Fire Safety Reply

Event: _____

Complete and return by: _____

A copy of the Fire Regulations for exhibitors is provided in this manual. Please review the regulations to ensure that your exhibit meets the Ontario Building and Fire Code. In some instances, aspects of your booths **MUST BE APPROVED IN ADVANCE** by Show Management, the Metro Toronto Convention Centre, the Toronto Fire Department and the Building Department.

		YES	NO
1.	Exhibit configuration is 1,000 sq ft or more	☐	☐
2.	Exhibit has roof / mezzanine / second storey	☐	☐
3.	Exhibit has a raised platform	☐	☐
4.	Exhibit exceeds 12 feet in height	☐	☐
5.	Exhibit material exceeds 10,000 lbs gross weight	☐	☐
6.	Exhibit material exceeds 300 lbs / sq ft limit	☐	☐
7.	Exhibit has prohibited material	☐	☐
8.	Materials / processes / equipment require special permit	☐	☐
9.	Exhibit has suspended signs / banners / lights	☐	☐
10.	Exhibit has hard wall (in-line booths N/A)	☐	☐
11.	Exhibit has motorized vehicle / combustion engine	☐	☐
12.	Exhibit contains liquid fuels / natural gas / propane (six weeks notice to process request)	☐	☐
13.	Exhibit contains cooking appliances	☐	☐
14.	Exhibit contains hazardous material	☐	☐

Note: a) If questions 1 to 4 are answered “Yes” specific floor plans must be submitted
b) If questions 5 to 14 are answered “Yes” specific details must be included

Details:

Notice: All exhibitors must wear protective footwear during move-in/out.

Email completed form and necessary floor plans to:
Metro Toronto Convention Centre
Operations Department
fsr@mtccc.com

Exhibitor / Company Name: _____
Contact Person: _____
Address: _____
Postal Code: _____ Booth #: _____
Telephone #: _____ Fax #: _____

Return completed forms to:
Metro Toronto Convention Centre, Operations Department
255 Front Street West, Toronto, Ontario M5V 2W6
T: (416) 585-8135 | E: fsr@mtccc.com | www.mtccc.com