

The purpose of these requirements is to maintain an acceptable level of fire safety within the Metro Toronto Convention Centre. The fire protection systems built into the Convention Centre have been designed to protect against the hazards which are typical of conventions and exhibitions. The objective of these requirements is to limit the hazards of contents and operations within the Convention Centre to a level which can be controlled by the building fire protection systems.

The requirements contained herein and the Ontario Fire Code will be strictly enforced by the Safety Compliance Manager of the Metro Toronto Convention Centre and the Toronto Fire Prevention Division. These requirements apply to all conventions and trade shows whether or not open to the public.

## **The requirements apply to the following:**

1. Prohibited materials, processes and equipment.
2. Materials, processes and equipment requiring special approval from the Metro Toronto Convention Centre Safety Compliance Manager.
3. Acceptable booth configurations.
4. Acceptable material for booth construction.
5. Interior finishes and furnishings.
6. Obstructions.
7. Combustion engines.
8. Electrical equipment and connections.
9. Portable spotlights.
10. Procedures during set-up and dismantling.
11. All items to be suspended from ceilings.
12. Emergency Procedures.

## **Prohibited materials, processes, equipment and booth configuration**

The use of the following materials, processes or equipment is strictly prohibited:

1. Acetate fabrics, corrugated paper box board, no-seam paper.
2. Paper backed foil unless glued securely to suitable backing.
3. Styrofoam and / or foamcore, gaterboard, corrugated plastic.
4. Fireworks.
5. Blasting agents.
6. Explosives.
7. Flammable cryogenic gases.
8. Aerosol cans with flammable propellants.
9. Fuelling of motor vehicles.
10. Liquefied petroleum or natural gas.
11. Wood matches with all surface strikes.
12. Hazardous refrigerants such as sulphur dioxide and ammonia.
13. Cellulose nitrate motion picture film.
14. Portable heating equipment.
15. Flammable liquids or dangerous chemicals.
16. Electrical equipment or installation not conforming to the Ontario Electrical Code.
17. Hay.
18. Open flame (candles/fire pit)

## Materials, processes and equipment requiring special permit for use

The use of the following materials, processes or equipment is subject to approval from the Metro Toronto Convention Centre Safety Compliance Manager. If any material, process or equipment requiring approval is to be used, the Exhibitor shall submit in writing to the Show Manager the nature of the process or equipment and any safeguards to be used to protect the hazard. Requests will be submitted by the Show Manager to the Metro Toronto Convention Centre who will review and return the request with its approval, rejection or limitations.

1. Propane or natural gas fired equipment.
2. Operation of any heater, barbecue, heat producing device, torches, or cooking appliances.  
*(a.) Portable Commercial Cooking Equipment: Must meet NFPA 96 – Standard for Ventilation Control and Fire Protection of Commercial Cooking, in accordance with the Ontario Fire Code. An adequate exhaust and filter system, including a fire protection system capable of providing extinguishment over the entire cooking surface is required.*
3. Exhibits involving hazardous processing or materials not previously listed.
4. Storage or display of ammunition and firearms (subject to subsection 5.2 of the Ontario Fire Code and Criminal Code.)
5. Pressure vessels including propane tanks.
6. Fossil fuel powered equipment.
7. Hydraulically powered equipment using flammable fluids.
8. Radiation producing devices.
9. Natural Christmas trees.
10. Hydrogen vehicles.

## Acceptable booth configuration

The following booth configurations will be acceptable:

1. Open top exhibition booths.
2. Platforms not exceeding 400 square feet in area.

The following booth configuration will require approval from the Metro Toronto Convention Centre Safety Compliance Manager. A description of the booths requiring approval shall be submitted to the Show Manager who in turn will submit the description to the Safety Compliance Manager for approval. The Safety Compliance Manager will discuss these configurations with the Toronto Fire Prevention Division.

1. Platforms exceeding 400 square feet in area.
2. Exhibition booths with flame retardant fabric canopies not to exceed 200 square feet.
3. Layouts of all meeting rooms used for exhibits.

**Note:** Two storey booths or single level roofed booths and booths with mezzanines are allowed only with prior approval of the Safety Compliance Manager and when they are in accordance with the Metro Toronto Convention Centre guidelines attached, Ontario Fire Code and the Ontario Building Code.

