

EXHIBITORS' AGREEMENT

2026



1

- 1. Dates:** **June 17-18, 2026**
- 2. Location:** **The International Centre, Mississauga - Hall 5
6900 Airport Rd. ON L4V 1E8**

3. Schedule*:

Set up:**

Tuesday June 16

6 am to 4 pm	Show decorator set up
12 pm to 5 pm	Outdoors Exhibitors move in
4 pm to 9 pm	Indoors Exhibitors move in
4 pm to 6 pm	Exhibitors can pick up badges

Day one:

Wednesday June 17

8 am to 8:30 am	10x10 indoor exhibitors last chance to move in and badge pick-up
9 am	Open Conference, Closed Expo Floor
9:15 am	Opening speech
10 am to 1 pm	Conference Combined Rooms
2 pm to 5 pm	Conference: Two separate rooms
10 am to 7 pm	Trade Show Floors Open (Indoors and Outdoors)
5 to 7 pm	Cocktail

Day two:

Thursday June 18

9 am to 4 pm	Trade show (Floor Open)
10 am to 2:30 pm	Conference: two rooms
3 to 4 pm	Roundhouse Surprise

Tear down:**

Thursday June 18

4 pm to 6 pm	Exhibitors tear down
7 pm to 11:59 pm	Show decorator teardown

No equipment or materials can be left on the premises after 11 pm.

*Subject to change

** A detailed schedule will be distributed by May 30th, 2026 with 60 minute slots for companies to arrive and start to set up.

If the time slot is missed, your team may be asked to wait until we can accommodate you on the floor.

EXHIBITORS' AGREEMENT

2026



2

4. Booths

4.a. Types & Details

All Booths include **ONE** "Booth Package"

Indoor Booths

Standard
10x10
100sq ft

Double
20x10
200 sq ft

XL
20x20
400 sq ft

Outdoor Booths

Yard Standard
20x20
400 sq ft

Yard Double
40x20
800 sq ft

Yard Triple
60x20
1200 sq ft

The Hall Booth Package includes:

One 6-ft table
Two chairs
One wastebasket
Backdrop curtain (8 ft tall)
Side drape (3 ft tall)
Grey carpet (no padding)
1 power outlet (standard)

The Yard Booth Package includes:

One 6-ft table
Two chairs
One 10x10 canopy with weights

Note:

Additional furnishings can be sourced separately through our vendors at your own expense. For example: additional or upgraded seating or tables, upgraded size of tents, underpad for carpeting, etc.

Exhibitors are responsible for the furnishings provided, and are liable for any damage that does not align with normal wear and tear. Missing or damaged items will be billed to the company responsible for the booth, plus a 25% administrative fee, plus applicable taxes.

4.b. Booth Layout

The image below represents the Updated Layout as of September 1st, 2024. TRACCS reserves the right to make any and all changes to the current layout in the interest of improving the overall experience for exhibitors and attendees.

