



EXHIBITOR HEALTH & SAFETY COMPLIANCE DECLARATION

Exhibitors, their on-site staff and suppliers/contractors, shall comply with all show terms, rules and regulations, and with all pertinent and applicable laws, codes and regulations, federal, provincial, municipal and local, including the Occupational Health & Safety Act, governed by the province of Ontario, which may affect the show space.

It is also the sole responsibility of the Exhibitor to ensure that all their on-site staff and suppliers/contractors are informed of and comply with all these terms at all times while on the show property. The exhibitor agrees to be liable for the actions of its on-site staff and suppliers/contractors.

These terms and regulations will be enforced by both Show Management and the Ontario Ministry of Labour, Training and Skills Development. Exhibitor's failure to comply with such laws, terms, rules and regulations shall entitle Show Management to terminate Show Management obligations under this contract and remove, shut down or darken Exhibitor's space. Show Management's decision on all such matters shall be final.

I, the undersigned, acknowledge that I have read and understand and will comply with the attached Show Management "**Health & Safety Requirements for all Exhibitors**" document including the "**Insurance and Exemption from Liability**" and the "**Appendix A "COVID-19 Health & Safety Protocols"**". I recognize that as an Exhibitor and Employer in the Province of Ontario, I am required to be educated on the Occupational Health & Safety Act and that I must ensure that my company employees and any contractor/supplier work in compliance with all applicable health and safety legislation at all times while on-site. I concede that failure to do so may result in work stoppages or Ministry of Labour, Training and Skills Development fines and that all penalties incurred will be at the expense of myself or the company to which I represent in signing this document.

I also acknowledge that it is my sole responsibility to ensure that all on-site move-in/move-out staff employed by my company and supplier/contractors, are informed and compliant to both the health & safety procedures of the Show Management and the Occupational Health & Safety Act and applicable Regulations stipulated by the Province of Ontario. In the event of a charge, prosecution, or any other legal proceeding arising out of or related to the Occupational Health & Safety Act, as an Exhibitor of Show Management, I agree to be liable for the actions of my staff and suppliers/contractors.

Exhibitor Company Name: _____

Signed by (please print): _____

Signature: _____ Date: _____

(I have authority to represent the contracting company listed above)

HEALTH AND SAFETY REQUIREMENTS FOR ALL EXHIBITORS

Show Management would like to ensure the move-in and move-out of the show runs as smoothly as possible for everyone involved. The health and safety of everyone on the show floor is of utmost importance. These health and safety requirements are not only best practices but are also requirements of the Occupational Health & Safety Law. **Everyone on the show floor must work together and needs to be responsible for ensuring a healthy and safe working environment.**

All Exhibitors are required to ensure health and safety of everyone, including their onsite employees and suppliers/contractors retained to provide services on their behalf on the show floor.

To ensure that everyone understands the importance of these requirements **all Exhibitors are required to sign and return the “Exhibitor Health and Safety Compliance Declaration” (attached to this document) prior to move-in.**

Show management will be monitoring the show floor to ensure a healthy and safe work environment. Should you or your employees observe any hazard or unsafe work practice on the show floor, we request that you notify Show Management immediately.

GENERAL HEALTH AND SAFETY REQUIREMENTS

All Exhibitors must:

- Ensure their on-site employees and suppliers/contractors comply with all required safe work practices as required by health and safety law and outlined in this document.
- Ensure that any of their on-site employees and suppliers/contractors appointed as supervisors have been adequately trained in local health and safety legislation and have a good understanding of the industry hazards & controls as they relate to their responsibilities.
- Ensure that their on-site employees and suppliers/contractors have been properly trained/certified to carry out all their job tasks safely as required.
- Ensure that any of their on-site employees and suppliers/contractors operating any equipment on the show floor have been properly trained and certified to operate the equipment as required.
- Ensure that all on-site employees and suppliers/contractors whose activities require the use of Personal Protective Equipment are properly equipped.
- Monitor and enforce the required health and safety practices for their on-site employees and suppliers/contractors during move-in and move-out.
- Ensure that all Exhibitor owned/rented equipment, tools and machinery are/have been maintained in safe operating condition in accordance with the manufacturer’s specifications.
- Ensure during any overhead work that safe work practices are being complied with.
- Must provide copies of any accident or incident reports to Show Management as applicable.
- Must comply with all safety rules while working in or accessing any common areas.
- Must work together with the Facility, Show Management, and Contractors to ensure dock/traffic safety requirements are maintained.
- Must implement the required hazard controls as assigned by Show Management.

