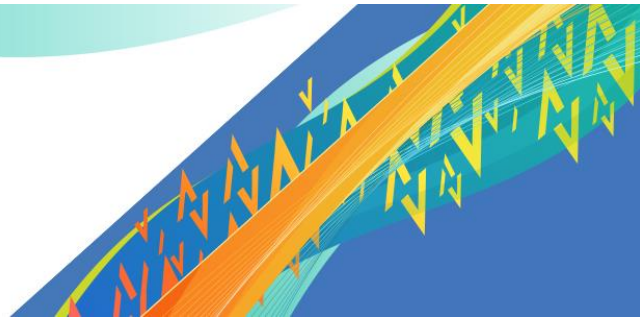




October 26-28, 2022
Metro Toronto Convention Centre
Toronto, Ontario



2022 EXHIBITOR SERVICE MANUAL

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DEADLINES CHECKLIST

Due Date	Item	Vendor	Mandatory
09/01/22	Booth Space Payment Due	Electricity Transformation Canada	✓
09/09/22	Booth Design/Variance, Hanging Sign Approval	Exhibitor Dashboard	
09/09/22	Reserve a Room at the InterContinental Hotel	InterContinental Hotel	
09/22/22	Company Profile - Official Show Listings	Exhibitor Dashboard	
09/22/22	Robinson Show Services Discount Deadline	Robinson Show Services	
09/22/22	Advance Warehouse -Shipment Arrival Date	Robinson Show Services	
09/22/22	Booth Graphics Submission Deadline	Robinson Show Services	
09/23/22	MANDATORY Fire Safety Form Deadline	MTCC	✓
09/23/22	Electrical Equipment Permission to Show Form	Electrical Safety Authority	✓
09/30/22	Certificate of Insurance (COI) Deadline	Exhibitor Dashboard	✓
09/30/22	Booth Equipment Hand Carry Approval	Robinson Show Services	
09/30/22	Registration Cancellation & Substitutions Deadline	Exhibitor Dashboard	
10/03/22	Reserve a Room at the Delta Hotel	Delta Hotel	
10/05/22	SHOWTECH POWER & LIGHTING Discount Deadline	SHOWTECH POWER & LIGHTING	
10/07/22	Audio Visual Discount Deadline	BB Blanc	
10/07/22	Exhibitor Appointed Contractor (EAC) Form	Robinson Show Services	
10/12/22	MTCC Discount Deadline Parking, Booth Cleaning and Internet	MTCC	
10/12/22	Order Booth Catering	MTCC	
10/14/22	Lead Retrieval Discount Deadline	CONEXSYS	
10/21/22	Advance Warehouse - Shipment Arrival Deadline	Robinson Show Services	
10/21/22	Exhibitor Registration Deadline	Exhibitor Dashboard	
10/21/22	Complimentary Pass Registration Deadline	Exhibitor Dashboard	
10/23/22	Targeted Move-In Begins		

KEY CONTACTS

SHOW VENDORS & CONTRATORS

Audio Visual

BB Blanc

E: dconte@bbblanc.com

T: (647) 294-3113

Business Centre

Printing/Photocopying/Outbound Courier
Services/Stationary Supplies/Faxing

E: businesscentre@mtccc.com

T: (416) 585-8387

[Online Ordering](#)

Catering / Food & Beverage

Metro Toronto Convention Centre (MTCC)

E: catering@mtccc.com

T: (416) 585-8144

[Online Ordering](#)

Customs Brokerage

ConsultExpo

Diane Labbé-Deegan

E: diane@consultexpoinc.com

T: (514) 482-8886 Ext. 2

www.consultexpoinc.com

Electrical

Electrical Services/Display Lighting/Banner Hanging

SHOWTECH Electrical

E: info@showtech.ca

T: (905) 283-0550

[Online Ordering](#)

Exhibitor Service Centre

Exhibitor Cleaning/Parking/Internet &
Telecommunication Services

Metro Toronto Convention Centre (MTCC)

E: exhibitor-services@mtccc.com

T: (416) 585-8387

[Online Ordering](#)

General Services Contractor

Advanced Warehouse/Material Handling/Carpet &
Furnishings/Custom Booth Builds/Graphics/Floral

Robinson Show Services

E: connect@robinsonshowservices.ca

T: (905) 417-7789

[Online Ordering](#)

Hotel Reservations

Delta Hotel

T: (416) 849-1200

InterContinental

T: (416) 597-1400

Registration & Lead Retrieval

CONEXSYS

E: support@conexsys.com

T: (800) 661-5319

[Online Ordering](#)

SHOW MANAGEMENT

Exhibitor & Sponsorship Sales

Lori Smith

E: lsmith@re-plus.com

T: (571) 309-5991

Logistics & Operations

Ashlyn Geoffrey

E: ageoffrey@taffyevents.com

T: (571) 358-1972

Unauthorized Vendor Warning

We do not disclose or sell our exhibitor or attendee lists, nor do we authorize anyone to use, resell, rent, or otherwise provide payment for contact information of exhibitors or attendees.

