



## EXHIBITOR

### HEALTH & SAFETY REQUIREMENTS AND COMPLIANCE DECLARATION

**MANDATORY DEADLINE – JANUARY 9<sup>th</sup>, 2023**

*This document is a declaration for the exhibitor, their appointed contractors, and their onsite staff (hereinafter referred to as "Exhibitors and any associated personnel") regarding **Calgary Boat and Outdoors Show 2023** (hereinafter referred to as "EVENT").*

Exhibitors and any associated personnel, shall comply with all show terms, rules and regulations, and with all pertinent and applicable laws, codes and regulations, federal, provincial, municipal and local, including the Occupational Health & Safety Act, governed by the Province of Alberta, which may affect the show space.

It is also the sole responsibility of the exhibitor or exhibitor appointed contractor to ensure that all their on-site staff are informed of and comply with all of these terms at all times while on the show property. The exhibitor or exhibitor appointed contractor agrees to be liable for the actions of their on-site staff and suppliers/contractors.

These terms and regulations will be enforced by both Show Management, Venue Staff, and the Local Health and Safety Enforcement Agency Inspectors/Officers. Exhibitor's or exhibitor appointed contractor's failure to comply with such laws, terms, rules and regulations shall entitle Master Promotions Ltd. to terminate the Master Promotions Ltd. obligations under this contract and remove, shut down or darken Exhibitor's space. Master Promotions Ltd.'s decision on all such matters shall be final.

I, the undersigned, acknowledge that I have read and understand and will comply with the attached Master Promotions Ltd. "Health & Safety Requirements and Compliance Declaration" document. I recognize that as an Exhibitor, Employer, Exhibitor Appointed Contractor or an Appointed Contractor, I am required to be educated on the local Occupational Health & Safety Laws and Regulations and that I must ensure that my company employees work in compliance with all applicable health and safety legislation at all times while on-site at the EVENT. I concede that failure to do so may result in work stoppages or Local Health and Safety Enforcement Agency fines and that all penalties incurred will be at the expense of me or the company in which I represent in signing this document.

I also acknowledge that it is my sole responsibility to ensure that all on-site move-in/move-out staff employed by my company, are informed and compliant to both the Health & Safety procedures of Master Promotions Ltd. and the Local Occupational Health & Safety Laws and applicable Regulations stipulated by the Province. In the event of a charge, prosecution, or any other legal proceeding arising out of or related to Occupational Health and Safety Laws or Regulations, as an exhibitor or exhibitor appointed contractor of the EVENT, I agree to be liable for the actions of my staff.



**EXHIBITOR**  
**HEALTH & SAFETY REQUIREMENTS AND**  
**COMPLIANCE DECLARATION**

All fields **MUST** be filled out:

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

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

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

(I have authority to bind the exhibiting company listed above)

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

- I hereby undertake that I have read and understood the "HEALTH & SAFETY REQUIREMENTS AND COMPLIANCE DECLARATION" and that my company and associated contractors will comply with these directions and the regulations as set forth in the Occupational HEALTH & SAFETY ACT.

This is a NO COST agreement between the show organizer & the exhibitor. By checking the box, you agree to adhere to the Worker's Compensation Board standards in your local jurisdiction.

Please send pages 1 and 2 back to;

1. Email: [insurance@mpltd.ca](mailto:insurance@mpltd.ca) (Insurance Coordinator)
2. Fax: 1-506-658-0750
3. Mail: Master Promotions Ltd. P.O. Box 565 Saint John N.B. E2L 3Z8

For any questions, please contact the insurance coordinator: [insurance@mpltd.ca](mailto:insurance@mpltd.ca) or 1-888-454-7469.

**DEADLINE – January 9<sup>th</sup>, 2023**

Your understanding and compliance with this is greatly appreciated.  
We thank you in advance for ensuring the well-being of all concerned.

**IMPORTANT INFORMATION FOR  
EXHIBITOR and ANY ASSOCIATED PERSONNEL  
ALBERTA OCCUPATIONAL HEALTH & SAFETY ACT**

Master Promotions Ltd. wants to ensure the safety of all those participating in the EVENT.