MEDICAL EMERGENCIES

- All accidents that take place on-site need to be reported to Show Management immediately. The show office will be located in room 204 on Level 200, street level. The telephone number will be made available via a hand-out during show move-in.
- First Aid services are on-site during move-in, move-out and show days to respond to medical emergencies and can be located within the exhibit hall behind booth B01. The first aid attendant can also be reached via any show security guard located at every show entrance.
- If the accident results in a serious or critical injury*, the Ministry of Labour, Training and Skills Development must be contacted at 1-877-202-0008 as soon as the situation is under control. In addition to a phone call, a report must be filed with them within 48 hours.
- **The Occupational Health & Safety Act defines a critical injury to be one or more of the following: life is in jeopardy, unconsciousness, substantial loss of blood, fractured leg or arm, amputation of leg, arm or hand, burns to majority of body, loss of sight.*

EMERGENCY PROCEDURES

- The Metro Toronto Convention Centre is equipped with sophisticated fire protection equipment, including automatic sprinklers, 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 8160 from an in-house phone, or +1 (416) 585-8160 from an outside line such as a mobile phone.

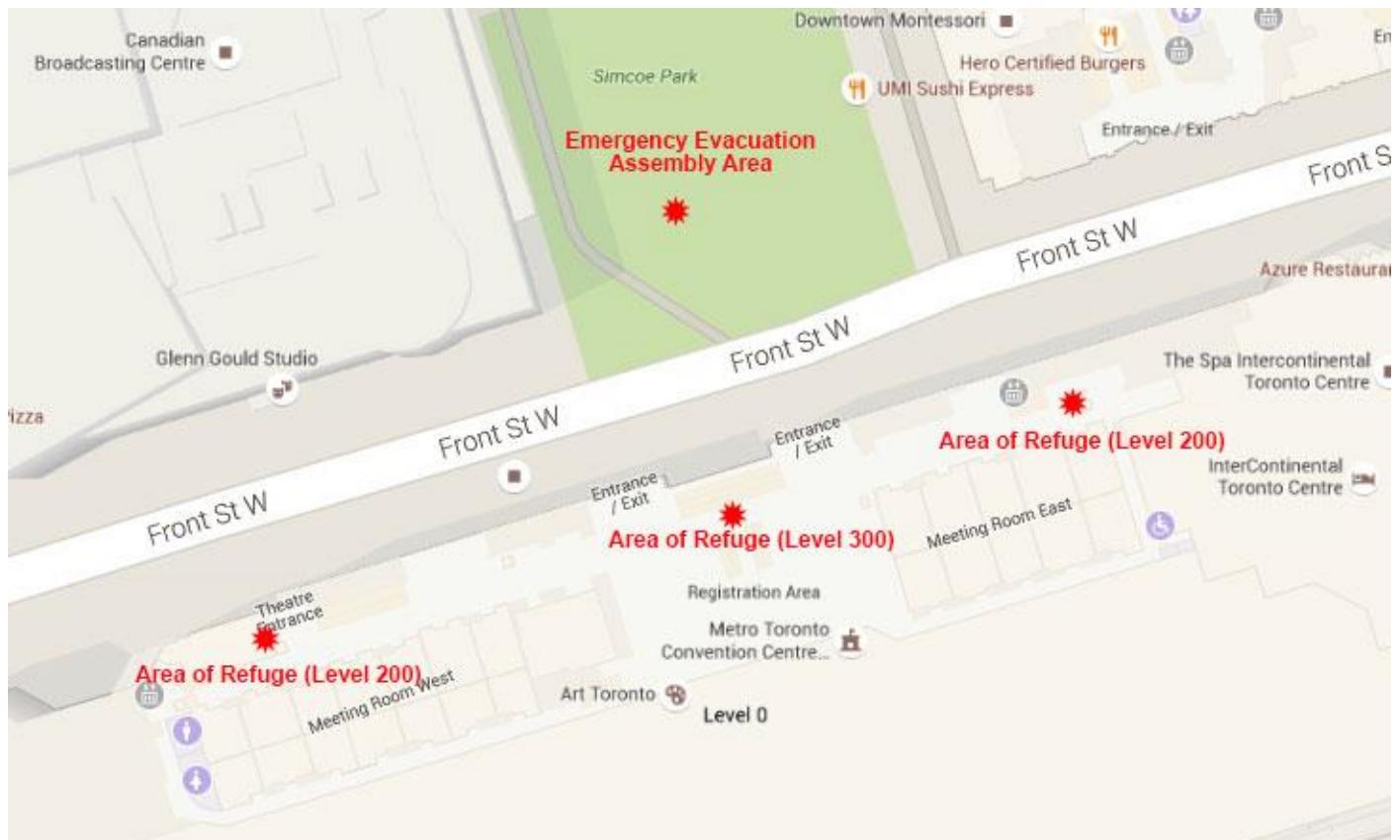
FIRE ALARM PROCEDURES

- The fire alarm system in the Metro Toronto Convention Centre (MTCC) is a two-stage alarm. At the sound of 1st alarm (slow beeping) admittance to the show will be halted. Exhibitors should prepare to evacuate.
- Overhead announcements will inform the public that building security is aware of the alarm and they are investigating the problem.
- Once Toronto Fire Department (TFD) is satisfied that no danger exists, the Fire Chief will instruct building security to silence the alarm.
- If the TFD determines the facility must be evacuated, the alarm tone will change/quicken. Overhead announcements will be made to exit the facility in an orderly fashion via the nearest exit. Everyone should exit to the park across the street on the east side of the CBC building (see map on following page). Exhibitors should assemble with Show Management to wait for further instructions. Note, during an evacuation that Coat Check will be closed and will not resume operation until the All-Clear announcement has been made.

- Once the TFD advises it is safe to re-enter the facility, the following re-entry procedure will occur:
 - MTCC Security and Security will return to their posts
 - Show Management and Art Toronto staff and volunteers will return to their duties
