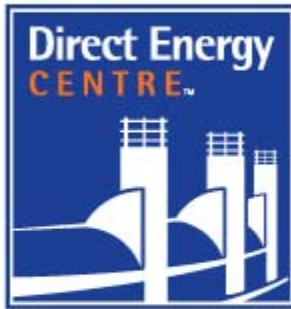


# Requirements for Safety



A Convention & Conference Centre at Exhibition Place

Requirements for Safety: A Manual  
For Show Managers and Event Planners

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# 1. Introduction

The purpose of this manual is to identify the safety related requirements for trade and consumer shows, concerts and special events held at Allstream Centre & Direct Energy Centre. The guidelines presented in this document will assist Show Managers, Exhibitors and Allstream Centre/Direct Energy Centre Staff to implement and maintain the requirements of applicable codes and standards in an effort to provide as high a level of public safety as is reasonable and practical.

These guidelines should be incorporated into the design and implementation of displays, equipment, acts, etc. for use at Allstream Centre & Direct Energy Centre. These guidelines are based on information and data obtained from the references contained in Section 2; various engineering handbooks and through consultation with the organisations identified below:

- (i) The City of Toronto, Urban Development Services, Buildings and Inspections Division
- (ii) The City of Toronto Fire Marshall's Office
- (iii) The Technical Standards and Safety Authority (Elevating Devices and Fuel Safety Branches)

## 1.1 Intent

The intent of this manual is to assist in the provision of as high a level of public safety as is reasonable and practical. Adherence to the rules and regulations presented in the guidelines herein and in the reference codes and standards (Section 2) are not intended to relieve the owner of responsibility. When using this manual, the current status of all codes should be verified. Updated releases of codes may have requirements that supersede those presented herein. It is also noted that this manual provides general guidelines. Special events or features not discussed in this manual may require special permission and/or permits from Allstream Centre & Direct Energy Centre and the respective local authorities.

The rules and regulations contained herein may be changed at any time without notice.

## 1.2 Scope

The guidelines provided in this manual are presented in Sections 3 to 7. The topics covered are Fire Safety, Structural Integrity, Environmental Hazards, Physical Acts of Others and Amusement Devices.

*Section 3 - Fire Safety:* is composed of two sections entitled "Guidelines for Show Managers" and "Guidelines for Exhibitors". It contains the requirements necessary to minimise the risk of an outbreak and spread of a fire.

*Section 4 - Structural Integrity:* addresses the requirements for design and fabrication of booths, signs and general structures such as stages, platforms, bleachers, etc.

*Section 5 - Environmental Safety:* contains guidelines for protecting the public from such things as sharp corners, slippery surfaces, operating machinery, splashing liquids, open flames, etc.

*Section 6 - Physical Acts of Others:* deals with protecting the public from acts of others such as animal acts, demonstrations involving projectiles, acrobatics, gymnastics, etc.

*Section 7 – Amusement Devices:* outlines the licensing and permit requirements to operate an amusement device in the Province of Ontario.

*Section 8 – Guideline for Children's Playspaces and Equipment:* outlines regulations regarding children's playspaces and equipment used, displayed or sold during.

*Section 9: Guidelines for Outdoor Displays and Setup:* contains guidelines for set-up of signs, flags, banners, fencing, etc.

*Section 10 – Road Closure Procedure:* addresses the process, specifications and instructions pertaining to road closures at Exhibition Place.

*Section 11 – Upholstered and Stuffed Articles:* outlines the regulations regarding upholstered and stuffed articles for sale or on display.

## 2 References

### 2.1 Applicable Codes, Standards and Regulations

- 2.1.1 "Fire Protection and Prevention Act, 1997" and the "Ontario Fire Code", Office of the Fire Marshall, 1997, O. Reg. 388/97, Amended to O. Reg. 315/01
- 2.1.2 "NRC National Fire Code of Canada", National Research Council of Canada, 2005.
- 2.1.3 "2006 Building Code Compendium", Ministry of Municipal Affairs and Housing, 2006, Amended to O. Reg. 350/06, Amended to O. Reg. 423/06.
- 2.1.4 "NRC National Building Code of Canada", National Research Council of Canada, 2005.
- 2.1.5 "Fire Regulations Governing Exhibits and Displays in Public Buildings", City of Toronto Department of Buildings and Inspections and Toronto Fire department, 1994.
- 2.1.6 "Occupier's Liability Act", Government of Ontario, 1990.
- 2.1.7 "Occupational Health and Safety Act and Regulations 851 and 834 for Industrial Establishments", Government of Ontario, R.S.O. 2002 (as amended)
- 2.1.8 "Gaseous Fuels, Ontario Regulation 212/01", Technical Standards & Safety Authority, 2001
- 2.1.9 "Propane Storage and Handling, Ontario Regulation 211/01", Technical Standards & Safety Authority, 2001
- 2.1.10 CAN/CSA-B149.1-05, "Natural Gas and Propane Installation Code", Canadian Standards Association, 2005.
- 2.1.11 CAN/CSA-B149.2-05, "Propane Storage and Handling Code", Canadian Standards Association, 2005.
- 2.1.12 "Liquid Fuels Handling Code", Technical Standards & Safety Authority, 2001.
- 2.1.13 "Toronto Municipal Code", City of Toronto.
- 2.1.14 "Ontario Regulation 223/01 and Ontario Regulation 212/01 (Gaseous Fuels)", Director's Order Of Amendment to the Gaseous Fuels Code Adoption Document

### 2.2 General References

- 2.2.1 "Fire Safety Design in Buildings", Canadian Wood Council, 1996.
- 2.2.2 "Allstream Centre & Direct Energy Centre - Fire Warden Handouts", Leber/Rubes Inc., 1998.
- 2.2.3 "CSA Std. Z267-00 "Safety Code for Amusements Rides and Devices", Canadian Standards Association, May 2000.
- 2.2.4 "Amusement Devices Act Revised Statutes of Ontario", Government of Ontario, 1997 (Amended O.Reg. 221/01 and Code Adoption Document).

- 2.2.5 CAN/CSA-Z614-03 "Children's Playspaces", Canadian Standards Association, 2003.
- 2.2.6 "Supplement No.1 to CAN/CSA-B149.2-05, Propane Storage and Handling Code", January 2007.
- 2.2.7 "NFPA 101 Life Safety Code", August 18, 2005.
- 2.2.8 Hazardous Products (Lighters) Regulations (SOR/89-514); Canadian Requirements for Lighters, May 2007

## 3 Fire Safety

The requirements of this section are the minimum required to maintain an acceptable level of fire safety inside buildings of Allstream Centre & Direct Energy Centre. The building fire protection systems have been designed to protect against the hazards that are typical of trade and consumer shows/events. The objective of these requirements is to limit the hazards of contents and activities within buildings to a level that can be controlled by the built-in fire protection systems.

Similarly on the grounds, hazardous materials and activities are limited to provide a reasonable level of safety to public.

Section 3.1 contains guidelines for Show Managers. Requirements, procedures and responsibilities are detailed therein.

Exhibitor guidelines are detailed in Section 3.2. Show managers as well as exhibitors are responsible to ensure that the rules and requirements contained in these guidelines are complied with.

Allstream Centre & Direct Energy Centre and the City of Toronto Fire Prevention Division will strictly enforce the rules and requirements contained herein and the Ontario Fire Code, Reference 2.1.1. These rules and requirements are applicable at all times, even when the building is unoccupied.

### 3.1 Guidelines for Show Managers

Show Managers are responsible to ensure that the rules and procedures of this section are followed. By following these procedures and adhering to the requirements stated herein and in the Ontario Fire Code, costly delays and changes to show designs will be avoided.

The following requirements apply to:

- Floor Plan Requirements and Approvals,
- Layout Requirements,
- Responsibility during set-up and dismantling of shows,
- Responsibilities during shows,
- Exhibitors Compliance.

#### 3.1.1 Floor Plan Requirements and Approvals

The layout or floor plans of shows must be designed with attention to fire safety. Consideration should be given to adequate aisle width and length, location of fire exits, fire hose cabinets, hose valve connections, seating arrangements, etc. Floor plans must clearly show:

1. Booth configuration including dimensions and location.
2. Layouts of all meeting areas used as exhibit space including aisle dimensions.
3. Layouts of all multilevel or covered booths or platforms having a floor area over 37 m<sup>2</sup> (400 ft<sup>2</sup>).
4. Aisle locations and dimensions.
5. Layouts of temporary (restaurant) concession areas including aisles, tables and seating arrangements.
6. Layouts of all stage and seating areas including aisles and seating arrangements.
7. Access to adjoining buildings, washrooms, concession areas and facility work areas.
8. The location of all fire exits, fire hose cabinets and hose valve connections.

