



APPENDIX A – POLICIES & STANDARDS GOVERNING EXPOSITION

1. **Principle Purpose.** The principle purpose of the Show is to stimulate interest in and demand for industry products, in general. No exhibitor shall engage in any activity inconsistent with this principle purpose.
2. **Sub-Leasing.** Exhibitor may not sub-let his space, nor any part thereof, nor exhibits, offer for sale, give as a premium, or advertise articles not manufactured or sold or sold in his own name, except where such articles are required for the proper demonstration or operation of Exhibitors display in which case identification of such articles shall be limited to the regular nameplate, imprint or other identification which in standard practice appears normally on them. Exhibitors may not permit in their booth non-exhibiting company representatives.
3. **Default in Occupancy.** Any exhibitor failing to occupy space contracted for is not relieved of the obligation of paying for full rental of such space. If not occupied by the time set for completion of installation of displays, such space may be possessed by the management and re-allocated or assigned for such purposes as it may see fit.
4. **Eligible Exhibits.** The Management has sole right to determine the eligibility of any company or product for inclusion in the Show
5. **Insurance and Liability.** Commercial general Liability insurance is the responsibility of the Exhibitor naming MediaEdge Communications Inc. and Canadian Gaming Association (Show Management) as co-insured with limits of liability of at least \$5,000,000, adequate coverage for their own personnel, exhibits and materials against all such hazards and thirty (30) days notice of cancellation. Show Management assumes no risk and by acceptance of this Agreement the exhibitor expressly releases Show Management of and from any and all liability for personal and property damages, loss of goods by fire, theft, damage or destruction and from any injury to himself or employees while in the Show quarters. Exhibitor agrees to hold Show Management harmless for damage to the Exhibitor from any cause whatsoever or from any action of any nature by Show Management, including damage to his business by reason of failure to provide space for his exhibit or, failure to hold the Show as scheduled, except as provided herein. Exhibitor further agrees to indemnify and hold Show Management harmless from all liability arising from the acts of Exhibitor, its Employees and agents.
6. **Installation-Showing-Dismantling.** Exhibits must be removed by Exhibitor from the premises no later than the time indicated in the official exhibitor manual. The premises must be left broom clean by the Exhibitor. Exhibitor shall be liable for all stage and handling charges resulting from failure to remove exhibit material from the Show before conclusion of the dismantling period as specified by the Management.
7. **Damage to Property.** Exhibitor is liable for any damage caused by him or his representative to building floor, walls or columns, or to standard booth equipment or to the property of other Exhibitors. Exhibitors may not apply paint, lacquer, adhesive or other coating to building columns and floors or to standard booth equipment.
8. **Alcoholic Beverages.** The use of alcoholic beverages in the Show area by an Exhibitor is prohibited.
9. **Attendance.** The management shall have sole control over admission policies at all times
10. **Booth Representatives.** Exhibitor's booth representatives shall be restricted to employees of exhibiting companies, who are actually working in the Exhibitor's booth. Booth representative shall wear "EXHIBITOR" badge identification furnished by the Management, at all times. The Management may limit the number of booth representatives at any time. All exhibitors' company personnel other than those working in the booth are to register as attendees at the show.
11. **Decoration.** The Management shall have full discretion and authority in the placing arrangement and appearance of all items displayed by the Exhibitor, and may require the replacing, rearrangement, or redecorating of any item or of any booth which the Management deems inconsistent with the principle purpose of the Show or inappropriate for any other reason and no liability shall attach to the Management for costs that may devolve upon Exhibitor herby. Exhibitors building special background or side dividers must make certain that the surfaces of such dividers are finished in such a manner as not to be unsightly to exhibitors in adjoining booths. If such surfaces remain unfinished 3 hours prior to Show opening, the Management shall authorize the official decorator to effect the necessary finishing and the exhibitor must pay all charges involved thereby.

