Shows, Exhibitions, or other Similar Events** shall comply with **Annex J**,
ANNEX J

REQUIREMENTS FOR OPERATION OF APPLIANCES AND CYLINDERS AT SHOWS, EXHIBITIONS, OR OTHER SIMILAR EVENTS

Use of Appliances

1. This Appendix applies to **appliances** that
 - a) are on display at shows, exhibitions or other similar events; and
 - b) are on display and are designed to be used outdoors or vented to the outdoors.
2. An appliance may be operated and vented indoors if it meets the requirements of the Annex;
3. An **appliance** shall only be used for the purpose of demonstrating its operation but shall not be used for heating space, water, or any other thing or for any other purpose.
4. An **appliance approved** for outdoor use being operated indoors for the purpose of demonstration shall be clearly marked that this appliance is for outdoor use only and the sign shall read:

DANGER - THE USE OF THIS TYPE OF APPLIANCE IS PROHIBITED FOR INDOOR USE. FOR YOUR SAFETY THE UNIT YOU ARE VIEWING IN THIS DISPLAY IS CONSTANTLY MONITORED FOR THE

PRESENCE OF CARBON MONOXIDE TO PROTECT YOU AND YOUR FAMILY. NEVER USE A (name of the appliance i.e. BBQ, Patio Heater, Fire Pit, etc.) INDOORS, INCLUDING A GARAGE

The sign shall be located immediately adjacent to the appliance and in clear view of the public, and the letters shall be a minimum 1" high.

5. An **appliance** shall be installed and activated initially by a person holding an appropriate valid certificate under the Technical Standards and Safety Act.
6. A person who has knowledge of the manufacturer's operating instructions for the **appliance** shall be in constant and immediate control of the operation of the **appliance**. A copy of the manufacturer's instructions shall be left with the appliance.
7. An **appliance** shall be **approved**.
8. (1) The level of carbon monoxide in the vicinity of an **appliance** shall
 1. be measured at intervals not exceeding 3 hrs,
 2. be measured 4 ft (1.2 m) above the floor and 4 ft (1.2 m) horizontally from the **appliance**, and
 3. be recorded with the date and time the measurements were made.(2) The record of levels of carbon monoxide made under sub-item 8 (1) shall be kept where the **appliance** is displayed and for the entire period of its display.
9. An **appliance** shall be shut down if the carbon monoxide level determined under item 8 exceeds 25 ppm.
10. A means shall be provided to physically protect any person from contact with hot surfaces, hot gases or flames resulting operation of
10. an **appliance**.
11. A **certified** portable fire extinguisher classified in accordance with ULC Standard CAN4-S508 of not less than 10-B,C rating shall be located at each booth or stall displaying **appliances**.
12. **Use of Propane Indoors**
- 12.1 A **cylinder** shall be labeled "Propane", "Liquid Petroleum (LP) Gas or "Danger flammable gas". This label shall be easily readable and affixed in a conspicuous location.
- 12.2 A **cylinder** containing a maximum of 20 Lbs (9kg) of propane and not connected to any other cylinder may be used indoors to supply propane to an appliance. The total propane capacity of cylinders installed indoors shall not exceed 1 Lbs. (0.5 kg) per 200 square feet (17 square meters) of floor area.
- 12.3 A **cylinder** in use within the **building** shall not be located within 50 ft (15 m) of an exit or stairway.
- 12.4 A **cylinder** valve connection shall be equipped with an excess flow valve that activates at a flow of not more than 100 such (2.8m³/h) at a pressure of 100 psig (690 kPa) or a device that limits the flow equivalent to that through a No. 60 DMS (1 mm) drill orifice at 100 psig (690 kPa). A cylinder shall be equipped with an overfill protection (OPD) valve.
- 12.5 A **certified pressure regulator** shall be installed on a **cylinder** and be suitable for use with the **appliance** connected to the **cylinder**.
- 12.6 A **cylinder** valve shall be closed when the appliance connected to the **cylinder** is not in use.
- 12.7 A **cylinder** connected to an **appliance** shall be secured or located in a place to prevent accidental tip over.
- 12.8 A **certified** portable fire extinguisher classified in accordance with ULC Standard CAN4-S508 of at least 10-B.C rating shall be located within 25 ft (7.5m) of a **cylinder**.
- 12.9 A cylinder not connected for use shall be stored outdoors.
- 12.10 Connections at a **cylinder** and at the **appliance** connected to the **cylinder** shall be tested for leaks with a leak detection solution or any other proven leak detection method at the time the **cylinder** is

connected. Additionally, this test shall be conducted daily upon activation. A source of ignition shall not be used to check for leaks.