Floor plan approvals are required from Allstream Centre & Direct Energy Centre and the Toronto Fire Department, Plan Examination Division. Show management is required to submit four copies of the proposed floor plan to Allstream Centre & Direct Energy Centre Event Management Department. It is advisable to have an approved floor plan prior to the final sale of exhibit space. The proposed floor plan will be reviewed by Allstream Centre & Direct Energy Centre who will submit four copies to the Toronto Fire Department.

After reviewing the plans and receiving comments from the Toronto Fire Department, Allstream Centre & Direct Energy Centre will approve or reject the plan. If rejected, the reasons for rejection and measures that can be taken in order than the plan can be accepted will be identified.

If the use of specific materials, processes or equipment requires approval (see Exhibitors' Regulations), the Show Manager shall submit, in writing, the nature of the materials, processes or equipment to be used, quantity of restricted materials to be used and whether provisions will be made for additional fire safety protection. The request for a permit must be submitted to the Event Management Department, Allstream Centre & Direct Energy Centre not less than 15 working days in advance of the show with an approval or rejection within five working days of receipt. The originator of the request will be notified in writing either case.

Prior to final approval and opening of any show, Allstream Centre & Direct Energy Centre representative and the Show Manager will make a final inspection of the facility. The Toronto Fire Department may inspect the building at any time and can demand the removal of any booth, display, materials, etc. that constitutes a fire hazard.

### 3.1.2 Layout Requirements

All seating, booths and display layouts are regulated in terms of aisle widths, aisle lengths, dead end aisles, floor area, occupant loading and relationship to fire exits. Floor plans submitted to Allstream Centre & Direct Energy Centre for approval must provide sufficient information to demonstrate compliance with the requirements discussed in the following sections.

#### 3.1.2.1 Requirements for Aisles

1. Aisles between display booths shall be a minimum of 2.4 m (8 ft) wide. Previous show attendance evaluations may necessitate an increase in some areas.
2. All aisles shall lead directly to a fire exit or to a converging aisle (cross-aisle) that in turn leads directly to a fire exit.
3. The travel distance from any point on the floor to the nearest fire exit, measured along an aisle or aisles, shall not exceed 45.0 m (147 ft 8 in) in a sprinklered building and 30.0 m (98 ft 8 in) in an unsprinklered building.
4. There shall be no dead end aisles longer than 6.0 m (19 ft 8 in).
5. No displays or material associated with any booth shall encroach into an aisle or exit doorway.
6. Where an aisle serves to provide egress into an adjoining exhibit building, exhibits bordering on that aisle must not create congestion. Demonstration booths that attract a "stand around crowd" or service counters shall be set back from the tenant line so that sufficient space is provided to display products or serve customers without creating congestion in the aisle.
7. The aisle clearance at the bottom and top of a stairway shall be equal to the width of the stairway, but not less than 2.4 m (8 ft).

8. Notwithstanding Rule #1 above, a clear area shall be provided directly in front of a fire exit whose width is equal to the width of the fire exit and whose distance out from the door is equal to the width of the fire exit but not less than 2.4 m (8 ft).

### 3.1.2.2 *Fire Exits and Fire Protection Equipment*

2. 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 the Show Manager 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.
3. Notwithstanding Item 1 above, access to emergency exits must also conform to Section 3.1.2.1, Item 8.
4. Notwithstanding Item 1 above, a 0.9 m (3 ft) clearance is required in front of all fire hose cabinets and hose valve connections.
5. 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 to conform to References 2.2.1 and 2.2.3.
6. 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.

### 3.1.2.3 *Seating*

#### 3.1.2.3.1 *Non-fixed Seating*

General guidelines for non-fixed seating are presented below. These rules also apply to standing or sitting on the floor. For additional information refer to Article 2.7.1.6 of Reference 2.1.1, Article 2.7.1.5 of Reference 2.1.2 and Article 3.3.2.4 of Reference 2.1.3.

1. Aisles leading to exits or cross aisles shall be provided so that there are not more than 7 seats between any seat and the nearest aisle, (14 seats or less in a row with an aisle at each end). Other seating arrangements shall be in conformance with Reference 2.1.3, Sentences 3.3.2.3 (4) and (5).
2. Aisles shall be a minimum of 1100 mm (3 ft 4 in) wide, and shall not be less than 559 mm (22 in) for every 90 persons served except:
  - (i) Aisles may be reduced to 750 mm (2 ft 5 in) when serving 60 seats or less.
  - (ii) Aisles may be reduced to 900 mm (2 ft 11 in) when serving seats on one side only.
3. The travel distance to an exit door via an aisle shall not exceed 30 m (98 ft 5 in).
4. Aisles shall terminate at cross aisles that shall be the required width of the largest aisle entering the cross aisle plus 50% of the total required width of the remaining aisles entering the cross aisle.
5. Dead end aisles shall not exceed 6.0 m (19 ft 8 in).

6. Where more than 200 seats are provided, the seats shall be fixed together in groups of not less than 4 or more than 12. Alternatively, the aisle width described above shall be increased by 50% and the maximum occupant load shall be based on one person per 1.2 m<sup>2</sup> (12.9 ft<sup>2</sup>) of floor area.
7. Turnstiles, check-in counters, etc. shall not obstruct or reduce the width of any exits or access to exits.
8. If the area is enclosed and darkened at any time, approved illuminated EXIT signs are required.

#### *3.1.2.3.2 Bleachers*

Please refer to Section 4.1.3 for guidelines on bleachers.

#### *3.1.2.3.3 Storage Space*

Should Show Management elect to use some of their leased space for storage, the requirements for general indoor storage presented in NFC Section 3.2 and OFC Subsection 3.3.2 (References 2.1.2 and 2.1.1 respectively) apply. General guidelines are as follows:

1. Combustible materials shall not be permitted to accumulate in quarters or locations that will constitute a fire hazard.
2. Combustible materials shall not be permitted to accumulate in any part of an elevator shaft, utility port, stairwell, fire escape or other means of egress, or under stairways.
3. Hay, straw, shredded paper and excelsior packing must be removed from the building unless it can be returned to tightly closed packing containers.
4. Boxes, crates and cartons from which merchandise has been removed, must be piled neatly in a storage area designated by Show Management.
5. Storage piles shall not exceed 3.6 m (11 ft 9 in) in height.
6. Notwithstanding Item 5 above, the clearance between lowest structural member or sprinkler head and the top of any pile shall not be less than 450 mm (1 ft 5 in). For unsprinklered buildings, a clearance of not less than 1 m (3 ft 3 in) shall be maintained between the top of storage and the underside of floor or roof deck.
7. Access aisles not less than 1 m (3 ft 3 in) shall be provided to fire department access panels and fire protection equipment.
8. There shall be at least one main aisle 2.4 m (7 ft 10 in) wide extending the length of the storage area.
9. For storage areas larger than 100 m<sup>2</sup> (1076 ft<sup>2</sup>), the main access aisle shall be accessible from two fire department access points.

### 3.1.3 Responsibility During Set-Up and Dismantling

During set-up and dismantling of shows, Show Management will be responsible for:

1. Obtain approval of the floor plan and approval for any special material, processes, equipment, or activity from Allstream Centre & Direct Energy Centre before commencement of set-up, (see Exhibitor Guidelines for Special Processes).
2. Direct (truck) traffic on exhibition hall floor. (NOTE: *Drivers of vehicles must stand by vehicles at all times.*)
3. Ensuring trucks are not left idling while in building,
4. Removing all crates and packaging materials,
5. Enforcing procedures during set-up and dismantling of shows as regulated by the Exhibitors' Regulations,
6. Ensuring dismantling does not commence for at least 1 hour after the end of the show to ensure all occupants have left.
7. Propane for use in forklifts, high reach equipment and any other propane powered equipment must be purchased from Allstream Centre & Direct Energy Centre. No other supplier of propane is permitted.
8. As applicable, advising Allstream Centre & Direct Energy Centre of any exhibitor/constructor or subcontractor undertaking "construction work" on site prior to the start of the work. <sup>1</sup> During such work, notifying the Allstream Centre & Direct Energy Centre of any unsafe occupational health and safety practices.
9. During installation and removal of temporary amusement rides (machinery) and temporary exhibits, where the work falls under scope of construction, the construction regulations (OHSA) will apply to such work. For all such projects exceeding \$50,000 in construction value, the Show Manager will apply for all individual "Notice(s) of Project" with the Ministry of Labour. For every such project, a "Registration of Constructors and Employers Engaged in Construction" form shall be posted with the "Notice of Project" form on site.
10. Ensuring that any Exhibitors that are required to obtain building permits (refer to Sections 3.2.1.1, 3.2.1.2, 3.2.7 and 4.1 (including subsections)) have obtained the documentation and met the requirements given in Section 4.1.

