



Commercial Booth Operations, Rules and Requirements Manual

Welcome to The Royal's Commercial Exhibitor Family!

The Goal each year, is to create a booth that is both functional and that has great aesthetic appeal. Not only will this help drive sales for commercial booth spaces, but it is also one of The Royal's conditions to return year over year.

Whether you are a new commercial exhibitor, or one who has exhibited at The Royal for many years, the information in this document is refreshed for current standards and is part of your signed License Agreement to participate.

The Royal's Commercial Team is here to help. If after reviewing the information in this manual you still have questions, please ask away. Your success is very important to us!

- Manager, Commercial Exhibits: Heather Sommer

Direct Line: 416-263-3455

Email: hsommer@royalfair.org

- Commercial Contracts, Placements and Payments: commercial@royalfair.org
- During The Royal's Move-in and live event days:
Commercial Show Office Salon 102b - Galleria Hallway, Hall A

Table of Contents

1. **Building a Commercial Booth at The Royal**
 - **Materials (Permitted and Restricted)**
 - **Structures (Permitted and Restricted)**
 - **Inline Spaces (one or more standards booth spaces in a row, no corners)**
 - **Corner Spaces**
 - **Peninsula Spaces (sometimes referred to as “end cap” space, 2 corner)**
 - **Island Spaces (4 corner)**

2. **Height Standards**

3. **General Operating Rules of The Royal**
 - **Notice of General Operating Rule Infractions**
 - **Zero Tolerance Infractions**
 - **All Booths, All Halls – The Basics**

4. **Code of Conduct for Exhibitors**
 - **Exhibitor Behavior & RAWF Policies**
 - **Demonstrations, Direct Sales & Marketing**
 - **Booth Grading**

5. **Exhibitor Entry Passes**
 - **How many are provided?**
 - **How to order more**
 - **Cost of Additional Passes**

6. **Booth Services and Rentals**
 - **What do I need?**

7. **Storage**
 - **Onsite empty trailer parking**

8. **Move - IN**
9. **Move - OUT**

1. Building a Commercial Booth at The Royal

The Royal takes place in the Enercare Centre, at Exhibition Place, Toronto. This is a city owned venue and property. There are many union and collective agreements in place, as such, there are stricter measures on what and how you can build your booth at our event. These measures must be adhered to by Royal Management and all exhibitors, educators, sponsors, and partners.

All booths, all halls must be prefabricated to assemble on-site. No material cutting or painting is permitted on site. Think of it like IKEA furniture. While on site, your assembly should require nothing more than a screwdriver &/or Allen key!

Not Possible? If not, you must book labor services with a recognized City of Toronto union group or member. There are union representatives available to book for carpentry, construction and painting etc.

Yes, there is a cost associated with these services, however the cost of a union grievance (we can assure you!) is much higher and is payable by the License Agreement Exhibitor for the booth space. RAWF's show decorator can help with most booth labour related builds and have accredited union labour in good standing available to book in advance of set-up. Please review their catalogue (separate) for contact and booking information.

Materials - Permitted

The Royal provides black curtain, rod and drape for all standard booth spaces. You may use other materials if your booth design/set-up requires. Below is your guide for generally what's allowed:

- Fabric materials (must be treated with an approved flame retardant coating)
- MDF (Medium Density Fiberboard) greater than 1/8" thick
- Pegboard greater than 1/8" thick
- Metal (see also Height Standards)
- Coated metal connecting grids (see also Height Standards)
- Carpet, under pads, vinyl, flooring squares, gel mats.

Materials – Restricted, (ALL must be treated with a flame retardant coating)

- Christmas trees, cut branches
- Split Wood, Bamboo Fibers
- Styrofoam, gatorboard, wallpaper
- Paper (Note: cardboard or compressed paperboard less than 1/8" thick is considered paper.)

