



# TRACCS RAIL DAY 2025 EXHIBITORS' AGREEMENT



- 1. Dates:** **May 13-14, 2025**
- 2. Location:** **The International Centre, Mississauga - Hall 5  
6900 Airport Rd. ON L4V 1E8**

### **3. Schedule\*:**

#### **Set up\*\*:**

Monday May 12

6 am to 2pm	Show decorator set up
9 am to 5 pm	Outdoors Exhibitors move in
2 pm to 9 pm	Indoors Exhibitors move in
2 pm to 4 pm	Exhibitors can pick up badges

#### **Day one:**

Tuesday May 13

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: Safety and Construction
2 pm to 5 pm	Conference: Safety and Construction
10 am to 7 pm	Trade Show Floors Open (Indoors and Outdoors)
5 to 7 pm	Cocktail

#### **Day two:**

Wednesday May 14

9 am to 5 pm	Trade show (Floor Open)
10 am to 1 pm	Conference: Innovation and Sustainability
2 pm to 5 pm	Conference: Operations and Maintenance

#### **Tear down\*\*:**

Wednesday May 14

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

No equipment or materials can be left on the premises after 11:30 pm.

\*Subject to change

\*\* A detailed schedule will be distributed by April 30th, 2025 with 60 minute slots for arrival and start of setup. If the time slot is missed, your team may be asked to wait until we can accommodate you on the floor.



# TRACCS RAIL DAY 2025 EXHIBITORS' AGREEMENT



## 4. Booths

### 4.a. Types

#### Indoor:

Medium (10x10)

Large (10x20)

Extra Large (20x20)

Technology Showcase (10x10)

#### Outdoor:

Medium (20x10)

Large (20x20)

Extra Large (20x40)

Extra Large with TRACKS (20x40)

### 4.b. 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.

### 4.b. Booth Details

#### Indoor booths

- All **indoor** booths will be set by Freeman (show decorator)
- All indoor booths have a black back curtain (8ft tall) and side curtains (3 ft tall)
- Furnishings included: All indoor booths, regardless of their size, will include:
  - one 6'x30" table, draped in black
  - two chairs,
  - Wastebasket
  - Sign with your name and booth number pinned to the tablecloth.
  - One power outlet (to be found behind the back wall.)

Additional furnishings can be sourced separately through our show decorator at your own expense.

The space is not carpeted, and there is no requirement for you to do so. Further booth decoration is at the discretion of the exhibitor, provided this does not block the visibility of their neighbours. Halls will be carpeted in tuxedo grey.



# TRACCS RAIL DAY 2025 EXHIBITORS' AGREEMENT



## Outdoor booths

- All **outdoor** booths will be furnished by Vincent Tents.
- Furnishings included: All outdoor booths, regardless of their size, will include:
  - one 10'x10' white canopy for shade,
  - one 6 ft long plastic white table, (no table cloth)
  - two plastic folding chairs.

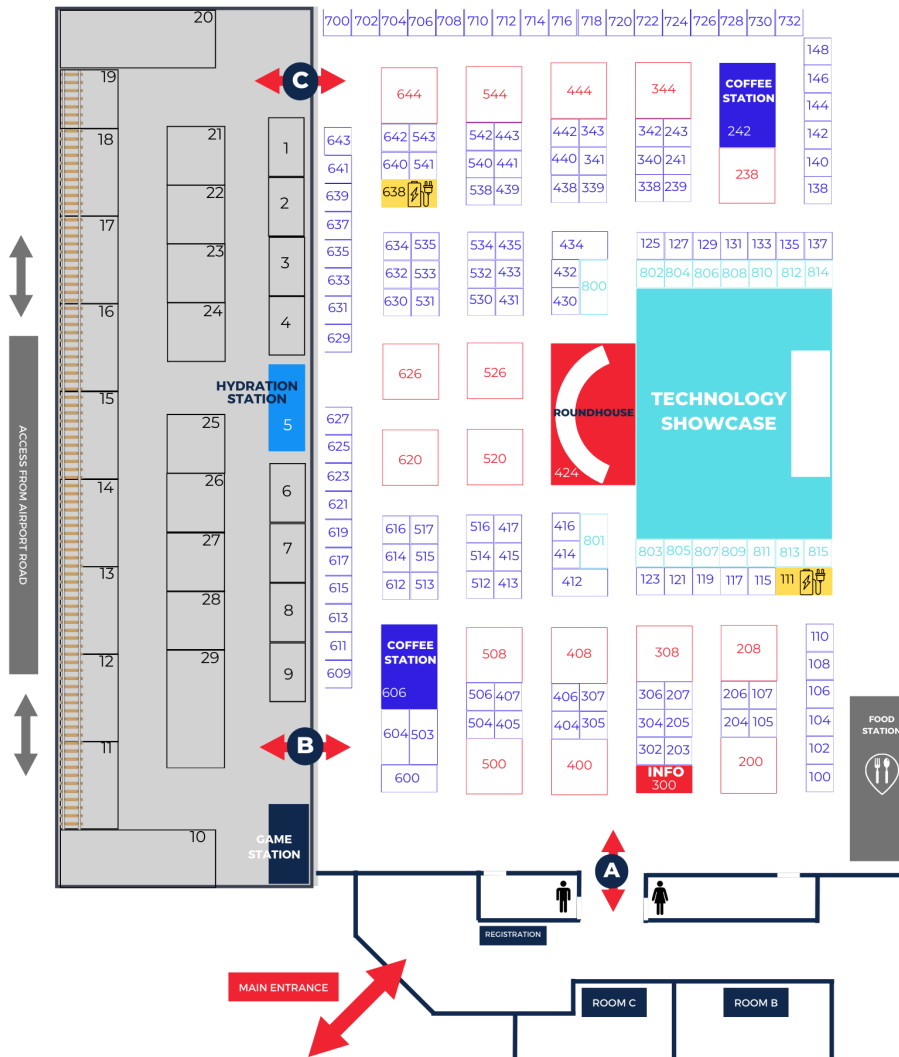
You may upgrade your tent requirements to 10x20 or 20x20 on TRACCS online store or directly contacting Vincent Tents. You may choose to rent your furnishings from any provider. By placing orders with our provider, Vincent Tents, you will save on shipping costs.

