



# Fire Safety Reply

Event: \_\_\_\_\_

A copy of the Fire Regulations for exhibitors is provided in this manual. Please review the regulations to ensure that your exhibit meets the Ontario Building and Fire Code. In some instances, aspects of your booths **MUST BE APPROVED IN ADVANCE** by Show Management, the Metro Toronto Convention Centre, the Toronto Fire Department and the City of Toronto Building Department.

	YES	NO	N/A
1. Exhibit configuration is 1,000 sq. ft. or more			
2. Exhibit has roof / mezzanine / second storey / tent			
3. Exhibit has a raised platform			
4. Exhibit exceeds 12 feet in height			
5. Exhibit material exceeds 10,000 lbs. gross weight			
6. Exhibit material exceeds 300 lbs. / sq. ft. limit			
7. Exhibit has prohibited material			
8. Materials / processes / equipment require special permit			
9. Exhibit has hard wall ( <i>in-line booths N/A</i> )			
10. Exhibit has motorized vehicle / combustion engine			
11. Exhibit contains liquid fuels / natural gas / propane ( <i>six weeks notice to process request</i> )			
12. Exhibit contains electrical cooking appliances			
13. Exhibit contains hazardous material			
14. All electrical equipment must have recognized certification markings for Ontario. ( <i>see an <u>Approval Mark - Electrical Safety Authority (ESA)</u> (<a href="http://www.esasafe.com">www.esasafe.com</a>) for more details</i> ) Are you displaying electrical equipment not certified?			
15. Exhibit has suspended signs / banners / lights ( <i>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</i> )			

- IMPORTANT !!!**
- A) If questions **1 to 4** are answered **"Yes"** specific floor plans must be submitted.
  - B) If questions **5 to 13** are answered **"Yes"** specific details must be included below.
  - C) If question **15** is answered **"Yes"** a flame test report must be submitted.

Details:

**All personnel must wear protective footwear, high visibility vests and hard hats (if applicable) during move in/out.**

**Email completed form and necessary floor plans to Metro Toronto Convention Centre, Operations Department, at [FireSafetyReply@mtccc.com](mailto:FireSafetyReply@mtccc.com)**

Exhibitor / Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Return completed forms to:** Metro Toronto Convention Centre, Operations Department  
255 Front Street West, Toronto, Ontario M5V 2W6  
T: (416) 585-8135 | E: [FireSafetyReply@mtccc.com](mailto:FireSafetyReply@mtccc.com) | [www.mtccc.com](http://www.mtccc.com)