

## **EXHIBIT SPACE & MEETING ROOM GUIDELINES**

### **CLEANING**

At the completion of the Event the Client must remove all materials, boxes, equipment, signs, etc. Bulk trash and any cleaning deemed to be excessive will be subject to additional charges.

### **ELECTRONIC SIGNAGE**

a) The Centre's Meeting Rooms come equipped with an exterior 49" LED screens or 55" LED. Event signage will specify 'event name/event date(s)/enter here'. In addition, the LCD signs have the capability to display a logo or images (i.e., photographs). The logo should be formatted as a transparent PNG file with no background or a solid colour or a JPEG file. Note: the logo will be displayed against a white background.

### **EQUIPMENT IN THE EXHIBIT SPACE**

The EY Centre does not supply any equipment (i.e., tables, chairs, podiums, risers) on the show floor. All equipment on the show floor must be arranged directly through your Show Decorator.

### **EVENT SIGNAGE**

Event Signage is restricted to contracted space only and is not permitted in "common" areas or the exterior of the building property. Signs, banners, decals and similar materials may not be nailed, stapled, hung, taped, glued or attached to ceilings, walls, windows, doors, floors or other surfaces. Signs must be placed on easels or in sign holders. Handwritten signs are not permitted. Any placement of signage or promotional materials outside of the Meeting Room(s) must be approved by the Centre. Banner hanging and/or sign hanging must be done by an Exclusive Service Provider of the Centre. The prior approval of the Centre is required for all banners and signs in common areas. The Client shall provide the Exclusive Service Provider with a banner/sign hanging plan 14 days prior to the Start Date of the Event.

### **EXCLUSIVITY**

The Client, or any other person requiring food and beverage services, telecommunications services, electrical, mechanical, rigging, cleaning services, parking services, coat check, outdoor mobile signs, or any other services designated by the Centre as exclusive services at the Facility, must use the Centre's Exclusive Service Providers, and shall be responsible for all costs arising from the use of such Exclusive Service Providers.

### **FIRE REGULATIONS**

Fire exits must not be blocked by décor elements, booths, the storage of materials, etc.. Fire Regulations require the Use of fireproof tablecloths for all exhibits. The Centre does not provide these

### **FOOD & BEVERAGE**

The EY Centre holds the exclusive permitted rights to the sale and distribution of food and beverage (including alcohol) within its facility and in accordance with all municipal, provincial and federal laws

and regulations. Personal food and beverage from outside cannot be brought into the Meeting Room(s). Food or beverage products may not be distributed or sold or given away as samples by sponsoring organizations without prior written authorization of The Centre. Alcoholic beverages may only be consumed in those areas of the Facility licensed and designated as alcohol consumption areas.

a) MENU SELECTION: Menu selection must be submitted by the Client to the Events Manager at least 30 days prior to the Event in order to ensure availability of menu items, proper staffing and coordination of details. Special dietary menu items may be arranged in limited quantities and must be separately guaranteed.

b) MENU PRICES: Food and Beverage pricing will be guaranteed 90 days prior to the Event. Outside the 90 day guarantee period, all prices are subject to change without notice. Prices quoted in this Agreement are subject to increases to meet increased costs of supplies or tax increases subsequent to the signing of this Agreement, and the Client agrees to pay such increased amounts. Alternatively, the Centre, at its option, may make reasonable substitutions in menu items and the Client agrees to accept such substitutions.

c) EVENT ORDER: Upon verbally confirming details concerning the Event, the Centre will send to the Client an Event Order ("EO") which will set out such details. The EO must be signed by the Client and returned to the Centre prior to the Event Start Date. The EO will form part of, be a deliverable under, and otherwise be subject to, the provisions of this Agreement.