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RAIL
TRACCS DAY

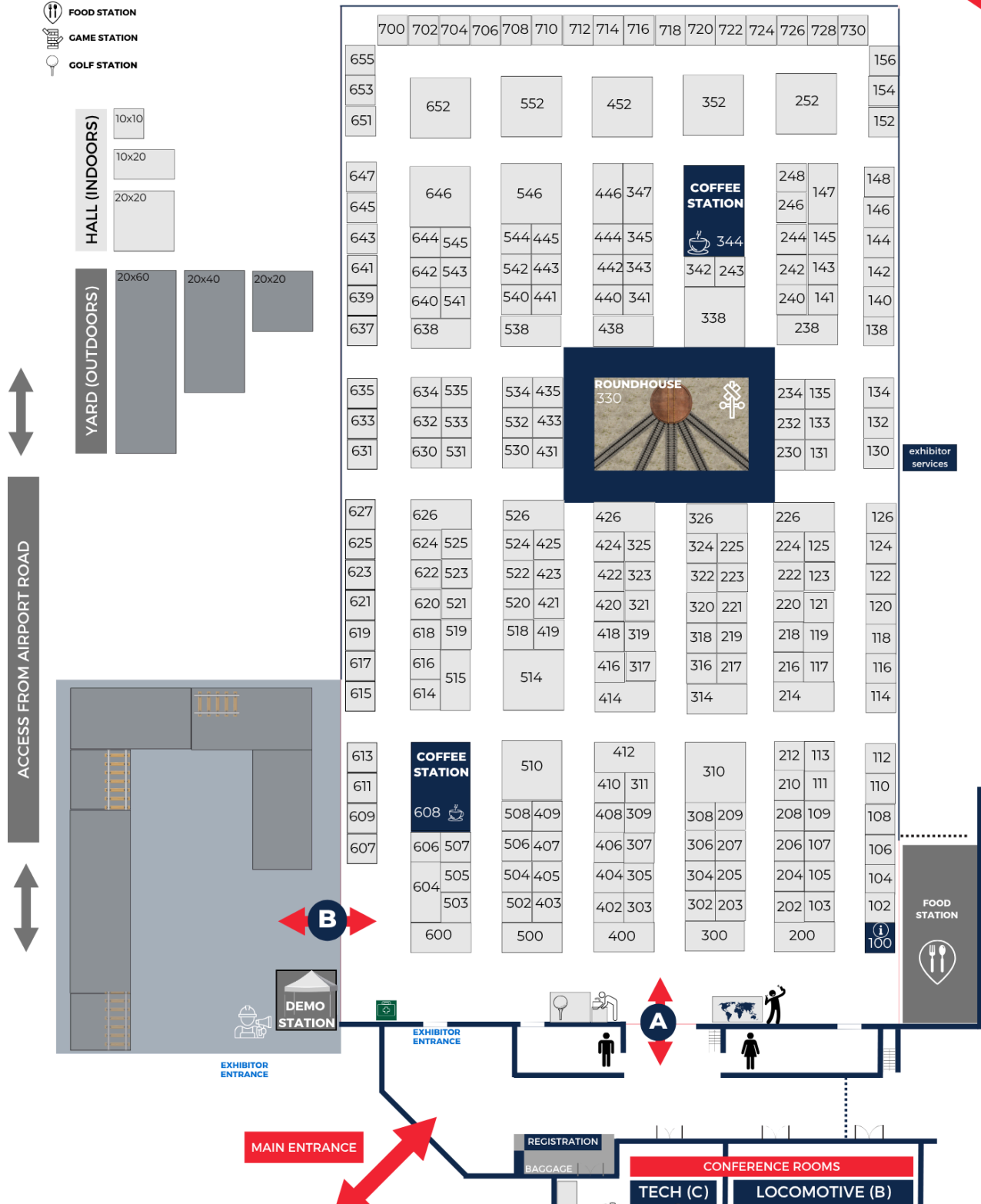
3

RAIL DAY 2026 ALL THE STOPS

-  INFO STATION
-  FIRST AID STATION
-  ROUNDHOUSE
- THE NETWORKING STATION
-  COFFEE STATION
-  DEMO STATION
-  FOOD STATION
-  GAME STATION
-  GOLF STATION

RAIL
TRACCS DAY

JUNE 17 & 18, 2026



4.c. Booth Dimensions

The dimensions for booths are standardised and it is the Exhibitor's responsibility to plan for the space purchased appropriately. Displays and equipment larger than the purchased booth are not guaranteed to be accommodated. TRACCS will make all best efforts to cooperate with the Exhibitor, if possible without interfering with safety rules and regulations or other surrounding Exhibitors.

TRACCS does not guarantee the placement and exhibition of the Exhibitor's equipment if the Exhibitor fails to confirm the proper dimensions of the equipment, or fails to set up at the venue in accordance with the schedule provided.

