

# Exhibitor Etiquette & Obligations

The Contact Room is an important part of the business of ONTARIO CONTACT and therefore we would like to remind you of our expectations to make the experience positive for all.

Indie Showcases must not be scheduled during any regularly scheduled ONTARIO CONTACT program/activity. If this directive is ignored, the artist and/or representative will forfeit their booth in the Contact Room.

Exhibitors will respect their colleagues and set up their booths so that they do not impinge on neighboring spaces and/or obstruct the view of another booth.

All audio-visual equipment will be muted or used with headphones.

Aisles will be considered neutral spaces in which presenters may circulate freely.

Presenters must never be approached in front of another manager's space.

Managers or artists without a Contact Room booth will not conduct business activities during ONTARIO CONTACT.

Exhibitors must abide by all local health, safety, electrical, alcohol and fire regulations at their cost.

Exhibitors cannot dispense food products and/or beverages at any time – candy and chocolate being exceptions!

All vendors must maintain their booth in a respectable order and all accumulated trash must be dispensed with all throughout the event.

All exhibits must be staffed and operational throughout all the posted hours of the Contact Room.

Exhibitors will refrain from distributing or posting materials outside their Contact Room booth.

All exhibitors must adhere to the ONTARIO CONTACT posted load in, set-up and load out times, without exception.

Electrical: All electrical equipment must be approved in accordance with Rule 2-024 of the Ontario Electrical Safety Code, Ontario Regulation 164/99 made pursuant to Section 113 of the Electricity Act, 1998.

ONTARIO CONTACT does not accept responsibility for lost or stolen goods.