

# Rules and Regulations of the EY Centre

## Adhesives

The only tapes authorized for use on exhibit hall floors are; Double stick V (2-sided tape), Rainbow (1-sided 7ml vinyl), masking tape, #618 Suretape (cloth duct tape), and/or #174 high-adhesion double-faced tape. "Stick-on" floor decals, floor signs or similar promotional items, meant as floor décor, may not be used in or about the facility unless approved by the Show management by the EY.

Acceptable wall adhesives are Lepage Fun Tak or similar putty adhesive.

Prohibited tapes include clear packaging tape, generic duct tape, and electrical tape on the exhibit hall floors. Heat tape or double faced tape is prohibited on the carpets.

All adhesive products must be removable without damage to the surfaces or building finishes. Charges will apply for all tape damage and for cleaning and removal by the facility of non-approved adhesives

## Alcohol

EY Centre's a licensed facility. All alcoholic beverages will be provided by EY Centre's exclusive food & beverage provider. Alcoholic beverages will be served in accordance with the regulations of the Alcohol and Gaming Commission of Ontario.

**\*\*\* EY Centre has a zero tolerance policy with respect to alcohol policy infractions.** Alcohol will be seized and discarded. Exhibitors are responsible for the conduct of their staff at all times while participating in the Show, including move-in and move-out periods.

## **Animals**

Animals or pets, with the exception of service animals, are not permitted inside EY Centre facilities.

## **Balloons**

Helium or lighter-than-air- balloons are prohibited inside and outside the Building.

## **Business Centre**

Limited numbers of copies and other business services are available at extra charge at the EY Centre Management offices.

## **Copywriting Material**

Each exhibitor is responsible for obtaining all necessary licences and permits to use music, photographs or other copyrighted material in their booth or display.

For more information, please visit [www.socan.ca](http://www.socan.ca)

## **Fire regulations - General**

1. All involved parties with any show exhibit must comply with Federal, Provincial and Municipal building and fire codes.
2. All fire and emergency equipment located in the Building may not be hidden or obstructed in any way.
3. Emergency exits and aisles must be kept clear and unobstructed.
5. All electrical equipment must be CSA or UL approved.

6. Draping, table covering, booth partitioning and carpeting used in a show must be of flame-retardant material.
7. All material is subject to inspection and flame-testing at any time by the Ottawa Fire Department and/or the Building's Director of Fire Safety.
8. Plastic fabrics and other materials that are not fire retardant are prohibited.
9. Boxes, packaging and other unused exhibitor material must not be stored on top of, or around any electrical connections, fittings, or transformers.
10. Any equipment that uses open flame as part of an exhibit must be approved in writing by Show Management and the EY Centre.

## **Flammable materials**

No flammable material will be allowed in any part of the EY Centre and no goods or materials that conflict with the rules of the Ottawa Fire Department or any relevant governmental authority may be exhibited or brought into the building. Only non-flammable or flame retardant treated materials can be used for table skirting, exhibit drapes, or decoration.

## **Loading docks**

EY Centre has eight (8) truck level loading bays and specifically identified doorways for use to deliver freight or other exhibit items to the show floor or Building. Public entrances at the front of building may NOT be used for this purpose.

## **Natural gas**

A limited number of initial 1/2-inch natural gas connections are available to individual booths situated adjacent to or near the rear service corridor

located on the east side of each exhibit hall. All gas hook-ups must be adequately ventilated.

Please contact Freeman Electrical Services (FES) for more details and pricing information.

Note: All natural gas orders must comply with current Ontario regulations, codes, standards and manufacturers' certified instructions. Any variations from these regulations must be accompanied by a certificate or letter from the Technical Standards and Safety Authority (TSSA) approving the variance. Gas service will not be supplied for any variance unless the above documentation is approved and the TSSA inspection is completed. The TSSA Customer Contact Centre may be contacted at 1-877-682-8772. All natural gas orders are subject to fire inspection.

## **Open Flames**

Open flames are not permitted in EY Centre without written consent of the Ottawa Fire Department Services.

## **Propane**

Propane usage is strictly governed by TSSA regulations. Exhibitors must apply for a permit with them for propane use at their booth. Propane tank should be of 5 pounds maximum and a fire extinguisher should be handy in the booth.

Permit for TSSA should be submitted to Show Operations **no later than December 20<sup>th</sup>, 2016**. Should exhibitor not obtain a permit, the usage of propane will be strictly forbidden. Additional information may be provided to you if you require it. Please contact Bcyr

## **Sampling/Sale of Food & Beverage**

Free sampling of food and beverages, within an exhibitors own booth, must adhere to the regulations set forth by the facility and is only permitted with written approval of Show Management. In accordance to our contract with EY Centre, it is agreed that Great Canadian Plates is to provide, exclusively, all food, beverage, and catering service outlets within the licensed premises. This includes the sale of food, alcoholic and non-alcoholic beverage items.

