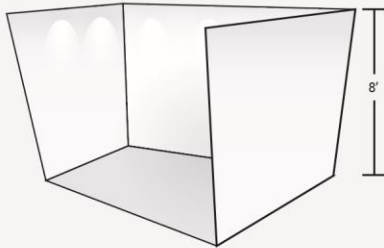




## Booth Design Regulations

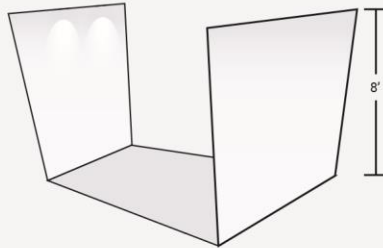
1. All exhibitors must supply and install prefabricated booth structures that have self-supporting walls  
and/or fire-retardant taut drape\* exactly 8 feet high extending the full width and depth of the booth, except where an open corner exists.
2. All booths must leave a minimum of 50% of exposed sides open for access from aisles.
3. Booth walls/drapes must be neatly finished on all exposed sides.
4. Exhibit structures must be constructed to allow sufficient space for utility service at the rear/sides of the booth (4-6 inches should be sufficient).
5. You may choose to install and dismantle your booth yourself, use an exhibit decorator of your choice or use the official show decorator Freeman. Discounted booth packages can be ordered from Freeman, which will be available soon.
6. For the Fall 2024 Market floor coverings (e.g. tile, carpet broadloom etc.) are not mandatory\*. If you are using a floor covering, it should completely cover the booth's floor space.
7. The approved carpet masking tape is **Echo tape**. Have you ever noticed how easily the aisle carpet is removed at the end of the show? The show providers only use **Echo tape** for the booth and aisle carpet.  
ECHO DC-W18FF is an extremely effective double-sided, removable carpet tape, with a strong adhesive that won't leave behind residue. The carpet tape is ideal for professionals who manage trade shows, conventions, and other large events that require carpeting and other types of temporary flooring to be quickly laid down and then easily removed. **Echo is available at the Freeman service desk on site.**
8. No covered booths are permitted due to fire regulations.
9. No straw or hay is allowed due to fire regulations.

### IN-LINE BOOTH (booth with 1 open side)



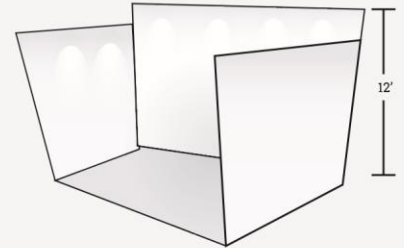
- ▶ Back wall and both side walls must be 8 feet high
- ▶ Identification signs, products displayed cannot exceed 8 feet in height

### IN-LINE WALK THROUGH BOOTH (booth with 2 open sides & no corners)



- ▶ Both side walls must be 8 feet high
- ▶ Identification signs, booth fixtures and products displayed will be permitted to a maximum height of 12 feet starting 2 feet from the side walls of the booth structure.
- ▶ The bottom of the sign/banner cannot be any lower than 12 feet from the ground.

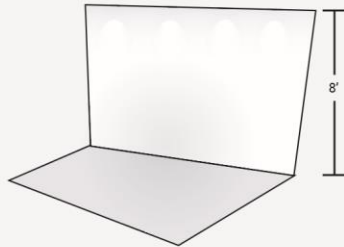
### PERIMETER BOOTH (booth located on the outer perimeter and/or side back wall of the exhibit floor)



- ▶ Back wall can be as high as 12 feet should the ceiling height permit
- ▶ Side walls must be 8 feet high
- ▶ Exhibit fixtures, components, identification signs and products displayed will be permitted to a maximum of 12 feet along the back wall and 8 feet along the side walls
- ▶ The bottom of the sign/banner cannot be any lower than 12 feet from the ground.

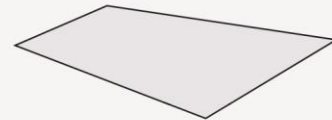
please turn over ➡

## PENINSULAR BOOTH (booth with 3 open sides and 2 corners)



- ▶ Back wall must be 8 feet high
- ▶ If you utilize side walls, you must keep 50% of each side open for access into the aisles
- ▶ The side with 2 exposed corners must remain completely open
- ▶ Identification signs, booth fixtures and products displayed will be permitted to a maximum height of 12 feet starting 2 feet from the back wall of the booth structure.
- ▶ **The bottom of the sign/banner cannot be any lower than 12 feet from the ground.**

## ISLAND BOOTH (booth with 4 open corners and aisles on all 4 sides)



- ▶ Must keep 2 completely open sides
- ▶ If you utilize side walls, you must keep 50% of each side open for access into the aisles
- ▶ Identification signs, booth fixtures and products displayed will be permitted to a maximum height of 12 feet throughout.
- ▶ **The bottom of the sign/banner cannot be any lower than 12 feet from the ground.**

## Product and Display Regulations

1. Products and displays, as well as staff conducting sales, sampling and/or demonstrations must stay within the confines of their contracted booth at all times. No part of the exhibit or any product may extend into the aisle and no booth personnel may be stationed in the aisle, even temporarily, conducting business of any kind.
2. Where a pillar or other obstruction occurs in (or just outside) a booth, it may be covered in accordance with height regulations providing it does not interfere with access to hydro, telephone wire, aisle carpeting.
3. **Should you have a pillar with a fire extinguisher attached you must remove the fire extinguisher and place it in a visible area within your booth.**
4. Exhibitors must regulate sound levels from demonstrations within their booth to ensure noise is kept to a minimum.

## Booth Signage and Sign Hanging Regulations<sup>i</sup>

5. All exhibits must have a sign with the registered Canadian Gift Association Member/Exhibitor Company Name and must be the largest of all signs within the booth, readily visible and displayed in a prominent location. All other signage displayed (i.e.: other company names under the “parent” CanGift member, or that the CanGift member distributes etc.) must be less prominent than the CanGift member exhibiting company sign. Additionally, these items must be hung by Showtech Power & Lighting in accordance with the show height restrictions – the bottom of the sign cannot be any lower than 12 feet from the ground with the exception of regular in-line and corner booths which is 8 feet. Exact specifications should be submitted to Show Management for approval, contact Norm Schulzat [nschulz@cangift.org](mailto:nschulz@cangift.org).
6. Signs/banners must meet all fire safety standards and comply with the Toronto Gift + Home Market rules and regulations regarding use of acceptable materials.

### IMPORTANT NOTE

The Toronto Congress Centre is an independently owned facility; any damage to walls, ceilings and floors (i.e.: incorrect floor tape) will be billed directly back to the exhibitor.

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<sup>i</sup> Eastgate Parkway, Unit#23, Mississauga, ON L4W 4T6  
Toll free: 800.611.6100 | Email: [exhibitor@cangift.org](mailto:exhibitor@cangift.org)