The venue's maximum height clearance is 30 ft indoors, the doors' clearance is 20'.

TRACCS reserves the right to make changes to any and all dimensions of the booth, commensurate or in excess of the purchased amount of space, and the placement in the event layout.

5. Communications:

TRACCS Event Staff requests that each exhibitor selects ONE person in your organisation to be responsible for receiving and responding to all email communications regarding the event and your participation.

TRACCS will communicate all official information by email to the contact provided.

Additionally, updated information relevant to exhibitors and sponsors will be posted on the Password-protected **Exhibitors' Hub** web page (www.traccs.ca/raildayexhibitors), and all relevant information will also be available in this agreement and the Exhibitors' Manual.

The Exhibitor shall designate **one primary representative** to serve as the main point of contact ("Primary Contact") with Show Management. All official communications from TRACCS Show Management will be directed to this individual.

The Primary Contact is expected to **respond to requests for information or materials within three (3) business days** of receipt. Failure to respond within this timeframe may result in incomplete or delayed company profile listings, limited inclusion in TRACCS promotional materials, or other missed promotional or operational opportunities.

TRACCS shall not be held liable for any **errors, omissions, or missed opportunities** resulting from the Exhibitor's failure to provide timely information or respond within the stated period.

- Logo and Complete Company Profile - 1 business week from booth purchase
- Insurance (COI)- May 16, 2026 (30 days before the event Move-In Day, June 16, 2026)
- Booth Team - June 1st, 2026
- Job Wall Submissions - 4 weeks before the event (May 19, 2026)

6. Third party vendors:

Please refer to the contact information of the Official Event Vendors we work with, so you may arrange any specific needs directly with the service providers.

Examples of such services include: decorations and furnishings, additional cleaning of your booth, package reception and material handling, additional power, lighting, internet, rigging.

Optional Exhibitor Lead Retrieval (TRACCS will make the complete attendee and exhibitor contact list available to all exhibitors and sponsors. If you wish to scan booth visitors, you may order that service directly from our providers)

SHOW DECORATOR & MATERIALS

HANDLING (indoors): Freeman

You will need to sign in with the email provided as main contact for the event at the order web portal for our registered exhibitors.

Phone: US or Canada: (888) 508-5054 -

International: 1 (817) 210-4869

Mon - Thu 7am – 7pm CT, Fri 7am-5pm CT

Order Links will be shared in November

OUTDOORS FURNISHINGS: Vincent Tent and Event Rentals

Vincent Tent and Event Rentals Inc.

647-361-1346 -

rentals@vincenteventrental.com

www.vincenteventrental.com

They are already bringing TRACCS' materials, so you will save on shipping costs.

POWER, LIGHTING & RIGGING – EXHIBIT

SPACE (INDOORS / OUTDOORS):

Showtech Power & Lighting (On-Site Office)

Phone: 905.677.9546

Fax: 905.677.8713

Kimberley Dudley KDudley@showtech.ca

Angelica Samuel ASamuel@showtech.ca

Order Links will be shared in November

INTERNET & AUDIO, VISUAL: Encore Canada

(On-Site Office)

Phone: 905.678.5120

TICC@EncoreGlobal.com

Order Links will be shared in November

CLEANING

H&S Services Inc.

Tel: 416-548-7433

Fax: 416-548-7434

www.hsholdings.ca

Neil Moore, nmoore@hsholdings.ca

7. Set up and tear down - Safety, Schedule and Rules.

7.a. Safety

Safety procedures are to be followed, in compliance with government regulations and venue requirements at all times.

Protective Equipment must be worn when setting up or dismantling equipment/ booths.

7.b. Set up and Tear down

1. During Move-in and Move-out, closed shoes are mandatory, and children (under 16) are not allowed on the premises.

2. For the *outdoor booth move-in and move-out* TRACCS will have a forklift available *for rent*. Its use must be previously reserved through our website. The costs for such rental services are in our online store.