In Alberta, the Department of Labour and Workforce Development requires that all employers and employees adhere to the Act and Health and Safety Regulations outlined by the Alberta Occupational Health & Safety Act. To this end and based upon our understanding of the legislation, we have developed the following guidelines for exhibitors and any associated personnel to follow while at our show.

All exhibitors or exhibitor appointed contractors are required to ensure the health and safety of their employees and inform them of these requirements prior to move-in.

In order to ensure that everyone understands the importance of these requirements all exhibitors or exhibitor appointed contractors are required to sign and return the "Health and Safety Requirements & Compliance Declaration" prior to move-in (Page 1 and 2).

Show management will be monitoring the show floor to ensure a healthy and safe work environment. Should you observe a hazard or unsafe work practice on the show floor, we request that you notify show management immediately.

Any fines or costs incurred due to the enforcement of the law by Alberta Health and Safety Act enforcement officers will be at the sole expense of the exhibitor or exhibitor appointed contractor.

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For a full copy of the **Alberta Occupational Health & Safety Act**, please click [HERE](#).

To view a copy of the **CAEM Health & Safety Guidelines**, please click [HERE](#).

To review a copy of the **Calgary Indoor Special Event Fire Code Requirements**, please click [HERE](#).

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## Occupational Health & Safety

All exhibitors are required to read, sign, and return the “Exhibitor Health & Safety Compliance Declaration” when their application is submitted.

Master Promotions Ltd. (MP) works to ensure that the move-in and move-out of the show runs as smoothly as possible for everyone involved. The health and safety of everyone on the show floor is the most important aspect and therefore top priority.

The health and safety requirements below are not best practices, they are a **requirement** of the Occupational Health and Safety Act. Everyone on the show floor is responsible for ensuring a healthy and safe working environment for themselves and those around them. Exhibitors are required to supervise the safety practices of everyone involved with their booth and their company at the show.

Show Management will also be monitoring the show floor to ensure a healthy and safe work environment. If you see a hazard or unsafe work practice, please notify Show Management immediately.

## General Health & Safety Requirements

### Requirements for ALL EXHIBITORS:

- Ensure all your onsite employees, suppliers, and contractors:
  - Comply with all safe work practices as required by health and safety law and outlined in this document;
  - Anyone appointed as supervisors have been trained in local health and safety legislation and have a good understanding of the industry hazards and controls as they relate to their responsibilities on the show floor;
  - Have been properly trained and certified as needed to carry out all their job tasks safely;
  - Operating any equipment on the show floor have been properly trained and certified to operate the given equipment; and
  - Whose activities require use of PPE are properly equipped.
- Monitor and enforce the required health and safety practices for their onsite employees, suppliers, and contractors during move-in and move-out.
- Ensure that all exhibitor owned and rented equipment, tools, and machinery are monitored and maintained in accordance with manufacturer’s specifications.
- Ensure safe practices are followed during any overhead work.
- Provide copies of accident or incident reports to Show Management.
- Comply with all safety rules while working in or accessing common areas and outdoor areas at the facility.
- Work together with the facility, Show Management, and contractors to ensure dock and traffic safety at all times.
- Implement the required hazard controls as assigned by Show Management.

## Construction Activities

- Construction Regulations in place by the Ministry of Labor policy will be applied to work being done by all exhibitors, their employees, and suppliers/contractors. This includes all work activity requiring the use of elevated platforms, scaffolding, cranes, or other hoisting or lifting devices or where the

completed structure will equal or exceed 5 meters in height, or where a part of the permanent or temporary work is required to be designed by a professional engineer.

- If an exhibitor's onsite employees or suppliers/contractors may be involved in both construction and non-construction activities concurrently in the same area and they cannot be physically separated by time or barrier or distance, the Construction Regulations will apply to ALL the work being done in that area.
- All work area deemed as construction under the control of the Exhibitor's onsite employees or suppliers/contractors will have an adequate barrier erected around the area that will ensure the safety of personnel not working within the construction area.
- The barrier must be maintained by the Exhibitors onsite employees or suppliers/contractors at all times during the period of activity deemed as construction.

