

# BEANFIELD CENTRE FACILITY GUIDE

This Facility Guide is designed to assist you in producing a successful event. Our experienced Sales & Event Management team is committed to offering outstanding customer service, and is available to support the needs of each client. Your Sales Representative would be pleased to answer any questions you may have about planning your event at Beanfield Centre. This facility guide is not applicable to Enercare Centre, Better Living Centre, or Queen Elizabeth Exhibit Hall. We look forward to working with you.

## FACILITY PURPOSE

Beanfield Centre is a LEED Silver conference facility at Exhibition Place and is owned by the City of Toronto and governed by the Board of Governors of Exhibition Place. The facility was developed with the primary objective of booking conferences, conventions, meetings, and special events and activities that generate significant economic benefits to the City of Toronto.

## SPACE AND DATE AVAILABILITY

The Sales Department assigns the date(s) and space availability based on the needs of your event and the venue's scheduling and booking policy. The Sales Representative will request pertinent data about your organization and details about your event prior to assigning date and space availability.

## SCHEDULING PRIORITIES

**First Priority:** is given for scheduling facilities and dates to tradeshow, conventions, corporate meetings, and other group activities which are national or international in nature, not typically open to the general public, have at least 750 delegates, and may have a significant impact on the hotel tax generated. Established consumer shows held at Exhibition Place on an annual basis utilizing more than 300,000 gross sq. ft. of paid exhibit space for a minimum of 5 show days qualify for First Priority status. In addition, certain provincial conventions, tradeshow or special events may be deemed appropriate to the overall objectives of Exhibition Place and may be offered equal scheduling priority at the discretion of the General Manager, Sales & Event Management.

Date requests for first priority events may be made as far in advance as necessary or appropriate, in the sole opinion of Exhibition Place, and may supersede requests for other lower priority events, unless a License Agreement has been previously executed by Exhibition Place and the user for such an event.

**Second Priority:** is for scheduling the facilities and dates to multiple-day regional consumer or public exhibitions (in other Exhibition Place venues) regional/local tradeshow (in other Exhibition Place venues, not opened to the public), local corporate meetings, and other events that provide a positive impact on the generation of hotel taxes, or revenue to Exhibition Place.

Date requests for Second Priority Events may be made as far in advance as necessary or appropriate in the sole opinion of Exhibition Place. Second Priority Events may not supersede requests for First Priority Events, nor can they challenge First Priority Events as a second option.

**Third Priority:** is for multiple day, local consumer shows (in other Exhibition Place venues), seminars, food functions, and other social events. These events generate few if any hotel rooms and utilize available Exhibition Place space remaining from previously booked events, or are held during low Exhibition Place demand times, or in periods with conflicting hotel room demand such as other "hotel intensive" conventions or city-wide special events. Within the Third Priority category, preference will be given to long-standing public shows held on an annual basis in Toronto/GTA that have a proven track record of success and benefit the community at large.

Date requests for Third Priority Events may not be made more than twelve (12) months in advance. Third Priority Events may not supersede requests for First or Second Priority Events, nor can they challenge First or Second Priority Events as a second option. In order to maximize the usage of the venue, events accommodating less than 300 persons may reserve dates within a six (6) months window, or less.

## DEFINITION OF TERMINOLOGY

**Tentative Holds:** Dates and facilities will be held pending notification of cancellation by either party. All holds are considered Tentative, and subject to cancellation, including First Option, Second Option and Third Option status, unless a formal License Agreement has been executed by the parties and the appropriate deposit delivered to and accepted by Exhibition Place. Event organizers cannot advertise and/or promote the Event and/or sell exhibitor booths and/or event admission tickets until the formal License Agreement has been executed by both parties.

Typically, dates will be held up to 3 weeks from the Proposal date, after which time the holds and the proposal are automatically cancelled by Exhibition Place without notice. Exhibition Place has the sole right to cancel all holds without notice.

**First Option:** Facilities and dates reserved on a first option are reserved on a tentative basis, and subject to cancellation and/or revisions.

**Second Option:** Provides for a second group of equal booking priority to be reserved on a tentative basis, but the tentative reservation will be contingent upon cancellation of a prior reservation which is considered a first option. Second Holds are tentative and subject to cancellation and/or revisions.

**Third Option:** Provides for a third group of equal booking priority to enter into a waitlist to book specific space and dates at Exhibition Place contingent upon cancellation of a prior reservation which is considered a second option. Third Holds are tentative and subject to cancellation and/or revisions.