If you receive solicitations from anyone other than the vendors listed in this manual, please forward all notices to: Ashlyn Geoffrey at ageoffrey@taffyevents.com

GENERAL SHOW INFORMATION

For questions on the Electricity Transformation Canada 2022 policies, regulations, and display limitations, contact ops@electricitytransformation.ca

For questions regarding shipping, storage, labor, furniture, carpet, special decorations, or floral, refer to the [Robinson Show Services Exhibitor Kit](#).

For questions regarding cleaning, parking, internet & telecommunication services, catering, or electrical, contact exhibitor-services@mtccc.com

SHOW LOCATION & SCHEDULE

Metro Toronto Convention Centre (MTCC)
South Building, Level 800, Hall E
222 Bremner Boulevard
Toronto, ON L4V 1E8
Canada
Website: <https://www.mtccc.com>

SHOW DATE & HOURS*

Wednesday	October 26	10:30 am to 6:00 pm
Thursday	October 27	10:30 am to 5:00 pm
Friday	October 28	10:00 am to 2:00 pm

*Hours subject to change

Exhibitor personnel are permitted to enter the Hall starting at 8:30 am on Wednesday, October 26 and at 9:30 am on October 27 and Friday, October 28. Exhibitors are required to leave the exhibit hall thirty (30) minutes after closing on October 26 and Thursday, October 27 and only limited personnel should remain for dismantling on Friday, October 28.

Any exhibitor requiring earlier entry outside of these hours must obtain written permission [Show Management](#), and exhibitors must remain in their booth once they are admitted. After hours in-booth entertainment (happy hours or receptions) will NOT be permitted.

REGISTRATION HOURS*

Wednesday	October 26	8:00 am to 6:00 pm
Thursday	October 27	8:00 am to 5:00 pm
Friday	October 28	8:00 am to 2:00 pm

*Hours subject to change

SHIPMENTS

See the [Robinson Show Services Exhibitor Kit](#) for complete information. Exhibitors may ship their freight in advance to the Robinson Warehouse, ETC's official general service contractor, beginning **September 22** through **October 21**. Items delivered outside of these dates will experience an additional surcharge.

c/o ROBINSON SHOW SERVICES
2066 CONCESSION RD 3
PALGRAVE, ONTARIO L0N 1P0
905-417-7789

LOADING DOCK & TARGETED DELIVERY SCHEDULE

All deliveries through loading docks **MUST** be prebooked using the **Metro Toronto Convention Centre loading dock management system**. This is required for both move-in and move-out and will be available to accept registrations two (2) weeks prior to move-in. Visit the [MTCC Voyage Control Portal](#) to make your bookings. First time users: click on the “Sign Up” button on the top right of the log in page to create a unique account.

Dock Time

Secure your dock time by submitting a [move-in form](#) and a [move-out form](#) to Robinson Show Services at exhibitorservices@robinsonshowservices.ca. See the Mandatory Forms Section of the [Robinson Portal](#) for more information.

Dock time allocations on Sunday, October 23 and Monday, October 24 will be based on first come, first served and booth size. Deliveries to the MTCC outside designated times can be accommodated, however, dock delays should be expected and exhibitors with pre-set dock times will be prioritized.

EXHIBITOR INSTALLATION & SET UP HOURS

Badged exhibitor personnel and Exhibitor Appointed Contractors (EACs) will be allowed access to the exhibit floor during all published installation and dismantle hours.

Installation Schedule (check your target date and time)

Group	Day	Date	Hours
A (400 + sq foot booth space)	Sunday	October 23	6:00 pm to 10:00 pm
B (200 + sq foot booth space)	Monday	October 24	8:00 am to 6:00 pm
C (100 + sq foot booth space)	Monday	October 24	12:00 pm to 6:00 pm
D (Hand Carry Only)	Tuesday	October 25	8:00 am to 4:00 pm
E* (Hand Carry Only)	Wednesday	October 26	8:30 am to 9:30 am

* **GROUP E** is limited to exhibitors that can hand-carry their display items and set up within this one-hour period. Written approval is required prior to move-in for exhibitors who want to set up on Wednesday morning. Email Ashlyn Geoffrey at ageoffrey@taffyevents.com no later than September 30, 2022 for approval. **Dollies and forklifts will not be available and the loading docks will not be open at this time.**

All Clear Aisle Time Move-In

Tuesday October 25 4:00 pm to 6:00 pm

Exhibits must be installed and all aisles cleared by 4:00 pm on Tuesday, October 25 in order to facilitate aisle carpet installation. Exhibitor personnel may still continue to work in their booths until 6:00 pm on Tuesday.

EXHIBITOR DISMANTLE & BREAK DOWN HOURS*

Friday October 28 2:30 pm to 9:00 pm
Saturday October 29 8:00 am to 9:00 pm

*Hours subject to change

Dismantling of booths may **NOT** begin until the show closes. All materials **MUST** be removed by 9:00 pm on Saturday, October 29. Any material left on the Exhibit Floor after this time will be forced freight and material handling at the exhibitor’s expense.

EXHIBIT SPACE OVERVIEW

STANDARD BOOTH EQUIPMENT

Each 10x10 exhibit will be set with **8' high Black back drape** and **3' high Black side drape**, as well as a 7" x 44" **company ID sign** that hangs from back drape rod.

