

Blue Mountain Resorts LP

Rules & Regulations for Trade Show Functions

Agreement:

The following rules and regulations apply to any license or function agreement between Blue Mountain Resorts Limited (BMR) and the Guest of any space designated by BMR as function space under such agreement.

Adhesive Tape

Signs, banners and similar materials may not be nailed, stapled, hung, or attached to ceilings, walls, or painted surfaces except by permission of BMR. Failure to comply will result in a minimum charge per occurrence to the Guest. If tape is used on The Courts floor, it must not damage the rubberized floor surface upon removal. Acceptable wall adhesives are putty style adhesives and 3M double-sided tape. All adhesive products must be removable without damage to the surfaces and/or building finishes. The Guest is responsible for any charges associated with any tape damage and/or adhesive removal required.

Advertising | Publicity

All details of the publicity, advertising, signs and other promotional materials to be used in connection with the Event require prior written approval from BMR. The Guest shall refer to BMR in all advertising and promotional materials sold or distributed by it. The Guest must use the approved BMR logo and type font for such material. BMR reserves the right of approval over any display advertising erected by the Guest for an event.

Animals

The admission of any animal into the facility without prior written approval by BMR is forbidden. Guide Dogs are permitted.

Customs Broker

For shipments crossing the border, Blue Mountain's commercial customs broker is;

Welke Customs Brokers

Rep: Lisa Masciarelli

416-674-0592

lisam@welke.com

** Please note all charges need to be paid by the client, not by Blue Mountain **

Damage & Repairs

A pre and post inspection of the trade show space will be conducted by BMR and the Guest. Damages and damaged areas will be noted. The Guest is responsible for the cost of any and all repairs, replacements, or cleaning due to the use of the facility by the Guest. This responsibility will extend to damages done by exhibitors, appointed contractors, production companies, event suppliers and delegates of the Guest.

Electrical

It is a requirement of the Electrical Safety Authority that any electrical equipment which is being displayed, offered for sale or used in any show, conference, or similar MUST BE APPROVED. The authority for enforcing this regulation is vested in the Local Hydro Electrical Inspection Department.

In the interest of public safety, electrical equipment may be inspected by a BMR qualified Electrician and/or by the Local Hydro Inspector to determine if any violations exist. If a violation is identified, qualified electricians are available to correct the problem on a time and material basis. If the Guest/Supplier does not correct the problem or wish to have the problem corrected, electrical service cannot and will not be supplied.

The following requirements must be adhered to in the installation of all temporary electrical and lighting equipment or service.

- 1) All electrical equipment must have a nameplate attached showing the operating voltage, phase, hertz, horsepower/kilowatt and full load current and C.S.A. or Electrical Safety Authority approval sticker (see table below).
- 2) All display wiring must have a 3 wire grounded cord, minimum of #16 gauge.
- 3) Latex wire cord, duplex, and triplex plugs is prohibited.
- 4) The use of open clip sign sockets, latex or lamp cord wire in displays, or 2 wire clamp-on fixtures is prohibited.
- 5) Exhibitors may not store materials on or around any electrical equipment or connections of any kind.
- 6) Equipment that trips circuits due to overload may not be restarted until a BMR qualified engineer has found the source and corrected the problem.
- 7) Specialized equipment requiring company engineers and technicians may be used with prior written approval from BMR.
- 8) Wall and pillar plugs distributed around The Courts are for specific use of BMR and their contractors and are not for the use of exhibitors unless specified by BMR. If these outlets are used they will be charged to the Guest accordingly.

To view Recognized Certification Marks, Field Evaluation Marks and Component Marks for approval, please review the following website; www.esasafe.com (where the below table can be found);

Certification Body	Marking		
Canadian Standards Association (CSA)			
Curtis Strauss			
FM Approvals			
IAPMO			

Intertek Testing Services	   
Labtest Certification (LC)	 
Met Laboratories (MET)	
Nemko	
NSF International	
OMNI Environmental Services Inc	
Quality Auditing Institute	
QPS	
TUV America	
TUV Rheinland	
Underwriters' Laboratories of Canada (ULC)	
Underwriters' Laboratories Inc.	 

