

EVENT & MEETING GUIDE



Exhibition Place

A Guide to Exhibition Place for Show Managers and Event Planners

Policies, rental rates, and equipment rental charges noted herein are subject to change without notice and supersede any previous version of this guide. The Event & Meeting Guide and its contents are incorporated by direct reference in your License Agreement.



Welcome to Exhibition Place

The Exhibition Place team is excited about working together with you in a partnership to ensure the success of your event. To maximize this success, we have prepared this detailed Event & Meeting Guide with important information to assist you in planning your special event.

You will have the full support of our entire staff from the planning stages to the successful culmination of your event. We encourage you to stay in constant communication with your Event & Meeting Coordinator, who will work closely with you to facilitate your needs. Keeping the doors of communication open is the first step to the success of your event.

Exhibition Place is professionally operated and managed by The Board of Governors of Exhibition Place, on behalf of the City of Toronto. Exhibition Place is a leading destination for trade and consumer shows, meetings, conferences, conventions, events, and community space. Attracting more than 5.5 million visitors a year, we offer convention, exhibition, and conference venues, sporting facilities, restaurants, and attractions in a beautiful 192-acre parkland. Our primary event venues include the Enercare Centre, Beanfield Centre, Better Living Centre, Queen Elizabeth Hall, and Bandshell Park.

We are pleased that you have selected one of our venues and look forward to working with you and your staff on your upcoming event.

Regards,

L. Purdy

Laura Purdy, CEM, CMM
General Manager
Exhibition Place



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Covid-19 Safety

See You Soon, Safely At ExPlace!

During these unprecedented times, there is one thing you can count on: our commitment to you, your exhibitors, and delegates. When we resume hosting your meetings, conventions, and exhibitions, we will do so in a safe and controlled manner in line with the highest industry and health standards.

We have prepared a **Safe Reopening Guide** that relates to the recovery of our business and how Exhibition Place is supporting our clients through the safe opening of larger gatherings. This is an ever-evolving document and it is relevant to what today's protocols would look like if we could hold larger gatherings.

[SAFE REOPENING GUIDE DOWNLOAD](#)

Public Health

The resumption environment will be fluid and evolve as it is tied to the successes and data originating in the medical and health community. As the guidelines of this pandemic change/or progress, we must mutually evolve to take on the new recommendations outlined by Public Health and the City of Toronto. We encourage event organizers to remain current with public health advisories and any prevailing limitations as they apply. Speak to your Event & Meeting Coordinator and we can assist in identifying the current state of requirements.

Our Venue

Exhibition Place is the first convention centre in Canada to be awarded the Global Biorisk Advisory Council GBAC STAR Facility Accreditation. This certification ensures our venue has illustrated our compliance, knowledge, and implementation of the comprehensive standards of the internationally recognized cleaning, disinfection, and infectious disease prevention program at the highest levels possible. Interested to learn more about what we are doing? We can provide a presentation with an overview of our GBAC protocols.

Our Team

Heightened sanitation processes and infection control combined with extensive employee training has made Exhibition Place one of the safest event and meeting facilities in the world. Exhibition Place has received the #SafeTravels Stamp designation from the World Travel & Tourism Council (WTTC) and Tourism Industry Association of Canada (TIAC) as a convention centre that adheres to the highest global standards of health and hygiene for the hospitality and tourism sector. Strict adherence is our commitment to you!

Food & Beverage

A simple, safe, and organized process for food and beverage can provide peace of mind for the attendee. Our food and beverage suppliers have developed enhanced safety programs for food preparation, delivery, and service. These include new operational guidelines, revised staffing models, and a comprehensive approach to visitor and food safety. This requires reimagining traditional methods or platforms for food service, and embracing technology and limited contact service in the provision of your food and beverage program. Our partners will walk you through the programs and offerings available in this new climate.

Safety & Controls

We will ask you to complete an Emergency Preparedness Plan which includes your plans, controls, and response in relation to COVID-19. Exhibition Place can provide you with a template document to outline how your organization will keep exhibitors and attendees safe at your event during the COVID-19 pandemic. We can also share best practices that other events have put into place that you may consider in the execution of your event. We also encourage Event Organizers to submit their plan to Public Health.

Event Suppliers

Exhibition Place is one of many key stakeholders that will support your event's success. You will lean upon the expertise of many third party suppliers to bring your event to execution. Each of these groups will have their own procedures, processes, and plans to keep their own employees safe. It is important that you ask all of your suppliers to detail their COVID-19 safety precautions, share their internal planning documents, and ensure they align with your own. Stakeholder safety is a shared responsibility and working collaboratively amongst all suppliers is critical.

Open Conversations

Establish a framework for communication and raising awareness of best practices as they relate to your event. Implementing continual and clear lines of communication with internal staff, exhibitors, and delegates will increase awareness, enshrine safe practices, and provide a heightened level of comfort while attending your event. Leverage multiple channels including email, phone, social media, and other means to set expectations as to what to expect when arriving on site.

Anti-Harassment & Discrimination

Organizations/individuals in Ontario, including The Board of Governors of Exhibition Place (the “Board”), have obligations under the Ontario Human Rights Code, the Occupational Health and Safety Act, the Employment Standards Act, the Accessibility for Ontarians with Disabilities Act, the Criminal Code of Canada and the Charter of Rights and Freedoms. In addition, The Board has policies that prohibit discrimination on the additional grounds of political affiliation or level of literacy, subject to the requirements of the Charter. Organizations are required to have and post policies, programs, information, instruction, plans and/or other supports, and an appropriate internal process available to their employees and service recipients to prevent, address and remedy discrimination, racism, harassment, hate, and inaccessibility complaints under the applicable legislation and including the additional grounds of discrimination prohibited under Board policy. Individuals are obliged to refrain from harassment/hate activity.

In executing a License Agreement with the Board, you represent to the Board that, were legally mandated, and in compliance with Board policies, you have in place the necessary policies, programs, information, instruction, plans, and/or other support that are consistent with your obligations, and have internal processes available to your employees and service recipients to prevent, address and remedy discrimination, racism, harassment, hate and inaccessibility complaints. Failure to demonstrate compliance may result in termination of your License Agreement.

You also represent to the Board that you will comply with the Board's Human Rights and Anti-Harassment/Discrimination Policy, a copy of which is attached to this Event Guide. Failure to comply may result in the Board taking whatever action it deems necessary to ensure a safe workplace, up to and including termination of your Licence Agreement and discontinuing doing business with you.

License Agreement:

Applicable Laws

Licensee will comply with all laws of the Government of Canada, the Province of Ontario, by-laws of the City of Toronto, all municipal ordinances and all orders of police and fire departments, and any other duly constituted authority applicable to its use of the Premises and will obtain all necessary permits, taxes, and licenses; and will not do nor suffer to be done on the premises during the term in violation of any such laws, ordinance, rules or orders. Licensee acknowledges that Exhibition Place is a publicly owned facility operated (a) for the education, entertainment, and enjoyment of adults and children in a family-like setting and (b) in a manner to ensure public confidence in its integrity and to achieve broad community acceptance. Notwithstanding any other provision of this agreement, the licensee shall not carry out, or permit its sublicensees or concessionaires to carry out, any activities on the premises that offend community standards of tolerance. Licensor shall have the sole and absolute discretion to determine whether any activity offends community standards of tolerance. Licensor may consider complaints from the public in exercising discretion. Within twenty-four (24) hours of receipt of notice from Licensor that particular activity as described in the notice is being carried on in contravention of this provision, Licensee shall cease and desist, or cause its sublicensees or concessionaires to cease and desist, from carrying out the activity described in the notice. Licensee acknowledges and agrees that Licensor shall (a) suffer irreparable harm which is not compensable in damages; (b) be entitled to an order restraining the Licensee, its sublicensees or concessionaires, from continuing the activity complained of in the notice; (c) be entitled to treat this agreement as at an end; (d) be entitled to damages, for a breach of this provision, and Licensee further acknowledges that Licensor shall be entitled to elect any one or more of all of the foregoing remedies or any other remedy which Licensor may be entitled to at law by reason of the breach.

Non-Discrimination and Anti-Harassment

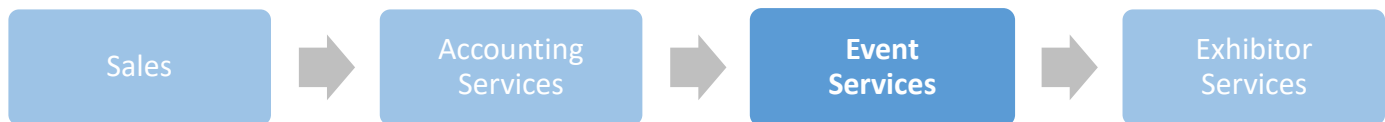
With respect to its activities conducted at Exhibition Place during the term, Licensee agrees to comply with all applicable laws prohibiting discrimination by reason of race, colour, age, sex, marital status, sexual orientation, political ideology, creed, religion, ancestry, national origin or the presence of any sensory, mental or physical handicap or the use of a trained guide dog by a blind, deaf or physically disabled person. Licensee agrees to comply with all applicable laws prohibiting harassment, as well as the Board's Human Rights and Anti-Harassment/Discrimination Policy, as included in the Event Guide.

Exhibition Place Team

The **Sales Team** is often the first point of contact with any client. Your *Account Executive* will review your projected dates, space needs, rate structures, and proposed event requirements. A client may be required to submit an event profile and a credit application prior to securing dates. A designation of available space on the first option, the second option, third option, or definite basis will be made. An event will be regarded as contracted following the execution of a license agreement and payment of a deposit. The parameters for issuing and executing a license agreement are dependent upon the type of event being considered.

Upon execution of an agreement, a member of our **Accounting Services Team** will reach out to you to outline a timeline of deposits required by your agreement and provide you with supporting financial documents relating to your payments. Questions regarding invoicing and settlement before your event can be addressed with your *Financial Analyst*.

Shortly after an executed license agreement is in place and initial deposits have been received, you will meet a member of our **Event Services Team**. Your *Event & Meeting Coordinator* becomes your principal contact moving forward, who will provide you with the support necessary to bring your event to fruition. They will work with you throughout the planning and execution of your event and synergize your needs with the services available through our broader team of event professionals and official service partners.



Management Team Telephone Directory

General Manager	416-263-3020
Director, Sales & Marketing	416-263-3021
Sales & Venue Rental Inquiries (General Line)	416-263-3056
Director, Accounting Services	416-263-3039
Director, Event Management Services	416-263-3060
Manager, Event Services	416-263-3129
Event & Meeting Coordinators (General Line)	416-263-3065
Tenant Relations Coordinator	416-263-3046
Exhibitor Services Order Desk	416-263-3064
Exhibition Place Security (24/7)	416-263-3333
General & Public Inquiries	416-263-3000

Our Mailing & Billing Address

Exhibition Place
100 Princes' Blvd, Suite 1
Toronto ON M6K 3C3

Phone: 416-263-3000
Email: info@explace.on.ca
Web: www.explace.on.ca

Newsletter

Join our Exhibition Place community newsletter [available here](#) for all the latest information and exciting activities occurring on site.

