

RULES & REGULATIONS - MCEE

All exhibits and exhibitors are subject to the following rules and regulations.

QUALIFICATIONS TO EXHIBIT

The purpose of this exhibition is to provide a showcase for products installed in and for buildings of all kinds, intended to improve the environment of such buildings. These would include products, equipment and tools used in plumbing, heating, refrigerating, air conditioning, ventilating, pollution control, water conditioning, boilers, controls and radiation units. Exhibits of companies providing services, such as transportation, computer hardware and software and financial advisory, are acceptable. The management reserves the right to remove, decline, or prohibit any exhibit, or part of an exhibit, or proposed exhibit which, in its opinion, is not suitable to or in keeping with the character of the exhibition.

OPERATIONAL RULES AND REGULATIONS

1. INSURANCE

Each exhibitor must provide proof of insurance covering them for the entire duration of the show, including move-in and move-out. Coverage for liability of a minimum of \$2,000,000 is required. Ask your broker to fax proof of coverage to MCEE 2019 Show Management at: 416-695-0450 or email info@ciph.com. As an exhibitor in this, or any, trade or consumer show, your company should have coverage for special events & trade shows. Show Management will take reasonable precautions to prevent losses and protect the interests of exhibitors, but under no circumstances will it be liable for such losses. Neither Show Management nor the owners of the building will be held responsible for personal injuries, losses or damage to products, stands, equipment, decorations, resulting from fire, accident, theft or other, while in the building.

2. PAYMENT OF ACCOUNT

Full and final payment for exhibit space must be made before move-in commences. Show management will refuse entry to any exhibitor whose account has not been paid.

3. CARE OF RENTED SPACE

Exhibitors must make sure that the space rented for their booth remains in good condition. They must not use or allow the use of nails, screws, hooks or other similar fixtures for attaching any items. It is forbidden to paint the floor or to put anything on it without adequate protection that has been approved by the exhibit facility. Exhibitors may not put written matter on the walls of the exhibit facility. More details are also contained in the "Exhibitor Services/Material Handling" section of this manual.

4. CHARACTER OF EXHIBITS

Show Management reserves the right to restrict the use of glaring lights, objectionable lighting effects, or exceptionally noisy machinery. Sound presentations, slides, or movies will be permitted, if tuned to conversational level, and, if not objectionable to neighbouring exhibitors. Sound levels may not exceed 70 decibels more than 4 feet from the source.

No exhibits will be permitted which interfere with the use of other exhibits or impede access to them or impede the free use of the aisle. Booth personnel including demonstrators, receptionists, and models/hostesses are required to confine their activities within the exhibitor's booth space.

5. DISPLAY VEHICLES

Exhibitors who wish to have a vehicle in their exhibit space must inform Show Management of their intent and purpose prior to March 15, 2019. Safety precautions are needed and sponsorship regulations may prohibit certain types of vehicles. Please call 416-695-0447 Ext. 309 for approval and delivery scheduling. Any vehicle driving onto or off the show floor must have a Floor Manager to act as a "spotter" to direct the vehicle.

6. SAFETY MEASURES

Exhibitors who will show equipment in a moving and operating condition are required to provide every possible precaution for the safety of show visitors, their own operators and exhibitor personnel. All belt and chain drive units must be covered, and all equipment where cutting of metal, wood, or plastic is involved must be provided with safety shields.

It is strongly recommended that all workers wear protective footwear during move-in and moveout.

7. STAFFING OF EXHIBITS

Exhibitors are required to maintain a staff in their exhibit at all times during the hours of the show. Security is an added problem when booths are not staffed. Exhibitors are reminded that Show Management does NOT assume any responsibility for losses.

8. EXHIBITOR BADGES

MCEE 2019 will utilize a computerized badge system for all badges. Exhibitor badges will be supplied by the Show Management for all exhibit personnel. These must be worn at all times in the show building and are required for entry to the building. **The badge order form must be submitted prior to April 21, 2019**, listing all personnel who will staff the exhibit. Exhibitors are permitted 5 badges per 10 x 10 booth. Lost or misplaced badges will be reissued at a cost of \$20.

Exhibitor badges will not be mailed. They should be picked up at the Exhibitor Registration Desk in the registration area on April 23, 24 or 25.