Propane Storage and Handling Code, B149.2-10

6. Cylinder Systems

6.1 Requirements for Cylinders

6.5 Storage and Use of Cylinders at Locations Other than Filling Plants

6.5.1.2 Except permitted in this Code, a **cylinder** that contains propane liquid or vapour shall not be stored or used inside any structure

6.5.1.6 A refillable **cylinder**, either empty or filled, that has a capacity of 45 lbs (20 kg) or less shall be equipped with an effective seal such as a plug, cap, or quick-disconnect device. This seal shall be in place whenever the **container** is not connected for use.

6.5.9 Cylinders Supplying Propane to Portable Food-Serving Carts Located Indoors

6.5.9.1 **Cylinders** manufactured to TC-DOT Specifications 39 and 2P, known as “single trip or nonrefillable” **cylinders** and having maximum water capacity of 2.7 lbs and filled with no more than 16.8 oz of propane, shall be permitted for use indoors to supply propane to food service **appliances**.

6.5.9.2 **Cylinders** shall be directly connected to the food service **appliance** without the use of **hose**, and no more than two (2) **cylinders per appliance** shall be connected for use at one time.

For further details, information or copies of either of the regulations, contact:

Technical Standards & Safety Authority (TSSA)

14th Floor, Centre Tower

3300 Bloor Street West

Toronto, Ontario M8X 2X4

CSA International

5060 Spectrum Way, Suite 100

Mississauga, Ontario L4W 5N6

Compressed Gas Cylinders

Patrons using compressed gas cylinders must comply with applicable CSA standards and Occupational Health and Safety Guidelines.

Non-Compressed Gas Cylinders

All compressed gas cylinders such as CO₂ cylinders, compressed air cylinders, helium cylinders, etc. must comply with applicable CSA Standards. Cylinders must be chained to a solid structure or otherwise held in place so that they cannot accidentally fall over. Cylinders must be protected against physical/mechanical damage. The valve protection cap must be in place when the cylinder is not in use.

Acetylene Cylinders

One 1.13 m³ (40 ft³) cylinder of acetylene is permitted in “arts and crafts” type exhibits for demonstrative purposes only. The cylinder(s) must comply with applicable CSA Standards. Cylinders must be stored in an upright position and chained to a solid structure or otherwise held in place so that they cannot accidentally fall over. The valve protection cap must be in place when the cylinder is not in use. The booth must also have an approved portable fire extinguisher.

Other Flammable Compressed Gas Cylinders

No other flammable compressed gas cylinders may be brought onto the CNE Grounds or into any Building without written permission from the CNE.

Gasoline or Diesel Powered Equipment/Vehicles

The following rules apply to all gasoline or diesel powered equipment:

1. Motor vehicles or gasoline-powered equipment on display must be equipped with “lock-on” type gasoline tank caps. The electrical system shall be de-energized by either removing the battery or disconnecting both battery leads or covering them with electrical tape or another electrically insulating material. Fuel tanks must be filled as close to the $\frac{3}{4}$ mark as is possible (to prevent vaporisation and also allow for thermal expansion of the contents). Vehicles unable to be equipped with lock-on type caps must have caps sealed in a manner approved by the CNE Safety Engineering Department.
2. Running of vehicles on display is prohibited without prior approval from CNE Safety Engineering and the Fire Department. Vehicles required to be run as part of a performance or contest must be refuelled outdoors from approved safety containers.
3. 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 by the CNE.

Propane or Natural Gas Fuelled Equipment/Vehicles

Fuel tanks on propane or natural gas fuelled vehicles or equipment must be empty. Similarly, cylinders for barbecues and /or appliances within any vehicle, camper, mobile home, etc. must be empty.

Flammable Liquids

The following rules apply to all flammable liquids such as oil-based paints, solvents, alcohol, oil, mineral spirits, and any other not explicitly mentioned.

1. No flammable liquids are permitted to be brought into, used, handled or stored in any building or on Exhibition Place property during the CNE period except for purposes of show demonstration where permission has been granted in writing by the CNE Safety Engineering Department.
2. For purposes of construction of displays, painting materials are permitted only during move in.
3. Flammable cleaning solvents or any other flammable liquid may not be used for cleaning purposes except for small clean-ups during painting.