### Safety Footwear

Due to the significant vehicle and equipment traffic during move-in and move-out, all exhibitors, their onsite employees, contractors or suppliers are required to wear proper footwear.

### Freight Free Aisles & Exits

- In order to provide unobstructed emergency egress during move-in and move-out, freight free aisles will be designated as needed.
- They will be monitored by Show Management and any items found blocking freight free aisles (vehicles, crates, etc.) will need to be moved immediately.
- All exits and passages to, from and within the building must be kept clear. Any items found blocking an exit or passage will be immediately removed.
- It is the exhibitor's responsibility to ensure their employees, contractors and suppliers follow these rules as set forth by local fire code, and they must follow direction given by Show Management regarding these rules.

### Vehicle Traffic

- In order to avoid congestion, and for safety reasons, the number of vehicles allowed on the show floor will be restricted by Show Management.
- Please ensure all equipment on the show floor is in safe operating condition i.e. headlights working and turned on, with backup beepers working, etc.
- Vehicles such as, but not limited to, forklifts, lifts, booms, etc. where the operator does not have a clear view of the intended path of travel should have a trained spotter guide them to ensure pedestrian safety and the protection of the facility and materials on the show floor.
- All vehicle operators must be trained and certified, as required.
- Show Management will be monitoring vehicle traffic conditions during move-in and move-out.
- Exhibitors must reinforce with their onsite employees, suppliers and contractors that the safe operation of all vehicles, especially forklifts is critical.
- Vehicles entering the building must adhere to the 5km per hour speed limit.
- Vehicles inside the building must be shut off immediately. No idling is permitted.
- Vehicles and other items with fuel may not be re-fueled inside the building.
- Vehicles that are a part of the show and are remaining in the building, must have battery cables disconnected, locking gas caps and the tank must be ¼ (25%) full or less.

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### Display of Motorized and Non-Motorized Vehicles

When motorized vehicles are to be displayed during an event, the CFD shall be notified in advance. Exhibits with displayed motorized vehicles shall comply with the following:

- Vehicles shall not be started or operated within any assembly building during show hours.
- All fuel tank openings shall be locked or sealed in an approved manner. Where it is not feasible to lock or seal the opening, the fuel tank shall be empty. Adding or removing fuel onsite or indoors is prohibited.
- **Vehicle fuel shall not exceed ¼ (25%) of the tank capacity or 20L whichever is less.**
- Vehicles, boats, RV's, trailers and similar exhibited products under 9.3 m<sup>2</sup> of roof area shall have a listed smoke alarm installed.
- Vehicles, boats, RV's trailers and similar exhibited products between 9.3 m<sup>2</sup> and 27.9 m<sup>2</sup> of roof area, with a source of ignition, external power or vehicle batteries still connected, shall have a listed smoke detector installed and a 2A-10BC fire extinguisher installed.
- Vehicles fueled by LPG/LNG are not permitted in assembly occupancies unless tanks are new or purged.

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### Working at Heights

There are many situations where working at heights is necessary. In order to avoid injury, we require the following procedures to be followed:

- Proper extension devices (i.e. ladders) must be used. **12' ladders or higher are not permitted for safety reasons.** Items such as tables, chairs, boxes etc. shall not be used to lift a person or to stand on.
- All ladders should be maintained in safe working order with suitable heights, weight loads, non-slip footings, rung spacing and tethers capable for what they are subject to.
- When in use, ladders also need to be placed on a firm non-slip ground surface.
- Ensure onsite employees and/or suppliers/contractors working at heights comply with all the local fall arrest and fall protection legislated requirements.
- Proper fall protective equipment (i.e. lanyard and safety harness) must be worn when working at heights over 3 meters.
- Ensure a safe and engineered approved anchor is used as the fixed support system for fall protection equipment and that the anchor system meets weight and height requirements for the task.
- Ladders are not to be used as working platforms. If working at a height is required for an extended period of time, proper platforms must be used.

