



Company Name: _____
 Booth Number: _____
 Square Feet: _____
 Contact Name: _____
 Email: _____
 Phone: _____

DUE ASAP

EXHIBIT DESIGN FORM

Please review the RULES & REGULATIONS section to ensure your exhibit meets the outlined requirements. In some instances, aspects of your booth **MUST BE APPROVED** by Show Management, Toronto Congress Centre /or the Toronto Fire Department.

Please submit this form for approval even if you are using the same booth outlines used in the past.

BOOTH TYPE:	<input type="checkbox"/>	Basic Pipe & Drape	<input type="checkbox"/>	Hardwall/Custom Booth	YES	NO
	<input type="checkbox"/>	Pop-Up	<input type="checkbox"/>	System(GEM System)		
1. Exhibit Configuration is 200 square feet or more ♦	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
2. Exhibit has roof/mezzanine/canopy ♦	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
3. Exhibit structure exceeds 8' in height ♦	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
4. Exhibit has signs, banners or lights over the 8' height restriction ♦	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
5. Exhibit has a raised platform	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
6. Sampling food and/or beverage – Please complete the Food Sampling Form here and submit directly to eventlogistics@torontocongresscentre.com .	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Please indicate what you will be sampling: _____

7. Exhibit material exceeds 10,000 lbs. gross weight	<input type="checkbox"/>	<input type="checkbox"/>
8. Exhibit material exceeds 300 lbs./sq. ft. limit	<input type="checkbox"/>	<input type="checkbox"/>
9. Materials/processes/equipment require special permit	<input type="checkbox"/>	<input type="checkbox"/>
10. Exhibit has motorized vehicle/combustion engine	<input type="checkbox"/>	<input type="checkbox"/>
11. Exhibit contains liquid fuels/natural gas/propane (allow 6 weeks' notice to process request)	<input type="checkbox"/>	<input type="checkbox"/>
12. Exhibit contains cooking appliances and/or hot oil	<input type="checkbox"/>	<input type="checkbox"/>
13. Exhibit contains hazardous material which does not comply with Government Regulations on material handling in the work place	<input type="checkbox"/>	<input type="checkbox"/>
14. Exhibit contains helium or large inflatable balloons	<input type="checkbox"/>	<input type="checkbox"/>
15. Exhibit will be using electrical equipment that is not approved by an accredited certification agency (i.e. CSA)	<input type="checkbox"/>	<input type="checkbox"/>

If yes, click [here](#) to fill out the application to gain permission to show/energize unapproved electrical equipment at the show.

16. Exhibit will have product to donate to the Food Bank	<input type="checkbox"/>	<input type="checkbox"/>
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♦ **NOTE:** If questions 1 – 4 are answered “YES” specific design plans **must be submitted** for approval by Show Management.

Details to all questions answered, “YES”, must be provided:

Return to:
Lknetsch@cfg.ca
 OR
 Fax: (416) 492-2347