To guarantee this service will be available to the Exhibitor, their reservation must be made before May 1st, 2026, when available. For any service requested after that date, TRACCS will make best efforts to try to accommodate, but there will be no guarantee.

3. Height clearance for loading docks to access the indoor hall is standard. The venue's maximum height clearance is 30 ft indoors, the doors' clearance is 20'. Any equipment larger than this will have to be displayed in the outdoors section of the event. If arrangements are not made ahead, TRACCS cannot guarantee the availability of additional space in the outdoors area and the Exhibitor will be liable.

4. Indoor Exhibitors may use the loading docks to bring their booth materials in and out. Third party contractors are not permitted in the hall. For material handling and setup services, you may refer to our vendors list.

7.c. Schedules

Move in: Tuesday June 16, 2026 (11 am - 9 pm)

- Exhibitors will be given a time window to arrive at the venue and conduct their set-up. The schedule will provide the starting time and it will depend on their location on the floor, and the complexity of the required setup.

Move Out: Thursday June 18, 2026 (4 pm - 7 pm)

- Exhibitors are not allowed to begin tearing down before 4 pm on Thursday June 18, 2026. Exhibitors who fail to respect the tear down times will be subject to an early move-out penalty of \$750.
- No equipment or materials can be left on the premises after 11:30 pm on the last day of the event. TRACCS is not responsible for equipment, materials, vehicles or merchandise left behind, and any disposal or removal charges will be the sole responsibility of the exhibitor, as will any penalty fees the venue charges TRACCS as a result.

7.e. Early Move-Out Penalty

To ensure the integrity and smooth operation of the event, all exhibitors are required to adhere to the official move-out schedule. Exhibitors who dismantle their booths and vacate the premises before the official close of the event may be subject to a penalty fee of \$750 and may be refused to pick their location at future events.

This clause is intended to uphold the overall experience for *all* attendees and participants.

8. Vehicle and Equipment Responsibility

1. Motor vehicles or gasoline-powered equipment on display must be equipped with lock-on type gasoline tank caps, and batteries are to be disconnected. Gasoline tanks must not be filled beyond the three-quarter ($\frac{3}{4}$) mark in order to allow for expansion of product. Vehicles unable to be equipped with lock-on type caps must have caps sealed in a manner acceptable to the Fire Department.

2. Running of display vehicles inside the hall during an event is prohibited unless approved by the Fire Department.

3. Events requiring vehicles to run as part of a demo, performance or contest must fuel the vehicles outdoors from approved safety containers.

4. Propane charged cylinders are not permitted on self-propelled vehicles or trailers on display inside buildings.

5. Exhibitors displaying vehicles or equipment with engines must ensure that drip trays or similar protective measures are installed beneath the units. These trays must be appropriately sized to fully prevent any oil, fuel, coolant, or other fluid leaks from reaching the venue floor.

6. Additionally, any accessory, equipment, or mechanical part (including but not limited to vehicle components, tools, or display structures) that causes scratches, dents, or other damage to any part of the venue will be the sole responsibility of the Exhibitor. The Exhibitor agrees to cover the full cost of repairs as deemed appropriate by The International Centre Mississauga.

7. TRACCS assumes no responsibility for damages, accidents, or losses resulting from the negligence, misuse, or carelessness of Exhibitors, their staff, or contractors. Failure to follow these requirements will result in the Exhibitor being held fully liable for any and all damages caused by their equipment or conduct.

8. If at any time a TRACCS Rail Day official or an Inspector deem that your equipment is being operated by a client or its exhibitors in a manner dangerous to public safety, the privilege to operate such equipment will be cancelled.

9. Mandatory Safety Rules:

- All equipment must be supervised by trained personnel at ALL times.
- Visitors are NOT allowed to walk into the equipment operating area (which must be properly marked or fenced off by the exhibitor)

- Visitors are NOT allowed to touch or operate the equipment without dedicated supervision from trained booth personnel.
- Equipment must be fenced off while being operated.

