

## EXHIBIT RULES AND REGULATIONS

Thank-you for registering as an exhibitor at our Partners in Prevention 2025 Regional Health & Safety – Forum North conference! We are looking forward to working with you this year and would like to remind you of the following additions and changes that will make your participation more enjoyable and rewarding!

### GENERAL INFORMATION

The following information regarding exhibitor booths has been compiled to assist you with the task of setting up/taking down your booth, the operation of it and the promotion of your products and services. We hope you will find the information valuable and wish you much success at the trade show.

**Please review and share the attached information with those who will be staffing your booth during the show hours.**

<b>HOST:</b>	Workplace Safety and Prevention Services (WSPS), 5110 Creekbank Road, Suite 300, Mississauga, ON L4W 0A1, Phone: 1.800.406.4272	<b>Contact #</b>
<b>ONSITE CONTACTS:</b>	Trade Show & Sponsorship: Terri Boorne Show Coordinator: Breanne Dickout Valhalla Hotel and Conference Centre, Director Sales	647-226-0044 289-209-0935
<b>LOCATION:</b>	Valhalla Hotel and Conference Centre, 1 Valhalla Inn Road, Thunder Bay, ON P7E 6J1	
<b>SHOW HOURS:</b>	Wednesday, November 5 – 8:00 am to 3:45 pm	
<b>EXHIBITOR VIEWING:</b>	7:00 am to 2:45 pm - Wednesday, November 5, 2025	
<b>MOVE-IN:</b>	Tuesday, November 4, 2025, *11:00 am – 6:00 pm Unload/Load Area: Rear parking lot. You will arrive on the same level as your exhibit area (no stairs, ramps or escalators to consider)	
<b>MOVE-OUT:</b>	Wednesday, November 5, 2025 - 2:45 pm – 3:15 pm	

### PARKING

Valhalla Hotel and Conference Centre has free outdoor parking.

### PRE-SHIPMENTS

Advance Shipments to Valhalla Hotel & Conference Centre: Shipments of exhibit materials and/or presentation materials may be sent to the Hotel up to 1 week (7 days) prior to Day One of your event. Please be aware that shipments arriving before the specified date may be refused. As a shipper it is your responsibility to instruct your carrier of the proper date for the direct delivery to the hotel. All shipments must be prepaid; collect shipments will be refused. Please address the package to your company contact person who will be at the Valhalla Hotel & Conference Centre. Under no circumstances should your package be addressed to a Valhalla Catering / Banquet / Sales Manager. Kindly address your shipment with the following information:

*Valhalla Hotel and Conference Centre  
November 5, 2025*

- Your company contacts person who will be onsite.
- Your company name.
- The name of the event / conference / meeting (and tradeshow booth # if applicable).
- The date of the event / conference / meeting.
- The function room in which your event is taking place.

Shipment Address:

**Valhalla Hotel & Conference Centre**  
**1 Valhalla Inn Road**  
**Thunder Bay, Ontario. P7E 6J1. Canada.**

If you are shipping large boxes or pallets, please ensure your carrier is equipped with a rear truck lift and/or pallet jack as large deliveries will have to be offloaded at ground level. After the event outbound shipments: A fully completed bill of landing is required on all outbound shipments. Ensure your payment information and account number is included. As a shipper it is your responsibility to contact your carrier to pick up at the hotel. After your items have been packed, labeled and ready to be shipped Valhalla Associates will ensure it is moved Valhalla loading dock for pick up.

Shipments of exhibit materials may be sent to the Valhalla Hotel and Conference Centre up to 1 week (7 days) prior to the first day of the event. **Shipments arriving before the date specified will be refused.** It is your responsibility to instruct your carrier of the proper date for the direct delivery to the Hotel. All shipments must be prepaid; collect shipments will be refused.

Address your shipment to your company contact person. ***Under no circumstances should your package be addressed to a Valhalla Hotel Catering/Banquet/Sales Manager.***

Address your shipment as follows:

- Your company contact person who will be onsite at Valhalla Hotel and Conference Centre
- Your company name.
- Name of event and booth number (if applicable)

c/o Valhalla Hotel and Conference Centre  
 1 Valhalla Inn Road  
 Thunder Bay, Ontario P7E 6J1 Canada

#### **ADMITTANCE DURING NON-SHOW HOURS**

Booth representatives will be permitted to enter the exhibition at 7:00 a.m. each day and will not be permitted to remain in the exhibition after 4:30 p.m. on Wednesday, November 5. Exhibitors who have special issues/ requirements that require additional time must check with the Show Office for special permission.