Materials or Décor - Prohibited

- Balloons (of any material/kind)

- Open flames (of any kind)
- Natural gas, gasoline, propane, liquefied petroleum, flammable cryogenic gases, butane.
- Blasting agents or explosives
- Aerosol cans with flammable propellants
- Hay, straw, shredded paper, or confetti
- Foamcore
- Sticker decals (adhesive backed items) when affixed to building fixtures or concrete floors
- Wooden matches with “all surface strikes”
- hazardous refrigerants such as freon, sulfur dioxide or ammonia
- cellulose nitrate motion picture film, coloured cellulose spotlight covers
- Equipment (all) approved for outdoor use only
- Flammable liquid or dangerous chemicals
- electrical equipment or installation of electrical equipment that does not conform to CSA-C22-1, Electrical Safety Code

Structures – Permitted. Open roof booth assemblies only (see also Height Standards)

- Prefabricated, modular booth assemblies
- Prefabricated wood or paneling
- Retrofitted small trailers, cabins, or sheds (ONLY PERMITTED with approval at the time of booking and must be specified in writing on the executed License Agreement, Schedule B). Structures of this nature MUST have a working commercial grade fire extinguisher readily available.

Structures - Prohibited

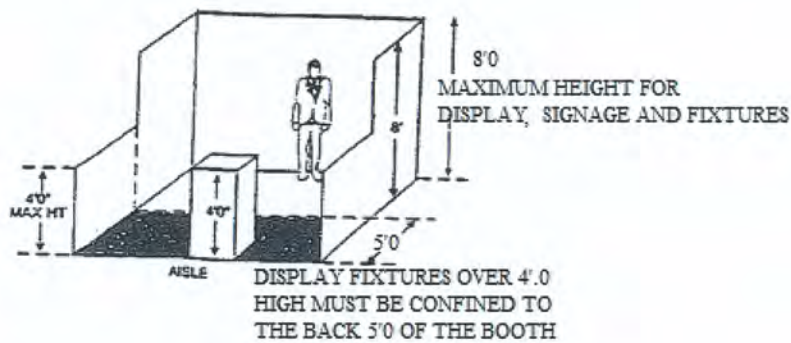
- Pop-up tent structures/frames (All)
- Gazebo structures
- Trellis wall /grid structures above 8’
- Roof, canopy, or awning covers of ANY kind.

Inline Spaces – All Halls

Definition: One or more standard booth units (10x10) in a straight line, no corners.

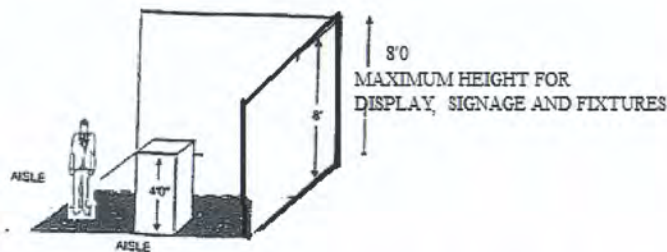
- Height including exhibit fixtures, lighting, components, and all signage must not exceed 8’ 0”.
- All display fixtures over 4’ 0” in height must be confined to the back 5’ 0” of the booth.

- Rigged/ ceiling drop signs are not permitted.
- Only with mutual consent between neighbouring booths, and permission from the Royal, can the divider between two inline booths be raised to the 8' max. This is at the exhibitor's expense for additional curtain changes (4' to 8').
- All curtain provided by The Royal to define booth space is of specific colour, determined by The Royal. Should a change be requested by an exhibitor, it must be approved by The Royal. The change is at the exhibitor's own expense.



Corner Spaces

Definition: One or more standard booth units (10x10) with two open sides.



Peninsula Spaces (sometimes referred to as "end cap" space, 2 corner)

Definition: Exhibits in four or more standard units (10x10) back-to-back with aisles on three sides. The minimum size to qualify as a peninsula is 400sqft.

- Height including exhibit fixtures, lighting, components, and all signage must not exceed 8' 0".
- Side wall structures (hard wall or drapery) will be permitted with show management approval, but must afford a full open booth front, OR a minimum of 2 entrance /exits. (One entrance, one exit).

- All curtain provided by The Royal to define booth space is of specific colour, determined by The Royal. Should a change be requested by an exhibitor, it must be approved by The Royal. The change is at the exhibitor's own expense.
- No Roof Coverings are permitted.
- Rigged/ ceiling drop signs are not permitted.

