

Thank you for your participation in the **2018 MJBizCon INT'L!**

As the show approaches, there are **several important items and deadlines** that you need to be aware of to ensure that your show participation is both a productive and successful experience.

Important Deadlines:

June 14	Submit your proof of insurance to aliciaf@mjbizdaily.com
July 12	EAC form with Insurance due for exhibitors using an Exhibitor Appointed Contractor
July 12	Fire Safety Form Submission Deadline (All exhibitors must fill out and submit this form)
July 16- August 7	Shipments to Advance Warehouse (Highly Recommended)
July 23	Early Discount deadline for all Freeman / Metro Convention Center / Showtech services
July 20	Book your hotel room https://compass.onpeak.com/e/012605064
July 30	Voyage Control registration begins for exhibitor load-In
August 1	Lead Retrieval form due to Expo Logic
August 2	Register your on-site staff
August 13 ONLY	Shipment to Show site

What is included in my booth?

Each 10'x10' space includes:

- 8' black pipe and drape back wall
- 3' black pipe and drape sidewalls
- 6'x30" black draped table
- 2 standard chairs
- Wastebasket
- Booth ID sign
- **FREE** Material Handling
- **FREE** Lead Retrieval Apps if ordered by Wednesday, August 1
- **FREE** Standard black carpeting
- Online Booth profile
- Four (4) Passes

Exhibitor Services Manual

Your Exhibitor Services Manual (ESM) contains all the necessary documentation needed to execute your experience at the Show. The ESM contains the forms, rules, guidelines, deadlines, and information for all your show services.

Important notes regarding the documents within the ESM:

Material Handling

Your onsite material handling is included in your booth fee up to 3,000 pounds per item. This means you will not get a large bill for moving your freight from dock to booth, storing your empties, returning them, and bringing them back to the dock for outbound shipping. There are a few exceptions such as late shipments, heavy machinery, etc., but follow the guidelines and your material handling is on the house!

Shipping

You are responsible for shipping to the show and arranging return transportation. We **HIGHLY** encourage you to ship to the advance warehouse, with delivery no later than August 7 (**PLEASE NOTE: The office and warehouse will be closed on August 6, 2018 in observance of the Civic Holiday**). This will provide you a much smoother set-up day as your booth materials will be in your booth when you arrive. Freeman does provide Exhibit Transportation Services, for pricing please visit Freeman Online.

Customs

Your shipment can be addressed directly to Freeman's bonded warehouse without the delay and inconvenience of customs clearance at the border crossings or international airports. Upon arrival in the warehouse, they then proceed with the important process of clearing your goods with Canada Customs. All these services can be arranged with one simple phone call or if you have any questions regarding Customs, please call 1-877-478-1113. Additional information can be found [HERE](#).

Voyage Control

The MTCC has introduced a free, fast track reservation system for booking a guaranteed Loading Dock time. We hope that you choose to take advantage of this new system to improve your Move-In experience for MJBizCon INT'L. For information please click [HERE](#). Registration opens July 30th. You will not be able to book before this date.

Carpet Standard Black carpeting is provided for your booth at no charge. If you would like a different color carpet or padding under the black carpet, order through Freeman Online.

Cleaning & Trash Your booth will be vacuumed, and trashcan emptied at no charge on at the end of set up on Tuesday from 2:00 – 5:00 p.m. before the show opens. If you would like daily vacuuming and trash removal, please complete the [cleaning order form](#). Trash will only be removed if trash and cleaning are arranged.

Lead Retrieval Included in your booth package are two (2) lead retrieval licenses. Don't miss this FREE opportunity to capture and manage your show leads via an app on your phone. To take advantage of this opportunity, you must order by **Wednesday, August 1**. Order the app online [HERE](#), Show Code: INTL18

Electrical Your booth package does **NOT** include electrical. If you need this service, please complete order online through [ShowTech](#).

Insurance Per your sales agreement, you are required to carry Commercial General Liability Insurance with limits of at least \$1,000,000 per occurrence, \$2,000,000 aggregate, for the event. Failure to secure or provide the insurance does not limit the extent of your liability. If you do not have General Liability Insurance or your underwriter will not provide this to you, you can order a low cost temporary event policy through [PAL Insurance Brokers](#).

You will need to name the following as additional insured prior to the event:
Anne Holland Ventures Inc. dba Marijuana Business Conference & Expo
2750 S. Wadsworth Blvd. Ste D-200
Denver, CO 80227
-and-
Metro Toronto Convention Centre
222 Bremner Blvd
Toronto, ON M5V 3L9, Canada

***Proof of insurance must be sent to AliciaF@mjbizdaily.com no later than Thursday, June 14.**

Program Agenda

Monday, August 13

7:00 am – 6:00 pm	Registration	600 level – South Building
8:00 am – 6:00 pm	Exhibitor Set-up	Hall E (800 Level - South Building)

Tuesday, August 14

8:00 am – 7:00 pm	Registration	600 level – South Building
8:00 am – 2:00 pm	Exhibitor Set-up	Hall E (800 Level - South Building)
	(Hall will be cleared at 2pm for cleaning)	
5:00 pm – 7:00 pm	Exhibit Hall Open	Hall E (800 Level - South Building)

Wednesday, August 15

8:00 am – 6:00 pm	Registration	600 level – South Building
9:00 am – 11:30 am	General Session	Hall F (700 level – South Building)
11:00 am – 6:00 pm	Exhibit Hall Open	Hall E (800 Level - South Building)
2:00 pm – 5:00 pm	Breakout Sessions	Multiple (700 level - South Building)

Thursday, August 16

8:00 am – 3:00 pm	Registration	600 level – South Building
9:00 am – 3:00 pm	Breakout Sessions	Multiple (700 level - South Building)
11:00 am – 3:00 pm	Exhibit Hall Open	Hall E (800 Level - South Building)
3:00 pm – 10:00 pm	Exhibitor Tear-Down	Hall E (800 Level - South Building)

NOTE: Do not tear-down early or you will lose priority points

If you have any questions, please don't hesitate to contact us!

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high black back drape, 3' high black side dividers, black booth carpet, one 6'x30" black skirted table, two side chairs, one corrugated wastebasket and a 7" x 44" one-line booth identification sign.

Booths 300 sqft. or less will receive a 7" x 44" one-line booth identification sign. Booths larger than 300 sqft. may receive an identification sign upon request.

EXHIBIT HALL CARPET

The exhibit area is carpeted with black booth carpet and the aisles will be carpeted in blue.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by: July 23, 2018

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Monday	August 13, 2018	8:00 AM - 6:00 PM
Tuesday	August 14, 2018	8:00 AM - 2:00 PM (Hall must be cleared by 2:00 PM for cleaning)

All exhibits must be fully installed by **2:00 PM on August 14, 2018.**

EXHIBIT HOURS

Tuesday	August 14, 2018	5:00 PM - 7:00 PM
Wednesday	August 15, 2018	11:00 AM - 6:00 PM
Thursday	August 16, 2018	11:00 AM - 3:00 PM

EXHIBITOR MOVE-OUT

Thursday	August 16, 2018	3:00 PM - 10:00 PM
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Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor. The entire process will take approximately **3** hours.

All labour services performed between 4:00 pm and 6:00 pm (M-F), between 8:00 am and 4:00 pm (Sat-Sun) will have overtime charges applied. All labour services performed between 6:00 pm and 8:00 am (M-F) and between 4:00 pm and 8:00 am (Sat-Sun) will have double-time charges applied. Please refer to the enclosed Labour Order Form.

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by **10:00 PM on August 16, 2018.** To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by **8:00 PM on August 16, 2018**

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
 61 Brownsline
 Toronto, Ontario, Canada M8W 3S2
 (416) 252-2420 fax (416) 252-2365
 FreemanTorontoES@freeman.com

FREEMAN EXHIBIT TRANSPORTATION
 (877) 478-1113 for US & Canadian Exhibitors
 (905) 951-1612 for International Exhibitors
 exhibittrans.canada@freemanco.com

SERVICE CENTRE HOURS - We will have staff available at the Freeman Service Centre as follows:

Monday	August 13, 2018	8:00 AM - 6:00 PM
Tuesday	August 14, 2018	8:00 AM - 5:00 PM
Thursday	August 16, 2018	2:00 PM - 10:00 PM

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco.com/store/index.jsp by **July 23, 2018**

Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — **before, during** and **after** your show. Additionally, you can now access FreemanOnline from any device — **desktop, laptop, tablet** or via our new **FreemanOnline Mobile App**.

