

**RULES AND REGULATIONS**

All the information in this manual and all order forms for show services are available in your online Exhibitor Manual.

**Location:**

**TORONTO GIFT + HOME MARKET**

Toronto Congress Centre  
 650 Dixon Rd  
 Toronto, ON M9W 1J1

**Move-in Dates & Times:** (see your Exhibitor Manual for detailed move-in information)

Friday, August 4	8:00 a.m. – 4:00 p.m. <a href="#">Only exhibitors with 1000 sq. ft. &amp; larger by scheduled move-in time</a>
Tuesday, August 8	8:00 a.m. – 4:00 p.m.
Wednesday, August 9	8:00 a.m. – 4:00 p.m.
Thursday, August 10	8:00 a.m. – 4:00 p.m.
Friday, August 11	8:00 a.m. – 2:00 p.m.
Saturday, August 12	8:00 a.m. – 1:00 p.m.

**Show Dates & Times:**

Sunday, August 13	9:00 a.m. – 6:00 p.m.
Monday, August 14	9:00 a.m. – 6:00 p.m.
Tuesday, August 15	9:00 a.m. – 6:00 p.m.
Wednesday, August 16	9:00 a.m. – 3:00 p.m.

**Move-out Dates & Times:** (see the online Exhibitor Manual for detailed move-out information)

Wednesday, August 16	3:00 p.m. – 11:00 p.m.
Thursday, August 17	8:00 a.m. – 2:00 p.m.

**Show Policies**

The Toronto Gift + Home Market rules and regulations as well as all current and future COVID-19 health and safety protocols have been established for the overall betterment of the show. These rules are designed to ensure safety and fairness to all exhibitors. Management reserves the right to restrict exhibits which, because of noise or any other reason, become objectionable; also, to close without indemnity, the exhibit of any exhibitor who shall refuse, after notice, to conform to the rules.

**For more information, please refer to The Canadian Gift Association’s Show Conditions, Rules and Regulations of Agreement included in your exhibiting contract.**

**Alcoholic Beverages**

Alcoholic beverages are prohibited during the move-in show days and move-out show days.

## **Attendance – No Guests**

IMPORTANT! Without a valid show badge, GUESTS ARE NOT PERMITTED ON THE SHOW FLOOR. This show is a wholesale show and is not open to the public. Guests are prohibited in order to protect the best interests of both buyers and exhibitors.

Exhibitor cooperation is requested to restrict invitations to qualified buyers only. Guests and those not directly related to the gift trade, without a show badge, will be denied entry to the show.

We encourage you to invite your network of valued Buyers to attend the CanGift Markets. Registration to attend as a Buyer is easy! Please ask them to visit the [Attending](#) section of the current show on our website, or [click here](#), for more details.

If you or your network requires any assistance, or have a general question regarding Buyer Registration, our Retail Engagement Team is here to help! Please contact them at 1.800.750.1967, or by email at [registration@cangift.org](mailto:registration@cangift.org).

**PLEASE NOTE: All Guests, Retailers and Buyers must register for a Show Badge in order to attend a CanGift Market.**

## **Booth Access**

Exhibitors are not permitted to enter another exhibitor's booth or handle any product without expressed permission from the other exhibitor as per the Code of Ethics.

## **Booth Installation/ Dismantling**

Exhibitors are reminded that they may install their own exhibits using the services of their regular employees. If they do not use their own employees, the use of the Official Show Service Contractor is recommended. All display materials, including prefabricated booths, must be pre-fitted and ready for installation prior to shipment to the building. If an exhibitor requires additional assistance in the movement and installation of their display, they should contact and use the services of a professional display company. See Freeman order forms in the Exhibitor Manual under Services.

## **Cameras/Video Recorders**

Cameras and video recorders are strictly prohibited on the show floor with the exception of approved media and official market photographers. Exhibitors who wish to take photographs of their own booth must wear a badge with the company name corresponding to the booth being photographed and obtain a Camera Pass from the Show Office.

## **Care of Building – Walls, Ceilings, Floor**

Painting, adhesive, or other coatings as well as nailing or drilling of floors, walls, ceilings, or any part of the building is not permitted. Decorations or coverings for display fixtures and all fabrics or other material used for decoration or covering of tables and/or risers must be flame proof. Exhibitors wishing to lay any floor covering must use an adhesive that will not damage the show floor and is easily removed. It is the exhibitor's responsibility to remove their own carpet tape before leaving the facility. No signs or other articles are to be fastened to ceilings, walls, pipes, or electrical fixtures. The building regulations state that exhibitors handing out adhesive backed promotional material & using incorrect carpet tape will be charged for removal of this material from any building surface.