d) GUARANTEES: The Client shall provide the Centre with a breakdown of the guaranteed number of attendees (the "Guaranteed Number of Attendees"), no later than five (5) business days prior to the Event Start Date. The Actual Food and Beverage Charges for the Event shall be defined as the amount resulting from multiplying the per attendee cost as set out in the EO by (a) the Guaranteed Number of Attendees; or (b) the actual number of attendees, whichever is greater. The Centre agrees to serve up to (a) 3% over the Guaranteed Number of Attendees; or (b) up to a maximum of 30 additional attendees, whichever is the lesser, and the Client agrees to pay all costs of such service. If no Guaranteed Number of Attendees is provided to the Centre within the timeframe specified above, the number of attendees shown in Table 1 in your Event Agreement will be used as the Guaranteed Number of Attendees.

e) ALCOHOL: The EY Centre operates in full accordance with the Alcohol Gaming Commission of Ontario and all rules stated within the Liquor License Act. Any outside alcohol is strictly prohibited from all premises without prior approval of The EY Centre and all appropriate documentation/permit as set forth by the Alcohol Gaming Commission of Ontario. Any violation(s) to the rule is subject for immediate removal of contents and/or may affect the outcome of the event. For further information please log on to <http://www.agco.on.ca/en/b.alcohol.html> or contact your Events Manager.

f) Exhibitor Sample and Sale: Events are permitted to distribute sample sized products (excluding alcohol) with prior approval by The EY Centre but are strictly prohibited from selling any show space to vendors with the intention of selling any food/or beverage related products. For an Exhibitor Sample and Sale Form, please log on to <http://www.internationalcentre.com/food-and-beverage/menus>

## LABOUR

Should the Client change set-up requirements within twenty-four (24) hours of the Start Date, the Client shall pay a labour charge for re-setting of the room.

## MATERIAL HANDLING

Use of forklifts, pump trucks, golf carts and tow motors in Meeting Rooms and on carpeted or tiled common areas is not permitted. Only dollies with rubber wheels are permitted to move materials into and onto the Meeting Rooms and common areas. Only handheld items may be carried through entrance doors to the Facility. All other materials shall only be brought into the Facility through designated loading docks and designated doors.

## MEETING ROOM GUIDELINES

- a) Hall Meeting Rooms are available to Show Management or Event Management on show days only, on a complimentary basis for the purpose of hospitality, seminars, meetings, and/or banquets that are organized and produced by Show or Event Management as part of the show/event's seminar and/or conference program. Meeting room requirements for all seminar/meeting programs run by Show or Event Management must come directly from Show or Event Management. The EY Centre will provide a one-time complimentary theatre-style set-up, including a skirted head table and registration table, riser(s), podium, and a skirted table for AV Projector, if required. Equipment is subject to availability. A fee will apply for an alternative set-up (i.e., classroom, hollow square, etc) and per changeover in set-up. Water station is not included in the set-up. Daily and/or final cleaning is also not included.
- b) Show or Event Management are subject to the current daily meeting room rental rates if meeting rooms are sublet or assigned to other parties, or used for exhibit space. If meeting rooms are used for seminars for which payment has been received from attendees, sponsors or other parties, a rental fee will apply. Please contact your Sales Account Executive for the current daily meeting room rental rates.
- c) Meeting rooms provided on a complimentary basis to Show or Event Management are subject to a daily and/or final cleaning charge.
- d) Meeting rooms cannot be used for storage purposes.
- e) Meeting Rooms and Setup includes:
  - 1) Chairs
  - 2) Tables, excluding Exhibit or Display Tables
  - 3) One Water Station with 1 complimentary re-fill per room
  - 4) One Linen Covered Head Table per room
  - 5) One Linen Covered Registration Table per room
  - 6) Buffet Tables
  - 7) Black table cloths will be included for Function Rooms that are used for exclusive Meal Periods such as breakfast, lunch, or dinner; or where the Function Room's Catering Threshold is met. Please consult your Sales Manager
  - 8) One time Function Room Setup. Additional charges may apply for changes to Function Room Setup

## MOVE -IN/OUT

**EARLY SHIPPING OF MATERIALS:** The EY Centre does not accept shipments of materials prior than the contracted date(s). Materials may not be held in the building after the contracted date(s). If materials are left in the building after the contracted date(s), it will be force freighted at the Show or Event Manager's expense.

