

Requirements for Safety

A Manual for Show Managers and Event Planners



Exhibition Place

*Policies noted herein are subject to change without notice and supersede any previous version of this guide.
The Requirements for Safety Manual and its contents are incorporated by direct reference in your License Agreement.*

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The Requirements for Safety Manual and Event Guide and all its contents are incorporated by direct reference in your License Agreement.

1 Introduction

The purpose of this manual is to identify the safety related requirements for trade and consumer shows, concerts and special events held at Exhibition Place. The guidelines presented in this document will assist Show Managers, Exhibitors and Exhibition Place Staff to implement and maintain the requirements of applicable codes and standards in an effort to provide as high a level of public safety as is reasonable and practical.

These guidelines should be incorporated into the design and implementation of displays, equipment, acts, etc. for use at Exhibition Place. These guidelines are based on information and data obtained from the references contained in Section 2; various engineering handbooks and through consultation with the organisations identified below:

- (i) The City of Toronto, Urban Development Services, Buildings and Inspections Division
- (ii) The City of Toronto Fire Prevention Office
- (iii) The Technical Standards and Safety Authority (Elevating Devices and Fuel Safety Branches)

1.1 Intent

The intent of this manual is to assist in the provision of as high a level of public safety as is reasonable and practical. Adherence to the rules and regulations presented in the guidelines herein and in the reference codes and standards (Section 2) are not intended to relieve the owner of responsibility. When using this manual, the current status of all codes should be verified. Special events or features not discussed in this manual may require special permission and/or permits from Exhibition Place and the respective local authorities. The rules and regulations contained herein may be changed at any time without notice.

1.2 Scope

Section 3 - Fire Safety: is composed of two sections entitled “Guidelines for Show Managers” and “Guidelines for Exhibitors”. It contains the requirements necessary to minimise the risk of an outbreak and spread of a fire.

Section 4 - Structural Integrity: addresses the requirements for design and fabrication of booths, signs and general structures such as stages, platforms, bleachers, etc.

Section 5 - Environmental Safety: contains guidelines for protecting the public from such things as sharp corners, slippery surfaces, operating machinery, splashing liquids, open flames, etc.

Section 6 - Physical Acts of Others: deals with protecting the public from acts of others such as animal acts, demonstrations involving projectiles, acrobatics, gymnastics, etc.

Section 7 – Amusement Devices: outlines the licensing and permit requirements to operate an amusement device in the Province of Ontario.

Section 8 – Guideline for Children’s Play spaces and Equipment: outlines regulations regarding children’s play spaces and equipment used, displayed or sold during the event.

Section 9: Guidelines for Outdoor Displays and Setup: contains guidelines for set-up of signs, flags, banners, fencing, etc.

Section 10 - Road Closure Procedure: addresses the process, specifications and instructions pertaining to road closures at Exhibition Place.

Section 11 – Upholstered and Stuffed Articles: outlines the regulations regarding upholstered and stuffed articles for sale or on display.

2 References

2.1 Applicable Codes, Standards and Regulations

It is the responsibility of the event manager to ensure the following codes and standards are followed.

1. The approved “Fire Safety Plan” for all Exhibition Place buildings
2. “Fire Protection and Prevention Act, 1997” and the “Ontario Fire Code”, Office of the Fire Marshall, 2022, O. Reg. 213/07
3. “2012 Building Code Compendium”, Ministry of Municipal Affairs and Housing, 2012, O. Reg. 332/12, Amended to O.Reg.151/13.
4. “Occupier’s Liability Act”, Government of Ontario, 1990.
5. “Occupational Health and Safety Act and Regulations, Ont. Reg.213/91 for Construction Projects”, Amended 96/11
6. “Gaseous Fuels, Ontario Regulation 212/01”, Technical Standards & Safety Authority, 2001
7. “Liquid Fuels Handling Code”, Technical Standards & Safety Authority, 2001.
8. “Propane Storage and Handling, Ontario Regulation 211/01”, Technical Standards & Safety Authority, 2001
9. TSSA, Fuel Safety Program, Director's Order, "Mobile Food Service Equipment", June 1, 2013.
10. CAN/CSA-B149.1-20, “Natural Gas and Propane Installation Code”, Canadian Standards Association, 2010.
11. CAN/CSA-B149.2-20, “Propane Storage and Handling Code”, Canadian Standards Association, 2010.
12. CAN/CSA-Z614-07 “Children’s Playspaces”, Canadian Standards Association, (R2012).
13. CAN/ULC-S109-03, "Flame Tests of Flame-Resistant Fabrics or Films", 2003
14. Canadian Electrical Code, “CSA C22.1”, 2021
15. “CSA Std. Z267-00 “Safety Code for Amusements Rides and Devices”, Canadian Standards Association, (R2011).
16. “Toronto Municipal Code”, City of Toronto.
17. “Ontario Regulation 223/01 and Ontario Regulation 212/01 (Gaseous Fuels)”, Director’s Order of Amendment to the Gaseous Fuels Code Adoption Document
18. “Amusement Devices Act Revised Statutes of Ontario”, Government of Ontario, 1997 (Amended O.Reg. 221/01 and Code Adoption Document, Amended O. Reg. 530/09 and O. Reg. 534/12.
19. “Hazardous Products (Lighters) Regulations (SOR/89-514); Canadian Requirements for Lighters”, May 2007
20. “NFPA 13”, Standard for the Installation of Sprinkler Systems, 2019
21. “NFPA 701”: Standard Methods of Fire Tests for Flame Propagation of Textiles and Films, 2019 “City of Toronto Act, 2006”
22. “NFPA 96” Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations

3 Fire Safety

As required under 2.8 of the Ontario Fire Code (OFC), the management of Fire Safety in each building is governed by the Fire Safety Plan for the building, as approved by Toronto Fire Services. As our buildings are used to host a wide range of event types there will be occasions where events will require their own Fire Safety Plan submitted to Toronto Fire Services. For the duration of the event and/or for recurring events these plans will be maintained as an appendix to the approved building Fire Safety Plan and maintained in the Fire Safety Plan box, at the main entrance of the building. It is imperative that all Supervisory Personnel as defined in the OFC, including Event Managers, familiarize themselves with the relevant sections of both the building and event Fire Safety Plans as well as this document in its entirety.

The building fire protection systems have been designed to protect against the hazards that are typical of trade and consumer shows/events. The objective of these requirements is to limit the hazards of contents and activities within buildings to a level that can be controlled by the built-in fire protection systems. Similarly, on the grounds, hazardous materials and activities are limited to provide a reasonable level of safety to public.

Section 3.1 contains guidelines for Show Managers. Requirements, procedures and responsibilities are detailed therein.

Exhibitor guidelines are detailed in Section 3.3. Show managers as well as exhibitors are responsible to ensure that the rules and requirements contained in these guidelines are complied with.

Exhibition Place and the City of Toronto Fire Prevention Division will strictly enforce the rules and requirements contained herein and the Ontario Fire Code, Reference 2.1.1. These rules and requirements are applicable at all times, even when the building is unoccupied.

3.1 Guidelines for Show Managers

Show Managers are responsible to ensure that the rules and procedures in the Fire Safety Plans and in this document are followed. By following, these procedures and adhering to the requirements stated herein and in the Ontario Fire Code, costly delays, and changes to show designs will be avoided.

The following requirements apply to:

1. Floor Plan Requirements and Approvals
2. Event Preparedness Plan
3. Crowd Management Plan
4. Building Permit Requirements
5. Pyrotechnics Plan
6. Hot Work Permits
7. Layout Requirements
8. Responsibility during set-up and dismantling of shows
9. Responsibilities during shows
10. Exhibitors Compliance
11. Notice of Project required for temporary exhibits of value exceeding \$50,000.00.
12. Rigging plan for any heavy attachments to roof structure
13. Fire watch may be required for mobile homes, trailers, special exhibits and for tents over 800 sq. ft.
14. CO. monitoring may be required for special events using motorized vehicles in building
15. Road Closure Application/Marshalling Plan

- 16. Security Deployment Plan
- 17. Severe Weather Plan and Procedures – Outside Events

3.1.1 Documents Required for Submission

Floor plans, emergency preparedness plans, crowd management plans, building permit applications, Notice of Project (NOP), pyrotechnics plans, security deployment plan, road closure applications and marshalling plans must be submitted for approval no less than thirty (30) days out from the first day of the event.

3.1.2 Floor Plan Requirements and Approvals

The layout or floor plans of shows must be designed with attention to fire safety. Consideration should be given to adequate aisle width and length, location of fire exits, fire hose cabinets, hose valve connections, seating arrangements, etc. The floor load bearing capacity to also be considered (see section 4.4).

Floor plans must clearly show:

1. Floor plan to be full size drawings with legends, showing detailed dimensions
2. Booth configuration including dimensions, gross weights and location
3. Layouts of all meeting areas used as exhibit space including aisle dimensions
4. Layouts of all multilevel or covered booths or platforms having a floor area over 37 m² (400 ft²)
5. Aisle locations and dimensions
6. Layouts of temporary (restaurant) concession areas including aisles, tables and seating arrangements, registration set up, benches in aisles, special displays in Galleria (Enercare Centre) and ticket booths outside of building if it impacts on exiting from building
7. Layouts of all stage and seating areas including aisles and seating arrangements
8. Access to adjoining buildings, washrooms, concession areas and facility work areas
9. The location of all fire exits, Fire Hose Cabinets (FHC), Hose Valve Stations (HVS), Fire Extinguishers (FE) and Fire Extinguisher Cabinets (FEC)
10. If the show uses Coca Cola Coliseum, a floor plan of the Coca Cola Coliseum is required if it affects the exiting setback in Heritage Court and East Annex or if it affects the egress in Heritage Court
11. Fully enclosed structures (i.e. trailers) must be shown on floor plan including their gross weight
12. Floor Plans of Signs or Banners or any materials hung from the ceiling
13. Layouts of water sources such as pools, spas, landscape reservoirs, fountains, sinks, etc.
14. Layout areas where the floor may be built up with landscaping containing sand (or sand sculptures), soils, plant features, hard landscaping (interlocking stone, pattern concrete, etc) or slurry (concrete, masonry mortar, grout).

Floor plan approvals are required from Exhibition Place and Toronto Fire Services, Plan Examination Division. Show management is required to submit four copies of the proposed floor plan to Exhibition Place Event Management Department. It is advisable to have an approved floor plan prior to the final sale of exhibit space. The proposed floor plan will be reviewed by Exhibition Place, which will submit four copies to Toronto Fire Services.

After reviewing the plans and receiving comments from Toronto Fire Services, Exhibition Place will approve or reject the plan. If rejected, the reasons for rejection and corrective measures that can be taken in order for the plan to be approved will be identified.

If the use of specific materials, processes or equipment requires approval (see Exhibitors' Regulations), the Show Manager shall submit, in writing, the nature of the materials, processes or equipment to be

used, quantity of restricted materials to be used and whether provisions will be made for additional fire safety protection. The request for a permit must be submitted to the Event Management Department, Exhibition Place not less than 30 working days in advance of the show with an approval or rejection within five working days of receipt. The originator of the request will be notified in writing either case.

Prior to final approval and opening of any show, the Exhibition Place Management Department and the Show Manager will make a final inspection of the facility. Toronto Fire Services may inspect the building at any time and can demand the immediate removal of any booth, display, materials, etc. that constitutes a fire hazard.

3.1.2 Event Preparedness Plan

Exhibition Place has an Emergency Preparedness Plan. Event Managers and Show Managers have a responsibility to also have an Event Preparedness Plan (EPP) in place, to provide direction in the event of an emergency, and to meet the contractual obligations of Exhibition Place. The Exhibition Place Event Coordinator, at their discretion, may share the site's Emergency Preparedness Plan with the Event Organizer(s).

Event/Show Management must consult with Exhibition Place, the Security Services Manager and the Fire and Life Safety Systems Coordinator through the Event/Meeting Coordinator on planning, training and implementation of their EPP.

The standard template for emergency preparedness is acceptable for regular events that by history do not exceed 90% of the building capacity. A more detailed and event specific emergency preparedness plan for any events that have the potential to meet or exceed the building capacity must be submitted for approval 30 days prior to the planned event date. Note: All outdoor events also require severe weather plan and procedures as part of their Emergency Preparedness Plan.

A Crowd Management Plan, as part of their Emergency Preparedness Plan, is required by a show or event which has the potential to meet or exceed building or venue capacity.

Areas with approved occupant loads greater than 1,000 persons may require additional staff and procedures implemented in order to prevent the approved occupant load from being exceeded.

The requirements of crowd management shall include but not be limited to the following:

1. Details on controlling and dealing with entry and exit of patrons
2. Details on method for systematically counting patron numbers entering or leaving venue or event
3. Details on patron traffic management and patron marshalling area controls
4. Details on identification of crowd supervising staff and all other crowd controllers
5. Methods of communications between venue or event management and crowd supervising staff
6. Details on monitoring (video and or audio) crowds at entry points and in all marshalling areas
7. Detailed measures required on evacuations of building in the event of an emergency (i.e. fire, bomb threat, etc.)
8. Crowd management plan must include implementation of the requirements of the Building Fire Safety Plan

3.1.3 Building Permit Applications Requests (Appendix I)

Building permit applications requests must be accompanied by submission of a Building Permit Questionnaire (see Appendix I). Building Permit Questionnaires should be submitted one month prior

to the scheduled opening day of the event. Once approval has been given by Exhibition Place a building permit application can be submitted to City of Toronto, Building Department. See Section 4.1 for other requirements of Building Permits.

3.1.4 Pyrotechnics and Special Effects

Prior written approval of all pyrotechnics and special effects must be obtained from Exhibition Place Event/Show Management thirty (30) days prior to the event. This will include obtaining an approved Hot Work Permit (see Appendix H), and complete a Pyrotechnics Questionnaire (refer to Appendix F), and submitted to the Exhibition Place Event Coordinator. A permit will be required from Toronto Fire Services for any use of pyrotechnics. Depending on the nature of the effects used, it may require the supervision of a federally licensed pyro technician. A minimum insurance requirement of \$5,000,000 (Canadian) is required.¹

Pyrotechnics applications require a signed letter of authorization from Exhibition Place and must follow the Hot Work Policy if being conducted inside the buildings. Consultation must take place with the Exhibition Place Fire and Life Systems Coordinator and the Security Services Manager through the Event/Meeting Coordinator.