Exhibits

All exhibits must be brought into the banquet space via designated load-in doors. Exhibits must not hinder or obstruct any fire equipment, emergency exits, display signage, windows or doors. Exhibits may only be installed in the designated area(s) as laid out in the approved Event floor plan. BMR will not accept advance exhibit shipment unless arrangements have been made with the Guest's Conference Event Manager. Exhibits left in the premises after the designated load-out period will be removed and put into storage by BMR and will only be returned upon receipt of a storage charge. BMR will not be held responsible for the admission of any exhibits which do not come within the dimensions, weight, or loading capacity of the entrances.

Fire Regulations

- Aisles between display booths shall be a minimum of 8 feet
- All involved parties with any show exhibit must comply with Federal, Provincial and Municipal building and fire codes
- All fire & emergency equipment located in the building may not be hidden/obstructed in any way
- Emergency exits and aisles must be kept clear and unobstructed. Vehicles parked on fire routes will be removed at the owner's expense
- All electrical equipment must have a nameplate attached showing the operating voltage, phase, hertz, horsepower/kilowatt and full load current and C.S.A. or Electrical Safety Authority approval sticker
- Draping, table covering, booth partitioning and carpeting used in a show must be of flame-retardant material
- All material is subject to inspection and flame-testing at any time by the local Fire Department and/or Chief of Security
- Plastic fabrics & other materials that are not fire retardant are prohibited from being used at BMR
- The Guest shall assume full responsibility in advising and enforcing all fire regulations with their exhibitors
- Boxes, packaging, and other unused exhibitor material must not be stored on top of, or around any electrical connections, fittings, or transformers
- Any equipment that uses open flame as part of an exhibit must be approved in writing by BMR
- Storage safety is the responsibility of the Guest. Storage piles shall not exceed 12 feet in height

Fire Works & Other Pyrotechnics

No fireworks may be brought into BMR banquet space at any time without the express written permission of BMR. No fireworks or pyrotechnic devices may be discharged on the premises without the written permission of BMR.

Floor

Flooring in all of BMR's banquet space is carpeting. The only exception is The Courts. Flooring in The Courts is a hard, rubberized, pale grey tennis surface, with white painted courts lines. Weight distribution for heavy objects can be a concern. No materials handling equipment or object weighing more than 500 pounds per square foot (2,441 kg per square meter) may be placed on the Courts floor, unless authorized in writing by BMR. If you have any heavy objects that have feet, the feet would need to be put on plywood or carpet to distribute the weight evenly, so as to not leave indents in the floor. When moving heavy objects, care must be taken to not drag them, as they can tear the floor surface. Any damage to the floor will result in a charge to the Guest. In events where excessive floor clean-up is required (dirt, sawdust, garbage), the Guest may be required to cover additional costs related to floor cleaning during

load-in/load-out.

Floor Plans

Detailed floor plans are mandatory for any activity taking place within the facility. Preliminary plans should be submitted for approval 60 days prior to load-in to avoid subsequent problems. Final plans must be approved in writing by BMR 30 days prior to load-in. The following information must be shown on all plans submitted for approval:

- Official name of the event, applicable event dates, and name of event production/show services company
- Aisle widths should be clearly indicated (if applicable)
- Entrance doors, load-in/out doors and emergency exits should be clearly marked
- Service contractor storage areas should be clearly marked (if applicable)
- Food and Beverage service areas should be clearly marked (if applicable)

Food & Beverage

BMR maintains exclusive food and beverage distribution rights in all our banquet facilities. Exposition sponsoring organization and/or their exhibitors may distribute sample food and/or beverage products **only** upon written permission from BMR 30 days in advance. BMR will not be responsible for the quality or state of the food or beverage served by a vendor. Items must be packaged and of sample size only.