To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use FreemanOnline, click on the "Create an Account" link. To access FreemanOnline without using the email link, visit www.freeman.com. You can also download and use the FOL Mobile App from the Apple or Android store, or here: folmobile.freemanco.com. A mobile web version of the FreemanOnline Mobile App is available to extend mobile use for those users that do not have an Apple or Android device or who do not want to download the app.

If you need assistance with FreemanOnline, please call our Customer Support Center at (888) 508-5054 Toll Free US and Canada or (512) 982-4186 Local and International

To access this event on Freeman Online, go to:

<http://www.freemanco.com/store/show/showInformation.jsp?showID=468408&nav=02>

ADVANCE WAREHOUSE SHIPPING INFORMATION

Exhibiting Company Name / Booth #
MJBizConINT'L 2018
 C/O Freeman
 61 Browns Line
 Toronto, Ontario, Canada M8W 3S2

Freeman will accept crated, boxed or skidded materials beginning **July 16, 2018** at the above address.

All shipments must be accompanied with a Certified Weight Ticket. "Full Load" trailers without a Certified Weight Ticket may be refused and sent to obtain requested documents. To avoid additional late arrival charges, materials must arrive by **August 7, 2018**. The warehouse will receive shipments Monday through Friday between 8:00 AM and 4:30 PM. To check on the arrival of your freight, please call 416-252-3361. If required, provide your carrier with this phone number: 416-252-2420.

PLEASE NOTE: The office and warehouse will be closed on August 6, 2018 in observance of the Civic Holiday. Shipments will not be accepted on this date.

SHOW SITE SHIPPING INFORMATION

Exhibiting Company Name / Booth #
MJBizConINT'L 2018
 C/O Freeman
 Metro Toronto Convention Centre - South Building
 222 Bremner Boulevard
 Toronto, Ontario, Canada M5V 3L9

Freeman will receive shipments at the exhibiting facility beginning **August 13, 2018**.

All shipments must be accompanied with a Certified Weight Ticket. "Full Load" trailers without a Certified Weight Ticket may be refused and sent to obtain requested documents. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. If required, provide your carrier with this phone number: 416-252-2420.

EXHIBIT TRANSPORTATION AND CUSTOMS

As part of the Freeman service and to make your shipping and transportation experience as seamless as possible, Freeman Exhibit Transportation has been appointed as the official carrier and customs clearance service provider for the **MJBizConINT'L 2018**.

Our Exhibit Transportation Department is available at our toll free number at 1-877-478-1113 should you wish to contact us regarding your shipping and or customs requirements

AS A REMINDER

All shipments originating outside Canada will require Canada Customs Clearance and U.S. Customs / Homeland Security (if applicable) on the return.

SMALL PACKAGES/BOXES DELIVERIES (Including Portable Display Cases)

Toronto is an international destination and, as such, duties, taxes and customs clearance fees applies. If you are shipping Air or Ground with the following small packages companies, Fed-ex, UPS, Airborne, DHL, or any other small package/boxes carriers please confirm that all ancillary charges(duties, taxes & Customs clearance fees) are PREPAID. This includes 3rd Party Shippers (ie:Fullfillment Centres, etc.). Any shipments that are sent collect will not be accepted by Freeman and they will be refused.

In some instances, carriers do not declare ancillary collect charges upon delivery to our warehouse and Freeman is billed 30-90 days after the event has closed. In these situations, any charges (duties, taxes & Customs clearance fees) are re-billed to the corresponding exhibitors plus "Advancement Fees".

LABOUR INFORMATION

Union Labour may be required for your exhibit installation and dismantle. Please carefully read the LABOUR JURISDICTIONS to determine your needs. Exhibitors supervising labour need to pick up and release their labour at the Service Desk. Refer to the order form under Display Labour for Straight Time, Overtime and Double-Time hours.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 416-252-2420 or via email at FreemanTorontoES@freeman.com

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Toronto Exhibitor Services at 416-252-2420 or Freeman's Customer Support Centre at 1-888-508-5054, Toll Free in the US & Canada, or 512-982-4186 for International exhibitors.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by early deadline order date: **JULY 23, 2018**

AVOID DELAY

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

SAFETY TIPS

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, and machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for you booth. This can cause serious injury or damage to materials.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC's). Thank you for your cooperation

EXHIBITOR ASSISTANCE

Should you have any questions or need assistance, please contact Freeman's Exhibitor Services department at 416-252-2420 or via email at FreemanTorontoES@freeman.com.

WE APPRECIATE YOUR BUSINESS!



Canada Customs Regulations

Customs Regulations and Customs Bonds

Equipment and exhibits, in most cases, may be brought in free of duties and taxes, provided that, a Customs Broker provides a bond to cover all imports to the show.

Exhibitors not using a Customs Broker may be required to post a deposit, or pay duties and taxes, with Canada Customs.

It is recommended that associations contact a customs broker to have their event recognized with Canada Customs, providing them and their exhibitors an opportunity to obtain maximum benefits.

Material accompanying exhibitors

Hand baggage

If exhibitor staff bring any equipment or display material with them via aircraft, the exhibitor must have with them an equipment list showing description, country of origin and value.

When going through customs at the airport, the exhibitor will declare their goods. If the show is recognized, customs will give them documentation (Customs C6 Form) to give to the customs broker when they arrive at the show. If the show is not recognized, the exhibitor will be required to pay full duties and taxes or post a deposit with customs (direct to customs).

When leaving Canada with the equipment, documentation must be validated by Canada Customs at the airport prior to leaving the country.

Private Vehicle

The United States and Canada have now adopted a mandatory advanced electronic notification system. For this reason, it is recommended that any exhibitors wanting to drive their goods across the border contact a customs broker.

Imported Advertising Material (including give-away samples)

Advertising material including give-away items are free of duties and taxes, provided your event meets certain Canada Customs requirements. Please contact your customs broker to further assist.

Bonded Goods Sold at the Show

Customs Brokers are prepared to handle any release of this type of transaction. The exhibitor or their client must issue payment for duty, taxes and brokerage fees before material can be cleared from the show site.

If the above has not been complied with at the end of the show move-out period, the goods must be removed at the exhibitor's expense to a Bonded Warehouse for subsequent duty and tax payment and clearance.

Exhibitors wishing to contact Canada Customs directly may call:

Canada Border Services Agency
International Exhibitions & Convention Services Program
1980 Matheson Boulevard East
P.O. Box 7000, Station "A"
Mississauga, Ontario L5A 3A4
T: (905) 803-5261
F: (905) 803-5388
E: IECSP-PSEIC_GTA@cbsa-asfc.gc.ca

Transportation

Freeman is well known for its many years of full-service exhibit transportation services at a competitive price.

For both event management and exhibitor customers:

- Our global infrastructure covers multiple-origins and destinations throughout North America, South America, Europe and the Asia Pacific regions.
- Our Exhibit Transportation program includes all levels of domestic and international services, ranging in size from small packages to truckload and volume shipments.
- Because of our success as a domestic trade show industry market leader, Freeman has currently expanded its capabilities to include full customs brokerage services throughout Canada offering our customers complete international trade show transportation.
- Now your exhibitors can request a quote for transportation services through Freeman Online. This allows for an all-inclusive rate quote so exhibitors can more accurately budget their transportation in advance of the show and simplify the ordering process.



Customs clearance

Your shipment can be addressed directly to Freeman's bonded warehouse without the delay and inconvenience of customs clearance at the border crossings or international airports. Upon arrival in the warehouse, we then proceed with the important process of clearing your goods with Canada Customs. All of these services can be arranged with one simple phone call and then you can let us do all the worrying for you.

Our partner, North American Logistics Services Inc., is a licensed customs broker with the following credentials: Certificate issued by Canada Border Services Agency, a licensed individual certified by the Canadian Society of Customs Brokers and accredited by the Canada Border Services Agency.

In addition, Freeman Canada's Director of Transportation and Customs, Sunny Salas, is also a licensed individual certified by Canadian Society of Customs Brokers and accredited by Canada Border Services Agency and is well known in the industry for his knowledge and experience.

When it comes to transportation and customs clearance in the Trade Show Industry, Freeman is a market leader. We offer a reliable, one-stop, hassle and worry free shipping services for you and for your exhibitors. Our team takes pride in our service offerings and we look forward to working with you in the near future.