Fuel Tanks – Bulk Storage

An above ground storage tank of 5000 L capacity or less need not be diked provided it does not, in the event of the loss or escape of product, cause any of the following:

- (i) Create a hazard to public health or safety;
- (ii) Contaminate any fresh water source or waterway;
- (iii) Interfere with the rights of any person, or
- (iv) Allow entry of product into a sewer system or underground stream or drainage system.

Bulk storage tanks or containers greater 5000 L, maintained above ground, must have a dike. Dike requirements are defined in the Liquid Fuels Handling Code, Section 3, Reference 2.2.12. Normally at the CNE an earth dike is used. The dike must be able to hold 110% of the capacity of the tanks. The dike must have a flat top, 610 mm (2 ft) wide and must be not less than 610 mm (2 ft) high. A 1.8 m (6 ft) chain link fence with a lockable gate must surround the dike. Two fire extinguishers are required and

“No Smoking” signs must be Prominently displayed. Tanks must be grounded and fill hoses must have a conducting nozzle. The tank must be vented. Hand pumps must have a check valve to prevent siphoning, leakage and spillage.

Electrical Equipment and Connections

In accordance with the Canadian Electrical Code, CSA C22.1-06 and the Ontario Electrical Safety Code 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 Province of Ontario.

It is therefore the responsibility of each exhibitor to ensure that all electrical equipment in, on or about his/her booth comply with the above regulation. This includes electrical merchandise as well as lighting and display equipment.

Electrical equipment for which CSA approval is required shall be submitted to the Canadian Standards Association, 5060 Spectrum Way, Mississauga, ON L4W 5N6 (416) 747-4000. The approval of this association is accepted to all electrical inspection authorities in Canada. Please contact the CSA for details to this procedure.

One of the fundamental requirements for Canadian Standards Association certification is that appropriate approval markings (CSA monogram/label) appear on each device. If such markings are missing, the device must be considered not approved and, therefore, subject to special inspection.

If you wish to display, offer for sale, or use, any electrical equipment which is not CSA certified, the item can be submitted to the CSA's Electrical Inspections Department for approval by means of their electrical inspection services.

Failure to comply could result in the equipment being refused connection to the electrical source and/or removal from the grounds.

Portable Spotlights

Clamps on 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, 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 to be used.

Spotlights on a free standing structure, (pole), must be placed out of the way in the booth in such a location to prevent it from being bumped and knocked over or securely fastened to some part of the booth or other structure to prevent it from being knocked over.

Requirements Where Cooking is Involved

Notwithstanding conformance with the requirements of this section, the City of Toronto Department of Public Health may restrict food preparation for health reasons. CNE staff and exhibitors should check the CNE Concessions Department, who will liaise with City of Toronto Department of Public Health, as necessary.

The requirements of this section are subject to the provisions of the Ontario Building and Fire Codes. These requirements apply to any form of food preparation be it warming, heating, cooking, re-heating or any process involving any heating apparatus.

1. In every eating establishment and exhibit or display in which cooking equipment producing grease-laden vapours are used, the cooking equipment shall be installed and the exhaust ventilated in conformance with the requirements of the Ontario Building Code. As a general guideline, exhaust and fire protection systems must be installed in accordance with NFPA 96-2008 "Standard Ventilation Control and Fire Protection of Commercial Cooking Operations".
2. Hoods, grease removal devices, fans, ducts, etc. shall be maintained such that surfaces are free from grease/residue build-up.
3. In every eating establishment wherein cooking by deep fat frying is conducted, there shall be provided and maintained therein, one dry chemical fire extinguishers bearing the Underwriters Laboratories of Canada Designation Class K.
4. In every eating establishment wherein no cooking by or deep fat frying is conducted, there shall be provided and maintained therein one dry chemical fire extinguisher bearing the Underwriters Laboratories of Canada Designation 10-BC.
5. The refuelling of equipment used to flame meals or drinks, or to warm food, shall be carried out:
 - i. Outside the serving area.
 - ii. Away from ignition sources.
 - iii. A portable extinguisher with a minimum rating of 5BC shall be located on the serving cart or table.
 - iv. All equipment must be CSA approved.
 - v. Vendor must get permission from Toronto Fire Services to use such equipment at the CNE.