Back drape:	Black
Siderail drape:	Black
Aisle carpet:	Tuxedo (Salt and Pepper)

All exhibits must have wall-to-wall carpeting or other professional flooring, with no concrete floor exposed. The aisle carpet will be **Tuxedo**, a mix of black and white. Electricity, furnishings, displays, and any other items needed are the responsibility of the exhibitor.

ADDITIONAL INCLUSIONS

- Staff Badges: Two (2) Exhibitor Passes for the first 100 square feet purchased plus one (1) Exhibitor Pass for each additional 100 square feet purchased.
- Exhibit Hall Guest Passes: Twenty-five (25) Exhibit Hall Guest Passes for exhibitors to invite customers and prospects to **access the Exhibit Hall only on Friday, October 28**.
- Company name listed on the Electricity Transformation Canada 2022 online Exhibitor Directory and Floor Plan.

EXCLUSIONS

All excluded items are the responsibility of the Exhibitor.

AV Equipment

Any audio-visual for your booth can be placed through BB Blanc, ETC's official AV Provider, using their [online order form](#). Contact Dave Conte at dconte@bbblanc.com with any AV questions.

Carpet/Floor Covering (MANDATORY)

All exhibits must have wall-to-wall carpeting or other professional flooring, with no concrete floor exposed. The aisle carpet will be **Tuxedo**, a mix of black and white. Carpet enhances your corporate image and continues the overall professional look of the show. You may supply your own carpet/floor covering or rent it from [Robinson Show Services](#), ETC's official General Service Contractor.

Catering/Food & Beverage

The Metro Toronto Convention Centre's award-winning culinary team is the exclusive supplier of Food & Beverage services. No other products can be brought into the building, including bottled water. To ensure availability of menu items, all [orders](#) must be confirmed to catering@mtccc.com and paid in full by October 12.

Cleaning: Booth & Carpet (including after move-in/set up)

Interior booth cleaning is available from the Metro Toronto Convention Centre on an exclusive basis from their highly efficient Cleaning Services Department. Interior booth cleaning services include vacuuming, dusting, emptying wastebaskets and cleaning of tables. Additional exhibit booth cleaning options are available upon request. [Order cleaning](#) at a discounted rate until October 12.

Customs Broker

ConsultExpo Inc., has been selected as the official Customs Broker and is pleased to assist with the customs clearance of your display material. They offer round-trip simple and user-friendly assistance. Please complete the **ConsultExpo Order Form** and **Canada Customs Invoice** and return them to the Heather James at heatherj@consultexpoinc.com. For your convenience, you may download their forms from <http://consultexpoinc.com/forms/> or go to their web link and submit the customs form information online: <http://consultexpoinc.com/onlineforms/>. Please note if you are shipping via a courier, you will still require customs clearance services. For personalized assistance please contact:

Heather James, Operations Manager
Tel: 514-482-8886 Ext. 3
Fax: 888-629-9008
Mobile: 416-561-7779
Email: heatherj@consultexpoinc.com

Electrical

SHOWTECH Power & Lighting provides all electrical, display-feature lighting, mechanical, plumbing, gas and air services on an exclusive supplier basis. SHOWTECH also exclusively hangs all decorative material, signs and banners that are required to be attached to the facility structure. For questions or to place your electrical order, please visit www.showtech.ca or contact SHOWTECH directly at info@showtech.ca

[MTCC's Fire Regulations for Exhibitors](#) state the following equipment and operations are prohibited during show set-up and dismantling:

- Powered tools and equipment, except material handling equipment, other than electrically powered or air powered
- Electrically powered tools and equipment other than those listed by CSA or approved by Ontario Hydro
- Portable heating equipment
- Welding, cutting, or brazing without special permission from the Metro Toronto Convention Centre Fire Safety Officer
- Painting with flammable or volatile paints and finishes
- Use of other equipment or operations that increase the risk of life safety

Electrical Product Approval Requirements

The Electrical Safety Authority (ESA) defines the minimum requirements for electrical installations and electrical products in Ontario and is responsible for enforcement of the Ontario Electrical Safety Code. Before an electrical product or piece of electrical equipment is displayed, offered for sale, or used in Ontario, it must first be approved by an accredited certification or inspection body. 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 an item is not ESA approved, whether it is on display or plugged in/energized, exhibitors must complete the [Permission to Show Notification](#) and pay the fee indicated.

White this is not an official MTCC rule, it is a mandate by a separate governing body that can have implications for the tradeshow business. Only exhibitors that fail to comply and utilize unapproved electrical devices will be affected by this rule. Common items like computers and lamps are generally already approved by the ESA. It is important to do your due diligence because, much like the fire department, there are inspectors who visit events in the MTCC and canvas the floor for non-compliant devices.

Ontario Provincial Requirements for Exhibiting Electrical Permission to Show and Permission to Energize forms can be found [here](#).

Furnishings

Furnishings, including tables, chairs, display racks, etc. are not provided. You may supply your own or rent them from [Robinson Show Services](#), ETC's official General Service Contractor.