Border to Show Privileges

MJBizCon INT'L 2018 has been granted special privileges by Canada Border Services Agency (CBSA-Canada Customs) to ensure the event run smoothly as possible. A special trade fair tariff has been extended to all exhibitors for this event. With Freeman's assistance, all shipments will be placed on temporary import manifest at all border crossings and international airports upon arrival for ease of transportation to the Canada Customs bonded advance warehouse or directly to show site depending on the schedule. Customs clearance will be executed on-site during move-in or while at the bonded warehouse awaiting move-in to commence. This process virtually eliminates possible customs delay.

Duty and Tax Free

MJBizCon INT'L 2018 has also been granted Duty and Tax exemption on your trade show materials. Freeman will submit customs entries to CBSA for temporary entry of your show materials, such as, display booth, and product samples and equipment. In addition, your nominal promotional giveaway items, such as, brochures, corporate literature, pens, hats, T-Shirts, etc. will also be duty and tax free as long as their value is less than CDN \$25.00 per item.

Sales at a Canadian Convention

Product(s) sold at the expo and delivered to the client in the US or abroad will not be subject to duties and taxes. Sales to Canadian clients where the product remain permanently in Canada will be subject to all applicable duties and taxes. Most goods fall under NAFTA agreements and the applicable tax is generally limited to 5% GST based on the commercial invoice value.

- **Freeman can facilitate or consult prior to, during, or following the event. Their team can process any required customs entries/paperwork with CBSA. Please contact Freeman for more information.**

Transportation and Customs Clearance Forms

All required customs & transportation forms will be included in your Exhibitor Manual (Freeman On-Line) under the shipping/customs section. If you require assistance please feel free to contact Freeman at 877-478-1113 (Toll Free).

Courier Companies and U.S. Base Forwarders

Although, it is not advisable to ship with courier companies but, if you're only shipping small carton boxes please contact Federal Express due to their better than average tracking procedures.

FedEx, UPS, DHL or any other courier companies can also perform the Canada Customs Clearance on your behalf but unfortunately they are unable to facilitate and take advantage of the special privileges CBSA has granted the event (ie: duty and tax exemption).

- **Regardless which courier you choose, we strongly advise you to track and trace your shipment every day prior to travelling to show site to ensure that it has cleared Canada Customs and delivery has been executed by your carrier.**

You may contact Freeman for consultation or assistance if required.

US Base Freight Forwarders rarely deliver to Canadian show sites. Should you choose their services, we advise you confirm that they will deliver directly to the event.

Moreover, most US Forwarders are not bonded in Canada therefore it is unlikely that they are able to deliver to show site or to the advance bonded warehouse. Please confirm with them that they can provide the services that you require.

Freeman offers a door to door comprehensive service that includes every possible aspect of your shipment. Since that's all we do, we've become the experts.

Canadian Immigration

For the most up to date information please visit <http://www.cic.gc.ca/>.

Work Permits

Exhibitors, Event Management Team, and Speakers do not require work permits. Speakers should be furnished with a Speakers letter (Invitation). Supervisory staff with service contractors require validations with Immigration Canada. Please visit <http://www.cic.gc.ca/english/work/apply-who-nopermit.asp> for further information. General labourers are expected to be sourced in Canada.

Food Items

Items that are placed in mouth including gum is considered food. Food items require another level of release by another Canadian government agency. Once a shipment has been declared as a food item or has food included within the shipment CBSA refers the entry to CFIA (Canadian Food Inspection Agency). Once it's referred to CFIA it causes delay. As a reminder, don't pack food items in your shipment. It's better to make arrangement in purchasing food items in Toronto.

Personal Belongings

Personal clothing and shoes, all types, are not to be included in your show materials shipment. Personal belongings undergo a different type of Canada customs clearance called "Personal Effects" releases and must be referred to a different department within CBSA. Your event materials are deemed as commercial goods for conducting business in Canada and personal effects are not therefore, the release process is different and causes clearance delay.



NEW FAST TRACK MOVE IN SYSTEM

In partnership with Marijuana Business Daily (MJBizCon INT'L) and Voyage Control, the MTCC is offering you an opportunity to **skip the drive to the Marshalling Yard** and book a move in time through our online portal.

The MTCC Voyage Control registration system is available for Move In only for these dates:

- **Monday, August 13 – 8:00am – 6:00pm**
- **Tuesday, August 14 – 8:00am – 2:00pm**

If you do not wish to use the online registration process, you must check into the MTCC marshalling yard located at 100/120 Cherry Street.

If you would like to take advantage of this opportunity to save time and the hassle of navigating through the downtown core, please read on:

The MTCC has introduced a free, fast track reservation system for booking a guaranteed Loading Dock time. We hope that you choose to take advantage of this new system to improve your Move-In experience for MJBizCon INT'L.

The benefits of registering and booking through Voyage Control include:

- The ability to drive directly to the **South Docks** for your allotted time slot without having to check in at the Marshalling Yard.
- Your online booking will give you a dedicated space and time slot for your vehicle.
- No waiting at the Marshalling Yard; No diversions through the downtown core to reach the Metro Toronto Convention Centre Loading Areas.
- You can schedule a Move-In or Delivery time for of your show items from anywhere, and choose an available time loading convenient for your business demands.
- Receive Up to date communication from the MTCC Dock Staff.

Move In Registration for MJBizCon INT'L opens: **July 30 2018. You will NOT be able to book a move in time before this date.**



HOW TO BOOK:

Please visit <http://voyagecontrol.com/mtcc> to make your booking on the Metro Toronto Convention Centre portal.

LINK TO FREQUENTLY ASKED QUESTIONS:

Voyage Control ZenDesk: <https://mtccvoyagecontrol.zendesk.com/hc/en-ca>

IMPORTANT INFORMATION ABOUT YOUR VOYAGE CONTROL ACCOUNT:

First time users: Click the 'Sign Up' button on the Log in page to create a unique account.

CUSTOMER SUPPORT:

For more information about the system, please contact the MTCC at 416 585 8345/416 585 8506 between 9:00am-5:00pm or #Docks@mtccc.com or Voyage Control at mtcc@voyagecontrol.com.

MOBILE APPS:

The Voyage Control app can be downloaded on Android or iOS by visiting your app store. You can register, and make, or change your booking from any location, even while enroute with the Voyage Control app.

Thank You

Docks Department/Marijuana Business Daily

FREEMAN

61 Browns Line
 Toronto, Ontario, Canada M8W 3S2
 416-252-2420 • Fax: 416-252-2365

**METHOD OF PAYMENT MUST
 ACCOMPANY YOUR ORDER**

NAME OF SHOW: MJBizConINT'L 2018

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

EMAIL ADDRESS: _____

HOSTED FREIGHT PACKAGE

The MJBizConINT'L 2018 will be sponsoring a Hosted Freight Package for all **crated** advance shipments to the warehouse and/or direct shipments to show site (*material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required*).

The Hosted Freight Package has been designed to eliminate any service charge to exhibitors such as overtime.

The Hosted Freight Package will **ONLY** apply if shipments are received to the advance warehouse prior to the advance warehouse freight deadline of **August 7, 2018** (**please note the warehouse is closed on Monday August 6, 2018 for the Civic Holiday**) or during the show site shipments dates listed below.

Any Special Handling (see definitions on page 2) and/or Late Arrival shipments will incur additional charges as per below and are the responsibility of the exhibitor,

WAREHOUSE SHIPMENTS:	July 16 - August 7, 2018	Warehouse Hours: Monday to Friday 8:30 AM to 4:00 PM
SHOW SITE SHIPMENTS:	August 13, 2018	8:00 AM - 6:00 PM
	August 14, 2018	8:00 AM - 1:00 PM

Description	Price Per Pound
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RATE CLASSIFICATIONS:

Warehouse Shipment received from July 16 - August 7, 2018	No Charge
Show Site Shipment received as per above dates and times	No Charge
Late Arrival Shipment (warehouse & show site)	\$0.25 (min \$25.00)
Special Handling Shipment (warehouse & show site)	\$0.25 (min \$25.00)

Any single piece over 3,000 lbs. will be subject to additional equipment and labour charges. These charges are the responsibility of the exhibitor.

Please contact our Exhibitor Services Department with any questions at 416-252-2420 or via email at FreemanTorontoES@Freeman.com with any questions.

Description	Weight	Price per LBS	Estimated Total Cost
		\$0.25	
(i.e Late Arrival / Special Handling)			
		Subtotal	
		13% HST	
		Total	

FREEMAN hosted freight package

SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to www.freemanco.com/store

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labour/handling, such as ground unloading, constricted space unloading, designated piece unloading, or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labour, or equipment, to unload, sort and deliver.