Garbage

The Guest is responsible for ensuring that all garbage is promptly removed and disposed of properly during load-out. Failure to do so will be at the Guest's expense.

For tradeshow, the Conference Event Manager will arrange for an additional large recycling bin & garbage bin through BMR's Grounds Department.

Hazers/Fog/Smoke Machines

Hazers must be organized through Blue Mountain's in house audio visual provider Five Star AV. No hazers provided by outside companies are permitted in any Blue Mountain Banquet space. This has been mandated by our local Fire Chief.

Insurance and WSIB

Where the conference group is facilitating their own event activities (recreation / team building, décor etc.) a Certificate of Insurance and WSIB Clearance Certificate must be provided by the conference group. Any time there is a third party supplier (AV companies, production & staging companies, recreation / team building companies, décor companies, or any other company performing work on BMR's property), a certificate of insurance and WSIB Clearance Certificate must be provided by the third party supplier.

Please have your insurance company provide a Certificate of Insurance with the following:

1. Certificate Holder: Blue Mountain Resorts LP
 190 Gord Canning Drive
 Blue Mountains, ON L9Y 3Z2
2. Line of Coverage Minimum Limits

- a. General Liability \$5,000,000
- b. Automobile \$2,000,000 (if applicable)
- c. Professional Liability \$2,000,000 (if applicable)

3. Additional Insured - List Blue Mountain Resorts LP and Blue Mountain Resorts GP Inc. and Alterra Mountain Company as additional insured for ongoing operations and completed operations including defence costs.

4. Primary Coverage - State that coverage on certificate is the primary coverage.

5. Cancellation Notification - have a minimum of 30 day notification of policy change cancellation

Workers Compensation – if you are paying people to work an event/project on our premises a Workers Compensation Clearance Certificate is required.

Please provide the Certificate(s) at least one week prior to event.

Note: the above insurance and WSIB requirements also apply to all third party contractors (approved by Blue Mountain Resort) that you are bringing onto Blue Mountain premises.

Lighting

Lighting in all BMR Banquet spaces, including The Courts is able to be dimmed, so as to be suitable for dinner receptions for example.

Loading Dock – The Courts

The Courts are equipped with [1] loading dock with automatic dock leveler. This loading dock is located on a narrow driveway, and therefore a transport trailer cannot back up directly to the loading dock. This means that the truck must have its own method of getting the load to the ground (hydraulic tailgate or forklift ~ Blue Mountain does not have a forklift). Once the load is on the ground, Blue Mountain can assist with a pump truck to get the load onto the loading dock and into the Courts. In addition, there are [6] manual doors available for load in. Measurements are as follows:

Loading Dock with Automatic Dock Leveler
 Location: South-West Side of Building
 Size: 120" wide x 144" high
 Number of Docks: 1

Manual Doors (Metal)
 Location: South-West Side of Building
 Size: 70" wide x 82" high
 Number of Doors: 2

Manual Doors (Glass)
 Location: North-East Side of Building
 Size: 71" wide x 82" high
 Number of Doors: 4

Loading Dock – Weider Ballroom

During green season load in for smaller items can be done on ground level through the back of the Blue Mountain Inn through a set of double doors. Only vehicles can use this route, not trucks, as it's a narrow entrance up a small curb to get to the back of the building.

Load in for larger items can be accessed via our loading dock, which has a dock leveler and can handle full sized trailers. This is via a separate driveway along the side of the building, which loads into the basement level. Once the items are on our loading dock, they travel up to the main floor via our service elevator which measures 7'h x 6'd x 3'9.5"w. Shipments requiring the use of our loading dock must be prearranged.

Materials Handling

All forklifts and heavy loading devices must be operated by a trained and licensed operator. Damages resulting from the improper operation of such equipment will be the responsibility of the operator and/or the Guest.

Forklifts, dollies and pump trucks are not available for guest and/or supplier use from BMR. If forklifts and dollies are required, alternate arrangements must be made by the guest and/or supplier. Any equipment brought into BMR banquet space must have non-marking wheels, especially for functions held in The Courts.