We host many social media platforms to share our event experiences. Please follow us on [Instagram](#), [Facebook](#), [Twitter](#), and [LinkedIn](#)

Finance

Financial Settlement

During the planning cycle, your assigned Event & Meeting Coordinator (EMC) will catalogue your needs in an Event Service Order (ESO) which will outline the services and rentals required. Payment of the ESO is due in full 10 business days prior to the move-in of the event. Note: Rentals are charged upon delivery and Services are charged upon rendering - keep in mind that some services require a minimum notice to avoid surcharges. Show management service orders placed 10 business days prior to the first day of move-in will receive the **advance rate** with preferential pricing. Subsequent orders or change orders placed 9 business days or less prior to the first day of move-in will be subject to the **standard rate**.

General Liability Insurance Requirement

All licensees at Exhibition Place must carry sufficient general liability insurance coverage for their given event and rented space. Additional insurance types may be required, depending on the special nature of your event (e.g.; drone insurance), and will be named in your license agreement with the respective requirements. The standard insurance certificate requirements are;

Space Rental or Policy Scenario	Coverage:	Insurance Type
If Your Licensed Space Includes: Any Exhibit Hall, Ballroom, or Outdoor Space at Exhibition Place	\$5,000,000	Combined Single Limit Coverage to include Comprehensive Form, Premises / Operations, Contractual, Broad Form Property Damage, and Products / Completed Operation.
If Your Licensed Space <u>Only</u> Includes: Meeting Rooms or Salons	\$2,000,000	Combined Single Limit Coverage to include Comprehensive Form, Premises / Operations, Contractual, Broad Form Property Damage, and Products / Completed Operation.
Policy Add-On: Drone or Aerial Vehicle Usage	\$2,000,000	Unmanned aerial systems insurance policy, aviation liability for bodily injury and property damage, all risks flight and ground. [Required with Drones are utilized]

***All insurance policies must include the following additional insured named on the certificate:** “Board of Governors of Exhibition Place, City of Toronto, Enercare Inc., Beanfield Technologies Inc., Maple Leaf Sports & Entertainment Partnership, BPC Coliseum Inc., Spectra by Comcast Spectacor, Cerise Fine Catering, and their respective directors, officers and employees (collectively the “Indemnitees”), as additional insureds.

Charitable Events

Events licensed to a registered charitable organization are eligible for discounts applied to some rental and services available through the venue. A registered charitable number issued by the Canada Revenue Agency must be provided and the organization’s corporate information assigned to the registered charity must match the corporate information on the license agreement. Please see your Account Executive to review eligibility for your event.

Gratuities & Gifts

It is against Exhibition Place’s policy for any employee of the venue to accept gratuities or gifts of any kind. Should you wish to acknowledge an employee for their efforts in supporting your event please speak to your EMC. Exhibition Place has several internal recognition programs to celebrate the good deeds and service excellence of our employees.

Taxes & Tax Exemption

The Harmonized Sales Tax (HST – 13%) is applied to the building rental and all other additional services related to the licensee's occupancy at the earlier of invoicing/billing, or at the time of the final settlement. Exhibition Place will presume each licensee to be taxable unless the licensee provides us with a copy of a “Certificate of Exemption” current for the period of the license agreement. Exhibitors are required to collect and remit tax on goods and services sold at Exhibition Place, including out-of-province exhibitors. Neither the licensee nor Exhibition Place is responsible for collecting the sales tax on behalf of third parties. Please see the [Government of Canada website](#) for more specific information as it relates to our industry and to receive tax rebates or credits offered by the Canada Revenue Agency.

Partners In Success

Your Event & Meeting Coordinator

An Event & Meeting Coordinator (EMC) will be assigned to your event up to one (1) year in advance and is your primary conduit with our facility from the initial planning process, through to the successful culmination of your event. Once your license agreement is executed, you will receive an e-mail introducing your coordinator. An EMC will be available during move-in, event dates, and move-out to liaise between a broad range of event stakeholders.

Your EMC is responsible for coordinating the activities of facility personnel and service contractors to ensure a smooth running and positive event experience. We encourage you to communicate with your coordinator regularly during the planning process. On site pre-planning meetings and tours of your licensed space are encouraged well in advance of your event as well as working closely with your assigned coordinator to develop accurate pricing estimates.

Event Budgeting & Planning Areas


There are several key financial considerations to budget for when producing an event at Exhibition Place. Please see the below list for examples of what types of costs you may need to account for and determine what applies to your event or meeting.

Provided by Show Organizer	<input type="checkbox"/> Event Insurance	<input type="checkbox"/> Sponsorship Opportunities	<input type="checkbox"/> Marketing & Event Promotion	<input type="checkbox"/> Social Media Spend
	<input type="checkbox"/> Speakers & Talent	<input type="checkbox"/> Entertainment Travel Expense	<input type="checkbox"/> Online Presence	<input type="checkbox"/> Printed Materials
	<input type="checkbox"/> Event Website	<input type="checkbox"/> Ticketing Provider	<input type="checkbox"/> Experiential Marketing	<input type="checkbox"/> Virtual Elements
	<input type="checkbox"/> Event Mobile App	<input type="checkbox"/> Registration / Check In	<input type="checkbox"/> Live Streaming	<input type="checkbox"/> Photography & Videography
	<input type="checkbox"/> Event Staffing	<input type="checkbox"/> Security Provider	<input type="checkbox"/> Medical Provider	<input type="checkbox"/> Transportation Provider
	<input type="checkbox"/> Volunteer Support	<input type="checkbox"/> Stakeholder Recognition	<input type="checkbox"/> Event Survey & Analytics	<input type="checkbox"/> Hotels & Accommodations
Provided by Exhibition Place	<input type="checkbox"/> Venue Rental	<input type="checkbox"/> Meeting Table & Chairs	<input type="checkbox"/> WIFI Services	<input type="checkbox"/> Branding Experiences
	<input type="checkbox"/> Venue Staffing	<input type="checkbox"/> Venue Staging & Platforms	<input type="checkbox"/> Internet Requirements	<input type="checkbox"/> SOCAN Licensing
	<input type="checkbox"/> Rentals & Services	<input type="checkbox"/> Meeting Room AV Systems	<input type="checkbox"/> Special Network Needs	<input type="checkbox"/> Internal Road Closure Permits
	<input type="checkbox"/> Audio Visual Labour (Local 58)	<input type="checkbox"/> Parking Passes	<input type="checkbox"/> Non-Cellular Telecom	<input type="checkbox"/> Fire & Life Safety
	<input type="checkbox"/> Housekeeping Staff	<input type="checkbox"/> Marshaling	<input type="checkbox"/> Building Paging	<input type="checkbox"/> Access Cards and Keys
	<input type="checkbox"/> Sign & Banner Hanging	<input type="checkbox"/> Traffic Management	<input type="checkbox"/> Green Power	<input type="checkbox"/> Select Union Trades
Provided by Key Partners	<input type="checkbox"/> General Service Contractor	<input type="checkbox"/> Electrical Requirements	<input type="checkbox"/> Food & Beverage Selection	<input type="checkbox"/> Customs & Brokerage
	<input type="checkbox"/> Floor Plan Design	<input type="checkbox"/> Plumbing & Water Needs	<input type="checkbox"/> Alcohol Service Offerings	<input type="checkbox"/> Freight Forwarding
	<input type="checkbox"/> Material Handling (Local 506)	<input type="checkbox"/> Gas & Mechanical Services	<input type="checkbox"/> Catering Services	<input type="checkbox"/> Warehousing Support
	<input type="checkbox"/> Furnishings & Rentals	<input type="checkbox"/> Audio Visual Equipment	<input type="checkbox"/> Concession & Café Services	<input type="checkbox"/> Logistics Programs
	<input type="checkbox"/> Exhibit Booths & Builds	<input type="checkbox"/> Staging & Feature Dressing	<input type="checkbox"/> Coat Check Services	<input type="checkbox"/> Forklifts & Mechanical Equipment
	<input type="checkbox"/> Exhibit Hall Decoration	<input type="checkbox"/> Production Support	<input type="checkbox"/> Banquet Staff	<input type="checkbox"/> Genie Booms & Scissor Lifts


Key Partners

We have several strategic partners, including exclusive and preferred suppliers who will form an integral part of your team. Your EMC will arrange a formal introduction to discuss the service offerings available from each group.

Food & Beverage
Exclusive Suppliers



SPECTRA




GERISE
FINE CATERING

**Electrical, Mechanical &
Exhibit Lighting**
Exclusive Supplier



SHOWTECH
POWER & LIGHTING

Exhibitor Services
Exhibitor Focused Services



Exhibition Place

Your EMC will contact you regarding an array of other in-house services, service suppliers, and resources outlined in this guide. A full list of suppliers and partners are included further in this document for your reference.

Planning Checklist

Your EMC will guide you through the planning process and assist in facilitating many key aspects of your event’s operation. A planning checklist has been included to provide a high-level overview of the discussions and meetings that will take place leading up to your event.

120 DAYS OUT	<input type="checkbox"/> Event Prospectus	Develop a prospectus outlining an overview of your event, its purpose, and target audience. Identify key components and activities relating to your event that an attendee will engage in.
	<input type="checkbox"/> Preliminary Floor Plan	The initial floor plan is a key planning tool that will enable your Event & Meeting Coordinator to step into your vision and earmark topical areas during your planning discussions.
	<input type="checkbox"/> Discuss Event Timeline	Let’s talk about how we build, support, and strike the major components of your event. Identify key timelines, landmarks, and deliverable schedules.
	<input type="checkbox"/> Engage General Service Contractor	A professional GSC will work with your team to bring your vision to reality on the show floor. They provide turnkey solutions to manage the core logistical and operational elements of your event.
	<input type="checkbox"/> Liase With Exclusive Suppliers	We will introduce you to important partners who will provide food & beverage, electrical, plumbing, and mechanical needs on site. Early discussions will produce efficiencies & savings.
	<input type="checkbox"/> Source Major Requirements	Does your event require a registration process, detailed customer engagement, specialty event considerations, live entertainment, or other major components?
	<input type="checkbox"/> Finalize Exhibitor Kit	Your Event & Meeting Coordinator will work with you to ensure you have all of the necessary information to include in your communication packages.
	<input type="checkbox"/> Explore In-House Rentals & Services	Exhibition Place can provide you with industry leading internet and connectivity solutions, or cost effective staging and rental inventory to complement your existing plans.
	<input type="checkbox"/> Allocate Licensed Spaces	How will ancillary space support your event? Show offices, exhibitor lounges, and seminar rooms are common uses of meeting rooms and salons.
	<input type="checkbox"/> Obtain Certificate of Insurance	General Liability insurance is required prior to your event move-in. Your Event & Meeting Coordinator can guide you through your insurance requirements well in advance of your event.
	<input type="checkbox"/> Conduct On Site Tour of Licensed Space	We encourage you to complete an on site tour of your licensed space and physically walk through the elements of your event. You may identify key experiences that require a new look.
<input type="checkbox"/> Jurisdiction Discussions	Your Event & Meeting Coordinator will outline any union jurisdictions that may apply to your event and validate that suppliers engaged are affiliated with the correct union local.	
60-90 DAYS OUT	<input type="checkbox"/> Draft Floor Plan	During the planning cycle, new ideas and changes to the event scope are expected. We will review your draft plan and provide guidance and flag any safety concerns that may arise.
	<input type="checkbox"/> Confirm Audio Visual Tech Package	Once a production schedule, equipment list, and rigging or stage drawings are completed, we can provide an AV labour estimate for staff to install, operate, and dismantle your live entertainment.
	<input type="checkbox"/> Produce Emergency Preparedness Plan	An emergency plan anticipates pending, present, or imminent events which may risk endangering the lives of people or property and identifies steps to reduce or mitigate these risks.
	<input type="checkbox"/> Develop Marshalling or Loading Plans	Develop a comprehensive plan for the control of ingress, egress, and marshaling of deliveries and freight. This plan will ensure control, safety, and efficiency for all venue users.
	<input type="checkbox"/> Finalize Branding Opportunities	Exhibition Place has several additional branding opportunities available at each venue. These exposure opportunities provide a platform to enhance your brand and event image.
	<input type="checkbox"/> Apply For Permits & Licenses	You may be required to obtain building permits or other specialty licenses in order to operate elements of your event. We can assist in guiding you through these requirements in advance.
30 DAYS OUT	<input type="checkbox"/> Final Floor Plan	A finalized floor plan is due 30 days prior to your load-in to satisfy the needs of the Fire Marshall. Significant changes to the floor plan beyond this date may not be approved.
	<input type="checkbox"/> Final Program or Agenda	Securing your program schedules and agenda will allow us to modify our service orders and ensure our services are delivered on time and in the most efficient manner.
	<input type="checkbox"/> Final Event Service Orders	Venue rentals and services secured in advance receive preferred pricing. Change orders and new requests in close proximity to your event incur standard rates and possible additional charges.
	<input type="checkbox"/> Client Signature & Review	We ask that you review your finalized Event Service Orders and review key timings contained within your Event Resume as well as event and service deliverables.
	<input type="checkbox"/> Schedule Final Meetings & Tours	Prior to your event, we recommend that you participate in an onsite pre-event meeting with your Event & Meeting Coordinator, Exhibition Place staff, and external service providers.
	<input type="checkbox"/> Settlement of Venue Costs Pre-Event	Orders for rentals and services provided by the venue must be paid in full 10 days prior to your first move-in date and guarantees service delivery and order fulfillment.