There will be no firing of Fireworks or Pyrotechnics from any Exhibition Place building roofs with a membrane roof assembly.

For roofs with exposed pea gravel surfaces, the following is required:

1. Fire resistant tarps must be laid out on the roof surface on and around the fireworks location to prevent ignited sources from making contact with the roof. Allowing flaming, smoldering materials to come in contact with the roof surface is not permitted.
2. All supply and exhaust ducts, equipment, vents, intakes, louvres, etc. must be protected with fire tarps to prevent inclusion of ignited substance, and debris.
3. Protection from impact of projectile launching must be approved by Exhibition Place and installed to protect the roof structure.
4. A fire hose line shall be laid dry from a hose cabinet within the building up to the roof level and the length sufficient enough to reach all possible areas of the roof for the Licensee's pyrotechnic operational staff to operate in the event of an emergency, prior to Fire Services arrival.
5. The building's fire alarm system must remain operational throughout the event.
6. If any AIG Red Tag permits have been issued for impairment to the building's fire protection systems, then the Fireworks or Pyrotechnics cannot proceed.
7. Exhibition Place Security must be enlisted to provide on-site fire watch inside the building during and for one hour after the fireworks or pyrotechnics discharge.
8. The Pyrotechnics operators will provide one of their radios to Exhibition Security staff for communications during their activities.
9. While offloading fireworks and equipment from the scissor lift to the roof area, plywood must be placed on the roof in the offload area.

¹Such insurance shall specifically include the Board of Governors of Exhibition Place, City of Toronto, Enercare Inc., respective directors, officers and employees as additional insured, Event/Show Management (Licensee) should refer to License Agreement for complete insurance requirements

10. Persons working at roof level must abide by “Working at Heights Requirements” under Ontario Regulation 213/91. Sec. 26
11. The Pyrotechnics operator is responsible for cleaning the rooftop and to clean out roof drains pre and post event. Two (2) extinguisher kits are required on each side of the firing field.
12. Keep the roof free of any additional flammable or combustible materials.
13. Should winds increase to 40km/hr or greater, Licensee will cancel the Fireworks show.
14. Interior access to the building is strictly prohibited unless for emergency situations as deemed necessary by Exhibition Place.
15. Exhibition Place’s Fire & Life Systems Coordinator or designate must be present during these activities.
16. The Licensee will provide sufficient staff to carry out their responsibilities as determined by the size and location of the event.

Also reference Event Guide / Safety & Security / Fireworks & Roofs

3.1.5 Hot Work Permits and Fire Protection Impairments

Hot Work Permits are required for any event where there is an open flame or spark generated. Please refer to Appendix H for a sample. Simple Hot Work Permits may be requested on short notice, but no less than 24 hours, through the Exhibition Place Building Operator. For complex Hot Work including pyrotechnics, at least one week’s notice is required and preferentially requested by email providing details to the Exhibition Place Fire and Life Systems Coordinator. Hot Work Permits are normally only valid for a 24-hour period unless the conditions around the hot work cannot be changed. Hot work may also require the temporary disabling of Fire Detection devices. It is the responsibility of the Event Manager requesting the device disable to organize an approved Fire Watch during the disable and not to leave site without notifying the Exhibition Place Building Operator to have the device restored.

3.1.6 Layout Requirements

All seating, booths and display layouts are regulated in terms of aisle widths, aisle lengths, dead-end aisles, floor area, occupant loading and relationship to fire exits. Floor plans submitted to Exhibition Place Event Coordinator for approval must provide sufficient information to demonstrate compliance with the requirements discussed in the following sections.

3.1.6.1 Requirements for Aisles/Access to Exits

1. Aisles between display booths shall be a minimum of 2.4 m (8 ft.) wide. Previous show attendance evaluations may necessitate an increase in some areas.
2. All aisles shall lead directly to a fire exit or to a converging aisle (cross-aisle) that in turn leads directly to a fire exit.
3. The travel distance from any point on the floor to the nearest fire exit, measured along an aisle or aisles, shall not exceed 45.0 m (147 ft. 8 in) in a building with a sprinkler system and 30.0 m (98 ft. 8 in) in a building without a sprinkler system.
4. There shall be no dead-end aisles longer than 6.0 m (19 ft. 8 in).
5. No displays or material associated with any booth shall encroach into an aisle or exit doorway.
6. Where an aisle serves to provide egress into an adjoining exhibit building, exhibits bordering on that aisle must not create congestion. Demonstration booths that attract a "stand around crowd" or service counters shall be set back from the tenant line so that sufficient space is provided to display products or serve customers without creating congestion in the aisle.

7. The aisle clearance at the bottom and top of a stairway shall be equal to the width of the stairway, but not less than 2.4 m (8 ft.).
8. Notwithstanding Item #1 above, a clear area shall be provided directly in front of a fire exit whose width is equal to the width of the fire exit and whose distance out from the door is equal to the width of the fire exit but not less than 2.4 m (8 ft.).
9. Turnstiles, check in counters, etc. shall not obstruct or reduce the width of any exits or access to exits.
10. All aisles and access to aisles shall comply with the Ontario Fire Code, NFPA 101 or Engineer's reports approved by Toronto Fire Services or Toronto Building Department.

3.1.6.2 Fire Exits

1. Fire Exits shall not be obstructed.
2. Fire Exit Signs shall not be obstructed. If they are, additional approved photo luminescent exit signage (Ontario Building Code Approved) must be provided so that the visibility of exit paths is not obscured.
3. Any temporary changes to the established exit pathways or exit signage must be approved by the Event Planning Engineer or Exhibition Place Fire and Life Systems Coordinator.
4. It shall be the responsibility of the Show Manager or Exhibitor to take down any temporary exit signage or restore changes to existing exit signage.
5. It shall be the responsibility of the Show Manager or Exhibitor to maintain the status of exits/aisles and unobstructed views of exit signage throughout the event.
6. Notwithstanding all of the above, access to emergency exits must also conform to Section 3.1.5.1, Item 8.
7. Any booth greater than 2.4 m (8 ft.) in height, that obstructs the permanent Fire Exit Sign(s), is required to provide "Fire Exit" signs to conform to References 2.2.1 and 2.2.3.
8. When the show area does not make use of the entire floor area in a building, and drapes are used to separate the unused floor area from the show area, openings must be provided in the drapes that lead to the building's fire exits. Approved "FIRE EXIT" signs must also be provided over the openings. Ensure any drapes meet the OFC.

3.1.6.3 Fire Protection Equipment

The following rules apply to fire protection equipment:

1. All fire protection equipment including exit signs, alarms, sprinkler systems, fire hoses, and fire extinguishers shall be kept clear and free of obstructions at all times.
2. Attachment by any means of signs, banners, bunting, string or material of any kind to any fire safety related equipment is prohibited.
3. If fire protection equipment is located within an exhibit space, it is the responsibility of Show Management to provide direct and unobstructed access to such equipment.
4. A minimum two-gallon water type fire extinguisher bearing the Underwriters' Laboratories of Canada designation 2-A shall be provided and maintained for each 300 m² (3229 ft²) of floor area, exclusive of corridors and lobbies.
5. Notwithstanding Item 1 above, a 0.9 m (3 ft.) clearance is required in front of all fire hose cabinets and hose valve connections.

3.1.7 Seating

Each event seating arrangement must be preplanned with the Sales & Events Coordinator in advance.

3.1.7. Non-fixed Seating

General guidelines for non-fixed seating are presented below. These rules also apply to standing or sitting on the floor. For additional information refer to Article 2.7.1.6 of Reference 2.1.1, Article 2.7.1.5 of Reference 2.1.2 and Article 3.3.2.4 of Reference 2.1.3.

1. Aisles leading to exits or cross aisles shall be provided so that there are not more than 7 seats between any seat and the nearest aisle, (14 seats or less in a row with an aisle at each end). Other seating arrangements shall be in conformance with Reference 2.1.3, Sentences 3.3.2.3 (4) and (5).
2. Aisles shall be a minimum of 1100 mm (3 ft. 4 in) wide, and shall not be less than 559 mm (22 in) for every 90 persons served except:
 - (i) Aisles may be reduced to 750 mm (2 ft. 5 in) when serving 60 seats or less.
 - (ii) Aisles may be reduced to 900 mm (2 ft. 11 in) when serving seats on one side only.
3. The travel distance to an exit door via an aisle shall not exceed 30 m (98 ft. 5 in).
4. Aisles shall terminate at cross aisles that shall be the required width of the largest aisle entering the cross aisle plus 50% of the total required width of the remaining aisles entering the cross aisle.
5. Dead end aisles shall not exceed 6.0 m (19 ft. 8 in).
6. Where more than 200 seats are provided, the seats shall be fixed together in groups of not less than 4 or more than 12. Alternatively, the aisle width described above shall be increased by 50% and the maximum occupant load shall be based on one person per 1.2 m² (12.9 ft²) of floor area.
7. Turnstiles, check-in counters, etc. shall not obstruct or reduce the width of any exits or access to exits.
8. If the area is enclosed and darkened at any time, approved illuminated EXIT signs are required.

3.1.7.2 Bleachers

Please refer to Section 4.1.3 for guidelines on bleachers.

3.1.8 Storage Space

Should Show Management elect to use some of their leased space for storage, the requirements for general indoor storage presented in NFC Section 3.2 and OFC Subsection 3.3.2 (References 2.1.2 and 2.1.1 respectively) apply. General guidelines are as follows:

1. Combustible materials shall not be permitted to accumulate in quarters or locations that will constitute a fire hazard.
2. Combustible materials shall not be permitted to accumulate in any part of an elevator shaft, utility port, stairwell, fire escape or other means of egress, or under stairways.
3. Hay, straw, shredded paper and excelsior packing must be removed from the building unless it can be returned to tightly sealed packing containers.
4. Boxes, crates and cartons from which merchandise has been removed must be piled neatly in a storage area designated by Show Management.
5. Storage piles shall not exceed 3.6 m (11 ft. 9 in) in height.

6. Notwithstanding Item 5 above, the clearance between the lowest structural member or sprinkler head and the top of any pile shall not be less than 450 mm (1 ft. 5 in). For buildings without a sprinkler system, a clearance of not less than 1 m (3 ft. 3 in) shall be maintained between the top of storage and the underside of floor or roof deck.
7. Access aisles not less than 1 m (3 ft. 3 in) shall be provided to fire department access panels and fire protection equipment.
8. There shall be at least one main aisle 2.4 m (7 ft. 10 in) wide extending the length of the storage area.
9. For storage areas larger than 100 m² (1076 ft²), the main access aisle shall be accessible from two fire department access points.

3.1.9 Responsibility during Set-Up and Dismantling

During set-up and dismantling of shows, Show Management will be responsible as follows:

1. Obtain approval of the floor plan and approval for any special material, processes, equipment, or activity from Exhibition Place before commencement of set-up (see Exhibitor Guidelines for Special Processes).
 2. Direct (truck) traffic on exhibition hall floor. (NOTE: *Drivers of vehicles must stand by vehicles at all times.*)
 3. Ensuring trucks are not left idling while in building.
 4. Removing all crates and packaging materials.
 5. Enforcing procedures during set-up and dismantling of shows as regulated by the Exhibitors' Regulations.
 6. Ensuring dismantling does not commence for at least 1 hour after the end of the show to ensure all occupants have left.
 7. When parking propane powered industrial service vehicles in a building, the storage of propane powered industrial vehicles (i.e. forklifts, sweepers, high reach equipment) the following procedures must be followed.
 - A. Building must be unoccupied by the public
 - B. Industrial vehicles must be parked away from emergency exiting corridors and be kept 3.0 m clear of firefighting equipment
 - C. Gas vehicles must not be driven in the show halls without prior approval
 - D. Vehicles must be stored away from any combustible materials
 - E. Vehicles must be in areas where they do not create a fire hazard
 - F. Vehicles must be stored in a safe location, 7.5 m from ignition sources, open pits, and underground entrances
 - G. Cylinder valves must be closed at all times
 - H. Each fuel fired industrial truck must be equipped with at least one portable fire extinguisher having a minimum rating of 2A:30B: C
 - I. All other propane cylinders not attached to industrial vehicles must be stored outside in approved cages, in approved outside storage locations
 8. Markers must be used to identify type of industrial truck, high reach equipment or other powered equipment (i.e. battery, propane, natural gas, gasoline or diesel).
 9. Propane powered equipment (forklifts, high reach equipment, etc.) can be refuelled inside a building. Equipment must be provided with automatic quick closing coupling that close in both directions; when
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coupling is not provided, the engine shall be allowed to operate until the fuel in the system is consumed.

10. As applicable, advise Exhibition Place of any exhibitor/constructor or subcontractor undertaking “construction work” on site prior to the start of the work.² During such work, notifying the Exhibition Place of any unsafe occupational health and safety practices.
11. During installation and removal of temporary amusement rides (machinery) and temporary exhibits, where the work falls under scope of construction, the construction regulations (OHSA) will apply to such work. For all such projects exceeding \$50,000 in construction value, the Show Manager will apply for all individual “Notice(s) of Project” with the Ministry of Labour. For every such project, a “Registration of Constructors and Employers Engaged in Construction” form shall be posted with the “Notice of Project” form on site.
12. Ensuring that any Exhibitors that are required to obtain building permits (refer to Sections 3.1.3, 3.3.1) and have obtained the documentation and met the requirements given in Section 4.1.
13. A rigging plan must be submitted to Exhibition Place for any displays, lighting, speakers, drapery, etc., which is required to be suspended from the building roof structure; at least thirty (30) days prior to move-in.
14. Access to, and flow of, vehicles or trucks on exhibition hall floor is limited and controlled. Drivers of vehicles must stand by vehicles at all times with parking lights on and vehicles must never be left unattended. The parking of vehicles in the building is strictly prohibited.
15. Vehicles lined up in marshalling areas (loading dock areas, perimeter driveways or roadways) at Exhibition Place must not idle their vehicles for more than one (1) minute during a sixty (60) minute period (as set out in City of Toronto Municipal Code, Chapter 517 and Bylaw 775-2010).
16. Restore all original base building exiting signage and removing any temporary exit signage that was in place for the show.
17. All floor ports must be sealed for water infiltration in areas where there are proposed sources of water and in areas where the floor will be built up for landscaping displays (for more description see Section 3.1.1.14, Floor Plan Requirements and Approvals). All floor ports must be covered with a double layer of minimum 6 mil poly and sealed to the floor using 3M Polyurethane Protective Tape 8617 Matte Transparent.