Island Spaces (4 corner)

Definition: Exhibits in four or more standard units back-to-back with aisles on four sides. The minimum size to qualify as an Island is 400sqft.

- Height including exhibit fixtures, lighting, components, and all signage must not exceed 8' 0".
- Island spaces are open concept (no walls) by design. Any changes to this design, must be submitted for approval to The Royal.
- If permission is granted to have exterior walls of an Island space, the exhibitor must have two means of exit located as far apart as possible (one entrance, one exit) to meet fire code.
- No Roof Coverings are permitted.
- Rigged/ ceiling drop signs are not permitted.

Exhibit Spaces Greater than 400sqft, any format.

- Must have two means of exit located as far apart as possible (one entrance, one exit) to meet fire code.
- Must have a commercial grade fire extinguisher accessible within the exhibit space.
- Height including exhibit fixtures, lighting, components, and all signage must not exceed 8' 0".
- No Roof Coverings are permitted.
- All curtain provided by The Royal to define booth space is of specific colour, determined by The Royal. Should a change be requested by an exhibitor, it must be approved by The Royal. The change is at the exhibitor's own expense.
- Rigged/ ceiling drop signs are not permitted.

2. Height Standards

All Events have unique Height Standards set for exhibit space. Below are the Height Standards set out for all commercial retail spaces at The Royal. [*The Food Court, as its own unique destination area of The Royal show floor, will be provided a separate and unique set of Height Standards, which will also be listed in Schedule B of the Licence Agreement*].

- The Royal has a strict height cap of 8' maximum.
- All booth walls, signage, décor and electrical fixtures must not exceed the 8' maximum.
- Pull-up banners, flags and any advertising materials must not exceed the 8' maximum.
- 8' maximum height applies to all booths regardless of size.
- If an approved product is unique in nature and is greater than the 8' maximum height (i.e.: Horse Trailers for sale) a "special allowance" will be specifically noted in Schedule B of the current Licence Agreement.

3. General Operating Rules of The Royal

Royal Agricultural Winter Fair staff will monitor exhibitor booth operations throughout The Royal. This includes move-in, the duration of The Royal, and move-out to ensure that all exhibitors comply with the rules and regulations of The Royal. The Royal strictly enforces all rules. Infractions will be issued to exhibitors as needed by The Royal staff and will be recorded in the exhibitor's file. Any repeat infractions may also invoke a fine of \$350.00, booth closure, and /or non-renewal.

Notice of General Operating Rule Infractions (Steps/Processes):

1. 1 verbal warning
2. 1 written warning, if needed.
3. 2nd written warning (if warranted) and a \$350.00 fine will be charged.
4. Failure to pay the fine will result in a booth closure until the fine is paid.
5. Refusal to pay the fine will result in permanent booth closure for the remainder of the event, and non-renewal in future events.

Zero Tolerance Infractions. Grounds for immediate booth closure and non-renewal for future events. These include, but not limited to:

1. Breach of any of the following policies (<https://www.royalfair.org/policies>)
 - a. RAWF Anti-Harassment and Anti-Discrimination Policy.
 - b. RAWF Workplace Health and Safety Policy

- c. RAWF Workplace Violence Policy.
2. Theft [includes, but not limited to any RAWF property, property of other exhibitors and visiting public, theft of on-site services; copying of seasonal parking passes, supplying exhibitor passes for entry to anyone who is not the intended passholder.
3. Non-compliance for any Move-In and Move-Out guidelines set out by The Royal. * (The Ministry of Labour has deemed Exhibition Place a “construction site” for the duration of the move-in and move-out of the Royal).

*RAWF provides clear instructions /guidelines in multiple formats over multiple occasions for Move-In and Move-Out. The heightened safety to all on the “construction site” is of utmost importance, and our top priority.