 - Exhibitors will return to their booths
 - Public will be permitted to re-enter the facility (if it is a show day)

EMERGENCY EVACUATION ASSEMBLY AREA

The Emergency Evacuation Assembly Area for the North Building of the Metro Toronto Convention Centre is in Simcoe Park, across the street from the main entrance to the building. If you are a person that requires assistance in evacuating the building you are to report to an area of refuge: if you are located on the Show Floor, Level 300, meet the MTCC security personnel at the top of the main entrance escalator (north end of the exhibit hall); if you are located on Level 200 (street level), meet the MTCC security personnel at either the west side of the building beside the entrance to Second Cup or on the east side of the building just before entering the Intercontinental Hotel. Please refer to the map below for locations.



CONSTRUCTION ACTIVITY

- In accordance with the Ministry of Labour, Training and Skills Development policy where work activity requires the use of elevating work platforms, scaffolding, cranes or other hoisting or lifting devices or where the completed structure will equal or exceed 5 meters in height, or where a part of the permanent or temporary work is required to be designed by a professional engineer, the Construction Regulations will be applied to the work by all Exhibitors employees or suppliers/contractors.

- Where an Exhibitor's on-site employees or suppliers/contractors may be involved in both construction and non-construction activities concurrently in the same area and they cannot be physically separated by time or barrier or distance, then the Construction Regulations will apply to all the work being done in that area.
- All work areas deemed as construction under the control of the Exhibitor's on-site employees or suppliers/contractors will have an adequate barrier erected around the area that will ensure the safety of personnel not working within the construction area.
- The barrier must be maintained by the Exhibitors on-site employees or suppliers/contractors at all times during the period of activity deemed as construction.
- Only authorized personnel assigned to work within the construction area will be allowed to enter the area and the Exhibitor's on-site employees or suppliers/contractors must monitor that no other personnel enters the area unless authorized to do so for the purposes of conducting work within the area.
- All Exhibitor's on-site employees or suppliers/contractors working within a construction area must always wear a CSA-approved hardhat and safety shoes.
- All the rules that apply to construction areas will be strictly enforced by Show Management.