**IMPORTANT NOTE:** The Toronto Congress Centre is an independently owned facility; any damages to the walls, ceilings, & floors (i.e., incorrect floor tape) will be billed directly to the exhibitor.

## **Carpeting**

All booths may have carpet or other suitable floor covering installed at the expense of the exhibitor and cover the complete floor area of your booth. The installation of your booth carpet must be within the confines of your own display area. If the booth is 10 feet deep, your carpet must be kept within this 10-foot depth and under no circumstances will allowances be made to permit the extension of your carpet into the aisle or into another booth not your own.

See Freeman order forms in the [Exhibitor Manual](#) under Services.

## **Children**

No one under the age of 16 is permitted on the show floor. Special accommodations are made for babies under one year of age with a release and indemnification acknowledgement available at registrations. Infants must be carried in a baby carrier or sling. Strollers are not permitted.

**Family washrooms are available for nursing mothers.** Daycare is not available at the Toronto Gift + Home Market. For details on admission restrictions, visit <https://canadagiftshows.com/toronto-fall-gift-home-market/exhibitor-faq/>

## **Cleaning Service**

Show Management provides janitorial service for aisles only. Building cleaning staff will not enter any exhibit for the purpose of sweeping or dusting. To order cleaning services for your booth, please see the Booth Cleaning Order Form in your [Exhibitor Manual](#) under Services.

## **Code of Ethics/Terms & Conditions**

CanGift requires that its members and exhibitors adhere to the Code of Ethics/Terms & Conditions, adopted by the CanGift Board of Directors. As a CanGift member, you agree to observe the highest standards of honesty, integrity and responsibility at the CanGift Markets.

## **Conduct**

Exhibitors are responsible for and agree to make good any damage to the building or Show equipment caused by their occupation of the space. Booths must be ready and staffed for Show opening and at all times during Show hours. Exhibitors are not to accost buyers in the aisle or in other exhibitors' booths. Handouts of promotional material or product is strictly prohibited outside the confines of your exhibit space. Any breach of this regulation will be dealt with severely.

No cameras are allowed in the building unless permission has been given by Show Management. Photographing another exhibitor's display is not permitted without the consent of the exhibitor. In addition, exhibitors are reminded that visiting other booths is by invitation only and they are requested to observe this fundamental courtesy at all times.

## **Contests and Draws**

Draws conducted by exhibitors in conjunction with their display must be free of any obligation on the part of the winner. Prize winners must not be required to place an order before collecting the prize offered. The schedule of prizes and terms of the draw must be clearly stated on the entry form and must comply with all existing Regulations. Show Management must be notified of all such activities at least four weeks before the market.

## **Electrical**

Electrical outlets are not included in booth costs. Exhibitors are not allowed to install any electrical wiring or devices on site other than regular extension cords. **All onsite wiring and connections must be done by Showtech.** Any electrical signs or lighting attached to the building structure must be installed by Showtech. Order forms are available online in the [Exhibitor Manual](#) under Services.

Ontario's Electrical Safety Authority (ESA) requires that all machinery that will be displayed and/or powered up during an event must be approved by the ESA before show opening. [Click here](#) for Recognized Certification Markings. Exhibitors are responsible to obtain "Permission to Show/Energize" from the ESA directly. To obtain the ESA "Permission to Show-Energize Application", go to <https://esasafe.com/fees-and-forms/forms/> to apply for permission from the ESA or [click here](#). Apply as soon as possible to avoid on-site complications.

## **Exhibitor Badges**

Print at home exhibitor badges. The trade show contact will receive an email from Conexsys Registration closer to the show date with a unique link for your company to enter the names of who will be working in your booth. The trade show contact will be responsible for either printing and handing out the badges or sending the link to their staff/ reps to print themselves.

It is required that all persons have show badges for entrance onto the show floor. **Exhibitors are required to wear their badges at all times including move-in/move-out.** All personnel/outside contractors who will be setting up and/or tearing down the booth that do not receive a badge in advance, may obtain one from a security guard upon entrance to the market. Personal identification (i.e. Driver's licence) must be valid. Personnel must wear their Move-In/Move-Out badges at all times. (Please note **these badges are not acceptable during the show**).