**MOVE-IN/OUT OF MATERIALS:** Handheld items may go through the nearest hall entrance doors. All other materials must go through the designated loading docks only.

- a) Access to the hall(s) on the first move-in day commences at 8:00 a.m.
- b) Access to the meeting room(s) commences as per the contracted time.
- c) Please allow sufficient time for marking floors and exhibitor move-in during your contracted days.

#### MOVE-OUT:

- a) Exhibitor move-out and final cleaning of the hall(s) must be completed by contracted end time. A representative from the show must remain on-site until the building is cleared to ensure there is no show materials left in the building. The EY Centre will not be responsible for any materials held over.

#### NORMAL BUSINESS HOURS

The Centre's management office is open from 8:30 a.m. to 4:30 p.m., Monday to Friday, holidays and weekends excluded (the "Normal Business Hours"). The Centre has the right from time to time to change the Normal Business Hours.

#### PARKING

Parking at the Centre is a daily charge. However, based on the size of the Event, the Centre may require the Client, at the Client's sole expense, to arrange with the Centre's Exclusive Service Provider for an adequate number of parking attendants in order to control traffic flow, marshal vehicles and maximize the use of parking space inventory during the Event, as well as to keep fire and safety zones clear and direct Event deliveries to designated loading docks and doors. Final determination of the need for such parking attendants is at the sole discretion of the Centre.

#### PORTABLE ADDRESS SYSTEM

P.A. SYSTEMS: Microphone with P.A. hook-up is available. Please contact your event coordinator.

#### POWER

The Meeting Rooms are equipped with standard power. Any additional power requirements must be arranged by the Client through the Centre's Exclusive Service Provider at the Client's sole expense.

#### PROHIBITED ACTS AND MATERIALS

The Client shall not hang, place or store any exhibits, displays or other materials in the common areas without the prior approval of the Centre. The Client will provide protective floor covering under any exhibits, vehicles, staging and storage of materials that may damage the permanent carpeting in the Meeting Rooms. Alterations to any part of the Facility, or item of furniture or equipment forming part of it are not permitted. This includes the drilling of holes, insertion of nails, screws, tacks, hooks and the attachment of any decals or promotional literature to walls, ceiling, doors or floors. Damages caused by any of these actions will be billed directly to the Client. Masking, duct or scotch tape is not permitted on the walls in the Meeting Rooms or in the common areas. Animals, reptiles and birds are not allowed in the Facility without prior written authorization of the Centre. Helium Balloons, glitter and confetti are not allowed in the Facility. Hazardous material including any materials, substances, or objects which may endanger the life of, or cause bodily injury to any person in the Centre, or which are likely to constitute a hazard to any property, may not be brought into the Facility. The Client shall not place or change any lock of any kind on any window or interior door.

#### RIGGING

No items may be suspended from any ceiling in the Facility without the prior written permission of the Centre. Rigging connections must be made by the Centre's Exclusive Service Provider or by a Centre

approved contractor, and shall be at the Client's sole expense. The Client shall provide the service provider or contractor with a detailed rigging plan 30 days prior to the Start Date of the Event.

#### SECURITY

The Client is responsible to make any and all arrangements including all costs and expenses associated with providing Contract Security or Police for their Event and to protect any valuables in the Meeting Rooms, storage rooms, and common areas. The Centre has, at its sole discretion, the right to require the Client to make such arrangements. The Centre is not responsible for any materials left in the Meeting Rooms, storage rooms and common areas.

#### SHIPPING & STORAGE

No shipments will be accepted by the Centre prior to twenty-four (24) hours before the Start Date of the Event. The Centre reserves the right to refuse delivery for any such shipments arriving without the Centre's prior consent. The Centre will not be liable for additional costs for shipments that are refused due to lack of prior approval. Storage space is limited; large shipments may require the rental of a storage room. The Centre shall designate the appropriate receiving area for Event shipments. The Client must process cross border shipments through Canada Customs before delivery. The Centre will not assume responsibility for clearing any such shipments. The Client is responsible for pre-paying any duties, taxes and other expenses on such shipments. The Centre reserves the right to refuse any shipments that arrive with duties and taxes owing.

