

ONTARIO GOOD ROADS ASSOCIATION

TRADE SHOW INFORMATION, RULES AND REGULATIONS

FUNCTION TITLE: OGRA Conference

DATES OF EXHIBITION: February 23 – 26, 2020

PLACE OF EXHIBITION: The Fairmont Royal York, Toronto

HOURS: Sunday, February 23 - 3:30 p.m. to 5:00 p.m.
Monday, February 24 - 8:30 a.m. to 4:30 p.m.
Tuesday, February 25 - 8:30 a.m. to 12:00 p.m.

DISPLAY EQUIPMENT AND SERVICES

- a) ROBINSON SHOW SERVICES INC, & ROBINSON EVENT RENTALS INC, (905) 417-7789, are the official decorators and suppliers of display services and equipment for this function. [Online Show Kit](#)
- b) RENTAL FURNITURE, DISPLAY TABLES AND SPECIAL SIGNS - These items are available from ROBINSON SHOW SERVICES. You may order what you need through their [online portal](#). Please contact them directly for your specific requirements.
- c) AUDIO-VISUAL EQUIPMENT
May be obtained from PSAV Show Services 416-703-3944 on advance order only.
- d) COMPLETE RENTAL DISPLAYS
May be obtained from ROBINSON SHOW SERVICES.

SPACE AVAILABILITY

Booth space will be ready for exhibitors to arrange displays at 10:00 a.m. on Sunday February 23, 2020. Neither exhibitors nor displays may enter prior to this time. Exhibitors are encouraged to have displays set up by 2:00 p.m. on February 23rd. The Exhibition will open at 3:30 p.m. on that date.

REGISTRATION AND BADGES

The conference registration is located in Salon A on the Convention Level. Registration hours are:
Sunday, February 23 – 1:30 p.m. to 6:30 p.m.
Monday, February 24 – 7:30 a.m. – 4:30 p.m.
Tuesday, February 25 – 7:30 a.m. – 4:30 p.m.
Wednesday, February 26 – 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.**

CONFERENCE APP

OGRA provides at no cost to delegates and exhibitors a conference app for electronic devices. All exhibitors will receive instructions on how to access the Exhibitor Portal where they can upload a company logo, company description, sales material and contact information. Exhibitors are strongly urged to update the information on the APP for the benefit of the delegates.

SHIPMENTS AND STORAGE OF EXHIBIT MATERIAL

NO BOOTHS OR MATERIALS SHOULD BE SHIPPED DIRECTLY TO THE HOTEL.

ROBINSON SHOW SERVICES provides material handling for your booth and materials. Please access their [online portal](#) to arrange.

CUSTOMS BROKER

International and US Exhibitors require a Customs Broker to "clear the freight" and navigate the Customs Process. Please consult the Robinson Show Services online portal for assistance.

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 Fairmont Royal York Hotel or Robinson Show Services, but is a service rendered only to assist exhibitors.

***** ANY SMALL ITEMS THAT ARE VALUABLE AND EASILY PICKED UP IT IS SUGGESTED THAT YOU TAKE THEM WITH YOU WHEN YOU LEAVE YOUR EXHIBITS AT THE END OF THE DAY.*****

RECEIVING, UNLOADING, MOVING AND HANDLING OF EXHIBITOR'S MATERIAL

This will be the responsibility of each exhibitor and can be arranged directly with ROBINSON SHOW SERVICES for ALL SHIPMENTS of exhibitor materials. Services include unloading from trucks, moving exhibits or displays to the exhibit floor or display room, spotting and/or erecting same, and to dismantle, re-crate, and replace in storage.

ELEVATOR SERVICES AVAILABLE

a) SMALL EXHIBITS: (Hand Carried, etc.)