9. About electrical regulations

1. Latex or lamp cord wire in displays is prohibited.
2. The use of two-wire ungrounded extension cords is prohibited.
3. Extension cords must be #14-gauge, three (3) wire grounded cords.
4. Extension cords or power bars used for portable lamps or appliances must be the appropriate size and type for the allowable amperage of such items.
5. Materials shall not be stored on or around any electrical equipment or connections of any kind.

10. Materials Handling & Shipping Terms for Exhibitors

1. Material Reception Services

TRACCS has arranged for material handling services through the official show decorator, following industry standards. These services are subject to specific conditions. TRACCS assumes no liability if these conditions are not met.

2. Direct Shipping Responsibility

TRACCS does not receive or store shipments on behalf of exhibitors. All shipping must be coordinated in advance. Exhibitors are solely responsible for ensuring a designated individual is present to receive any deliveries. TRACCS is not liable for any shipments sent to its corporate office, the event venue, or any third-party location.

3. Venue Shipping Policy

The International Centre does not accept packages for exhibitors or for TRACCS under any circumstance.

4. Incorrectly Addressed Shipments

Any shipments sent to unauthorized addresses—including the venue, TRACCS, or associated vendors—outside the approved shipping process are the sole responsibility of the exhibitor. TRACCS, the venue, and affiliated vendors will not be held accountable for such packages.

5. Abandoned Materials & Waste Disposal

TRACCS is not responsible for any materials, equipment, or miscellaneous items left on-site after the event. Any items left for pickup must follow the timelines and procedures of the designated material handling provider.

Exhibitors leaving behind excessive waste or abandoned materials may incur post-event removal and disposal charges. These costs will be calculated and billed after the event.

6. Outdoor Exhibitors

Exhibitors with outdoor space must coordinate directly with TRACCS and/or the designated vendor before making any shipping or material handling arrangements.

7. Contact Information

For full details on shipping procedures, material handling, and on-site logistics, please contact the official show decorator directly.

11. Insurance

1. Exhibitor Responsibility for Damages

Exhibitors are solely responsible for any damage caused to the venue during the event. This includes, but is not limited to, oil spills, dents, cracks, or scratches on the floors or any other part of the facility.

The venue performs a detailed inspection before and after the event, with photographic documentation provided to the event organizer.

TRACCS is not liable for any damages resulting from the actions of exhibitors, their staff, contractors, or third-party service providers.

2. Mandatory Insurance Requirements

All exhibiting companies are required to carry sufficient insurance to meet minimum standards for liability and property damage coverage.

A **Certificate of Insurance (COI)** must be submitted to Trade Show Management **no later than May 22, 2026**, as a condition of occupying assigned exhibit space.

The COI must include proof of:

- Commercial General Liability Insurance
- Property Damage Coverage
- Additional Insured naming and correct address (see below)

The insurance policy or COI must be addressed to:

The International Centre Mississauga, its officers, its employees and its agents (6900 Airport Rd, Mississauga, ON L4V 1V8)

And

TRACCS Transit and Rail (629 St. Germain Ave. Toronto, ON, M5M 1X8)

All insurance must be separately and specifically endorsed so as to provide that *The International Centre Mississauga, its officers, its employees and its agents, and TRACCS* are named as additional insured as to all commercial general liability, commercial automobile liability, and umbrella liability insurance coverage provided under such policy or policies, and further agrees that such insurance as is designated hereunder shall be written for not less than the following limits:

Commercial General Liability:

- \$2,000,000 general aggregate
- \$1,000,000 each occurrence limit

Commercial Automobile Liability:

(if bringing any type of vehicle to display or set up display)

- \$1,000,000 combined single limit bodily injury and property damage or equivalent, including hired and non-owned auto liability

Umbrella Liability:

- \$1,000,000 combined single limit bodily injury and property damage

Exhibitors failing to submit proof of insurance by the deadline will not be permitted to set up or access their exhibit space.

