

# Rules and Regulations

## Insurance

### **Exhibitors are responsible for their own booth insurance; this is mandatory.**

The Ontario Dental Association is not responsible and/or liable in any way for any claim by a third party made on them for their fault or deemed negligence. The Ontario Dental Association will not be liable for any damage or theft of inventory.

Each vendor is required to have proof of a Certificate of Insurance that includes the following:

- Commercial General Liability Insurance with a minimum of \$2,000,000 in coverage
- Products and Completed Operations, Tenants Legal Liability and cross liability should be included in the General Liability
- Please ensure that the Ontario Dental Association is listed as an 'additional insured' with respect to this event.

### **Proof of exhibitor insurance is required prior to the move-in date.**

Please send Certificates directly to:

www.exhibitorinsurance.com.

2780 Hwy 7, Unit 103, Concord, ON L4K 3R9

Fax: 905-760-2260 | Email: info@exhibitorinsurance.com

## Exhibitor Liability

The Exhibitor agrees to assume and shall be expressly liable for any and all liability for the negligence or willful acts of omission by itself, its agents, servants and employees, including, without limitation, liability arising from any damage to floors (including carpeting), walls, columns, or to standard exhibit equipment at the Metro Toronto Convention Centre or to other exhibitors' property located thereat. The Exhibitor agrees that it will indemnify and hold harmless the Association from and against any and all losses, claims, suits, damages and liabilities of any kind caused by or arising from personal injury or property damage sustained by any person arising out of the transfer, installation, maintenance, removal or operation of the Exhibitor's exhibit or arising out of any breach or non-performance by the Exhibitor of any of the terms and conditions set forth in the Contract.

## Security, Responsibility for Loss or Damage

Neither the Ontario Dental Association nor the Metro Toronto Convention Centre is responsible for loss or damage which might ensue from any cause in connection with transfer, installation, maintenance or removal of exhibits. Neither the Ontario Dental Association nor the Metro Toronto Convention Centre will be responsible in any way for goods while on exhibit or in storage. Security guards will be on duty, but neither the Ontario Dental Association nor the Metro Toronto Convention Centre will assume responsibility for loss or damage caused to exhibitors by theft or otherwise. It is suggested that exhibitors

accompany their merchandise and/or goods to their booth if at all possible. The Ontario Dental Association has been advised that the greatest risk of theft occurs during set-up and tear-down. During tear-down, it is suggested that exhibitors stay with their exhibit until empty cartons are delivered and goods are packed, sealed and properly labelled.

To reduce the risk of theft, the Ontario Dental Association strongly advises that all valuable goods (especially those which may be easily concealed), be removed from the exhibit floor each day at the conclusion of the show. Televisions, computers and other electronic devices are also particularly vulnerable to theft. The Ontario Dental Association recommends that all remaining goods be covered with a fire-retardant cloth prior to leaving the floor each day.

## Electrical Information

### **Electricity is not included with booth fees and may be ordered directly from SHOWTECH Power and Lighting.**

- It is a requirement of Rule 2-022 of the Electrical Safety Code, a provincial regulation, that any electrical equipment which is being displayed, offered for sale or used in any show, convention or similar exhibition must be approved. The authority for enforcing this regulation is vested in the Electrical Safety Authority.
- It is the responsibility of each exhibitor to ensure that all electrical equipment in, on, or about his/her booth complies with the above regulation. This includes electrical merchandise as well as lighting and display equipment.
- Please contact SHOWTECH Power and Lighting with respect to dealing with electrical equipment for which approval is sought.
- One of the fundamental requirements for Canadian Standards Association certification is that appropriate approvals markings (CSA monogram or label) appear on each device. If such markings are missing, the device must be considered unapproved and, therefore, subject to special inspection and possible removal.
- If you wish to display, offer for sale, or use, any electrical equipment which is not now certified by the Canadian Standards Association, it is first necessary to submit same to the Electrical Safety Authority for approval by means of their special inspection services.
- Should any of this equipment not conform, it is recommended that you request temporary permission to exhibit while the necessary electrical approvals certification is being sought.
- Failure to comply with the above could result in the equipment being refused connection to the source of electrical supply and removal from the display.

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## Fire Safety

Exhibitors must meet the requirements as set out in the Metro Toronto Convention Centre's Fire Regulations for Exhibitors. The requirements contained in the Fire Regulations for Exhibitors and the Ontario Fire Code will be strictly enforced by the Fire Safety Director of the Metro Toronto Convention Centre and the Toronto Fire Prevention Division. Exhibitors are required to complete and submit the Centre's "Fire Safety Reply" form.

All aisles must be kept clear and all exits to fire stairs unobstructed. All drapes, table coverings and paper used for decorating purposes must be fire-retardant. Dust covers, if required, must be supplied by the exhibitors and must be fire-retardant.

## Professional Ethics and Standards with Respect to Exhibits

All exhibitors are required to conduct themselves within full compliance of the Canadian Health Protection Branch (HPB), Workplace Hazardous Materials Information System (WHMIS), and manufacturers' regulations, specifications and warranties related to the sale and distribution of health care products at the Ontario Dental Association's Annual Spring Meeting. Dental exhibitors selling outdated, distressed, incomplete or repackaged products regulated by Health Canada's Health Products and Food Branch, Therapeutic Products Directorate, Medical Devices Bureau, may lose their right to exhibit at future Ontario Dental Association Annual Spring Meetings.

All exhibitors are required to comply with Ontario Dental Association By-laws and/or Ontario Dental Association policy and must not exhibit and/or display such products or services that would constitute the promotion of a product known to be hazardous to health.

All exhibitors are expected to operate in a fair, respectful manner towards fellow exhibitors and the Ontario Dental Association. Interference with, sabotage of, or theft from another exhibit or the Ontario Dental Association is strictly prohibited and may be subject to penalties for extreme violations as listed above under the "Penalties for Violations" section on page 16.

## Disclaimer

All matters not covered in these booth conditions are subject to the decision and control of the Education Advisory Committee of the Ontario Dental Association notwithstanding anything in the application for space or contained in these conditions. The Ontario Dental Association expressly reserves the right to change the dates or hours but not to reduce the aggregate time of the meeting; to transfer the meeting to another building if, for any reason, the Metro Toronto Convention Centre should not be available; to change the floor plan or alter the location and/or reduce the size of the Exhibitor's space, if in the opinion of the Ontario Dental Association's Education Advisory Committee, it should be necessary to do so.

## Default by the Ontario Dental Association

If, for any reason, the exhibition cannot be held as proposed or the Ontario Dental Association fails to fulfill its commitments as set out in the enclosed provisions or contract, the Ontario Dental Association (it's members, officers, officials, agents and/or employees, and other participants, sponsors and advertisers) shall be released from any physical or monetary damage claim by reimbursing only the amounts received from exhibitors for booth space and sponsorship fees. The Ontario Dental Association shall not be held liable or responsible for any loss or inconvenience of any kind caused by the water system being shut down, a power outage, a disruption in heating, lighting, air conditioning, telecommunications or any other service for reasons beyond its control caused by war, strike, riot, crime, terrorism or an Act of God.

## Privacy

The information collected from exhibitors will be used by the Ontario Dental Association for the purpose of processing your payments for exhibit space rental and for no other purpose. The Ontario Dental Association is committed to protecting the privacy of your personal information. Our privacy policy and further information regarding the collection, use and disclosure of personal information can be viewed at [www.oda.ca](http://www.oda.ca) or by contacting our Chief Privacy Officer: Tel: 416-922-3900 or 1-800-387-1393 E-mail: [info@oda.ca](mailto:info@oda.ca)

