

## **GENERAL EXHIBITOR RULES AND REGULATIONS**

The following General Exhibitor Rules and Regulations are for TRREB REALTOR® QUEST 2023 presented by the Toronto Regional Real Estate Board (TRREB). 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.

### ***1. Exhibit Location, Dates and Hours***

The trade show will take place in Halls A, D, & E at the:

Toronto Congress Centre

650 Dixon Road

Toronto, Ontario

M9W 1J1

The show will be open:

May 17, 2023 from 9:30 a.m. to 6:00 p.m.

May 18, 2023 from 9:30 a.m. to 4:00 p.m.

### ***2. Management***

Toronto Regional Real Estate Board

1400 Don Mills Road

Toronto, Ontario

M3B 3N1

### ***3. Application, Eligibility and Assignment of Space***

The application for booth space at TRREB REALTOR® QUEST 2023 must be made using the registration portal, contain the information as requested, and be executed by an individual who has the authority to act for the applicant. TRREB reserves the absolute right, in its sole and unfettered discretion, and without liability, to: (i) determine the eligibility of Exhibits and Exhibitors 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 TRREB'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: Infants and children under the age of sixteen (including in strollers) are not permitted to attend or participate at REALTOR® QUEST on setup or event days.**

Exhibitors may move in between 10:00 a.m. to 8:00 p.m. on Tuesday, May 16, 2023. All exhibits must be completed and ready for operation by 8:30 a.m. on Wednesday, May 17, 2023.

**5. Move-out Times**

Exhibitors may move out between 4:00 p.m. to 10:00 p.m. on Thursday, May 18, 2023. DUE TO SAFETY REGULATIONS, ALL REGISTERED EXHIBITORS MUST NOT BEGIN DISMANTLING THEIR BOOTH UNTIL 4:00 P.M. ON THURSDAY, MAY 18, 2023.

**6. Payment**

Registrations will be accepted with credit card or cheque 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 14, 2023, will be accepted with credit card payment only. Please make your cheque payable to:

**Toronto Regional Real Estate Board**

**1400 Don Mills Road**

**Toronto, Ontario**

**M3B 3N1**

**Attn: Accounts Receivable**

**7. Cancellation**

Exhibitor booth(s) and sponsorship package(s) are final sale. Exhibitor booth(s) and sponsorship package(s) are also non-refundable and cannot be exchanged.

**8. Booth Design**

**A. Booth Category**

(i) Standard Location 10' x 10' includes one 6' draped table, two chairs and

carpet

(ii) Premium Location 10' x 10' 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 and 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 16 or leaving after May 18 must be coordinated through Lange Transportation Services at 905-362-1290.

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

Exhibitor's Company Name

Booth Number(s)

Number of Carton(s)

Show Name "Toronto Regional Real Estate Board REALTOR® QUEST Trade Show"

Show Date "May 17–18, 2023"

**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 p.m. on Thursday, May 18, 2023.

### **10. Uncrating and Repeating of Exhibits**

Exhibitors are responsible for the cost of uncrating, erecting, and dismantling of their displays, and repeating them at the close 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 TRREB REALTOR® QUEST 2023. Contact them at:

Stronco Show Services  
1510 Caterpillar Road, 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 Encore Canada, 416-240-7838.

### **15. Audio Visual Services**

Encore 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***

TRREB will provide security service for the exhibit area from 10:00 a.m., May 16, until 10 p.m., May 18. The presence of this security does not constitute acceptance of any responsibility by TRREB, 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. TRREB, 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 \$75.00 each per day per registrant. Unused exhibitor badges cannot be refunded. All exhibit booths must be staffed from May 17, 8:30 a.m.–6:00 p.m. to May 18, 8:30 a.m.–4:00 p.m.

## **22. Prize Draws**

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

## **23. Fire Regulations**

All registered exhibitors are required to adhere to (TCC) Toronto Congress Centre Fire Rules and Regulations.

## **24. Smoking**

The Toronto Congress Centre is a smoke-free facility.

## **25. Food & Beverage**

No other food and beverage items from other suppliers/vendors will be allowed into the facility without the written consent of TCC management. For food and beverage arrangements, contact the TCC directly.

## **26. Infants/Children**

Infants and children under the age of sixteen (including in strollers) are not permitted to attend or participate at TRREB REALTOR® QUEST on setup or event days.

## **27. Animals**

The admission of any animal into the facility without the prior written approval of the TCC is forbidden. Certified Service Animals are permitted. The owner of the Certified Service Animal is responsible for maintaining control over the Certified Service Animal at all times. Further, the owner is responsible for any damages caused by the Certified Service Animal.

## **28. Video and Photo Consent**

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

### **29. 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 Regional 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 Regional Real Estate Board and cannot be represented as such.

### **30. Authority and Dispute Resolution**

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

### **31. COVID-19 Masking Policy**

While mask requirements are optional, you should wear a mask if:

- you feel it is right for you,
- you are at risk for severe illness or outcomes,
- you are recovering from COVID-19 or have symptoms of COVID-19, or
- you are a close contact of someone with COVID-19 or symptoms of COVID-19.

For regular updates on the response to COVID-19, consult the current guidelines on [travelling into Canada](#) and the provincial government's [public health measures](#)