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### Overhead Work

In order to minimize the risk of head injuries, the following standards must be followed:

- Minimize the number of staff required in an area where overhead work is taking place.
- Exhibitor's onsite employees and/or suppliers/contractors carrying out overhead work will set up and maintain a work area protection zone using a barrier that will alert and prevent any personnel from walking or working within any potentially unsafe area under the overhead work.
- Exhibitors shall ensure any rigging work is conducted by competent riggers in accordance with rigging standards.
- Exhibitors shall work with Show Management to schedule overhead work during periods where there is no other floor work being conducted.
- Exhibitors must ensure all their staff respect all work area protection zones.
- Exhibitors must ensure that all onsite employees and/or suppliers/contractors performing overhead work are trained and work in a safe manner and are aware of potential risks with people working below.

## Slips, Trips & Falls

During move-in, there may be a considerable amount of debris, water and snow on the floors that can cause potential injury. We ask exhibitors, their onsite employees, contractors, and suppliers be continuously aware of their surroundings and alert to potential hazards. In addition, everyone must comply with the following procedures:

- All work areas/booth spaces are to be kept in reasonable order and materials not in use (i.e.: tools, wood, etc.) are appropriately stored.
- Reinforce with employees positioning of materials at booths to minimize congestion as much as possible.
- Reinforce with employees to place waste in appropriate waste containers.
- All vehicles entering the buildings must have competent drivers and ensure that precautions are taken to avoid excess snow, rain, oil, etc. on the show floor.
- All vehicles and trailers must be in proper working condition with no fluid leaks.
- Utilize the minimum amount of packaging required and return packaging when possible (i.e.: wood, reusable packaging etc.)
- Notify Show Management of any unsafe practices or conditions noticed that could pose a potential hazard.

## Operation of Tools

Although power operated hand tools are utilized daily at your business, please review the following policies while on the show floor:

- Ensure all onsite employees and/or suppliers/contractors operating tools are trained, competent and knowledgeable on the proper and safe operation of tools.
- Ensure all onsite employees and/or suppliers/contractors are properly equipped with the appropriate tools for completing tasks.
- All power tools must be in safe working condition with the appropriate safety mechanisms and guards.
- All onsite employees and/or suppliers/contractors operating tools are required to wear appropriate personal safety equipment. Safety gloves and glasses are essential when risk of hand and eye injuries are high.

## Electrical Work

- Electrical energy is capable of causing severe personal injury, death or fire. Electrical equipment and installations must be installed in accordance with the Alberta Provincial Electrical Safety Code.
- Ensure that only CSA approved electrical equipment or equipment approved by the designated Provincial Authority is used. UL approved equipment is not legal in Canada. It must be ULC.
- Ensure that electrical equipment is in good working order.
- Please ensure that the main power source is easily and quickly accessible, in the event of an emergency.

## Freight Storage & Stacking

- The stacking of freight during move-in and during the show can expose everyone in the area to injury resulting from the collapse of crates or any stored and stacked items.

- Improper storage of freight can lead to fire hazards (flammables and combustibles) as well as the blocking of fire exits (including exit routes) and the obstruction of fire suppression equipment such as fire extinguisher, fire hose cabinets, and sprinklers.
- Exhibitors shall ensure onsite employees and/or suppliers/contractors assigned to the stacking of freight have been trained on safe stacking practices and are competent.
- Exhibitors must enforce the safe storage and stacking requirements with your staff.
- Exhibitors must comply with all facility restrictions related to the storage and stacking of freight.
- If you have questions or concerns regarding freight storage and stacking please visit the GES Desk at the back of Hall B, through loading door 6.

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### Smoking

Smoking and vaping are NOT permitted within the Facility. Persons found smoking/vaping are subject to the maximum penalty. Smokers outside must not be under an overhang of the building nor are they to be positioned in an area where the smoke may waft into the building.