

HITEC WIRELESS POLICY

In an effort to meet the needs of this event, we have created a wireless model that will promote successful co-existence between exhibitors. Since there is a need to utilize wireless devices on the show floor to demonstrate products and services, exhibitors must abide by the following guidelines or it will be impossible for wireless connectivity to work effectively for everyone.

Exhibitors bringing a wireless router or access point into the exhibit hall must inform the MTCC Technology Services department and follow these simple guidelines when planning the setup for their booth. These steps will help ensure everyone is able to connect to the Internet accordingly and help prevent interference issues with the convention center's existing wireless system and surrounding booths.

All wireless devices should be setup with the following minimum specifications:

- Devices should have the ability to scale their power settings and you must adjust the power to the lowest setting to cover **only** your respective booth space.
- Lock down your device with any of the many types of security protocols available such as WPA, WPA2 etc. to prevent your system from becoming overloaded with unauthorized users and possibly slowing down your network connection as well as that of others.
- Ensure your device is configured prior to setting it up on the show floor and someone attending the event has the password and ability to make changes should they be required.
- Disable 5Ghz and use 2.4Ghz wherever possible.
- Configure the 2.4Ghz radio to channels 1, 6 or 11. Do not use auto-channel option on 2.4Ghz or channel bonding (also known as 40 or 80 MHz channels)
- If 5GHz is required set radio to use DFS channel (52 to 64 and 100 to 140) whenever possible

Recommended:

- Disable any data rates below 18Mbps. (Higher data rates means less competition for air-time with neighbors)
- Disable b protocol and use g/n only (b protection mode = none)
- Set router protection mode for RTS/CTS

Because of the nature of wireless service, we cannot guarantee this service will work effectively on the show floor and strongly suggest a wired solution be utilized whenever possible to ensure Internet service is available throughout the duration of the show. If an unauthorized wireless device(s) is connected to the convention center network that does not comply with the above guidelines or is found to interfere with the center's existing service, the Internet connection to said device(s) will be disabled until it is found to be compliant. We appreciate your cooperation and attention to this matter.

Please provide the following info below:

Event Name: _____
Company Name and Booth #: _____
Onsite Contact Name and Number: _____
SSID/Network Name to be used/broadcast: _____

Signature: _____ Date: _____

Return completed forms by June 5 to: Metro Toronto Convention Centre, Telecommunications Department
255 Front Street West, Toronto, Ontario M5V 2W6 E: telecommunications@mtccc.com

Thank you,

Show Management