

RVC+ 2022 Toronto, Ontario

In-Person Tourism Partner Pavilion Booth Policy & Guidelines

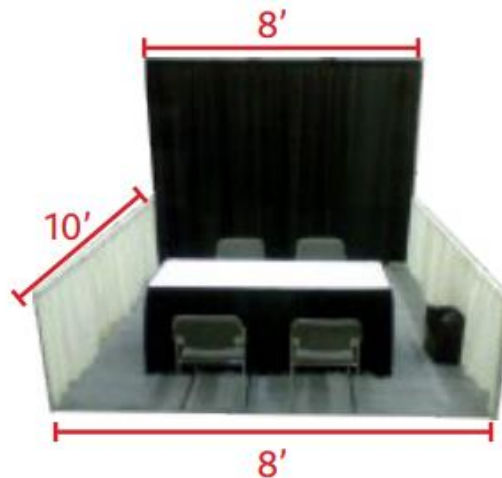
Rendez-vous Canada+ 2022 is a hybrid event taking place May 24 -27. The in-person portion of RVC+ 2022 will be a buyer-seated marketplace taking place in Toronto, Ontario. May 24 – 27 2022. This will be Canada's RVC and hosted by Destination Canada and the Tourism Industry Association of Canada.

The information found in this package is designed to assist you with the planning and execution of your Rendez-vous Canada TPP booth. Please review the information carefully and contact the RVC Project Office (Jennifer Taylor - jtaylor@tiac-aitc.ca) if you have any questions regarding these policies.

The dimension of each TPP Booth are 8 feet (2.4 meters) wide, 10 feet (3 meters) deep and 8 feet (2.4 meters) high rear (back) wall constructed of pipe and drape. Height of side walls is 3 feet (0.9 meters).

Each Booth Includes

- Complimentary Wi-Fi intended for casual email service not streaming data.
- Booth signs will be a booth number (**company name will not be on booth sign**)
- One 6' skirted table
- 4 chairs
- 1 wastepaper basket
- Carpet (charcoal grey)



Note: there is no electrical service. Charging stations will be located throughout the Marketplace.

TPP delegates with appointment schedule can schedule appointments with both Buyers and Sellers. Buyer appointments will take place in Buyer booths and Seller appointments will take place in the TPP booth.

Key Dates

April 1, 2022

Deadline to request advance move-in access

April 29, 2022

First day to receive shipments at the advanced warehouse

May 8, 2022

Deadline for advance order booth furnishings rates from Goodkey Show Services

May 9, 2022

Deadline to get early order electrical and internet connections rates

May 16, 2022

Deadline to get early order AV rates with CCR

May 17, 2022

Last Day to receive shipments to advanced warehouse

May 22, 2022

First day to receive shipments directly to the Convention Centre

Booth Design

Character of Exhibits

The event has been planned as a "tabletop" marketplace at which Buyers and Sellers can meet in a business-like atmosphere. All aisle and air space belong to Rendez-vous Canada. No exhibits or advertising matter will be allowed to extend above or beyond the contracted booth space.

The dimension of each booth are 8 feet (2.4 meters) wide, 10 feet (3 meters) deep and 8 feet (2.4 meters) high rear (back) wall constructed of pipe and drape. Height of side walls is 3 feet (0.9 meters).

Sellers may not place anything more than 3 feet (0.9 meters) tall more than 3 feet (0.9 meters) off the rear (back) wall. Sightlines may not be obstructed in the front 7 feet (2.1 meters) of the booth with any obstructions higher than 3 feet (0.9 meters).

Electrical service and booth cleaning are not included and may be purchased separately.

To order electrical and lighting, the supplier is Showtech and the online form can be found by clicking [here](#).

Additional furnishings, other carpet colours, AV services, and other services can be purchased here <https://www.rendezvouscanada.ca/wp-content/uploads/2022/02/RVC-2022-Exhibitor-Kit-R12.pdf>

Furnishings

Soft furnishings such as tables chairs or carpet may be substituted at the expense of the seller without pre-approval. However, the seller must notify the RVC office 3 weeks in advance of the show opening date. This applies to all booths and activation zones and Networking zones.

Sound

Sound amplification is permitted provided it is rendered inaudible beyond the contracted booth space.

Care of Exhibits

Sellers must keep their exhibits cleaned and dusted and in good order. Booths must be maintained in perfect condition and be properly staffed throughout the event. Exhibits must remain intact until the official tear-down period on the last day of the event.

Booth Decor

All bunting, draperies or other fabrics must be flame resistant. Paper decorations, cut evergreens or branches are not permitted.

Samples and Giveaways

Samples or giveaways are to be limited to printed material such as pamphlets, photographs and books. The distribution of souvenirs such as buttons, models, badges, decals or flags is left to the discretion of the Seller, provided their intrinsic value is nominal.

Prizes, drawings and contests are permitted, in accordance with provincial lottery guidelines. Compliance with these guidelines and all associated activities are solely the Partner's responsibility.

Food and Beverage

Sellers are permitted to provide food within their booth provided it complies with the Metro Toronto Convention Centre rules and regulations and proper applications are applied for and approved to both RVC Project Office and the Metro Toronto Convention Centre.

Food samples or give-a-ways are permitted provided they fit within the rules and regulations of the Convention Centre and proper applications are applied for and approved to both RVC office and the Convention Centre.

Alcohol may not be distributed in seller booths or activation zones.

Security of Exhibits

Rendez-vous Canada will provide necessary security for the Marketplace during the hours the event is closed. Rendez-vous Canada is not responsible for any loss or damage of any materials on RVC premises.

Insurance and Liability

Sellers who desire insurance on their exhibits must place the same at their own expense. Rendez-vous Canada will not be liable for any loss or damage to the property of the Seller, or its employees, due to fire, robbery, accidents, or any cause whatsoever that may arise from use and occupancy of the leased space or building. The Seller agrees to indemnify and hold harmless Rendezvous Canada against any and all claims of any person whomsoever arising out of acts or omissions of Sellers or their employees. Sellers shall furnish their own public liability insurance.

Registration Information

Badges

Access to Rendez-vous Canada is restricted to registered delegates only. All TPP sellers must be registered for RVC+2022.

Rendez-vous Canada name badges must be always worn visibly by all delegates and are not transferable under any circumstances. Badges may not be concealed with business cards, pins, or stickers, or altered or defaced in any way.

The badge bears the name of the individual, the registered organization and its city and province or territory of operation. Admission to all Rendez-vous Canada functions and facilities is by badge alone.

Guests/VIPs/Accompanying Persons Policy

Except for the specific authorization by the host of a function and the approval of the individual by Rendez-vous Canada, no guests, spouses, "VIPs" or accompanying persons are permitted access to functions. In addition, no accompanying and/or non-registered person is permitted access to other Rendez-vous Canada facilities, including the Marketplace and luncheon hall. Rendez-vous Canada does not sell tickets to its functions, etc.

Solicitation and Sale of Advertising Space

Media representatives, Buyers, and Sellers are not permitted to solicit or sell advertising space or time on Rendez-vous Canada premises or at Rendez-vous Canada-sponsored activities. Advertising solicitors will be evicted from the RVC event and accreditation privileges will be withdrawn.

Right to Review Participation

Destination Canada and the Tourism Industry Association of Canada (TIAC) reserve the right to review both an individual and organization's participation at Rendez-vous Canada+ and the Selection Criteria on an annual basis to ensure it is consistent with current conditions and trends. Appeals, in writing, to decisions can be made to Destination Canada who will appoint three committee members to review the decision.

The number of requested appointments and total appointments from the previous year's Rendez-vous Canada are determining factors for continued participation in Rendez-vous Canada. TIAC, Destination Canada and provincial and territorial coordinators reserve the right to establish performance thresholds as a method of managing access to participation in Rendez-vous Canada.

Buyers who schedule fewer than 40 appointments and buyers who cancel 10% or more of their appointments onsite (or no-shows, cancellations without valid reasons) may not be re-invited to participate in future Rendez-vous Canada events.

As part of the registration process, all participants must agree to adhere to the Rules of Engagement and abide by the [Code of Conduct of Rendez-vous Canada](#).

Rules of Engagement

Participating in Rendez-vous Canada+ is your opportunity to expand your knowledge, make new connections and profit from the innovative, data-driven marketing programs offered by Destination Canada. By following our rules of engagement:

- Every organization is treated fairly, and no one is disadvantaged through non-compliance of the rules by others.
- Only those who have registered and paid to participate in Rendez-vous Canada+ are permitted to conduct business in-person and on the virtual platform

There is zero tolerance for infractions.

Playing by the rules increases your odds of a return invitation to attend future Rendez-vous Canada events.