3.1.10 Procedures during Set-Up and Dismantling of Shows

1. No smoking is allowed during the set-up or dismantling of shows. Smoking is permitted in authorised areas only.
2. Show Management must have the approval of Exhibition Place for commencement of set-up and dismantling of shows.
3. It is noted that the Ministry of Labour may deem specific areas of Exhibition Place as “construction sites” for the duration of the move-in and move-out of various fairs, exhibitions and trade/consumer shows. The erection and dismantling of booths (structures) regardless of size (refer to Section 3.2.1), most amusement rides, and all construction-type projects must be constructed in compliance

² The Ministry of Labour has deemed Exhibition Place a “construction site” for the duration of the move-in and move-out of the CNE, Molson Indy and many other trade and consumer shows. The erection and dismantling of booths (structures) regardless of size and all construction-type projects must be completed in compliance with the Occupational Health and Safety Act and Regulations for Construction Projects.

with the Occupational Health and Safety Act and Regulations for Construction Projects. Where the activity is not deemed construction, it falls under the industrial regulations.

4. Access to, and flow of, vehicles or trucks on exhibition hall floor is limited and controlled. Drivers of vehicles must stand by vehicles at all times with parking lights on and vehicles must never be left unattended. The parking of vehicles in the building is strictly prohibited.
5. The idling of vehicles while in the loading dock area of any building, or on the exhibition hall floor, is prohibited.
6. Crates and packing materials must be removed promptly. The exhibitor is to monitor this activity. Restrictions on the use of materials, processes and equipment during set-up and dismantling must be adhered to.
7. The following equipment and operations are prohibited during show set-up and dismantling;
 - (i) Material handling equipment other than electrically powered will not be permitted in the facility during shows or overnight.
 - (ii) Powered tools and equipment, except material handling equipment, other than electrically powered or air powered.
 - (iii) Electrically powered tools and equipment other than those listed by the ULC or approved by a nationally recognised testing laboratory.
 - (iv) Portable heating equipment.
 - (v) Welding, cutting or brazing without special permission from Exhibition Place. Once granted a "Hot Work Permit" must be obtained, a fire watch must be conducted and a certified fire extinguisher of not less than 10-ABC rating must be present for the duration of the work.
 - (vi) Painting with flammable or volatile paints and finishes.
 - (vii) Smoking in posted "No Smoking" areas or in other areas where packing crates and debris are an obvious fire hazard.
 - (viii) Use of other equipment or operations that increase the risk of life safety.
 - (ix) The height limit of any materials stored on a skid or pallet shall not be greater than 72" (6 feet)
 - (x) The height limit for storage of stacked empty skids, pallets, or totes shall be limited to 180" (15 feet)

3.2 Exhibitor Compliance

Show managers are responsible for ensuring that exhibitors comply with the requirements set forth in Section 3.3, Guidelines for Exhibitors, and applicable guidelines in Section 4.

Exhibition Place will provide grounds security only (i.e. not for the function itself). Show Security is the responsibility of Show Management.

3.2.1 Show Managers Responsibility during Show Hours

Show Management must remove propane tanks from all of their industrial propane powered vehicles and place propane tanks in outside storage cages, in approved locations. All other industrial and construction vehicles (gas and diesel) must be parked outside.

3.3 Guidelines for Exhibitors

3.3.1 Requirements for Large Uncovered Booth/Exhibit Areas

The following rules apply to uncovered booths where there is no obstruction of the building's sprinkler system.

1. Any enclosed booth or showroom with a floor area greater than 200 m² (2150 ft²) or an occupancy of 60 or more persons or where the distance to the exit is greater than 25.0 m (82 ft.), must have two means of exit located as far apart as possible. The total width of all exits must be 559 mm (22 in) for every 90 persons occupying the area and no single exit doorway shall be less than 762 mm (30 in) wide.
2. In addition, any booth with an area of 232.3 m² (2500 ft²) or more must contain one fire extinguisher.
3. *Walk through Exhibits* that contain more than three walls or a single room (may have elevated floors, etc.) may require:
 - **A building permit (refer to Section 4.1)**
 - Emergency lights
 - Emergency exits
 - Exhibitor should call the building inspector for inspection/engineer's report (a few days before the event)
4. Small room displays:
 - Constructed of three walls and no ceiling (i.e. the public cannot get lost or trapped) do not require a building permit.
 - More than one room (walk through type) a permit may be required (same as Item 3).
5. When the show area does not make use of the entire floor area in a building, and drapes are used to separate the unused floor area from the show area, openings must be provided in the drapes that lead to the building's fire exits. "FIRE EXIT" signs must also be provided over the openings.

3.3.1.2 Booth Configuration

The following booth configurations *do not* require formal approval by Exhibition Place, but shall abide by the requirements as noted:

1. Open top exhibition booths, less than 150 m² (1610 ft²) in buildings without a sprinkler system.
2. Open top exhibition booths, less than 200 m² (2150 ft²) in buildings with a sprinkler system.
3. Platforms less than 610 mm (24 in) in height and/or 9.3 m² (100 ft²) in (projected) floor area.
4. Two means of exit, as far apart as possible, must be provided for enclosed booths under any of the following conditions:
5. An occupancy of 60 persons, or more;
6. Enclosed booth areas in excess of 150 m² (1310 ft²), located in a building without a sprinkler system;
7. Enclosed booth areas in excess of 2000 m² (2150 ft²), where the building has a sprinkler system;
8. Any booth within area of 232.3 m² (2500 ft²) or more must contain one fire extinguisher.

The following booth configurations *require* formal approval from Exhibition Place. A description of the booths requiring approval shall be submitted to the Show Manager, who in turn will submit the description to the Event Management Department, Exhibition Place, for approval. Exhibition Place will discuss these configurations with the Toronto Fire Prevention Division and/or Toronto Urban Development Services.

- A. Platforms exceeding 9.3 m²(100 ft²) in (projected) floor area must comply with the Ontario Building Code and the National Building Code. Refer to Section 4.1.2 for loading and guard/handrail guidelines.
- B. Booths with flame retardant canopies less than 18.6 m² (200 ft²).
- C. Single-level roofed booths, two storey booths and booths with mezzanines require prior approval from Exhibition Place. They must be in accordance with the guidelines presented herein and NFPA 13 (2010) and the Ontario and National Building Codes. (Refer to Section 4.1)
- D. Two means of exit, as far apart as possible, must be provided for enclosed booths under any of the following conditions:
 - E. an occupancy of 60 persons or more;
 - F. enclosed booth areas in excess of 150m² (1610 ft²), located in a building without a sprinkler system;
 - G. enclosed booth areas in excess of 200 m² (2150 ft²), where the building has a sprinkler system.
- H. Any booth with an area of 232.3 m² (2500 ft²) or more must contain one fire extinguisher.
- I. Fire watch may be required/approved by Toronto Fire Services for special exhibits, e.g. mobile homes.

3.3.1.3 Booth Construction, Non-Decorative Materials

Booths may be constructed using steel, aluminium, glass, wood, plastic, etc. and any other non-combustible materials as regulated by the Ontario Building Code. CAN4-S114 “Standard Method of Test for Determination of Non-Combustibility in Building Material” is the provincial standard to establish a non-combustible rating for building materials.

In most cases, thick wooden structural members and panels such as plywood may be considered as flame resistant. Wood veneer or thin wood panels not fixed to a backing are combustible.

Combustible materials including plastics must have a flame spread rating not exceeding 150 and a smoke developed classification not exceeding 300.

If, in the opinion of Exhibition Place, a material might not pass the flame test described in Appendix B, herein, a test may be required. Failure of this test may result in the exhibit being disallowed and removed.

3.3.1.4 Booth Construction - Decorative Materials

All materials used for construction or decoration of displays, booths, etc., must be either non-combustible or treated and maintained in a flame-retardant condition by an approved flame retardant treatment or process. (A test for flame retardancy is described in Appendix B). All textiles used in, on, or around displays, shall meet the requirements of CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films" or equivalent. A list of prohibited materials (those which cannot be treated for flame retardancy) and materials which generally require flame retardancy treatment is given in Table 1.

**Table 1
Prohibited Materials and Materials that Require Flame Retardancy Treatment**

Material	Status
Acetate fabrics	Prohibited
Corrugated paper box board	Prohibited unless flame retardant treatment applied at factory
“No-seam” paper	Prohibited
Paper backed foil	Prohibited unless glued securely to suitable backing

Foamcore	Prohibited
Drapes, curtains, drops, hanging, etc.	Must be treated with a flame retardant coating
Decorative fabrics	Must be treated with a flame retardant coating
Christmas trees, cut branches	Must be treated with a flame retardant coating
Dried Flowers, artificial flowers	Must be treated with a flame retardant coating
Motion picture screens	Must be treated with a flame retardant coating
Paper (Note: cardboard or compressed paperboard less than 1/8" thick is considered paper.)	Must be treated with a flame retardant coating
Ruscus	Must be treated with a flame retardant coating
Split wood	Must be treated with a flame retardant coating
Bamboo fibres	Must be treated with a flame retardant coating
Textiles	Must be treated with a flame retardant coating
Styrofoam	Must be treated with a flame retardant coating
Gatorboard	Must be treated with a flame retardant coating
Wallpaper	Must be pasted securely to wall or wallboard backing
Plastics	Require approval from Exhibition Place

3.3.1.5 Booth Construction – ICF (Insulated Concrete Form)

All companies exhibiting an ICF product are allowed to do so within the following guidelines below:

Each exhibitor displaying an ICF product must provide proof that they have obtained a valid CCMC Evaluation Report as issued by the NRC's Canada Construction Materials Centre in Ottawa.

1. Each exhibitor agrees to adhere to the maximum booth size and 8'- 0" height limitations, as outlined within Exhibition Place regulations, provided these are no different from the spaces afforded to other non-ICF exhibitors. No ceiling structures allowed.
2. ICF exhibitors must be dispersed throughout the show floor minimum 60 ft. apart.
3. All ICF exhibitors must have a certified "in working order" Class (C) fire extinguisher suitable for extinguishing combustible solid material in their booth at all times.
4. Electrical boxes run for show purposes must not be in direct contact with any of the foam product.
5. All lighting modules forming part of booth displays must be installed in such a manner that no light source is closer than 2 feet from foam.
6. The backsides of all walls must be covered with drywall allowing front surfaces to be exposed.

3.3.1.6 Obstructions

No articles shall be hung from or affixed to any sprinkler piping/heads or electrical conduit. Construction or ceiling decorations in show booths must not impede the operation of the sprinkler system.

All exit doors shall be in an operable condition and shall remain accessible and unobstructed at all times. It is the responsibility of the Show Manager or Exhibitor to ensure that exit signs, fire hose cabinets, hose valve connections, portable fire extinguishers, manual pull stations, and fire department handsets are not obstructed in any manner. If signs indicating the location of the aforementioned items are obstructed by the booth layout, additional signs shall be added, as required.

All entrances, exits, aisles, stairways, lobbies and passageways shall be unobstructed at all times. Easels, signs, etc. shall not be placed beyond the booth area into the aisles.

Where a booth is covered with a solid roof, the roof construction shall be substantial and fixed in position for the duration of the show, (refer to Section 4.1 for structural requirements).

3.4 Flammable and Combustible Liquids and Materials

3.4.1 Materials, Processes and Equipment

In addition to the prohibited materials listed in Table 3.3.1.4, the following processes/equipment is *strictly* prohibited:

- (i) blasting agents or explosives
- (ii) flammable cryogenic gases
- (iii) aerosol cans with flammable propellants
- (iv) smoking (except in designated "Smoking Areas")
- (v) fuelling of motor vehicles
- (vi) liquefied petroleum or natural gas
- (vii) wooden matches with "all surface strikes"
- (viii) hazardous refrigerants such as Freon, sulphur dioxide or ammonia
- (ix) cellulose nitrate motion picture film
- (x) use of equipment approved for outdoor use only (for example barbecues)
- (xi) use of flammable liquid or dangerous chemicals
- (xii) electrical equipment or installation of electrical equipment that does not conform to CSA-C22-1, Electrical Safety Code

The use of the following processes or equipment is subject to approval from Exhibition Place. If any material, process or equipment requiring approval is to be used, the exhibitor shall submit in writing to the Show Manager the nature of the process or equipment and any safeguards to be used to protect the hazard. Requests will be submitted by the Show Manager to Exhibition Place. An Exhibition Place representative will review the request and respond with his/her approval, rejection or limitations.

- (i) Propane and Natural gas fired equipment
- (ii) Fireplaces shall not be used unless approved for indoor use
- (iii) Operating any heater, grill, heat-producing device, open flame device candles or torches
- (iv) Fireworks must receive approval from Toronto Fire Services and be operated under the supervision of a federally licensed pyro technician (refer to Section 3.1.4)
- (v) Exhibits involving hazardous processing or materials not previously listed
- (vi) Storage or display of ammunition and firearms (subject to subsection 5.2 of the Ontario Fire Code and Criminal Code)
- (vii) Display of knives, swords or any object or merchandise deemed as a weapons; all such products can only be displayed in a secure case or behind the counter and out of the reach of the public
- (viii) Pressure vessels including propane tanks
- (ix) Fossil fuel powered equipment
- (x) Hydraulically powered equipment using flammable fluids
- (xi) Radiation producing devices

3.4.2 Combustible/Flammable Products for Sale

It is not necessary to flameproof textiles, paper or other combustible samples of merchandise on display “for sale”. The quantity of each sample on display shall be limited to one salvageable length. Each sample must differ in colour, weave or texture.