All Booths, All Halls – The Basics

- Must be open for 9am, must close at 8pm (except Sundays and Monday, as we close at 6pm).
- Exhibitors are required to always maintain staff in their exhibit booths during the operating show hours.
- Booth must purchase services that are required for adequate daily operations (Power, Wi-Fi, plumbing etc). There are no services included with your booth Licence Agreement. There is NO sharing of services. Those found sharing services, will be issued notice by ShowTech and/or Royal Management to correctly purchase individual required services.
- Any Exhibitor who is unlawfully obtaining services (theft) will be removed from The Royal at the exhibitor’s own expense.
- Pets are not permitted in booth spaces, or in the Enercare Centre.
- Service animals are always welcome, accompanied by appropriate accreditation and provided upon request by RAWF.
- Booths should have adequate stock to support sales, but not overwhelmed with stock creating fire regulation hazards, and/or poor aesthetics.
- Items found under bleachers, or in non-designated storage areas will be removed at the exhibitor’s expense.
- Any form of open flame, combustible materials or balloons are strictly prohibited in the Enercare Centre.
- Booths that sample or sell food, please refer to the guidelines provided for Artisanal and Food Court booths.

Aisle Space

Aisle space may not be used for exhibit purposes, general solicitation, or literature distribution. There can be no exhibit material outside the immediate contracted Licence Agreement exhibit area.

Alcohol and Smoking

Alcohol is not permitted in exhibit space. Alcohol consumption is only permitted in designated licenced areas.

Smoking is not permitted on Exhibition Place Grounds. The No Smoking By-Law No. 406-79 (in public spaces) is enforced on City of Toronto property and includes the Enercare Centre and Exhibition Place. This includes tobacco, cannabis, electronic e-cigarettes, and all vapour devices. There are designated smoking areas outside, and these are the only areas on the Exhibition Place grounds where smoking is permitted.

Contests and Promotions

Exhibitors must obtain permission prior to initiating any promotion, contest or social media contest at the Royal Agricultural Winter Fair (RAWF). For social media contests, The Royal must be properly tagged in posts, and it must be clear that the contest is solely sponsored by the exhibitor. Exhibitors are responsible for the lawful operation of any promotion or contest including:

1. The official rules.
2. Offer terms and eligibility requirements (for example, age and residency restrictions); and
3. Compliance with applicable rules and regulations governing the promotion and all prizes offered (for example, registration and obtaining necessary regulatory approvals).
4. A complete release of RAWF by each entrant or participant in the promotion.
5. Acknowledgement that the promotion is in no way sponsored, endorsed or administered by, or associated with RAWF.
6. RAWF will not assist exhibitors in the administration of the promotion however assistance in the advertising of the promotion by reposting on RAWF social media platforms may be requested.
7. Exhibitor must follow all rules and regulations established by the individual social media sites.

Damage & Defacing to Enercare Centre/Exhibition Place Property

Exhibitors are not permitted to paint, nail, drill or attach any items to floors, walls, ceilings or any part of the Exhibition Place/ Enercare Centre buildings. No balloons or any other inflatable

device can be used as such items can be lodged in the ceiling of the building. No stickers of any kind can be given out since additional janitorial costs are incurred to remove these from wall and carpets. Specific care must be exercised in securing carpet to the floor. Tape must be used to ensure that it can be removed without damage to the floor. If any damage occurs to the property by act of negligence of the exhibitor, the exhibitor's agents, employees, patrons, guests, or contractors, the exhibitor will be responsible to pay for the necessary restoration of the Exhibition Place/Enercare Centre buildings to the original condition. The Royal will inspect the exhibitor's licensed space and record any damages. The cost of any repairs will be charged directly to the exhibitor. Failure to pay these costs will result in collection costs and withholding future licence agreements.

Dispute Resolution

In all cases of irresolvable dispute between exhibitors, The Royal will request details of the complaint(s) in writing. The complaint(s) will be forwarded to The Royal's Commercial Manager to be replied to in writing. The interpretation and subsequent decision of The Royal will be final.

Electrical Equipment and Connections

The exhibitor agrees to abide by the Ontario Electrical Safety Code, Ontario Regulation 794/80, which requires that all electrical equipment must be approved of before it may be otherwise disposed of or used in Ontario. This includes electrical merchandise as well as lighting and display equipment.