#### **ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT**

The exhibitor understands that the Accessibility for Ontarians with Disabilities Act (AODA) requires that its display be accessible to persons with disabilities and agrees that it is solely responsible for assuring that its display complies with the AODA.

#### **ALCOHOLIC BEVERAGES**

The use of alcoholic beverages during the exhibition is prohibited.

#### **BOOTH ALLOCATION**

Exhibitor booth location will be pre-determined by WSPS, and you will be advised of your location upon your arrival to set-up your booth.

## **CANCELLATION & TERMINATION**

If cancelled/terminated by the applicant, this contract may only be cancelled/terminated with written notice to Management. *All payments received up to the date of notice of cancellation are non-refundable and non-transferable.* Management reserves the right to, and may at its sole discretion, terminate this contract and withhold from the exhibitor possession of exhibit space if: a) the exhibitor fails to pay all space rental charges in accordance with Step 3 “Method of Payment” of the Exhibit Space Application; b) the exhibitor fails to set up an exhibit consistent with the prime purpose of the exhibition during the assigned move-in times; c) the exhibitor fails to perform any term or condition of this Contract; or d) in the opinion of Management the exhibitor is not acting in a manner that is compatible with and in the best interest of the exhibition, its participants, and/or Management. In the event of such termination, the exhibitor shall forfeit, and hereby agrees to forfeit, the amount it paid for its license to use the space, regardless of whether Management is able to find another exhibitor for that space.

In the event the exhibition cannot be held for any reason whatsoever, then this Contract shall be deemed terminated. In such case, the limit of any claim by the exhibitor for damages and/or compensation shall be the return to the exhibitor of the amount received under this Contract by Management from the exhibitor for license of the space. If the exhibition is terminated for any reason during the term of the exhibition, the amount to be returned to the exhibitor shall be prorated based on the proportion of the unused exhibition term (the “Unused Amount”) – (e.g., if termination occurs after day 1 of a 2-day exhibition, the Unused Amount would be 50% of the exhibitor’s payment). Management will not be liable, and will have no obligation to the applicant, for failure to deliver the space in the event of the building becoming unavailable through fire, act of God, public enemy strikes, the authority of law, or any other cause beyond its control. SUB-LICENSE OF SPACE: The exhibitor shall not sub-license, transfer, or allocate any part of the assigned space except as specifically approved by Management, shall not exhibit nor permit to be exhibited in its space any merchandise that is not part of its own regular products, and shall not exhibit any advertising material not directly pertaining to the products exhibited.

## **CLEANING**

Garbage containers will be supplied and placed throughout the exhibit area. Your organization is responsible for keeping the booth neat and clean.

## **COMPETITIONS & DRAWS**

Sales promotions, competitions and contests conducted by exhibitors in conjunction with their display must be free of any obligation on the part of the winner. Prize winners must not be required to place an order before collecting the prize offered. Schedule of prizes and terms of the competition must be clearly stated on entry form. If you conduct a draw in your booth, it is your responsibility to contact the winner directly. **PLEASE NOTE:** The PA system will not be used to announce booth competitions draws/contests/prizing unless previously agreed to.

## **DAMAGED PROPERTY**

Exhibitor is liable for any damage caused to building floors, walls, columns, standard booth equipment or other exhibitors’ property. Exhibitors may not apply paint, lacquer, adhesive or other coating to building columns and floors or to standard booth equipment. Holes may not be drilled, cored, or punched in the building.

## **ELECTRICAL & INTERNET**

Electrical power on the trade show floor is limited and will only be provided to exhibitors who indicate they require an electrical outlet on the Show Management Requirement Form. **IT IS RECOMMENDED THAT EXHIBITORS BRING THEIR OWN “CSA APPROVED” EXTENSION CORD AND POWER BARS.**

Wi-Fi is complimentary throughout the facility.