\* Any enclosed showroom, deck, or platform, with an area in excess of 2,000 square feet or an occupancy of 60 persons or more must have **two** means of exit as far apart as possible. Any booth with an area of 2,500 square feet or more must contain one fire extinguisher.

\* Bleachers are allowed with prior approval of Safety Compliance Manager and a permit from the City of Toronto - Building Permits Division.

## Protection Criteria Guidelines – Table 1 Numeric References

	Less than 400 sq. ft.	400 – 599 sq. ft.	600-800 sq. ft.	Greater than 800 sq. ft.
Single Level Covered Booth	Portable Extinguisher 5lbs ABC	1) Fire extinguisher 2) Smoke alarm	1) Fire extinguisher 2) Smoke alarm 3) Fire watch	Sprinkler
Double Deck Uncovered (Building Permit)	Portable Extinguisher 5lbs ABC	1) Fire extinguisher 2) Smoke alarm	Same as above.	Sprinkler
Double Deck Covered (Building Permit)	Sprinkler	Sprinkler	Sprinkler	Sprinkler
Platforms	No protection	1) Fire extinguisher 2) Smoke alarm	No protection if perimeter enclosed.	No protection if non-combustible or if fire retardant wood and perimeter closed.
Platforms	No protection	1) Fire extinguisher 2) Smoke alarm	1) Fire extinguisher 2) Smoke alarm 3) Fire watch	Sprinkler

- Booth canopies not exceeding 4 feet in width do not require protection; canopies exceeding 4 feet in width will be reviewed individually;
- Fire watch is required / approved for special exhibits e.g., Mobile homes, tents over 74m<sup>2</sup> (600 square feet or greater) etc.

Note: For Exhibitor Fire Regulations and the Fire Safety Reply form, please refer to the exhibitor forms online [www.mtccc.com/exhibitors-forms-guidelines](http://www.mtccc.com/exhibitors-forms-guidelines).

## Raised Flooring (Accessible ramps)

Raised flooring, including accessible ramps, in booths shall meet the following requirements:

- Low-rise flooring is allowed in standard booths, islands, and peninsula islands for covering utility lines (wiring, cabling, piping), or for elevating product displays.
- Raised floors are limited to a maximum height of 6 inches (15 cm).
- Edges of raised floors must be ramped or guarded to prevent trips or falls.
- If people will be standing on raised areas, they must be wheelchair accessible.

- Wheelchair ramps must be at least 3 feet wide (915 mm) with a maximum slope of 1:12 (a 6-inch rise would require a 6-foot run).
- Landings must be provided at the top and bottom of ramps and must be at least 36 inches (915 mm) wide by 60 inches (1525 mm) and free of obstructions.
- Ramps must be curbed or guarded at their edges with firm and slip-resistant surfaces (if carpet is used, it must be unpadding, low pile carpet).
- A ramp is required every 100 feet.
- Exhibits 600 square feet or more must have a wheelchair ramp.

## Ladder Safety

All exhibitors, service providers and Show Management personnel shall ensure all personnel using a ladder follow proper ladder safety, which includes:

- All ladders and subsequent usage shall meet the requirements under O.Reg. 213/91 – Construction Projects and amendment O. Reg. 345 /15;
- Inspecting each ladder before use (i.e., missing loose steps or rungs, loose nails, screws, bolts or nuts, etc.);
- Any defective ladders are to be tagged and taken out of service;
- Use the appropriate CSA Z11-12 approved ladder designed for the task and ladder user;
- Ladder shall be set up at the required angle by using the 4-to-1 rule, for every 4 feet (1.2 metres) up, place the base of the ladder 1 foot (0.3 metres) from the wall or upper support it rests against;
- Ensure personnel working at heights comply with all the local fall arrest and fall protection legislated requirements;
- Proper fall protection equipment (i.e. lanyard and safety harness) must be worn when working at heights over 3 meters (10 feet);
- Face the ladder when going up or down and when working on it;
- Keep the centre of your body within the middle of the side rails;
- Do not step on the top cap, top step or pail shelf;
- Do not use a chair or box as a makeshift ladder;
- Do not carry objects in hands while on a ladder. Hoist materials or attach to a belt; and
- Consider having another worker hold and support the base of the ladder when required.

## Acceptable materials for booth construction

The following types of materials will be acceptable for booth construction:

1. Wood.
2. Combustible materials including plastics having a flame spread rating not exceeding 150 and a smoke developed classification not exceeding 300.
3. Noncombustible materials as regulated by the Ontario Building Code.