Insurance (MANDATORY)

Exhibitors are required to provide a Certificate of Insurance (COI) that clearly shows liability coverage of CAD\$3 million to include the following:

Exhibiting Company Name:

Policy Number:

Period of Coverage: October 23, through October 29, 2022

Coverage: Liability coverage of \$3 million CAD

Certificate Holder: *Hannover Fairs (Canada) Inc.*

480 University Avenue, Suite 1500 Toronto ON M5G 1V2

Additional Insureds Listed:

Hannover Fairs (Canada) Inc. its entities, subsidiaries, agents, representatives, officers, staff, volunteers and employees.

480 University Avenue, Suite 1500 Toronto ON M5G 1V2

Canadian Renewable Energy Association (CanREA) its entities, subsidiaries, agents, representatives, officers, staff, volunteers and employees.

240 Bank St Suite 400, Ottawa, ON K2P 1X4

Electricity Transformation Canada Joint Venture (ETC JV) its entities, subsidiaries, agents, representatives, officers, staff, volunteers and employees.

480 University Avenue, Suite 1500 Toronto ON M5G 1V2

RE+ Events its entities, subsidiaries, agents, representatives, officers, staff, volunteers and employees.

2121 Eisenhower Avenue, Suite 301, Alexandria, VA 22314

Robinson Show Services Inc. its entities, subsidiaries, agents, representatives, officers, staff, volunteers and employees.

2066 Concession Road 3, Palgrave, ON LON 1P0

Submit your Certificate of Insurance through your [Exhibitor Dashboard](#) no later than **September 30, 2022**. If you do not have such insurance, information to help you easily acquire liability insurance is included on your [Exhibitor Dashboard](#).

INSURANCE AND INDEMNITY

The Client shall obtain and maintain satisfactory evidence of third-party general liability insurance including personal injury, broad form property damage, contractual liability, owners and contractors protective, products and completed operations, contingent employers, cross liability and severability of interest clauses in form and content satisfactory to Electricity Transformation Canada Joint Venture with a limit of no less than CAD\$3,000,000.00. Such insurance shall include Hannover Fairs (Canada) Inc. and RE+ Events as additionally insured and shall provide that this insurance will not be cancelled or permitted to lapse. The insurance shall have no exclusions pertaining to injury of a participant and shall waive any right of subrogation.

Evidence that the insurance described above is in force and effect shall be provided to Electricity Transformation Canada Joint Venture. Electricity Transformation Canada Joint Venture reserves the right to request such higher limits of insurance or other types of insurance as the MTCC deems appropriate to the event in its sole discretion.

The Exhibitor acknowledges and agrees that space provided by Electricity Transformation Canada Joint Venture hereunder shall be occupied at its own risk and that the Exhibitor shall not be entitled to protection under any insurance carried by Hannover Fairs (Canada) Inc. or RE+ Events nor shall it have recourse against Hannover Fairs (Canada) Inc. or RE+ Events for losses, damages, claims, costs or expenses in relation to any occurrence connected with Electricity Transformation Canada Joint Venture's provision of the space. The Exhibitor shall procure and maintain for itself and its employees, agents and contractors all insurance as may reasonably be required. The Exhibitor shall indemnify and hold Electricity Transformation Canada Joint Venture harmless from and against any and all liabilities, losses, damages, claims, causes of action and expenses including without limitation, legal fees and costs associated with or resulting, directly or indirectly, from any act of negligence or negligent omission of the Exhibitor, its employees, agents and contractors in using the space hereunder.

Internet & Telecommunications

Internet and Telecommunication services are available from the Metro Toronto Convention Centre on an exclusive basis. Wireless and Wired internet services are available to every exhibitor based on the requirements of each exhibit space. The MTCC recommends that exhibitors ordering their wireless Internet service use 5 GHz (802.11 a/n ac) capable devices to ensure an exceptional experience. [Order internet](#) at a discounted rate until October 12.

Lead Retrieval

Hand-held devices will be available for rent from CONEXSYS to scan attendee name badges. It is recommended that you ask permission before you scan a badge. [Order lead retrieval](#) at a discounted rate until October 14.

Material Handling, Shipping & Customs

Advance shipping WILL NOT BE ACCEPTED by the Metro Toronto Convention Centre. Show Management strongly recommends shipping your materials to the Advance Warehouse available through [Robinson Show Services](#), ETC's official General Service Contractor, beginning **September 22** through **October 21**.. Using Robinson Show Services for your material handling allows you to ship up to 30 days prior to your move-in date and have your materials stored before having them delivered to your booth at the Metro Toronto Convention Centre during set up. Using Robinson Show Services' advanced receiving system will eliminate any waiting times at the loading docks, allowing you to schedule labour and set-up avoiding costly delays. Download the [shipping labels](#) and review access forms [here](#).

c/o ROBINSON SHOW SERVICES
2066 CONCESSION RD 3
PALGRAVE, ONTARIO L0N 1P0
905-417-7789

Parking

If you plan to drive to the event, the closest parking lot to the MTCC South Building is accessed from Lower Simcoe Street at Grand Trunk Crescent. For the most current rates, directions and more information, visit [Parking at MTCC](#).