SAFETY FOOTWEAR MANDATORY DURING MOVE-IN/MOVE-OUT

- Due to significant vehicular and equipment traffic, all move-in/move-out, Exhibitor on-site employees and/or suppliers/contractors are required to wear safety shoes when on-site during move-in and move-out.

FREIGHT-FREE AISLES AND EXITS

- To provide unobstructed emergency egress during move-in/move-out, freight-free aisles will be designated.
- Freight-free aisles will be regularly monitored by Show Management and all items found in these aisles (such as vehicles, crates, carpet, boxes, etc.) will be required to be moved immediately.
- In addition to the freight-free aisles, it is also essential that all exits from the building be kept clear. Like the freight-free aisles, all items found blocking the exits and passageways will be cleared immediately.
- Exhibitor's on-site employees and/or suppliers/contractors must ensure that emergency exits are not obstructed as per local fire code requirements.
- Exhibitor's on-site employees and/or suppliers/contractors will maintain "freight-free aisles" as required.

VEHICULAR TRAFFIC

- To maintain safety, freight-free aisles and avoid congestion, vehicles allowed on the show floor will be restricted by Show Management.
- Ensure all equipment on the show floor is in safe operating condition i.e. headlights working and on, backup beepers working.
- Vehicles such as, but not restricted to forklifts, lifts, booms where the operator does not have full view of the intended path of travel should have a trained spotter guide them to ensure pedestrian safety and protection of the Facility and materials on the show floor.
- All vehicle operators must be trained and certified as required.

- Show Management will be monitoring vehicle traffic conditions during move-in and move-out.
- Exhibitors must reinforce with on-site employees and/or suppliers/contractors that the safe operation of all vehicles especially forklifts is critical.
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WORKING AT HEIGHTS

There are many situations where working at heights is necessary. To avoid injury, we require the following procedures to be followed:

- Proper extension devices (i.e. ladders) must be used. We strongly discourage the use of ladders 12' or higher. Items such as tables, chairs, boxes, etc. shall not be used to lift a person.
- All ladders should be maintained in safe working order with suitable heights, weight loads, non-slip footings, rung spacing and tethers capable of what they are subject to.
- When in use, ladders also need to be placed on a firm non-slip ground surface.
- Ensure on-site employees and/or suppliers/contractors 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.
- Ensure a safe and engineered approved anchor is used as the fixed support system for fall protection equipment and that the anchor system meets weight and height requirements for the task.
- Ladders are not to be used as working platforms. If working at a height is required for an extended period, proper platforms must be used.
- All Exhibitor's on-site employees and/or suppliers/contractors working at heights must be trained and understand the proper use of fall protection equipment and extension devices.
- Work at heights should be carried out with the use of the proper lifting equipment and personnel must be tied off with the required fall arrest equipment.
- All Exhibitors will reinforce with on-site employees and/or suppliers/contractors strict compliance requirements to fall arrest and fall protection standards and procedures.

OVERHEAD WORK

To minimize the risk of head injuries, the following standard must be followed:

- Minimize the number of staff required in an area where overhead work is taking place.
- Ensure all staff working in an area where overhead work exists are properly equipped with CSA-approved hardhats (& safety glasses when necessary).
- Exhibitor's on-site employees and/or suppliers/contractors carrying out overhead work will set up and maintain a work area protection zone using a barrier that will alert and prevent any personnel from walking or working within any potentially unsafe area under the overhead work.
- Exhibitors shall ensure any rigging work is conducted by competent riggers in accordance with rigging standards.

- Exhibitors shall work with Show Management to schedule, as much as possible, overhead work during periods where there is no other floor work being conducted.
- Exhibitors must ensure all your staff respect all work area protection zones.
- Exhibitors must ensure that all on-site employees and/or suppliers/contractors performing overhead work are trained and work in a safe manner and are aware of potential risks with people working below.