### **EMERGENCY ACTION PLAN**

The purpose of the Emergency Action Plan (EAP) is to safeguard lives, reduce risks and hazards, mitigate loss, and protect property during Partners in Prevention 2025 Regional Health & Safety Conference – Forum North in the event of a major emergency.

#### **In Case of Illness or Injury**

If you encounter a sick or injured person, make them as comfortable as possible without moving him or her. Stay with the person and have someone notify a WSPS staff person at the registration desk to call Emergency Services.

If you are trained in CPR or the use of an automated external defibrillator (AED) and the situation deems it necessary, put your skills to use. Most major hotels and convention centers now have AEDs, Otherwise, wait with the injured person until the emergency responders arrive.

The Automated External Defibrillator (AED) for the Valhalla Hotel and Conference Centre located beside the front desk and staff are trained.

#### **First Aid**

Staff on the health and safety team are first aid trained/CPR trained.

#### **Fire Emergency/Evacuation**

You have discovered a fire: Leave the fire area and sound building alarm (see attached floor plan for Pull Stations). Notify the fire department by calling 911. When the fire alarm or PA sounds, proceed to the nearest safe exit following instructions from evacuation coordinators or employees. Never re-enter the building which has been involved in a fire without permission from a party with authority. Under no circumstances should anyone re-enter an area until it is indicated as being safe. The managers will go around to each department to make sure all is clear and make sure guests have evacuated. The meeting place is between the light posts on the Metro side of the building.

Have a list of employees and maintain a visitor log at the front desk, reception area or main office area. Assign someone to take the lists to the assembly area when the building is evacuated. Use the lists to account for everyone and inform the fire department whether everyone has been accounted for. When employees are evacuated from a building, OSHA regulations mandate an accounting to ensure everyone has safely exited. In the event of a fire, chemical spill, or other hazard blocking an exit, the evacuation team must be able to direct employees to an alternate safe exit.

#### **Lockdown**

An act of violence in the workplace could occur without warning. If loud “pops” are heard and gunfire is suspected, every employee should know to hide and remain silent. They should seek refuge in a room, close and lock the door, and barricade the door if it can be done quickly. They should be trained to hide under a desk, in the corner of a room and away from the door or windows. Multiple people should be trained to broadcast a lockdown warning from a safe location.

#### **Important Phone Numbers**

In the event of an emergency: Call 911(life-threatening and crime in process)

Thunder Bay Police Services: (807) 684-1200. (non-emergency)

Ontario Provincial Police: 888-310-1122

## FLOOR PLAN FOR VALHALLA HOTEL AND CONFERENCE CENTRE EMERGENCY EXITS



### ENDORSEMENTS

The WSPS does not approve or endorse any specific commercial products or services. Therefore, exhibitors may not state or imply, either verbally or in printed materials, that their products or services are approved, endorsed, or recommended by the Workplace Safety & Prevention Services.

### EXHIBITOR HOURS

Wednesday, November 5, 2025, 7:00 am to 2:45 pm

All exhibits are to remain in place until closing time. It is understood that exhibitors will respect the opening and luncheon speaker presentations occurring in the same room and will refrain from conducting business with delegates during those periods.

### EXHIBITOR REGISTRATION

All exhibitors manning displays will be provided with name tags, provided the names are submitted to the WSPS prior to the event. Please contact Terri Boorne at WSPS to provide us with names for badges, [Terri.Boorne@wsps.ca](mailto:Terri.Boorne@wsps.ca). We will have your badges ready in your booth upon your arrival for set-up. If you have NOT already given us the names of the people who will be on-site that day, PLEASE let us know on set-up day.

### EXHIBIT SPACE

Each exhibitor will be provided with a six-foot, draped table with two chairs. Booth spaces are 8' x 10' with standard draped back wall (8') and side wall (3') in show colours with a 8 ft. table. Displays must be

presented in a business-like and professional manner.

### **EXTRA COPIES**

Extra copies of these rules and regulations which are contained in the information for Exhibitors are available from the WSPS office.

### **FIRE PREVENTION**

Decorating materials, such as crepe paper, draperies and such other materials as the Ontario Fire Marshall may be advised from time to time, must be flame-proofed to meet the requirements of the exhibit area.

### **FLOOR COVERINGS**

Exhibitors are not required to furnish booths with appropriate floor covering as the facility is already carpeted.