**Contracted:** Space is guaranteed through the execution of a formal License Agreement by the event organizer and Exhibition Place and the appropriate deposit delivered to and accepted by Exhibition Place. Once a License Agreement has been prepared, should the event organizer fail to execute

within the stated expiry date, the facilities and dates will automatically be considered reserved on a tentative basis only and subject to cancellation at any time by Exhibition Place.

### **CRATE & CONVENTION MATERIALS STORAGE**

Beanfield Centre may provide limited storage for handouts or the like, for more information please speak with your Sales Representative or Event & Meeting Coordinator.

### **MEETING ROOM RENTALS**

You will receive one (1) set-up per meeting room per day. Set-up plans must be submitted forty-five (45) days prior to the first day of use and are subject to the availability of Beanfield Centre's inventory. Additional room set-ups will be quoted on a labour call basis following a review of your overall plans.

Beanfield Centre is a LEED Silver certified, environmentally-friendly building. As such, room setups are provided without the use of linens. The exception is Food and beverage functions which are provided with complimentary linen at a ratio of one linen per table, based on 10 people per table. Additional linens may be sourced through the Beanfield Centre's exclusive catering provider at prevailing rates.

Meeting Rooms are appointed with:

- low VOC carpet and furnishings
- digital high definition projection systems
- divisible wall (sound barrier) STC 52
- pencil rail for display boards
- energy efficient dimmable lighting
- wired telecommunications/electrical connectivity service via floor and wall port
- acoustic ceilings and wall panels
- natural light in north, west and east quadrants

Included with meeting room rental:

- 1 standard set-up (theatre, classroom, boardroom, rounds, etc.) per day
- 1 podium and podium microphone
- 1 8'x8' riser

### **DIGITAL SIGNAGE**

Beanfield Centre features Digital Session Signage at all meeting room entrances. This text-based program lists your Company/Association Name, Session Name & Time of Meeting. Digital signage

use is included in your rent, and will assist in reducing environmental impact and expenses by eliminating the need for paper/poster signage in the venue. Additional Digital Way Finding signs are located on the first and second floors of the venue, providing a day-at-a-glance listing of events and meetings and their locations. Your Event & Meeting Coordinator will require your session itinerary 10 business days prior to your event for programming.

### **EVENT MOVE-IN/MOVE-OUT**

Move-in/move-out hours are 6:00am - 11:59pm daily. Variations from these hours to be negotiated with your Sales Representative and cost of additional labour and venue rental shall be borne by the Licensee. Beanfield Centre operates with a "clean room to clean room" policy; and utilizes the time between 12:01 am and 5:59am to allow for our housekeeping team to prepare the Beanfield Centre for occupancy.

### **INSURANCE**

Insurance for every event shall be the responsibility of the Licensee and comply with the insurance requirements of Exhibition Place and its respective venues. The Licensee shall not occupy the premises until proof of insurance coverage has been furnished to Exhibition Place. Coverage requirements and guidelines are outlined in the License Agreement.

### **DEPOSIT SCHEDULE**

Deposits are based on full space rental requested, and may be subject to other/all expenses required and estimated to complete your event successfully. The Licensee shall not occupy the premises until 100% of venue rental and estimated services are paid to Licensor. The following deposit schedule is for events signed one year or more in advance of the event:

- \$5,000 - with executed License Agreement
- 34% (less \$5,000) - due 1 year prior to event
- 33% - due 6 months prior to event
- 33% - due 2 months prior to event
- 100% of Event Service Order payments - 10 days prior to event

For deposit schedules inside of one year, please discuss with your Sales Representative.

### **PRE-FUNCTION & REGISTRATION SPACE**

Beanfield Centre offers rentable Pre-Function space on the main floor. These spaces may be utilized for registration, reception or light exhibits. Licensee may be required to provide approved carpet protection for exhibit use. Pre-function spaces A and B are noted as the carpeted section on the north side of the tile floor. Limited registration space may be available adjacent to your 2nd floor Meeting Room(s), please speak to your Sales Representative or Event & Meeting Coordinator. Lounges and corridors on the 2nd floor are considered public space at all times. Nothing may be posted, adhered, or otherwise affixed to the venues walls, ceilings or finishes.

## EVENT SERVICES TEAM

Once a License Agreement is executed, the Event Management Services Team becomes the principal contact with each client. Every client will be assigned an Event & Meeting Coordinator, who will review an event checklist and provide quotations for in-house services and rentals as required. A member of the Event Management Services Team will be available during the duration of your event, to liaise between the facility staff and you, our client.

