

### EXHIBIT RULES AND REGULATIONS

Thank-you for registering as an exhibitor at our PIP 2025 Health & Safety Regional Conference & Trade Show. 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 Creebank Road, Suite 100, Mississauga, ON L4W 0A1, Phone: 1.800.406.4272	<b>Contact #</b>
<b>ONSITE CONTACTS:</b>	Trade Show & Sponsorship: Terri Boorne Show Coordinator: Evelyn Mandalfino	647-226-0044 289-260-6402

#### ELECTRICAL

In terms of power requirements, the venue works with a third-party supplier. Please reach out to Freedom Electrical directly for all power requirements. They can be reached at [info@freedomelectrical.ca](mailto:info@freedomelectrical.ca) or Office: (905) 738-8722

- 15AMP Dedicated Circuit = \$217 plus HST
- 20AMP Dedicated Circuit = \$273 plus HST

**LOCATION:** Mississauga Convention Centre, 75 Derry Road W., Mississauga, Ontario L5W 1G3

**SHOW HOURS:** Date: Tuesday, May 27, 2025  
Hours: 7:00 am – 3:30 pm

**EXHIBITOR VIEWING:** **Tuesday, May 27, 2025**  
**Hours: 7:00 am – 2:30 pm**

**MOVE-IN:** Monday, May 26, 2025  
Hours: 11:00 am to 5:00 pm

**MOVE-OUT:** Tuesday, May 27, 2025,  
Hours: 2:30 pm – 3:30 pm

(Quietly tear down your booth as there will be sessions in progress in the breakout rooms).

#### 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 any 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 is not included in your booth. 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. In terms of power requirements, the venue works with a third-party supplier. Please reach out to Freedom Electrical directly for all power requirements. They can be reached at [info@freedomelectrical.ca](mailto:info@freedomelectrical.ca) or Office: (905) 738-8722. Prices: 15AMP Dedicated Circuit = \$217 plus HST; 20AMP Dedicated Circuit = \$273 plus HST

**IT IS RECOMMENDED THAT EXHIBITORS BRING THEIR OWN “CSA APPROVED” EXTENSION CORD AND POWER BARS.**

Wi-Fi is complimentary.

**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 the PIP 2025 Health & Safety Regional Conference & Trade Show 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 Mississauga Convention Centre is in the lobby by the main entrance doors.

**First Aid**

All the Banquet managers and head waiter are first aid trained/CPR trained. Please ask one that is on duty should the need arise.

**Fire Emergency/Evacuation**

Upon discovery of smoke of fire or smoke, leave fire area immediately, close doors behind you and activate the fire alarm pull station. Use stairwells to leave building.

Mississauga Convention Centre has a single-stage fire alarm system:

The fire alarm system is a single stage system. When the system is activated the fire alarm evacuation signal will sound throughout the entire building.

**ER Response Team**

Your headwaiter or the Banquet Manager assigned to your event should be the first responder. They will then respond with our Incident Commander who is authorized to coordinate all activity to take all necessary actions to deal with any hazardous incidents.

Where there are security personnel on site, they may be delegated responsibilities for some or all of the functions that are the responsibility of management.

**Upon hearing the alarm:**

- Remain Calm

- Await instructions from the Incident Commander, in the case of fire, where fire or smoke is visible, all persons to make a safe exit out of the building and meet at the evacuation point designated in front of the building to await further instruction. The designated location is the grassy area in front of the building.
- Be aware & prepared to notify the fire brigade or fire department of any persons that are not accounted for during the evacuation
- Close all doors behind you
- Leave the building via the nearest exit – East Entrance, West Entrance or Main Entrance Doors
- Follow instructions from the Incident Commander
- Assist any physically challenged people to exit the building

For any incidents relating to health & personal injury safety such as heart attack, stroke, food related issues or other medical emergencies, the Incident Commander will call 911 and further instructions will be relayed to appropriate personnel until emergency personnel arrive on scene.