### 3.1.4 Responsibility During Shows

Show Management is responsible for ensuring that exhibitors comply with the Exhibitors' Regulations for the duration of the show.

Allstream Centre & Direct Energy Centre will provide grounds security only (i.e. not for the function itself). Show Security is the responsibility of Show Management.

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<sup>1</sup> The Ministry of Labour has deemed Exhibition Place a "construction site" for the duration of the move-in and move-out of the CNE, Molson Indy and many other trade and consumer shows. The erection and dismantling of booths (structures) regardless of size and all construction-type projects must be completed in compliance with the Occupational Health and Safety Act and Regulations for Construction Projects.

Allstream Centre & Direct Energy Centre will provide janitorial services in aisles, meeting rooms, corridors, common areas and washrooms. Show Management is responsible for the removal of bulk trash, crates, pallets, packaging material, lumber, litters, etc. Such trash must be removed prior to opening and after move out. Also, Show Management is responsible for the removal of all tapes, adhesives, etc., used in the leased area and ensuring the leased area is left in an acceptable state of finish.

### 3.1.5 Exhibitor Compliance

Show managers are responsible for ensuring that exhibitors comply with the requirements set forth in Section 3.2, Guidelines for Exhibitors and applicable guidelines in Section 4.

## 3.2 Guidelines for Exhibitors

### 3.2.1 Booth Configuration and Construction

#### 3.2.1.1 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 m<sup>2</sup> (2150 ft<sup>2</sup>) 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. The total width of all exits must be 559 mm (22 in) for every 90 persons occupying the area and no single exit doorway shall be less than 762 mm (30 in) wide.
2. In addition, any booth with an area of 232.3 m<sup>2</sup> (2500 ft<sup>2</sup>) 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 (refer to Section 4.1)
  - 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.

### 3.2.1.2 Booth Configuration

The following booth configurations *do not* require formal approval by Allstream Centre & Direct Energy Centre, but shall abide by the requirements as noted:

- (i) Open top exhibition booths, less than 150 m<sup>2</sup> (1610 ft<sup>2</sup>) in unsprinklered buildings.
- (ii) Open top exhibition booths, less than 200 m<sup>2</sup> (2150 ft<sup>2</sup>) in sprinklered buildings.
- (iii) Platforms less than 610 mm (24 in) in height and/or 9.3 m<sup>2</sup> (100 ft<sup>2</sup>) 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 m<sup>2</sup> (1310 ft<sup>2</sup>), located in an unsprinklered building;
  - c) Enclosed booth areas in excess of 2000 m<sup>2</sup> (2150 ft<sup>2</sup>), where the building is sprinklered;
- (v) Any booth within area of 232.3 m<sup>2</sup> (2500 ft<sup>2</sup>) or more must contain one fire extinguisher.

The following booth configurations *require* formal approval from Allstream Centre & Direct Energy Centre. A description of the booths requiring approval shall be submitted to the Show Manager who in turn will submit the description to the Event Management Department, Allstream Centre & Direct Energy Centre, for approval. Allstream Centre & Direct Energy Centre will discuss these configurations with the Toronto Fire Prevention Division and/or Toronto Urban Development Services.

- (i) Platforms exceeding 9.3 m<sup>2</sup> (100 ft<sup>2</sup>) in (projected) floor area must comply with the Ontario Building Code and the National Building Code. Refer to Section 4.1.2 for loading and guard/handrail guidelines.
- (ii) Booths with flame retardant canopies less than 18.6 m<sup>2</sup> (200 ft<sup>2</sup>).
- (iii) Single-level roofed booths, two storey booths and booths with mezzanines require prior approval from Allstream Centre & Direct Energy Centre. They must be in accordance with the guidelines presented herein and NFPA 13 (1982) and the Ontario and National Building Codes. (Refer to Section 4.1)
- (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 150m<sup>2</sup> (1610 ft<sup>2</sup>), located in an *unsprinklered* building;
  - c) enclosed booth areas in excess of 200 m<sup>2</sup> (2150 ft<sup>2</sup>), where the building is sprinklered.
- (v) Any booth with an area of 232.3 m<sup>2</sup> (2500 ft<sup>2</sup>) or more must contain one fire extinguisher.

### 3.2.1.3 Booth Construction, Non-Decorative Materials

Booths may be constructed using steel, aluminium, glass, wood, plastic, etc. and any other non-combustible as regulated by the Ontario Building Code. CAN4-S114 "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 Allstream Centre & Direct Energy Centre 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.

### 3.2.1.4 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. (A test for flame retardancy is described in Appendix B). A list of prohibited materials (those which cannot 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
Foamcore	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 Allstream Centre & Direct Energy Centre

### 3.2.1.5 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 Materials Centre in Ottawa.

- (b) Each exhibitor agrees to adhere to the maximum booth size and 8'- 0" height limitations as outlined within Allstream Centre & Direct Energy Centre 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.

### *3.2.1.6 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 the Show Manager 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 to Section 3.1.2.1, Item 8.
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 to conform to References 2.2.1 and 2.2.3.
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.

### *3.2.1.7 Obstructions*

No articles shall be hung from or affixed to any sprinkler piping/heads or electrical conduit. Construction or ceiling decorations in show 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 the Show Manager 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 show, (refer to Section 4.1 for structural requirements).

### 3.2.2 Materials, Processes and Equipment Within a Booth

In addition to the prohibited materials listed in Table 3.2.1.4, the following processes/equipment are *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 Allstream Centre & Direct Energy Centre. If any material, process or equipment requiring approval is to be used, the exhibitor shall submit in writing to the Show Manager the nature of the process or equipment and any safeguards to be used to protect the hazard. Requests will be submitted by the Show Manager to Allstream Centre & Direct Energy Centre. An Allstream Centre & Direct Energy Centre representative 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) Fireworks must receive approval from Toronto Fire Services and be operated under the supervision of a federally licensed pyrotechnician.
- (v) Exhibits involving hazardous processing or materials not previously listed.
- (vi) Storage or display of ammunition and fire arms (subject to subsection 5.2 of the Ontario Fire Code and Criminal Code).
- (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 of 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.

### 3.2.2.1 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 pressurised 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 to three lighters and when not in use must be locked up.

As of May 2007, lighters that are advertised, sold or imported in Canada must meet the requirements of the *Hazardous Products Act* (HPA) and the *Hazardous Products (Lighters) Regulations*. See attached Canadian Requirements for Lighters Checklist (Appendix C).

### 3.2.2.2 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.

### 3.2.2.3 Operation of Natural Gas or Propane Fired Appliances

Reference 2.1.10 contains the requirements to operate natural gas or propane fired appliances indoors. General guidelines are given in the following sections.

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

Technical Standards & Safety Authority (TSSA)  
14<sup>th</sup> Floor, Centre Tower  
3300 Bloor Street West  
Toronto, Ontario M8X 2X4

CSA International  
5060 Spectrum Way, Suite 100  
Mississauga, Ontario L4W 5N6

### 3.2.2.3.1 *Licensing and Certification*

#### No handling of gas without license

- 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

- 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)

### 3.2.2.3.2 *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.
  - 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 from operation of 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 (9 kg) 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 metres) 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 scfh (2.8m<sup>3</sup>/h) at a pressure of 100 psig (690 kPag) or a device that limits the flow equivalent to that through a No. 60 DMS (1 mm) drill orifice at 100 psig (690 kPag). 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 (7.5 m) 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, B149.2-05

### 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 non-refillable" *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.

#### 3.2.2.4 Compressed Gas Cylinders

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

##### 3.2.2.4.1 Non-Combustible Gas Cylinders

All compressed gas cylinders such as CO<sub>2</sub> 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.

#### 3.2.2.4.2 *Acetylene Cylinders*

One 1.13 m<sup>3</sup> (40 ft<sup>3</sup>) 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.

#### 3.2.2.4.3 *Propane Cylinders*

Refer to Section 3.2.2.3.2.

#### 3.2.2.4.4 *Other Flammable Compressed Gas Cylinders*

No other flammable compressed gas cylinders may be brought onto Allstream Centre & Direct Energy Centre Grounds or into any building without written permission from Allstream Centre & Direct Energy Centre.

### 3.2.2.5 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-energised by either removing the battery or disconnecting both battery leads and covering them with electrical tape or another electrically insulating material. Fuel tanks must be filled as close to the ¾ 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 Allstream Centre & Direct Energy Centre Safety Engineering Department.
2. Running of vehicles on display is prohibited without prior approval from Allstream Centre & Direct Energy Centre 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 Allstream Centre & Direct Energy Centre.