SLIPS, TRIPS AND FALLS

- During move-in, there may be a considerable amount of debris or water on the floors that can cause potential injury. We ask that Exhibitor's on-site employees and/or suppliers/contractors be continuously aware of their surroundings and alert to potential hazards. In addition, everyone must comply with the following procedures:
 - All work areas/booth spaces are to be kept in reasonable order and materials not in use (i.e. tools, wood, etc.) be appropriately stored.
 - Reinforce with employees positioning of materials at booths to minimize congestion as much as possible.
 - Reinforce with employees placing waste in appropriate waste containers.
 - All vehicles entering the buildings must have competent drivers and ensure that precautions are taken to avoid excess rain, oil, etc. on the show floor.
 - All vehicles and trailers must be in proper working condition with no fluid leaks.
 - Utilize the minimum amount of packaging required and return packaging when possible (i.e. wood, reusable packaging, etc.)
 - Notify Show Management of any unsafe practices or conditions noticed that could pose a potential hazard.

OPERATION OF TOOLS

Although power operated hand tools are utilized daily at your business, please review the following policies while on the show floor:

- Ensure all on-site employees and/or suppliers/contractors operating tools are trained, competent and knowledgeable on the proper and safe operation of tools.
- Ensure all on-site employees and/or suppliers/contractors are properly equipped with the appropriate tools for completing tasks.
- All power tools must be in safe working condition with the appropriate safety mechanisms and guards.
- All on-site employees and/or suppliers/contractors operating tools are required to wear appropriate personal safety equipment. Safety gloves and glasses are essential when risk of hand and eye injuries are high.

CHEMICAL USE AND EXPOSURE

- Chemicals may have strong odors and may also be dangerous, as a result, all work with hazardous materials should be restricted, all precautions must be taken to minimize the exposure of the chemical.

- Exhibitors must inform Show Management of any chemicals to be used or introduced to the show floor during move-in and during move-out (including such items that may create dust or fumes from mobile equipment exhaust). Show Management reserves the right to restrict or not allow the use of specific chemicals.
- Exhibitors must provide copies of Safety Data Sheets to Show Management for any chemical to be used on the show floor.
- Only small quantities of paints, cleaners, etc., should be used within the facility. Once the task(s) has been completed, these materials need to be removed as soon as possible.
- Use required controls such as adequate ventilation and personal protective equipment (PPE) when using chemicals on the show floor.

ELECTRICAL WORK

- Electrical energy can cause severe personal injury, death, or fire. Electrical equipment and installations must be installed in accordance with the applicable Provincial Electrical Safety Code.
- Ensure that only CSA-approved electrical equipment or equipment approved by the designated Provincial Authority is used. UL approved equipment is not legal in Canada. It must be ULC.
- Ensure that electrical equipment is in good working order.
- In the event of an emergency ensure that the main power source is easily and quickly accessible.
- Use warnings and barricades to alert unqualified employees of temporary electrical hazards that may endanger them.
- Use personal protective equipment (PPE) when working in areas where the danger of contact with exposed electrical sources is present and likely.
- Any Exhibitor's on-site employees and/or suppliers/contractors working on electrical equipment that will expose them to the risk of electrocution should carry out a lockout/tagout procedure in accordance with safety regulations.
- Exhibitor, where required, will only allow certified electricians to perform electrical work.

FREIGHT STORAGE AND STACKING

- The stacking of freight during move-in and during the show can expose everyone having access to the storage areas to injury resulting from the collapse of crates or any stored and stacked items.
- Improper storage of freight can lead to fire hazards (flammables and combustibles) well as the blocking of fire exits (including exit routes) and the obstruction of fire suppression equipment such as fire extinguisher, fire hose cabinets and sprinklers.
- Exhibitors shall ensure on-site employees and/or suppliers/contractors assigned to the stacking of freight have been trained on safe stacking practices and are competent.
- Exhibitors must enforce the safe storage and stacking requirements with your staff.
- Exhibitors must comply with all Facility restrictions related to the storage and staking of freight.

