

DOUBLETREE by HILTON--TORONTO AIRPORT  
**REGULATIONS FOR DISPLAYS & EXHIBITS**

*(Edited for Furnal Equinox Exhibitors)*

A. ARRIVAL, UNLOADING, SET UP, BREAKDOWN, LOADING AND DEPARTURE OF DISPLAY & EXHIBIT MATERIAL

1. SET UP: All exhibitors must be informed of exact set up and tear down dates and times of the show so as to avoid early and/or late deliveries of exhibit materials. NO displays or exhibit material will be accepted by the Hotel more than 48 hours prior to your set up date. The Hotel reserves the right to refuse delivery of any such materials shipped without prior consent. Should prior consent be given, the Hotel will NOT accept any liability for goods while in storage. The Hotel WILL NOT be liable for any additional costs for shipments that are refused due to lack of prior approval. Arrangements for the above must first receive approval in writing from the Convention Services Manager. As storage is limited, exhibit, display or goods for large shows must have additional storage space arranged prior to arrival.
2. BOOTH LIGHTING: *Limited power available, so use of lighting is to be minimized or eliminated—please contact Dealers Coordinator if you have questions.*
3. TEAR DOWN: All exhibitors must arrange for the pickup of their exhibit materials immediately following the end of the show. All appropriate paper work and phone calls are the responsibility of the exhibitor. The Hotel does not have facilities to store exhibit materials.
4. LABELLING: Conference materials shipped to the Hotel MUST be clearly labeled as follows:  
Doubletree by Hilton Toronto Airport  
655 Dixon Road  
Toronto, Ontario M9W 1J3  
Attention: Convention Services Manager  
Phone: 416-244-1711 Fax: 416-244-9584  
Hold for: Furnal Equinox, March 16-18  
[ Number of pieces (i.e. 1 of 4) ]  
[ Exhibitor Company Contact Name, Address and Phone Number ]
5. RECEIVING: All displays and exhibits must be brought into the Hotel via the Receiving entrance on the southeast side of the building.  
*NOTE: Small items may be carried in through the parking lot doors. Large items must not be brought in through the hotel lobby (please contact Dealer Coordinator for further updates).*
6. IN HOUSE TRANSPORTATION: Any form of transportation of the exhibits must be on rubber wheeled dollies and must be supplied by the exhibitor. Material hand hung is also the responsibility of the exhibitor.
7. ESCALATOR AND PASSENGER ELEVATOR: The Escalator and Passenger Elevator are NOT to be used for transporting freight or equipment. *This includes chairs, tables, etc.*
8. DISMANTLING: Dismantling, loading and departure of displays and exhibits must be accomplished immediately following the conclusion of the function (*8 pm Sunday*). If exhibits have not been removed from the Hotel by the time agreed upon, the Hotel will have them removed at the expense of the exhibitor, and the Hotel will not be responsible for any loss or damage done during the removal
9. DOCK MASTER: *Furnal Equinox Dealers staff will need to be contacted prior to an event for any dealers that require larger items to be moved in and out.*

B. EXHIBIT RULES:

1. SIGNAGE: *All signs must be restricted to poster size (2 x 3 feet, 60 x 100 cm), on paper. These must be hung by Furnal Equinox staff to ensure proper materials are used to prevent damage to walls.* Only masking tape or a material that can be removed easily without damage to walls or surfaces, such as 3M Command Adhesive can be used for affixing signs, banners etc. No two sided tape, pins, nails or staples will be permitted. Should damage to walls occur due to hanging of signage, the client will be charged for the repair of the wall.
2. LIQUID: Displays or exhibits containing or using any form of liquid first must be approved by the Convention Services Manager and will not be permitted unless the floor area under and surrounding the exhibit is protected by a plastic sheet. No combustible or flammable liquid or material may be used in exhibits or displays.
3. COMPRESSED GASES: Use of compressed gases is restricted to Helium and Carbon Dioxide only. Please see Hotel for special handling requirement.