Electric Freight elevator will carry a load of 3,000 pounds. Doors are 6'11" maximum height, 4'2" maximum width, and 7'1" from front to back of elevator. Location: from Piper Lane at back of Hotel. PLEASE NOTE: The No-Parking restrictions on Piper Lane are stringently enforced. Neither OGRA nor the Fairmont Royal York are responsible for any parking infractions.

b) LARGE EXHIBITS:

The Hydraulic Elevator (located east side of Hotel through Piper Lane).

- Will carry a load of thirty thousand pounds (30,000)
- Width of opening on all floors – Nine feet (9')
- Height of Opening varies floor by floor:
 - o Convention Floor - Eight feet (8')
 - o Main Mezzanine Floor - Seven feet nine inches (7'9")
- Length of Platform - Thirty-two feet (32')
- Height of loading dock – Four feet (4)

HYDRAULIC ELEVATOR AVAILABILITY:

The hydraulic elevator is available to all exhibitors on a first come first served basis during the hours noted below:

Move-in: Sunday 10:00 a.m. – 4:00 p.m.

Move-out: Tuesday 11:00 p.m. – Wednesday 7:00 a.m.

Alternate arrangements can be made through the hotel (subject to availability) by contacting Jennifer Mastromattei at (416) 860-6945. This elevator is in high demand and in consideration to others please minimize the amount of time your vehicle is blocking the dock

CRATE STORAGE

The FAIRMONT ROYAL YORK has limited space to permit the storing of empty crates and packing materials. Exhibitors must arrange for removal of their crates and packaging materials and return.

ROBINSON SHOW SERVICES will remove empty crates upon completion of set-up; at the close of exhibit will return them to exhibitor's booths at prevailing rates, when so instructed IN ADVANCE.

DISMANTLING TIME

All exhibits must remain open until 12:00 p.m. on Tuesday, February 25th. 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, the Licensor 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 Punit Shetty at PSAV 416-703-3944 or via email: psav@psav.com.

SIGNS

All signs must be provided by Exhibitor.

FLOOR LOAD

The floor load capacity is 100 pounds per square foot. Maximum door width is 60 inches. For equipment in excess of this weight, special arrangements must be made through the Building Manager of the hotel. Wooden skids with countersunk fasteners must be used for all pieces of heavy equipment.

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.

FIRE PRECAUTIONS

Fire-hose cabinets, alarm boxes, extinguishers and exits must be left accessible and in full view at all times. All display material must be flame-proofed and will be subject to inspection by the Toronto Fire Department. No inflammable fluids or substances may be used or shown in booths.

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.

ELECTRICAL POWER AND LIGHT

Exhibitors may order additional electrical outlets or display lighting for their booths. When additional or special installations are required, advance notice of 30 days must be given. Charges for these installations must be paid by the Exhibitor. All electrical work, electrical wiring, illuminated display booths, and electrical equipment on display must be approved, installed and conform with regulations established by the Hydro-Electric Power Commission of Ontario. (See also paragraph 13). Order form from PSAV – 416-703-3944

INTERNET

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

PSAV Show Services
(416) 703-3944

LIABILITY

Ontario Good Roads Association and/or The Fairmont Royal York and/or Robinson 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 Fairmont Royal York and/or Robinson 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 Fairmont Royal York and/or Robinson 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.

A security officer will be on duty during non-show hours in the exhibit area. The presence of this security officer does not constitute acceptance of any responsibility by Ontario Good Roads Association and/or The Fairmont Royal York and/or Robinson Show Services for security of the Exhibitor's possessions, but is a service rendered only to assist the exhibitors during the exhibit.

PROTECTION OF HOTEL PROPERTY AND DISPLAY FIXTURES

Exhibitors will be held responsible for any and all damage done or caused to be done to the building and/or display fixtures by them, their agents or their employees. No nails, tacks or screws or other fasteners will be driven into the walls, woodwork or floor of the building. No gasoline, kerosene, acetylene, candles or other inflammable or explosive substances will be permitted in the building. (See attached Fire Safety Guidelines).

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.

