

# ONTARIO GOOD ROADS ASSOCIATION

## TRADE SHOW INFORMATION, RULES AND REGULATIONS

**FUNCTION TITLE:** OGRA Conference

**DATES OF EXHIBITION:** February 24 – 26, 2019

**PLACE OF EXHIBITION:** Sheraton Centre Hotel, Toronto  
Sheraton Hall and Osgoode Ballrooms  
Lower Concourse

**HOURS:** Sunday, February 24 - 4:00 p.m. to 7:00 p.m.  
Monday, February 25 - 8:30 a.m. to 4:30 p.m.  
Tuesday, February 26 - 8:30 a.m. to 12:00 p.m.

### DISPLAY EQUIPMENT AND SERVICES

- a) STRONCO SHOW SERVICES, Exhibitor Services, (905) 270-6767, are the official decorators and suppliers of display services and equipment for this function.
- b) RENTAL FURNITURE, DISPLAY TABLES AND SPECIAL SIGNS - These items are available from STRONCO SHOW SERVICES. Please contact them directly for your specific requirements. Order forms will be sent to exhibitors with confirmation of assigned booth.
- c) AUDIO-VISUAL EQUIPMENT  
May be obtained from PSAV Show Services 416-304-1354 on advance order only.
- d) COMPLETE RENTAL DISPLAYS  
May be obtained from STRONCO SHOW SERVICES. An illustrated brochure is available on request.

### SPACE AVAILABILITY

Booth space will be ready for exhibitors to arrange displays at 10:00 a.m. on Sunday February 24, 2019. Neither exhibitors nor displays may enter prior to this time. Exhibitors are encouraged to have displays set up by 3:00 p.m. on February 24<sup>th</sup>. The Exhibition will open at 4:00 p.m. on that date.

### REGISTRATION AND BADGES

The conference registration is located on the Concourse Level. Registration hours are:

Sunday, February 24 – 1:00 p.m. to 6:30 p.m.  
Monday, February 25 – 7:30 a.m. – 4:30 p.m.  
Tuesday, February 26 – 7:30 a.m. – 2:30 p.m.  
Wednesday, February 27 – 7:30 a.m. – 10:30 a.m.

Only four (4) badges will be issued per single booth at any one time. Substitution is permitted however the old badge must be returned to registration before the new badge will be issued. Badges grant access to all non-ticketed sessions and events and therefore should be worn at all times. **Only conference issued badges are permitted. Exhibitors displaying or creating their own badges will not be allowed to exhibit at future shows.**

### SHIPMENTS AND STORAGE OF EXHIBIT MATERIAL ORIGINATING IN CANADA

See Sheraton Center Toronto Package Shipping Instructions and sample shipping label attached.

### SECURITY

Security services have been arranged by OGRA during non-show hours only. However, these arrangements do not constitute acceptance of any responsibility by the Association, the Sheraton Centre Hotel or Stronco Show Services, but is a service rendered only to assist exhibitors.

**\*\*\* IT IS STRONGLY SUGGESTED THAT ANY SMALL ITEMS THAT ARE VALUABLE AND EASILY PICKED UP BE REMOVED FROM YOUR BOOTH WHEN YOU LEAVE AT THE END OF THE DAY.\*\*\***

### DISMANTLING TIME

All exhibits must remain open until 12:00 p.m. on Tuesday, February 26<sup>th</sup>. At that time, exhibitors are requested to pack up and remove their booth materials. Any material left after this time will be removed to hotel storage and exhibitors will be charged prevailing rates.

### DISPLAY BOOTHS

Each booth space is **8' deep and 10'** wide and will be equipped with a standard booth background, eight feet high and side rails thirty-two inches high, with flameproof drapes. All booth space is carpeted. Displays and exhibits shall not be placed in such a manner as to interfere with other exhibits. Any construction in excess of 30" in height must be kept within 4 feet of rear of booth. This rule must be adhered to so that no booth will interfere with adjoining exhibits. No construction in exhibit space shall exceed eight feet in height, unless prior authorization is obtained from the Exhibits Manager. The Exhibitor is required to finish the outside part of any partition installed between the booths. If the Exhibitor fails to do so, OGRA will finish such partitions at Exhibitor's expense. If an Exhibitor affixes signs or decorations of any kind to the partitions installed by his neighbour, which his neighbour has ordered from the Licensor, then he will be charged for the use of such partitions.