### 3.2.2.6 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.

### 3.2.2.7 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 Allstream Centre & Direct Energy Centre property during a show period except for purposes of show demonstration where permission has been granted in writing by Allstream Centre & Direct Energy Centre 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.

#### 3.2.2.7.1 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 2.1.12. Normally at Allstream Centre & Direct Energy Centre 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.

### 3.2.3 Electrical Equipment and Connections

In accordance with the Canadian Electrical Code, CSA C22.1 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, 178 Rexdale Boulevard, Rexdale, Ontario M9W 1R3, (416) 744-4089. 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.

## 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 (Appendix F) 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.

### 3.2.4 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.

### 3.2.5 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. Show managers and exhibitors should check with City of Toronto Department of Public Health.

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 Standard NFPA 96 "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 or barbecuing (outdoors) is conducted, there shall be provided and maintained therein, one dry chemical fire extinguishers bearing the Underwriters Laboratories of Canada Designation 20-BC.
4. In every eating establishment wherein no cooking by barbecuing 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.

### 3.2.6 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 the Show Management 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 m<sup>2</sup> (2500 ft<sup>2</sup>) of floor area, exclusive of corridors and lobbies.

### 3.2.7 Tents

All tent fabric must be flame proof or treated with a flame-retardant chemical.

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.

Structural requirements, including the requirements for building permits, are discussed in Section 4.1.4.

### 3.2.8 Procedures During Set-Up and Dismantling of Shows

1. No smoking is allowed during the set-up or dismantling of shows. Smoking is permitted in authorised areas only.
2. Show Management must have the approval of Allstream Centre & Direct Energy Centre's Facility Co-ordinator for commencement of set-up dismantling of shows.
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 various fairs, exhibitions and trade/consumer shows. The erection and dismantling of booths (structures) regardless of size (refer to [Section 3.2.1](#)), most amusement 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 show set-up and dismantling:
  - (i) Material handling equipment other than electrically powered will not be permitted in the facility during shows 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 Allstream Centre & Direct Energy Centre. Once granted a "Hot Work Permit" must be obtain, a fire watch must be conducted and a certified fire extinguisher of not less than 10-ABC rating must be present for the duration of the work.
  - (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.

### 3.2.9 Emergency Procedures

Allstream Centre & Direct Energy Centre buildings are equipped with sophisticated fire protection equipment, including automatic detection, fire alarm and voice communication. Upon arrival, you should familiarise 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"<sup>2</sup>

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<sup>2</sup> "Allstream Centre & Direct Energy Centre – Fire Warden Handouts", Leber/Rubes Inc. Toronto, Ontario, August 1998.

## 4. Structural Integrity

The following may be used as general guidelines, however, all inquiries should be forwarded to the City of Toronto, Urban Development Services, Buildings and Inspections.

For construction of covered and double-deck booths see also Appendix A.

### 4.1 Building Permit Requirements

Structures, signs, stages, bleachers and large booths are regulated by the Ontario Building Code and require a building permit from the City of Toronto if they have a floor area greater than 10 m<sup>2</sup> (107 ft<sup>2</sup>). By definition, structures that require a building permit may include but are not limited to:

- " A structure occupying an area greater than ten square metres consisting of a wall, roof and floor or any of them or a structural system serving the function thereof including all plumbing, works, fixtures and service systems appurtenant thereto."

Exhibitors that are undertaking any work which requires a building permit are required to provide the following to Show Management and Allstream Centre & Direct Energy Centre Operations Department:

1. A copy of the building permit application, including Field Review commitment letter from your engineer. (Please submit two months prior to the scheduled opening day of the event).
2. A schedule of the start and completion dates for construction and tear down. (Please submit two months prior to the scheduled opening day of the event).
3. A copy of the issued building permit. By law, this is required prior to the start of any construction. Please submit as soon as the permit is issued, prior to the start of construction.
4. The structure must be inspected and approved by the Building Inspector prior to opening to the public. Failure to comply with these regulations may prevent the structure from being opened to the public during a show or exhibit.
5. A copy of the field review of the completed structure signed and sealed by a licensed Ontario Professional Engineer. This must be completed prior to any public occupancy/use of the structure. Please submit prior to the opening of the show.

It is noted that as of 1 January 2006 firms and designers who review and take responsibility for design activities under the Ontario Building Code are required to have a Building Code Identification Number (BCIN). In most cases, firms or individuals not having a BCIN number will not be permitted by Toronto Urban Planning and Development Services to submit applications for building permit or field reviews for existing building permits. For more information please contact:

Ministry of Municipal Affairs and Housing, Building and Development Branch  
777 Bay St. 2nd floor  
Toronto, ON M5G 2E5  
phone: 416.585.6666  
fax: 416.585.7531  
email: [codeinfo@mah.gov.on.ca](mailto:codeinfo@mah.gov.on.ca)

It is incumbent upon the Exhibitor to ensure that the requirements of the Ontario Building Code and Toronto Urban Planning and Development Services – Buildings and Inspections are met. As a guide, all outdoor structures must be able to withstand a wind load of 1.4 kPa (30 psf) and an uplift of 480 Pa (10 psf). Ballast weight, employed to prevent overturn of a structure, must have a factor of safety of two.

Written approval must also be received from Allstream Centre & Direct Energy Centre Operations Department for attachment of any sign, structure, etc. to any buildings, flagpoles, etc. at Allstream Centre & Direct Energy Centre.

#### 4.1.1 Signs

Signs, flagpoles, banners or any structure whose sole purpose is for support and visual attraction is classified as a sign and is regulated under the Ontario Building Code. The erection of signs is also regulated under the City of Toronto Municipal Code Chapter 297.

Notwithstanding Section 4.1, a professional engineer must design any sign greater than 6.1 m (20 ft) in height or "weighing" more than 115 kg (253 lb). Prior to erecting a sign, a building/sign permit must be obtained from the City of Toronto, Urban Development Services, Department of Buildings and Inspections.

Signs or banners must be attached to structural members that are part of the building. Attachment of signs or banners to sprinkler systems or electrical conduit is prohibited.

#### 4.1.2 Stages and Platforms

Any stage used for any form of theatrical performance is regulated by the Ontario Building Code if the stage exceeds 9.3 m<sup>2</sup> (100 ft<sup>2</sup>). In general, stages must be able to withstand 4.8 kPa (100 psf) over the entire surface and a concentrated load of 9 kN (200 lb) applied over an area of 750 mm (2 ft 6 in) x 750 mm (2 ft 6 in) located so as to cause maximum effects. Stages must also be able to withstand uplift conditions, wind loading, etc., as specified by the Ontario Building Code. As a guideline a 0.48 kPa (10 psf) uplift loading may be used in design calculations.

Platforms to be occupied by the public must have guard rails at least 1070 mm (3 ft 6 in) high.

Typical Setup of Guards on Platform (occupied by the public)

- (i) Height: 1.07m (42")
- (ii) Vertical spacing: 0.2m (7 7/8 ")
- (iii) Guard shall be continuous from 0.14m (5 1/2 ") to 0.89m (2' 11")
- (iv) Heavy netting on inside face of guard is also acceptable provided the back-up structure is strong enough to act as a guard.
- (v) No rope or piano wire.

Additional guidelines for stairs and platforms are contained in Table A-1, Appendix A.

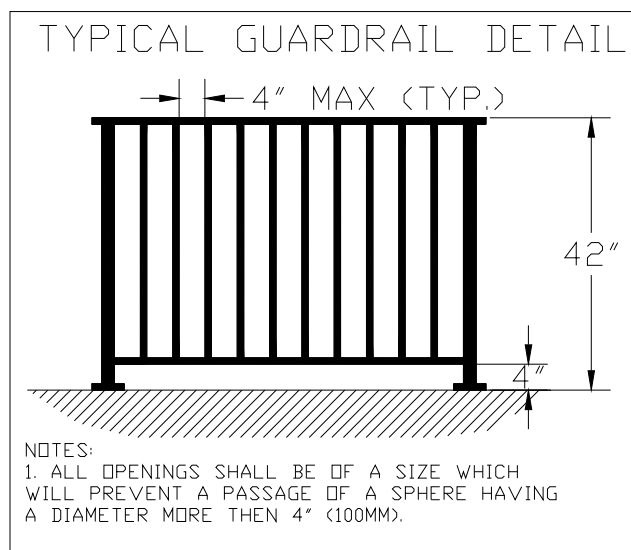


Figure 1 – Typical Set-up of Guards

### 4.1.3 Bleachers

Both indoor and outdoor bleachers are regulated by the Ontario Building Code. As with other structures, any bleacher to be used at Allstream Centre & Direct Energy Centre, greater than 9.3 m<sup>2</sup> (100 ft<sup>2</sup>) in floor area must have a building permit prior to its erection. Allstream Centre & Direct Energy Centre has several models of bleachers, which have a "blanket permit" issued by the City of Toronto.

