

Company Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Square Feet: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

## EXHIBIT DESIGN FORM

Please review the **RULES & REGULATIONS** section to ensure your exhibit meets the outlined requirements. In some instances, aspects of your booth **MUST BE APPROVED** by Show Management, Toronto Congress Centre or the Toronto Fire Department.

Please submit this form for approval even if you are using the same booth outlines used in the past.

### BOOTH TYPE:

Basic Pipe & Drape

Hardwall/Custom Booth

Pop-Up

System(GEM System)

YES NO

1. Exhibit Configuration is 200 square feet or more
2. Exhibit has roof/mezzanine/canopy
3. Exhibit structure exceeds 8' in height
4. Exhibit has signs, banners or lights over the 8' height restriction
5. Exhibit has a raised platform
6. Sampling food and/or beverage — Please complete the Food Sampling Form here and submit directly to [eventlogistics@torontocongresscentre.com](mailto:eventlogistics@torontocongresscentre.com).

Please indicate what you will be sampling: \_\_\_\_\_

7. Exhibit material exceeds 10,000 lbs. gross weight
8. Exhibit material exceeds 300 lbs./sq. ft. limit
9. Materials/processes/equipment require special permit
10. Exhibit has motorized vehicle/combustion engine
11. Exhibit contains liquid fuels/natural gas/propane(allow 6 weeks' notice to process request)
12. Exhibit contains cooking appliances and/or hot oil
13. Exhibit contains hazardous material which does not comply with Government Regulations on material handling in the workplace
14. Exhibit contains helium or large inflatable balloons
15. Exhibit will be using electrical equipment that is not approved by an accredited certification agency (i.e. CSA) If yes, click here to fill out the application to gain permission to show/energize unapproved electrical equipment at the show.
16. Exhibit will have product to donate to the Food Bank

NOTE: If questions 1 – 4 are answered "YES" specific design plans must be submitted for approval by Show Management.

Details to all questions answered, "YES", must be provided: