



**REALTOR[®] QUEST 2018
EXHIBITOR
RULES AND REGULATIONS**

GENERAL EXHIBITOR RULES AND REGULATIONS

The following General Exhibitor Rules and Regulations are for REALTOR® QUEST 2018 presented by the Toronto Real Estate Board (TREB). All exhibitors must adhere to these Rules and Regulations at all times. In addition, Toronto Congress Centre (TCC) Rules and Regulations and TCC Fire Rules and Regulations must be adhered to at all times. Please visit www.realtorquest.ca for all rules and regulations.

1. Exhibit Location, Dates and Hours

The trade show will take place in Hall D & E
Toronto Congress Center
650 Dixon Rd.
Toronto, Ontario
M9W 1J1

The show will be open:

May 30, 2018 8:00am – 5:00pm

May 31, 2018 8:00am – 4:00pm

2. Management

Toronto Real Estate Board
1400 Don Mills Road
Toronto, Ontario
M3B 3N1

3. Application, Eligibility and Assignment of Space

The application for booth space at REALTOR® QUEST 2018 must be made on the printed form provided by the Toronto Real Estate Board (“TREB”), contain the information as requested and be executed by an individual who has the authority to act for the applicant. TREB reserves the absolute right, in its sole and unfettered discretion, and without liability, to: (i) determine the eligibility of Exhibitors and exhibits for the Show, (ii) reject or prohibit exhibits or Exhibitors from participating in the Show; (iii) change or modify the layout of the Show and assign and, as necessary relocate exhibits or Exhibitors; (iv) cancel, in whole or in part, the Show due to an event of force majeure or other circumstances beyond TREB’s control; or (v) change the date, location and duration of the Show. Specific booth locations cannot be guaranteed.

4. Move-in Times PLEASE NOTE: CHILDREN UNDER THE AGE OF SIXTEEN ARE NOT PERMITTED ON SITE DURING MOVE-IN OR MOVE-OUT TIMES.

Exhibitors may move in 10:00am – 8:00pm, Tuesday, May 29, 2018.

All exhibits must be completed and ready for operation by 8:00 am, Wednesday, May 30, 2018.

5. Move-Out Times

Move out will be 4:00pm – 10:00pm, Thursday, May 31, 2018. **DUE TO SAFETY REGULATIONS ALL REGISTERED EXHIBITORS MUST NOT BEGIN DISMANTLING THEIR BOOTH UNTIL 4:00 PM, THURSDAY, MAY 31, 2018.**

6. Payment

Faxed or emailed registrations will be accepted with credit card payment. Cheques must be received within 10 days. Registration will not be confirmed until payment is received. Late payment may result in the cancellation of your reserved booth. Registrations received after April 10, 2018 will be accepted with credit card payment only. Please make your cheque payable to:

**The Toronto Real Estate Board
1400 Don Mills Road
Toronto, Ontario
M3B 3N1
Attn: Accounts Receivable**

7. Cancellation

A full refund less processing fee (\$80.00 plus hst) will be issued for a cancellation received in writing (fax or email suggested) up to February 15, 2018. Refunds will not be given for cancellations received after February 15, 2018.

8. Booth Design

A. Booth Category

- (i) Standard 10' x 10' – includes one 6' draped table and two chairs.
- (ii) Standard 10' x 15' – includes one 6' draped table and two chairs.
- (iii) Premium 10' x 10' – includes one 6' draped table, two chairs and carpet.
- (iv) Premium Corner – includes one 6' draped table, two chairs and carpet.
- (v) Deluxe Corner – includes one 6' draped table, two chairs and carpet.

B. Booth Design – drapery layout is at the discretion of Show Management. Standard booth layout will be 8' draped back wall, 3' draped sidewalls. For the booths backing onto or beside sponsor booths, the draping height may vary.

- (i) Materials: Exhibits and booth spaces are not limited as to the type of design of exhibit material installed except as regulated by TCC.
- (ii) Height: Booths and signs may not exceed 8 feet in height.
- (iii) Finished sidewalls: It is incumbent upon each exhibitor to ensure that any exposed sides of their booth must be properly finished and decorated so as not to detract from neighbouring booths.
- (iv) Special Note: Displays should not be affixed to the booth drape with pins, tacks, nails, screws or staples. Display hooks are available on request.

9. Shipment of Exhibits, Product, Literature

A. Inbound Shipments: Inbound shipments may be sent directly to the TCC's loading docks. Materials arriving before May 29 or leaving after May 31 must be coordinated through Lange Transportation Services 905-362-1290.

B. Delivery Instructions: All materials must be clearly labeled with the information outlined below:

- Exhibitor's Company Name
- Booth Number(s)
- Number of Carton(s)
- Show Name "Toronto Real Estate Board REALTOR® QUEST Trade Show"
- Show Date "May 30 – 31, 2018"

C. Outbound Shipments: Arrangements for returning any exhibit and display material are the responsibility of the exhibitor. It is the exhibitor's responsibility to ensure that all products are removed from the show site by 10:00 pm, Thursday, May 31, 2018.

