



DESIGNER MARKET

Kimberley Seldon

VENDORS' MANUAL

2010

The Fermenting Cellar
The Distillery Historic District
55 Mill Street, Toronto, ON

April 30th – May 2nd, 2010

Kimberley Seldon Design Group
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EVENT DETAILS:

Move In Day: April 30, 2009 12:00PM to 8:00PM

Event Dates: May 1, 2009 9:00AM to 6:00PM

May 2, 2009 10:00AM to 5:00PM

Move Out Dates: May 2, 2009 5:01PM to 8:00PM

LOCATION:

The Fermenting Cellar is located in the Distillery Historic District at 55 Mill Street in Toronto, just south of Front Street between Cherry Street and Parliament.

DRIVING DIRECTIONS

From the East:

- Don Valley Parkway to Richmond St. exit, west on Richmond to Parliament, south on Parliament to Mill St. (one block south of Front St.), then left onto Mill St.
- Kingston Road to Eastern Ave. Then proceed to Front St. West on Front to Parliament, then south on Parliament to Mill St. Left onto Mill St.
- Queen St. west to Parliament then south on Parliament to Mill St. then left onto Mill St.

From the West:

- QEW east to Gardiner Expressway. Take Jarvis St. exit, then north on Jarvis St. to Front St. , East on Front to Parliament St. then south on Parliament to Mill St. , Left onto Mill St.

From the North:

- Take the 427 south to QEW. QEW east to Gardiner Expressway. Take Jarvis St. exit, then north on Jarvis St. to Front St., East on Front to Parliament St. then south on Parliament to Mill St., Left onto Mill St.
- Don Valley Parkway south to Richmond St. exit, west on Richmond to Parliament, south on Parliament to Mill St. (one block south of Front St.), then left onto Mill St.

Parking

- At the Distillery District parking lots are accessible from Parliament and Cherry St. Nominal parking fee.



MOVE-IN

What day can I move-in and set-up?

Friday, April 30, 2010 from 12:00PM to 8:00PM

If I have a problem during move-in or move-out, who do I see?

Please contact any member of the Kimberley Seldon Design Group to assist.

AT THE SHOW

Should I insure my exhibit materials?

Yes, every vendor must have \$2 million Commercial General Liability Insurance. The exhibitor may choose any insurance company. The insurance must be valid for the duration of the event and a copy must be submitted to Kimberley Seldon Design Group prior to the event.

What are the restrictions when setting up our exhibit?

All vendors must set-up their booths within the contracted space you have reserved. If your booth extends into the aisle then a charge may be applied to the vendor. All booths/vendors must comply with the rules and regulations of the Distillery.

Where do I pick up my badges?

During move-in day, exhibitor badges will be available at the show entrance starting at 12:00PM. Please pick up your badge prior to starting the unloading process.

MOVE-OUT

When does the dismantling period begin?

Dismantling and move-out begins after the show closes on Sunday May 2, 2010 at 5:01PM and it will run until 8:00PM. Please ensure your exhibit remains intact until this point. You must be packed up and ready to go in order to be allowed into the loading docks.

OTHER IMPORTANT THINGS TO CONSIDER

Insurance Requirements

Vendors should provide proof of liability insurance by March 1, 2010. Please fax a copy of your policy to Cheryl Horne at (416) 780-9188. Please make sure that your insurance policy is valid for the whole duration of the show, including the move in day.

Prohibitions

The use of pyrotechnics/fireworks, glitter, confetti, stickers and helium balloons is strictly prohibited.

Safety & Security

Hazardous Waste Materials Disposal

Any substances that are brought into the facility that pose a threat to human health, the environment and/or public property must be kept to a minimum and accompanied by their

applicable Material Safety Data Sheets. Users of these products must comply with all prescribed labeling requirements.

Vendors using these substances are totally responsible for their safe handling, storage and removal from the Fermenting Cellar and the Distillery Historic District property. Vendors must check with the Event Services Coordinator prior to their trade show to obtain approval and make the necessary arrangements for safe storage and disposal of any hazardous waste materials. All hazardous materials must be transported, handled, stored and disposed of in accordance with current applicable regulatory requirements. Hazardous chemical substances are not allowed to be disposed of through the sewer lines or drains of the Fermenting Cellar or the Distillery Historic District. A professional waste management company will handle any hazardous material left behind following the conclusion of a tradeshow or event. Related costs will be the responsibility of the Licensee, and will be invoiced accordingly.

Smoking Policy

The Fermenting Cellar is a non-smoking facility, as per the City of Toronto bylaws. Smoking is permitted only within designated areas at the exterior of the Distillery as allowed by law.

BOOTH DESIGN – RULES AND REGULATIONS

Vendors Appointed Contractors

It is the vendor's responsibility to see that all appointed contractors or agents abide by the rules and regulations for the Distillery and of KIMBERLEY SELDON'S DESIGNER MARKET including the Guidelines for Exhibitor Appointed Contractors outlined below. We recommend that they review this manual to give them an overall picture of the show guidelines.