Helpful Planning Resources

This page contains links to resources and documents that are frequently requested from us to support the development of your exhibitor kits, website materials, and social media platforms. Missing something? Speak to your EMC and we would be happy to provide you with additional materials to build your marketing or information packages.



Venue Suppliers

Exhibition Place has entered into exclusive and preferred supplier relationships with organizations that are positioned to support your event's success. These relationships help to maintain positive customer experiences and total quality service for your participants.

Exclusive Suppliers

Food & Beverage + Coat Check

Spectra Food Services & Hospitality

Venues: Enercare Centre, Better Living Centre, Queen Elizabeth Hall, Bandshell Park



Website: www.spectraexperiences.com
Phone: 647-806-2462
Email: kсениya.dekker@spectrarp.com



Spectra Experiences is the exclusive food, beverage, and coat check supplier to many of our indoor venues; Enercare Centre, Better Living Centre, Bandshell Park, and Queen Elizabeth Hall. Spectra reserves the right to operate all permanent concession stands within the licensed premises. Spectra provides the expertise of innovative chefs to design catering menus that will enhance your themed event or special occasion. Each food and beverage offering can be customized to your every specification. Spectra will facilitate the setup and staffing of a designated coat check area within the venue – the coat check may be established as a host or pay-for-use format.

[#FoodandBeverage](#) [#Coatcheck](#) [#Catering](#) [#CustomMenus](#) [#AlcoholService](#) [#FoodExperiences](#)

Food & Beverage + Coat Check

Cerise Fine Catering

Venue: Beanfield Centre



Website: www.cerisefinecatering.com
Phone: 416-598-7258
Email: information@cerisefinecatering.com



Cerise Fine Catering is the exclusive food, beverage, and coat check supplier at the Beanfield Centre - our meeting and conference centre. Cerise reserves the right to provide all food & beverage offerings within the venue. With their team of executive chefs, Cerise can customize an experience to your taste, purpose, and vision - combining humble elegance with local farm-to-table flavours, and a commitment to quality and sustainability.

[#FoodandBeverage](#) [#Catering](#) [#FineDining](#) [#CraftedMenus](#) [#AlcoholService](#) [#TasteExperiences](#) [#Coatcheck](#)

Electrical, Mechanical & Exhibit Lighting

SHOWTECH Power & Lighting

Venues: All event spaces at Exhibition Place (indoor & outdoor)



Website: www.showtech.ca
Phone: 416-263-3594
Email: info@showtech.ca

SHOWTECH Power & Lighting is the exclusive provider of utility services across Exhibition Place. Utility services are inclusive of electrical, exhibit lighting, water & drain, plumbing, compressed air, and natural gas where available. Supporting our GreenSmart program, all electrical requirements must operate on venue power where it is available – generators are not permitted at Exhibition Place. Whether the project involves the installation of one electrical outlet or provides electrical distribution for an entire event, SHOWTECH Power & Lighting has the skills and resources available to complete the job to your satisfaction – and beyond.

[#Electrical](#) [#Plumbing](#) [#MechanicalServices](#) [#LightingSolutions](#) [#UtilitySupport](#)

Preferred Suppliers

General Service Contractor

GES



Website: www.ges.com
Phone: 1-877-437-4247
Email: [Online Form](#)

As one of the largest and most capable companies in our industry, our goal is to partner with you as your exhibition consultants, offering complete turnkey solutions for all your tradeshow, event, and experiential marketing needs. From pre-show brainstorming and planning to at-show execution to post-show analysis and recommendations, we're committed to creating a positive experience that results in a successful, lasting partnership.

[#GeneralContractor](#) [#Event&ExhibitBuild](#) [#Creative&Graphics](#) [#CustomExhibitions](#) [#EventLabour](#) [#MaterialHandling](#) [#FloorPlanDesign](#)

Audio Visual Supplier

Encore Canada



Website: www.encore-can.com
Phone: 905-366-9200
Email: [Online Form](#)

Encore Canada connects people in meaningful ways to build strong, lasting relationships. By using strategic insights, innovative technology, and powerful tools, we strive to make every experience personal. Our design-driven approach is ingrained in the seamless brand experiences and events we create — and throughout our expansive network of resources, talent, and partnerships.

[#AudioVisual](#) [#EquipmentSupply](#) [#EventTechnology](#) [#ContentManagement](#) [#RiggingPlans](#) [#ProductionDesign](#) [#ProductionExpertise](#)

Security & Marshalling

Allied Universal



Website: www.aus.com
Phone: 416-490-8329 Ext 2609
Email: Paramjot.Grewal@aus.com

Allied Universal®, leading security, and facility services company, provides proactive security services and cutting-edge smart technology to deliver evolving, tailored solutions that allow clients to focus on their core business.

[#SecurityGuards](#) [#EventMarshalling](#) [#EmergencyPlanning](#) [#PublicSafety](#) [#RiskManagement](#) [#SecurityTechnology](#)

Customs & Transportation

GES



Website: www.ges.com/ca
Phone: 1-877-437-4247
Email: [Online Form](#)

Allow the GES Logistics team to skillfully and efficiently manage the shipping and logistics process for you. As an industry leader, GES is committed to providing high level service while maintaining competitive rates & to providing an expert team you can depend on. From the beginning of move-in, throughout the event, and until your last shipment leaves the show floor, GES is the one-source solution for all of your logistical needs.

[#LogisticsManagement](#) [#Customs&Importation](#) [#ShippingServices](#) [#AdvancedWarehousing](#) [#StorageSolutions](#) [#Marshalling](#)

Internet & Telecom

Exhibition Place – In House Service



Exhibition Place

Contact your Event & Meeting Coordinator for a service estimate

Exhibition Place is the exclusive inhouse provider for your internet and telephone needs. We provide a full range of wired & wireless internet packages as well as telecommunication offerings for you and your exhibitors. Our state of the art connectivity systems offers comprehensive services ranging from single line connections to sophisticated network offerings. Our infrastructure allows us to scale broadly to your data and bandwidth requirements and the flexibility to provide custom solutions specific to your event.

[#InternetService](#) [#PhoneService](#) [#NetworkSolutions](#) [#CustomICTolutions](#)

Housekeeping

Exhibition Place – In House Service



Exhibition Place

Contact your Event & Meeting Coordinator for a service estimate

Exhibition Place is the exclusive in house provider for your housekeeping services are provided by members of the International Labourer’s Union, Local 506. During your event, the venue’s housekeeping team will maintain all public common areas (lobbies, hallways, and washrooms), meeting rooms, and the exhibit floor. Our exclusive Food & Beverage Suppliers will turnkey cleaning requirements within designated food areas. Exhibition Place operates on a “clean hall to clean hall” model, therefore exhibition booth space, exhibit floor, offices, and registration area housekeeping is the responsibility of show management. Exhibitors have the option to provide basic cleaning in their own exhibit booth space or may elect to utilize venue services through our exhibitor services department.

[#HousekeepingServices](#) [#WasteManagement](#) [#ReduceReuseRecycle](#) [#GreenSmart](#)

Production Labour (Audio/Visual)

Exhibition Place – In House Service



Exhibition Place

Contact your Event & Meeting Coordinator for a service estimate

Exhibition Place is the exclusive in house provider for your audio visual technician labour, provided by members of the International Alliance of Theatrical Stage Employees Union, Local 58. Professional stagehands provide the expertise in building, operating, and striking audio and visual elements within your event footprint. Working with your audio visual equipment supplier and their project team, stagehands will turn your entertainment vision into reality.

[#AudioVisualTechnicians](#) [#Stagehands](#) [#ProductionLabour](#) [#EquipmentOperating](#) [#CameraPersonnel](#) [#AudioVisualExperiences](#)

Special Partnerships

Printing Equipment Sponsor
Ricoh Canada



www.ricoh.ca

Exclusive Beverage Agreement
Coca-Cola Canada Bottling Ltd.




www.cokecanada.com

All beverage products at Exhibition Place are exclusively provided by Coca-Cola Canada including bottled water, soft drinks, and energy drinks. All beverage product is sourced from Coca-Cola Canada where an equivalent or similar product range exists. Your food & beverage supplier (exclusive service based on venue) will provide you with a selection of available beverages for your event or meeting function.

Trade Unions

Exhibition Place maintains collective agreements with six trade unions. All licensees and their exhibitors are required to adhere to all collective agreements in place between the venue and the respective trade union. All matters relating to union staffing should be reviewed with your EMC including estimates, the scope of work, and jurisdiction. We can provide a list of affiliated companies that are active and in good standing with each trade union as applies to your event.

 **Collective Agreement** **Local 506 – Labour, Exhibit Construction, and Material Handling + Housekeeping**
Labourer’s International Union of North America (LiUNA)

Local 506 labourers facilitate the assembly and dismantling of trade show exhibit floors and meetings at Exhibition Place, typically managed by a General Service Contractor or Exhibit & Display Company. The engagement of exhibit companies that do not have a staffing affiliation with Local 506 is strictly prohibited. The use of an exhibitor’s own personnel is limited to preparing displays that are in and of itself the product or service being showcased for sale or consumption.