Personal Protective Equipment (MANDATORY)

During installation and dismantle, the Exhibit Hall at the Metro Toronto Convention Centre is considered a “Construction” zone. All exhibitors and service providers must be properly outfitted with CSA approved Personal Protective Equipment (P.P.E.) including steel toe shoes (or caps) and high visibility (reflective) safety vests. Any personnel engaged in overhead work activity is required to wear a hard hat and any personnel working higher than 3 meters/10 ft is required to wear fall protection. Any person that is not wearing the appropriate P.P.E. for the tasks being accomplished will not be allowed entrance into the Exhibit Hall during installation and dismantle.

There will be a limited number of toe caps available to rent on-site from Show Management. It is strongly advised that exhibitors ensure their booth personnel are equipped with the appropriate Personal Protective Equipment during installation and dismantle. Toe caps may be purchased online at: <http://www.northersafety.ca/products/pro-tek-shoe-toe-caps>.

Set Up & Tear Down Services

Exhibitors are responsible for the set up and tear down of their own booth. If you need assistance, you can schedule labour through [Robinson Show Services](#), ETC’s official General Service Contractor. In addition, exhibitors are permitted to use the services of companies (or individuals) other than the official contractors designated by Show Management known as an Exhibitor Appointed Contractor (EAC).

It is the responsibility of the exhibitor to ensure that representatives of the EAC abide by the official rules and regulations for the event. A [Notification of Intent to use an EAC Form](#) must be submitted to exhibitorservices@robinsonshowservices.ca by October 7 with appropriate documentation. A third-party Authorization form must also be completed for (EAC), prior to move in and charges will be billed as incurred.

Storage Facilities

Boxes, containers, cartons, equipment cases and other packing materials may NOT be stored behind an exhibitor’s booth. Due to limited storage space at the MTCC, Robinson Show Services will remove these materials for storage and return them during move-out. You can order additional storage/organizational materials through [Robinson Show Services](#).

EXHIBIT DISPLAY RULES & REGULATIONS

Display rules are in accordance with the [International Association of Exhibitions and Events \(IAEE\)](#) Rules and Regulations with exceptions noted as part of the text below. **Please ensure that you understand the type of booth space you are purchasing/have purchased and its restrictions.**

BOOTH DISPLAYS

Exposed parts of displays and / or equipment must be finished or covered in such a manner as not to be unsightly to Exhibitors in adjoining booths.

BOOTH SPACE LIMITATIONS

Aisles must be kept clear of exhibits, material, and equipment once the show opens.

LINE-OF-SIGHT RULE

In the best interest of all exhibitors, ETC Show Management has implemented the line-of-sight display rule. This rule provides restrictions on certain areas of booths to allow attendees to view neighboring booths and their products as they walk the floor. Consequently there will be no end-cap booths. Specific rules for each booth type are detailed below with insight on how to implement line-of-sight regulations. If you are unsure of your configuration, please email at ops@electricitytransformation.ca for clarification.

LINEAR / IN-LINE BOOTHS

Linear booths are defined as booths with a depth less than 20 feet (6.10 m), generally arranged in a straight line with neighbouring exhibitors on their immediate right and left, leaving one side open to the aisle and are subject to the below guidelines:

- Exposed back and side walls must be finished and neutral (standard back drape is 8' high)
- Company graphics are not allowed on the backwall facing neighbouring exhibitors
- The maximum height of **8 feet** (2.44 m) is allowed only in the rear half of the booth space
- The maximum height of **4 feet** (1.22 m) restriction is imposed on all materials in the remaining space forward to the aisle
- When three or more Linear Booths are used in combination as a single exhibit space, the 4 feet (1.22 m) height limitation is applied only to that portion of the exhibit space which is within 10 feet (3.05 m) of an adjoining booth
- Hanging signs are NOT permitted

CORNER BOOTHS

A corner booth is a linear booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides and are subject to the below guidelines:

- Exposed back and side walls must be finished and neutral (standard back drape is 8' high)
- Company graphics are not allowed on the backwall facing neighbouring exhibitors
- The maximum height of **8 feet** (2.44 m) is allowed only in the rear half of the booth space
- The maximum height of **4 feet** (1.22 m) restriction is imposed on all materials in the remaining space forward to the aisle
- When three or more Linear Booths are used in combination as a single exhibit space, the 4 feet (1.22 m) height limitation is applied only to that portion of the exhibit space which is within 10 feet (3.05 m) of an adjoining booth
- Hanging signs are NOT permitted

PERIMETER BOOTHS

Perimeter booths are defined as linear exhibits that back on to a wall of the exhibit facility rather than another booth and are subject to the guidelines below:

- Exposed back and side walls must be finished and neutral (maximum back wall height is 12 feet)
- The maximum height of **8 feet** (2.44 m) for display materials is allowed only in the rear half of the booth space
- The maximum height of **4 feet** (1.22 m) for all materials is imposed in the remaining space forward to the aisle
- When three or more Linear Booths are used in combination as a single exhibit space, the 4 feet (1.22 m) height limitation is applied only to that portion of the exhibit space which is within 10 feet (3.05 m) of an adjoining booth
- Hanging signs are NOT permitted