Food Warming

Food warming at banquets is limited to maintaining the temperature of pre-cooked food or beverages at or below 93° C (200° F). Flame devices utilized for food warming shall be separately permitted as open flame devices. Such as devices shall be stationary use only and shall be enclosed or installed in such a manner as to prevent the flame from contacting any combustible materials. Such flame devices utilized for food warming shall not be located in unoccupied rooms or otherwise left unattended. Chemical heat (Sterno) is allowed in occupied rooms or halls during the permitted hours of the banquet. It shall be used in accordance with the manufacturer's instructions. Chemical heat may not be used in warming carts that are not manufactured for chemical heat devices.

Requests for Table Top Burners

Except where pre-approved butane table top stoves or burners are to be used, Event or Show Management shall submit requests for the use of butane top stoves or burners to Business Development/Special Events Department, Exhibition Place for approval 30 days prior to the event. Each request will then be submitted to the Toronto Fire Services (TFS) for final approval.

The written request (submission) for the TFS must include:

- a) The make and model of butane burner. (The burner must be labelled for indoor use and must be CSA approved.)
- b) A floor plan showing the layout of the butane burners and locations of additional fire extinguishers and CO detectors (if required).
- c) Written training procedures for employee handling and refuelling of butane (ie. operating instructions, Material Safety Data Sheets (MSDS), etc.)
- d) Location of storage of butane cylinders must be shown (an outside location, in cool dry spot with adequate ventilation).

During the use of the butane stove or burners, the Event (Show) Management shall ensure that the following are strictly adhered to:

- 1. Refuelling of butane burners must be done outside, and the refuelling area is to be guarded off.
- 2. Exhaust fans must be on continuously to prevent the build up of carbon monoxide (CO).
- 3. Storage of empty butane cylinders must be in a safe outside storage facility.

Proper care must be taken to insure empty cylinders are disposed of in an approved manner.

Fire Protection Equipment

The following rules apply to fire protection equipment:

- 1. All fire protection equipment including exit signs, alarms, sprinkler systems, fire hoses, and fire extinguishers must be kept clear and free of obstructions at all times.
- 2. Attachment by any means of signs, banners, bunting, string or material of any kind to any fire safety related equipment is prohibited.
- 3. If fire protection equipment is located within an exhibit space, it is the responsibility of CNE staff to provide direct and unobstructed access to such equipment.
- 4. A two gallon water type fire extinguisher bearing the Underwriters' Laboratories of Canada designation 2-A shall be provided and maintained for each 232.3 m² (2 500 ft²) of floor area, exclusive of corridors and lobbies.

Tents

All tent fabric must be flame proof or treated with a flame-retardant chemical (flame redundancy certificates must be attached to tents).

The following devices are not permitted for use in a tent or within 3 m (9 ft 10 in) outside of a tent:

- a) Open flame devices for heating or cooking, or any other reason.
- b) Cooking involving deep fat frying or grease-laden vapours.
- c) Barbecuing using charcoal or propane.
- d) The use of heating devices containing or making use of a flammable liquid.
- e) Lighting devices that use a flame such as candles or lanterns or any flammable liquids or solids.

Procedures during Set-Up and Dismantling of the CNE

- 1. No smoking is allowed during the set-up or dismantling of CNE exhibits. It is noted that all buildings at the CNE are non-smoking with the exception of authorized areas of the CNE Casino at the Better Living Centre.
- 2. CNE staff must have the approval of the CNE Operations Department for commencement of set-up or dismantling.

3. It is noted that the Ministry of Labour has deemed specific areas of Exhibition Place as “construction sites” for the duration of the move-in and move-out of the CNE. The erection and dismantling of booths (structures) regardless of size, rides, and all construction-type projects must be constructed in compliance with the Occupational Health and Safety Act and Regulations for Construction Projects. Where the activity is not deemed construction, it falls under the industrial regulations.
4. Access to and flow of vehicles or trucks on exhibition hall floor is limited and controlled. Drivers of vehicles must stand by vehicles at all times with parking lights on.
5. The idling of trucks while in the loading dock area of the building or on the exhibition hall floor is prohibited.
6. Crates and packing materials must be removed promptly. The exhibitor is to monitor this activity. Restriction on the use of materials, processes and equipment during set-up and dismantling must be adhered to.
7. The following equipment and operations are prohibited during CNE set-up and dismantling:
 - (i) Material handling equipment other than electrically powered will not be permitted in the facility during the fair or overnight.
 - (ii) Powered tools and equipment, except material handling equipment, other than electrically powered or air powered.
 - (iii) Electrically powered tools and equipment other than those listed by the ULC or approved by a nationally recognised testing laboratory.
 - (iv) Portable heating equipment.
 - (v) Welding, cutting or brazing without special permission from the CNE.
 - (vi) Painting with flammable or volatile paints and finishes.
 - (vii) Smoking in posted "No Smoking" areas or in other areas where packing crates and debris are an obvious fire hazard.
 - (viii) Use of other equipment or operations that increase the risk of life safety.
8. The use of Genie lifts, forklifts, tractors and high reach equipment must only be used by trained personnel in conjunction with approved fall arrest equipment, where applicable.