Housekeeping services are provided exclusively through Exhibition Place’s in-house cleaning team.

General Labour (General Service Contractor)	Housekeeping (Exhibition Place)
<ul style="list-style-type: none"> • Use of mechanical equipment (e.g.; forklifts, motorized pallet jacks, booms & scissor lifts for signage at heights, etc.). • Assembly and dismantling of pre-fabricated, custom, or standard exhibit booths. Inclusive of: pipe & drape, hard wall, snap and click, octanorm, and custom units. • Motorized loading and unloading of all pallets, crates, and freight associated with the exhibit building. • Initial set, periodic flips, and strike of exhibit and meeting furnishings (e.g.; tables, chairs, lounges, counters, etc.). • Hanging of all banners and signage to an elevated position. 	<ul style="list-style-type: none"> • Removal of waste, recycling, and organic materials from licensed spaces in a turnkey manner from floor to depot. • Cleaning of floors, windows, flat surfaces, carpets, and other areas by hand or mechanical device. • Use of vacuums, brooms, mops, squeegees, scrapers, and similar instruments utilized for housekeeping purposes. • Cleaning and sanitization of washroom facilities site-wide.

 **Collective Agreement** **Local 58 – Audio Visual Production Technicians & Stagehands**
International Alliance of Theatrical Stage Employees & Moving Picture Technicians, Artists & Allied Crafts

IATSE Local 58 technicians are professionals in audio, video, and lighting practices in major convention and stadium facilities. Production stagehands and technicians are provided exclusively through Exhibition Place and have a wealth of experience in set construction, rigging, sound, lighting, and video installation, and show production support. Licensees are responsible for sourcing AV equipment from a third party equipment supplier, Exhibition Place does not provide audiovisual equipment rentals or supplies. Your EMC will require a production schedule, equipment list, and rigging plans where applicable to produce a labour estimate relevant to your event needs.

Work Jurisdiction	Types of Staffing Available
<ul style="list-style-type: none"> • Installation, operation, and dismantling of all audio, visual, and theatrical or entertainment lighting equipment. This includes projection systems which are not built into meeting rooms. • Installation and dismantling of any video wall or video grid systems. • Recording, broadcast, and specific types of digital streaming technology, inclusive of camera work, excluding post-production and content management functions. 	<ul style="list-style-type: none"> • Stagehands, riggers, loaders, fork operators • Audio technicians, video technicians, lighting technicians • Projectionists, image mappers, and video switchers • Camera operators, camera utilities, and associated crafts • RF radio frequency specialists, wireless audio and video operators • Scenic and general carpenters, stage and set builders



Collective Agreement **Local 27 – Carpentry**
United Brotherhood of Carpenters and Joiners of America

Any construction or traditional carpentry work completed at Exhibition Place must be performed by a member of the Carpenters Union, Local 27. Examples of carpentry jurisdiction include; cutting, drilling, sanding, use of power tools, and other finishing activity. Building of custom booths predominantly made of wood materials (may require composite crew) or building of scaffolding structures requires Local 27 carpentry staff.



Collective Agreement **District Council 46 – Painting**
International Union of Painters & Allied Trades

Any major painting works completed at Exhibition Place, excluding works of artistic expression, must be performed by a member of the Painters Union, District Council 46. This may include the painting of exhibit booths, set walls, or base building painting.



Collective Agreement **Local 353 – Electrical**
International Brotherhood of Electrical Workers

Electrical services include all electrical outlets, circuits, and distribution equipment pertaining to power needs. All electrical attachment points in our building are facilitated by SHOWTECH Power and Lighting as our exclusive provider for all electrical services. They can also provide supporting devices including light fixtures, power bars, and extension devices. No open electrical sources are available in the licensed space with the exception of limited power outlets in the salons & meeting rooms.



Collective Agreement **Local 2840 - Parking Services**
Canadian Union of Public Employees

Parking Services staff have exclusive jurisdiction over their standard activities contained within a parking lot, including when parking lots are rented out for event usage.

- Selling parking tickets or passes in a parking lot
- Directing vehicles, vehicle management, and parking vehicles into stalls
- Deployment of safety barriers and pylons for the specific purposes of strategically parking vehicles



Collective Agreement **Local 46 – Plumbing & Mechanical**
United Association of Journeyman & Apprentices of the Plumbing & Pipe Fitting Industry

Plumbing services include all water, drain, and associated devices. Mechanical services include natural gas and compressed air where available. SHOWTECH Power and Lighting is the exclusive provider for all of these services and can provide supporting devices including; water tanks, water heaters, sinks, grease traps, and similar devices. No open water sources are available to show organizers or exhibitors in the licensed event space.

Venue Services

As a venue, we provide several key supporting services to assist you in facilitating your event and providing resources to your participants.

Exhibitor Service Orders

We strive to meet your needs, especially with the delivery of venue services. When an exhibitor places a service order, we will ensure the delivery of services correctly, on time, and in a professional manner. The following venue services are available to your exhibitors:

• Internet Services	• Telecommunications	• Booth Cleaning
• Parking Passes	• Audio Visual Setup & Strike	• Banner Hanging

Ordering Services

We are pleased to provide our clients with a modern web based ordering platform for all of your exhibitor’s needs. Your ordering portal can be activated after signing your license agreement and up to 12 months prior to your event for inclusion in your exhibitor information kit and website. To inquire about the services available to your participants please speak with your Event & Meeting Coordinator. For your convenience, exhibitors are able to order all of their services online at our [Exhibitor Services Online Order](#) website by following this link and selecting the appropriate venue.

Order Desk

Exhibition Place will provide a central order service desk in each venue in either a fixed office location or at a mobile service desk. It is recommended that show management co-locate any order desks (e.g.; Exhibitor Services, SHOWTECH Power & Lighting, and General Service Contractor) in a centralized location for easy access by your exhibiting partners. Exhibitor service orders will not be guaranteed or delivered until services are paid in full. Your EMT will work with you to provide an order desk schedule that is reasonable and aligns with your exhibitor marshaling schedule.

Change Orders

Should an exhibitor’s booth location change during move-in or during show operation, any and all services that are relocated or added will be billed directly to the exhibitor and be subject to additional service charges. Based on an approved floor plan, should Exhibition Place require a booth to be relocated or modified for safety purposes or emergency reasons, additional service charges will not apply.

Information Desk

All events hosted at the Enercare Centre or Beanfield Centre will receive a complimentary concierge representative at the main information desk located in each respective lobby. For larger events or meetings, Exhibition Place will also augment the common area with additional concierge staff or accessibility ambassadors to provide guidance and direction to your attendees. Concierge support is shared amongst multiple events in the venue. For Exhibitions, concierge hours are aligned with public event hours while for meetings, concierge hours will align with key arrival periods of your attendees.

First Aid Room

We encourage life safety be considered in the initial planning stages of all events. We strongly urge you to have a minimum medical staffing level for your event regardless of size. Factors which may influence the necessary medical personnel on site include, but are not limited to; event demographics, number of attendees, food & beverage requirements, and other factors affecting the potential risk to event stakeholders. You will be required to provide or augment medical services at the discretion of Exhibition Place as part of the event-staffing portion of your license agreement.

Required Medical Capacity

The following event scenarios will require a minimum medical capacity of at least one practitioner. You may be required to scale up your medical capacity based on your event scope.

- All events with 750 or more simultaneous guests when full floor alcohol service is available.
- All events with 1,000 or more simultaneous guests on the event floor.
- All events with guests with known medical associations or requirements as and when deemed necessary by the EMC or identified in your license agreement.
- All events using more than five pieces of heavy machinery (high reach boom, scissor lift, or forklifts, etc.) at any time during the contracted dates, as and when deemed necessary by the EMC.

Exhibition Place can provide a shared (may be shared with other events) fully furnished first aid room at the Enercare Centre or Beanfield Centre at no additional charge. Show management will be responsible for providing the necessary medical staffing and supplies to support your event needs through your medical provider. Show management may build and outfit ancillary spaces or additional first aid rooms within your licensed areas at your own cost.

Automated Bank Machines (ATMs)

Exhibition Place can supply automated banking machines in any of our indoor venues for your event at no charge to show management. Locations are pre-determined for secure installation. Your EMC can identify where ATM placement is available within your licensed space.

Safe Rooms & Portable Safes

Select venues have a secure room with a combination safe contained within it for use by our clients. We also have large portable combination safes that may be used in some areas of our venue. These secure devices are available for use as cash room safes or to protect other similar valuables, at no charge to our clients. All options are on a first come first serve basis, so it is important to identify your request early in the planning cycle. You will be issued a unique combination code in a sealed envelope specific to your event – your EMC will not be privy to the combination.

Building Paging / Public Address System

All rentable venues have the capability for a public addressing system to use for general instruction and emergency preparedness purposes. The system is flexible enough to be installed in all rentable spaces within our venues. It affords the opportunity to not only provide voice direction to your event attendees but also the capability to plug a standard 3.5mm auxiliary audio device to play background music in your space.

Food, Beverage & Coat Check



Food & Beverage Services

Our exclusive food & beverage partners take pride in creating exceptional and unique food and beverage experiences for all types of events. All of our menus are customizable and can accommodate almost any dietary requirements; our team will work closely with your team to develop your menu and exceed your expectations. Our partners connect with locally sourced suppliers and popular niche food curators that enable them to feature fresh, high quality ingredients and signature dishes for our clients. Our partners can provide dynamic options guests from high-end luxury catering services to retail food offerings more common.

Spectra Experiences Food Services & Hospitality

Venues: Enercare Centre, Better Living Centre, Queen Elizabeth Hall

Spectra Experiences' award-winning culinary experts craft delicious food designed to surprise and delight your guests. Their solution-oriented approach blends innovative techniques and exceptional service to elevate the live event experience. They go beyond the menu to provide a full range of culinary services that optimize your event's success.

[MENU OFFERINGS LINK](#)

Cerise Fine Catering

Venues: Beanfield Centre

With hospitality at the epicenter of their service promise, Cerise Fine Catering ensures that each event is uniquely designed and customized to meet your individual needs. Cerise ensures the same culinary skill and service expertise for events of all sizes. From buffets to fully catered meals, there is a perfect solution for your meeting.

[MENU OFFERINGS LINK](#)



Coat & Bag Check Services

These services are facilitated by our exclusive food & beverage suppliers within all of our venues. Outside suppliers are not permitted to provide these services. Our venues do not have dedicated checking areas or counters – event organizers will be required to allocate space within their licensed space or pre-function areas. For hosted checking services, we will provide clients with a basic setup at no additional cost; inclusive of tables, chairs, coat racks, and hangers suitable to the size of your event.

Hosted Coat Check – Turn-key

The standard offering for most corporate meetings and business events, services are provided on a turn-key basis for all event participants. Professionally staffed coat check areas are provided at no cost to your event attendees. Contact your food & beverage provider for event organizer costs for this service.

Hosted Coat Check – Pay per Use

A common practice at trade and consumer events is that a professionally staffed coat check area is provided near the entrance or ticketing area. Attendees may check their belongings at a nominal cost on a per item basis.