Bleachers constructed outdoors or in a tent are classified as Group A, Division 4. Particular attention should be paid to Sentences/Articles 3.2.2.21(1), 3.3.2.4, 3.3.2.8, 3.3.2.10, 4.1.10.1, 4.1.10.7 and 4.1.6.11 of the Ontario Building Code, (Reference 2.1.3).

#### 4.1.3.1 Exhibition Place Owned 'Indy' Wooden Bleachers

Generally, Building Permits are not required for these bleachers, only an internal inspection report. The bleacher structure and framing should be checked by Safety Engineering once bleacher has been placed. Steel mesh is acceptable in lieu of snow fencing on the sides and top guard rails of the bleachers. If deemed necessary by Safety Engineering, the Building Inspector should be called to schedule an inspection.

### 4.1.4 Tents

Fire safety requirements are specified in Section 3.2.7 of this document.

Any *temporary* stand-alone tent or group of tents less than 60 m<sup>2</sup> (646 ft<sup>2</sup>) in area and located farther than 3m (9 ft 10 in) away from any other building or structure, do not require a building permit. Notwithstanding, the following rules apply:

1. All tents must be anchored to the ground or a supporting platform or structure so as to be capable of withstanding a vertical uplift load acting over the projected area of 480 Pa (10 psf).
2. All tents with a floor area greater than 9.3 m<sup>2</sup> (100 ft<sup>2</sup>) must be erected by experienced persons or firms. In the case tents larger than 27.9 m<sup>2</sup> (300 ft<sup>2</sup>) or tents of unusual design, documentation prepared by a competent person such as a Professional Engineer or Architect, attesting to the structural integrity of the design and the ability to withstand wind loads, must be submitted to Allstream Centre & Direct Energy Centre for review.
3. An engineering report for larger tents may necessitate the need for pullout tests to confirm adequate anchorage into soil.

All other tents shall comply with the Ontario Building Code and the permit requirements of the City of Toronto, Urban Development Services. Where a building permit is required, the structural framing and anchoring of the tent must be designed and reviewed by a Professional Engineer.

## 4.2 Hoists

The following requirements for the use of hoists are to be used in conjunction with the Ministry of Labour, Occupational Health and Safety Act Regulations for Construction Projects (Sections 150-156), or other applicable regulations.

### 4.2.1 Hydraulic and Mechanical Hoists and Lifting Devices

The use of any hydraulic or mechanical hoisting/lifting system such as a forklift truck, crane, portable hydraulic hoist or "genie" lift to support any object is subject to the following stipulations:

1. Fall arrest equipment will be used and worn when work is being done and there is the potential for a fall of 3 m (9 ft 10 in) or more. Proof of training in the use of fall arrest equipment for the worker in question must be made available if requested.
2. Proof of training of all hoisting equipment operators must be available should it be required.
3. The hydraulic/mechanical system contains safety devices or blocking that will prevent the load from falling in the event of failure of the hydraulic/mechanical system.
4. A safety line is provided between the object being supported and a non-moving support or structure.
5. A crane being used at Allstream Centre & Direct Energy Centre must have current maintenance logs on site with the crane.
6. The operator of a crane at Allstream Centre & Direct Energy Centre must be licensed for the use of the equipment that is being used.
7. The use of a crane or similar hoisting device to support a worker shall be in accordance with the Occupational Health and Safety Act Regulations (Reference 2.1.7) Section 153.
8. No crane or similar hoisting device shall be subjected to a load greater than its rated load capacity as specified by the manufacturer of the device or a professional engineer as specified in the Occupational Health and Safety Act Regulations (Reference 2.1.7) Section 151.

### 4.2.2 Electric Hoists

The use of any electric hoisting system such as a chain hoist or drum hoist (winch) to suspend any object under which a person may pass is permitted under the following conditions:

1. The system contains safety devices that will prevent the load from falling in the event of failure of the hoist.
2. A safety chain is provided between the object being suspended and a non-moving support or structure.

### 4.3 Blocking

The following guidelines apply to blocking of items or equipment:

1. Heavy show items or equipment that require blocking shall be blocked using wood.
2. Blocking shall be done on a surface that will bear safely the weight of the item or equipment and all loads that could reasonably be expected to be imposed upon the item or equipment under its normal or intended use.
3. Where blocking is more than two tiers high, it shall be cribbed or crossed.
4. Where only one or two tiers of blocking is used, the height of the blocking shall not exceed the total width of the base of the blocks being used.
5. The bearing surface of the blocking must be greater than or equal to the bearing surface of the item or equipment.

It is not advisable to use concrete blocks or bricks due to their tendency to break, shatter or crumble when stacked unbounded.

## 5. Environmental Hazards

Environmental hazards are defined, but not necessarily limited to, the items listed below. Where applicable, relevant codes and standards shall be complied with to eliminate/minimise environmental hazards. Where standards do not exist, exhibitors shall take such care as to ensure that the public is reasonably safe from/under exposure to these hazards.

- (i) *Sharp corners or edges*: corners in signage, nails/bolts/screws sticking out, motorboat propellers, and knives on display.
- (ii) *Trip hazards*: carpets should be adequately secured to the flooring. As much as possible, cables should be placed in highly visible cable mats/runners or secured overhead (2.4 m (8 ft) clearance minimum). Where cables are placed on top of floors/carpets or under carpets the trip hazard shall be highlighted so that they may be seen and secured in place. Large cables or piping should have ramps in place in public access areas, (see note (iv) below). Single steps, changes in floor level or display products with low level protruding parts should be highlighted.
- (iii) *Slippery surfaces*: freshly painted platforms/stages/stairs, boat decks, leaks/spills from water fountains/garden displays and plastic, vinyl or PVC covered surfaces.
- (iv) *Steps, stairs, ramps, guard rails*: design must comply with Ontario Building Code – stair tread and riser dimensions, ramp slopes and guard-rail design, toe rail requirements, etc. Gaps between display products and platform should be minimised.
- (v) *Large sheets of glass*: doors, windows, etc. should have decals to alert public and minimise risk of public walking into them.
- (vi) *Low headroom*: flagged with a bright material, (e.g. under large boats).
- (vii) *Hot surfaces*: stoves, barbecues (outdoors only), fire places, steam tables/warmers, etc., must provide a means to protect any person from contact with hot surfaces, hot gases or flames resulting from the operation/demonstration of the item.
- (viii) *Hazardous fumes*: welding demonstrations, chemicals, aerosol sprays, substances and equipment must utilise proper fume hood or ventilation in accordance with industry standards.
- (ix) *Bright light emissions*: arc welding displays, lasers, etc. must provide adequate protection for the public; arc welding should be demonstrated in an enclosed area.
- (x) *Moving/rotating displays*: adequate clearance shall be provided to protect the public from "pinch points" and shear hazards or these hazards shall be eliminated.

## 6. Physical Acts of Others

### 6.1 General Cases

Physical acts may include, but are not limited to:

1. Demonstrations involving:
  - (i) projectiles
  - (ii) throwing/hitting of objects
  - (iii) swinging bats, sticks, golf clubs, etc.
  - (iv) archery
  - (v) shooting firearms or air/spring powered guns
2. Operating machinery other than an amusement device (refer to Section 7 on guidelines for amusement devices).
3. Gymnastics displays or competitions
4. Skate boarding and in-line skating
5. Juggling
6. Simulated water skiing
7. Simulated alpine skiing
8. Aerial acrobatics, trapeze acts, tight rope walking
9. Trampoline or similar type exhibitions
10. Children's playground type apparatus
11. Animal acts
12. Ice skating
13. Bicycle events
14. Other acts of strength and agility
15. Equestrian events
16. Motorcycle events
17. Any other motorised vehicle displays

All of the above physical acts must be undertaken with public safety in mind. Where applicable, relevant codes and standards shall be complied with to eliminate/minimise these hazards. Where standards do not exist, exhibitors shall take such care as to ensure that the public is reasonably safe from/under exposure to these hazards. Any events or demonstrations identified in #1 above must have mesh screens in place capable of preventing any objects, projectiles, or pieces of equipment from being accidentally propelled beyond the boundaries of the exhibit into any spectator area. Barriers must be provided to prevent spectators from crowding in within reach of equipment, persons, or animals involved in acts or demonstrations. Any act or demonstration in which the public is allowed to participate or device, contrivance, or apparatus which the public is allowed to use or operate must be under strict control and supervision by a qualified person at all times.