PENINSULA BOOTHS

Peninsula booths are defined as booths with a depth of 20 feet (6.10 m) or more, totaling 400 square feet (37.16 m²) or more, open on three sides to the aisles and share a back wall with another exhibitor(s) (usually Linear booths). They are subject to the following guidelines:

- The maximum height for any sign, display, product, fixture, or banded decoration within the exhibit is **16 feet (4.88 m)**
- The maximum allowable height for lighting or unbranded structure for the use of lighting the booth space only is **20 feet (6.10 m)**
- Any back walls may run the full length of the booth width, except when adjoining to linear booths. In that case, the back wall must be limited to 4 feet (1.22 m) in height within 5 feet (1.52 m) of each aisle
- Double-sided signs, logos and graphics shall be set back 10 feet (3.05 m) from adjacent booths
- Any portion of the exhibit bordering another exhibit space must have the back side of that portion finished and neutral

Hanging Sign Guidelines

- Maximum height for all hanging signs is **20 feet (6.10 m)**, distance measured from the top of the sign to the floor
- Bottom of all hanging signs must be at **16 feet high (4.88 m)**, distance measured from the floor to the bottom of the sign
- Signs must be finished on all sides
- Signs, lettering or graphics facing a neighbouring booth must be located at least 10 feet (3.05 m) from that exhibit
- Maximum height for rigged lighting or unbranded structural elements is 20 feet (6.10 m)
- All hanging signs require written approval from Show Management and must be submitted with your booth design through the MYS Exhibitor Dashboard no later than September 9, 2022

ISLAND BOOTHS

Island booths are defined as booths with a depth of 20 feet (6.10 m) or more, totaling 400 square feet (37.16 m²) or more and open on all sides to the aisle. They are subject to the following guidelines

- The maximum height for any sign, display, product, fixture or branded decoration within the exhibit is 16 feet (4.88 m)
- The maximum allowable height for lighting or unbranded structure for the use of lighting your booth space only is 20 feet (6.10 m)

- Since there are no adjacent exhibitors, signs and displays up to 16 feet (4.88 m) in height may be located anywhere within the exhibit

Hanging Sign Guidelines

- Maximum height for all hanging signs is 20 feet (6.10 m), distance measured from the top of the sign to the floor
- Bottom of all hanging signs must be at 16 feet high (4.88 m), distance measured from the floor to the bottom of the sign
- Signs must be finished on all sides
- Signs, lettering or graphics facing a neighbouring booth must be located at least 10 feet (3.05 m) from that exhibit
- Maximum height for rigged lighting or unbranded structural elements is 20 feet (6.10 m)
- All hanging signs require written approval from Show Management and must be submitted with your booth design through the MYS Exhibitor Dashboard no later than September 9, 2022

SPLIT ISLAND BOOTHS

A Split Island booth is a Peninsula booth which shares a common back wall with another Peninsula booth. Each booth is a minimum of 20 ft x 20 ft (6.10 m x 6.10 m) and are subject to the following guidelines:

- The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall line-of-sight restrictions
- The maximum height is 16 feet (4.88 m) including signage. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage
- Double-sided signs, logos and graphics shall be set back 10 feet (3.05 m) from adjacent booths
- All hanging signs require written approval from Show Management and must be submitted with your booth design through the MYS Exhibitor Dashboard no later than September 9, 2022

APPROVAL OF BOOTH DESIGN

All booths 400 sq ft and over must submit display designs for approval by **September 9, 2022** through the [Exhibitor Dashboard](#). The booth design should include dimensions, elevations of all display materials and structures including signs, walls, draped and products to be displayed. Exhibitors will receive written approval from [Show Management](#) of their booth but reserve the right to require changes before or after the exhibit is installed.

Important: When installing a display with a ceiling, or second level, Exhibitors are cautioned to review the [MTCC's Fire Regulations for Exhibitors](#) .

PERSONAL PROTECTIVE EQUIPMENT

During installation and dismantle, the Exhibit Hall at the Metro Toronto Convention Centre is considered a "Construction" zone. All exhibitors and service providers must be properly outfitted with CSA approved Personal Protective Equipment (P.P.E.) including steel toe shoes (or caps) and high visibility (reflective) safety vests. Any personnel engaged in overhead work activity is required to wear a hard hat and any personnel working higher than 3 meters/10 ft is required to wear fall protection. Any person that is not wearing the appropriate P.P.E. for the tasks being accomplished will not be allowed entrance into the Exhibit Hall during installation and dismantle.

EVENT GUIDELINES & SHOW POLICIES

BADGE ALLOTMENT

- **Staff Badges:** Exhibitors are allotted two (2) complimentary booth staff badges for the first 100 square feet of space purchased, plus one (1) for each additional 100 square feet purchased. These badges provide access to the Exhibit Hall during move-in, one hour prior to opening on show days, show hours and during move-out. The deadline to register for these badges via the Exhibitor Registration Tile in your [Exhibitor Dashboard](#) is 11:59 PM on Friday, October 21 after which any unredeemed passes become null and void.
- **Exhibition Hall Only Guest Passes:** Exhibitors are provided with 25 complimentary Exhibit Hall Guest Passes to invite customers and prospects to visit the Exhibit Hall only, on Friday, October 28. This pass DOES NOT include access to the Opening Plenary, Lunch Plenaries or educational sessions off the show floor. The exhibitor registration portal will provide you with details to Invite Your Customers.