Show Management reserves the right to refuse admission to any visitor, exhibitor or exhibitors' employee, who, in the opinion of Show Management, is unfit, intoxicated, or in any way creating disruption to the market. **The public is not invited to the market and retail sales are strictly prohibited.**

Only exhibitors/personnel with appropriate badges are permitted to enter the building during move-in, market dates and move-out hours.

**Fire Regulations** - See the Fire Regulations document in the online [Exhibitor Manual](#) under General Forms for details.

## **First Aid and Emergencies**

First Aid Personnel will be on-site during move-in, show hours and move-out. There will be a dedicated First Aid room at the Toronto Congress Centre. See onsite Show Office for any questions.

## **Food Demonstrations**

Food demonstrations may be conducted within an exhibitor's own booth space (when applicable to the goods being sold). Show Management reserves the right to restrict or request an exhibitor cease the cooking of food should the aroma be considered offensive or affect the conduct of business in the surrounding area. Please note that any food used in the demonstration must not be used for sampling.

## **Food Samples**

The Toronto Congress Centre (TCC) is a practicing HACCP facility adhering to the highest food safety standards. In order to uphold our HACCP accreditation, it is imperative that the TCC monitors and controls all food products being served onsite. All exhibitors who wish to dispense food samples at TCC must submit this form in advance of the Event. Note: Not to exceed 3oz. for food and 5oz. for non-alcoholic beverages.

The Food Sampling form is available in our online [Exhibitor Manual](#) under Services.

## **Health and Safety Policy**

In accordance with the *Occupational Health & Safety Act (OHSA)*, the Toronto Gift + Home Market requires that all reasonable steps and precautions are taken to protect the health and ensure the safety of all persons involved in the production of its markets.

Preventing injury is a key objective; and accordingly, every possible measure is taken to provide a safe, healthy work environment. To succeed, these safety initiatives require that every exhibitor assumes responsibility for helping meet this objective. Exhibitors are responsible for the health and safety of all employees and other persons on the show floor who are directly or indirectly under their supervision/direction. Exhibitors must, therefore, carefully read the applicable sections of the OHSA, in order to fully understand their responsibilities as they apply to themselves and their workers while at the

market, including all activities within their own booth areas. For more information on the Act, visit the Health & Safety section at [www.labour.gov.on.ca](http://www.labour.gov.on.ca).

In compliance with established safe work practices and procedures, and as a minimum requirement, the Toronto Gift + Home Market asks that all persons on the show floor and involved during the move-in and move-out process (i.e., setup and tear-down of this trade market) **must be properly dressed and equipped to work safely in specific areas of the market** deemed by the Act, or by an on-site Safety Inspector, as an 'industrial' environment which may involve the use of heavy equipment (forklifts, etc.), as well as 'overhead activities' (hanging signs, lights, etc.). These areas, including areas in and around booths, may be marked off with safety cones or caution tape, only persons wearing hardhats and safety shoes will be permitted into these areas until all work is completed.

**Working in sandals/flip-flops/open-toed shoes/bare feet, etc. is strictly forbidden on the market floor. Any individual wearing inappropriate footwear will be prevented from entering the market floor by security.**

**COVID-19 Protocols** – Proof of vaccination and the wearing of masks are NO LONGER required to participate in the Toronto Gift + Home Market. [Toronto Health & Safety Updates](#)

**HELP US ENSURE EVERYONE INVOLVED IN THE TORONTO GIFT + HOME MARKET IS SAFE AND PROTECTED!**

Acknowledgment that you have read, understand and will comply with the Occupational Health & Safety Act and all current COVID-19 protocols are required via signed form available online in the [Exhibitor Manual](#).

**LAWS AND POLICIES:** All parties will comply with all applicable Provincial, Federal, local laws, facility (Toronto Congress Centre) and Toronto Gift + Home Market rules and policies including the Health & Safety Act and the Accessibility for Ontarians with Disabilities Act.

### **Helium Tanks /Balloons**

Helium tanks are not permitted within the buildings. Exhibitors must receive prior approval from Show Management for the use of helium balloons. Exhibitors will be held responsible for any costs that may result from balloons, which come loose from their booths and need removal from venue ceilings.