It is also permissible to exhibit aerosols containing a flammable liquid on display “for sale”. One pressurised container, not exceeding 0.47 L (1 US liquid pint) capacity, of each flammable liquid may be exhibited.

Lighters on display as merchandise “for sale” must be displayed in a glass display case and must not contain any flammable liquid (butane, lighter fluid, etc.). Only the vendor may demonstrate the use of their lighter. The maximum number of lighters containing flammable liquid is limited to three lighters and when not in use must be locked up.

As of May 2007, lighters that are advertised, sold or imported in Canada must meet the requirements of the Hazardous Products Act (HPA) and the Hazardous Products (Lighters) Regulations. See attached Canadian Requirements for Lighters Checklist (Appendix C).

3.4.3 Cylinder Systems

1. A cylinder shall be within its prescribed hydrostatic date and labeled “Propane”, “Liquid Petroleum (LP) Gas or “Danger flammable gas”. This label shall be easily readable and affixed in a conspicuous location.
2. A cylinder containing a maximum of 5lbs. of propane and not connected to any other cylinder may be used indoors to supply propane to an appliance.
3. A cylinder in use within the building shall not be located within 50 ft. (15 m) of an exit or stairway.
4. A cylinder valve connection shall be equipped with an excess flow valve that activates at a flow of not more than 100 scfh (2.8m³/h) at a pressure of 100 psig (690 kPag) or a device that limits the flow equivalent to that through a No. 60 DMS (1 mm) drill orifice at 100 psig (690 kPag). A cylinder shall be equipped with an overfill protection (OPD) valve.
5. A certified pressure regulator shall be installed on a cylinder and be suitable for use with the appliance connected to the cylinder.
6. A cylinder valve shall be closed when the appliance connected to the cylinder is not in use.
7. A cylinder connected to an appliance shall be secured or located in a place to prevent accidental tip over.
8. A certified portable fire extinguisher classified in accordance with ULC Standard CAN4-S508 of at least 10-B.C rating shall be located within 25 ft. (7.5m) of a cylinder.
9. A cylinder not connected for use shall be stored outdoors.
 - a) All connections at a cylinder and at the appliance connected to the cylinder and all connections in between shall be tested for leaks with a leak detection solution and measurements taken using a calibrated multi gas detector to ensure that the range is never approaching the Lower Explosive Limit for propane (or any Flammable gas). If it is approaching the LEL (Propane 2.1) the tank must be closed. If it exceeds the LEL the area must be evacuated. Additionally, this test shall be conducted daily upon activation. A source of ignition shall not be used to check for leaks. Propane Storage and Handling Code, B149.2-10

9. Except permitted in this Code, a cylinder that contains propane liquid or vapor shall not be stored or used inside any structure.
10. Refillable cylinder, either empty or filled, that has a capacity of 45 lbs. (20 kg) or less shall be equipped with an effective seal such as a plug, cap, or quick-disconnect device. This seal shall be in place whenever the container is not connected for use.
11. Cylinders Supplying Propane to Portable Food-Serving Carts Located Indoors
12. Cylinders manufactured to TC-DOT Specifications 39 and 2P, known as “single trip or non-refillable” cylinders and having maximum water capacity of 2.7 lbs. and filled with no more than 16.8 oz. of propane, shall be permitted for use indoors to supply propane to food service appliances.
13. Cylinders shall be directly connected to the food service appliance without the use of hose, and no more than two (2) cylinders per appliance shall be connected for use at one time.

3.4.4 Compressed Gas Cylinders

Patrons using compressed gas cylinders must comply with applicable CSA standards and Occupational Health and Safety Guidelines.

3.4.5 Non-Combustible Gas Cylinders

All compressed gas cylinders such as CO₂ cylinders, compressed air cylinders, helium cylinders, etc. must comply with applicable CSA Standards. Cylinders must be chained to a solid structure or otherwise held in place so that they cannot accidentally fall over. Cylinders must be protected against physical/mechanical damage. The valve protection cap must be in place when the cylinder is not in use.

3.4.6 Acetylene Cylinders

One 1.13 m³ (40 ft³) cylinder of acetylene is permitted in “arts and crafts” type exhibits for demonstrative purposes only. The cylinder(s) must comply with applicable CSA Standards. Cylinders must be stored in an upright position and chained to a solid structure or otherwise held in place so that they cannot accidentally fall over. The valve protection cap must be in place when the cylinder is not in use. The booth must also have an approved portable fire extinguisher.

3.4.7 Other Flammable Compressed Gas Cylinders

No other flammable compressed gas cylinders may be brought onto Exhibition Place Grounds or into any building without written permission from Exhibition Place.

3.4.8 Flammable Liquids

The following rules apply to all flammable liquids such as oil-based paints, solvents, alcohol, oil, mineral spirits, and any other flammable liquid not explicitly mentioned.

1. No flammable liquids are permitted to be brought into, used, handled or stored in any building or on Exhibition Place property except for purposes of show demonstration where permission has been granted in writing by Exhibition Place Safety Engineering Department and an appropriate spill procedure plan has been submitted and approved.
2. For purposes of construction of displays, painting materials are permitted only during move in.
3. Flammable cleaning solvents or any other flammable liquid may not be used for cleaning purposes and only latex based paints are permitted.

3.4.9 Fuel Tanks – Bulk Storage

An above ground storage tank of 5000 L capacity or less need not be diked provided it does not, in the event of the loss or escape of product, cause any of the following:

- (i) Create a hazard to public health or safety;
- (ii) Contaminate any fresh water source or waterway;
- (iii) Interfere with the rights of any person; or
- (iv) Allow entry of product into a sewer system or underground stream or drainage system.

Bulk storage tanks or containers greater 5000 L, maintained above ground, must have a dike. Dike requirements are defined in the Liquid Fuels Handling Code, Section 3, Reference 2.1.12. Normally at Exhibition Place an earth dike is used. The dike must be able to hold 110% of the capacity of the tanks. The dike must have a flat top, 610 mm (2 ft.) wide and must be not less than 610 mm (2 ft.) high. A 1.8 m (6 ft.) chain link fence with a lockable gate must surround the dike. Two fire extinguishers are required and “No Smoking” signs must be prominently displayed. Tanks must be grounded and fill hoses must have a conducting nozzle. The tank must be vented. Hand pumps must have a check valve to prevent siphoning, leakage and spillage.

3.4.10 Open Flame

The following rules apply to use of open flames:

1. Exhibition Place Hot Work Permits must be requested and approved for all Open Flame (see Appendix H).
2. Exhibits utilising flame-producing devices must be attended at all times.
3. Flame(s) shall not be used solely to attract attention.
4. The use of an open flame is limited to certain articles of merchandise where the operation of an approved appliance or device helps to promote the sale of such equipment.
5. Candles are permitted only where candles are offered for sale. Not more than four candles may be lit at any one time and they must be shielded by hurricane type chimneys. If glass-contained candles are lit, the flame must not extend above the rim of the container.
6. An approved fire extinguisher must be installed in exhibit areas where flame-producing devices are used.
7. If at any time an Inspector deems any equipment or device to be operated in a manner dangerous to public safety, the Inspector will cancel the privilege of the exhibitor concerned.
8. The immediate area shall be kept clear of combustibles

3.5 Fire Safety Regulations, Licensing and Certification

No person shall handle gas unless the person is the holder of a license for the purpose. O. Reg. 212/01, s. 5.

No person shall install, alter, purge, activate, repair, service or remove any appliance, equipment or other thing employed or to be employed in the handling or use of gas unless the person is the holder of a certificate for that purpose. O. Reg. 212/01, s. 6 (1)

3.5.1 Natural Gas and Propane Installation Code, B149.1-10

An appliance, accessory, component, equipment, or any other item shall be installed in accordance with the manufacturer’s certified instructions and this Code.

A vent or chimney shall provide effective venting and shall be designed and constructed to remove all flue gases to the outdoors.

Use of Appliances

1. This section applies to appliances that;
 - a) Are on display at shows, exhibitions or other similar events; and
 - b) Are on display and are designed to be used outdoors or vented to the outdoors.
2. An appliance may be operated and vented indoors if it meets the requirements of 3.5.1.A 1-12. If the appliance does not meet the requirement of this section an application for variance/ deviance with TSSA may be required. See Appendix J.
3. An appliance shall only be used for the purpose of demonstrating its operation but shall not be used for heating space, water, or any other thing or for any other purpose.
4. An appliance approved for outdoor use being operated indoors for the purpose of demonstration shall be clearly marked that this appliance is for outdoor use only and the sign shall read:

WARNING

THE USE OF THIS TYPE OF APPLIANCE IS PROHIBITED FOR INDOOR USE. FOR YOUR SAFETY THE UNIT YOU ARE VIEWING IN THIS DISPLAY IS CONSTANTLY MONITORED FOR THE PRESENCE OF CARBON MONOXIDE TO PROTECT YOU AND YOUR FAMILY. TO PROTECT YOU ARE YOUR FAMILY NEVER USE A (name of the appliance i.e. BBQ, Patio Heater, Fire Pit, etc.) INDOORS, INCLUDING A GARAGE

5. The sign shall be located immediately adjacent to the appliance and in clear view of the public, and the letters shall be a minimum 1" high.
6. An appliance shall be installed and activated initially by a person holding an appropriate valid certificate under the Technical Standards and Safety Act.
7. A person who has knowledge of the manufacturer's operating instructions for the appliance shall be in constant and immediate control of the operation of the appliance. A copy of the manufacturer's instructions shall be left with the appliance.
8. An appliance shall be certified or approved
9. The level of carbon monoxide in the vicinity of an appliance shall:
 - a) be measured with a calibrated CO detector at intervals not exceeding 3 hrs
 - b) be measured 4 ft. (1.2 m) above the floor and 4 ft. (1.2 m) horizontally from the appliance, and
 - c) be recorded with the location, date and time the measurements were made
 - d) The record of levels of carbon monoxide made under sub-item 8 (1) shall be kept in a secure location where the appliance is displayed and for the entire period of its display.
10. An appliance shall be shut down if the carbon monoxide level determined under item 8 exceeds 25 ppm. If levels are sustained above 70 ppm the immediate area will be evacuated until levels drop below 25.

11. A means shall be provided to physically protect any person from contact with hot surfaces, hot gases or flames resulting from operation of an appliance.
12. A certified portable fire extinguisher classified in accordance with ULC Standard CAN4-S508 of not less than 10-B, C rating shall be located at each booth or stall displaying appliances.

For further details, information or copies of any of the regulations, contact:

Technical Standards & Safety Authority (TSSA)
14th Floor, Centre Tower
3300 Bloor Street West
Toronto, Ontario M8X 2X4

CSA International
5060 Spectrum Way, Suite 100
Mississauga, Ontario L4W 5N6

3.5.3 Gasoline or Diesel Powered Equipment/Vehicles

The following rules apply to all gasoline or diesel powered equipment:

1. Motor vehicles or gasoline-powered equipment on display must be equipped with “lock-on” type gasoline tank caps. The electrical system shall be de-energised by, either removing the battery or, disconnecting both battery leads and covering them with electrical tape or another electrically insulating material. Fuel tanks shall not contain in excess of one-half of the capacity. Vehicles unable to be equipped with lock-on type caps must have caps sealed in an approved manner to prevent the escape of vapours.
2. Running of vehicles on display is prohibited without prior approval from Exhibition Place and the Fire Department. Vehicles required to be run as part of a performance or contest must be refuelled outdoors from approved safety containers.
3. Garden tractors, chain saws, power plants and other gasoline-powered equipment shall not contain any fuel and shall not be used for demonstrations without permission by Exhibition Place.

3.5.4 Propane or Natural Gas Fuelled Equipment/Vehicles

Fuel tanks on propane or natural gas fuelled vehicles or equipment must be empty. Similarly, cylinders for barbecues and /or appliances within any vehicle, camper, mobile home, etc. must be empty.

3.6 Electrical Equipment and Connections

In accordance with the Canadian Electrical Code, CSA C22.1 all electrical equipment must be approved before it may lawfully be advertised, displayed, offered for sale, sold or otherwise disposed of or used in the Province of Ontario. It is therefore the responsibility of each Exhibitor to ensure that all electrical equipment in, on or about their booth comply with the above regulation. This includes electrical merchandise as well as lighting and display equipment.

Electrical equipment for which CSA approval is required shall be submitted to the Canadian Standards Association, 178 Rexdale Boulevard, Rexdale, Ontario M9W 1R3, (416) 744-4089. The approval of this association is accepted to all electrical inspection authorities in Canada. Please contact the CSA for details to this procedure.

One of the fundamental requirements for Canadian Standards Association certification is that appropriate approval markings (CSA monogram/label) appear on each device. If such markings are missing, the device must be considered not approved and, therefore, subject to special inspection.

If you wish to display, offer for sale, or use, any electrical equipment which is not CSA certified, the item can be submitted to the CSA's Electrical Inspections Department for approval by means of their electrical inspection services. Failure to comply could result in the equipment being refused connection to the electrical source and/or removal from the grounds.

Note: Private generators are not allowed on the grounds of Exhibition Place.

3.6.1 Permission to Energize – Trade Shows only

Exhibitors who wish to connect and energize (provide electricity to) unapproved electrical equipment must complete the application for Permission to Energize form provided by Showtech and pay the Permission to Energize fee indicated for each piece of unapproved electrical equipment. Exhibitors are not required to complete the application for Permission to Show for the same piece of equipment. The following conditions apply:

1. If no imminent hazards are present, ESA will permit the equipment to be energized “for demonstration purposes only”
2. A sign/notice will be affixed to the equipment (prominently displayed) indicating “This equipment is not approved for sale in Ontario and is energized for demonstration purposes only”. Our ESA Inspectors will provide exhibitors with this notice.
3. The permission to energize is only valid for the duration of the show, and cannot be carried forward or extended for subsequent shows in other cities.
4. The “Permission to Energize” notification allows the equipment to be wired to an available junction box or disconnect as provided by the on-site electrical contractor.
5. Permission to Energize is available for Trade shows only, **not Consumer shows**.

