

REGULATIONS GOVERNING EXHIBITS AND DISPLAYS **for MARRIOTT ON THE FALLS**

1. All items being shipped in advance may incur handling and storage fees. Please refer to 'Shipping & Receiving Polices' document.
2. The Exhibitor covenants and agrees that no furniture will be removed from the function area without prior approval of the Hotel.
3. Any work, posters, or signage is restricted to convention area only. No signs are permitted elsewhere without approval from the Hotel.
4. No displays and/or exhibit may be attached to the drapes, lighting, chandeliers, walls or wall decorations, or hung from the ceiling. The Exhibitor, in erecting its displays will not drive any thumb-tack, nails, spikes or staples into any surfaces, nor shall the Exhibitor use any adhesives on any surface in the function areas. Masking or painter's tape only will be used to affix and apply said displays to walls.
5. Any form of transportation of equipment for exhibits and/or displays (dollies or flat carts) must contain rubber wheels. This equipment is to be supplied by the exhibitor.
6. Any powered vehicles and/or equipment to be displayed must be cleaned and dried off prior to being moved into the function area.
7. All flooring and carpeting beneath any vehicles must be covered with plastic sheeting to protect the surfaces from tread marks and wear and tear in the function area. The Exhibitor is to provide said sheeting at its own expense.
8. Displays or exhibits of excessive weight must first receive prior approval by the Hotel, and must be placed on wooden platforms to avoid damaging the floor and/or carpeting and to ensure an even distribution of weight.
9. Displays and/or exhibits will not be set up on any covering that are not fireproof.
10. All displays and/or exhibits must be maintained in a safe manner so as not to create any danger to any other exhibitor or participant at the display and/or exhibit, and must be in accordance with the Ontario Fire Code and Hotel Fire Safety Act.
11. Exhibits and/or displays that produce a high noise level while being operated or give off an offensive odour will not be allowed within the Hotel.
12. The Hotel will apply a charge for cleaning and/or removal of garbage from the exhibit area. A flat fee of \$500.00 Cdn will be applied, unless negotiated in advance to an hourly basis.
13. PSAV is the preferred supplier of all power and any electrical connections made to an exhibit and/or display at the expense of the Exhibitor. If the Exhibitor requires extraordinary power usage for its display and/or exhibit then, the Exhibitor shall pay the Hotel for such increased power as per the Hotel's current rates.
14. The Exhibitor covenants and agrees that the Hotel will not be held responsible for any loss, theft, or damage of any kind to any property of the Exhibitor while on display in the function area, or while being dismantled, removed or stored by the Hotel.
15. Anything over 1, 000 pounds must have the weight spread over a larger area with either ¾' plywood or ¼' plate steel.
16. The max weight capacity for the freight elevator is 3 500 pounds. The elevator doors are 83'x41' inside dimensions 90"H x 79"W x 66"D
17. All exhibit props and equipment must be loaded into the hotel through the loading dock.