It is essential that the mailing address contain the following details:

Name of Client contact:	Centre's contact name
Phone # of Client contact:	Centre's contact phone #
Mailing address of Client contact: including postal code:	The EY Centre 4899 Uplands Drive, Ottawa, Ontario. K1V 2N6
Name of Event:	
Start Date:	Receiving dock/door #
Meeting Room(s):	

Any package received after the End Date of the Event will not be accepted. All returns will be sent collect. The Centre shall not be responsible for the failure to receive packages, the condition of any goods received or for any damage sustained in transit. All deliveries must be made via the designated docks and receiving doors. Dismantling, loading and removal of Event Property such as displays, exhibits, materials, etc. must be commenced immediately following the conclusion of the Event. If any Event Property has not been removed from the Facility by the End Time of the relevant Meeting Room(s), the Centre will have such Event Property removed at the expense of the Client, and the Centre will not be responsible for any damage caused by such removal. Before or after the Centre's regular business hours, the Client must provide a Dock Master to supervise receiving and shipping.

#### SHOW OFFICE FURNITURE

##### SHOW OFFICE:

The show offices are not equipped with furniture. Additional furniture must be arranged through your Show Decorator.

## SMOKING

In accordance with the City of Ottawa's by-law, smoking is not permitted anywhere in the Facility. The Centre has the right to remove any persons not complying with such by-law.

## SOCAN AND RE:SOUND

The Centre possesses a performing rights license for SOCAN (Society of Composers, Authors and Music Publishers of Canada) and Re:Sound. If the Event features any of the performances for which SOCAN and Re:Sound tariffs are payable, the applicable SOCAN and Re:Sound tariffs will be charged to the Client.

## SPECIAL ACTIVITIES AND/OR STRUCTURES INVOLVING RISK TO ATTENDEES OR PERFORMERS OR OTHER PARTICIPANTS

Activities that involve hanging, spinning, climbing, jumping, swinging, riding, or any other such activities that The EY Centre deems different than the common retail or wholesale sales in a booth are subject to review By The EY Centre. Show or Event Management will be required to sign a Waiver and Liability Release Form For any activities that The EY Centre considers to be high risk. Structures used for any of these activities Must have a stamped engineered drawing or be satisfactory approved by a Health and Safety professional. Please advise your Events Manager of any activities or structures of this nature.

## SPONSORSHIP

The show is free to incorporate sponsorship agreements within the licensed space as long as the sponsorship does not include any commitment with regards to providing or distributing products and services related to food and beverage (including alcohol and bottled water). Sponsorship may include signage or advertising within the licensed area, excluding washrooms, lobbies, emergency exits, snack bars, mobile food areas or bar areas. Advertising or marketing opportunities which may or may not be included in sponsorship packages outside of the licensed area will be charged an applicable fee based on the location and nature of the offering and are subject to approval by The EY Centre.

## EVENT REMINDERS FOR PLANNERS

The following reminders are to assist with executing a successful event. Please refer to the due dates outlined below for your submission:

One Hundred & Eighty (180) Days Prior to your Event

- 2nd Deposit Due

Ninety (90) Days Prior to your Event

- 3rd Deposit Due

Thirty (30) Days Prior to your Event

- Floor Plans for approval
- Final Event Details
- Insurance Certificate
- Security Schedule
- First Aid Schedule
- Emergency Response Plan
- Signage Information for approval
- Food and Beverage Requirements
- Catering Requirements
- Information Technology and Telecommunication Requirements
- Authorization and Release Form(s) for approval (Animals, Balloons, High Risk Activity, etc)

Fifteen (15) Days Prior to your Event

- Estimate Invoice Payment Due

Five (5) Day Prior to your Event

- Final guaranteed guest count for Catering Orders