### **Insurance**

As you are aware, accidents may occur at any time during the progression of the event. Appropriate insurance coverage is your best protection against these unforeseen events. As per your signed Exhibit Space Contract, Market Conditions, Rules and Regulations of Agreement: Item #7; a minimum of \$2,000,000 insurance coverage is necessary to exhibit at the Toronto Gift + Home Market. This is to cover any possible theft, damage or liability in case of any damage or injury caused while at the show site. Show Management will ensure that all official market contractors have the appropriate insurance however each exhibitor should be adequately covered and protected for any unforeseen circumstances.

Proof of coverage is required in the form of a signature, name of insurance company and policy number as indicated on the Exhibitor Insurance confirmation form found online, under our online [Exhibitor Manual](#).

### **Insurance: Sub-Contractor**

Exhibitors, who use independent contractors to deliver, install and/or dismantle their booth, must ensure these contractors have insurance coverage of \$2,000,000 listing Canadian Gift Association as a co-insured. Independent contractors should be indicated on the bottom of the generic Exhibitor Insurance confirmation form found online under [Exhibitor Manual](#) as proof of coverage, listing the name of the insurance company and policy number. Any contractor found not to have proof of adequate insurance coverage, will not be permitted on the show floor.

**Please Note:** Insurance regulations strictly prohibit the entry of anyone under the age of 16 years, during move-in and move-out. Please advise all staff involved in set-up or removal of exhibits, as well as staff working during the market, of this restriction. *This policy will be strictly enforced and there will be no exceptions.*

These requirements are for your protection! In the event of an accident involving an inadequately insured independent contractor, or an accident involving a buyer/customer/guest during the market, affected parties would rely on your own insurances to cover damages.

*Please insure you are covered for the full duration of the Toronto Gift + Home Market!*

Neither Show Management, the Canadian Gift Association, the owners & management of the Toronto Congress Centre, nor any of their officially appointed contractors/suppliers and/or their employees and/or agents will be held accountable for or liable for such losses, and/or damages, loss, harm or injury to a person(s) or any property of exhibitor(s), or other person(s), however caused, or any of its officers, agents, employees or representatives, nor for goods sent to the Toronto Congress Centre, before, during the market or remaining after the market.

### Internet

Complimentary Internet is available throughout the Toronto Congress Centre. To have dedicated internet at your booth, please go to the online [Exhibitor Manual](#) under Services to download the form.

### Music, Photographs and other Copyrighted Material

Each exhibitor is responsible for obtaining all necessary licences and permits to use music, photographs or other copyrighted material in an exhibitor's booth or display. Show Management reserves the right to remove from the exhibit hall, all or any part of any booth or display, which incorporates music, photographs or other copyrighted material and for which the exhibitor fails to produce proof that the exhibitor holds all required licences. The exhibitor shall remain liable for and shall indemnify and hold Show Management and the facility, their agents and employees, harmless from all loss, cost, claims, causes of action, suits, damages, liability, expenses and costs, including reasonable attorney's fees, arising from or out of any violation or infringement (or claim violation or infringement) by the exhibitor, exhibitor's agents or employees of any patent, copyright or trade secret rights or privileges.

### Outside Food & Beverage

The Toronto Congress Centre strictly prohibits outside food and beverages anytime that facility food service is available. Please contact the catering department for details. Note: Food and beverages must be ordered through the facility at both buildings. The Food Menu and Order form can be found in the online Exhibitor Manual under Services approximately one month before the show.

### Pets

Animals are not permitted on the market floor at any time, for any reason with the exception of service animals.

### Recycling Centres – Move In

The Toronto Congress Centre provides large, corrugated pallet boxes located within each hall marked "Cardboard Only" for your use.

### Sales on Show Floor

In order to maintain the high calibre of this market for both the attendee and exhibitor, **the sale of products from the show floor is strictly prohibited.** Visitors are not permitted to remove goods/products from the show floor at any time.

### Sales Representatives

For the protection of all exhibitors at the market, company representatives/agents requiring on-site exhibitor badges must have identification verifying their employment with each exhibiting company they will be representing at the market. **They are required to present a personalized imprinted business card in the exhibitor company name or a note on the**

exhibitor's letterhead endorsing the individual as a representative of your company. If no identification is available, your company representatives will not be allowed on the show floor.