What is Ground Loading/Unloading?

Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

What is Constricted Space Loading/Unloading?

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading?

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

What are Stacked Shipments?

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

What is Shipment Integrity?

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labour is needed to sort through and separate the various shipments on a truck for delivery to our customers.

What is Alternate Delivery Location?

Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building, or to other buildings in the same facility.

What are Mixed Shipments?

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. Freeman defines special handling for mixed loads as having less than 50% of the volume as uncrated.

What does it mean if I have "No Documentation"?

Shipments arrive from a small package carrier (including, among others, Federal Express, UPS, Purolator & DHL) without an individual Bill of Lading, requiring additional time, labour and equipment to process.

What is the difference between Crated and Uncrated Shipments?

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, carpet and/or pad only shipments, and/or unskidded without proper lifting points.

What about carpet only shipments?

Shipments that consist of loose carpet and/or padding only that require additional labour and equipment to unload.

F R E E M A N

R U S H

DO NOT DELAY

MUST BE DELIVERED BY: AUGUST 7, 2018

TO: _____
(EXHIBITOR NAME)

**C/O: FREEMAN
61 BROWNS LINE
TORONTO, ONTARIO
CANADA
M8W 3S2**

WAREHOUSE

EVENT: MJBizCon**INT'L** 2018

BOOTH NO: _____ NO. _____ OF _____ PCS

F R E E M A N

R U S H

DO NOT DELAY

MUST BE DELIVERED BY: AUGUST 7, 2018

TO: _____
(EXHIBITOR NAME)

**C/O: FREEMAN
61 BROWNS LINE
TORONTO, ONTARIO
CANADA
M8W 3S2**

WAREHOUSE

EVENT: MJBizCon**INT'L** 2018

BOOTH NO: _____ NO. _____ OF _____ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE OF EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE: AUGUST 13, 2018

TO: _____
(EXHIBITOR NAME)

C/O: FREEMAN
METRO TORONTO CONVENTION CENTRE
SOUTH BUILDING - HALL E
222 BREMNER BLVD
TORONTO, ONTARIO, CANADA
M5V 3L9

SHOW SITE

EVENT: MJBizCon**INT'L** 2018

BOOTH NO: _____ NO. _____ OF _____ PCS

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE: AUGUST 13, 2018

TO: _____
(EXHIBITOR NAME)

C/O: FREEMAN
METRO TORONTO CONVENTION CENTRE
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THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
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IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

FREEMAN

61 Browns Line
Toronto, Ontario, Canada M8W 3S2
416-252-2420 • Fax: 416-252-2365

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

NAME OF SHOW: _____ **MJBizConINT'L 2018** _____
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

For fast, easy ordering, go to www.freeman.com

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND SHIPPING LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU AND DELIVER THEM TO YOUR BOOTH PRIOR TO SHOW CLOSE. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE THIS FORM AND RETURN IT TO THE FREEMAN SERVICE DESK.

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: _____
DELIVERY ADDRESS: _____
CITY: _____ STATE/PROVINCE: _____ ZIP/POSTAL CODE: _____
PHONE#: _____ ATTN: _____

BILL TO: SAME AS SHIP TO
COMPANY NAME: _____
BILLING ADDRESS: _____
CITY: _____ STATE/PROVINCE: _____ ZIP/POSTAL CODE: _____

METHOD OF SHIPMENT

Select a Carrier:

- Freeman Exhibit Transportation**
Charges will appear on your Freeman invoice.
- Other Carrier**
Carrier Name: _____
Carrier Phone: _____

(Freeman will make arrangements for all Freeman Exhibit Transportation shipments.
Arrangements for pick-up by all other carriers are the responsibility of the exhibitor.)

Select a Level of Service:

- 1 Day: Delivery next business day*
**Some restrictions may apply. Please contact our Exhibit Transportation team (877) 478-1113.*
- 2 Day: Delivery by 5:00 PM second business day
- Standard Ground
- Specialized: Pad wrapped, uncrated or truckload
- Deferred: Delivery within 3-5 business days

Select Shipment Options:

- Have loading dock Lift gate required
 Inside delivery Air ride required
 Pad wrap required Residential
 Do not stack

Verify the piece count, weight and that a signature is on the Material Handling Agreement prior to shipping out.

Select Desired Number of Labels: _____

Once your shipment is packed and ready to be picked up from your booth, please return the completed material Handling Agreement to the Freeman service desk. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at the exhibitor's expense.

In the event your selected carrier (other than Freeman) fails to show on final move-out day, Please select one of the following options:

- Reroute via Freeman's choice.
- Delivery back to warehouse at Exhibitor's expense*
* Return to warehouse rates are based on weight . A minimum charge of \$190.00 plus applicable taxes will apply. Materials that have not been picked up by your selected carrier after 5 business days will be subject to storage fees. A \$185/ month minimum charge will be added to your account.



REDUCING YOUR FOOTPRINT

Freeman actively engages in green practices within day-to-day operations and is committed to producing events in the most environmentally friendly way possible. Freeman has collaborated with a number of customers to make their events greener and is dedicated to broadening this effort.

Green Tips for Exhibitors

Interested in going Green and saving money with your exhibit booth? Follow these tips to assist you in making your sustainable booth strategies at least cost-neutral, and possibly cost-saving!

Supplies and Ordering

- Order exhibit supplies early and utilize online ordering systems to eliminate paper waste.
- Consider renting a booth from Freeman or buying materials locally, preventing shipping cost and lowering emissions.
- Rent Freeman Classic Carpet which contains recycled content and is also recyclable.
- Provide giveaways made of recycled, responsibly grown natural fiber, nontoxic and biodegradable materials. Ensure giveaways are useful, not merely promotional in nature. Electronic Giveaways are smart and trendy, like a USB storage drive with your content already loaded.

Printing, Recycling and Waste Management

- Encourage less printing and provide more information digitally when it comes to booth literature, fulfilling requests via email and website referrals.
- If you need to print, use a local printer in the city where the show will be held and choose paper that contains at least 50% post-consumer recycled content.
- Ask Freeman about new paper-based signage materials that are comparably priced to plastic. There are good alternatives to foam core and PVC which are not as easily recyclable.
- Participate in the exhibit donation program by providing materials that are eligible for donation to local charities, such as pens, bags and notepads.

Shipping and Transportation

- If you must ship materials, planning out your booth in a timely way to meet shipping deadlines can also help maximize consolidation and cost-savings.
- Choose a SmartWay™-certified hauler at no additional cost to ensure your transportation company is practicing sustainable shipping.
- Set a goal to leave no trace behind by shipping out all booth properties and packing materials and donating extra giveaways thereby minimizing any waste for the show.
- If you are attending another trade show that many of your fellow exhibitors are also participating in, ask your General Service Contractor or Show Management to set up a caravan service to save on fuel emissions—and cost of transportation.

Personnel and Best Practices

- Take advantage of local or regional representatives to staff your booth, rather than bringing staff from far away offices, reducing travel cost.
- Bring Green as part of your company message providing recycling bins in your booth and information on what you have done to exhibit in a sustainable way.

These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact goinggreen@freemanco.com.





Metro Toronto Convention Centre Recycling Program

A large volume of material goes in to creating a successful event – from cardboard boxes, pallets and Styrofoam for shipping, to carpet and decor which make the space look fabulous. Not to mention the food and beverages consumed and enjoyed throughout. Although much of this material is used up during the event, or saved and reused afterwards, a lot ends up getting tossed.

To this end, the Metro Toronto Convention Centre (MTCC) has developed an aggressive waste reduction program.

We continuously strive to be good corporate citizens and to recycle as much as possible, both the material left over from events and that which is generated internally. This is an invitation to our exhibitors, show managers, and service providers to join us as recycling partners. By developing a close partnership, we can work together to meet the global mandate of reducing material sent to landfill - an environmental and economical common sense program.

As with every partnership, we need your help to make these programs successful! Here's how you can participate and make an impact.