Animals involved in acts or demonstrations must be under the control of a qualified handler at all times. Allstream Centre & Direct Energy Centre Safety Engineering Department may request the opinion of the Toronto Humane Society in matters dealing with both public and animal safety. Allstream Centre & Direct Energy Centre Safety Engineering Department will observe all acts and discuss concerns with the owner or his designate. Any performances deemed unduly hazardous may be stopped or required to be undertaken at a lower level of risk.

Allstream Centre & Direct Energy Centre Safety Engineering Department will observe the operation of all devices or contrivances and discuss concerns with the owner or his designate. Any devices or contrivances deemed unduly hazardous not be allowed to be used or operated or will be required to be used or operated in a manner that will reduce the risk of accident or injury.

## 6.2 Parades

Escorts must be provided, one on each side, at the front of any motorised vehicle to guard against the public crossing in front. All vehicles must be driven in low gear and must not travel at more than walking speed. Decorative material on large floats which carry passengers on or inside must be fabricated from non-combustible material or material treated with a flame retardant treatment that meets the match test described in Appendix B. Vehicles/trailers must not exceed 2.4 m (8 ft) in width or 10.7 m (35 ft) in length.

## 7. Amusement Devices

Amusement devices are regulated by the Government of Ontario under the provisions of the Technical Standards and Safety Act, 2000. Amusement devices can include, but are not limited to, the following:

- (i) "Amusement rides" in which the vehicle carries passengers within or along a predetermined path,
- (ii) Permanent bungee attractions,
- (iii) Adult and kiddie go-karts,
- (iv) Water slides,
- (v) Self-propelled vehicles, which travel in excess of 4 km/hr and are designed primarily for use in an amusement park, and
- (vi) Air inflated "bounce" rides.

Legal operation of an amusement device requires the following:

- a) The operator has a valid license from the Technical Standards and Safety Authority (TSSA) to carry on the business of operating such an amusement device(s).
- b) The licensee must ensure there is a sufficient number of operators/attendants who are fully trained, knowledgeable, and readily identifiable with respect to the safe operation of the device.
- c) The licensee must have a suitable number of licensed mechanics on site to supervise maintenance, sign-off on daily inspection reports, etc.
- d) Each amusement device must be permitted by the TSSA and not significantly altered after permit has been issued. Furthermore, this permit must be kept in the vicinity of the device.
- e) Each amusement device must be operated and maintained in accordance with manufacturer's instructions/specifications and in accordance with any special instructions from the TSSA Notice of Filing of the permit. This includes a daily test, before the device is opened to the public, in accordance with the manufacturer's specifications, and a logbook of all events and outcomes.

Allstream Centre & Direct Energy Centre Safety Engineering Department has significant experience in inspection of Amusement Rides. Rides may be inspected at any time prior to or during the show. Any ride not displaying a valid TSSA permit identification plate will not be permitted to operate. Any ride being operated in an unsafe manner will be shut down. Any ride showing mechanical or electrical deficiencies, that may create an unsafe condition, will not be permitted to operate. In the event of a dispute between Safety Engineering and an owner/operator, the TSSA will be asked to intervene or mediate.

## 8. Guidelines for Children's Playspaces and Equipment

All children's playspaces and equipment used for display purposes during a trade/consumer show or event at Allstream Centre & Direct Energy Centre must conform to the guidelines set in the CAN/CSA-Z614-03 "Children's Playspaces". If any children's playspaces do not conform to the above standard (as in the case of most commercially available playspaces) they must be guarded off to prevent children from playing on them.

## 9. Guidelines For Outdoor Displays And Setup

- (i) Freestanding A-frame signs are not permitted on the grounds unless they are properly staked or weighted down (required staking or weights will depend on size of sign, however excessive size of sign will fall under item (ii)).
- (ii) Any freestanding signage must be designed to fit into an existing Exhibition Place sign base. The base is designed to accommodate either landscape or portrait signs, 1.2 m x 1.8 m (4 ft x 6 ft). Larger signs must be designed by a professional Engineer.
- (iii) *Trip hazards:* As much as possible, cables should be placed in highly visible cable mats/runners or secured overhead (2.4 m (8 ft) clearance minimum where there is no vehicular traffic). Large cables or piping should have ramps in place in public access areas. Single steps, changes in floor level or display products with low level protruding parts should be ramped or highlighted. Trip hazards caused by changes in elevation (i.e. potholes); cracks in pavement or any other unevenness, which may be considered obtrusive, must be reviewed by the Safety Engineering Department.
- (iv) *Steps, stairs, ramps, guard rails:* must comply with Ontario Building Code – stair tread and riser dimensions, ramp slopes and guard-rail design, toe rail requirements, etc. Gaps between display products and platform should be minimized.
- (v) *Slippery Surfaces* level or on incline should be covered with anti-slip surface or anti-slip tape.
- (vi) *All freestanding flags* must be mounted into Exhibition Place flag based. However, flags can be placed over steel rods driven a minimum of three feet into ground. Flagpoles then must be equipped with setscrews to secure pole to rod. An engineering review may be required to determine acceptable wind loads and takedown conditions for flag.
- (vii) *Moving/rotating displays:* adequate clearance shall be provided to protect the public from "pinch points" and shear hazards or these hazards shall be eliminated.
- (viii) *Banners* cannot be mounted on any freestanding fencing, barriers or bleachers unless they have been designed to withstand the required wind load.
- (ix) *Any signs, banners or flags* attached to any display for show or for sale must be securely anchored or weighted down to withstand the required wind loads.
- (x) All outside exhibits or displays must be secured in such a fashion as to withstand forces exerted on them from accidental contact from people or moving objects and from wind loading.
- (xi) *All inflatables* on display must be properly anchored or weighted down against wind loading and must be fully deflated if wind speeds exceed 45 kilometres per hour.
- (xii) *For tents please refer to Table D-1 in Appendix D.*
- (xiii) *All freestanding fencing* must have all adjacent panel selections locked or tied together. Parking curb blocks (475 lb.) must be placed on every other panel foot for support.
- (xiv) *Operation of Maintenance Vehicles* (i.e. cleaning tractors) through grounds during the event must be performed with the utmost caution. Vehicle should not travel more than 10 kph through the grounds. Forklifts and other high reach equipment must be escorted in and out of the grounds.
- (xv) *All outdoor structures* of any type must be at least 1 m (3.28 ft) clear of any fire hydrant in the area. This includes any anchors or stakes for inflatable devices or tents.
- (xvi) *Any vehicle used* on the Exhibition Place grounds must park at least 3 m (9.84 ft) away from any fire hydrant in the area.
- (xvii) For road closures please refer to Section 10. Under no circumstances should heavy barriers be used here.
- (xviii) For operation and set-up of Amusement Rides please refer to Section 7.

## 10. Road Closure Procedures

### 10.1 Policy Application

This policy applies to all tenants, clients and employees of Exhibition Place.

This policy applies to all requirements for marshaling, move-in and move-out by any tenant, client or employee of Exhibition Place.

### 10.2 Authority

In accordance with The Municipality of Metropolitan Toronto By-law No. 45-85, section 6, subsection 1:

6 (1) The Board is hereby authorized to close off Exhibition Place, or part or parts thereof,

- (a) During the period of the annual exhibition and such periods immediately prior and subsequent thereto as it deems necessary for the purposes of preparing for and dismantling the exhibition, and
- (b) During any other period it deems necessary for the safe and orderly carrying out of a permitted activity or event.

### 10.3 Process

Should anyone desire to close or block a section of the Exhibition Place roadways he/she is to submit an application to the Security Supervisor detailing the purpose, dates, times, areas, enforcement of the closure and all applicable contact information. This application will be in the form of a road closure form and a detailed map. This application is to be submitted within a minimum of thirty (30) days prior to the event for processing. Should the closure be for the purposes of a move in/out for a show, a marshalling application must also be submitted.

Should the closure be a result of an area deemed a construction site an application must be completed and submitted to the Security Supervisor. This application will be in the form of a road closure form and a detailed map. This application is to be submitted within a minimum of thirty (30) days prior to the event for processing. This application will include the purpose, dates, times, areas, contact information, enforcement of the closure (if applicable) and plans detailing compliance with Provincial and Municipal by-laws concerning road closures due to construction.

The Security Supervisor and the Occupational Health and Safety Consultant will arrange a meeting within ten days of receiving the application with the event co-ordinator, show manager and security company representative to discuss the requirements of the road closure. The show manager and security company representative will be requested to sign documentation stating they will abide by this policy and all facets stated in the application.