### **HEALTH & SAFETY**

See "Health & Safety Rules & Regulations" form and read through "Exhibitor Health & Safety FAQs for PIP 2025" document. Please read and return the signed form before moving in.

### **HOTEL RESERVATIONS**

To book contact the Valhalla Hotel and Conference Centre at 807-577-1121 to receive the special rate of Rate \$199.00 + applicable taxes and fees for 1 Standard King room. Rooms are subject to availability. Please quote Forum North when booking to receive the special rate above. The room block number is "1305103". Book by October 5, 2025.

### **INSURANCE**

Exhibitors are responsible for their own \$2,000,000 comprehensive general liability insurance, listing 'Workplace Safety & Prevention Services' as an additional insured. Dates of the show are to include move-in and move-out (November 4, 2025, to November 5, 2025). Insurance also to include Bodily Injury and Property Damage Liability subject to a maximum \$1,000 Deductible; Products and Completed Operations Liability; Contingent Employers Liability; Broad form Property Damage; Cross Liability clause and Severability of Interest Clause. ExhibitorInsurance.com is a recommended insurance contractor, order directly online. If you already have insurance coverage for these items, ask your insurance broker to extend the policy to cover you during the 2025 Partners in Prevention Health & Safety with items as listed above. WSPS (Workplace Safety & Prevention Services), the Partners & Prevention (PIP) 2025 Conference and Trade Show, Show Management, Valhalla Hotel and Conference Centre and all official show contractors, their agents and/or employees accept no responsibility for loss, damage or injury to persons, or any other causes while in transit to or from and/or on display at the Valhalla Hotel and Conference Centre. PARTNERS IN PREVENTION will not be liable for delivery of space if the building is damaged or destroyed by fire, an Act of God, public enemies and strikes, authority of the law or any other causes beyond its control.

NOTE: Insurance is mandatory for all exhibitors, without it, exhibitors' risk not being allowed to set up.

### **INTERPRETATION AND ENFORCEMENT OF RULES & REGULATIONS**

The words "Show Management" as used herein refer to the Partners in Prevention Trade Show & Conference and their employees. The enforcement and interpretation of the following rules and regulations are the responsibility of Show Management. Any infraction of these "Rules and Regulations" can result in your ejection from the show. In this event, your booth fee will be forfeited and, depending on the infraction, you can be barred from future expositions. PARTNERS IN PREVENTION (PIP) reserves the right to make changes, amendments and additions to the rates, rules and regulations that are considered necessary for the proper conduct of the Trade Show and will inform you of these changes.

Interpretation of these “Rules and Regulations” will rest with Show Management and this decision is final.

### **LIABILITY**

The exhibitor to save harmless and indemnify WSPS from any claims, liabilities, costs, or expenses incurred by WSPS because of exhibitor’s occupation of the exhibit space at the Valhalla Hotel and Conference Centre or breach of the rules and regulations set out in the WSPS Information for Exhibitor.

### **MATERIAL HANDLING**

You can move materials yourself provided you can carry the load without any form of mechanical assistance. Materials should not be left unattended at the dock; PARTNERS IN PREVENTION and Show Contractors are not responsible for theft, damage, or loss of property.

### **MEALS**

Two (2) meals (breakfast and lunch) are included in the cost per booth. Additional booth passes are required for additional booth staff and must be purchased in advance, at **\$99.00 per person + HST**. Please call **Terri Boorne WSPS at 289-326-5115** to change/order your extra booth pass request.

### **NOISE RESTRICTIONS**

The use of audio-visual equipment (films, VCRs, etc.) is permitted. However, the audio sound level shall not present a nuisance level to other exhibitors. Any type of high-noise-level producing equipment or devices (bells, sirens, etc.) is NOT permitted.

### **NON-DELIVERY**

WSPS will not be liable for delivery of space in the event of the building being damaged or destroyed by fire, act of God, public enemies, strikes, the authority of the law, or any other cause beyond its control.

### **NON-REFUNDABLE**

All confirmed spaces are NON-REFUNDABLE and non-transferable.