Designated Entrances - All persons, articles, exhibits, fixtures, displays and property of any kind shall be brought into and out of the building only at and through those entrances and exits as designated by BMR.

Motorized Vehicles

Vehicles powered by an internal combustion engine must not contain more than one quarter (1/4) tank fuel and once in position must not be operable (e.g. battery must be disconnected). Fuel caps must be locked or taped shut.

Vehicles must have drip pans underneath them, pads under all tires and must be clean and dry.

All floor areas must be covered and protected with heavy duty plastic sheeting prior to vehicles entering any BMR banquet space, at the Guest's expense. No motorized vehicles are allowed to operate inside the banquet space unless special permission to do so has been granted by BMR.

Operating Plan

The Guest is restricted to the floor plan as agreed and approved by BMR 30 days prior to load-in. A final copy of the floor plan should be submitted for approval together with the following:

- 1) Suppliers Load-In and Load-Out Schedule (if applicable)
- 2) Exhibitor Load-In and Load-Out Schedule (if applicable)
- 3) Security Schedule (if applicable)
- 4) Event Agenda / Operating Hours
- 5) Special requirements for vehicles, utility services, rigging and power

Parking

Day parking is complimentary and is available in multiple lots across resort. Once unloaded, if buses, trucks or trailers require parking on resort, parking lot P1 located near South Base Lodge must be used. Trucks, buses & trailers are not allowed to park overnight in any Village parking lots or the parking lot at

the Blue Mountain Inn. Please note there is no parking allowed on any roads, or the sides of any driveways, and this is enforced by the local municipality.

Power

Any and all arrangements for power must be made through the Guest's Conference Event Manager at the Guest's expense.

Prohibited Acts

The Guest, suppliers and exhibitors shall not;

a) Allow any article to be brought into nor any act done within any BMR banquet space which conflicts with rules of the local Fire Department or any relevant governmental authority, or which will render void or increase the premiums on the insurance policies held by BMR, nor injure or deface any BMR property, nor permit anything to be done by their agents or employees by which any BMR property may in any manner be injured, marred, or defaced.

b) Admit or permit any child under the age of 16 into any BMR banquet space during any load-in or load-out times of the Event and must be under the supervision of parents or guardians during show times.

c) Commit any nuisance or knowingly do or permit to be done anything which may result in the creation or commission of a nuisance, or annoy, harass, or interfere with users of any BMR property.

d) Permit nails, hooks, screws, or tacks to be driven into any BMR banquet space or equipment contained therein, nor permit or make any alterations of any kind to any BMR property or equipment.

e) Cause or produce to be caused or produced therein, or to emanate there from any unusual, noxious or objectionable noises, smells, or lights in any BMR banquet space.

f) Use any BMR banquet space for lodging or sleeping.

g) Do or permit to be done anything which may interfere with the effectiveness or accessibility of utility, heating, ventilation, elevators, electrical, plumbing, gas, compressed air, or air conditioning systems, or portions thereto in any BMR banquet space, nor do or permit to be done anything which may interfere with free access to passage thereto or to the public areas adjacent thereto, or to the street or sidewalks adjoining.

Rigging & Ceiling Hangers

No items may be suspended from any ceiling without the prior written permission from BMR. A rigging inspector is required and must be arranged through BMR's on-site audio visual supplier. The cost for the inspection is the responsibility of the Guest.

In order to obtain BMR's approval on rigging, it is necessary to supply the following information:

- a) Type of item to be hung
- b) Exact weight
- c) Length of truss or frame dimensions
- d) Number of attachment points and their position
- e) Type of rigging to be used

Security

BMR will secure all banquet space at a pre-determined time with the Guest. BMR's Security Department have checkpoints throughout the resort where a walk thru of each facility is required, prior to securing the facility.

If additional security is required, arrangements can be made with the Guest's Conference Event Manager at the cost of the Guest.