9. COMPETITIONS

The schedule of prizes, and terms of any competitions taking place during MCEE 2019 must be clearly stated on the entry form. Descriptions of all such competitions must be submitted in writing to Show Management at least six weeks before the show.

10. SOLICITING, SAMPLES & SOUVENIRS

Distribution of samples, souvenirs and promotional material and soliciting of business must be confined to the exhibitors' booth space. Such activities are not permitted in the aisles, restaurants, registration area, hallways or other exhibits. No exceptions will be permitted.

11. FOOD AND REFRESHMENTS

The serving of food and beverages by the exhibitor is acceptable ON A LIMITED AND CONTROLLED BASIS AND ONLY if approved in writing by Show Management in advance. All such service must conform with contractual arrangements between MCEE 2019 and be purchased from Agnus Dei.

12. RELEASE FORMS

Release forms to remove goods from the exhibit hall are required from the opening day to the closing of the show (move-in and move-out not included). Release forms must be signed by the exhibitor (or senior representative at the exhibit) and by Show Management for removal of

material not under bond. Forms are available from the Show Office. Removal of goods in bond must first be cleared with Canada Customs. Upon presentation of this clearance, a release form will be issued by Show Management.

13. EXHIBIT REMOVAL

No removal or dismantling of exhibits or exhibit material is permitted before 4:00 p.m. on April 25, 2019. Exhibitors are urged to remove small cartons and open cases or products from the building immediately after the close of the show. While Show Management will take all reasonable security measures to safeguard small items, immediate removal of such items will minimize the possibility of loss from pilferage. Exhibitors are reminded that charges will be made by Show Management and Freeman on equipment and materials left in the building after the final move-out date, which is 3:00 pm on April 26, 2019.

14. SECURITY

Security guards will be on 24-hour duty from opening time of move-in until closing time of move-out. Show Management does NOT assume any responsibility for losses incurred from pilferage or any other causes. Exhibitors should take all possible precautions to protect their own property and should have appropriate insurance. Small items such as laptop computers and cellular phones should NEVER be left unattended.

15. ENTRY TO SHOW

Show Management reserves the right to refuse admission to the show building to any visitor, exhibitor or exhibitors' employee, who, in the opinion of Show Management, is unfit, intoxicated or in any way creating a disruption of the show. Abusive language, threats, assault, vandalism, theft and all other inappropriate actions will result in immediate removal from the premises and prosecution if appropriate.

16. MECHANICAL CONVEYANCES

Mechanical conveyances such as electric carts, scooters, robots or bicycles will not be allowed in the aisles during show hours. The only exception to this rule will be in the case of handicapped persons visiting the show, and duly authorized show personnel. Exhibitors demonstrating mechanical or electrical products in their booths are required to take appropriate safety precautions and have adequate insurance coverage.

17. ANIMALS

With the exception of service dogs, no animals, birds or pets of any description are permitted in the building without prior written approval of Show Management and Place Bonaventure.

18. CHILDREN

Children (under the age of 18) are not permitted in the exhibit hall during move-in or move-out. NO EXCEPTIONS!

19. HOSPITALITY SUITES

Exhibitors holding Hospitality Suites, Receptions or other events are requested to avoid conflicting with Show Hours.

20. SMOKING

In accordance with City of Montreal Bylaws, all areas in the Place Bonaventure are designated as nonsmoking.

21. PHOTOGRAPHY

Photographs/videotapes of exhibitors' booths may not be taken without permission of that organization's representatives.

22. INTERPRETATION OF REGULATIONS

The Management has the right to make such changes, amendments, and additions to these Exhibitors' Rules and Regulations as it shall deem necessary to the proper conduct of the Exhibition. The Exhibitor's Rules and Regulations, as amended, shall govern in all cases. Interpretation of the Exhibitors' Rules and Regulations and Operational Rules shall rest with the Management and its decision shall be final. Management may require exhibitors to make such alterations to their displays as it deems necessary to the proper conduct of the Exhibition and, on failure to comply, may order the immediate removal of the entire exhibit without compensation and at the Exhibitors' expense. Exhibitors failing to observe Show Rules and Regulations may be removed from the Exhibit Hall.