SMOKING

- It is the Facilities and Show Management intent to conform to the laws and standards of the community and their policies surrounding smoking in public places. Therefore, all public areas and rental space, including corridors, registration area, meeting rooms and the exhibit halls are designated non-smoking for the Facilities guests.

SHOW FLOOR HEALTH AND SAFETY RULES

Everyone on the show floor is responsible for ensuring a healthy and safe working environment. This is for your safety and it is the law.

If you have any questions related to these rules, please contact Show Management.

- All incidents/accidents that occur on-site must be reported to security and Show Management immediately.
- For fire and medical emergencies, you must follow the Facilities emergency response procedure.
- No persons under 16 years of age are allowed on the show floor during move-in/move-out.
- All personnel on the show floor during move-in/move-out are required to wear CSA approved safety footwear. This a legal requirement for which you are personally responsible and liable for.
- Freight free aisles and emergency exits must always be kept clean and clear of any materials.
- Only authorized vehicles are allowed on the show floor. Vehicles require a spotter to escort the vehicle and for all reversing vehicles. Maximum speed is walking speed. Keep vehicle idling to a minimum.
- Do not stand on tables, chairs, boxes, etc.
- Proper fall protection equipment (i.e. CSA approved tether and safety harness) must be worn when working at heights over 3 meters (10 feet).
- Ladders are not to be used as working platforms for work over 3 meters high (10 feet).
- When working in an area where overhead work exists, use of CSA approved hardhats are required (& safety glasses when necessary)
- Overhead work areas must be cordoned off. (minimum requirement is cones and yellow caution tape)
- All work areas/booth spaces are to be kept clean and in reasonable order. Please put your garbage in the appropriate waste containers.
- Use personal protective equipment as required by law (i.e. safety glass, gloves, orange vests)
- No smoking

Notify Show Management immediately of any unsafe practices or conditions that could pose a potential health and safety hazard.

INSURANCE AND EXEMPTION FROM LIABILITY

Each Exhibitor and each of Exhibitor's appointed contractors is required to carry \$5,000,000 commercial general liability for bodily injury and/or property damage in any one occurrence, such coverage shall specifically (i) provide that Informa Canada

and the Metro Toronto Convention Centre Corporation, North Building, 255 Front Street West, Toronto ON, M5V 2W6 are listed as additional insured's on the policy, (ii) include a cross liability clause, and (iii) provide that such policy shall not be cancelled or materially altered prior to termination of this Exhibitor Agreement. The Show Management will not be liable to any exhibitor for any direct, incidental or consequential damages or loss to exhibitor or his/her property or bodily harm arising from or connected with exhibitor's participation. Prior to admission to the show, all exhibitors will be required to sign a form releasing Show Management from liability.

SEE NEXT PAGE FOR APPENDIX A: COVID-19 HEALTH & SAFETY PROTOCOLS

Appendix A: COVID-19 Health & Safety Protocols

Current as of October 5, 2021. These protocols will be updated as needed in accordance with government requirements.

The health and safety of our exhibitors, contractors, staff, and patrons remain our #1 priority. Art Toronto has been organized in accordance with Ontario's Roadmap to Reopen, Toronto Public Health guidance, and Informa's AllSecure Health and Safety standards.

It's important for everyone involved in the fair to closely follow these measures so that together, we can best mitigate risk. As outlined by the provincial government, all of us will need to use "[multiple layers](#)" of prevention to provide the best protection against COVID-19.

Screening (COVID-19 Symptoms & Proof of Vaccination)

- Please stay home if you have been in close contact with someone who has COVID-19 or if you have [COVID-19 symptoms](#) that are new, getting worse or unexplained. Ensure your staff know to also do the same.
 - Fever (temperature of 37.8 C / 100.0 F or greater) and/or chills
 - Cough (new or worsening)
 - Shortness of breath
 - Decrease or loss of taste or smell
 - For adults (18+): fatigue, lethargy, malaise and/or myalgias
 - For children (<18): nausea, vomiting and/or diarrhea

In this situation individuals are advised to contact their health care provider or Telehealth Ontario at +1 (866) 797-0000.

