

## Rules and Regulations from 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 is a licensed facility. All alcoholic beverages must be provided by the EY Centre. 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.

### Cleaning services

EY Centre will take care of all the cleaning. Please find attached the exhibitor cleaning form for maintenance of your exhibit space.

### 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)

### **Custom Broker**

USA and Foreign Exhibitors can arrange custom clearance through Freeman. **No form required please call directly (613) 748-7180.**

### **Electrical Safety Requirements**

**Please read the following regulations carefully. Inspectors from Electrical Safety Authority will inspect your display.**

Each Exhibitor who displays or offers for sale any electrical equipment in the province of Ontario is subject to the requirements of the Electrical Safety Code of Ontario and compliance with these regulations is mandatory.

The following requirements must be adhered to in the installation of all temporary electrical and lighting equipment or services.

1. All electrical connections, installations, assemblies, motors and any electrical operating gear must conform to all Federal, Provincial, and Municipal electrical and fire codes.
2. All electrical fixtures, fittings, and appliances must be CSA approved.
3. Latex wire cord, duplex, and triplex plugs are not allowed
4. Exhibitors may not store materials on or around any electrical equipment or connections of any kind.
5. Equipment that trips circuits due to overload may not be restarted until FES has found the source and corrected the problem.
6. Specialized equipment requiring company engineers and technicians may be used with prior written approval of EY Centre.
7. Wall and pillar plugs distributed around the building are for the specific use of EY Centre and their exclusive service providers and are not for the use of exhibitors. A fee will be charged if these outlets are used, or they may be disconnected at the discretion of the Building and/or FES.

### **Electrical Safety Authority**

The Ontario Electrical Safety Code 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**.

The Electrical Safety Authority (ESA) is authorized by provincial legislation to conduct electrical inspections at facilities in Ontario including EY Centre. Electrical inspections are required on temporary electrical installations, and all electrical equipment must be certified with a recognized standards label (i.e.: CSA monogram) before it may be used (either for display purposes or as part of a presentation.)

For more information, visit the ESA web site at [www.esasafe.com](http://www.esasafe.com) or speak with our Exclusive Electrical Service provider Freeman Electrical Services.

\*\*\* To contact an Electrical Safety Authority representative for more information or to apply for an inspection, call 1-877-ESA-SAFE.

Electrical equipment that fails to comply with the safety code requirements may be refused connection to a power source and may be ordered to be removed from the display.

### **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.