***Not Available at Beanfield Centre**

Self Serve Coat Check

For smaller meetings, coat racks and hangers may be provided to you at your registration or inside the meeting space. This is only recommended for small or intimate gatherings, as the use of this equipment is not facilitated by staff.

Supplier Exclusivity

Food, beverage, and coat check requirements are exclusive services in all Exhibition Place indoor venues inclusive of the Enercare Centre, Beanfield Centre, Better Living Centre, and Queen Elizabeth Hall. No other catering companies are allowed to cater within the premises.

Beverage Brands

All beverage products at Exhibition Place are exclusively provided by Coca-Cola Canada including bottled water, soft drinks, and energy drinks. All beverage product is sourced from Coca-Cola where an equivalent or similar product range exists. Your food & beverage supplier can discuss available brands in more detail with you; select allowances are permitted for a VIP guest speaker who may identify with specific beverage requirements within their appearance rider or contract.

Outside Food & Drink

Every effort is made to ensure that food & beverage is available during event days and contracted move-in and out periods. Event participants must respect the exclusivity contract and refrain from ordering and/or bringing in outside food & beverage into your event space. Our in-house exclusive suppliers understand the needs and complexities of some event portfolios; it may be considered appropriate by the venue to assess a corkage or buyout fee for the privilege of bringing in outside food and beverage items, in special circumstances, at our sole discretion. Venue and supplier staff reserve the right to turn away outside food deliveries if prior written approval is not provided.

Food Sampling

Any event participant wishing to provide sample food and beverage offerings at Exhibition Place must complete a sampling application and submit it to your food & beverage supplier a minimum of 30 days prior to your event. Only those participants who receive approval and follow all food sampling guidelines will be allowed to participate in a sampling program.

Menu Selection

Our food and beverage partners publish an annual menu curated by their in house executive chefs with custom selections and packages available to your event. All food menus may be customized to meet your needs with flexible offerings and presentation models available. Ask your food & beverage supplier for a menu or creative ideas specific to your event needs.

Banquet Event Orders

Food & beverage requirements and associated costs are captured in a Banquet Event Order (BEO). A BEO will be provided in advance of your event during the planning cycle with an updated BEO being provided prior to your event with any changes. Due to fluctuating market prices, our food and beverage suppliers reserve the right to make product substitutions based on specific commodity price increases where applicable.

Guarantees

The event organizer must provide the food & beverage partner with the minimum number of guaranteed attendees for the event. There may be applicable charges for events with

minimal attendance or event attendance that significantly changes from the original contracted number of guests.

Management Charges & Payment

A 19% management charge and 13% Harmonized Sales Tax will be applied to all food and beverage purchased. Payment for all food, beverage, and coat check needs is required in full prior to the event date(s).

Linen Service

All venue provided tables and fixtures are linen-free in support of our GreenSmart sustainability programs. Linen service may be provided by your food & beverage supplier at an additional charge for meeting or banquet functions.

Concessions & Restaurants

Exhibition Place and our partners reserve the right to operate any built-in concession or restaurant pavilion within the venue. When determining your floor plan layout, consideration shall be given to ensure the surrounding area of each retail food location is free and clear of booths or obstructions. Additional portable concessions may be opened in collaboration with our customers to better serve your event where required.

Hours of Operation

Our food & beverage partners reserve the right, outside of the initial agreed upon times and conditions, to open or close food and beverage outlets as business levels dictate. Your representative will consult with the event organizer prior to revising operating hours.

For more information on catering menus, food & beverage policies, full overview of fees and charges, and opportunities available to you, please review the applicable packages provided to you by your food & beverage Supplier. Your assigned representative will walk you through the entire food & beverage program and respective costs prior to signing of a Banquet Service Order or equivalent order form.

Licensed Space

Third Party Contractors

All contractors wishing to provide service to events and meetings at Exhibition Place are subject to approval by the venue prior to commencing work on site. This applies to all contractors supplying all show services including audio visual, general contractor and decorating companies, security and medical providers, and other core providers. Contractor approval will not be reasonably withheld and your EMC can assist in providing the names of companies who have received approval and worked in our facility in the past. Your EMC will also assist you with ensuring any third party companies are compliant with key venue rules and trade union collective agreements on site.

Accessibility

All Exhibition Place event and meeting venues meet the requirements outlined in the Ontario Accessibility for Ontarians with Disabilities Act (AODA). All washroom facilities on site include accessible washroom facilities and select venues have private gender neutral accessible washrooms.

Pre-Inspection & Damage Walk Through

Your EMC will conduct two important inspections with you. Prior to taking occupancy of the licensed space, you will complete a pre-inspection of your footprint reviewing the current state and condition of your space on turnover. Your EMC will document this through pictures of the pre-occupancy state and may share these with you upon your request. If there are specific areas of concern, please identify these and they will be captured in your pre-inspection.

At the conclusion of your event and move-out, you will complete a final damage walkthrough of your licensed space to validate the condition of all areas on your departure. Should damages be identified during this process, all costs and materials associated with correction will be the responsibility of the event organizer. Event organizers are responsible for all damages caused by event attendees, exhibitors, or other pertinent stakeholders.

Pre-Function Space

For licensed spaces that include pre-function space, you may utilize the footprint for pre-event activities, reception purposes, or catering space at no additional charge. All exhibit halls and ballroom spaces include a dedicated pre-function footprint aligned with the adjoining space. Use of the pre-function space for activations, revenue generating activities, exhibits, or other specialty programming purposes may incur additional fees.

Registration

The common areas immediately outside your adjoining licensed space are available to accommodate registration or ticket sales at no additional cost. Space available for registration is available in the pre-function areas of all exhibit halls and ballrooms, or immediately outside all salons or meeting rooms. Using common area space for any other purpose may be prohibited, or incur additional fees.

Meeting Rooms & Salons

The salons and meeting rooms within our venues are designed to be operated principally as general assembly and meeting room facilities: for hospitality, meetings, seminars, offices, or other similar business uses. Should the licensee wish to utilize these spaces for exhibits and displays or other specialty programming purposes, an additional rental fee or conditions may apply. Event organizers are not permitted to sublet or otherwise assign these spaces to any other person or organization.

All rented salons and meetings rooms receive one complimentary setup or reset (per day) and use of the built-in audiovisual capabilities where applicable. Speak with your EMC to review what is available in each space on a complimentary basis. Our venue rentals are provided without the use of linens in line with our GreenSmart program.

If your license agreement does not reflect a rental fee for these spaces and has been included in your exhibit hall rental, the event organizer is responsible for all costs associated with setup, resets, and a patch fee to use the built-in audiovisual technology.

Storage & Loading Docks

Our venues do not contain any dedicated storage areas outside of your licensed space. Limited temporary storage is available in the loading dock areas directly adjoining your licensed space. Loading dock areas are shared spaces and must occasionally accommodate multiple clients or service providers – all storage must remain within the painted lines. Overflow or additional storage requirements must be contained within your licensed footprint, such as the exhibit hall, and be included on your floor plan. Storage areas are subject to building and fire code requirements and is further outlined in our **Requirements for Safety Manual**.

Freight Deliveries & Handling

Exhibition Place employees cannot accept or sign for deliveries or shipments of freight and materials on behalf of your event. All freight should be delivered on your dates of occupancy during move-in and move-out and received by your general service contractor or designated receiving carrier. Materials that arrive at our facilities prior to your occupation dates will be turned away.

The Beanfield Centre maintains an unstaffed mailroom that will accept small parcels up to 48 hours prior to your meeting, containing marketing collateral and similar small goods for corporate meeting events hosted exclusively at the Beanfield Centre. Your EMC will share instructions with you during the planning process.

Escalators, Elevators, Stairs

All escalators, elevators, and public stairwells in our venues are within shared common areas. They are not assigned to any event or meeting for exclusive use. Exhibition Place will manipulate the direction of travel and timing at the venue's discretion to accommodate the most efficient flow of traffic, with all stakeholders being considered. As a general rule of practice, the occupant with the highest attendance in proximity to elevating devices will receive directional priority to facilitate a safe evacuation in the event of an emergency.

Road Closures

All road closure requirements must be submitted in writing to your EMC for approval a minimum of 30 days prior to your event. Road closures are considered when the closure is necessary to protect the safety of an event's attendees or is proven to be an instrumental requirement in order to host the given event. Road closure allowances are subject to change and all staffing and equipment costs associated with closing internal roads is the responsibility of the licensee.

Traffic Management

Events and meetings which have shuttle requirements and/or a high volume of attendees that drive to the event must implement a traffic management plan in collaboration with Exhibition Place. The licensee is responsible for all staffing and equipment charges required to implement an effective management program. At the discretion of Exhibition Place, the venue may close roads or manipulate traffic flow (including on event days) to enhance vehicle flow or public safety – reasonable notice will not be withheld when the conditions permit. Your EMC will liaison with our transportation and security services to communicate any pertinent traffic conditions that may impact your event.

GreenSmart

Exhibition Place is committed to being a leader in environmental and sustainability initiatives and has developed a site wide GreenSmart program to reflect this commitment. With the objective of being a leader in the areas of green technology, energy savings, and energy management, we are actively working towards a goal of being more self-sufficient in energy use, supply, and demand. To achieve this goal, it is necessary that patrons, exhibitors, and event organizers assist Exhibition Place by following policies which contribute to our GreenSmart program. Learn more about [GreenSmart by visiting our website](#).

Green Power; Renewable Energy Credits

We are pleased to offer green energy options for your event through our partnership with *Direct Energy Business Solutions*. Our green power initiative allows you to reduce the negative impact of your event on the environment, as well as help support Exhibition Place's GreenSmart program as we collectively strive to reduce our environmental footprint. Renewable energy credits (RECs) are certificates that represent the environmental impact of one megawatt-hour (MWh) of renewable energy generation. RECs guarantee that equivalent energy was produced using renewable sources and added to the electricity grid. When your organization purchases these credits through Exhibition Place, you can substantially lower your negative impact on the environment by offsetting the carbon emissions that would normally result from the use of conventional electricity means; including coal, gas, and other carbon sources. Your EMC can provide you with an estimate to produce your GreenPower event, and Exhibition Place will supply you with a certificate after your event to prove the positive impact of your choice.

Waste Diversion

We pride ourselves on our comprehensive waste diversion and recycling programs available at Exhibition Place. We consistently achieve a waste diversion of over 80% per year. Events are provided with waste receptacles that separate core items into four main categories. Through our internal sorting and sustainability partnerships, event waste is then sorted into 26 individual diversion streams and all materials are recycled where possible to ensure the impact on the environment is reduced.

Sustainable Energy

Exhibition Place has installed a number of key sustainable energy sources across our grounds. These sources contribute the equivalent of approximately 5% of year round energy use through sustainable sources into the city's electrical grid. This includes an urban wind turbine producing 1 million kilowatts of energy, a geothermal plant which produces 200,000 kilowatts, and multiple solar panel arrays which collectively generate 700,000 kilowatts of energy on an annual basis.

Venue Temperatures



Cooling Season

Building Temperature Set Points (MAY to OCT)

Ventilation Only: **Move In & Out Days**
21° – 24° Celsius: **Event Days**



Heating Season

Building Temperature Set Points (OCT – MAY)

14° – 18° Celsius: **Move In & Out Days**
20° – 23° Celsius: **Event Days**

Heating and air conditioning constitutes one of the major energy consumption factors and therefore temperature levels will be optimized to mitigate the amount of energy used and balancing the comfort of event participants. Proper use of exterior roll up doors is an important method to conserve energy and balance temperatures in your licensed space. All roll up doors should remain closed with the exception of defined periods for the movement of vehicles or authorized items.