Guidelines for Exhibitor Appointed Contractors (EACs)

Those vendors who wish to employ EACs for the erection and dismantling of their exhibit booth displays should make known to them the guidelines to be followed as listed in the Booth Design Regulations.

1. The EAC shall be given the right to provide services requested of them by a vendor in the set-up and dismantling on the show floor, and shall have the right to utilize qualified employees.
2. These services shall not conflict with existing labour regulations or contracts including jurisdictions claimed by local labour unions. The EAC shall adhere to the **Booth Design rules and regulations**.
3. The EAC shall possess a valid public liability and property damage insurance policy for a least \$2,000,000.
4. The EAC shall have a true and valid work order from an exhibitor in advance of the show move-in date and shall not solicit business on the show floor, or during move-in or move-out dates.
5. The EAC will be responsible, if applicable, for all reasonable costs related to the EAC's work at the site. This may include overtime pay for stewards, restoration of the exhibit space to its initial condition, etc.
6. The EAC shall abide by the **Occupational Health and Safety Act and its Regulations** at all times during set-up and tear down. Personal safety equipment (ie. safety hats, steel-toed boots, and protective eyewear) should be worn where exposure to injury is possible.

Important Notice

Workplace Health and Safety during Move-In/Out at KIMBERLEY SELDON'S DESIGNER MARKET

We would like to take this time to remind all participants in KIMBERLEY SELDON'S DESIGNER MARKET that workplace and workers safety is **everyone's responsibility**. All participants must comply with the legislation contained in the Occupational Health and Safety Act (the green book), which is governed by the Ontario Ministry of Labour.

As a vendor, it is your responsibility to contact all the people who will be involved in the assembling and dismantling of your booth/display, including staff and outside contractors, to ensure that they are fully briefed on the health and safety requirements of working in this environment. Vendors will be held accountable, at all times, for the health and safety of those working for them on the show floor.

All personnel involved with the move-in and/or move-out process (ie. material handling, erecting/dismantling exhibits, etc.) must wear personal protective equipment such as approved hard hats and appropriate safety footwear where exposure to head or foot injury is possible. Those working 3 metres (10'-0") above ground level must wear a fall arrest or safety harness.

The wearing of personal protective equipment primarily applies but is not restricted to booths over 200 sq. ft. Please ensure that all move-in/out staff has access to approved hard hats, safety footwear, or other protective devices/materials and that these be worn in the appropriate construction situations.

NOTICE OF PROJECT

Any exhibitor who will spend more than \$50,000 on materials and labour to construct their booth must file a "Notice of Project" with the Ministry of Labour before move-in. Forms are available at all Ministry of Labour offices. There is no cost to file the Notice of Project, however, if you do not file there could be a fine imposed on you on-site. Please contact the Ministry of Labour directly if you have any questions (416-235-5330).

If your booth falls into this category please contact the Distillery Historic District for details on the rules and regulations that apply to booths that fall into this category.

INSTALLATION

Construction and installation of displays must be confined within the exhibitor's booth space, and are not permitted in the aisles. Construction that may cause disturbance or damage to other exhibits, such as strong paint fumes or excessive dust, is prohibited.

Audio-Visual Presentations

Audio-visual and interactive aspects must be located within the booth space to avoid congestion in the aisles and volumes must be maintained at minimum levels that will not be bothersome to other vendors or attendees.

Electrical Safety Code Requirements

It is a requirement of Rule 2-022 of the Ontario Electrical Safety Code, a provincial regulation, that any electrical equipment, which is being assembled, 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. Electrical equipment is considered to be

approved if it bears the certification mark or Field Evaluation label of an organization that has been accredited by the Standards Council of Canada to approve electrical equipment. If these markings are missing, the equipment is considered to be unapproved. The markings are not to be confused with similar markings used to identify equipment, which is approved for use in the United States and other countries. The letter "C" must appear to the left of the ETL, Entela, MET, OMNI, TUV, QAI, and UL marks.

The following 11 organizations have such accreditation:

- | | |
|---|--------------------------------|
| 1) Electrical Safety Authority | 7) Entela |
| 2) CSA International | 8) Met Laboratories Inc. (MET) |
| 3) Intertek Testing Services | 9) TUV America |
| 4) OMNI Environmental Services Inc. | 10) TUV Rheinland |
| 5) Underwriters Laboratories Inc. (UL) | 11) Quality Auditing Institute |
| 6) Underwriters' Laboratories of Canada (ULC) | |

The approval marking must identify that the equipment is approved for use in Canada or Ontario.

Note: Electrical equipment must be approved as an assembled unit. Electrical equipment that consists of an assembly or combination of other individually approved electrical equipment or devices is considered unapproved.

ON SITE SERVICES

Parking and Transportation

Vehicular Parking

Parking at the Distillery Historic District is available at a nominal parking fee. Lots are accessible from Parliament and Cherry Street.

Vehicle Use within the Facility

Please discuss use of any heavy machinery or specialized equipment with the Distillery, prior to move-in, to ensure equipment meets with safety and operational policies for in-facility use. All materials should be immediately unloaded and all vehicles should be parked in the adjacent parking lots.