## Interior finishes and furnishings

The limitations described below shall apply to all interior finishes and furnishings including:

- drapes
- hangings
- curtains
- drops
- decorative fabrics
- artificial Christmas trees
- artificial flowers and foliage
- motion picture screens
- paper: cardboard or compressed paperboard less than 1/8 inch thick is considered paper
- ruscus
- split wood
- textiles
- all other decorative materials including plastics

## Limitations

1. Made from noncombustible material, or
2. Treated and maintained in a flame retardant condition by an approved flame retardant solution or process.
3. Corrugated cardboard can be used only if fire retardant treated at the factory.

4. Plastics can be used only if approved by the Metro Toronto Convention Centre Safety Compliance Manager.

**Note:** It is not necessary to flameproof textiles, paper and combustible merchandise on display for sale, but the quantity so used shall be limited to the displaying of one salvageable length. Each sample must differ in colour, weave or texture.

Wallpaper is permissible if pasted securely to walls or wallboard backing.

All fabrics should meet the requirements of CAN/ULC-S109 "Flame Tests of Flame-Resistant Fabrics and Films", NFPA-701 "Standard Methods of Fire Tests for Flame Propagation of Textiles and Films" or equivalent.

## Obstructions

Nothing shall be hung or affixed to any sprinkler piping or heads. Construction or ceiling decorations of the show booths must not impede the operation of the sprinkler system.

All exit doors shall be in an operable condition and shall remain unobstructed at all times. Exit signs, manual pull stations, fire department handsets, fire hose cabinets and portable fire extinguishers shall not be obstructed in any manner.

If a fire hose standpipe is located in an exhibit space, it shall be the responsibility of the Show Manager or Exhibitor, as the case may be, to provide access to such equipment and, if the view to such equipment is obstructed, to provide designating signs for same.

All entrances, exits, FHC, aisles, stairways, lobbies and passageways shall be unobstructed at all times. Vehicles in fire lanes or blocking exits, etc. will be removed at owner's expense. Roof construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc. shall not be placed beyond the booth area into the aisles.

Literature, supplies and handouts are permissible in reasonable quantities. Reserve quantities shall be kept in

closed containers and stored in a neat, compact manner within the booth.

Vehicles or other flammable fuelled engines displayed shall conform to the following requirements:

1. Fuel tanks containing fuel, or propane, shall be maintained less than  $\frac{1}{4}$  full. Caps for fuel tanks fill pipes shall be of the locking type and be kept locked to prevent viewer inspection. If they cannot be locked, gas caps shall be taped shut.
2. Garden tractors, chain saws, and other fuel powered equipment shall not contain any fuel and shall not be used for demonstrations without permission from the Metro Toronto Convention Centre Safety Compliance Manager.
3. The electrical system shall be de-energized by either:
  - (a.) *Removing the battery, or*
  - (b.) *Disconnecting both battery cables and covering them with electrical tape or other similar insulating material.*
4. Tanks containing propane shall be maintained less than  $\frac{1}{4}$  full. Vehicles may be driven in and positioned. Engine should remain running, with valve shut off. Allow engine to run until all of the fuel line is used up. Turn ignition off.
5. Cylinders for barbecues and/or appliances within a vehicle such as stoves, refrigerators, etc., must be empty.

## Electrical equipment and connections

Rule 2-022 of Ontario's Electrical Safety Code requires that all electrical equipment must be approved before it may legally be advertised, displayed, offered for sale or other disposal, sold or otherwise disposed of or used in the province of Ontario.

It is the responsibility of each exhibitor to ensure that all electrical equipment in, on, or about the booth comply with these requirements. This includes electrical merchandise as well as lighting and display equipment.

Electrical equipment is considered to be approved if it bears the certification mark or field approval label of an organization which has been accredited by the Standards Council of Canada to approve electrical equipment. Electrical equipment is also considered to be approved if it bears an Ontario Hydro Special Inspection / Field Approval label. One of the fundamental requirements of approval is that the appropriate approval markings appear on the equipment. If such markings are missing, then the equipment is considered not to be approved.

Exhibitors are requested to examine all electrical equipment that they will be bringing to the show in order to determine if it has the proper approvals. If any of the electrical equipment is not approved, then the exhibitor is required to file with the Electrical Safety Authority (ESA) an Application for Permission to Show Unapproved Electrical Equipment at Trade Shows and pay the necessary fees.