Emergency Procedures

Exhibition Place buildings are equipped with sophisticated fire protection equipment, including automatic detection, fire alarm and voice communication. Upon arrival, you should familiarize yourself with the building particularly as to the location of the nearest exit, manual pull station, fire hose, and fire extinguisher.

If there is an outbreak of a fire, activate the nearest fire alarm manual pull station. Fire extinguishing, control or confinement “is primarily the responsibility of the Toronto Fire Department. The production of toxic fumes in building makes fire fighting potentially dangerous, particularly if a large amount of smoke is being generated.

“Only after ensuring that the alarm has been raised and the Toronto Fire Department has been notified, a small fire can be extinguished by experienced person(s) familiar with extinguisher operation. If it cannot be easily extinguished, leave the area and [if possible] confine the fire by closing the door”.



PROVINCIAL REQUIREMENTS FOR EXHIBITING ELECTRICAL EQUIPMENT AT TRADE SHOWS

The Ontario Electrical Safety Code (Ontario Regulation 10/02) is the provincial regulation that defines the minimum requirements for electrical installations and electrical products in Ontario. The Electrical Safety Authority is responsible for enforcement of the Ontario Electrical Safety Code.

Rule 2-022 of the Ontario Electrical Safety Code requires that any electrical equipment that is being displayed, offered for sale, or used in any show/convention/or similar exhibition SHALL BE APPROVED. At Trade or Consumer Safety Authority gives permission through the Permission to Show. Failure to comply with the Ontario Electrical Safety Code could result in charges under the Electricity Act

Electrical equipment is considered approved if it bears the certification mark or Field Evaluation label of an organization that has been accredited by the Standards Council of Canada to approve electrical equipment. If these markings are missing, the equipment is considered to be unapproved. Bulletin 2-7-*22 (*indicates latest version) shows all approved certification marks or Field Evaluation markings accepted in Ontario. Since markings are updated regularly visit our web site at www.esa-safe.com (electrical product safety section) for a current listing. **Note:** Electrical equipment shall be approved as an assembled unit. The exhibitor is expected to make every reasonable effort to have electrical equipment approved prior to the show.

Permission to Show:

Exhibitors with unapproved electrical equipment that wish to display but not to connect or provide electricity to the equipment, must complete the application for Permission to Show and pay the fee indicated for unapproved electrical equipment that will be displayed but not energized. Exhibitors will be provided with a sales receipt which must be available to inspectors on show site at all times.

The “Permission to show” application does not permit the connection/energization of unapproved electrical equipment.

Permission to Energize – Trade Shows only

Exhibitors that wish to connect and energize (provide electricity to) unapproved electrical equipment, must complete the application for Permission to Energize and pay the Permission to Energize fee indicated for each piece of unapproved electrical equipment. Exhibitors are not required to complete the application for Permission to Show for the same piece of equipment. The following conditions apply:

1. If no imminent hazards are present, ESA will permit the equipment to be energized “for demonstration purposes only”.
2. A sign/notice will be affixed to the equipment (prominently displayed) indicating “This equipment is not approved for sale in Ontario and is “Energized for demonstration purposes only”. Our ESA Inspectors will provide exhibitors with this notice.
3. The permission to energize is only valid for the duration of the show, and cannot be carried forward or extended for subsequent shows in other cities.
4. The “Permission to Energize” notification allows the equipment to be wired to an available junction box or disconnect as provided by the on site electrical contractor.
5. Permission to Energize is available for Trade shows only, not Consumer shows.

If you require further information please use the following link or call 1-888-372-7233 http://www.esasafe.com/GeneralPublic/epa_002B.php?s=19