C. FIRE ACCESS/ DISPLAY MATERIALS:

1. MATERIALS: Any draperies or skirting to be used in a display or exhibit must be treated with a fire retardant. *(The hotel will not provide these).*
2. ACCESS: All functions must be maintained in a safe manner and in accordance with the Ontario Fire Code and the Hotel Fire Safety Act so as not to create danger to any participant/individual. Clear access to all entrances and fire exits is to be observed. NO displays, tables, signage or any other furniture may block an entrance, exit, or fire exit doors. ***Furnal Equinox will immediately remove any chairs, materials or displays that block aisles for this reason.***

D. WEIGHT RESTRICTIONS: Displays or exhibits of excessive weight must be approved by the Convention Services Manager and must be placed on wooden platforms to avoid damaging the floor/ carpet and to ensure the weight is distributed evenly.

E. EQUIPMENT/ SUPPLIES: Display or exhibit handling equipment must be supplied by the exhibitors. This includes tables, chairs, draperies, easels, etc.

F. DISPLAYS:

No displays may be attached to the drapes or wall decorations or hung from the ceiling. The use of thumbtacks, double-sided tape (rubber backing tape), scotch tape, nails, screws, bolts and spikes or any tool or material which could damage the floors and walls is PROHIBITED by the Doubletree -by Hilton Toronto Airport. Only masking tape or a material that can be removed easily without damage to walls or surfaces, such as 3M Command Adhesive can be used for affixing signs, banners etc. ***ALL SUCH ITEMS ARE TO BE APPROVED AND/OR PLACED BY FURNAL EQUINOX STAFF.***

G. SECURITY:

***Security is the responsibility of Furnal Equinox and its Security staff and volunteers. We will do our best to provide a secure environment for your goods, including locking rooms and regular security patrols. However we cannot be responsible for major intrusions, vandalism, fire, or circumstances beyond our ability to control.***

H. CLEANING:

***EXHIBIT AREAS: We will expect each Dealer/Artist to police their own table area, that is pick up trash behind or under their table during the convention and during packing up. Furnal Equinox volunteers will keep other spaces tidy, and ensure adequate trash receptacles are provided.***

J. INTERNATIONAL SHIPMENTS:

Please advise exhibitors that the services of a customs brokerage firm are strongly recommended in all shipments originating outside of Canada. This will eliminate the possibility of materials being held at the border by Canada Customs due to improper or insufficient documentation resulting in these same materials arriving too late or not at all to the Hotel. The hotel will not authorize any customs clearance or costs of clearing goods.

**RECOMMENDED BROKERS (*Hotel's list, may be out of date*):**

1. Commerce Customs Brokers - 905-206-0074
2. Mendelsohn - 416-863-9339
3. Schenker International - 416-234-9300

K. FOOD AND BEVERAGE:

Please note that all food and beverage sold or given away must be supplied by the Doubletree by Hilton Toronto Airport. Should exhibitors wish to provide some items for display or samples, please contact the Convention Services Manager for prior approval. Should food and beverage be brought in without prior approval, the Hotel has the right to confiscate the food and beverage due to health regulations and liquor license. ***(Furnal Equinox has worked with the hotel to ensure that food or drink brought in for private consumption may be eaten in convention space, however cleanup is your responsibility. We will endeavour to have volunteers available to help you so you do not have to leave your tables).***

L. LIABILITY:

The Hotel will not accept any claim for loss due to fire, theft or damage to exhibits, nor will it be held liable for any personal injury caused by exhibit or exhibitor. Use of the facility is conditional in that the exhibitor accepts full responsibility for any damages caused by the facility, by the exhibit and/ or the exhibitor(s). ***(Furnal Equinox has insurance to cover some liabilities, but minor theft or vandalism will not be covered. Exact nature of coverage will be stated prior to event).***

M. CONDITION OF FACILITY:

Dealers are responsible for any damage caused to the room, walls, or other areas during moving material, setup, or teardown

N. PARKING:

A standard parking fee will be charged per day to each guest. ***(Your room card may be used for in/out privileges).***