An application form and additional information can be found elsewhere in the exhibitor kit or manual. Please note that Permission to Show is only granted for the duration of the show. Proper approval must be obtained after show for any equipment which is to remain in the province of Ontario.

**Please note that the Electrical Safety Authority (ESA) inspectors have the authority to order the removal of unapproved electrical equipment from the show.**

## Portable spotlights

All clamp on types of portable spotlights shall be protected from metal to metal contact by having electrical insulating pads or wrappings permanently attached to the lamp holder clamps.

Where a spotlight may be subject to physical damage, dampness or where lamps may come in contact with combustible material, the spotlight shall be equipped with a guard attached to the lampholder or the handle.

Flexible cords (extension cords) or power bars may only be used for portable lamps or appliances that are of allowable amperage for the size and type of the three conductor cord to be used.

## Procedures during set-up and dismantling of shows

All exhibitors are to report to the Marshaling Yard prior to Move-In or Move-Out, except shows using Voyage Control for scheduled Move-In. Exhibitors will be issued a pass to receive authorization to enter the loading area. Children under 16 years of age are not permitted on the show floor during the set-up and dismantling of shows. Access to and flow of vehicles or trucks on exhibition hall floor is limited and controlled. Drivers of vehicles must stand by vehicles at all times with parking lights on.

The idling of trucks while in the loading dock area of the building or on the exhibition hall floor is prohibited. Once unloaded, your vehicle is to be removed from the loading dock immediately.

Crates and packing materials must be removed promptly. The exhibitor is to monitor this activity. Restriction on the use of materials, processes and equipment during set-up and dismantling must be adhered to.

Any type of utility connection (i.e. electrical, audio, video, water, compressed air, steam, etc.) must be carried out by the Licensor's authorized personnel or its appointees. This applies to any and all connections made which are not covered in the Centre's "Electrical Rate Schedule" or "Water Drain or Compressed Air Rate Schedule."

The following equipment and operations are prohibited during show set-up and dismantling:

1. Powered tools and equipment, except material handling equipment, other than electrically powered or air powered.
2. Electrically powered tools and equipment other than those listed by CSA or approved by ESA.
3. Portable heating equipment.
4. Welding, cutting, or brazing without special permission from the Metro Toronto Convention Centre Safety Compliance Manager.
5. Painting with flammable or volatile paints and finishes.
6. Use of other equipment or operations that increase the risk of life safety.

## Ceiling suspended items

1. All items to be suspended from ceilings including signs, displays, light and sound equipment etc., must be approved in advance.
2. Rigging of cable and other hanging devices on or near ceiling electrical buss ducts and conduits is strictly prohibited.
3. All ceiling equipment, material and rigging must be removed immediately upon close of the show.
4. Rigging installation affixed to any Centre structure is an exclusive service provided by SHOWTECH Power & Lighting.

Rigging Plots to be submitted to:  
Metro Toronto Convention Centre,  
Engineering Department  
255 Front Street West, Toronto, ON M5V 2W6  
(416) 585-8182

## Personal Protective Equipment (PPE)

All exhibitors, service providers, and Show Management personnel working on the show floor during move-in and move-out periods are required to wear approved PPE including CSA approved (or equivalent) safety shoes, high visibility vests, hard hats, harnesses, gloves and safety eyewear and it is to be used when warranted by safety considerations.

## Emergency procedures

The Metro Toronto Convention Centre is equipped with sophisticated fire protection equipment, including: automatic sprinkler, smoke and heat detection, fire alarm and voice communication systems. Upon your arrival, you should familiarize yourself with the building particularly as to the location of the nearest exit, manual pull station and fire extinguisher.

If you see a fire, activate the nearest fire alarm manual pull station and leave the fire area closing all doors behind you. Do not attempt to fight a fire unless it is small enough to extinguish with one of the portable extinguishers located throughout the building. There are no fire hoses provided for use by occupants.

Metro Toronto Convention Centre emergency number is (416) 585-8160.

**The Metro Toronto Convention Centre is a smoke-free environment. All public areas, rental space, corridors, loading docks, exhibit halls and parking lots are designated as non-smoking. In addition, 9 meters (30 feet) surrounding any entrance and exit, is designated as non-smoking areas. Electronic cigarettes and vapors are also prohibited indoors.**