BUILDING REGULATIONS

The exhibitor shall abide at all times by any and all regulations and requirements of the Hotel or Building respecting the exhibits or any matter connected therewith. Any inquiries for further information regarding building regulations should be addressed to:

Jennifer Mastromattei
Conference Services and Catering Manager
The Fairmont Royal York
100 Front Street West
Toronto, Ontario, M5J 1W3 Phone: (416) 860-6945
Jennifer.mastromattei@fairmont.com

SURRENDER OF LEASED SPACE

The Exhibitor shall on termination of the term of the Agreement surrender the premises to the Lessor in the same state and condition and clean and free of signs, displays and other debris, merchandise and equipment, as at the commencement of the lease period. In the event that the leased space is not vacated by the Exhibitor at the end of the leased period, the Lessor (or the Lessor and/or Owner) has the right to remove from the leased space at the expense of the Exhibitor, all merchandise, goods and property of any kind which may then be in the leased space, and the Lessor shall not be liable for any damage or loss to such merchandise, goods or property which may be sustained by reason of such removal or by storage after such removal and the Exhibitor expressly releases the Lessor from any and all claims for such damages in that respect.

It is understood and agreed that on account of the shortness of the term of the Agreement, the time for surrender of the space at the expiration of the Agreement is of the essence of the Agreement; in the event that the Exhibitor fails to surrender the leased space as therein provided the Exhibitor shall pay the Lessor for all the damages which the Lessor may have to pay or may have sustained.

COMPLIANCE WITH LAWS AND INDEMNIFICATION

The Exhibitor will not do or permit anything to be done in, upon or about the leased space, or the Building or bring or keep anything therein which will in any way conflict with the regulations of the Fire, Police or Health Departments or with the rules, regulations, by-laws or ordinances of any governmental authority having jurisdiction over the premises or the business conducted therein, all of which the Exhibitor undertakes to abide by and conform to.

The Exhibitor covenants and agrees that it will indemnify and hold harmless the Lessor against any penalty imposed for or damage arising out of the violation of any laws or ordinances by the Exhibitor, its agents, employees, visitors, guests and licensees, and that it will protect, indemnify and hold harmless the Lessor against any and all damage or expenses arising out of any accident or occurrence on or about the premises causing injury or death of any person or damage to property and against any and all damage or expenses arising out of any failure of the Exhibitor, in any respect, to comply with and perform all the requirements and provisions of the Agreement between them.

FIRE AND DESTRUCTION OF PREMISES

In the event that the Building or any part thereof shall be destroyed or damaged by fire or other cause so as to prevent the use of the leased space for the purposes hereof, or if the premises cannot be used because of strikes, riots, labour, controversies, accidents, fuel shortages, Acts of God or of the Queen's enemies, force majeure or the refusal or failure of the immediately preceding lessee or lessees of the premises to vacate the same (provided that the Lessor or Licensor shall have used their best efforts to have such preceding lessee vacate the premises) or other causes beyond the Lessor's or Licensor's reasonable care and control, then the Lessor shall have the right to terminate the lease and then it shall have no liability towards the Exhibitor by reason of its failure to deliver the leased space other than to return any payment for rent made under the provisions of the Agreement, if the Agreement is so terminated prior to the commencement date of the lease period. If the Agreement is so terminated during the lease period, then rent to the time of such termination shall be apportioned.

INSURANCE

The Exhibitor shall not do or permit anything to be done in or about the leased space or bring into, or keep upon the leased space, anything which will in any way affect the fire risk or increase the rate of fire or other insurance on the Building, or which will in any way invalidate or conflict with fire insurance policies covering the Building. Should the rate of any type of insurance on the Building be

increased by reason of any violation of the Agreement by the Exhibitor, the Lessor, in addition to all other remedies, may pay the amount of such increase, and the amount so paid shall become payable by the Exhibitor as additional rent on demand. The Lessor will not assume toward the Exhibitor any responsibility for the safety of exhibits against robbery, fire damage, accidents or for any cause whatever. In all cases, the Exhibitor must insure its own exhibits and merchandise.

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.