3.6.2 Portable Spotlights

Clamps on portable spotlights shall be protected from metal-to-metal contact by having electrical insulating pads or wrappings permanently attached to the lamp holder clamps.

Where a spotlight may be subject to physical damage, dampness, or where lamps may come in contact with combustible material, the spotlight shall be equipped with a guard attached to the lamp-holder or the handle.

Flexible cords (extension cords) may only be used for portable lamps or appliances that are of allowable amperage for the size and type of three conductor cord to be used.

Spotlights on a free standing structure (pole) must be placed out of the way in the booth in such a location to prevent it from being bumped and knocked over, or securely fastened to some part of the booth or other structure to prevent it from being knocked over.

3.7 Cooking Requirements

3.7.1 General

Notwithstanding conformance with the requirements of this section, the City of Toronto Department of Public Health may restrict food preparation for health reasons. Show managers and exhibitors should check with City of Toronto Department of Public Health.

The requirements of this section are subject to the provisions of the Ontario Building and Fire Codes. These requirements apply to any form of food preparation be it warming, heating, cooking, re-heating or any process involving any heating apparatus.

The use of propane to cook indoors is prohibited.

3.7.1.1 Cooking requirements table

The FLS Coordinator must be consulted with plans for the below activities. All activities must comply with the requirements in NFPA 96 Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations.

Activity	No outside ventilation or ecologizer used	Outside ventilation or ecologizer used	Type of Fire Extinguisher Required	Notes
Indoor Frying	Not allowed	Allowed	Class ABC Class K	
Indoor Electric cook-top	Demonstration purposes only	Allowed	Class ABC	Demonstration use includes turning device on and off to demonstrate its operation or reheating previously cooked food
Indoor grilling, grease laden vapours produced	Not allowed	Allowed	Class ABC Class K	
Indoor Oven	Allowed	Allowed	Class ABC	CO Monitoring Device Required if gas powered
Indoor reheating cooked food	Allowed	Allowed	Class ABC	Activity must not produce grease laden vapours

3.7.2 Food Warming

Food warming at banquets is limited to maintaining the temperature of pre-cooked food or beverages at or below 93° C (200° F). Flame devices utilized for food warming shall be separately permitted as open flame devices. Such devices shall be stationary use only and shall be enclosed or installed in such a manner as to prevent the flame from contacting any combustible materials. Such flame devices utilized for food warming shall not be located in unoccupied rooms or otherwise left unattended. Chemical heat (Sterno) is allowed in occupied rooms or halls during the permitted hours of the banquet and shall be used in accordance with the manufacturer’s instructions. Chemical heat may not be used in warming carts that are not manufactured for chemical heat devices. Hot Work Permits are required for these devices (see Appendix J). All open flame warmers shall be supervised by the service provider at all times. The Service provider is responsible for ensuring that the flame is extinguished. Only Sterno fuel

cells with a screw on lid shall be used so that the lid can be applied when not in use. The bulk storage of the Sterno fuels cells should be in a clearly marked approved flammable cabinet

3.7.3 Requests for Tabletop Burners

Event or Show Management shall submit requests for the use of butane top stoves or burners to the Business Development/Special Events Department, Exhibition Place, for approval 30 days prior to the event. Each request will then be submitted to Toronto Fire Services for final approval.

The written request (submission) for Toronto Fire Services must include:

1. Hot Work Permits are required for these devices (see Appendix H)
2. The make and model of butane burner. (The burner must be labelled for indoor use and must be CSA approved.)
3. A floor plan showing the layout of the butane burners and locations of additional fire extinguishers and CO detectors (if required).
4. Written training procedures for employee handling and refuelling of butane (i.e. operating instructions, Material Safety Data Sheets (MSDS), etc.)
5. Location of storage of butane cylinders must be shown (an outside location, in cool dry spot with adequate ventilation).

During the use of the butane stove or burners, the Event (Show) Management shall ensure that the following rules are strictly adhered to:

- A. Refuelling of butane burners must be done outside, and the refuelling area is to be guarded off.
- B. Exhaust fans must be on continuously to prevent the build-up of carbon monoxide (CO).
- C. Storage of empty and full butane cylinders must be in a safe outside storage facility with empty and full cylinders in separate cabinets or cages.

The Event Manager must ensure that proper care is taken to ensure that empty cylinders are disposed of in an approved manner.

3.7.4 Use of Candles for Cooking

Lit wax candles are forbidden on site except as described below. Approved electric “candles” should be used at all banquets etc. Lit wax candles are permitted only where they are offered for sale. Not more than four candles may be lit at any one time and they must be shielded by hurricane type chimneys. If glass-contained candles are lit, the flame must not extend above the rim of the container.

3.7.5 Cooking Near Tents

All tent fabric must be flame proof or treated with a flame-retardant chemical.

The following devices are not permitted for use in a tent or within 3 m (9 ft. 10 in) outside of a tent:

1. Open flame devices for heating or cooking, or any other reason
2. Cooking involving deep fat frying or grease laden vapours
3. Barbecuing using charcoal or propane
4. The use of heating devices containing or making use of a flammable liquid
5. Lighting devices that use a flame such as candles or lanterns or any flammable liquids or solids

Fire watch may be required/approved by Toronto Fire Services for tents over 800 sq. ft. setup indoors

Structural requirements, including the requirements for building permits, are discussed in Section 4.1.4.

3.8 Display of Candles in sales booths

1. Candles can only be demonstrated for a very short period as requested by customer. Devices cannot be continuously burning. Public must be separated by a fence or guard three (3) feet from candles.
2. Candles must be three (3) feet from any combustibles such as table decorations, drapes, etc.
3. Candles must on a solid, secure surface and flames must be enclosed. Flames must not extend above the top of the enclosure.
4. Glass enclosure must not be allowed to get hot to the touch.
5. A proper lid must be available to extinguish the flame.
6. Minimum of two (2) 10-B, C rating fire extinguishers must be visible and available at all times.
7. Gelled alcohol or ethanol fuels must not be on the recall list of the Consumer Safety Products Association or any approved Canadian Safety Organization.
8. Continuous monitoring of the device must be done at all times to ensure compliance of the above recommendations.
9. Refueling of device must only be done when units are completely cool and unlit.
10. Allow devices to cool down for at least 15 minutes before refueling.
11. All devices must be extinguished at the end of the show, every day.

3.9 Sleeping in House Trailers, Rec Vehicles, Bunk Houses, or Other Sleeping Areas

The following rules shall be complied with if sleeping occurs within any area at Exhibition Place:

1. Smoke Alarms
 - a. A Smoke Alarm conforming to CAN/UNC-S531, "Standard for Smoke Alarms", shall be installed
 - b. inside of each sleeping area or sleeping room. Either electrically hardwired, or battery-operated smoke alarms, are deemed to be in compliance for this purpose.
 2. Carbon Monoxide Alarms
 - a. Any house trailer, recreational vehicle, bunk house, or other area, that has a fuel-burning appliance (example: propane, naphtha, kerosene, natural gas) or a fuel-fired generator; then a Carbon Monoxide (CO) Alarm conforming to CAN/CSA-6.19, "Residential Carbon Monoxide Alarm Devices", or UL 2034, "Single and Multiple Station Carbon Monoxide Alarms", shall be installed inside each house trailer, recreational vehicle, bunk house, or other area. Either electrically hardwired, or battery-operated, or plug-in type CO Alarms are deemed to be in compliance for this purpose.
 3. Portable Fire Extinguisher
 - a. A multi-purpose fire extinguisher rated at a minimum of 1A-10BC (2 ½ lbs. size) shall be installed within each house trailer, recreational vehicle, bunk house, or other sleeping area. The fire extinguisher shall have a tag securely attached to it showing the maintenance or recharge date, the servicing agency and the signature of the company who performed the service.
 4. Fire and Life Safety Checklist
 - a. The Exhibition Place "Fire and Life Safety – Self Compliance Form" shall be completed, signed and dated by the representative of each house trailer, recreational vehicle, bunk house, or other area. The Checklist shall be returned to Exhibition Place for approval.
-

4 Structural Integrity

The following may be used as general guidelines; however, all inquiries should be forwarded to the City of Toronto, Urban Development Services, Buildings and Inspections.

For construction of covered and double-deck booths see also Appendix A.

4.1 Building Permit Requirements

Accessory structures (detached garage, workshop, garden shed, carport, pool house or cabana), shipping containers and large booths are regulated by the Ontario Building Code and require a building permit from the City of Toronto if they have a floor area greater than 15 m² (161 ft²). Accessory structures and shipping containers containing plumbing require a building permit regardless of size. Signs (see 4.1.1), stages and bleachers greater than 10 m² (108 ft²) require a building permit. Tents greater than 60 m² (648 ft²) in area require a building permit. (By definition, structures that require a building permit may include but are not limited to:

“A structure occupying an area greater than ten square metres consisting of a wall, roof and floor or any of them or a structural system serving the function thereof including all plumbing, works, fixtures and service systems appurtenant thereto.”

Exhibitors undertaking any work (including tents greater than 60 m²) that requires a building permit are required to provide the following to Show Management and Exhibition Place:

1. A copy of the Building Permit Questionnaire (Appendix I) must be submitted for approval. Submission must be done one month prior to the scheduled opening day of the event.
2. A schedule of the start and completion dates for construction and tear down. (Please submit one month prior to the scheduled opening day of the event.)
3. A copy of the issued building permit. By law, this is required prior to the start of any construction. Please submit as soon as the permit is issued, prior to the start of construction. Unless a copy of the issued building permit is received by Exhibition Place no construction of the structure can start.
4. The structure (including tents) must be inspected and approved by the Building Inspector prior to opening to the public. Failure to comply with these regulations may prevent the structure from being opened to the public during a show or exhibit.
5. A copy of the field review of the completed structure (including tents) signed and sealed by a licensed Ontario Professional Engineer; must be completed prior to any public occupancy/use of the structure and submitted to Exhibition Place; prior to the opening of the show.

It is noted that as of 1 January 2006 firms and designers who review and take responsibility for design activities under the Ontario Building Code are required to have a Building Code Identification Number (BCIN). In most cases, firms or individuals not having a BCIN number will not be permitted by Toronto Urban Planning and Development Services to submit applications for building permit or field reviews for existing building permits. For more information, please contact:

Ministry of Municipal Affairs and Housing, Building and Development Branch
777 Bay St. 2nd floor
Toronto, ON M5G 2E5
phone: 416.585.6666

fax: 416.585.7531
email: codeinfo@mah.gov.on.ca

It is incumbent upon the Exhibitor to ensure that the requirements of the Ontario Building Code and Toronto Urban Planning and Development Services – Buildings and Inspections are met. As a guide, all outdoor structures must be able to withstand a wind load of 1.4 kPa (30 psf) and an uplift of 480 Pa (10 psf). Ballast weight, used to prevent overturn of a structure, must have a factor of safety of two.

Written approval must also be received from Exhibition Place for attachment of any sign, structure, etc. to any buildings, flagpoles, etc. at Exhibition Place.

4.1.1 Signs

Signs, flagpoles, banners or any structure the sole purpose of which is support and visual attraction is classified as a sign and is regulated under the Ontario Building Code. The erection of signs is also regulated under the City of Toronto Municipal Code Chapter 297.

Notwithstanding Section 4.1, a professional engineer must design any sign greater than 6.1 m (20 ft.) in height or “weighing” more than 115 kg (253 lb). Prior to erecting a sign, a building/sign permit must be obtained from the City of Toronto, Urban Development Services, Department of Buildings and Inspections.

All outdoor sign structures that have a surface face of more than 10 m² (108 m²) or have a footprint of 10 m² (108 ft²); requires a building permit.

Signs or banners must be attached to structural members that are part of the building. All indoor signs which have a bottom covering must have a bottom surface area less the 60 m² (648 ft²); and the material must be flame retardant. A certificate of flame retardancy must be submitted to Exhibition Place prior to installation. Also, these signs with bottom covers must be spaced more than 30 m (100 ft.) apart; and must be hung a distance greater than 5.5 m (18.0 ft.) below the sprinklers; and the signs must be hung with steel chains or steel cable. Attachment of signs or banners to sprinkler systems or electrical conduit is prohibited.

All signs require shop drawings produced by contractor, supplier, manufacturer, subcontractor or fabricator showing sign weight, structural components and rigging points and capacity. All signs must be reviewed by a professional engineer.

4.1.2 Stages and Platforms

Any stage used for any form of theatrical performance is regulated by the Ontario Building Code if the stage exceeds 10m² (108 ft²). In general, stages must be able to withstand 4.8 kPa (100 psf) over the entire surface and a concentrated load of 9 kN (200 lb) applied over an area of 750 mm (2 ft. 6 in) x 750 mm (2 ft. 6 in) located so as to cause maximum effects. Stages must also be able to withstand uplift conditions, wind loading, etc., as specified by the Ontario Building Code. As a guideline a 0.48 kPa (10 psf) uplift loading may be used in design calculations.

Platforms to be occupied by the public must have guardrails at least 1070 mm (3 ft 6 in) high.

Typical Setup of Guards on Platform (occupied by the public)

- (i) Height: 1.07m (42")
- (ii) Vertical spacing: 0.2m (7 7/8 ")
- (iii) Guard shall be continuous from 0.14m (5 ½ ") to 0.89m (2' 11")

- (iv) Heavy netting on inside face of guard is also acceptable provided the back-up structure is strong enough to act as a guard.
- (v) No rope or piano wire.

Additional guidelines for stairs and platforms are contained in Table A-7, Appendix A.