### **PERSONNEL**

Exhibitors must have at least one representative in attendance at their booth during the hours the exhibit hall is open and ensure that all persons having any connection with their display are familiar with the Rules and Regulations and the show hours. All exhibit personnel are required to always wear exhibitor badges.

### **PHOTOGRAPHY**

No photographs or videos may be shot on the show floor without written permission of show management. Show management reserves the right to confiscate or delete images taken without permission and to ban the responsible parties from the show floor.

### **PROMOTIONAL & PRINTED MATERIALS**

You can offer delegates literature, supplies, and handouts in reasonable quantities. Supplies must be kept in closed containers and stored in a neat, compact manner within your booth. If you wish to hand out food samples, a food and beverage authorization form must be completed and returned to Valhalla Hotel and Conference Centre approval. **Under no circumstances may literature or products be distributed outside of your designated booth space. This includes aisles, entrances, show feature areas, common areas, the registration areas, and outside meeting/ seminar rooms.**

### **SECURITY**

Valhalla Hotel and Conference Centre and WSPS will endeavour to provide reasonable security service in the exhibit area during the setting up and tearing down of exhibits. However, exhibitors are requested to

take appropriate precautions against damage, loss, or theft. WSPS assumes no responsibility for damage, loss, or theft of any nature.

### **SELLING**

A valid Ontario vendor's permit is required for exhibitors to physically sell items on-site. Distribution of samples, souvenirs, and promotional materials, as well as soliciting of business, must be confined to the exhibitor's booth space. Such activities are not permitted in the aisles, restaurants, registration areas, hallways, common areas or other exhibits. Exhibitors who wish to sell their products during the show must issue a receipt to the buyer to allow the purchaser to carry the product out of the building during the show.

### **SET-UP/REMOVAL**

Exhibits should be set up between 11:00 am to 6:00 pm on Tuesday, November 4, 2025. Booths must be staffed from 7:00 am to 2:45 pm on Wednesday, November 5, as specified earlier. Removal may begin at 2:45 pm on November 5 and the exhibit area must be cleared by 3:15 pm. **Note:** *Children under 14 years of age will not be permitted in the exhibit area during set up or removal*

### **SUGGESTIONS**

Exhibitors' suggestions for the improvement of the exhibition will be welcomed and given full consideration by the exhibits committee.

### **TERMS**

All exhibit space must be prepaid before moving in.

### **USE OF SPACE & BOOTH RESTRICTIONS**

No exhibit will be permitted which interferes with the exhibits of other exhibitors or obstructs the visibility of other exhibits. Exhibits must be confined to the exact space allocated, and where an exhibitor's display is built beyond limitations set forth in this contract, Show Management reserves the right to correct such violations by having the exhibitor alter, remove or rearrange any or all of the display so that it will comply with the regulations or, if the exhibitor is not available, to make such corrections at the exhibitor's expense. Displays with a background height of 8ft or less do not require approval. They must be erected with proper concern for safety and with no damage to exhibit area floors, walls etc. Displays whose background height exceeds 8' must have prior written approval by Show Management. Your request must be complimented with a detailed, to-scale drawing. Failure to obtain approval could result in your being ordered to stop the construction of your display.

Show Management reserves the right to restrict exhibits, which, because of noise, operation of equipment, creation of safety hazards or any other reason, become objectionable or otherwise distracts from neighbouring exhibits. No representation of the exhibitor, his products or services may be carried on in the aisles, corridors, feature areas or other designated common areas of the facilities. All exhibitors must comply with the booth configurations set by Show Management.

### **WARNINGS**

You may be approached by housing companies or directory/list brokers claiming to be representatives of WSPS or Partners in Prevention; please exercise due diligence if contacted by them. We do not provide information to or endorse any Attendee List Brokers OR Trade Directory Publishers OR Housing Bureaus. Be on alert for direct mail, telephone and email requests from companies offering listing in online and print directories or attendee lists from PIP. **The delegate lists are not sold or rented.** It is recommended that you do not do business with them and ensure that everyone on your team is aware of the fraudulent nature of these companies. If in doubt, please contact us.

Let's make your 2025 Partners in Prevention Regional Health & Safety Conference experience a great one! For exhibitor related inquiries, contact **Terri Boorne**, [Terri.boorne@wsps.ca](mailto:Terri.boorne@wsps.ca), 289-326-5115.