In accordance with the Canadian Electrical Code, CSA C22.1 all electrical equipment must be approved before it may lawfully be advertised, displayed, offered for sale, sold or otherwise disposed of or used in the Province of Ontario. It is therefore the responsibility of each Exhibitor to ensure that all electrical equipment in, on or about their booth comply with the above regulations. This includes electrical merchandise as well as lighting and display equipment. Electrical equipment for which CSA approval is required shall be submitted to the Canadian Standards Association, 178 Rexdale Boulevard, Rexdale, Ontario M9W 1R3, (416) 744-4089. The approval of this association is accepted to all electrical inspection authorities in Canada. Please contact the CSA for details to this procedure.

One of the fundamental requirements for Canadian Standards Association certification is that appropriate approval markings (CSA monogram/label) appear on each device. If such markings are missing, the device must be considered not approved and, therefore, subject to special inspection.

If you wish to display, offer for sale, or use, any electrical equipment which is not CSA certified, the item can be submitted to the CSA's Electrical Inspections Department for approval by means of their electrical inspection services. Failure to comply will result in the equipment being refused connection to the electrical source and removed from the event.

Exclusivity

“Exclusive Official Suppliers”, shall have priority over all other retail commercial exhibitors, regardless of any prior agreement between RAWF and the Exhibitor. RAWF may relocate an Exhibit Space, adjust the size of Exhibit Space and/or terminate the Licence Agreement, at any time, in order to give priority to “Exclusive Official Suppliers”.

Commercial Exhibitors of any size or tenure, will not be granted exclusivity of any product or product category.

Floor Coverings

Exhibit areas, as defined in the Licence Agreement, must have a carpet or other suitable floor covering over the entire floor area of the Exhibit Space.

Generators

Generators (private, home, outdoor, or commercial grade) are not allowed anywhere on the grounds of Exhibition Place. This includes any location that may be available onsite for camping.

Garbage Removal

Exhibit areas must be maintained in a clean and tidy condition throughout The Royal. Boxes, containers and refuse must be removed from sight. All exhibitor refuse must be removed and placed in the garbage bins provided in the Enercare Centre by 8:00 am each day.

Insurance

Exhibitors must have a comprehensive general liability insurance policy with a combined single limit of not less than \$2,000,000.00 for bodily injury or death and for property damage.

Exhibitors must provide The Royal with proof that it is additionally insured under such a policy, as well as a guarantee that the policy will not be cancelled or altered without at least thirty days prior written notice to The Royal. Exhibitors who have not submitted a copy of their insurance certificate to The Royal will not be permitted to move-in. Please ensure your registered booth name is listed on your certificate.

Security

The Royal provides general building security for the duration of the show including move-in and move-out dates; however, The Royal is not responsible for any theft, loss of material or damage to exhibitor property. Please take appropriate measures to protect your booth and its contents. There may be a requirement for show services, show staff or building inspectors to access your booth to perform maintenance such as power or water hook ups. Do not allow access to your booth unless proper ID is shown.

Soliciting

Soliciting business and distributing samples or souvenirs (including costumed personnel) is not permitted in the aisles, other exhibitor's booths, or building entrances or exits anywhere on the grounds of The Royal. Exhibitors are not permitted to solicit patrons outside their licensed area, conducting business, or speaking with another exhibitor. Salespeople are prohibited from operating in the aisles and must conduct business within the confines of their own booth space.

Sound Systems

Live bands, recorded music, and public address and video systems are not permitted unless authorized by The Royal. Exhibitors are not permitted to use handheld microphone &/or headsets. Sound from authorized equipment must be contained within the exhibit space. The Royal reserves the right to control sound levels if it becomes a nuisance to adjoining exhibits.

Subletting

Exhibitors cannot sublet, re-license or sell any portion of allocated exhibit space to another manufacturer, distributor, company or person.

4. Code of Conduct for Exhibitors

Exhibitor Behaviour & RAWF Policies

All exhibitors are expected to conduct themselves in a professional manner in their dealings with other exhibitors, attendees and The Royal staff. Products and services are to be promoted on their own merits rather than through comparison with competitive products. Exhibitors may not unreasonably adjust prices, use derogatory language or behaviour towards another contracted business of similar nature or alter their approved exhibit to negatively impact a business /product of similar nature. Exhibitors may not use tactics (verbal or otherwise) to lure members of the visiting public from a competitor's exhibit space. Exhibitors failing to conduct business in a professional manner may be removed from the event.