The Security Supervisor will advise all grounds programs of the closure to ensure there are no conflicts with other scheduled events or work.

Upon satisfying all requirements are safe and in the best interest of Exhibition Place the Security Supervisor and the Occupational Health and Safety Consultant will sign the application for approval and forward the application to the Operations Director and the General Manager and CEO for final authorization.

Upon final authorization the application will be delivered to its originator to commence final preparations for the road closure.

## 10.4 Road Closure Specifications

In order to safely block all access points, reflective flexible construction drums and road-closed signs will be used. Should a closure take place half way through a major road, for example at the intersection of Princes' Blvd and Newfoundland Drive, construction markers with flashing amber lights and a road closed ahead sign will be used as advance-warning. The drums and signs will be placed half an hour prior to the closure for the use of the gate guard upon arrival. Upon completing the road closure the drums and signs will be removed from the roadway and placed securely on the sidewalk by the gate guard. The drums and signs will be moved to storage by Exhibition Place staff at the first opportunity. (See below for appropriate equipment)

At the discretion of the Security Supervisor and the Occupational Health and Safety Consultant, a decision will be made as to which closure points will be manned. Should a closure point be required to be manned it will be manned at all times throughout the duration of the closure. The attendant present at the closure point will be issued with a tear-a-way reflective vest provided by the show management to be worn at all times while manning a closure point. The individual at the closure point will be given documentation of all Exhibition Place identification in order to provide efficient and effective access control measures. (See attached for gate guard instructions)

## 10.5 Road Closure Gate Guard Instructions



The purpose of a gate guard is to restrict the access of vehicles entering into the closed area in the interest of the safety of people and property. The general responsibility of the gate guard is to stop all traffic and direct them to an alternate route. The individual posted at the road closure point will adhere to the following:

1. The individual is to remain at his/her post at all times.
2. Should the individual need to be relieved the individual will remain at his/her post until such time relief comes. The individual is responsible for briefing the relieving individual on current events and ongoing issues in relation to the post.
3. The individual must remain attentive to the traffic surrounding the area and report immediately any issues to their supervisor.
4. The individual at the post must at all times wear a reflective tear-a-way safety vest.
5. Upon completion of the closure the individual will remove all drums and signage from the roadway placing them securely on the sidewalk.
6. The individual will report any breaches of access to his/her supervisor immediately documenting the license plate number of the vehicle.
7. The individual will grant immediate access to all emergency vehicles that have initiated their emergency lighting warning system.
8. The individual will grant immediate access to those producing identification of a Police Officer, Fire Fighter or Emergency Medical Service Attendant.
9. The individual will grant immediate access to those producing Exhibition Place employee identification.

## 11. Upholstered and Stuffed Articles

All articles like furniture, bedding and toys for sale or on display during the shows and events must conform to the Upholstered and Stuffed Articles Program of Technical Standards and Safety Authority (TSSA).

*The Upholstered and Stuffed Articles Act* protects the public from the use of unclean or used fillings in articles sold in Ontario. This law is administered by the Upholstered and Stuffed Articles Program of Technical Standards and Safety Authority (TSSA).

All domestic and foreign manufacturers, renovators and any other manufacturers of upholstered and stuffed articles for sale in Ontario must be registered with the program and must affix appropriate disclosure labels to their products. Agents, importers and distributors are not eligible for registration.

## APPENDIX A

### Guidelines where there is Potential Obstruction to the Building's Sprinkler System

## A-1 Introduction

These guidelines establish construction and protection criteria for temporary structures or facilities, including vehicles, which because of their configuration create the potential to obstruct the building's built in fire protection systems or whose configuration creates the potential for reducing the fire safety to the occupant facility. The guidelines apply to:

1. Covered booths or covered portions of a booth whether enclosed or not.
2. Double deck booths or portions of a booth having a double deck, the upper level of which may not be covered.
3. Platforms or raised floors including stages.
4. Tiered seating.
5. Vans, trailers or recreational vehicles.
6. Canopies, tents, bunting or other items, which obstruct the effectiveness of the building's fire protection systems.

## A-2 Construction Materials

All construction materials shall conform to the requirements specified in Section 3.2.1.2 of the guidelines.

## A-3 Building Permits

Further to Section 4.1 of this document, a Building Permit may be required for any structure having a shadow area greater than 100 ft<sup>2</sup>.

## A-4 Egress

All booths or other facilities shall provide for the safe egress of occupants within that booth or facility under emergency situations.

1. Two means of egress are required, located as far apart as possible, from rooms, decks or platforms where:
  - a) The intended occupant load of the floor area exceeds 60 persons;
  - b) The floor area exceeds 200 m<sup>2</sup> (2150 ft<sup>2</sup>);
  - c) The travel distance from any point on the floor area to an aisle on the lower level or a stair from the upper level exceeds 15.2 m (50 ft).
2. Stairs from a platform or upper level of a booth must comply with the Ontario Building Code. General guidelines are as follows:
  - a) A minimum width of 900 mm (2 ft 11 in).
  - b) Stair risers shall be of a uniform dimension between 125 mm (4-7/8 in) and 200 mm (7-7/8 in).
  - c) Steps for stairs shall have a uniform run of not less than 225 mm (10 in) and not more than 355 mm (14 in) between successive steps.
  - d) Stair treads and landings shall have non-skid finish or be provided with non-skid strips.
  - e) Handrails, 865 mm (2 ft 10 in) to 965 mm (3 ft 2 in) high shall be provided on at least one side of every stair. The open space below the top of the handrail must be closed such that a sphere of 100 mm (4 in) in diameter will not pass through.
  - f) Curved or spiral stairs may not be used unless approved by Allstream Centre & Direct Energy Centre.

- g) A guard 1070 mm (3 ft 6 in) in height shall be provided around all platforms or raised floors where the difference in floor elevation is greater than 610 mm (24 in). The open space below the top of the guard must be closed such that a 100 mm (4 in) diameter sphere will not pass through. Guards may also be required at the sides of stairs at the discretion of Allstream Centre & Direct Energy Centre based on a review of expected occupancy conditions.

## **A-5 Separation**

A minimum separation of 6.1 m (20 ft) shall be provided between any non-sprinklered, covered booths over 37 m<sup>2</sup> (400 ft<sup>2</sup>). Separation between non-sprinklered areas under 37 m<sup>2</sup> (400 ft<sup>2</sup>) will be determined based on combustible load.

## **A-6 Protection Criteria for Covered Areas**

Table A-1 describes the protection criteria for covered areas, which create the potential for obstruction of the buildings' sprinkler system.

**TABLE A-1**  
**Direct Energy Centre Guidelines for Covered and Double Decked Booths**


<b>Obstruction to the Building's Sprinkler System – Covered Area [1], [2]</b>			
	<b>Less than 37 m<sup>2</sup> (400 ft<sup>2</sup>)</b>	<b>37 m<sup>2</sup> (400 ft<sup>2</sup>) to 74 m<sup>2</sup> (800 ft<sup>2</sup>)</b>	<b>Greater than 74 m<sup>2</sup> (800 ft<sup>2</sup>)</b>
<b>Single Level, Covered Booth</b>	Portable Fire Extinguisher	Review individually based on occupancy conditions and type/quantity of combustibles. [3]	Provision of: <ul style="list-style-type: none"> <li>• A trained security guard. (See [3], 1 below.)</li> <li>• Smoke alarms within the covered areas.</li> <li>• Additional hand fire extinguishers. [3]</li> </ul>
<b>Double Deck, Uncovered</b>	Review individually based on occupancy conditions and type/quantity of combustibles.	Same as above.	Same as above.
<b>Double Deck, Covered</b>	Same as above.	Same as above.	Same as above.
<b>Platforms [4]</b>	No protection provided if no use is made of the underside.	<ol style="list-style-type: none"> <li>1. No protection if non-combustible or of fire retardant wood and perimeter is enclosed.</li> <li>2. Combustible or open-sided platforms will be reviewed individually. [5]</li> </ol>	<ol style="list-style-type: none"> <li>1. No protection if non-combustible or of fire retardant wood and perimeter is enclosed.</li> <li>2. Combustible or open-sided platforms will be reviewed individually, based on occupancy conditions and quantity of combustibles. [5]</li> </ol>
<b>Booth Canopies</b>	Canopies not exceeding 1.2 m (4 ft) in width do not require protection. Canopies exceeding 1.2 m (4 ft) in width will be reviewed individually.		

**Notes:**


[1] All multilevel or covered booths and platforms over 37 m<sup>2</sup> (400 ft<sup>2</sup>) must submit a floor plan for approval.