Recycling on the Show Floor

- Use the recycling bins as marked – large bins are made available during move-ins/outs for wood / metal, cardboard / plastic / paper, and organics. If you do not see the bins, please inform one of our Cleaning Staff and they will be pleased to help
- Keep food separate from other materials – if normally recyclable material is contaminated by food or drink, it will be sent to landfill

Recycling in Meeting Rooms & Public Spaces

- Clearly marked recycling bins are conveniently located throughout the centre – the available streams are plastic / metal / glass, organics, paper, and waste
- It is important to note that this material is only accepted for recycling when it is separated properly at the source – if contamination occurs, the material will be sent to landfill

Donations

- If you no longer need certain materials, but they could be used by someone else, keep it aside so we can donate it for you. We work with several local charities and organizations that can use items such as pens, paper and notebooks, binders, bags, samples, furniture, etc.
- Inform an MTCC staff member of the item(s) to be donated and we will take care of the rest

Promote our Recycling Program

- It is important that everyone involved in the event be aware of the recycling requirements
- Show Managers, please use the communication tools provided to you by the Exhibitor Services team in all of your printed materials, emails, and brochures

Every little bit helps. We are proud of our program, we stand behind it. We want you to benefit from it too!

Like to learn more? Reach out to our Exhibitor Services team for communication material and check out <http://www.mtccc.com/green> for information about the Sustainability Program at the MTCC, including food waste management and energy saving measures.



Notice to Exhibitors / Display Companies

1. Alterations to any part of the structure of the Centre, or to items of furniture or equipment forming part of it, may not be made without prior written authorization from the Director of Event Coordination in each individual case. These prohibitions include the drilling of holes, mechanical fastening (nails, staples, push pins etc), or adhesive fastening (tape, glue, sticky Velcro etc), and the attaching in any manner of decals, promotional literature or items. Failure to comply will result in a \$50.00 minimum penalty per occurrence to the client. Labour / Repair charges will apply to remove prohibited tapes / decals from Metro Toronto Convention Centre property.
2. The provision, installation and use of wireless routers and access points (including cellular based personal hot spots) by exhibitors, exhibition companies and Audio Video suppliers is strictly prohibited within the Metro Toronto Convention Centre facility. This prohibition applies to all devices that broadcast an 802.11 (Wi-Fi) or other signal in either the 5 Ghz or 2.4 GHz radio spectrum regardless of whether the exhibitor has ordered Internet services or not. An application for an exception to the prohibition can be made to Technology Services Department and will be considered on a per case basis. Devices that are discovered within the MTCC that have not been approved will be shut down and / or have their Internet services disconnected.
3. Use of masking, clear packaging and plastic-based tape are prohibited. To secure booth flooring to Exhibit Floor, only cloth-based tapes such as Polyken are acceptable. Labour / Repair charges will apply to remove prohibited tapes from the Convention Centre property.
4. Helium balloons, animals, birds or pets of any description require written authorization. You may find these forms in Exhibitor Forms Package (www.mtccc.com/exhibitors-forms-guidelines/) or please call the Event Manager for authorization form.
5. Sample food or beverage products may be distributed within an exhibit area with written authorization. Please contact the Catering department for further information (416) 585-8144.
6. Passenger elevators and escalators ARE NOT TO BE USED for transporting freight or equipment from level to level. This includes hand dollies/handcarts and hand carrying boxes, easels, chairs, tables, etc.
7. All exhibitors, service providers and Show Management personnel working on the show floor during move-in and move-out periods are required to wear approved personal protective equipment (PPE), such as CSA approved (or equivalent) safety shoes, hard hats, harnesses, gloves and safety eyewear and is to be used when warranted by safety considerations. All exhibitor service providers must adhere to the Occupational Health and Safety Act, Ontario regulation 213/91 and 851/90 Industrial. If you have been given permission to be on the floor at these times you will be required to wear an approved hard-hat in the designated 'Construction' zone. When working higher than 3 meters (10 ft) you must use fall protection.



Notice to Exhibitors / Display Companies

8. As per the Ministry of Labour, children under 16 years of age are NOT permitted on the show floor during tear down or move-out. Please also note, that as per the Ministry of Labour, Proper Protective Equipment is required to be worn while all tear down and move-out activity is taking place.
9. During move-in / out, exhibit halls, loading dock areas and back of the house service areas are considered hazardous work areas. As such, there shall be absolutely no drinking of alcoholic beverages, no horseplay and in general, any and all unsafe conditions or activities are to be corrected promptly.
10. For North Building West Ramp and South Building Truck Elevator load-ins, there are no docks. It is direct floor unloading and alternate arrangements may be required for special needs (ie. ramps, forklifts). The South Building Truck elevator has a truck length restriction of 38' or less, 30 tons weight capacity.
11. Storage for crates or other materials are not provided in the Centre. Exhibitors must make their own arrangements. All materials, boxes, signs and other materials must not be sent to the Centre prior to the official move-in date as specified in your Exhibitor Manual and must be removed upon the completion of the event.
12. Use of pyrotechnics, hazers, fog / smoke machines, or any other special effect / activity requires Toronto Fire Department and the Metro Toronto Convention Centre approval at least 2 weeks in advance. The Fire Safety Manager will need a full production schedule including rehearsals and floorplans. Labour charges will apply for a fire watch.
13. Access to / or the use of the Exhibit Hall floor-ports is exclusive to the Convention Center staff and our Official Electrical / Mechanical Service provider. Exhibitors are not permitted to use these for any purpose.
14. Smoking is NOT PERMITTED anywhere inside the Convention Centre, including e-cigarette and vaporizing.
15. You are required to report immediately any unsafe condition or accident of which you have knowledge to a security guard or event management employee.
16. No material may be taken through the Main Entrance on Front Street, Internal Street or Bremner Blvd. unless it can be carried by hand. Dollies are not allowed on carpet areas. No equipment may be transported on the escalators or public passenger elevators. All four wheel dollies, pallet jacks or oversized loads are prohibited into the pre-function areas. If you require a dolly or pallet jack to move your items, you must use the designated loading area.



Sustainable Solutions: Donations

If you no longer need certain materials from this event but they could be used by someone else, let us know!

The Metro Toronto Convention Centre partners with local organizations to donate items rather than throw them out or to save you from shipping them back. This effort supports the community and makes move out easier for everyone. Our partners include the Toronto District School Board, Habitat for Humanity, Margaret's Housing and Community Support Services, and the Red Door Family Shelter.

Items such as pens, paper and notebooks, binders, reusable bags, giveaways and samples may no longer be useful for you, but they can make a big difference to the lives of others.

Inform us today of any item(s) to be donated and we will work with you to find the best home for them.

Please note that all material to be donated must be preapproved prior to show open on August 14.

Contact the Sustainability Officer (donations@mtccc.com or 416-585-8137) to make arrangements for your donation, or if you have any questions.





Protective Footwear

On May 28, 1998 the Ministry of Labour conducted a site tour of the Metro Toronto Convention Centre facilities & determined that the exhibit levels during a move-in and move-out are considered construction sites, therefore, all workers must wear protective footwear as stipulated in the Occupational Health & Safety Act. The Occupational Health & Safety Act states "A worker exposed to the hazard of a foot injury shall wear foot protection appropriate in the circumstances" (R.R.O. 1990 reg 851-S82).

All exhibitors, service providers and Show Management personnel working on the show floor during move-in and move-out periods are required to wear approved personal protective equipment (PPE), such as CSA approved (or equivalent) safety shoes, hard hats, harnesses, gloves and safety eyewear and is to be used when warranted by safety considerations. All exhibitor service providers must adhere to the Provincial Ministry of Labour Occupational Health and Safety Act, Ontario regulation 213/91 and 851/90 Industrial. Anyone found not wearing approved safety shoes will be immediately asked to leave the exhibit hall.

Safety in the workplace is an important issue for all of us and the Convention Centre appreciates your full co-operation and support with this important issue.

Should you have any questions, please feel free to contact Michel Genier, Operations Manager at (416) 585-8278.

Fire Regulations for Exhibitors

The purpose of these requirements is to maintain an acceptable level of fire safety within the Metro Toronto Convention Centre. The fire protection systems built into the Convention Centre have been designed to protect against the hazards which are typical of conventions and exhibitions. The objective of these requirements is to limit the hazards of contents and operations within the Convention Centre to a level which can be controlled by the building fire protection systems.

The requirements contained herein and the Ontario Fire Code will be strictly enforced by the Fire Safety Officer of the Metro Toronto Convention Centre and the Toronto Fire Prevention Division. These requirements apply to all conventions and trade shows whether or not open to the public. All exhibitors must have these requirements in their possession during booth occupancy.