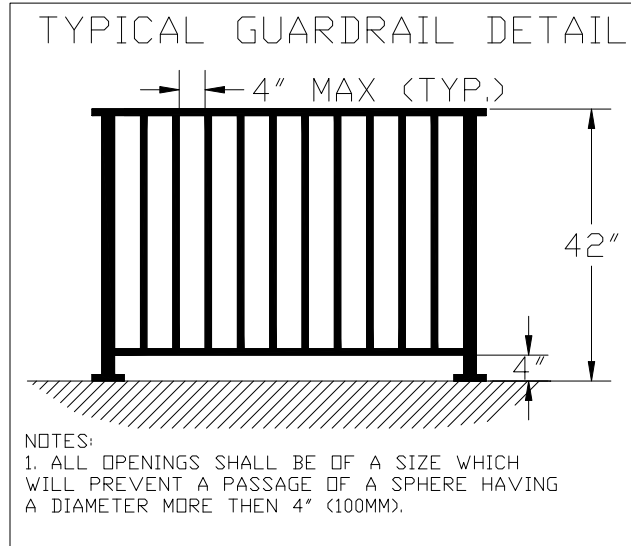


Figure 1 – Typical Set-up of Guards

4.1.3 Bleachers

Both indoor and outdoor bleachers are regulated by the Ontario Building Code. As with other structures, any bleacher to be used at Exhibition Place greater than 9.3 m² (100 ft²) in floor area must have a building permit prior to its erection. Exhibition Place has several models of bleachers, which have a “blanket permit” issued by the City of Toronto.

Bleachers constructed outdoors or in a tent are classified as Group A, Division 4. Particular attention should be paid to Sentences/Articles 3.2.2.21(1), 3.3.2.4, 3.3.2.8, 3.3.2.10, 4.1.10.1, 4.1.10.7 and 4.1.6.11 of the Ontario Building Code, (Reference 2.1.3).

4.1.4 Tents

Fire safety requirements are specified in Section 3.2.9 of this document.

Any *temporary* stand-alone tent or group of tents less than 60 m² (646 ft²) in area and located further than 3m (9 ft. 10 in.) away from any other building or structure, do not require a building permit. Notwithstanding, the following rules apply:

1. All tents must be anchored to the ground or a supporting platform or structure so as to be capable of withstanding a vertical uplift load acting over the projected area of 480 Pa (10psf).
2. All tents with a floor area greater than 9.3 m² (100 ft²) must be erected by experienced persons or firms. In the case of tents larger than 27.9 m² (300 ft²), or tents of unusual design, documentation prepared by a competent person such as a Professional Engineer or Architect, attesting to the structural integrity of the design and the ability to withstand wind loads, must be submitted to Exhibition Place for review.

3. An engineering report for larger tents may necessitate the need for pullout tests to confirm adequate anchorage into soil.
4. The ground enclosed by a tent, and for not less than 3 m outside of such structure, shall be cleared of all flammable or combustible material or vegetation that will carry fire.

All other tents shall comply with the Ontario Building Code and the permit requirements of the City of Toronto, Urban Development Services. Where a building permit (i.e. greater than 60 m²) is required, the structural framing and anchoring of the tent must be designed, reviewed and inspected by a Professional Engineer; and general review inspection report is required by Exhibition Place prior to being occupied by the public. Events are encouraged to use Safety Engineers, who in turn will consult with Exhibition Place Safety Engineers to ensure that the above standards are met.

4.2 Hoists

The following requirements for the use of hoists are to be used in conjunction with the Ministry of Labour, Occupational Health and Safety Act Regulations for Construction Projects (Sections 150-156), or other applicable regulations.

4.2.1 Hydraulic and Mechanical Hoists and Lifting Devices

The use of any hydraulic or mechanical hoisting/lifting system such as a forklift truck, crane, portable hydraulic hoist or “genie” lift to support any object is subject to the following stipulations:

1. Fall arrest equipment will be used and worn when work is being done and there is potential for a fall of 3 m (9 ft. 10 in) or more. Proof of training in the use of fall arrest equipment for the worker in question must be made available if requested.
2. Proof of training of all hoisting equipment operators must be available should it be required.
3. The hydraulic/mechanical system contains safety devices or blocking that will prevent the load from falling in the event of failure of the hydraulic/mechanical system.
4. A safety line is provided between the object being supported and a non-moving support or structure.
5. A crane being used at Exhibition Place must have current maintenance logs on site with the crane.
6. The operator of a crane at Exhibition Place must be licensed for the use of the equipment that is being used.
7. The use of a crane or similar hoisting device to support a worker shall be in accordance with the Occupational Health and Safety Act Regulations (Reference 2.1.7) Section 153.
8. No crane or similar hoisting device shall be subjected to a load greater than its rated load capacity as specified by the manufacturer of the device or a professional engineer as specified in the Occupation Health and Safety Act Regulations (Reference 2.1.7) Section 151.

4.2.2 Electric Hoists

The use of any electric hoisting system such as a chain hoist or drum hoist (winch) to suspend any object under which a person may pass is permitted under the following conditions:

1. The system contains safety devices that will prevent the load from falling in the event of failure of the hoist.
2. A safety chain is provided between the object being suspended and a non-moving support or structure. When multiple electric hoist motors support a truss line the safety lines can be spaced a maximum of thirty (30) feet apart.

4.3 Blocking

The following guidelines apply to blocking of items or equipment:

1. Heavy show items or equipment that requires blocking shall be blocked using wood.
2. Blocking shall be done on a surface that will bear safely the weight of the item or equipment and all loads that could reasonably be expected to be imposed upon the item or equipment under its normal or intended use.
3. Where blocking is more than two tiers high, it shall be cribbed or crossed.
4. Where only one or two tiers of blocking are used, the height of the blocking shall not exceed the total width of the base of the blocks being used.
5. The bearing surface of the blocking must be greater than or equal to the bearing surface of the item or equipment.

It is not advisable to use concrete blocks or bricks due to their tendency to break, shatter or crumble when stacked unbounded.

4.4 Floor Bearing Capacity

The below chart shows the floor loading capacities of buildings on our grounds. When creating the event floorplan, planning move-in/move-out the maximum capacities must be considered and not exceeded to ensure the safety of all building occupants and to protect Exhibition Place buildings.

BUILDING	BUILDING FLOOR CAPACITIES
Better Living Centre	150 psf
Beanfield Centre – Upper Level	100 psf
Beanfield Centre – Lower Level	250 psf
Upper East Annex	100 psf
Upper West Annex	100 psf
Enercare Centre	350 psf
Queen Elizabeth Building	350 psf

4 Environmental Hazards

Environmental hazards are defined, but not necessarily limited to, the items listed below. Where applicable, relevant codes and standards shall be complied with to eliminate/minimise environmental hazards. Where standards do not exist, exhibitors shall take such care as to ensure that the public is reasonably safe from/under exposure to these hazards.

1. *Sharp corners or edges:* corners in signage, nails/bolts/screws sticking out, motorboat propellers, and knives on display.
2. *Trip hazards:* carpets should be adequately secured to the flooring. As much as possible, cables should be placed in highly visible cable mats/runners or secured overhead (2.4 m (8 ft.) clearance minimum). Where cables are placed on top of floors/carpets or under carpets the trip hazard shall be highlighted so that they may be seen and secured in place. Large cables or piping should have ramps in place in public access areas, (see note (iv) below). Single steps, changes in floor level or display products with low level protruding parts should be highlighted.
3. *Slippery surfaces:* freshly painted platforms/stages/stairs, boat decks, leaks/spills from water fountains/garden displays and plastic, vinyl or PVC covered surfaces.

4. *Steps, stairs, ramps, guard rails*: design must comply with Ontario Building Code - stair tread and riser dimensions, ramp slopes and guardrail design, toe rail requirements, etc. Gaps between display products and platform should be minimised.
5. *Large sheets of glass*: doors, windows, etc. should have decals to alert public and minimise risk of public walking into them.
6. *Low headroom*: flagged with a bright material, (e.g. under large boats).
7. *Hot surfaces*: stoves, barbecues (outdoors only), fire places, steam tables/warmers, etc., must provide a means to protect any person from contact with hot surfaces, hot gases or flames resulting from the operation/demonstration of the item.
8. *Hazardous fumes*: welding demonstrations, chemicals, aerosol sprays, substances and equipment must utilise proper fume hood or ventilation in accordance with industry standards.
9. *Bright light emissions*: arc welding displays, lasers, etc. must provide adequate protection for the public; arc welding should be demonstrated in an enclosed area.
10. *Moving/rotating displays*: adequate clearance shall be provided to protect the public from “pinch points” and shear hazards or these hazards shall be eliminated.

6 Physical Acts and Performances

6.1 General Cases

Physical acts may include, but are not limited to:

1. Demonstrations involving:
 - (i) projectiles
 - (ii) throwing/hitting of objects
 - (iii) swinging bats, sticks, golf clubs, etc.
 - (iv) archery
 - (v) shooting firearms or air/spring powered guns
2. Operating machinery other than an amusement device (refer to Section 7 on guidelines for amusement devices).
3. Gymnastics displays or competitions
4. Skate boarding and in-line skating
5. Juggling
6. Simulated water skiing
7. Simulated alpine skiing
8. Aerial acrobatics, trapeze acts, tight rope walking
9. Trampoline or similar type exhibitions
10. Children’s playground type apparatus
11. Animal acts
12. Ice skating
13. Bicycle events
14. Other acts of strength and agility
15. Equestrian events
16. Motorcycle events
17. Any other motorised vehicle displays

All of the above physical acts must be undertaken with public safety in mind. Where applicable, relevant codes and standards shall be complied with to eliminate/minimise these hazards. Where standards do not exist, exhibitors shall take such care as to ensure that the public is reasonably safe from/under exposure to these hazards. Any events or demonstrations identified in #1 above must have mesh screens in place that are capable of preventing any objects, projectiles, or pieces of equipment

from being accidentally propelled beyond the boundaries of the exhibit into any spectator area. Barriers must be provided to prevent spectators from crowding within reach of equipment, persons, or animals involved in acts or demonstrations. Any act or demonstration in which the public is allowed to participate, or device, contrivance, or apparatus which the public is allowed to use or operate, must be under strict control and supervision by a qualified person at all times.

Animals involved in acts or demonstrations must be under the control of a qualified handler at all times. Exhibition Place Safety Engineering Department may request the opinion of the Toronto Humane Society in matters dealing with both public and animal safety. Exhibition Place Safety Engineering Department will observe all acts and discuss concerns with the owner or their designate. Any performances deemed unduly hazardous may be stopped or required to be undertaken at a lower level of risk.

Exhibition Place will observe the operation of all devices or contrivances and discuss concerns with the owner or their designate. Any devices or contrivances deemed unduly hazardous will not be allowed to be used or operated or will be required to be used or operated in a manner that will reduce the risk of accident or injury.

6.2 Parades

Escorts must be provided, one on each side, at the front of any motorised vehicle to guard against the public crossing in front. All vehicles must be driven in low gear and must not travel at more than walking speed. Decorative material on large floats which carry passengers on or inside must be fabricated from non-combustible material or material treated with a flame retardant treatment that meets the match test described in Appendix B. Vehicles/trailers must not exceed 2.4 m (8 ft.) in width or exceed standard flat bed trailer and tractor combination of fifty-five feet (55 ft.).

6.3 Venue Policy

1. Requests to operate a Remotely Piloted Aircraft System (eg; Drones, UAV, UAS, etc) must be submitted to your Event & Meeting Coordinator 30 days prior to the commence of your event.
2. All requests will be reviewed by the Event Services Manager and Security Services Manager. Approval of requests are at the discretion of Exhibition Place.
3. All requests shall be accompanied by the following;
 - a. **Federal Pilot License** – The operator must provide a valid copy of their Pilot License with Advanced Operations rating, issued by Transport Canada.
 - b. **Flight Authorization** – The operator must submit an approved NAV Drone Operation Authorization Request Report, issued by NAV Canada. Applications can be made at (<https://portal.navdrone.ca/>)
 - c. **Liability Insurance** – The operator must provide a valid certificate of insurance specific to Unmanned Aerial Vehicle / Drone liability in a minimum amount of \$2,000,000, separate from the licensee's general liability insurance requirement. The certificate shall list the Board of Governors of Exhibition Place and City of Toronto as additional insured. Note: The Licensee is the party holding a license or lease agreement with Exhibition place, whereas The Operator is the person, company, third party, or media firm piloting and responsible for the aircraft system at Exhibition Place. When the licensee and operator are the same entity, the separate insurance certificate is still required.

7 Amusement Devices

Amusement devices are regulated by the Government of Ontario under the provisions of the Technical Standards and Safety Act, 2000. Amusement devices can include, but are not limited to, the following:

1. “Amusement rides” in which the vehicle carries passengers within or along a predetermined path,
2. Permanent bungee attractions,
3. Adult and kiddie go-karts,
4. Water slides,
5. Self-propelled vehicles, which travel in excess of 4 km/hr. and are designed primarily for use in an amusement park, and
6. Air inflated “bounce” rides.

Legal operation of an amusement device requires the following:

- a) The operator has a valid license from the Technical Standards and Safety Authority (TSSA) to carry on the business of operating such an amusement device(s).
- b) The licensee must ensure that there are sufficient numbers of operators/attendants who are fully trained, knowledgeable, and readily identifiable with respect to the safe operation of the device.
- c) The licensee must have a suitable number of licensed mechanics on site to supervise maintenance, sign-off on daily inspection reports, etc.
- d) Each amusement device must be permitted by the TSSA and not significantly altered after permit has been issued. Furthermore, this permit must be kept in the vicinity of the device.
- e) Each amusement device must be operated and maintained in accordance with manufacturer’s instructions/specifications and in accordance with any special instructions from the TSSA Notice of Filing of the permit. This includes a daily test, before the device is opened to the public, in accordance with the manufacturer’s specifications, and a logbook of all events and outcomes.

Rides may be inspected at any time prior to or during the show. Any ride not displaying a valid TSSA permit identification plate will not be permitted to operate. Any ride being operated in an unsafe manner will be shut down. Any ride showing mechanical or electrical deficiencies, that may create an unsafe condition, will not be permitted to operate. In the event of a dispute between Safety Engineering and an owner/operator, the TSSA will be asked to intervene or mediate.