IMPORTANT NOTE: *The Exhibition Hall Only Guest Pass code can be redeemed a maximum of 25 times. Email invites and referral pages will note that the promotional code is only valid “while supplies last” and that “a limited number is available”. These passes are only valid for Friday, October 28, with no exceptions. Passes may only be used to invite attendees from companies other than your own.*

BOOTH PERSONNEL AND ATTIRE

Booth personnel and models must be properly clothed and dressed in good taste at all times. Show Management reserves the right to determine what is acceptable and request that the individual(s) in question leave the exhibit floor at the Exhibitor’s sole expense. Questions about compliance with this policy should be discussed with Show Management in advance of the show. **A member of the Exhibitor’s staff must be in the booth at all times during official show hours.**

CANCELLATION POLICY

In the event that Exhibitor seeks to cancel its participation in this event after having electronically submitted this contract, Exhibitor must submit any participation cancellations to Electricity Transformation Canada Joint Venture (Organizer) in writing. If Exhibitor cancels its participation it agrees to pay as liquidated damages (and not a penalty) the following: (i) if Organizer receives written notice of participation cancellation before or on June 17, 2022, Exhibitor agrees to pay a cancellation fee equal to 50 percent of the total participation fee plus any and all non-refundable options and services ordered by Exhibitor prior to cancellation; however if Organizer is unable to resell the cancelled space, Exhibitor will be liable for 100 percent of the total participation fee plus any and all non-refundable options and services ordered by Exhibitor prior to cancellation; and (ii) if Organizer receives written notice of cancellation after June 17, 2022, Exhibitor will be liable for 100 percent of the total participation fee plus any and all non-refundable options and services ordered by Exhibitor prior to cancellation. All cancellation fee(s) are payable immediately upon cancellation. The above cancellation fee(s) terms shall apply regardless of the execution date of this Contract.

CARE OF PREMISES

Exhibitors shall surrender the occupied space in the same condition as it was at the start of occupancy, normal wear accepted, and shall be fully liable for the cost of restoring the space to its former condition if not complying with this provision. Application of labels, tape, paint, lacquer, adhesives or other coatings to building columns, floors and walls, or to standard booth equipment is strictly prohibited. Exhibitors are also liable for any damage they may cause to other Exhibitors’ property.

CODE OF CONDUCT

ETC is dedicated to providing a discrimination and harassment-free event experience at its events for everyone, regardless of ancestry, place of origin, colour, ethnic origin, citizenship, creed, record of offences, marital status, family status, gender, gender identity and expression, age, sex, sexual orientation, disability, physical appearance, race or ethnicity. We do not tolerate discrimination or harassment by event participants or our staff on any of these grounds, in any form. Review the official ETC [Anti-Discrimination and Harassment Policy](#).

DEFAULT IN OCCUPANCY

It is understood and agreed by the Exhibitor that in the event the Exhibitor fails to install the product in the exhibit space by one hour prior to show opening or fails to pay the space rental at the times specified or fails to comply with any other provisions concerning use of exhibit space, Show Management shall have the right to take possession of said space for such purposes as it sees fit and the Exhibitor will be held liable for the full rental price of said space. Show Management must be contacted before the start of the show regarding any delays or issues with taking possession of the exhibit space.

DEMONSTRATIONS

All demonstrations must be conducted within the confines of the exhibitor's booth. Demonstrations or presentations which cause blockage of the aisle, or which create crowds that interfere with neighbouring exhibits will not be permitted. **This rule will be strictly enforced.**

ELIGIBILITY, ALLOCATION, ARRANGEMENT OF SPACE

Show Management has sole right to determine the eligibility of any company or product for inclusion in the exposition. Space allocation will be made by Show Management in keeping with preferences and priorities of the Exhibitor, if possible. Show Management reserves the right to make reasonable shifts in booth location. Show Management shall have full discretion and authority in the placing, arrangement and appearance of all items displayed or distributed by the Exhibitor and may require the replacement, rearrangement, removal or redecorating of any item(s) or booth without liability for costs that may accrue to the Exhibitor or as a result of the action.

FACILITY

Nails, screws and the like may NOT be driven into the floor. No damage of any nature may be done to the carpets, tables, chairs or to any part of the Exhibition Hall. The Exhibitor will be responsible for any damage.

FOOD, BEVERAGE & ALCOHOL

The Metro Toronto Convention Centre's award-winning culinary team is the exclusive supplier of Food & Beverage services. No other products can be brought into the building, including bottled water. To ensure availability of menu items, all [orders](#) must be confirmed to catering@mtccc.com and paid in full by October 12.