The requirements apply to the following:

1. Prohibited materials, processes and equipment
2. Materials, processes and equipment requiring special approval from the Metro Toronto Centre Fire Safety Officer
3. Acceptable booth configurations
4. Acceptable material for booth construction
5. Interior finishes and furnishings
6. Obstructions
7. Combustion engines
8. Electrical equipment and connections
9. Portable spotlights
10. Procedures during set-up and dismantling
11. All items to be suspended from ceilings
12. Emergency Procedures

Prohibited materials, processes, equipment and booth configuration

The use of the following materials, processes or equipment is strictly prohibited:

1. Acetate fabrics, corrugated paper box board, no-seam paper
2. Paper backed foil unless glued securely to suitable backing
3. Styrofoam and / or foamcore, gaterboard, corrugated plastic
4. Fireworks
5. Blasting agents
6. Explosives
7. Flammable cryogenic gases
8. Aerosol cans with flammable propellants
9. Fuelling of motor vehicles
10. Liquified petroleum or natural gas
11. Wood matches with all surface strikes
12. Hazardous refrigerants such as sulphur dioxide and ammonia
13. Cellulose nitrate motion picture film
14. Portable heating equipment
15. Flammable liquids or dangerous chemicals
16. Electrical equipment or installation not conforming to the Ontario Electrical Code
17. Hay

Rigging Plot submit to:
Metro Toronto Convention Centre, Engineering Department
255 Front Street West, Toronto, Ontario M5V 2W6
T: (416) 585-8148 | www.mtccc.com

Fire Regulations for Exhibitors

Materials, processes and equipment requiring special permit for use

The use of the following materials, processes or equipment is subject to approval from the Metro Toronto Convention Centre Fire Safety Officer. If any material, process or equipment requiring approval is to be used, the Exhibitor shall submit in writing to the Show Manager the nature of the process or equipment and any safeguards to be used to protect the hazard. Requests will be submitted by the Show Manager to the Metro Toronto Convention Centre who will review and return the request with its approval, rejection or limitations.

1. Propane or natural gas fired equipment.
2. Operation of any heater, barbecue, heat producing device, open flame device, candles, torches, or cooking appliances
 - (a) Portable Commercial Cooking Equipment: Must meet NFPA96 - 184 installation of Equipment for the Removal of Smoke and Grease-Laden Vapours from Commercial Cooking Equipment, in accordance with the Ontario Fire Code. An adequate exhaust and filter system, including a fire protection system capable of providing extinguishment over the entire cooking surface is required.
3. Exhibits involving hazardous processing or materials not previously listed
4. Storage or display of ammunition and fire arms (subject to subsection 5.2 of the Ontario Fire Code and Criminal Code)
5. Pressure vessels including propane tanks
6. Fossil fuel powered equipment
7. Hydraulically powered equipment using flammable fluids
8. Radiation producing devices
9. Natural Christmas trees
10. Hydrogen vehicles

Acceptable booth configuration

The following booth configurations will be acceptable:

1. Open top exhibition booths.
2. Platforms not exceeding 400 square feet in area.

The following booth configuration will require approval from the Metro Toronto Convention Centre Fire Safety Officer. A description of the booths requiring approval shall be submitted to the Show Manager who in turn will submit the description to the Fire Safety Officer for his approval. The Fire Safety Officer will discuss these configurations with the Toronto Fire Prevention Division.

1. Platforms exceeding 400 square feet in area.
2. Exhibition booths with flame retardant fabric canopies not to exceed 200 square feet.
3. Layouts of all meeting rooms used for exhibits.

Note: Two storey booths or single level roofed booths and booths with mezzanines are allowed only with prior approval of the Fire Safety Officer and when they are in accordance with The Metro Toronto Convention Centre guidelines attached and/or National Fire Prevention Act #13 (1982) and the Ontario Building Code.

* Any enclosed showroom with an area in excess of 2,000 square feet or an occupancy of 60 persons or more must have two means of exit as far apart as possible. Any booth with an area of 2,500 square feet or more must contain one fire extinguisher.

* Bleachers are allowed with prior approval of Fire Safety Officer and Ontario Building Code.

Rigging Plot submit to:
Metro Toronto Convention Centre, Engineering Department
255 Front Street West, Toronto, Ontario M5V 2W6
T: (416) 585-8148 | www.mtccc.com

Fire Regulations for Exhibitors

Acceptable materials for booth construction

The following types of materials will be acceptable for booth construction:

1. Wood.
2. Combustible materials including plastics having a flame spread rating not exceeding 150 and a smoke developed classification not exceeding 300.
3. Noncombustible materials as regulated by the Ontario Building Code.

Interior finishes and furnishings

The limitations described below shall apply to all interior finishes and furnishings including:

- drapes
- hangings
- curtains
- drops
- decorative fabrics
- Christmas trees
- artificial flowers and foliage
- motion picture screens
- paper: cardboard or compressed paperboard less than 1/8 inch thick is considered paper
- ruscus
- split wood
- textiles
- all other decorative materials including plastics

Limitations

1. Made from noncombustible material, or
2. Treated and maintained in a flame retardant condition by an approved flame retardant solution or process.
3. Corrugated cardboard can be used only if fire retardant treated at the factory.
4. Plastics can be used only if approved by the Metro Toronto Convention Centre Fire Safety Officer.

Note: It is not necessary to flameproof textiles, paper and combustible merchandise on display for sale, but the quantity so used shall be limited to the displaying of one salvageable length. Each sample must differ in colour, weave or texture.

Wallpaper is permissible if pasted securely to walls or wallboard backing.

The following test (NFPA 701 Match Flame Test) may be used to determine if a material is flame resistant:

1. Cut off a small piece of the materials (1 1/2 inches wide by 4 inches long) and hold it with a pair of pliers.
2. Hold a wooden match 1/2 inch below the bottom of the material 12 seconds.
3. If, when the match is taken away, the material stops burning within 2 seconds, it is flame resistant.
4. If the material goes up in flames immediately or continues to burn for more than 2 seconds after the match is removed, it is not flame resistant.
5. All fabrics should meet the requirements of CAN/ULC-S109 "Flame Tests of Flame-Resistant Fabrics and Films" or equivalent.



Fire Regulations for Exhibitors

Obstructions

Nothing shall be hung or affixed to any sprinkler piping or heads. Construction or ceiling decorations of the show booths must not impede the operation of the sprinkler system.

All exit doors shall be in an operable condition and shall remain unobstructed at all times. Exit signs, manual pull stations, fire department handsets, fire hose cabinets and portable fire extinguishers shall not be obstructed in any manner.

If a fire hose standpipe is located in exhibit space, it shall be the responsibility of the Show Manager or Exhibitor, as the case may be, to provide access to such equipment and, if the view to such equipment is obstructed, to provide designating signs for same.

All entrances, exits, aisles, stairways, lobbies and passageways shall be unobstructed at all times. Vehicles in fire lanes or blocking exits, etc. will be removed at owner's expense.

Roof construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc. shall not be placed beyond the booth area into the aisles.

Literature, supplies and handouts are permissible in reasonable quantities. Reserve quantities shall be kept in closed containers and stored in a neat, compact manner within the booth.

Vehicles or other flammable fuelled engines displayed shall conform to the following requirements:

1. Fuel tanks containing fuel, or which have ever contained fuel, shall be maintained less than $\frac{1}{2}$ full. Caps for fuel tanks fill pipes shall be of the locking type and be maintained locked to prevent viewer inspection. If they cannot be locked, they shall be taped shut.
2. Garden tractors, chain saws, power plants and other gasoline powered equipment shall not contain any fuel and shall not be used for demonstrations without permission from the Metro Toronto Convention Centre Fire Safety Officer.
3. The electrical system shall be de-energized by either:
 - (b) Removing the battery, or
 - (c) Disconnecting both battery cables and covering them with electrical tape or other similar insulating material.
4. Tanks containing propane shall be maintained less than $\frac{1}{2}$ full. Vehicles may be driven in and positioned. Engine should remain running, with valve shut off. Allow engine to run until all of the fuel line is used up. Turn ignition off.
5. Cylinders for barbecues and/or appliances within a vehicle such as stoves, refrigerators, etc., must be empty.

Electrical equipment and connections

Rule 2-022 of the Electrical Safety Code, a provincial regulation, requires that all electrical equipment must be approved before it may legally be advertised, displayed, offered for sale or other disposal, sold or otherwise disposed of or used in the province of Ontario.

It is the responsibility of each exhibitor to ensure that all electrical equipment in, on, or about the booth comply with these requirements. This includes electrical merchandise as well as lighting and display equipment.