8 Guidelines for Children’s Play Spaces and Equipment

All children’s play spaces and equipment used for display purposes during a trade/consumer show or event at Exhibition Place must conform to the guidelines set in the CAN/CSA-Z614-07 “Children’s Play spaces”. If any children’s play spaces do not conform to the above standard (as in the case of most commercially available play spaces) they must be guarded off to prevent children from playing on them.

9 Guidelines for Outdoor Displays, Events, Concerts and Setup

1. Freestanding A-frame signs are not permitted on the grounds unless they are properly staked or weighted down (required staking or weights will depend on size of sign; see item (ii) below for large signs).
2. Any freestanding signage must be designed to fit into an existing Exhibition Place sign base. The base is designed to accommodate either landscape or portrait signs, 1.2 m x 1.8 m (4 ft. x 6 ft.). Larger signs must be designed by a professional Engineer.
3. *Trip hazards*: As much as possible, cables should be placed in highly visible cable mats/runners or secured overhead (2.4 m (8 ft.) clearance minimum where there is no vehicular traffic). Large

cables or piping should have ramps in place in public access areas. Single steps, changes in floor level or display products with low level protruding parts should be ramped or highlighted. Trip hazards caused by changes in elevation (i.e. potholes); cracks in pavement or any other unevenness, which may be considered obtrusive, must be reviewed by the Safety Engineering Department.

4. *Steps, stairs, ramps, guard rails*: must comply with Ontario Building Code – stair tread and riser dimensions, ramp slopes and guard-rail design, toe rail requirements, etc. Gaps between display products and platform should be minimized.
5. *Slippery Surfaces* level or on an incline should be covered with anti-slip surface or anti-slip tape.
6. *All freestanding flags* must be mounted into Exhibition Place flag bases. However, flags can be placed over steel rods driven a minimum of three feet into ground. Flagpoles then must be equipped with setscrews to secure pole to rod. An engineering review may be required to determine acceptable wind loads and takedown conditions for flag.
7. *Moving/rotating displays*: adequate clearance shall be provided to protect the public from “pinch points” and shear hazards or these hazards shall be eliminated.
8. Banners cannot be mounted on any freestanding fencing, barriers or bleachers unless they have been designed to withstand the required wind load.
9. Any signs, banners or flags attached to any display for show or for sale must be securely anchored or weighted down to withstand the required wind loads.
10. All outside exhibits or displays must be secured in such a fashion as to withstand forces exerted on them from accidental contact from people or moving objects and from wind loading.
11. All inflatables on display must be properly anchored or weighted down against wind loading and must be fully deflated if wind speeds exceed 45 kilometers per hour.
12. For tents please refer to Table D-1 in Appendix D. All freestanding fencing must have all adjacent panel selections locked or tied together. Parking curb blocks (475 lb.) must be placed on every other panel foot for support. Operation of Maintenance Vehicles (i.e. cleaning tractors) through grounds during the event must be performed with the utmost caution. Vehicle should not travel more than 10 kph through the grounds. Forklifts and other high reach equipment must be escorted in and out of the grounds.
13. All outdoor structures of any type must be at least 1 m (3.28 ft.) clear of any fire hydrant in the area. This includes any anchors or stakes for inflatable devices or tents.
14. Any vehicle used on the Exhibition Place grounds must park at least 3 m (9.84 ft.) away from any fire hydrant in the area.
15. For road closures please refer to [Section 10](#). Under no circumstances should heavy barriers be used here. For operation and set-up of Amusement Rides please refer to Section 7.

A Weather Watch is defined as a forecast issued well in advance of a severe weather event to alert the public of the possibility of a particular hazard such as a tornado, severe thunderstorm, flash/river flood, winter storm or heavy snow. A Weather Warning is a forecast issued when severe weather has developed, is already occurring and reported, or is detected on radar. Warnings state a particular hazard or imminent danger, such as a tornado, severe thunderstorm, flash/river flood, winter storm, heavy snow, etc. Severe Weather Plan and Procedures are required in the event of a severe weather forecast; detailing weather monitoring, emergency evacuation procedures, areas of refuge, etc.

10 Road Closure Procedures

10.1 Policy Application

This policy applies to all tenants, clients and employees of Exhibition Place.

This policy applies to all requirements for marshaling, move-in and move-out by any tenant, client or employee of Exhibition Place.

10.2 Process

Should any person desire to close or block a section of the Exhibition Place roadways they are to submit an application to the Event Coordinator detailing the purpose, dates, times, areas, enforcement of the closure and all applicable contact information. This application will be in the form of a road closure form and a detailed map. This application is to be submitted within a minimum of thirty (30) days prior to the event for processing. Should the closure be for the purposes of a move in/out for a show, a marshaling application must also be submitted.

11 Upholstered and Stuffed Articles

All articles like furniture, bedding and toys for sale or on display during shows and events must conform to the Upholstered and Stuffed Articles Program of Technical Standards and Safety Authority (TSSA).

The Upholstered and Stuffed Articles Act protects the public from the use of unclean or used fillings in articles sold in Ontario. This law is administered by the Upholstered and Stuffed Articles Program of Technical Standards and Safety Authority (TSSA).

All domestic and foreign manufacturers, renovators and any other manufacturers of upholstered and stuffed articles for sale in Ontario must be registered with the program and must affix appropriate disclosure labels to their products. Agents, importers and distributors are not eligible for registration.

12 Horse and Tractor-Drawn Carriages

All horse-drawn and tractor-drawn carriages, hay rides and wagons must have prior approval from Exhibition Place before they may be used on the grounds.

APPENDIX A

Guidelines where there is Potential Obstruction
to the Building's Sprinkler System

A-1 Introduction

These guidelines establish construction and protection criteria for temporary structures or facilities, including vehicles, which because of their configuration, create the potential to obstruct the building's built in fire protection systems or whose configuration creates the potential for reducing the fire safety to the occupant facility. The guidelines apply to:

1. Covered booths or covered portions of a booth whether enclosed or not.
2. Double deck booths or portions of a booth having a double deck, the upper level of which may not be covered.
3. Platforms or raised floors including stages.
4. Tiered seating.
5. Vans, trailers or recreational vehicles.
6. Canopies, tents, bunting or other items, which obstruct the effectiveness of the building's fire protection systems.

A-2 Construction Materials

All construction materials shall conform to the requirements specified in Section 3.3.1.4 of the guidelines.

A-3 Building Permits

Further to Section 4.1 of this document, a Building Permit may be required for any structure having a shadow area greater than 10 m² (108 ft²).

A-4 Egress

All booths or other facilities shall provide for the safe egress of occupants within that booth or facility under emergency situations.

1. Two means of egress are required, located as far apart as possible, from rooms, decks or platforms where:
 - a) The intended occupant load of the floor area exceeds 60 persons
 - b) The floor area exceeds 200 m² (2150 ft²)
 - c) The travel distance from any point on the floor area to an aisle on the lower level or a stair from the upper level exceeds 15.2 m (50 ft.)
2. Stairs from a platform or upper level of a booth must comply with the Ontario Building Code. General guidelines are as followings:
 - a) A minimum width of 900 mm (2 ft. 11 in).
 - b) Stair risers shall be of a uniform dimension between 125 mm (4-7/8 in) and 200 mm (7-7/8 in).
 - c) Steps for stairs shall have a uniform run of not less than 225 mm (10 in) and not more than 355 mm (14 in) between successive steps.
 - d) Stair treads and landings shall have non-skid finish or be provided with non-skid strips.
 - e) Handrails, 865 mm (2 ft. 10 in) to 965 mm (3 ft. 2 in) high shall be provided on at least one side of every stair. The open space below the top of the handrail must be closed such that a sphere of 100 mm (4 in) in diameter will not pass through.
 - f) Curved or spiral stairs may not be used unless approved by Exhibition Place.
 - g) A guard 1070 mm (3 ft. 6 in) in height shall be provided around all platforms or raised floors where the difference in floor elevation is greater than 610 mm (24 in). The open space below the top of the guard must be closed such that a 100 mm (4 in) diameter

sphere will not pass through. Guards may also be required at the sides of stairs at the discretion of Exhibition Place based on a review of expected occupancy conditions.

A-5 Separation

A minimum separation of 6.1 m (20 ft.) shall be provided between any covered booths without a sprinkler system over 37 m² (400 ft²). Separation between areas without a sprinkler system under 37 m² (400 ft²) will be determined based on combustible load.

A-6 Protection Criteria for Covered Areas

Table A-1 describes the protection criteria for covered areas, which create the potential for obstruction of the buildings' sprinkler system.

TABLE A-7
Enercare Centre Guidelines for Covered and Double Decked Booths

Obstruction to the Building's Sprinkler System – Covered Area [1], [2]			
	Less than 37 m² (400 ft²)	37 m² (400 ft²) to 74 m² (800 ft²)	Greater than 74 m² (800 ft²)
Single Level, Covered Booth	Portable Fire Extinguisher	Review individually based on occupancy conditions and type/quantity of combustibles. [3]	Provision of : <ul style="list-style-type: none"> • Additional Sprinkler protection.
Double Deck, Uncovered	Review individually based on occupancy conditions and type/quantity of combustibles.	Same as above.	Provision of : <ul style="list-style-type: none"> • Additional Sprinkler protection.
Double Deck, Covered	Same as above.	Same as above.	Provision of : <ul style="list-style-type: none"> • Additional Sprinkler protection.
Platforms [4]	No protection provided if no use is made of the underside.	<ol style="list-style-type: none"> 1. No protection if non-combustible or of fire retardant wood and perimeter is enclosed. 2. Combustible or open-sided platforms will be reviewed individually. [5] 	<ol style="list-style-type: none"> 1. No protection if non-combustible or of fire retardant wood and perimeter is enclosed. 2. Combustible or open-sided platforms will be reviewed individually, based on occupancy conditions and quantity of combustibles. [5] 3. Fire Watch required.
Booth Canopies	Canopies not exceeding 1.2 m (4 ft.) in width do not require protection. Canopies exceeding 1.2 m (4 ft.) in width will be reviewed individually.		

Fully enclosed structures used as an Assembly Occupancy (i.e. trailers) shall be in a building with a sprinkler system.

Notes:

[1] All multilevel or covered booths and platforms over 37 m² (400 ft²) must submit a floor plan for approval.

[2] The area of the covered portion of a booth or the area of roofed sections or platform which covers the floor area below.

[3] The protection required for covered areas up to 37 m² (400 ft²) and between 37 m² (400 ft²) and 74 m² (800 ft²) will depend on the use and occupancy conditions within that area. Appropriate protection required for covered areas over 74 m² (800 ft²) will require all of the provisions listed below.

1. Provision of a trained security guard to patrol the area to ensure that the means of egress are kept clear at all times and to monitor against unsafe conditions. The security guard must also be familiar with the building fire safety plan and the condition of exits.
2. Provision of smoke alarms within the covered area(s).

[4] Platforms include any raised floor conditions including tiered seating, stages and equipment platforms.

[5] Combustible or opened-sided platforms create the potential for fire conditions under the platform area. Additional protection may be required where that condition exist.

APPENDIX B

Test for Flammability of Material

B-1 Test for Flammability of Material

The NFPA 701 "Match Flame Test" is described below. This simple test may be used as a guide to assess the condition of flame retardant treatments on samples from fabric that have been in use for a while. It is not intended that this test be used as the primary standard for the application of flame retardant treatments.

The procedure is as follows:

1. Cut out a 38 mm (1 ½ in) wide by 102 mm (4 in) long sample of the material.
2. Hold the sample with a pair of pliers allowing it to hang vertically.
3. Hold a wooden match 13 mm (½ in) below the bottom of the material. Note: the flame must contact the material.
4. Hold the flame match, per #3 above, for 12 seconds and then remove the burning match from contact with the sample.
5. If the material stops burning within two seconds after the flame had been removed and there is no smoke or burning "coals", the material may be considered flame resistant.
6. If the material becomes engulfed in flames or the flames are accelerated within the 12 seconds or if the sample continues to burn for more than 2 seconds upon removal of the flame, the material is not flame retardant.

APPENDIX C

Canadian Requirements for Lighters Checklist

APPENDIX D

Guidelines for Tents

Guidelines for Temporary Outdoor Tents

Aggregate Ground Area			
	Less than 60 m² (646 ft²)	60 m² (646 ft²) to 225 m² (2,420 ft²)	Greater than 225 m² (2,420 ft²)
Less than three metres from any other structure	Building permit required [1]	Building permit required [1]	Building permit required [1]
More than three metres from any other structure	Building permit not required.	Building permit required [1]	Building permit required [1]
Designed by a professional engineer	No	No	Yes

Notes:

- [1] The following documents must be submitted in triplicate when applying for a building permit.
1. Certificates of flame resistance of canvas/tarpaulin.
 2. Location of tent on property, with site plan showing clearances to neighboring structures that are within 3 meters (9 ft. 10 in) of tent.
 3. Geometry of tent, ground coverage and height.
 4. Holding capacity and layout of anchors/ballast.

APPENDIX E

Provincial Requirements for Exhibiting Electrical at Trade Shows

Provincial Requirements for Exhibiting Electrical at Trade Shows



PROVINCIAL REQUIREMENTS FOR EXHIBITING ELECTRICAL EQUIPMENT AT TRADE SHOWS

The Ontario Electrical Safety Code (Ontario Regulation 10/02) is the provincial regulation that defines the minimum requirements for electrical installations and electrical products in Ontario. The Electrical Safety Authority is responsible for enforcement of the Ontario Electrical Safety Code.

Rule 2-022 of the Ontario Electrical Safety Code requires that any electrical equipment that is being displayed, offered for sale, or used in any show/convention/or similar exhibition SHALL BE APPROVED. At Trade or Consumer shows, unapproved electrical equipment will only be permitted to be displayed (not energized) when the Electrical Safety Authority gives permission through the Permission to Show. Failure to comply with the Ontario Electrical Safety Code could result in charges under the Electricity Act

Electrical equipment is considered 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. Bulletin 2-7-*22 (*indicates latest version) shows all approved certification marks or Field Evaluation markings accepted in Ontario. Since markings are updated regularly visit our web site at www.esa-safe.com (electrical product safety section) for a current listing.