Note: Each venue has different mechanical HVAC systems that produce venue specific results. Some small venues do not have air conditioning capacity. Please inquire with your EMC for a full overview of available systems in each venue and additional tips.

Advertising

Advertising & Printed Materials

The Licensee must make reference to Exhibition Place in all promotional and advertising materials including; magazines, newspapers, exhibitor manuals, sales kits, billboards, posters, banners & signage, brochures & flyers, ticketing, and all electronic media: radio, television, internet, interviews & presentations, and social media. In all advertising and promotion, the Licensee must refer to the venue; (Enercare Centre, Beanfield Centre, Better Living Centre, Bandshell Park, Queen Elizabeth Hall), and the site (Exhibition Place).

Location Clarity

Please be aware that your licensed space is located at Exhibition Place, not the Canadian National Exhibition or CNE. For example:

Enercare Centre 100 Princes' Blvd Exhibition Place, Toronto	Beanfield Centre 105 Princes' Blvd Exhibition Place, Toronto	Better Living Centre 195 Princes' Blvd Exhibition Place, Toronto	Queen Elizabeth Hall 180 Princes' Blvd Exhibition Place, Toronto
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Logo Usage

The official logo for Exhibition Place and our venues can be provided to each Licensee for the sole use of promotion for the booked event at the facility. The Exhibition Place and venue logos are registered trademarks, and as such may not be manipulated or altered in any manner. To request official logo files, please contact your Event & Meeting Coordinator who can provide our logo in a number of common file formats as well as a branding guide.

Collateral Approval

Exhibition Place reserves the right to review and approve any materials bearing the logo of Exhibition Place or our venues in its final form, prior to placement by the Licensee in appropriate media. Approval of professionally executed materials will not be reasonably withheld and supporting resources will be provided to you and your marketing agent.

Exhibition Place Media Backgrounder

"Exhibition Place is Canada's largest year-round entertainment and convention site, attracting over 5.5 million visitors a year. The 192-acre site is an integral component of Toronto and Ontario's economy, particularly for conventions, sport, festivals, recreation, culture, and tourism. Exhibition Place is host to major citywide conventions and events including the Collision Tech Conference, the Toronto Boat Show and the Restaurants Canada trade show and is home to several permanent tenants representing a variety of tourism, recreation and hospitality uses. Exhibition Place boasts the award-winning, LEED Platinum Enercare Centre; Canada's largest exhibition and convention centre, and the Beanfield Centre LEED Silver conference venue. This landmark destination, combining urban parkland with business events, sport and entertainment in Toronto's western downtown has been a hallmark of innovation for over a century. www.explace.on.ca @ExPlaceTO"

Media Releases

A Licensee who wishes to provide a media release, media alert, photo-op, public service announcement, or media kit to any member of the media must refer to their event's venue designation as Exhibition Place. Where applicable, photo credits of the facility should state Exhibition Place, Toronto. For all media releases, the Licensee is encouraged to include a backgrounder on Exhibition Place in the body of the media release.

Advertising Permission

A Licensee may not advertise or imply that their event or function is being hosted at Exhibition Place until an executed license agreement is completed. Without a license agreement, there is no permission to use the logo, trademarks, or any references to Exhibition Place in your marketing materials.

For Media Related Questions and Photos:

Digital Marketing Team
416-263-3036
SM@explace.on.ca

For Interviews and Quotes:

Laura Purdy
General Manager
416-263-3020
lpurdy@explace.on.ca

For Toronto Media Inquiries:

Visit our partner [Destination Toronto](#)
1-800-499-2514
media@destinationtoronto.com

Branding

Exhibition Place provides complimentary show listing information on several platforms, available on site and digitally, to enhance your event and brand exposure.

On Site

Your event name, dates, and website will be listed on two pixel boards located on Lakeshore Blvd, commencing 2 weeks prior to your event dates, and will run for the duration of your event. Wayfinding signage is available throughout the common areas of the Enercare Centre and Beanfield Centre to direct attendees to your function spaces. Electronic parking signage featuring your event name and logo is also situated throughout the property to direct your attendees to the parking lot closest to your licensed venue.

Online Presence

Your event name, logo, dates, and web address are included on our venue websites upon execution of your license agreement. Additionally, we will provide periodic introductions, updates, or messaging related to your event on our social media platforms. We encourage you to tag Exhibition Place (**@ExplaceTO**) on any of your internal social media posts to increase your reach and audience. Your EMC can introduce you to our EMC to work collaboratively with your representative.

On Site Branding Opportunities

Event organizers may include event branding and wayfinding signage in their licensed space and adjoining pre-function areas. Exhibition Place prohibits the affixing of any signage to the venue's doors, ceilings, handrails, or superstructure. Additional signage outside of the licensed area is not permitted without venue approval in respect of neighbouring occupants. Any volunteer or event staff marketing or promoting your event on site must remain in the licensed footprint and may not conduct their activities in the vicinity of other events or rented spaces.

Exhibition Place maintains a broad spectrum of branding opportunities available to show organizers outside of licensed spaces including common corridors, venue entrances, and building exterior. These opportunities may be used for brand and show advertising as well as sponsorship means if the sponsoring entity has event participation by means of an exhibit booth or speaking presence on the show floor. Speak with your EMC to review available areas and associated costs.

Security & Risk Management

Emergency Preparedness Plan

The security and safety of your event participants are a priority. You will be asked to complete an Emergency Preparedness Plan (EPP) to submit to your EMC 30 days before your event. This document outlines all of the processes and procedures in place to mitigate risk at your event. We can provide you with a guideline to assist in developing your plan, and we will be happy to have an Exhibition Place Security team member available to assist you in developing your plan. Your emergency plan should account for common scenarios experienced at a special event or place of mass gathering and should cover all periods of your occupation including move-in, event days, and move out.

Responsibility

Event security is the responsibility of the event organizer. Exhibition Place's security team focuses on our base building requirements and managing the security systems on site that support your event. Our venue security team will provide an assistance based role during your event and will liaise with your security contractor as required.

Something reported stolen?

If something is reported stolen from your event floor or from an exhibitor's space, it is important that it is reported in a timely manner. Your show security contractor and Exhibition Place security should be contacted to investigate and catalogue a report of their findings. The reporting party is also encouraged to contact Toronto Police Non-Emergency to report a theft and notify their insurance provider for items of recoverable value. Exhibition Place maintains a limited number of CCTV cameras within your licensed footprint. We are only permitted to release applicable footage to the Toronto Police Service and will not release footage to an event organizer or exhibitor.

Does your event experience public protests?

As a shared event and entertainment property, Exhibition Place does not permit public protest on the property to limit the disruption to the many users of our site. Exhibition Place will permit lawful assembly and peaceful protest outside of the Princes' Gates or at another designated location. If you are aware of an upcoming protest or believe one may occur relating to your event, please notify Exhibition Place Security through your EMC. Exhibition Place in collaboration with the event organizer and Toronto Police Service will make attempts to establish a contact in advance and facilitate a safe assembly area for public protests.

Disruptive or unwanted guest?

If you experience an unwanted guest who must be lawfully removed from your licensed space, this is the responsibility of the event organizer and your show security contractor. Exhibition Place Security should be contacted and will attend to provide observational support but will not engage in removal activities pursuant to applicable legislation. Once the individual is removed from your licensed space, Exhibition Place will monitor the individual and take appropriate action based on the circumstances of their removal.

Do you have a VIP or Celebrity attending your event?

It is not uncommon to have a Very Important Person (VIP) or someone with celebrity status attend your event as a speaker, entertainer, or guest. This may include, but is not limited to, a government official, visiting dignitary or head of state, or movie/music professional with a significant following. Government officials and dignitaries typically have a law enforcement presence that will require collaboration with the Exhibition Place security team. Your EMC will complete a VIP checklist with you to arrange for Exhibition Place Security support to ensure that your special guest's experience is smooth and positive.

Security Tips

See Something, Say Something	Control Access To Your Space	Secure Valuables & Cash	Emergency Alert System
If you see something suspicious or that seems out of place, report it to Exhibition Place security services by contacting us at 416-263-3333. At the prompt, press #1 for emergencies and #2 for non-emergencies.	Large venues contain many doors for emergency egress purposes. Your event security must constantly patrol and secure doors that have been propped open to ensure the integrity of your space.	Never keep valuables including cash, active tickets, or high value equipment out in the open. Consider a show office and/or portable commercial safe to secure your key items from theft.	Exhibition Place maintains an emergency alert system using the SMS text message on your cellphone. All clients may participate in this program to receive timely security notices.

Getting Here

Exhibition Place features a multitude of accessibility and parking options available to our guests. We have the largest parking inventory available of any comparable convention venue in Canada, distributed amongst 10 main parking facilities above and below ground.

Parking by the Numbers



Over 5,770 parking spaces are available at Exhibition Place above and below ground.



88 wheelchair accessible parking spaces; available in all parking lots.



600 non-motorized bicycle parking spaces site wide and city bicycle rental programs.



The Enercare Centre features a limited number of EV charging stations for guests vehicle.

Public Parking

Exhibition Place offers over 5,770 parking spaces across the site, including 1,276 parking spaces in the Enercare Centre indoor parking garage. Your EMC will identify the most suitable parking lots based on your event requirements. For returning clients, please review previous attendance figures and parking history with your EMC to allow our Parking Services team to develop a staffing plan that best anticipates your needs. For up to date [parking rates](#) please see our website.

Exhibitor Parking

A discount on designated exhibitor parking lots is available to your exhibitors and event staff. We can provide specialized products and services designed specifically for your event including;

- Prepaid passes at discounted rates for the duration of the event
- Designated parking lots within & out privileges based on availability
- On-line ordering and on-site pickup of parking credentials

Taxi & Rideshare

We have a number of flexible taxi stands and rideshare areas available on-site and can create event specific pick up and drop off areas to meet your attendee needs. Exhibition Place has collaborated with alternative transit providers to enhance the customer experience on-site; this includes direct working relationships with organizations such as Uber, Waze Mapping, etc.

Public Transportation

Exhibition Place is serviced by all major forms of public transit available within the City of Toronto including city bus, streetcar, and subway in addition to local & regional train routes. All methods have dedicated terminal points throughout the grounds and in proximity to our major event venues.

- 29 Dufferin Bus
- 511 Bathurst Streetcar
- 509 Harbourfront Streetcar
- Direct Service to Union Station
- Exhibition Place Station; Metrolinx / GO Train

For more information, visit the Toronto Transit Commission (TTC) website at www.ttc.ca or call 416-393-4636. For GO Transit visit their website at www.gotransit.com or call 1-888-GET-ON-GO (438-6646) toll-free or 1-800-387-3652 (TTY Teletypewriters).

Specialized Services

Our parking services team provides additional specialty services in relation to transportation management. Exhibition Place is able to offer valet service and on-site shuttle bus programs to enhance your customer experience. Please see your EMC for additional information and program costs. For events that require shuttling to and from hotels, Exhibition Place will work with the licensee to designate suitable pick-up and drop-off locations relevant to your event.

