

Compulsory Exhibitor Forms

As an exhibitor of **The Canadian Coffee & Tea Show**, it is compulsory to complete **Sections A-F** below. The completed document is due by **August 22nd, 2016**.

SECTION A: Company Information

Exhibiting Company Name: _____

Address: _____ City: _____

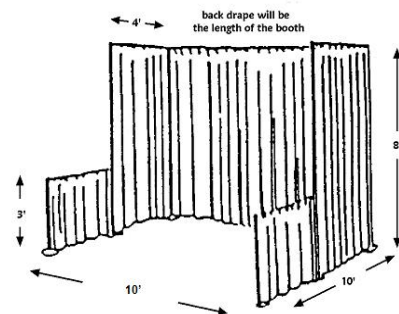
Province: _____ Postal/ZIP Code: _____

Date: _____ Booth #(s): _____

SECTION B: Drape Request Form

Upon request, each 10' x 10' space will be supplied with complimentary BLACK drapery.

- Yes, I would like to receive my complimentary 10' x 10' basic drapery for my booth space
- No, I do not require drapery for my booth space as our display will cover this area.



SECTION C: Health & Safety Acknowledgement

In accordance with the Occupational Health and Safety (OHS) Regulation under the jurisdiction of Ontario, The Canadian Coffee & Tea Show requires that all reasonable steps and precautions be taken to protect the health and ensure the safety of all persons involved in the production of its shows. Preventing injury is a key objective; accordingly, every possible measure is taken to provide a safe, healthy work environment.

To succeed, these safety initiatives require that every Exhibitor assume responsibility for helping meet this objective. In order to fully understand your responsibilities while at the show, all Exhibitors must carefully read the applicable sections of the Occupational Health & Safety Regulation. For more information, <http://www.labour.gov.on.ca/english/hs/>. In Addition be sure to read the HEALTH AND SAFETY BEST PRACTICE GUIDELINES FOR THE EXPOSITION INDUSTRY IN CANADA document contained in this manual.

By completing **Section F** below, you acknowledge that you have read & understand your Health & Safety responsibilities as outlined in the OHS.

SECTION D: Exhibitor Insurance Waiver

Exhibitors must provide proof of current and in force **COMMERCIAL GENERAL LIABILITY INSURANCE COVERAGE** prior to participation in The Canadian Coffee & Tea Show being held at The International Centre on September 25 & 26 2016.

Please indicate whether you have **COMMERCIAL GENERAL LIABILITY INSURANCE** or require coverage for the event.

Please check one option below:

- YES**, we declare that there is **COMMERCIAL GENERAL LIABILITY INSURANCE** in force, with a limit of \$2,000,000.00 (minimum) that recognizes and will respond on my/our behalf for all activities at the show.

INSURANCE COMPANY (NOT BROKER): _____

POLICY NO.: _____

LIMIT OF COVERAGE: _____

EXPIRY DATE OF POLICY: _____

- NO**, we currently do not have coverage and will require **COMMERCIAL GENERAL LIABILITY INSURANCE** at the show. Coverage will be obtained and information provided to **THE CANADIAN COFFEE & TEA SHOW**.

SECTION E: Fire Safety Checklist

Please review the Fire Regulations for exhibitors (provided in this manual) to ensure that your exhibit meets the requirements. In some instances, aspects of your Exhibit **MUST BE APPROVED** by Show Management, The International Centre and the local Fire Department.

EXHIBIT ANALYSIS		YES	NO
1.	Exhibit configuration requires approval		
2.	Exhibit configuration is 1000 sq. ft or more		
3.	Exhibit has a roof or canopy		
4.	Exhibit contains fabric panels on sides, top or across/above the booth		
5.	Exhibit has a mezzanine or a second story		
6.	Exhibit contains a raised platform		
7.	Exhibit contains a raised platform with an area of 400 sq. ft or more		
8.	Exhibit exceeds 8 ft in height		
9.	Exhibit material exceeds 10,000 lbs gross weight		
10.	Exhibit material exceeds 300 lbs per sq. ft		
11.	Exhibit contains prohibited material		
12.	Materials/processes/equipment require special permit		
13.	Exhibit has suspended signs/banners/lights		
14.	Exhibit presents an obstruction		
15.	Exhibit contains a motorized vehicle/combustion engine		
16.	Exhibit contains liquid fuels/natural gas/propane		
17.	Exhibit contains cooking appliances		
18.	Exhibit contains hazardous materials which do not comply with government regulations on material handling in the work place		
<ul style="list-style-type: none"> • IF ANY QUESTIONS FROM 1-7 ARE ANSWERED YES, YOU MUST SUBMIT SPECIFIC FLOOR PLANS. • IF ANY QUESTIONS FROM 8-18 ARE ANSWERED YES, YOU MUST ALSO SUBMIT SPECIFIC DETAILS. 			
<u>DETAILS:</u>			
<p>** NOTE ** Two storey booths or single-level roofed booths and booths with mezzanines are not allowed at The International Centre without prior approval.</p>			

SECTION F: Authorization



Contact Name: _____ Title: _____

Signature: _____ Date: _____

By signing above (or typing your full name in CAPITAL LETTERS when submitting the form electronically), you hereby acknowledge that you have carefully read and completed **Sections A-F** and all information provided is complete and accurate.

3 easy ways to submit these forms:

- 1) Print and fax this form to Stagnito Business Information
Attn: Helen Hubbs
888.889.9522
- 2) Send via email to:
hhubbs@stagnitomail.ca
- 3) Complete the [ONLINE](#) form