Note:

Electrical equipment shall be approved as an assembled unit. The exhibitor is expected to make every reasonable effort to have electrical equipment approved prior to the show.

Permission to Show:

Exhibitors with unapproved electrical equipment that wish to display but not to connect or provide electricity to the equipment, must complete the application for Permission to Show and pay the fee indicated for unapproved electrical equipment that will be displayed but not energized. Exhibitors will be provided with a sales receipt which must be available to inspectors on show site at all times.

The “Permission to show” application does not permit the connection/energization of unapproved electrical equipment.

Permission to Energize – Trade Shows only

Exhibitors that wish to connect and energize (provide electricity to) unapproved electrical equipment, must complete the application for Permission to Energize and pay the Permission to Energize fee indicated for each piece of unapproved electrical equipment. Exhibitors are not required to complete the application for Permission to Show for the same piece of equipment. The following conditions apply:

1. If no imminent hazards are present, ESA will permit the equipment to be energized “for demonstration purposes only”.
2. A sign/notice will be affixed to the equipment (prominently displayed) indicating “This equipment is not approved for sale in Ontario and is “Energized for demonstration purposes only”. Our ESA Inspectors will provide exhibitors with this notice.
3. The permission to energize is only valid for the duration of the show, and cannot be carried forward or extended for subsequent shows in other cities.
4. The “Permission to Energize” notification allows the equipment to be wired to an available junction box or disconnect as provided by the on-site electrical contractor.
5. Permission to Energize is available for Trade shows only, **not** Consumer shows.

APPENDIX F

Pyrotechnics Questionnaire

To allow us to serve you better, kindly complete this form and return it to your Event Coordinator

Event Name & Location:	Contact Name:	Contact Phone:
Event Coordinator:		
Event Show Dates:	Move In Dates:	Move Out Dates:

1. PYROTECHNICS SUPPLIER INFORMATION	
a) Supplier name:	b) Supplier phone:
c) Operator name:	d) Operator certification level:
e) Certificate number:	f) Certificate expiry date:
g) Hot pyro details:	h) Height of display:
i) Proximity to public:	j) Please attach floor plan showing pyrotechnics layout when submitting this form

2. RISK ASSESSMENT
a) The handling and discharge of fireworks and pyrotechnics shall be in compliance with NRCan, “Display Fireworks Manual” YES <input type="checkbox"/> NO <input type="checkbox"/>
b) The handling and discharge of fireworks and pyrotechnics shall be in compliance with NRCan, “Pyrotechnics Special Effects Manual” YES <input type="checkbox"/> NO <input type="checkbox"/>
c) Permit application for display fireworks pyrotechnics or special effects shall be submitted to the City of Toronto YES <input type="checkbox"/> NO <input type="checkbox"/>

3. INSURANCE REQUIREMENTS
d) Name of insurance company:
e) Name of agent/broker:
f) Please attach copy of certificate of insurance* when submitting this form

Details of insurance*: A minimum insurance requirement of \$5,000,000 (Canadian) is required. Such insurance shall specifically include Board of Governors of Exhibition Place, City of Toronto, Enercare Inc., BPC Coliseum Inc. and Maple Leaf Sports & Entertainment Ltd, and their respective directors, officers and employees as additional insured. See License Agreement for complete insurance requirements.

APPENDIX G

Fire Watch Procedure





FIRE WATCH PROCEDURE

FIRE ALARM OR FIRE SUPPRESSION SYSTEM INTERRUPTION

This procedure shall apply to any situation in which a fire suppression system (e.g., building sprinkler system) or fire alarm and detector system is disabled (referred to in this procedure as a “system interruption”). Such systems may be disabled because of emergencies, such as power outages or broken water lines, repeat false alarms, construction projects, system malfunctions, or monthly and annual system tests.

Fire Watch Procedure

The Operation Department shall provide personnel to perform fire watches in all Non-Tenanted Buildings. If there is insufficient Operations Department staff to perform the fire watch, Operations Department authorized personnel shall request fire watch services from Security Services.

1. A fire watch form shall be completed by the person conducting the fire watch whenever a fire watch is implemented and shall be maintained on file by the Fire and Life Safety Systems Coordinator;
2. Only trained fire-watch personnel (Building Operators personnel and Security personnel) shall conduct the fire watch. Fire watch personnel must be trained annually in the following areas:
 - a. Fire extinguisher procedures (will be conducted by Fire and Life Safety Coordinator);
 - b. Knowledge of the building and the various rooms contained within the building;
 - c. Fire awareness and recognition of obvious hazards;
3. Fire watch personnel are responsible for performing the following duties:
 - a. The assigned fire watch personnel or his/her relief person shall perform an hourly check for non-occupied and occupied buildings of the area under fire watch, until the fire watch has ended;
 - b. Fire watch personnel shall remain vigilant at all times;
 - c. When each fire watch personnel take over duties, they shall ensure that all exits are unobstructed and all stairwells are free from storage, and shall review the specific evacuation plan for the building;
 - d. Fire watch personnel conducting a fire watch in a building in which the alarm system is not functioning shall have with them at all times during the fire watch a bull-horn or some other loud device with which they can notify people in the event of an emergency during the fire watch;
 - e. A log of the fire watch shall be maintained by the person conducting the fire watch and submitted to the Fire and Life Safety Systems Coordinator;
 - f. In the event of a fire emergency, fire watch personnel shall contact Security via two-way radio in Emergency Channel or at telephone # 416-263-3333 immediately;
 - g. Fire watch personnel are not required to fight fires and may only use a fire extinguisher if the fire is less than the size of a small wastebasket

Fire Watch Patrol Log Sheet

A hard copy of this form must be completed by the fire and life systems coordinator and the person completing the fire watch. A fire watch log sheet is to be completed on every new day a fire watch is in place.

To be completed by Fire & Life Systems Coordinator

Fire watch requested by: _____ Date of request: _____
 Why is fire watch needed: _____

Location: Building: _____
 Floor: _____
 Section/ Room: _____

Start date: _____ Start time: _____ Finish date: _____ Finish time: _____
 Frequency: _____

To be completed by person(s) conducting fire watch

Person(s) conducting fire watch: _____
 Signage posted indicating what fire protection system is temporarily out of order: Yes
 Emergency evacuation procedures displayed in visible location: Yes
 Fire protection system restored and fully operational: Yes

Date	Name	Date	Name	Date	Name
Time		Time		Time	
7:00am		7:00am		7:00am	
8:00am		8:00am		8:00am	
9:00am		9:00am		9:00am	
10:00am		10:00am		10:00am	
11:00am		11:00am		11:00am	
12:00pm		12:00pm		12:00pm	
1:00pm		1:00pm		1:00pm	
2:00pm		2:00pm		2:00pm	
3:00pm		3:00pm		3:00pm	
4:00pm		4:00pm		4:00pm	
5:00pm		5:00pm		5:00pm	
6:00pm		6:00pm		6:00pm	
7:00pm		7:00pm		7:00pm	
8:00pm		8:00pm		8:00pm	
9:00pm		9:00pm		9:00pm	
10:00pm		10:00pm		10:00pm	
11:00pm		11:00pm		11:00pm	
12:00am		12:00am		12:00am	
1:00am		1:00am		1:00am	
2:00am		2:00am		2:00am	
3:00am		3:00am		3:00am	
4:00am		4:00am		4:00am	
5:00am		5:00am		5:00am	
6:00am		6:00am		6:00am	

System must be fully operational for fire watch to end *(Comments on back of this page)*

APPENDIX H

AIG Hot Work Permit

Global Property - Loss Prevention Engineering

HOT WORK PERMIT PART 1

Hot Work Being Conducted by:

Employee: _____

Contractor: _____

Issue Date: _____

Job, Task or PO #: _____

Location / Bldg & Floor: _____

Nature of Task: Cutting Welding

Brazing Grinding Soldering

Thawing Pipe Torch Applied Roofing

Other: _____

The location where this work is to be done has been examined and necessary precautions have been taken. Permission is hereby granted for this work.

Name of Person Issuing Permit: _____

Signed: _____

Permit Expires

Date _____ Time _____ AM PM

Extended Fire Watch

Extended Fire Watch Required Yes No

Extended Fire Watch Duration _____ hours

Permit Number: **1098232**

Required Precautions

Review of the operation and temporary Man necessary.

Work permits or line and issued as necessary.

Sprinkler protection, are in service and operating.

Hot work equipment necessary.

Within 35 ft (11 m) of the work area:

Floors have been swept.

Flammable liquids, dust, lint and oil deposits removed.

Combustible floors with damp sand, metal shavings, etc.

Combustible material with fire resistive tarpaulins.

All wall and floor openings covered.

Fire resistive tarpaulins placed around the work to collect sparks.

Work on Walls or Ceilings

Construction is non-combustible coverings or insulations.

Combustibles have been removed from side of wall or ceiling.

Work on Enclosed Equipment

Equipment has been cleaned.

Containers have been cleaned of combustible liquids, etc.

APPENDIX I

Building Permit Questionnaire

BUILDING PERMIT QUESTIONNAIRE

To allow us to serve you better, kindly complete this form and return it to your Event Organizer. The Event Organizer is responsible for forwarding this form to Exhibition Place.

Event Name: _____

Contact Name: _____ Contact Phone: _____

Contact Email: _____

Booth Number: _____

Move In Date: _____ Move In Start Time: _____

Building Permit Information

Builder Name: _____ Builder Phone: _____

Permit Application Number (If Known): _____

Inspection Date (If Known): _____ Inspection Time: _____

Inclusive of City Building Inspector and General Review by Professional Engineer

Location: Indoor Outdoor Stories: One Story Two or More

Area of Work (SQFT): _____

Type of Build:

- | | | | | |
|---|-----------------------------------|--|--|--------------------------------|
| <input type="checkbox"/> Stage | <input type="checkbox"/> Archway | <input type="checkbox"/> House | <input type="checkbox"/> Temp Structure | <input type="checkbox"/> Other |
| <input type="checkbox"/> Tent | <input type="checkbox"/> Bleacher | <input type="checkbox"/> Shed | <input type="checkbox"/> Enclosed Exhibit | |
| <input type="checkbox"/> Scaffold Build | <input type="checkbox"/> Cabana | <input type="checkbox"/> Sea Container | <input type="checkbox"/> Structure with Plumbing | |

Description of Proposed Work:

Attach The Following With Your Submission:

- Floor Plan Showing Structure Layout
- Engineer Approved Drawings
- City of Toronto Building Permit (If Already Received)

Exhibition Place, 100 Princes' Blvd. Suite 1
Toronto, Ontario, Canada M6K 3C3
Tel: (416) 263-3000 | Fax: (416) 263-3107
Web: www.Exhibition Place.on.ca

APPENDIX J

TSSA Application for a Variance/Deviation



Technical Standards and Safety Authority
 345 Carlingview Drive
 Toronto, Ontario M9W 6N9
 Tel: 416.734.3300
 Fax: 416.231.4078
 Customer Service: 1.877.682.8772
 E-mail: fsubmissions@tssa.org
 www.tssa.org

Applicati

Clear Form

Please submit completed application and supporting documentation by mail, fax, or email (in pdf format).

Check applicable box(es)

- | | | |
|---------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Bio-Gas | <input type="checkbox"/> Gasoline | <input type="checkbox"/> Propane |
| <input type="checkbox"/> Digester Gas | <input type="checkbox"/> Landfill | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Fuel Oil | <input type="checkbox"/> Natural Gas | |

Code: _____ Clause: _____

Is this a field development project? Yes No

Equipment/Appliance/Component involved. _____

Make	Model	S
------	-------	---

Reason for request and proposed method of equivalent safety (submit separate letter if required).

A. OWNER OF APPLIANCE, EQUIPMENT OR INSTALLATION

Company Name:		Corporation N
Street Name / 911 Number/Address, if applicable:		
Unit/Suite:	PO Box:	
City/Town:	Province:	
Telephone No.:	Fax No.:	
Email:		
Print Name of Contact Person:		

B. LOCATION ADDRESS

Same as: A

(Where appliance/equipment is to be installed/inspected. Note this must be a delivery or fire route address)

Company Name:
Street Name / 911 Number/Address, if applicable:
Unit/Suite:



Technical Standards and Safety Authority
 345 Carlingview Drive
 Toronto, Ontario M9W 6N9
 Tel: 416.734.3300
 Fax: 416.231.4078
 Customer Service: 1.877.682.8772
 E-mail: fssubmissions@tssa.org
 www.tssa.org

Applicati

Location Address:

D. INVOICEE

(Company responsible for fees invoiced for approval including engineering and inspection fees.)

Company Name:			
Street Name / 911 Number/Address, if applicable:			
Unit/Suite:		PO Box:	
City/Town:			Province:
Telephone No.:		Fax No.:	
E-mail:			
Print Name of Contact Person:			Signature of Contact Person:

Date of Application (dd-mm-yyyy): _____

FEES FOR ENGINEERING REVIEW AND INSPECTION

Check box to request type of service.

- Regular Service:** 20-30 working days for engineering and inspection services.
Standard Fee: \$169,50 (13% HST included) per hour for engineering review and inspection services.

- Rush Engineering Service Only:** 5 to 10 working days.
Fee: 2 x Standard fee for engineering review.

- Rush Engineering and Inspection Services:** 5 to 10 working days for each service.
Fee: 2 x Standard fee for engineering review and inspection services.

Legal Disclaimer - The owner agrees to indemnify and hold harmless the Technical Standards and Safety Authority from any and all damages, actions, suits, claims or loss arising from the granting of this variance. In addition, from the granting of this variance, the owner accepts, on demand, to defend such actions on behalf of TSSA and to pay the defence or settlement of such claims. Failure to comply with any of the terms and conditions of the variance is a breach of the agreement.