- Before entering the Metro Toronto Convention Centre each day, all exhibitors, contractors, staff, and patrons will pass through a screening checkpoint where they must:
 - ✓ show proof of full vaccination status in paper or digital format (or a medical exemption + negative COVID-19 test result; see section below)
 - ✓ show government ID that matches the name on the vaccination proof
 - ✓ complete a health screening questionnaire (either by displaying the 'green checkmark' result on their phone from the [online Ontario government survey](#) or by responding verbally questions asked by security personnel)
- Acceptable government-issued IDs include:
 - Birth certificate
 - Citizenship card
 - Driver's license
 - Government-issued ID card (Ontario issued or other), including health card
 - Indian Status card/indigenous membership card
 - Passport
 - Permanent resident card
- People are considered fully vaccinated after receiving the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by Health Canada (e.g., two doses of a two-dose vaccine series, one dose of a single-dose vaccine series or three doses of a COVID-19 vaccine not approved by Health Canada).
- Exhibiting staff who cannot receive the vaccine due to medical exemptions will be permitted entry with the following in lieu of vaccination proof:

- written documentation completed and supplied by a physician (designated as “MD”) or by a registered nurse in the extended class (designated as “Registered Nurse (Extended Class)”, “RN(EC)”, “Nurse Practitioner” or “NP”). The documentation must include:
 - Name and contact information of the physician or registered nurse in the extended class;
 - Logo or letterhead identifying the physician or registered nurse in the extended class;
 - Statement that there is a medical reason for the individual’s exemption from being fully vaccinated against COVID-19; and
 - Any effective time-period for the medical reason which includes the date the patron is seeking access to the business or organization.
 - government ID that matches the name on the medical exemption
 - a daily negative COVID-19 antigen test result that is not more than 24hrs old at time of entry to the convention centre. Self-administered at-home tests will not be accepted. These antigen tests, and all costs associated, will be the exclusive responsibility of the individual.
- Please plan accordingly and allow extra time when arriving each day.

Use of Masks and Face Coverings

- As per a [City of Toronto bylaw \(PDF\)](#), all exhibitors, contractors, staff, and patrons, are required to wear a mask or face covering at all times while inside the convention centre.
- The mask or face covering should fit snugly against the face without gaps. Masks should be made of at least two layers of tightly woven fabric (such as cotton or linen), and, if possible, a middle “filter” layer. A three-layer mask can provide added protection. Neck gaiters, bandanas, masks with exhaust valves and face shields without masks are not permitted. This applies to all people aged 2 and older.
- Appropriate personal protective equipment (PPE) including surgical/procedure mask and eye protection (goggles or face shield) must be worn if, while providing service in your booth you or your staff are
 - required to come within two metres of another person who is not wearing a mask or face covering; and
 - are not separated by plexiglass or some other impermeable barrier from a person described above.
- Train your employees on mask requirements, including who is entitled to an [exception](#) and the [proper use of a cloth mask or face covering \(PDF\)](#).
- Exhibitors can remove their mask to eat or drink in a designated area (see the Food and Beverage section below).
- Complimentary non-medical 3-ply masks will be available from the Art Toronto Info Desk for individuals who forget or lose their mask.

Hand Hygiene and Respiratory Etiquette

- Hands should be washed often and touching the face with unwashed hands should be avoided.
- Coughs and sneezes should be covered or directed into an elbow.
- Bring hand sanitizer (70-90% alcohol concentration) to have available within your booth for employees and patrons to use.
- Educate your employees on proper [hand hygiene \(PDF\)](#) and [respiratory etiquette \(PDF\)](#).

Facilitate Physical Distancing

- Limit the number of employees working within the booth at any one time; employees should maintain physical distancing from each other and patrons, where possible (people who live in the same household are not required to maintain a physical distance from each other)
- Arrange booth layout with only essential furniture/items to allow ease of movement for physical distancing.
- You may wish to place visual / textural markers (e.g. removable tape on the floor, pylons, signs) spaced two metres apart in relevant areas within your booth such as in front of counters or tables.