10. Un-Crating and Re-Crating of Exhibits

Exhibitors are responsible for the cost of un-crating, erecting and dismantling of their displays, and re-crating them at the closing of the show.

11. Crate Storage

Crates must be stored in the designated storage areas. It is your responsibility to move your crates to and from your delivery vehicle as well as to and from the crate storage areas. Courtesy dollies are available for exhibitors' use.

12. Official Show Service Contractor

Stronco Show Services is the official service contractor for REALTOR® QUEST 2018.

Contact them at:

Stronco Show Services
1510 Caterpillar RD. Unit B
Mississauga, Ontario
L4X 2W9
905-270-6767

13. Furniture and Equipment Rental

Please see item #8 for booth details. Stronco Show Services is equipped to provide exhibitors with full display service, including carpeting and furniture rental, exhibit design, sign painting, general display work and rental of other items. Contact Stronco Show Services at: 905-270-6767.

14. Telecommunication/Internet Services

The installation of high speed internet is provided by Freeman Audio Visual Canada, 416-240-7838.

15. Audio Visual Services

Freeman Audio Visual Canada is the official in-house audio visual company at the TCC, 416-240-7838.

16. Signs

A. Sign making: Stronco Show Services offers sign making service, 905-270-6767.

B. Hanging signs and sign heights: No signs may be hung from ceilings, walls or pillars of the exhibit area or in any way extend above the 8' high booth height restrictions without prior approval of show management.

17. Lighting and Electrical Requirements

Booths do not come equipped with power. Electrical connections and lighting can be arranged through ShowTech Power and Lighting, 416-244-4899.

18. Security and Insurance

TREB will provide security service for the exhibit area from 10:00am, May 29, until 10pm, May 31. The presence of this security does not constitute acceptance of any responsibility by TREB, the TCC and/or Stronco Show Services for such security of exhibitors' products; it is merely a service to assist the exhibitors during the Trade Show. TREB, the TCC and/or Stronco Show Services will not be responsible for the safety of exhibits against robbery, theft, damage by fire, accident or other causes.

Exhibitors should provide their own insurance, which can generally be obtained by asking your business insurance provider to attach a rider to your existing policy. Alternatively, you may purchase an insurance policy from a company specializing in Trade Show policies to help protect against theft and/or damage.

19. Noisy or Obnoxious Equipment

If the operation of any equipment or apparatus produces noise of sufficient volume or odours found to be annoying to neighbouring exhibitors or guests, it will be necessary to discontinue the operation. This includes the use of microphones, recorded or live music and other voice amplification systems.

20. Literature and Sales Promotion Distribution

The distribution of advertising and sales promotion material is strictly restricted to the confines of your booth. No material may be placed on seats, attached to walls, carpets, ceilings or woodwork, nor left in public places in the TCC for distribution, nor distributed

from the aisles, including the aisle immediately in front of your booth unless through prior agreement with show management.

21. Staffing of Exhibits

Exhibitor badges will be provided to all registered exhibitors as outlined in the trade show registration package. Exhibitor badges must be worn at all times during the event. They will be valid only for entry into the exhibit area and exhibitors will not be entitled to attend conference education sessions. Additional exhibitor badges are available for \$53 per registrant. Unused exhibitor badges cannot be refunded. All exhibit booths must be staffed from May 30, 8:00am – 5:00pm to May 31, 8:00am – 4:00pm.

22. Prize Draws

Participation in prize draws conducted by the Toronto Real Estate Board and/or REALTOR® QUEST show management is limited to registered conference attendees only. Unless stated otherwise, exhibitors, show suppliers, contractors, and TREB employees are not eligible to participate.

23. Fire Regulations: All registered exhibitors are required to adhere to TCC Fire Rules and Regulations.

24. Smoking: The Toronto Congress Centre is a smoke-free facility.

25. Authority and Dispute Resolution

Any questions, inquiries, disputes or objections during the Trade Show must be referred to TREB Show Management. TREB Show Management reserves the right of final judgment in all disputes.

26. Video and Photo Consent

The Toronto Real Estate Board (TREB) will be conducting video recording and still photography of meetings, sessions, tradeshow activities and events for use in current and future educational, promotional, and marketing activities of TREB. Your participation in the REALTOR® QUEST Conference constitutes your consent to the video recording and still photography of the event.

27. Endorsements

The ideas and opinions offered during sessions at the conference are solely those of the speakers and do not necessarily reflect the position, policy or opinion of the Toronto Real Estate Board. The granting of permission to exhibit at the trade show does not constitute an endorsement of any product or service by the Toronto Real Estate Board and cannot be represented as such.