LOTTERIES & CONTESTS

The use of draws, games of chance, lottery devices, musical instruments, carnival barkers and other sideshow practices is permitted with written permission of the Electricity Transformation Canada [Show Management](#).

MINIMUM AGE

No one under the age of 18 will be permitted in the Exhibition Hall or meeting space during move-in, move-out or during the show. Proof of age may be required.

NOISE & ODOURS

Amplifiers and other sound generating equipment must be operated at levels which will not interfere with other Exhibitors. Excessive noise or obstructive work will not be permitted and excessively noisy displays/exhibits generating objectionable odours will not be allowed during Exhibit Hall hours.

PARALLEL EVENTS

No parallel events will be allowed during scheduled Electricity Transformation Canada events.

PAYMENT DEADLINE

Payment for space is due in full within 30 days of receipt of an invoice. An invoice will be provided by email once a signed contract for space is received.

RECRUITING

Exhibitors shall not have any display or signs for purposes of recruiting employees in their booth

SAFETY & PUBLIC POLICY

- a) **Compliance:** The Exhibitor assumes all responsibility for compliance with all pertinent ordinances, regulations and codes of duly authorized local, provincial and federal governing bodies concerning fire, safety and health and environmental requirements, together with the rules and regulations of the operators and/or owners of the property wherein the show is held.
- b) **Inflammable Materials:** All booth decorations must be flame-proof and all hangings must clear the floor.
- c) **Electrical Code:** Electrical wiring must conform to Canadian Electrical Code. If inspection indicates that Exhibitor's display is not in compliance with these regulations, or otherwise constitutes a fire hazard, the right is reserved to cancel all or such part of the display that is irregular and effect the removal of same at Exhibitor's expense.
- d) The Exhibitor covenants and agrees to comply, at its cost, with all environmental laws, regulations, rules and policies as may have application to fluids, materials or substances present or used in its exhibit and without limiting the generality of the forgoing, the Exhibitor shall employ or cause to employ any authorized disposal service as may be required by such laws, regulations, rules and policies for the removal of such fluids, materials or substances.

SECURITY

Security will be provided in the Exhibition Hall from start of move-in through end of move-out. However, be aware that although Show Management is providing this service, Show Management is not responsible for any loss or damage of Exhibitor materials.

SIGNS & ILLUMINATIONS

Signs involving the use of neon or similar gases are prohibited. Electric flashing signs must be low intensity and require prior approval of the specifications of their use by [Show Management](#). Should the wording on any sign or area in the Exhibitor's booth be deemed to be contrary to the best interest of the show, the Exhibitor agrees to make such changes as may be requested by Show Management.

SPACE USAGE SUBLETTING & CO-EXHIBITING

The Exhibitor shall not assign, sublet or apportion the whole or any part of the space allotted to it without the prior written permission of Show Management. The granting of such permission, without limitation, shall be conditional upon any assignee or co-exhibitor agreeing, in writing, to these Terms and Conditions. Additional occupancy fees will apply. Contact Lori Smith at lsmith@re-plus.com for more information.

Hotel & Lodging

VENUE INFORMATION

Metro Toronto Convention Centre (MTCC)
South Building
222 Bremner Blvd
Toronto, ON M5V 3L9
Canada

[Directions](#)



HOTEL RESERVATIONS

Electricity Transformation Canada has reserved a block of rooms at two area hotels where attendees can book at the best, discounted rates. Both hotels are within walking distance of the Metro Toronto Convention Centre where the event will take place.

Delta Hotel by Marriott Toronto

75 Lower Simcoe St
Toronto, ON M5J 3A6
Canada
Phone: +1 416-849-1200
Room Rate: \$298

[Book Your Hotel Room Here](#)

Cut-off Date: Monday, October 3 or until the hotel sells out!

InterContinental Toronto Centre

225 Front St W
Toronto, ON M5V 2X3
Canada
Phone: +1 416-597-1400
Room Rate: \$298

[Book Your Hotel Room Here](#)

Cut-off Date: Friday, September 9 or until the hotel sells out

TRAVELING TO TORONTO

Travelers are required to be vaccinated for COVID-19 to enter Canada. Fully vaccinated individuals will need to submit their proof of vaccination using the [ArriveCan](#) app, within 72 hours of entry to be exempt from testing and quarantine. Check if you qualify as a fully vaccinated traveler [here](#). To enter or return to Canada as a fully vaccinated traveler, you must follow these requirements:

- [ArriveCAN receipt](#) with letter A, I, or V beside the vaccinated traveler's name
- [Proof of vaccination](#) that was uploaded into ArriveCAN (original or paper copy)
- [Prepare for arrival testing, if selected](#)
- Travel documents entered in [ArriveCAN](#) (e.g. passport)

Travelers that do not qualify as fully vaccinated will only be allowed to enter in specific circumstances, not including tourism, business travel or leisure/entertainment activities even with the presentation of a negative COVID-19 test. However if you cannot receive the vaccine due to a medical or special circumstance, you may be exempt. If you are unvaccinated, find out if you can enter Canada [here](#).

Please note that this information was updated as of August 11 and is subject to change. Continue to check the [Government of Canada website](#) often for the most up to date information.