## OFFICIAL SUPPLIERS

Encore is the official audio visual supplier and G4S is the preferred security services and marshaling provider. GES Canada is the official general services contractor and the official customs and transportation provider.

## YOUR EVENT BUDGET

To assist you with advance planning and budgeting, consider your need for the following items and services which are not included in your rental. These may include but are not limited to: In-house equipment rental, security, general service contractor, food or banquet functions, host coat check, medical services, internet and telecommunication services, audio/visual equipment (unless noted) and labour, parking, electrical services, green power, room conversions, labour services, décor, housekeeping, registration, staffing provider, customs and transportation. Some of these services are exclusive to Exhibition Place and are noted in the Exclusive Services section. Please contact your Event & Meeting Coordinator for the associated service costs.

## EXCLUSIVE SERVICES

Exhibition Place provides the following exclusive services: utility & electrical services (SHOWTECH POWER AND LIGHTING), catering and hosted coat check (Cerise Fine Catering); internet & telecommunications (by Beanfield Metroconnect), beverages and water (PepsiCo) and housekeeping.

## FOOD & BEVERAGE DEPARTMENT

Cerise Fine Catering is the exclusive in-house Food and Beverage provider in Beanfield Centre. They are a privately managed operator that offers sophisticated cuisine that combines local and organic produce for all banquets, conventions, meetings, and receptions. Please ask your Sales Representative for our sample banquet menus or to discuss arranging a customized menu with the Chef.

## UNION REPRESENTATION

Exhibition Place adheres to certain collective agreements. Accordingly Clients and their Exhibitors will adhere to the agreements in place between the Board of Governors of Exhibition Place and Trade Unions representing the following; Labourers/Cleaners, Carpenters, Electricians, Plumbers, AV Production Technicians, Painters, Security and Parking.

Questions pertaining to the amount and type of display work exhibitors can perform within their exhibit space must be discussed with your approved General Services contractor. Clients are

encouraged to clearly define the collective agreement with regard to labour hired through approved contractors in the exhibitor guide/instructions. Exclusive labour questions should be discussed with your Event & Meeting Coordinator. Information on Collective agreements at Exhibition Place may be accessed here: [Collective Agreements](#).

## SECURITY

Clients are responsible for all security within the rented spaces and other accesses used from the time of move-in until completion of move-out. Security companies and their employees must be provincially licensed in Ontario and fully insured to provide security guard services. All security requirements are at the client's expense and proof of licensing may be required. Exhibition Place maintains twenty-four hour security for building perimeter and non-licensed areas. Exhibition Place's preferred security services provider is G4S.

## ACCESSIBLE FACILITIES

Beanfield Centre has been designed and constructed with accessible facilities. We are compliant with the City of Toronto Accessibility Design Guidelines, and Americans with Disabilities Act including: Disabled persons: accessible washrooms, two gender neutral accessible washrooms with baby change tables, double meeting room doors, and sidewalk curb cuts. Visual Impaired: location and information signage with universal symbols of accessibility, Braille and raised letters on room signage, and textural changes on exterior pavers, Hearing impaired: FM assisted hearing system, compatible with a broad range of hearing devices in ballroom.

For further information on our commitment to Accessibility and to download a copy of the Exhibition Place Multi-Year Accessibility Plan 2019-2025 please visit our website [HERE](#).

## SMOKING POLICY

Exhibition Place complies with the smoking bylaw of the City of Toronto. Smoking is strictly prohibited within all venues, and underground parking garages at Exhibition Place. This policy extends to tobacco, cannabis, and electronic cigarettes including vaporizers, the use of which is prohibited in City of Toronto buildings.

## GREENSMART ENVIRONMENTAL PROGRAM

The Exhibition Place GREENSmart Program is designed to achieve sustainability through environmental practices. Beanfield Centre (LEED Silver certification) is Canada's greenest conference and convention facility, allowing meeting planners to plan turn-key Green Meetings. Our [GREENSmart Handbook](#) outlines our environmental initiatives and commitment to sustainability. Please let us assist you in the planning and execution of an environmentally responsible event.

## MANAGEMENT RIGHTS

Notwithstanding the foregoing, Exhibition Place Management retains the absolute right to schedule, book, or contract or refuse to schedule, book or contract with persons or entities in a manner that in its sole discretion it determines to be in its best interest.

**All Information outlined above is subject to change.**

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