Electrical equipment is considered to be approved if it bears the certification mark or field approval label of an organization which has been accredited by the Standards Council of Canada to approve electrical equipment. Electrical equipment is also considered to be approved if it bears an Ontario Hydro Special Inspection / Field Approval label. One of the fundamental requirements of approval is that the appropriate approval markings appear on the equipment. If such markings are missing, then the equipment is considered not to be approved.

Rigging Plot submit to:
Metro Toronto Convention Centre, Engineering Department
255 Front Street West, Toronto, Ontario M5V 2W6
T: (416) 585-8148 | www.mtccc.com



Fire Regulations for Exhibitors

Exhibitors are requested to examine all electrical equipment that they will be bringing to the show in order to determine if it has the proper approvals. If any of the electrical equipment is not approved, then the exhibitor is required to file with Ontario Hydro an Application for Permission to Show Unapproved Electrical Equipment at Trade Shows, and pay the necessary fees.

An application form and additional information can be found elsewhere in the exhibitor kit or manual.

Please note that Permission to Show is only granted for the duration of the show. Proper approval must be obtained after show for any equipment which is to remain in the province of Ontario.

Please note that the Electrical Safety Authority (ESA) inspectors have the authority to order the removal of unapproved electrical equipment from the show.

Portable spotlights

All clamp on types of portable spotlights shall be protected from metal to metal contact by having electrical insulating pads or wrappings permanently attached to the lamp holder clamps.

Where a spotlight may be subject to physical damage, dampness or where lamps may come in contact with combustible material, the spotlight shall be equipped with a guard attached to the lampholder or the handle.

Flexible cords (extension cords) or power bars may only be used for portable lamps or appliances that are of allowable amperage for the size and type of the three conductor cord to be used.

Procedures during set-up and dismantling of shows

All exhibitors are to report to the Marshaling Yard prior to Move-In or Move-Out. Exhibitors will be issued a pass to receive authorization to enter the loading area. Access to and flow of vehicles or trucks on exhibition hall floor is limited and controlled. Drivers of vehicles must stand by vehicles at all times with parking lights on.

The idling of trucks while in the loading dock area of the building or on the exhibition hall floor is prohibited. Once unloaded, your vehicle is to be removed from the loading dock immediately.

Crates and packing materials must be removed promptly. The exhibitor is to monitor this activity. Restriction on the use of materials, processes and equipment during set-up and dismantling must be adhered to.

Any type of utility connection (i.e. electrical, audio, video, water, compressed air, steam, etc.) must be carried out by the Licensor's authorized personnel or its appointees. This applies to any and all connections made which are not covered in the Centre's "Electrical Rate Schedule" or "Water Drain or Compressed Air Rate Schedule."

The following equipment and operations are prohibited during show set-up and dismantling:

1. Powered tools and equipment, except material handling equipment, other than electrically powered or air powered.
2. Electrically powered tools and equipment other than those listed by CSA or approved by Ontario Hydro.
3. Portable heating equipment.
4. Welding, cutting, or brazing without special permission from the Metro Toronto Convention Centre Fire Safety Officer.
5. Painting with flammable or volatile paints and finishes.
6. Use of other equipment or operations that increase the risk of life safety.

Rigging Plot submit to:
Metro Toronto Convention Centre, Engineering Department
255 Front Street West, Toronto, Ontario M5V 2W6
T: (416) 585-8148 | www.mtccc.com

Fire Regulations for Exhibitors

Ceiling suspended items

1. All items to be suspended from ceilings including signs, displays, light and sound equipment etc., must be approved in advance.
2. Rigging of cable and other hanging devices on or near ceiling electrical buss ducts and conduits is strictly prohibited.
3. All ceiling equipment, material and rigging must be removed immediately upon close of the show.

Emergency procedures

The Metro Toronto Convention Centre is equipped with sophisticated fire protection equipment, including: automatic sprinkler, smoke and heat detection, fire alarm and voice communication systems. Upon your arrival, you should familiarize yourself with the building particularly as to the location of the nearest exit, manual pull station and fire extinguisher.

If you see a fire, activate the nearest fire alarm manual pull station and leave the fire area closing all doors behind you. Do not attempt to fight a fire unless it is small enough to extinguish with one of the portable extinguishers located throughout the building. There are no fire hoses provided for use by occupants.

Metro Toronto Convention Centre emergency number is 8160, or (416) 585-8160.

As a reminder, the Metro Toronto Convention Centre is a smoke free environment.



Fire Safety Reply

Event: MJBizCon INT'L

Complete and return by: July 12, 2018.

A copy of the Fire Regulations for exhibitors is provided in this manual. Please review the regulations to ensure that your exhibit meets the Ontario Building and Fire Code. In some instances, aspects of your booths **MUST BE APPROVED IN ADVANCE** by Show Management, the Metro Toronto Convention Centre, the Toronto Fire Department and the Building Department.

	YES	NO
1. Exhibit configuration is 1,000 sq ft or more	<input type="checkbox"/>	<input type="checkbox"/>
2. Exhibit has roof / mezzanine / second storey	<input type="checkbox"/>	<input type="checkbox"/>
3. Exhibit has a raised platform	<input type="checkbox"/>	<input type="checkbox"/>
4. Exhibit exceeds 12 feet in height	<input type="checkbox"/>	<input type="checkbox"/>
5. Exhibit material exceeds 10,000 lbs gross weight	<input type="checkbox"/>	<input type="checkbox"/>
6. Exhibit material exceeds 300 lbs / sq ft limit	<input type="checkbox"/>	<input type="checkbox"/>
7. Exhibit has prohibited material	<input type="checkbox"/>	<input type="checkbox"/>
8. Materials / processes / equipment require special permit	<input type="checkbox"/>	<input type="checkbox"/>
9. Exhibit has suspended signs / banners / lights	<input type="checkbox"/>	<input type="checkbox"/>
10. Exhibit has hard wall (in-line booths N/A)	<input type="checkbox"/>	<input type="checkbox"/>
11. Exhibit has motorized vehicle / combustion engine	<input type="checkbox"/>	<input type="checkbox"/>
12. Exhibit contains liquid fuels / natural gas / propane (six weeks notice to process request)	<input type="checkbox"/>	<input type="checkbox"/>
13. Exhibit contains cooking appliances	<input type="checkbox"/>	<input type="checkbox"/>
14. Exhibit contains hazardous material	<input type="checkbox"/>	<input type="checkbox"/>

Note: a) If questions 1 to 4 are answered "Yes" specific floor plans must be submitted
 b) If questions 5 to 14 are answered "Yes" specific details must be included

Details:

Notice: All exhibitors must wear protective footwear during move-in/out.

Email completed form and necessary floor plans to:
Metro Toronto Convention Centre
Operations Department
fsr@mtccc.com

Exhibitor / Company Name: _____
 Contact Person: _____
 Address: _____
 Postal Code: _____ Booth #: _____
 Telephone #: _____ Fax #: _____

Return completed forms to:
 Metro Toronto Convention Centre, Operations Department
 255 Front Street West, Toronto, Ontario M5V 2W6
 T: (416) 585-8135 | E: fsr@mtccc.com | www.mtccc.com



Emergency Procedures

NORTH AND SOUTH BUILDING
EMERGENCY NUMBER IS **(416) 585-8160 OR**
8160 FROM CLOSEST HOUSE PHONE

IN CASE OF FIRE EMERGENCY

IF YOU SEE FIRE OR SMOKE

- Leave the fire area immediately by the nearest exit.
- Close doors behind you.
- Activate the nearest fire alarm pull station.
- Leave building by nearest exit.

IN CASE OF FIRE ALARM

IF YOU HEAR A FIRE ALARM ALERT SIGNAL (SLOW BEEPING SOUND)

- Prepare to leave the building.
- Await instructions over the loud speakers (approximately one minute).

IF YOU HEAR A FIRE ALARM EVACUATION SIGNAL (FAST BEEPING SOUND)

- Leave the building via the nearest exit.
- Do not use elevators.
- If you encounter smoke in the stairway, use alternate exits.
- Once outside building, stay clear and do not return until declared safe to do so by the Fire Official.
- Do not attempt to remove vehicles from parking garage or loading docks.
- Follow instructions over loud speakers or from security staff.

Remain calm...Do not use elevators

IN CASE OF A MEDICAL EMERGENCY

- Dial emergency number for security office (416) 585-8160 or 8160 from closest house phone.
- Give exact location.
- Give detailed information of the injury and the cause of the injury.
- Remain in contact with security until emergency personnel have arrived.