### 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

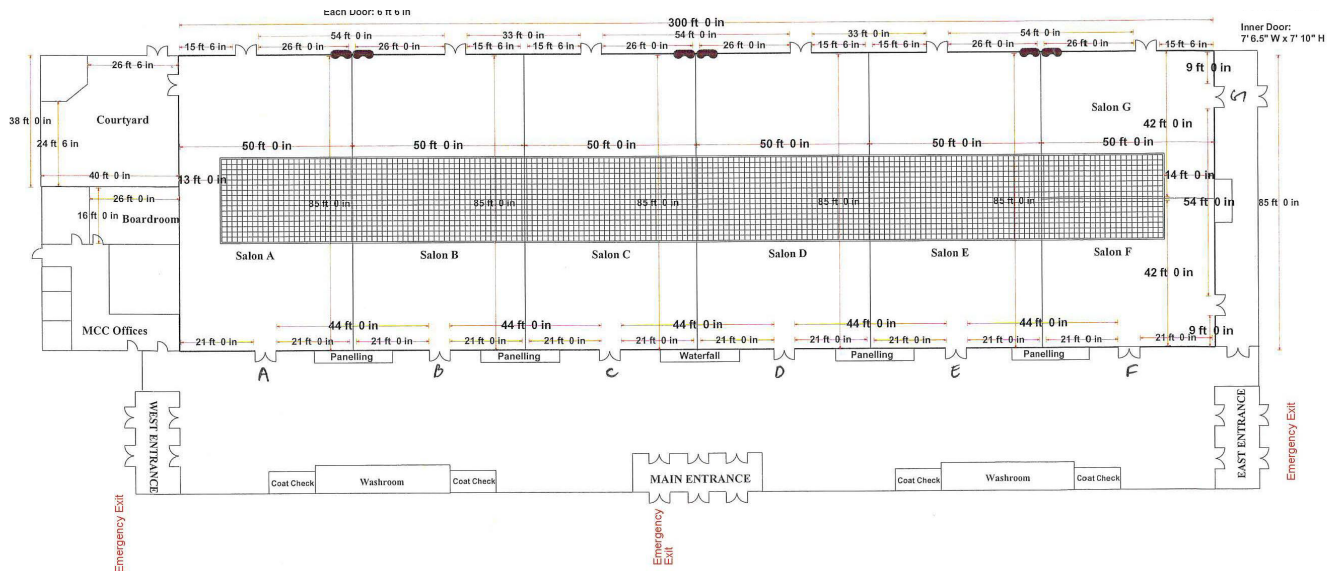
In the event of an emergency: Call 911(life-threatening and crime in process)

Peel Regional Police Services: 905-453-3311. (non-emergency)

Fire Department: **905-615-3777 for general inquiries**

Ontario Poison Centre: 1-800-268-9017

## FLOOR PLAN FOR MISSISSAUGA CONVENTION CENTRE EMERGENCY EXITS



### ENDORSEMENTS

The WSPS does not approve or endorse any specific commercial products or services. Therefore,

*Mississauga Convention Centre*  
February 25, 2025

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**

Tuesday, May 27, 2025, from 7:00 am to 2:30 pm

All exhibits are to remain in place until the conference closes and delegates have exited the area. Dismantle may begin no sooner than 2:30 pm.

### **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 Eight-foot, draped table with two chairs. As the exhibit areas are limited in size, penguin banners would be more appropriate. 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 Registration Desk.

### **FIRE PREVENTION**

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

### **FLOOR COVERINGS**

Exhibitors are not required to provide floor covering. The facility is already carpeted.

### **HEALTH & SAFETY**

See "Health & Safety Rules & Regulations" form and read through "Exhibitor Health & Safety FAQs. Please read and return the signed form before move-in.