Outdoor Events

Built on 192 acres of land, Exhibition Place has the unique advantage of being able to offer a variety of outdoor spaces to host events and public gatherings. All of the provisions and requirements outlined in this section apply to outdoor events in addition to specific considerations unique to outdoor footprints.



Fencing & Barriers

Outdoor events require fencing or barricades for your event perimeter, line forming, stage barriers, and other key areas of your event footprint. Event perimeter fencing must be a minimum of 6 ft. tall, and stage barriers must be of a design that prevents the audience from moving them during a performance. Fencing and barricades must be ballasted to prevent tipping or wind impedance, with a concrete block a minimum of every 3 panels.

Jurisdiction Notes:

Fencing and barriers installed inside a venue are the jurisdictions of Local 506 Labourer's Union, as is any scrim or large banners installed on any fence or barrier in any location. Fencing and barriers installed outside a venue may be completed by a competent person. Barricades installed as part of a stage performance are the jurisdiction of Local 58 IATSE stagehands as part of your audiovisual installation.



Building Permits

It is the responsibility of the client to obtain any and all building permits required for their event through a third party Ontario Professional Engineer. You must submit design drawings produced by the supplier showing structural components and ballasting, rigging and point load weights, etc. Copies must be sent to your EMC for review by our venue safety engineer. A building permit is required to start construction, and a letter of sign off is required by your professional engineer prior to occupancy.

Building Permit Examples:

Theatrical stages and platforms, large or combined tents, certain exhibit booth configurations, towers, entry and exit truss arches, modular structures, large format signage, rigging or overhead designs where the public walk under, and shipping containers.



Tents & Shelters

Tent structures larger than 100 sq. ft. must be installed by an experienced person or contractor. Any tent larger than 300 sq. ft. or with unusual design elements must be accompanied by official drawings approved by an Ontario professional engineer attesting to its structural integrity and ballasting requirements. Any tent is greater than 646 sq. ft. requires a City of Toronto building permit. Additionally, any combination or adjoining tents that have a combined area greater than 646 sq. ft. are considered a structure and must be accompanied by a building permit (e.g.; a grouping of more than six 10x10 tents). A minimum separation of 10 ft. must be maintained between tents to be considered its own structure subject to its own square footage considerations. All tent fabrics must be accompanied with a certificate of fire resistance for approval purposes.



Wind Mitigation / Ballasting

Due to our proximity to Lake Ontario, the outdoor event spaces at Exhibition Place experience a heightened impact from local winds and weather fronts. All structures, tents, displays, and large activations must be designed to withstand these wind pressures. Exhibition Place requires concrete ballasting on all of these structures to the satisfaction of our venue safety engineer. Alternatives are permissible with the approval of your third party engineer. Staking is permitted on asphalt parking surfaces or grass areas but not on roads, concrete surfaces, brickwork, or other areas. A wind protocol must be put into effect when winds exceed 40 km per hour.

Locate Services & Staking Requirements:

Clients wishing to use stakes to ballast their activations must complete a third party locate service at the event organizer's cost and provide evidence of this service to the satisfaction of Exhibition Place. Exhibition Place will provide additional complimentary locate services for internal infrastructure to complement your supplier's locate review. The licensee is responsible for all damages that occur due to staking which punctures or damages critical infrastructure.



Generators Not Permitted

Exhibition Place does not permit gas, diesel, or propane powered generators on site. All electrical needs must utilize venue power provided through SHOWTECH Power & Lighting. Most outdoor spaces at Exhibition Place offer electrical, plumbing, and drain tie-in opportunities. Clients should inquire about service locations early in the planning cycle and arrange floor plans and activations to leverage these locations to avoid late floor plan revisions that will affect your end users.



Amplified Sound & Noise Bylaws

The City of Toronto maintains a noise bylaw that applies to Exhibition Place. Amplified sounds from entertainment performances or music devices may not exceed 70 dB during the daytime 7:00 am to 11:00 pm or 65 dB in the evening between 11:00 pm and 7:00 am. Loading or unloading activities that create sound are not permitted between 11:00 pm to 7:00 am Monday through Friday or 11:00 pm to 9:00 am on weekends or statutory holidays.

Noise Bylaw Exemptions:

Events may apply for special exemptions relating to the city noise bylaw. If authorized, you are required to send this exemption to Exhibition Place immediately so tenants and local residents may be advised in advance. You may apply through the [City of Toronto Noise Bylaw website](#)



Food & Beverage

Exhibition Place and our partners have exclusivity rights for all food and beverage throughout the grounds. Outdoor events have the option of using their own company or catering service of their choice through a food and beverage buyout agreement that may be arranged with your Sales Account Executive. Food concessions must comply with all applicable public health, fire, and venue regulations.

If you wish to use our exclusive in-house supplier, our food & beverage team has the experience, knowledge, and food partners to support your outdoor event upon request.

Cooking Within Tents:

Due to competing regulations under Toronto Public Health and Ontario Fire Code, the fire provisions take priority. Any use of open flame, or cooking with grease or oil must be conducted outside a tent. Only warming and re-heating of food can occur inside a tent structure with appropriate precautions. Class K fire extinguishers are required in all food prep areas with frying or grease vapours.



Alcohol Service

If you wish to have alcohol service at your event, you may utilize our exclusive food and beverage suppliers under the Exhibition Place liquor license to manage and provide services. Should you wish to manage your own alcohol service you must obtain and provide proof of a Special Occasion Permit or Catering Endorsement where applicable under AGCO guidelines. Venue corkage fees will apply when providing your own alcohol service under an approved permit or endorsement.



Portable Washrooms

Event organizers must arrange for a suitable number of portable washroom units to meet the needs of your attendees. Portable washroom units must be tanked and dumped off site at an approved waste location (your supplier will incorporate this into your usage plan and will be able to assist you with a recommended quantity of units). Accessible washrooms and sufficient hand washing stations must also be considered. Your EMC can provide an estimating chart to assist you in initial budgeting for the appropriate quantity of units and provide you a list of accredited providers from the City of Toronto Water Division.

Venue Guidelines

Accessibility

Exhibition Place is fully compliant with the Accessibility for Ontarians with Disabilities Act (AODA). As a venue, we provide an assistive environment that offers equal access and participation for persons with disabilities. The event organizer is responsible for assistance devices including motorized mobility devices, wheelchairs, and other accommodations.

Adhesives & Tapes

It is not permitted to attach materials to any wall surface (including drywall, wood, fabric, brick, or wall coverings) inclusive of all tapes, foam adhesive, putty, tacks, pins, or by any other means. Low-tact vinyl clings or perforated films can be applied to non-carpeted floor surfaces and glass windows where branding permission has been granted.

Animals

Certified or trained service and support animals are welcome within our venues, and must be on a leash or controlled alternative. Otherwise, animals and pets are not permitted within our venues unless related to an approved exhibit, performance, event activity, or display requesting the use of animals. Approved animal functions must be on a leash, within a safe enclosure, and must be kept under control at all times. City of Toronto bylaws exist on the types of animals permitted in an exhibition environment.

Balloons

Air filled balloons and inflatables are permitted. The use of lighter than air gases such as helium requires approval by your EMC. If approved, balloons must be securely tethered. The licensee is responsible for any charges to remove inflatable objects from the ceiling where applicable.

Building Modifications

The licensee is not permitted to drill, modify, attach to, or change structural elements within the building including but not limited to floors, walls, ceiling, or other infrastructure.

Branding Opportunities

We offer a variety of on-site branding opportunities to our clients within our venues' common areas and in outdoor exposure areas for a nominal cost. Please see your EMC for a branding package that outlines these opportunities. Branding may include sponsor graphics or references if they are participating in your event (e.g.; exhibit booth, seminar presentation, etc.). Branding areas contained within your licensed spaces may be activated at your discretion.

Carpeted Areas

While work is being completed on permanent carpeted surfaces (e.g.; ballrooms, meeting rooms, lounges, etc.), you are required to completely cover the work area in heavy-duty protective Visqueen. This may include but is not limited to; loading, unloading, construction, installation, or dismantling of exhibits or similar activations. Storage of crates, pallets, freight, and other heavy-duty materials on carpeted areas requires Visqueen and prior venue approval. No cutting, live fabrication, or use of industrial liquids of any kind are permitted on carpeted surfaces. Heavy equipment including forklifts, scissor lifts, or boom lifts must have wheels rated for carpet.

Glitter, Confetti, and Hazers

Glitter is not allowed within our venues. Confetti canons may be limited to the type and size of confetti material, as approved by the venue. Hazer devices must be water based. Please see our **Requirements for Safety Manual** for more detailed technical requirements.

Elevators

Passenger elevators are available for use by the public in multi-level venues. These elevators are not to be used for freight or moving equipment into licensed areas. Floor level loading exists in most loading dock areas and select freight elevators are available in some venues. Special requests may be made through your EMT to temporarily use a passenger elevator for freight usage in select circumstances on an approval basis.

Escalators

Passenger escalators are available for use by the public in multi-level venues. Escalators are turned on one hour prior to the event opening and turned off one hour after the conclusion of the event program. Escalators are not active during load-in and load-out. Equipment movement is not permitted on passenger escalators; participants will be directed to the nearest loading dock area.

Floor Marking

On concrete surfaces, you may use venue approved shoe polish, chalk, or painter's tape. On carpeted surfaces, you may only use painter's tape. Gaffer or low-adhesive duct tape is only permitted on floors to secure loose wiring from becoming trip hazards due to excessive residue left behind - which will incur additional housekeeping charges to remove.

Generators

In support of our GreenSmart program generators are not permitted. All electrical requirements must be ordered through the venue's exclusive electrical supplier. Rare exceptions may be considered where venue power is unavailable.

Golf Carts

Show management staff may use electronic golf carts indoors in licensed areas – gas, diesel, and other means are not permitted indoors. Any vehicle type may be operated outdoors; the vehicle must be appropriately outfitted for public roads and the operator must hold the appropriate license, valid in the Province of Ontario.

Heavy Equipment

Heavy equipment including forklifts, scissor lifts, and boom lifts are not permitted in common areas including lobbies, common corridors, or within meeting rooms. Forklifts are not permitted in Beanfield Centre. Heavy equipment must be operated by trained and certified operators who hold the necessary health and safety credentials relevant to that equipment. All equipment must be electrical or propane based – gas and diesel equipment is not permitted within the venue.

Keys & Access Cards

Access cards and physical keys are available upon request. Quantities will be issued based on the nature of your event and available inventories. Additional keys may be procured subject to an additional cost. All access devices must be returned on the last day of occupancy. Unreturned devices are subject to a replacement or re-keying charge. Electronic access cards are available for most spaces within our venues and programming may be customized to limit the number of cards required for your team. Temporary lock changes can be provided at an additional charge at the client's sole discretion.

Lighting

House lighting is adjustable based on event requirements. Full lighting may only be applied 1 hour prior and up to 1 hour after scheduled event hours. As part of our GreenSmart stewardship and LEED certification, we do not deviate from this model. Reasonable light levels will be maintained during load-in and load-out periods.