Set-Up/Dismantling Requirements

BMR does not restrict exhibitors from carrying in/out their own material (**through specified doors**) or from setting up/down their own exhibits.

No wheeled vehicles, whether powered or not, are to be driven in the facility without permission from BMR.

The Guest, suppliers and exhibitors are requested to bring their own tools, ladders, brooms, dollies, and other required items to erect their exhibits. BMR does not loan any of these items. No metal edged dollies are permitted in any banquet space.

All labour requirements for the set up and tear down of an Event are the responsibility of the Guest, the exhibitors and the suppliers.

Shipping & Receiving

To ensure that your shipment arrives to the proper location, the following procedures must be adhered to. We cannot guarantee that shipments will be delivered to the correct location in a timely manner if these procedures are not followed.

Inbound Shipping:

We strongly recommend that the Guest, suppliers and exhibitors make use of the Shipping Template below. *One shipping template must be affixed to each item being shipped to the resort.* This will assist BMR's receiving team in ensuring all items are accounted for when they are delivered to the resort.

Note: Deliveries will be accepted from 8:30am – 5:00pm, Monday to Friday, and from 9:00am to 2:00pm on Saturdays. Deliveries will not be accepted after hours or on Sundays, unless previously arranged with the Event's Conference Event Manager.

Shipping Template ~ VILLAGE CONFERENCE CENTRE:

Blue Mountain Resorts Ltd.
Village at Blue Mountain Conference Centre
242 Jozo Weider Boulevard
Blue Mountains, Ontario L9Y 3Z2
705.445.0231 ext. 6460

Conference Name:	
Company:	

Onsite Contact:	
Cell Phone Number:	
Date(s) of Conference:	
Conference Room:	
Date:	
Time:	
Booth #:	
Conference Event Manager:	
# of Boxes:	1 of _____ to be Received

Shipping Template ~ BLUE MOUNTAIN INN:

Blue Mountain Resorts Ltd.
Blue Mountain Inn Conference Centre
110 Jozo Weider Boulevard
Blue Mountains, Ontario L9Y 3Z2
705.445.0231 ext. 6460

Conference Name:	
Company:	
Onsite Contact:	
Cell Phone Number:	
Date(s) of Conference:	
Conference Room:	
Date:	
Time:	
Booth #:	
Conference Event Manager:	
# of Boxes:	1 of _____ to be Received

Storage:

Storage is limited at the resort. Please ensure all shipments are set to arrive no sooner than 72 hours prior to the start of the event. Likewise, items cannot be stored longer than 72 hours past the completion of the event. If storage is required outside of this time frame, additional charges will apply.

Outbound Shipping:

Waybills and packing supplies are the responsibility of the Guest, suppliers and exhibitors. Each return box must have a waybill with the company’s account number and return address, and boxes must be sealed and ready for shipment.

The Guest, supplier or exhibitor is required to arrange for pick-up with their shipping company directly.

When all boxes are ready for return shipping, please contact the Banquet Supervisor on duty at 705.321.1148 or extension 8401 to have the shipment moved to the loading dock.

Signs & Decorations

Signs and decorations may only be hung and/or secured by the designated people using the restricted hardware materials.

The Guest will ensure that all signs and decorations are removed within the rental period of the banquet space at their expense. Failure to remove decorations could result in additional rental fees and/or BMR removing the decorations at the client's expense. BMR reserves the right to remove any signs or decorations that it finds objectionable.

"Confetti" is not permitted in any area BMR banquet space.

Exterior signs and banners may not be fastened to the building superstructures. Temporary exterior directional information, etc., must be approved in advance by BMR.

Smoking

All BMR banquet space is non-smoking and will be enforced by BMR security.

Vehicle Marshalling

For all events requiring access to the loading docks, vehicle marshalling can be pre-arranged by BMR at the Guest's expense to facilitate the movement of cargo trucks during move in and move out periods.

Water

If water is required for an exhibitor, the booth location should be placed near the back-of-house area and arrangements for the water must be coordinated with the Guest's Conference Event Manager.