### **HOTEL RESERVATIONS**

To book contact the Courtyard Toronto Mississauga West, 290 Derry Road West, Mississauga, Ontario. **Book by May 21, 2025.** Rates are \$169.00 (1 King Bed or 2 Queen Beds) + applicable taxes and fees. Rooms are subject to availability. Booking Details: Please call the group Reservations line directly at 905-670-1947 and quote room block code: "WSPS PIP Mississauga" to receive the special rate or [CLICK HERE](#) to make your reservation online. You will also need to provide the name and date of the conference.

### **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 (May 26, 2025, to May 27, 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 the 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 PIP 2025 Health & Safety Regional Conference & Trade Show with items as listed above. WSPS (Workplace Safety & Prevention Services), the PIP 2025 Health & Safety Regional Conference & Trade Show, Show Management, Mississauga Convention 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 Mississauga Convention Centre. WSPS 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 PIP 2025 Health & Safety Regional 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. WSPS 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 Mississauga Convention 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; WSPS and Show Contractors are not responsible for theft, damage, or loss of property.

### **MEALS**

Two (2) meal tickets are included in the cost per booth. Additional tickets 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 meal ticket 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 (bell, 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.

### **PARKING**

Parking is free.

## 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 video 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.

## PRE-SHIPMENTS

Please address packages/items to Jess MacDougall's attention at 75 Derry Road West, Mississauga, ON L5W 1G3. Ensure each item is labeled with the event name, event date, and meeting room. Each exhibitor must confirm with Jess MacDougall the delivery time for large items to ensure sufficient storage is available, especially if shipping prior to the event date. Please have packages arrive as close to the event day as possible, Friday, May 23, 2025, as they are limited for storage onsite.

Sample Label:

Name of Exhibiting Company

Booth #

PIP 2025 Health & Safety Regional Conference - Central

C/o Jess Jess MacDougall

Mississauga Convention Centre

75 Derry Road W.

Mississauga, Ontario L5W 1G3

Name of Carrier

Number of pieces \_\_\_\_ of \_\_\_\_\_

## 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 the Mississauga Convention Centre for 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

Mississauga Convention 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 area, 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 5:00 pm on Monday, May 26, 2025. Booths must be staffed from 7:00 am to 2:30 pm on Tuesday, May 27, 2025, as specified earlier. Removal may begin at 2:30 pm on May 27<sup>th</sup> and the exhibit area must be cleared before 3:30 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.

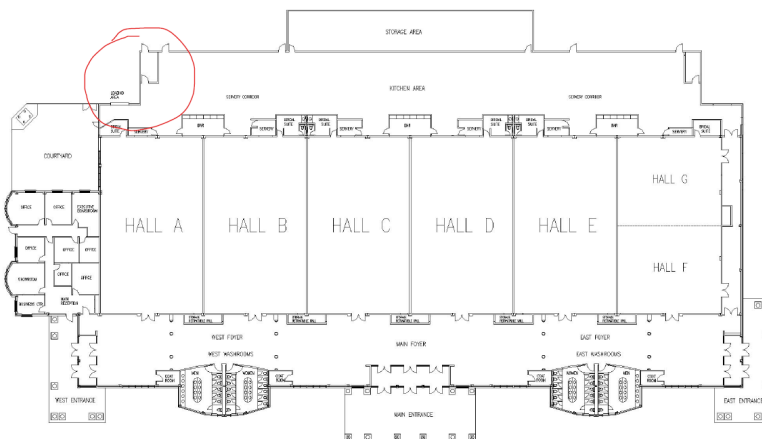
## TERMS

All exhibit space must be prepaid before move-in on the trade show floor.

## UNLOAD/LOAD AREA

Loading dock is located behind Salon A. If you are bringing in a small number of items that you can carry yourself from the parking lot to the exhibit hall you can load in through the East & West Main Entrance Doors.

### Room Layout



## 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 accompanied by a detailed, to-scale drawing. Failure to obtain approval could result in your being ordered to stop 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 not do business with them and ensure that everyone on your team is aware of the fraudulent nature of these companies. When in doubt, please contact us.

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