12. **Occupational Health and Safety Compliance.** Exhibitor agrees to conduct all business at the Show in accordance to the Occupational Health & Safety Act outlined by the Ministry of Labour.
13. **Exhibitor Representatives' Responsibility.** Exhibitor agrees to indemnify the Management against and hold it harmless for any claims arising out of the acts or negligence of Exhibitor, his agents, or employees, or out of labour disputes.
14. **Safety Devices.** Exhibitor agrees to accept full responsibility for compliance with federal, provincial and municipal regulations in the provision and maintenance of adequate safety devices and conditions for the operation of machinery and equipment.
15. **Inflammable Material.** No inflammable fluids or materials of any nature, including decorative materials, use of which materials is prohibited by federal, provincial or municipal fire regulations, may be used in the booth.
16. **Exhibitors' Admittance During Non-Show Hours.** Booth representatives will be permitted to enter the Show one and a half (1 1/2) hours before the scheduled opening time each day of showing and will not be permitted to remain in the Show after the closing hour each night, with the exception of the final night. Exhibitors requiring additional time must secure Show management authorization one week prior to move-in.
17. **Failure to Hold Show.** Should any contingency prevent holding the Show, the lease shall terminate, and the Exhibitor waives any claim for damages or compensation and neither party shall have any further obligations as against the other, except that Management shall refund to the Exhibitor the amounts paid under the Agreement, less a pro rata share of the Managements actual expenses incurred in connection with said Show. Said pro rata share of the Managements expenses is to be determined on the basis of the number of square feet assigned to the Exhibitor in relation to the number of square feet of floor space assigned to all other Exhibitors at the Show under similar contracts with the Management.
18. **Floor Load.** Under no circumstances may the weight of any equipment or exhibit material exceed the halls maximum floor load. Exhibitor accepts full and sole responsibility for any injury or damage to property or person resulting from failure, knowingly or otherwise, to distribute the load of his exhibit material in conformity with the maximum floor load specifications.
19. **Noise and Odours.** No noisy or obstructive work will be permitted during open hours of the Show. Neither will noisy displays, nor exhibits producing objectionable odours be allowed.
20. **Obstruction of Aisles or Booths.** Any demonstration or activity that results in excess obstruction of aisles or prevents ready access to nearby exhibitor booths shall be suspended for any periods of time specified by the Management.
21. **Regulations Governing Displays.** Display material of any nature (including but limited to signs, logos, show cases, display or storage cabinets, electrical fixtures, wires, conduits etc.) may be placed to a height not exceeding eight (8) feet from the building floor anywhere within and exhibit area, unless authorized by Show Management at least one week prior to move-in. Refer to exhibit guidelines for display regulations for perimeter, island and peninsula booths.
22. **Floor Coverings.** It is mandatory to have carpet or equivalent flooring *completely* covering the visible floor in your exhibit space. Exhibitors are welcome to bring in their own floor coverings or quality rental carpeting is available from the show decorator.
23. **Rejected Displays.** Exhibitor agrees that his exhibit shall be admitted and shall remain from day to day solely on strict compliance with the rules herein laid down. The Management reserves the right to reject, eject, or prohibit any exhibit in whole or in part, or Exhibitor or his representatives with or without giving cause. If cause is not given, liability shall not exceed the return to the Exhibitor of the amount of rental unearned at the time of ejection. If an exhibit or Exhibitor is ejected for violation of these rules or for other stated reasons, no return shall be made.
24. **Samples, Souvenirs.** Samples, souvenirs, publications, etc. may be distributed by Exhibitor only from within their contracted booth space. The distribution of any article that interferes with the activities in or obstructs access to neighbouring booths or that impedes aisles, is prohibited. No articles containing any product other than the product or materials made or processed or used by Exhibitor in or as the product or service he sells, may be distributed except by written permission of the Management.
25. **Booth Cleaning.** Each exhibitor is responsible for ensuring that their exhibit space is clean at the end of each day. Daily booth cleaning services are to be booked through the show decorator.
26. **Signs, Sign Copy.** Should the wording on any sign or area in Exhibitor's booth be deemed by the management to be contrary in any way to the best interests of the Show, Exhibitor shall make such changes as are requested by the Management.

27. **Union Labour.** The show facility is unionized and some of our Official Show Contractors and many local display fabricators and installation companies are unionized. Unionized and non-unionized labour work simultaneously on the show floor. The Management cannot take the responsibility for interference with the show caused by labour disputes involving individual exhibitors.
28. **Special Electrical, Gas or Water Service etc.** These as well as other special services needed by Exhibitors, are provided only when the Exhibitor orders and agrees to pay authorized suppliers of such service with municipal insurance and other requirements.
29. **Bankruptcy, Insolvency etc.** If the exhibitor should become bankrupt or insolvent or file any debtor's proceedings, or take or have taken against the Exhibitor in any Court petition in bankruptcy or insolvency or for reorganization or for appointment of a receiver or trustee or if the Exhibitor makes an assignment for the benefit of creditors or petitions or enters into an agreement, or this Agreement shall pass to or devolve upon one other than the Exhibitor, then, in any one or more such events, the management reserves the right and option, at any time prior to the opening of the Show to cancel this Agreement upon giving the Exhibitor a five-day written notice; and in such the Management shall retain as and for liquidated damages the payments made by the Exhibitor hereunder.
30. **Amendment to Rules.** Any matters not specifically covered by the proceeding rules shall be subject solely to the decision of Show Management. These rules may be amended at any time by Show Management, and all amendments so made shall be binding on exhibitor equally with the foregoing rules and regulations.
31. **Agreement to Rules.** Exhibitor, for himself and his employees, agrees to abide by the foregoing rules and by any amendments that may be put into effect by Show Management.