Contact Tracing

- For patrons: the ticket purchaser will be considered the primary contact for any guests and will be expected to have contact info for each member of their party.
- For Exhibitors: all exhibiting staff must be registered for a badge. Exhibitor staff badges must be worn at all times and be clearly visible to security personnel who will scan the badge each time the exhibitor enters the exhibit hall.
- Where necessary, Art Toronto may provide ticketholder and exhibitor contact details including name, email, and phone number to Toronto Public Health to support contact tracing if it is relevant to an incident of COVID-19 exposure on a particular day. Otherwise, Art Toronto will retain this personal information for 30 days and then destroy it.
- Exhibitor should maintain their own staff schedule/log for 30 days, including information on the area for which each staff is responsible (this includes move-in and move-out help, as well as anyone packing or handling product or booth components prior to or following the show.)

Contactless Ticketing for Patrons

- All tickets will be provided digitally. No tickets will be sold at the door, and patrons will be encouraged to pre-purchase tickets at arttoronto.ca prior to attending the event.
- Upon entry, patrons can either present their tickets on their mobile device or print out their digital ticket and present it at the door for scanning.
- Exhibitors will have access to a digital portal to assign digital e-tickets to their guests. No printed tickets will be issued.
- There will be NO re-admission or re-entry passes at this year's event except to those who purchase a Collector's Pass.

Minimum Physical Contact

- Consider a contact-free approach to greet your fellow exhibitors and Art Toronto patrons.
- The exchange of printed materials, such as business cards, brochures, and catalogues are also discouraged. Consider using QR codes that patrons can scan to follow you on Instagram, sign up to your email list or learn about your artworks. You can easily generate QR codes using the Chrome browser. [Click here](#) to learn how. Instagram also has a [built-in feature](#) to generate a QR code to link to your profile directly.
- Limit the use of cash; encourage electronic payment by debit or credit card, and to tap instead of using the PIN pad, and assign one staff member to process all transactions.
- Install plastic or equivalent covers on point-of-sale equipment for easy sanitation between uses.

Cleaning and Disinfecting

- Ensure you clean and disinfect high-touch areas within your booth as frequently as is necessary to maintain a sanitary condition. This applies to POS terminals, computers and other devices or surfaces. Follow [standard procedures for cleaning and disinfection \(PDF\)](#).
- Consider the location of disinfectant wipes and sanitizers. The closer your wipes are to your point-of-sale equipment, for example, the more likely you are to disinfect it after every use. Create simple and convenient systems to help you stay on top of disinfecting.
- Remove decorative soft/porous items from your booth that are difficult to sanitize such as upholstery, cushions and rugs.
- Prepare a plan/schedule that includes what areas require enhanced cleaning, what products will be used to clean and disinfect and how often cleaning and disinfecting is required. Your plan should also indicate who on your team is responsible for the cleaning.

Food and Beverage

- Exhibitors are to consume food and drink in areas away from patrons and where two metres physical distancing can be accommodated. An exhibitor lounge will be located in Hall A near the passenger elevator. This area will

allow for physical distancing and face coverings can be removed while individuals are seated and actively eating or drinking.

COVID-19 Notification

- Exhibitors must notify Art Toronto Show Management as soon as they become aware of an employee who tests positive for COVID-19 while at Art Toronto or within 14 days of having been at Art Toronto.
- Exhibitors must immediately notify Toronto Public Health at +1 (416) 338-7600 as soon as they become aware of two or more employees who test positive for COVID-19 within a 14-day interval in connection with their workplace premises, as per [Toronto Public Health Instructions for Workplaces \(PDF\)](#).

Applicable Legislation

Exhibitors and contractors must stay up to date on legal requirements as the situation evolves and must follow all relevant requirements set out in:

- [The Reopening Ontario \(A Flexible Response to COVID-19\) Act, 2020](#) (ROA)
- Directives from the Chief Medical Officer of Health
- Toronto Public Health orders
- [The Occupational Health and Safety Act \(OHSA\)](#)
- [The Employment Standards Act \(ESA\)](#)
- Any other relevant legislation