RAWF policies, including the Anti-Harassment and Anti-Discrimination Policy, Workplace Health and Safety Policy, Workplace Violence Policy, Accessibility Policy, Social Media Policy, Privacy Policy, are found at this link: <http://www.royalfair.org/policies.html>. Copies of these documents are also available from the Commercial Exhibits Manager. The exhibitor agrees to review and abide by the RAWF policies and Code of Conduct. By signing a current License Agreement for commercial space, Exhibitors and all supporting staff agree to abide by all policies set forth by The Royal Agricultural Winter Fair Association of Canada.

Demonstrations, Direct Sales & Marketing

Marketing groups, direct sales groups and demonstration product sales must not infringe verbally or in person on common aisle space, may not use tactics (verbal or otherwise) to lure members of the visiting public from aisles or neighbouring booths into contracted booth space. Handheld microphone &/or headsets are not permitted. Where demonstration and/or topical application of products are applied to consumers it must be done with full consent. Valid certificates of approval for sale in Canada must be supplied. Regardless of any posted signage or store policy, ALL products deemed faulty, or not functioning in the manner to which products are demonstrated at point of sale, or by way of duration or lifetime guarantee must be fully refundable to consumers when reasonable request and documentation of faulty products have been provided, along with proof of purchase. Aggressive sales tactics are strictly prohibited.

Booth Grading (Applies to All Booths, All Halls)

Booth grading will be done multiple times over the course of The Royal and will be recorded in the exhibitor's file. Booth Grading has an overall score of 40 points. To qualify for renewal, exhibitors must attain a minimum score of 28 points; however, a renewal is not guaranteed based on booth grading 29 points or above.

Base criteria being graded includes, but not limited to:

- Signage - height, visibility, professionally created and displayed, hosts contracted booth name.
- Booth Products - approved, professionally and aesthetically displayed.
- Compliance – based on infractions listed below.
- General Aesthetics - clean, carpeted (or flooring), display, overcrowding/lack of product
- Exceptional customer service

Booth Infractions include, but are not limited to:

- Opening late, closing early, not always staffed.
- Canopy tent structures or coverings (not permitted, and will be removed)
- Products displayed outside the licensed area.
- Products sold are not approved on the License Agreement.
- Sidewall restrictions not adhered to.
- Company signage not posted, not visible or unprofessional (handwritten).
- Complaints received from patrons and/or other exhibitors, RAWF staff.
- Non-Adherence to Rules & Regulations, RAWF policies, Code of Conduct.
- Early pack-up or early move out on closing Sunday (*automatic grounds for non-renewal).

5. Exhibitor Entry Passes

The Royal's commercial exhibitor booth staff require a QR code, non-transferable exhibitor ID (pass or wristband) to permit daily entry/access.

Each booth will be provided an allotment of passes, based on booth size, which are included in the paid Licence Fee. All passes will be marked or coded with the staff member's name, photo and the exhibitor booth name. All exhibit staff must enter the Fair at a Code Reader designated entrance (locations will be provided prior to the event). Exhibitor ID passed must be presented each time upon entering the show floor. Exhibitor ID passes are not transferrable and may not be shared (Theft).

Pass allotments per booth size, included with the Licence Agreement:

| Commercial Exhibitor Pass Allotment | | | | | |
|-------------------------------------|---------|---------|---------|---------------------------|-------------------------|
| Booth Size | 10'x10' | 10'x20' | 10'x30' | 400-1000 ft. ² | > 1000 ft. ² |
| Commercial | 4 | 6 | 8 | 15 | Management Approval |
| Food Court | 6 | 8 | 15 | x | x |

Additional exhibitor passes can be purchased (rates will be posted below when available).

| Commercial Exhibitor ID Pass Prices | |
|-------------------------------------|-------------|
| 10 Day | Coming Soon |
| 5 Day Flex | Coming Soon |
| 1 Day | Coming Soon |

****Exhibitors who forget or temporarily misplace their pass must purchase a one-day pass. No Exceptions. **** There are no refunds for one day passes. Ensure you always have your accreditation to avoid this additional cost.