[2] The area of the covered portion of a booth or the area of roofed sections or platform which covers the floor area below.

[3] The protection required for covered areas up to 37 m<sup>2</sup> (400 ft<sup>2</sup>) and between 37 m<sup>2</sup> (400 ft<sup>2</sup>) and 74 m<sup>2</sup> (800 ft<sup>2</sup>) will depend on the use and occupancy conditions within that area. Appropriate protection required for covered areas over 74 m<sup>2</sup> (800 ft<sup>2</sup>) will require all of the provisions listed below.

 <b>RCM Technologies</b> <i>The Source of Smart Solutions</i>	<i>RCM TECHNOLOGIES CANADA CORP.</i>		<i>Document Number :</i> 453 - EAR
	<i>Document :</i> ENGINEERING ASSESSMENT REPORT	<i>Revision :</i> REV. 00	<i>Issue Date :</i> June 2007

1. Provision of a trained security guard to patrol the area to ensure that the means of egress are kept clear at all times and to monitor against unsafe conditions. The security guard must also be familiar with the building fire safety plan and the condition of exits.
  2. Provision of smoke alarms within the covered area(s).
- [4] Platforms include any raised floor conditions including tiered seating, stages and equipment platforms.
- [5] Combustible or opened-sided platforms create the potential for fire conditions under the platform area. Additional protection may be required where that condition exists.

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## APPENDIX B

### Test for Flammability of Material

	<i>RCM TECHNOLOGIES CANADA CORP.</i>		<i>Document Number :</i> 453 - EAR
	<i>Document :</i> ENGINEERING ASSESSMENT REPORT	<i>Revision :</i> REV. 00	<i>Issue Date :</i> June 2007

## B-1 Test for Flammability of Material

The NFPA 701 "Match Flame Test" is described below. This simple test may be used as a guide to assess the condition of flame retardant treatments on samples from fabric that have been in use for a while. It is not intended that this test is to be used as the primary standard for the application of flame retardant treatments.

The procedure is as follows:

1. Cut out a 38 mm (1 ½ in) wide by 102 mm (4 in) long sample of the material.
2. Hold the sample with a pair of pliers allowing it to hang vertically.
3. Hold a wooden match 13 mm (½ in) below the bottom of the material. Note: the flame must contact the material.
4. Hold the flame match, per #3 above, for 12 seconds and then remove the burning match from contact with the sample.
5. If the material stops burning within two seconds after the flame had been removed and there is no smoke or burning "coals", the material may be considered flame resistant.
6. If the material becomes engulfed in flames or the flames are accelerated within the 12 seconds or if the sample continues to burn for more than 2 seconds upon removal of the flame, the material is not flame retardant.

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## APPENDIX C

### Canadian Requirements for Lighters Checklist (1 page)

#### Table C-1

### Canadian Requirements for Lighters Checklist

Lighter Type	Child-Resistance (C-R) Requirements		Performance Requirements							Labelling Requirements			
	Compliance Certificate (In English or French)	C-R Test Protocol Data	Flame Height Test	Inversion Test*	Drop Test*	Temp Test	Pressure Test	Extended Operation Test*	Burn Test	Permanently marked on the lighter	Business Name and Address in Canada	Warning	Refuel Instructions in English and French
	Surrogate meets C-R requirements	Provide to an inspector within 15 days of a request		*Test method differs for utility lighters	*Test method differs for wick lighters			*Test method differs for utility lighters		Registered Trade-mark in Canada		"KEEP OUT OF REACH OF CHILDREN / TENIR HORS DE LA PORTEE DES ENFANTS"	
	Name/address of certificate issuer and lighter manufacturer									Production Lot (if more than one offered for sale)			
	Name and model of lighter									Symbol for Flame Height Adjustment (if there is a device)			
	Keep for 3 years												
Non-Luxury Gas	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	Refillable ≤ C\$2.50
Luxury Gas			✓	✓	✓	✓	✓			✓	✓	✓	✓
Non-Luxury Wick	✓	✓			✓				✓	✓	✓	✓	✓
Luxury Wick					✓				✓	✓	✓	✓	✓
Utility	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	Refillable

## APPENDIX D

### Guidelines for Tents

(1 page)

**TABLE D-1**  
**Guidelines for Temporary Outdoor Tents**

	Aggregate Ground Area		Aggregate Ground Area
	Less than 60 m <sup>2</sup> (645 ft <sup>2</sup> )	60 m <sup>2</sup> (645 ft <sup>2</sup> ) to 225 m <sup>2</sup> (2,420 ft <sup>2</sup> )	Greater than 225 m <sup>2</sup> (2,420 ft <sup>2</sup> )
Less than three metres from any other structure	Building permit required [1]	Building permit required [1]	Building permit required [1]
More than three metres from any other structure	Building permit not required.	Building permit required [1]	Building permit required [1]
Designed by a professional engineer	No	No	Yes

**Notes:**

- [1] The following documents must be submitted in triplicate when applying for a building permit.
1. Certificates of flame resistance of canvas/tarpaulin.
  2. Location of tent on property, with site plan showing clearances to neighboring structures that are within 3 metres (9 ft 10 in) of tent.
  3. Geometry of tent, ground coverage and height.
  4. Holding capacity and layout of anchors/ballast.



## APPENDIX D

Electrical Safety Authority:  
Applications for Permission to Energize Show,  
Permission to Energize Tradeshow  
(2 pages)

## APPLICATION FOR PERMISSION TO SHOW

**This application does not permit the connection/energization of unapproved electrical equipment**

Please send your completed Application form, together with payment information to:

Fax: 1 (800) 667-4278 *or* Mail to: Electrical Safety Authority  
 Customer Service Centre  
 P.O. Box 24143  
 Pinebush Postal Outlet  
 Cambridge, ON N1R 8E6

For more information call: 1 (877) ESA-SAFE (373-7233)

Please provide the following information			
<b>COMPANY INFORMATION</b>			
COMPANY NAME: _____	ATTENTION: _____		
MAILING ADDRESS: _____			
CITY: _____	PROVINCE: _____		
POSTAL/ZIP: _____	COUNTRY: _____		
PHONE: _____	FAX: _____		
<b>SHOW INFORMATION</b>			
NAME OF SHOW: _____			
SHOW LOCATION: _____			
ADDRESS: _____			
SHOW DATES: Starting: _____	Ending: _____		
BOOTH #: _____	CONTACT AT SHOW: _____		
<b>LIST OF UNAPPROVED ELECTRICAL EQUIPMENT TO BE SHOWN</b>			
Quantity	Manufacturer	Description	Model

The Fee for Permission to Show is \$50.00 + \$3.00 GST = \$53.00 payable by CHEQUE *or* CREDIT CARD  
 Cheques must be in Canadian funds, and should be made payable to: Electrical Safety Authority.

*If you are paying by credit card please provide the following:*

VISA  *or* MasterCard  *or* AMEX

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

CardHolder Name: \_\_\_\_\_ Signature: \_\_\_\_\_

## APPLICATION FOR PERMISSION TO ENERGIZE TRADE SHOW ONLY (Not Applicable to Consumer Shows)

Please send your completed Application form, together with payment information to:

Fax: 1 (800) 667-4278

*or*

Mail to: Electrical Safety Authority  
Customer Service Centre  
P.O. Box 24143  
Pinebush Postal Outlet  
Cambridge, ON N1R 8E6

For more information call: 1 (877) ESA-SAFE (372-7233)

Please provide the following information			
<b>COMPANY INFORMATION</b>			
COMPANY NAME: _____	ATTENTION: _____		
MAILING ADDRESS: _____			
CITY: _____	PROVINCE: _____		
POSTAL/ZIP: _____	COUNTRY: _____		
PHONE: _____	FAX: _____		
<b>TRADE SHOW INFORMATION</b>			
NAME OF SHOW: _____			
SHOW LOCATION: _____			
ADDRESS: _____			
SHOW DATES: Starting: _____	Ending: _____		
BOOTH #: _____	CONTACT AT SHOW: _____		
<b>LIST OF UNAPPROVED ELECTRICAL EQUIPMENT TO BE ENERGIZED</b>			
Quantity	Manufacturer	Description	Model

The Permission to Energize Fee is \$115.00 + \$6.90 GST = \$121.90 / piece of equipment payable by CHEQUE *or* CREDIT CARD  
Cheques must be in Canadian funds, and should be made payable to: Electrical Safety Authority.

*If you are paying by credit card please provide the following:*

VISA  *or* MasterCard  *or* AMEX

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

CardHolder Name: \_\_\_\_\_ Signature: \_\_\_\_\_