FOR NON-EMERGENCY SITUATIONS PLEASE CALL (416) 585-8360 OR 8360

If you require this document in an accessible format, please contact us at (416) 585-8199 or accessibility@mtccc.com.
If you require additional support or an accommodation in the event of an emergency evacuation,
please notify Security upon your arrival to the Centre at (416) 585-8360.

Vehicle Marshalling / Move-In / Move-Out

A marshalling yard has been established at 100/120 Cherry Street in order to facilitate move-in and move-out of events at the Metro Toronto Convention Centre.

Move-in / out information / bulletins will be provided by Show Management. Any variations to the procedures listed below will be indicated as such on the move-in / out information / bulletins.

PROCEDURES:

1. All vehicles will report first to the vehicle marshalling area. This lot is 3.8 km from the Convention Centre.
2. The marshalling yard is open 1 hour prior to scheduled move-in/move-out times.
3. An attendant will be posted at the marshalling area. The attendant will assign the delivery order of the vehicles and give a numbered ticket to the driver based on a prearranged priority listing produced by show management. The cost of the attendant will be at the expense of the Convention Centre when required during operational hours of 0700–2359. Charges will be applied between 0001–0700.
4. A call will be made to the attendant to dispatch vehicles. As space becomes available, the drivers will be directed to the North Building (Front Street) or to the South Building (Lower Simcoe Street).
5. Upon arrival at either entrance, the driver will turn in their assigned tickets.
6. Vehicles entering the loading dock areas will be met by the Convention Centre dock staff who will control the flow of vehicle traffic.
7. Vehicles going up onto the North Building Exhibit Floor will be met by dock staff positioned at John Street and on the ramp to control the pedestrian traffic on the ramp.
8. During the winter season, the Convention Centre will bear the cost of the labour and equipment to keep the ramp open to traffic, to clean off vehicles before going onto the floor and to keep the floor clean. The Centre will also be responsible for snow removal in the marshalling area.
9. The control of the vehicles once onto the Exhibit Floor will be the responsibility of Show Floor Management in conjunction with the Convention Centre dock staff.
10. Freight elevators, when in use, will be manned and controlled by operators supplied by the Convention Centre.
11. Vehicle storage is available during events at \$32.00 plus 13% HST per day. Arrangements must be made in advance through the Dock Office at (416) 585-8345 / (416) 585-8278 or cell number (416) 529-3461.

NOTE:


Vehicles will be held in the marshalling yard before and after Rogers Centre events where pedestrian and vehicular traffic block access to the ramp. Times for these periods will be scheduled on an individual basis as schedules warrant. Vehicle marshalling inquiries – Tel: (416) 585-8345 / (416) 585-8278 or cell number (416) 529-3461.



Vehicle Marshalling / Move-In / Move-Out


Directions from the Cherry St. Marshalling Yard to the Metro Toronto Convention Centre:

(A) Directions to the Metro Toronto Convention Centre North Building, West Ramp

1. Head north on Cherry St. (toward Lakeshore Blvd.)
2. Slight left onto Lake Shore Blvd.
3. Turn right onto Lower Simcoe St.
4. Turn left onto Wellington St.
5. Turn left onto John St.
6. Head through the intersection and up the West Ramp  <https://goo.gl/maps/7oD1daUfuiB2>

Entrance to the Exhibit Hall(s) will be to your left.

(B) Directions to the Metro Toronto Convention Centre North Building, East Loading Dock & West Freight Elevator


1. Head north on Cherry St. (toward Lakeshore Blvd.)
2. Slight left onto Lake Shore Blvd.
3. Turn right onto Lower Simcoe St.
4. Turn left toward the Convention Centre Internal St.  <https://goo.gl/maps/R3bCJZ7VEps>


Entrance to the East Loading Dock will be immediately to your left.

Entrance to the West Freight elevator: continue through Internal St. towards the parking exit, Loading Docks for West Freight will be to your immediate right.

(C) Directions to the Metro Toronto Convention Centre South Building, Loading Dock & Truck Elevator

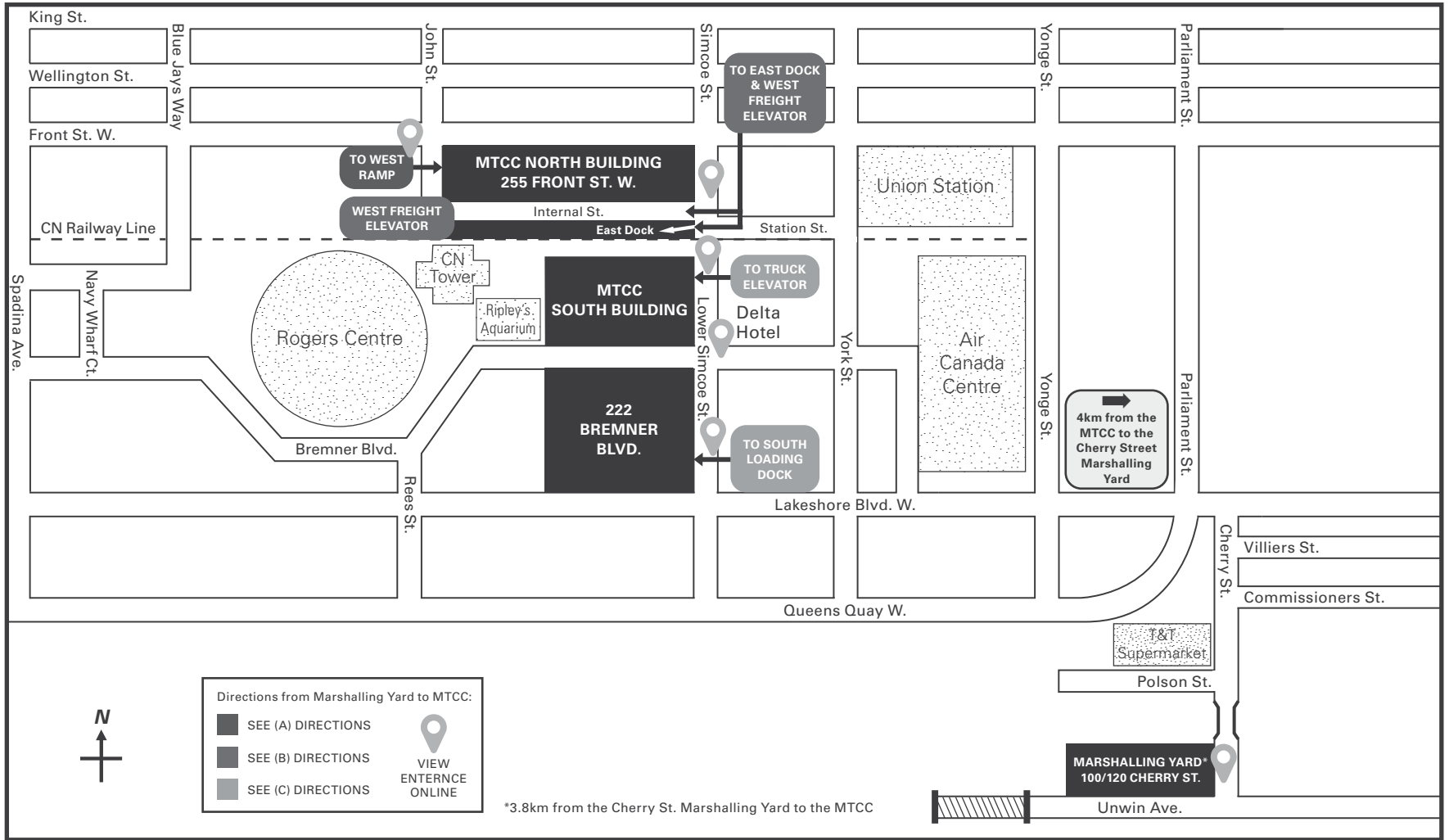
1. Head north on Cherry St. (toward Lakeshore Blvd.)
2. Slight left onto Lake Shore Blvd.
3. Turn right onto Lower Simcoe St.

Entrance to Loading Dock will be immediately to your left.  <https://goo.gl/maps/nNskXYMc2kR2>

Entrance to the Truck Elevator is 80m ahead to your left.  <https://goo.gl/maps/HkcWfWixsm12>



Metro Toronto Convention Centre (MTCC)



Map is not to scale