Lost & Found

The licensee is responsible for establishing a lost and found program for their event. At the conclusion of your event, Exhibition Place will accept any reasonable lost and found items and they will be catalogued and stored for 30 days by our Security Services team. Unclaimed items will be disposed of after the 30-day retention period.

Music Licensing

All events with music, including live performances or recorded music, are subject to mandatory SOCAN (Society of Composers, Authors and Music Publishers of Canada) licensing fees. These fees are remitted by Exhibition Place on your behalf.

Permits and Licenses

The licensee is responsible for obtaining any necessary permits, licenses, and professional approvals required to execute their event. Examples include but are not limited to; building permits, special occasion permits where applicable, business licenses, etc. Approval, issuance, and regulatory requirements of each article are at the discretion of the appropriate governing authority or government agency. The cost of these will be the responsibility of the licensee.

Smoking Bylaws

Exhibition Place venues are smoke free facilities in accordance with municipal and provincial regulation. These policies apply to all tobacco and cannabis including electronic cigarettes and vaporizers. Designated smoking areas are available outside of all venues, and you must remain 9 meters from any entrance. Additional regulations apply in specific areas and are signed accordingly.

Stickers

Stickers and similar adhesives are not permitted. Licensees are encouraged not to promote the use or distribution of stickers at your event to avoid unnecessary housekeeping charges. The removal of stickers from venue surfaces that originate from an exhibitor or event stakeholder will be charged back to show management.

Temporary Installations

All activations within your licensed space must be temporary and easily removed at all times. You may not permanently affix, alter, or modify any elements of the venue or base building structure without express permission.

Temperature

Temperatures in your event space are managed by a building automation system, which balances inside temperature based on outside air temperatures. Adjustments will be actively made to create a comfortable event space as external factors influence temperatures within your space.

Safety Guidelines Summary

Exhibition Place provides a comprehensive *Requirements for Safety Manual* for event organizers, which forms part of your license agreement. The purpose of this manual is to identify the safety related requirements for exhibitions, concerts, and special events held at Exhibition Place. The guidelines presented in this document will assist event stakeholders 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. For a complete copy of this manual, please contact your EMC. A short summary of common safety guidelines are provided below.

Cable Management

All electrical, plumbing, telecommunication, and audio visual cabling must be secured in a manner that prevents the risk of trip hazard. Cabling is not permitted in front of entrances, doors, or fire egress paths without an appropriate cable management solution or matting.

Combustible Materials

Flame resistant certificates must be provided for all decorative materials including; drapes, backdrops, banners, curtains & hangings, decorative fabrics, artificial foliage, general textiles, plastics & vinyl, and cardboard & paper display materials. Please refer to our Requirements for Safety Manual for a list of permitted and prohibited materials.

Compressed Gases & Liquids

Use of compressed substances requires prior approval and must comply with applicable CSA standards and Occupational Health and Safety Guidelines. 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.

Display Vehicles

Vehicles used for display purposes must have their battery systems disconnected, gas tank half full or less, and the gas cap must be lockable or sealed where a locking mechanism is not possible. Display vehicles are not permitted to run inside the venue and keys must always remain accessible on site in a secured container. Display vehicles will be subject to unsolicited inspection.

Drones & Aerial Systems

Unmanned aerial vehicles are permitted at Exhibition Place with venue approval. Event organizers must ensure that the operator has the appropriate Pilot License, Notice to Airmen (NOTAM), and RPAS Flight Authorization from NAV CANADA obtained by the respective governing authority prior to flight where applicable. An insurance policy inclusion specific to drone operations in the amount of \$2 million dollars is required.

First Aid

All venues at Exhibition Place contain one or more publicly accessible Automated External Defibrillators (AED). Exhibition Place security professionals are all trained in standard first aid and CPR to assist during medical emergencies. Some events may require mandatory medical service coverage. Show organizers are encouraged to arrange for additional emergency medical service coverage for all event types and sizes.

Floor Plan Approval

All floor plans require advance approval by your EMC at a minimum of 30 days prior to your event. A review of your floor plan will be conducted to satisfy the Fire Marshall process, and an approved floor plan will be returned to you. Additional mitigation steps may be required live on the event floor during your move-in to ensure compliance with venue requirements and applicable codes.

Food Warming

Electric based cooktops and food-warming devices may be used indoors with permission. Small butane and propane table-top burners are permitted in limited circumstances with venue authorization where an electric solution is not available. Alternative open flame devices, deep-frying, and other forms of food preparation indoors that produce grease laden vapours are not permitted.

Hazardous Materials

Any substances or materials that are brought into the venue that pose a threat to human health, the environment, and/or public safety must be kept to a minimum and be accompanied by their Safety Data Sheet (SDS). Use of specific materials may require venue approval, storage requirements, and additional mitigation steps to the satisfaction of Exhibition Place.

Occupancy Capacity

Event organizers are not permitted to allow more people into a licensed space than permitted by code or that a setup may reasonably accommodate, as excessive capacity may impede safe movement and exiting from the space.

Open Flame & Candles

Open flames must be attended to at all times, meet usage based compliance requirements, and receive venue permission. Lit candles may be used at banquets and food & beverage events. No more than four candles may be lit at any one time in an exhibit environment. Additional requirements may apply.

Personal Protective Equipment

All event participants working on the show floor during load in and load out periods are required to wear CSA approved personal protective equipment (PPE). PPE may include but is not limited to safety footwear, reflective vest, and hardhat based upon the work being conducted on the floor. Event organizers are responsible for ensuring that all work is compliant with health and safety legislation.

Pyrotechnics & Fireworks

The use of pyrotechnics and fireworks is permissible in non-carpeted venues with Exhibition Place approval and an approved permit issued by the Toronto Fire Service. Please see our **Requirements for Safety Manual** for more detailed technical requirements.

Rigging Requirements

Professional rigging plans must be drafted by your audio video provider and approved by the venue prior to installation. Rigging plans must identify all weights suspended from the ceiling and indicate a per point load on the drawing. If the rigging plan exceeds 50% of the venue's rated load (including snow load considerations), an external engineer must review, stamp, and provide a completion letter relevant to the rigging elements. All rigging points must have a steel safety attached to each point.

Storage – Loading Dock

Limited crate storage is available in shared loading dock areas. The licensee is responsible for arranging additional floor space or off-site storage with their general service contractor. Storage must not exceed 11 ft. 9 in. in height or obstruct fire equipment (min. 3 ft. from any sprinkler).

Storage – Licensed Space

Storage areas or equipment boneyards within the licensed space during an event is allowed in 20'W x 12'D x 11'9"H pods with a minimum of 8 ft. aisles between subsequent pods. Clearance of 3 ft. between the top of any pile and the lowest structural member or sprinkler head must be maintained, and all pods must remain 3 ft. from any wall.

Temporary Structures

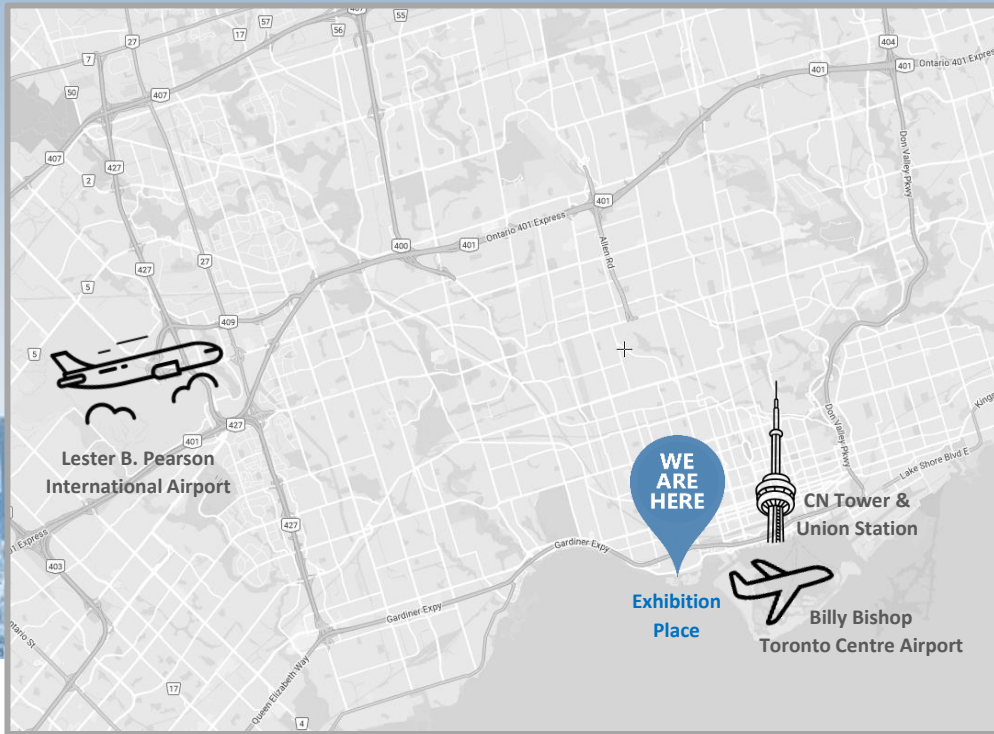
Temporary indoor structures including staging, shipping containers, large tents, and covered booths, and multi-story booths, require venue approval and may require a municipal building permit. It is the responsibility of the client to obtain and pay for all permits required.

Tents

All tent materials must be made of fire resistant fabric validated with the appropriate proof of certification. All tents must contain an ABC class fire extinguisher that is accessible at all times.

Vehicle Use Indoors

Vehicles are only permitted inside the venue for display purposes or when drive-in loading is approved by the venue. Vehicles loading inside a building must park and turn off their engine immediately and must exit the building as soon as materials are unloaded to the event floor. Please discuss any use of specialized equipment or vehicles with your EMC prior to move-in to ensure they meet safety and operational policies.



Emergency Services

Police, Fire, or Medical Emergencies

Any Emergency Service: **911** (from any phone)

You will be prompted for the service you need

Non-Emergency Numbers

Toronto Police Service: 416-808-2222

Exhibition Place Security: 416-263-3333

Closest Hospitals

St. Joseph's Health Centre

Information Line: 416-530-6000

Emergency Dept: 30 The Queensway, M6R 1B5

Website: www.stjoestoronto.ca

Toronto Western Hospital

Information Line: 416-603-2581

Emergency Dept: 399 Bathurst Street M5T 2S8

Website: www.uhn.ca

Local Airports

YYZ - Lester B. Person International Airport

Airport General Line: 1-866-207-1690

Transit Connections: Train, Streetcar, Bus, Taxi

Vehicle Services: Uber, Lyft, Private Pickup, Car Rental
Rental

YTZ - Billy Bishop Regional Airport

Airport General Line: 416-203-6942

Transit Connections: Streetcar, Taxi

Vehicle Services: Uber, LYFT, Private Pickup, Car

Public Transportation

Toronto Transit Commission 1-866-642-9882

Metrolinx GO Transit 1-888-438-6646

Beck Taxi 416-751-5555

UBER and LYFT Ride Share www.uber.com

www.ttc.ca

www.gotransit.com

www.becktaxi.com

www.lyft.com

Subway, streetcar, bus, accessible transit

Local & regional trains

One of several private taxi providers

Mobile app required (Android or iOS)