Each booth will be equipped with a 750 watt duplex outlet. Please use the PSAV Display Lighting order form to order any ADDITIONAL electrical and/or display lighting services. Questions regarding these services should be directed to PSAV 416-304-1354.

### SIGNS

All signs must be provided by Exhibitor.

### FLOOR LOAD

The floor load capacity is 125 pounds per square inch.

### USE OF EXHIBIT SPACE

All demonstrations, interviews, or other sales activities must be confined to the limits of your exhibit booth. No Exhibitor shall assign, sublet or apportion the whole or any part of the space allotted to him without the knowledge and consent of the Exhibits Manager. Aisles must be kept clear and exhibits shall be arranged so that sales personnel will remain inside of the space rented.

### NOISY OR OBNOXIOUS EQUIPMENT

If the operation of any equipment or apparatus produces noises of sufficient volume, excessive light or odours found to be annoying to neighbouring exhibitors or guests, it will be necessary to discontinue such operation.

Radio, television, motion pictures or other sound and visual aids will be operated in such a manner and place as not to provide inconvenience to other exhibitors. Sound must be at a level to reach the immediate vicinity of the exhibitor's area and the management reserves the right to prohibit use of any equipment contravening these regulations.

### HAZARDOUS MATERIALS

- a) MOTOR VEHICLES ON DISPLAY
  - i) See attached Fire Safety Guidelines.
  - ii) Floor coverings must be provided so as to completely protect hotel floors, carpets and property.
- b) Radioactive materials of any kind or equipment emitting radiation are strictly prohibited from use or display, and must not be brought upon the Hotel premises.

### CONCESSIONS

Any and all concessions in the building including checkroom, food, alcoholic beverages and refreshment privileges, tobacco, cigarettes, cigars, candies, vending machines, souvenirs, programs, brochures and sundries of any nature whatsoever are specifically reserved and the Exhibitor agrees that none of the aforementioned items shall be sold or offered by the Exhibitor on or from or about the leased space without the prior written permission of the Hotel.

### INTERNET

If you require internet access at your booth, you must arrange for this yourself by contacting:

PSAV Show Services  
Patrick McWeeny  
Director of Sales  
B. 416-304-1354  
C. 416-771-1761

**LIABILITY**

Ontario Good Roads Association and/or The Sheraton Centre and/or Stronco Show Services and/or their personnel will not be responsible for loss and/or damage or injury to exhibits, merchandise, personnel or other properties while such are on the Hotel property. The Exhibitor shall accept full responsibility for any and all damage caused by the Exhibitor or his representatives and agrees to indemnify and save harmless the Ontario Good Roads Association and/or The Sheraton Centre and/or Stronco Show Services and/or their personnel from and against any and all claims for any such loss, damage or injury, no matter how caused.

**PROTECTION OF EXHIBITOR'S PROPERTY**

Ontario Good Roads Association and/or The Sheraton Centre and/or Stronco Show Services will not be responsible for the safety of exhibits and/or merchandise or personnel against robbery, damage by fire, accident and any other causes. In all cases, exhibitors must provide their own insurance.

**LITERATURE DISTRIBUTION**

Advertising and sales promotion materials may be distributed from your booth only. No materials may be placed on seats, attached to walls, ceiling or woodwork or placed in public places for distribution.

**WAIVER**

No consent to any variation of any term or condition of the Lease Agreement shall be valid unless in writing and identified with the Agreement.

**NOTICES**

Any notice by either party to the other shall be in writing and shall be given and shall be deemed to have been duly given if either delivered personally or sent by registered mail addressed to the Lessor or to the Exhibitor at the address given in the Agreement.

It is understood and agreed to by the Exhibitor that each and all of these Rules and Regulations shall become a part of the Lease Contract and/or Agreement between the Association and/or Show Management and the Exhibitor. The Exhibitor agrees to accept and legally abide by each and all of these Rules and Regulations.

**ON-SITE SUPERVISION**

The Exhibits Manager, Joe Tiernay, Ontario Good Roads Association, is charged with complete responsibility and full authority to enforce all of the provisions of these Rules and Regulations for the benefit of all concerned. Any exceptions to or deviation from these Rules may be made only on his authority.

**CLEANING OF DISPLAY BOOTHS**

Show aisles are cleaned nightly after hours, but the cleaning staff is not permitted to enter exhibitors' display spaces. Refuse should be placed in the aisles for removal, at closing time.