

Event: \_\_\_\_\_

Complete and return by: \_\_\_\_\_

A copy of the Fire Regulations for exhibitors is provided in this manual. Please review the regulations to ensure that your exhibit meets the Ontario Building and Fire Code. In some instances, aspects of your booths **MUST BE APPROVED IN ADVANCE** by Show Management, the Metro Toronto Convention Centre, the Toronto Fire Department and the Building Department.

	YES	NO
1. Exhibit configuration is 1,000 sq. ft. or more	<input type="checkbox"/>	<input type="checkbox"/>
2. Exhibit has roof / mezzanine / second storey	<input type="checkbox"/>	<input type="checkbox"/>
3. Exhibit has a raised platform	<input type="checkbox"/>	<input type="checkbox"/>
4. Exhibit exceeds 12 feet in height	<input type="checkbox"/>	<input type="checkbox"/>
5. Exhibit material exceeds 10,000 lbs. gross weight	<input type="checkbox"/>	<input type="checkbox"/>
6. Exhibit material exceeds 300 lbs. / sq. ft. limit	<input type="checkbox"/>	<input type="checkbox"/>
7. Exhibit has prohibited material	<input type="checkbox"/>	<input type="checkbox"/>
8. Materials / processes / equipment require special permit	<input type="checkbox"/>	<input type="checkbox"/>
9. Exhibit has hard wall (in-line booths N/A)	<input type="checkbox"/>	<input type="checkbox"/>
10. Exhibit has motorized vehicle / combustion engine	<input type="checkbox"/>	<input type="checkbox"/>
11. Exhibit contains liquid fuels / natural gas / propane (six weeks notice to process request)	<input type="checkbox"/>	<input type="checkbox"/>
12. Exhibit contains cooking appliances	<input type="checkbox"/>	<input type="checkbox"/>
13. Exhibit contains hazardous material	<input type="checkbox"/>	<input type="checkbox"/>
14. Does your electrical equipment that will be displayed, offered for sale, or used at your booth have recognized certification markings for Ontario? (see an <u>Approval Mark - Electrical Safety Authority (ESA)</u> ( <a href="http://esasafe.com">esasafe.com</a> ) for more details)	<input type="checkbox"/>	<input type="checkbox"/>
15. Exhibit has suspended signs / banners / lights (All fabrics should meet the requirements of CAN/ ULC-S109 "Flame Tests of Flame-Resistant Fabrics and Films" or equivalent)	<input type="checkbox"/>	<input type="checkbox"/>

**IMPORTANT !!!** A) If questions 1 to 4 are answered "Yes" specific floor plans must be submitted.  
 B) If questions 5 to 13 are answered "Yes" specific details must be included below.  
 C) if question 15 is answered "Yes" a flame test report must be submitted.

Details:

**All exhibitors must wear protective footwear during move-in/out.**

**Email completed form and necessary floor plans to Metro Toronto Convention Centre, Operations Department, at [FireSafetyReply@mtccc.com](mailto:FireSafetyReply@mtccc.com)**

Exhibitor / Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

**Return completed forms to:** Metro Toronto Convention Centre, Operations Department  
 255 Front Street West, Toronto, Ontario M5V 2W6

T: (416) 585-8135 | E: [FireSafetyReply@mtccc.com](mailto:FireSafetyReply@mtccc.com) | [www.mtccc.com](http://www.mtccc.com)