Please contact Show Management to discuss your needs. A form detailing all food & beverage to be sampled/sold on-site will be required by **January 10<sup>th</sup>, 2016.**

### **Sample sizes**

- Food product – sample portions to be no more than 1 oz. (28 grams) per serving.
- Non-Alcoholic Beverage product – sample size to be no more than 2 oz or less.

It is the responsibility of each exhibitor to comply with all local health and safety regulations. All sampling is subject to approval by EY Centre. All exhibitors approved to sample product(s) must complete and sign an authorization form. Forms are to **be received by January 11<sup>th</sup> 2016.**  
**No samples may be sold.**

## **Security**

Show Management maintains a permanent basic security service throughout the show including move-in/out. In order to provide the best possible security, exhibitors are asked to leave the building each day within half an hour of the Show closing. Exhibitors wishing to make special arrangements for additional security can do so at their own expense.

Marketplace Events LLC will not be held responsible for any loss or damage.

Exhibitors must take all precautions to protect their material and personal belongings. Ensure staffs are present in the booth at all time during show hours. Remove or lock any small valuables such as laptop at the end of the day.

## **Signs**

Signs, banners and such shall not be glued, nailed, stapled, hung or attached to ceilings, walls or painted surfaces except by permission of the EY Centre. Handwritten signs are not allowed to be displayed or posted in the EY Centre. Professionally produced signs, banners or posters may not be attached to the facility, its furnishings or fixtures without approval.

All material not removed by the Exhibitor prior to the end of the move-out period will be removed by the EY Centre. Any and all costs incurred will be charged to the exhibitor. The Building will not store or return any of these items if they remain after move-out.

## **Smoking**

Smoking is not permitted anywhere in the Building or within a 9 meter (30 feet) perimeter outside of the Building pursuant to Ottawa By-law #2001-148

## **Soliciting**

Soliciting of business and distribution of sample, souvenirs, and literature, including solicitation by costumed personnel, must be confined to the exhibitor's space. Soliciting is not permitted in the aisles, in other

exhibitor's booths, at any building entrance/exit, or anywhere on the grounds. Unless prior written approval by Show Management. Solicitation of exhibitors or visitors by non-exhibitors is strictly prohibited.

## **Sound Levels**

Please respect neighboring booths by keeping the sound levels in your booth at a respectful level. To aid in this process the use of microphones are subject to Show Management's approval. Furthermore Show Management reserves the right to determine what falls within the limits of respectful sound levels, as well as to require exhibitors to lower sound levels at any time.

## **Fire Safety Regulations**

Please read the following regulations carefully. The Ottawa Fire Prevention Bureau will inspect your display.

1. Motor vehicles or gasoline-powered equipment on display must have the batteries disconnected and the caps for the fuel tanks locked or secured against tampering.
2. Propane powered vehicles, or recreational equipment equipped with propane, are to have the propane cylinders removed while in the building.
3. Max 5 lbs propane tank and a mandatory fire extinguisher in booths with BBQ. Mandatory approval by Show Management.
4. Unless the Ottawa Fire Service has granted prior authorization, no internal combustion engine shall be operated within the building while the Show is open to the public.
5. Supervisory staff or Fire Service Officials may order the removal of any materials where the quantity or nature of the materials may create a hazard.
6. Displays must not encroach on emergency exit doorways.

7. No portion of a display shall project into an aisle as designated for the show concerned.
8. Stairways must remain clear of obstruction.
9. If a fire hose standpipe is located in exhibit space, it shall be the responsibility of the Show management and/or exhibitors, as the case may be, to provide access to such equipment, and if the view to such equipment is obstructed, to provide designation signs for same.
10. All combustible packaging must be removed from the building.
11. Boxes, crates and cartons from which merchandise has been removed must be neatly piled in a storage area designated by Show management.
12. Construction of, or ceiling decoration in the show booths must not impede the operation of the sprinkler system.
13. Drapes, curtains and other decorative materials used in the building shall meet the requirements for a high degree of flame resistance as prescribed in sub-section 2.3.2 of the Ontario Fire Code.
14. All textiles used in buildings shall meet the requirements of article 2.3.2.1. of the Ontario Fire Code.
  - a. To test materials, hold a 1" by 12" strip of material to be tested in a vertical position, apply flame to the lower edge for a minimum of 12 seconds.
  - b. To pass a test of satisfactory resistance to flame spread, a material shall not continue to flame for more than 2 seconds after the test flame is removed.
15. Vehicles shall not park, or be allowed to park in the fire routes.
16. Fire extinguishers for the following are the minimum required size:
  - i. Deep Fryers - K or 20BC
  - ii. BBQ's, Stoves a Hot Plates - 20BC.
  - iii. ICF Products
  - iv.
17. Electrical appliances must be CSA listed or accompanied by a certificate from the Electrical Safety Authority.