- Power and water supply can be provided at additional expense. Please contact *Showtech* directly to place an order with them.

## 4.c. 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.





# TRACCS RAIL DAY 2025 EXHIBITORS' AGREEMENT



## 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.

Information common to all exhibitors will be posted on the Exhibitors' Hub ([www.traccs.ca/raildayexhibitors](http://www.traccs.ca/raildayexhibitors)), and all relevant information will also be available in this agreement and the Exhibitors' Manual.

By signing this document, you acknowledge and agree to stay in communication with the event team, and submit information by the stipulated calendar below:

Booth Equipment

## 6. **Third party vendors:**

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

Examples of such services include:

- Show decorator
- Additional cleaning of your booth
- Package reception
- 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)

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

### **IMPORTANT**

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

#### 7.a. Set up and Tear down

1. During Move-in and Move-out, closed shoes are mandatory, and children (under 16) are not allowed.
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, 2025, when available. For any service requested after that date, TRACCS will make best efforts to try to accommodate, but there will be no guarantee.



## TRACCS RAIL DAY 2025 EXHIBITORS' AGREEMENT



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.b. Notes on vehicles and equipment

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 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. Safety:

- 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.

6. 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.

### 7.c. Notes on 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.

### 7.d. Schedules

Move in: Monday May 12, 2025 (9 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.



# TRACCS RAIL DAY 2025 EXHIBITORS' AGREEMENT



Move Out: Wednesday May 13, 2025 (5 pm - 7 pm)

- Exhibitors are not allowed to begin tearing down before 5 pm on Wednesday May 13, 2025. 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. Insurance**

All Exhibiting companies are required to provide, through insurance, certain minimum standards to cover its potential liability and property damage. A Certificate of Insurance is to be delivered to Trade Show Management before an Exhibitor can occupy the assigned exhibit space. The due date for the Certificate of Insurance is April 24th, 2025.

All companies must comply with the insurance requirements and supply proof of insurance.

In your Insurance policy or COI, please ensure your provider addresses it 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



# TRACCS RAIL DAY 2025 EXHIBITORS' AGREEMENT



## Umbrella Liability:

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

Note: Any damages to the premises will be the sole responsibility of the exhibitor. Examples: Oil spills, dents or scratches or cracks to the floor, etc. The venue performs an inspection prior to and immediately after the event, and documents with images are provided to the event organiser. TRACCS will not assume any responsibility for damages caused by the exhibitors or third parties.

TRACCS' insurance provider will offer the opportunity to secure insurance through TRACCS' wider policy.

We aim to lower your costs and make sure we have a seamless experience.

Details of this offer will be provided in April 2025 through the Exhibitors' Hub.

## **9. Shipments Reception and Materials Handling**

TRACCS has facilitated the service for the reception of materials through the show decorator, as per industry standards. Conditions apply, and TRACCS will not be held responsible if they are not met.

Miscellaneous materials abandoned on the premises are not the responsibility of TRACCS. Equipment and packages left to be picked up must follow the rules established by the firm handling material reception and pick up at the venue on the stipulated time frames.

Sizeable garbage left behind by exhibitors will have a removal and disposal cost to be calculated after the event. Materials abandoned will run disposal costs as well, and are the responsibility of the Exhibitor.

For more details, please contact the show decorator directly.

Outdoors Exhibitors must consult with the assigned vendor and/or TRACCS staff regarding materials reception and handling before making any arrangements.

## **10. Food and Beverage**

Outside food or beverages are not allowed.

Any sponsorship or marketing activation that includes food or beverages of any kind need to be approved by TRACCS and The International Centre Mississauga, and the only caterers allowed are the venue's in-house team.

These requests must be made with ample time (a minimum of 4 weeks), and you will be required to fill in a form to submit to the venue.





# TRACCS RAIL DAY 2025 EXHIBITORS' AGREEMENT



## 11. Badges

1. Each Booth type has an allocated amount of badges included in the value.

	Badges included
INDOOR MEDIUM 10x10	3
INDOOR LARGE 10x20	5
INDOOR EXTRA LARGE 20X20	7
TECHNOLOGY SHOWCASE	4
OUTDOOR MEDIUM 15X20	4
OUTDOOR LARGE 20X20	6
OUTDOOR EXTRA LARGE 40X20	8
OUTDOOR EXTRA LARGE WITH TRACK 40X20	10

- 2. Each additional exhibitor badge requested will have a cost of \$15 (+tax) and can be purchased from our online store.
- 3. All the exhibitor's information must be submitted before April 30th, 2025, without exception.
- 4. Exhibitors are required to pick up their badges at the venue on Move-In day between 2 pm and 4 pm.

## 12. Payment terms:

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

## 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.





# TRACCS RAIL DAY 2025 EXHIBITORS' AGREEMENT



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. Right of First Refusal for Members:**

Exhibitors who are also current Members of TRACCS (those who renew their membership for year 2025) 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 by 14 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.

I have read and agree with the Exhibitors Agreement, Privacy Policy and Terms and Conditions for TRACCS Rail Day 2025

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_