

## EXHIBITOR RULES & REGULATIONS

### PAYMENTS AND CANCELLATIONS

Deposits are due immediately. Exhibitors not paying in full will be notified when installments are late and will have 10 days to pay outstanding balances. canfitpro has the right to reassign or sell exhibitor booth spaces for payments not made within that time. Any outstanding payments must be paid prior to the Exhibition Date. Exhibitors failing to make the final payment as required will forfeit their right as an exhibitor and will lose their deposit(s). All sales are final. Any exhibitor cancelling this agreement at any time will not be reimbursed on deposits or full payments.

### BOOTH DETAILS

Single booth space measures 5'x10' or 10'x10' as per exhibitor selection upon registration. Each booth is supplied with 8ft high back draping and 3ft high side draping (black). Trade show aisles will be carpeted in tuxedo (grey speckled). Furnishings and carpet within the booth are the sole responsibility of the exhibitor. Exhibitor fee does not include admission to conference sessions.

### BOOTH PLACEMENT

canfitpro will attempt to honor all booth placements (for accounts in good standing) based on requested locations, however, requested placements are not guaranteed. canfitpro shall be the final authority in assigning space. canfitpro reserves the right to change the floor plan or to move an exhibitor to another booth location prior to or during the event for any reason.

### BOOTH SET-UP/TEAR-DOWN

**Inline Booths** - display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8' is allowed only in the rear half of the booth space, with a 4' height restriction imposed on all materials in the remaining space forward to the aisle.

**Island/Peninsula Booths** The entire cubic content of the space may be used up to the maximum allowable height of 12', including signage. For displays greater than 12' in height, please submit detailed drawings to show management, Santiago Martinez at [smartinez@canfitpro.com](mailto:smartinez@canfitpro.com) for approval.

All booths must be set-up by 9:00PM on **Thursday, August 8<sup>th</sup>, 2024**. Exhibitor booths must be **staffed at all times**. Exhibitors must leave their booth 45 minutes after closing time. Exhibitors must remain open in accordance with the show schedule published prior or to the event, or as amended by canfitpro. **NO BREAKING DOWN OR DISMANTLING OF EXHIBITS will be permitted before the event officially closes at 5:30PM on Saturday, August 10<sup>th</sup>, 2024**. If an exhibitor infringes this rule, they will be assessed a fee of \$1,000.00 and may be banned from future canfitpro events.

### EXHIBITOR BADGES

To register your booth staff in advance, please register them through your exhibitor portal which will be sent to the main contact for your company. If you have not seen the login email, please contact Santiago at [smartinez@canfitpro.com](mailto:smartinez@canfitpro.com) to have the link re-sent. All staff working your booth must have an exhibitor badge for entry to the show. *Please note: Exhibitor badges are for booth staff only. Failure to comply with these regulations will result in penalty and possible prohibition from exhibiting in the future. In the event that you have rotating staff throughout the weekend, use "Booth Staff" as a badge identifier to avoid having to order a large number of badges.*

### **NO SHOW POLICY**

If an exhibitor, through circumstances beyond their control, is delayed in arrival for set-up, the exhibitor must notify canfitpro Trade Show staff. Failure to notify canfitpro Trade Show staff may result in resale of booth space and no refund will be made.

### **BOOTH SUBLETTING**

The subletting, assignment or apportionment of the whole or any part of the booth space by any exhibitor is prohibited. No exhibitor may permit any other party to exhibit in their space.

### **EXCESSIVE NOISE & MUSIC**

canfitpro maintains a maximum level of 80-decibels for all exhibitors at its Trade Shows. This level has been identified as a safe level for trade shows by the Canadian Centre for Occupational Health and Safety (CCOHS). To ensure a successful Trade Show for all companies, canfitpro reserves the right to monitor sound usage and restrict and eliminate the music and other audio demonstrations in an exhibitor's booth at its discretion. Questionable exhibits shall be modified at the request of canfitpro. canfitpro reserves the right to close the exhibit of any exhibitor who refuses to conform to the rules which apply to all exhibitors.

### **SALES AND MARKETING**

Exhibitors are prohibited from selling and or displaying products/services and or other materials outside of their exhibit space and exhibition area during the event.

### **SAMPLES/SELLING FOOD OR BEVERAGES**

The Metro Toronto Convention Centre has the exclusive food and beverage distribution rights within the convention centre. Exhibitors may sample or sell food/beverages products ONLY upon written authorization. Please see the MTCC – Authorization Request Sample Food and Beverage Distribution Form in the Exhibitor Hub for details.