### **Sample Product Release Form**

No product may be removed from the building while the market is in progress. In special circumstances, Show Management may authorize removal of products after show hours, which must be accompanied by a Product Release Form obtained from the Show Office. Once move-out begins, release forms will not be necessary.

### **Security**

Security precautions will be taken during move-in, however, neither Show Management, the Toronto Gift + Home Market, the Toronto Congress Centre, the officially appointed contractors, nor the employees of anyone, or all, assume any responsibility for the loss of, theft of, or damage to any exhibitor's material or equipment while in the care of the receiver or on the premises of the Toronto Congress Centre.

### **Security - Staffing of Exhibits**

Exhibitors are required to maintain a staff member in their exhibits at all times during the hours of the market. This will reduce the likelihood of a loss in your booth during the market. *The Toronto Gift + Home Market, its management, and the building owners/management, however, cannot assume any responsibility for losses incurred from pilferage or any other causes.* Therefore, exhibitors should take all reasonable precautions to protect their own property, including obtaining adequate insurance. Packing smaller items in cartons or crates immediately at show closing is recommended to reduce the risk of loss. Security guards will be on 24-hour duty from the start of move-in to the end of move-out at the Toronto Congress Centre. Additional security can be ordered for your booth through the Booth Security Order Form found in the online [Exhibitor Manual](#) under Services.

### **Show Office**

Show Management will maintain a fully staffed office at the **Toronto Congress Centre** beginning the **Monday** of move-in for the Spring shows and **Friday** before the Civic holiday for the Fall shows and throughout the entire market including move-out. If we can be of any assistance, please do not hesitate to contact us at any time.

### **Smoke Free Market**

The Toronto Congress Centre is considered a public place and a workplace, therefore smoking is prohibited anywhere in the facility at all times. For the health and welfare of all concerned, please abide by this rule. Those contravening the Smoke Free By-Law are subject to a fine of up to \$5,000.00 per occurrence.

### **Soliciting, Samples and Promotional Material**

Distribution of samples or promotional material and soliciting of business must be confined to an exhibitor's own booth space. Such activities are not permitted in the aisles, restaurants, registration areas, hallways, other exhibits or parking lots. Only participating exhibitors have the right to promote goods and services in the market. *All other parties who attempt to solicit sales without the written permission from Show Management will be permanently removed from the Market area.* Exhibitors are asked to report any infractions to the Show Office so that immediate action can be taken.

### **Sound Levels**

Electrical and other mechanical apparatus must be muffled to ensure you do not disturb other exhibitors. This includes noise-producing products. Audio or sound aids may be used; however, if sound levels disturb or disrupt your neighbours, their use must be stopped immediately.

## **Storage Boxes**

**Fire regulations prohibit the storing of boxes or cartons behind any booths. Any boxes or cartons found stored behind booths will be removed and discarded.** All cartons will be placed in storage once they have been properly wrapped and labelled. Any exhibitor, with more than 5 cartons, must wrap them together and label them with the correct building colour coded storage labels including Company Name, Booth Number(s), and Number of crates to be stored. Cartons not labelled will be considered garbage and disposed.

## **Subletting**

Exhibitors are strictly prohibited from subletting all or part of their booth space. Confirmation of this infraction will result in loss of booth space. *Please ensure you have reviewed the Canadian Gift Association Conditions, Rules and Regulations of Agreement found on your booth space contract; Exhibit Space (item #6).*

## **Tipping**

Exhibitors are required to abide by the prevailing labour conditions and rates effective at all market buildings. No tipping of any facility employee or market contractor is required or allowed.

## **EVENT MANAGEMENT**

### **TORONTO GIFT + HOME MARKET**

Owned and Produced by the Canadian Gift Association

23 - 4444 Eastgate Parkway,  
Mississauga, Ontario L4W 4T6

Tel.: 800.611.6100

Email: [exhibitor@cangift.org](mailto:exhibitor@cangift.org)

**Dwayne McKillop**  
President & CEO

**Carolyn Hoshoooley**  
Vice President

**Norm Schulz**  
Director of Sales & Operations

**Marla Skopitz**  
Sales Coordinator

**Melissa Bae-Nichols**  
Sales Co-ordinator

**Mike Canavan**  
Member Benefits & Registration Coordinator

**Carrie Severn**  
Sales & Hospitality Coordinator

**Angela Voelkner**  
Executive Coordinator

**Helen Hubbs**  
Show Coordinator