3. Optional Insurance via TRACCS

To support exhibitors in meeting insurance requirements cost-effectively, TRACCS' insurance provider offers the option to purchase coverage under a broader group policy.

Details about this offer will be available on the **Rail Day Event Registration Page**, accessible through the **Exhibitors' Hub**.

12. Badges

1. Each Booth Type has an allocated amount of badges included.

Type of Booth	Badges Included
Standard	3
Double	4
Extra Large	6
Yard Standard	4
Yard Double	5
Yard Triple	6

2. Each additional exhibitor badge requested will have an extra cost and can be purchased from our online store.
3. All the exhibitor's information must be submitted before May 5th, 2026, without exception.
4. Exhibitors are required to pick up their badges at the venue on Move-In day between 4 pm and 6 pm.

13. Event Privacy Policy:

13.a Summary:

We are committed to safeguarding the privacy of our website visitors, email subscribers, event participants, and other stakeholders. TRACCS Rail Day 2025 is designed to foster community and industry connections. To further this goal, TRACCS holds the right to own and distribute ticket holder information (including paid or complimentary ticket holders) for TRACCS marketing purposes before and after the event. This may include sharing contact information of every participant with other attendees to encourage the development of industry relationships and partnerships. It is understood that by agreeing to these terms and conditions, ticket holders are providing a legal release for their information to be included in the list distributed post-event. TRACCS assures that this information will not be sold to any third parties and will only be used in

accordance with our marketing strategies to promote community engagement and future events.

Upon registration, participants will have the opportunity to opt-out of having their information shared for networking purposes. However, opting out may limit the full experience of community and partnership development opportunities offered by TRACCS Rail Day 2025.

13.b Full Privacy Policy:

For detailed information on how we handle and safeguard your personal data, and how you can exercise your privacy rights, please read our full privacy policy.

13.c Release of Information:

By agreeing to the terms and conditions of the TRACCS Rail Day 2025 Exhibitors Agreement, you consent to the release of ticket holder information, including your own, to other event participants post-event. This release is provided under the understanding that it will enable the fostering of industry connections and networking opportunities. This consent includes the collection, use, and disclosure of your information as detailed in the Event Privacy Policy.

14. Food and Beverage

Outside food or beverages are **not permitted** within the event premises.

Any sponsorship, activation, or exhibitor initiative involving the distribution or sampling of food or beverages must receive **prior written approval** from both TRACCS and The International Centre Mississauga.

All food and beverage services must be coordinated **exclusively** through the venue's **in-house catering team—no external caterers are permitted** under any circumstances.

All catering requests must be completed at least **four (4) weeks prior to the event**. Forms and additional requirements will be provided upon request.

15. Payment terms:

TRACCS requires payment be made within 30 days of purchase or the Friday before setup, May 9, 2025, whichever comes first.

16. Right of First Refusal for Members:

Exhibitors who are also current Members of TRACCS (those who renew their membership for the year 2026) will be granted a Right of First Refusal (ROFR) for their choice of exhibit space and the option to speak, whenever there is any conflict of interest or the chance of duplication.

This benefit allows association members to have the first opportunity to renew their

existing exhibit space or select available space for the upcoming event before it is offered to non-members or other potential exhibitors.

1. **Notification:** Members will be notified of their ROFR status and the available spaces within 60 days after the conclusion of the current year's event.
2. **Response Period:** Members must exercise their ROFR within 5 business days following the receipt of notification. Failure to respond within this period will forfeit their ROFR, and the space will be made available to other exhibitors.
3. **Terms and Conditions:** All terms and conditions of the ROFR, including pricing and space allocation, will be detailed in the renewal offer sent to the member.

This provision aims to reward and retain loyal members of TRACCS by providing them with priority access to exhibition opportunities.