Notice to Sellers/RVC Seller Responsibilities

1. Alterations to any part of the structure of the Centre, or to items of furniture or equipment forming part of it, may not be made without prior written authorization from the Director of Event Coordination in each individual case. These prohibitions include the drilling of holes, mechanical fastening (nails, staples, push pins etc), or adhesive fastening (tape, glue, sticky Velcro etc), and the attaching in any manner of decals, promotional literature or any other items. Failure to comply will result in a \$50.00 minimum penalty per occurrence to the client. Labour / Repair charges will apply to remove prohibited tapes / decals from Metro Toronto Convention Centre property.
2. The provision, installation and use of wireless routers and access points (including cellular based personal hot spots) by exhibitors, exhibition companies and Audio Video suppliers is strictly prohibited within the Metro Toronto Convention Centre facility. This prohibition applies to all devices that broadcast an 802.11 (Wi-Fi) or other signal in either the 5 Ghz or 2.4 GHz radio spectrum regardless of whether the exhibitor has ordered Internet services or not. An application for an exception to the prohibition can be made to Technology Services Department and will be considered on a per case basis. Devices that are discovered within the MTCC that have not been approved will be shut down and / or have their Internet services disconnected.
3. Use of masking, clear packaging and plastic-based tape are prohibited. To secure booth flooring to Exhibit Floor, only cloth-based tapes such as Polyken are acceptable. Labour / Repair charges will apply to remove prohibited tapes from the Convention Centre property.
4. Helium balloons, animals, birds or pets of any description require written authorization. You may find these forms in Exhibitor Forms Package (www.mtccc.com/exhibitors-forms-guidelines) or please call the Event Manager for authorization form.
5. Sample food or beverage products may be distributed within an exhibit area with written authorization. Please contact the Catering department for further information (416) 585-8144.
6. Passenger elevators and escalators ARE NOT TO BE USED for transporting freight or equipment from level to level. This includes hand dollies/handcarts and hand carrying boxes, easels, chairs, tables, etc.
7. All exhibitors, service providers and Show Management personnel working on the show floor during move-in and moveout periods are required to wear approved personal protective equipment (PPE), such as CSA approved safety shoes, high visibility vests, hard hats, harnesses, gloves and safety eye-wear and is to be used when warranted by

safety considerations. All exhibitor service providers must adhere to the Occupational Health and Safety Act, Ontario regulation 213/91 and 851/90 Industrial. If you have been given permission to be on the floor at these times you will be required to wear an approved hard-hat in the designated 'Construction' zone. When working higher than 3 meters (10 ft) you must use fall protection. As per the Ministry of Labour, children under 16 years of age are NOT permitted on the show floor during tear-down or move-out. Please also note, that as per the Ministry of Labour, Proper Protective Equipment is required to be worn while all tear-down and move-out activity is taking place. Notice to Exhibitors / Display Companies 255 Front Street West, Toronto, Ontario M5V 2W6 2021-22 T: (416) 585-8199 | www.mtccc.com Page 2 of 2

8. During move-in / out, exhibit halls, loading dock areas and back of the house service areas are considered hazardous work areas. As such, there shall be absolutely no drinking of alcoholic beverages, no horseplay and in general, any and all unsafe conditions or activities are to be corrected promptly.
9. For North Building West Ramp and South Building Truck Elevator load-ins, there are no docks. It is direct floor unloading and alternate arrangements may be required for special needs (ie. ramps, forklifts). The South Building Truck elevator has a truck length restriction of 38' or less, 30 tons weight capacity.
10. Storage for crates or other materials are not provided in the Centre. Exhibitors must make their own arrangements. All materials, boxes, signs and other materials must not be sent to the Centre prior to the official move-in date as specified in your Exhibitor Manual and must be removed upon the completion of the event.
11. Use of pyrotechnics, hazers, fog / smoke machines, or any other special effect / activity requires Toronto Fire Department and the Metro Toronto Convention Centre approval at least 2 weeks in advance. The Fire Safety Manager will need a full production schedule including rehearsals and floorplans. Labour charges will apply for a fire watch.
12. Access to / or the use of the Exhibit Hall floor-ports is exclusive to the Convention Center staff and our Exclusive Electrical /Mechanical Service provider. Exhibitors are not permitted to use these for any purpose.
13. Smoking is NOT PERMITTED anywhere inside the Convention Centre, including e-cigarette and vaporizing.
14. You are required to report immediately any unsafe condition or accident of which you have knowledge to a security guard or event management employee.
15. No material may be taken through the Main Entrance on Front Street, Internal Street or Bremner Blvd. unless it can be carried by hand. Dollies are not allowed on carpet areas. No equipment may be transported on the escalators or public passenger elevators. All four wheel dollies, pallet jacks or oversized loads are prohibited into the pre-function areas. If you require a dolly or pallet jack to move your items, you must use the designated loading area.

For more information please contact:

The Rendez-vous Canada Project Office
600-116 Lisgar Street
Ottawa ON
K2P 0C2
T: 902-698-0984
jtaylor@tiac-aitc.ca