Permanently misplaced passes will be cancelled and replaced in the Commercial Show Office subject to the full cost of purchase for the pass required to complete their scheduled hours for the duration of the event.

6. Booth Services and Rentals

What do I need? Your License Agreement is for space rental only. Please review below the option to purchase services and supplies. The Forms will be posted to the [Commercial Exhibitor Kit and Guidelines](#) webpage as they become available.

- Exhibition Place Exhibitor Services: Early Bird Rates until approx. Mid-October (TBD)
 - Booth Cleaning
 - Telecommunications
 - Internet
 - Parking Passes

- Show Decorators: Early Bird Rates until approx. Mid-October (TBD)
 - Modular Booth Rentals/Designs
 - Signage
 - Carpet Rentals
 - Décor Rentals (tables, chairs, couches, lamps, everlasting plants etc)
 - Off-site empty crate storage
 - Labour Services (including builds, off-loading, pumps and forklift services)
 - Drapery and skirting

- ShowTech Power and Lighting
 - Power (electrical)
 - Electrical Fixture Rentals
 - On site plumbing (Mechanical)
 - Sink Rentals (with plumbing package)
 - (If applicable to RV areas TBD) Outdoor Power & Water

7. Storage

Onsite (Exhibition Place Grounds) Empty Trailer Parking UPDATE

The Royal (in previous years) has been allotted a handful of spaces at Ontario Place for empty large transport parking. The main purpose is for the Transports /Rigs that bring large and small live-stock and Horses to our event. While any leftover spaces were used by Commercial Exhibitors, it is not its intended purpose.

Please note that Ontario Place is a separate property from Exhibition Place, and at this time offers ZERO parking for 3rd party organizations, such as RAWF to rent.

PLEASE ORGANIZE IN ADVANCE AN OFFSITE LOCATION TO STORE YOUR EMPTY TRANSPORTS.

The Royal will not be offering a location for Commercial Empty Trailer Parking.

8. Move-In Information

Move-In Begins the Monday* prior to our event each year. (*Monday is an invitation only move-in, with the main move-in starting Tuesday).

To streamline the Move-In process, we will be establishing a schedule of dates and times for each booth moving in this year.

- The Ministry of Labour has deemed Exhibition Place a “construction site” for the duration of the move-in of the Royal. *
- Disregard for any Move-In guidelines set out at any time by The Royal is considered a Zero Tolerance Infraction.

*RAWF provides clear instructions /guidelines in multiple formats over multiple occasions for Move-In and Move-Out. The heightened safety to all on the “construction site” is of utmost importance, and our top priority.

Once the schedule is established in the fall, you will be provided with more booth specific details.

9. Move-Out Information

- Booths must remain open and stocked for customers until 6:00PM on Closing Sunday. Early Pack-up is not permitted.
- The Ministry of Labour has deemed Exhibition Place a “construction site” for the duration of the move-out of the Royal. *
- Disregard for any Move-Out guidelines set out at any time by The Royal is considered a Zero Tolerance Infraction (non-renewal for future events).

*RAWF provides clear instructions /guidelines in multiple formats over multiple occasions for Move-In and Move-Out. The heightened safety to all on the “construction site” is of utmost importance, and our top priority.

- Rental Dollies **will not** be released until the carpets have been rolled up starting in Hall A (7:30pm approx).

- Vehicles will not be permitted inside the Enercare Centre until after 9pm (minimum). This policy will be strictly enforced by security at all entrances and exits.

- **Floor Managers will be issuing time specific access passes, colour coded for either East or West loading docks. Only those issued a pass will be permitted into the building with their vehicle. These passes will be shown to security at:**
 - Manitoba and Strachan for East loading Dock Access
 - Princess' and Nunavut for West Dock access.
 - Cars or trucks without this permit, will not be permitted to proceed to the dock entry point, but turned back to regular parking until they have attained this Entry Pass.

- No exhibitor is permitted to move-out through the Galleria Hallway or Heritage Court doors of the Enercare Centre. Escalators will be turned off and exhibitors are asked to respect this request as moving in and out from the hall may cause damages.
- Move-out is permitted through the loading docks ONLY.

Any Further information geared to a specific year, will be issued 3 days prior closing Sunday.