

2019 GUELPH EXHIBITOR MANUAL

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Organic Trade Show Takes Place January 26-27, 2019

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2019 GUELPH ORGANIC EXHIBITOR MANUAL

Contains: all the info which a company, group or association will need to
•Qualify for, •Reserve, •Occupy selected space at the 2019 Guelph Trade Show
DATES/TIMES: - SAT., JAN. 26, 9.00 AM-5.30 PM & SUN. JAN. 27, 10.00 AM-4.00 PM (NEW)
GUELPH UNIVERSITY CENTRE - *MAIN LEVEL, *DAILY GRIND & *BASEMENT LEVEL

NOTES: see 2019 table sizes per section/plan ahead or bring your own. Issues still to be resolved: *Insurance certificates being sent late; *Breaking down booths early , *Full declaration of your electricity needs, **Sub-letting booths without notice, *Sanitation.

***** TABLE SIZES (note) Main (6'x30") Daily Grind (6'x18") Basement (5'x3').

***** INSURANCE CERTIFICATES DUE NOVEMBER 1. We will prompt you !!

***** EXHIBITORS BREAKING DOWN BOOTHS EARLY. Leave your booth up till 4.00 pm on Sun., Jan. 27. Exhibitors dismantling before 4.00 pm will be cited.

***** ELECTRICITY. Power bars + extension cords should not be combined, as per fire marshal. Also, please fully describe your booth's electrical equipment.

***** PROVIDING ORGANIC CERTIFICATES OR CANADA PSL-COMPLIANT CERTIFICATES. Please submit these with your application. Applies to food vendors, samplers, processors & ag input suppliers.

***** SUB-LETTING YOUR BOOTH SPACE. You can't bring in other companies or groups not previously declared to the Manager.

***** SANITATION / ORGANIC SAMPLING BOOTHS (food handlers). Please see the SAMPLING FORM: several vendors did not follow 100% of the procedures.

***** 2019 TRADE SHOW REFUNDS • BOOTH CANCELLATIONS

Written notice only: (1) By Nov. 1: 90% of paid fee. (2) By Dec. 31: 70% of fee. (3) As of Jan. 1, 2019 - "NO \$ REFUND" for cancelled booths, sorry.

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Greetings ! Included today are Guelph University Centre MAP(S) showing numbered tables. When choosing your table, please indicate a 1st, 2nd & 3rd choice. Reserve early - space assigned as forms received (first-come). Main Level payment: discount price is Oct. 1 (postmark deadline); final payment due: Nov. 9. Daily Grind/Basement payments are due: Nov. 9. Unpaid table space (whether Main Level, Daily Grind or Basement) may be released to the waiting list after this deadline. Note that the Daily Grind 10-space area of the Trade Show is annually pre-sold to those vendors responding to the advance exhibitor bulletin.

Comment on Main Level & other space allocations. Annually, after the early May outreach, multiple tables are then assigned to SILVER-GOLD-PLATINUM-EMERALD sponsors, plus to long-time returning exhibitors who respond in time. If you "reserve your space early by simply sending back the COMMITMENT FORM" you'll probably get the table you want.

INSURANCE - YOU MUST PROVIDE CERTIFICATE BEFORE YOU'RE APPROVED

- **INSURANCE:** [NEW] "You are required to obtain & maintain a valid show-specific insurance policy for the Jan. 25-27 move-in/move-out Conference dates AND to send us the certificate prior to exhibiting." 'Organic Food Conferences Canada' [us] must name the University of Guelph, 50 Stone Rd. E., Guelph, ON, N1G 2W1 as 'insured' on our own insurance policy in case of mishap. Now for 2019, your company/group must name as additional insured: the U of Guelph [address above] as well as Organic Food Conferences Canada, Box 116, Collingwood, ON, L9Y 3Z4 on YOUR policy. ProLink Insurance - see enclosed form, offers you inexpensive coverage if you don't have your own policy. Or: select another provider. Please provide your insurance certificate by November 1, 2018. Organic Food Conferences Canada does not cover you for any loss of goods (nor for your general liability, injury, etc.) and we may ultimately name you and your corporate or non-profit directors in any claim for negligence, should an accident take place. Buy coverage... protect yourself.

PRIVACY, SHOW PHOTOGRAPHY IN PUBLIC SPACE

- **PRIVACY & PERMISSION TO PRINT:** by providing your E-Mail + data, you expressly consent to our contacting you. We reserve the right to publish exhibitor name, addresses, contact names, phone #, E-Mail and Web addresses plus other data in our Proceedings and at our Web Site (www.guelphorganicconf.ca). Opting out: notify Mgr. in writing. **NEW:** you will notice our contracted show photographer wandering the Trade Show. This is a public space. There is no assumption of privacy since you are selling, sampling or interacting with the public. If you do not want your trade photo used, explicitly tell the show photographer.

TRADE SHOW TABLES, CONFIGURATIONS/LAYOUTS, SET-UPS, EQUIPMENT

- **GUELPH ORGANIC TRADE SHOW TABLE SPACE:** *your Main Level or Basement Level exhibitor fee pays for one space 7 ft. x 7 ft. (Fire Marshal instructions); *Daily Grind space is only 6 ft. x 6 ft. Note: MAIN LEVEL includes one 6-ft. x 30-inch table only + 1 red table-cloth + coloured back-draping in your Trade Show area (no side-draping). DAILY GRIND one 6-ft. x 18-inch table. BASEMENT LEVEL one 5-ft. x 3-ft. table. NOTE: this is not a full 10' x 10' lay-out in a single/contiguous venue (never has been). Please bring only banners, S-Hooks, hangers, stands, seed racks or any specific materials which can fit into this available space.
- **TRADE SHOW TABLE CONFIGURATIONS - IMPORTANT NOTE:** the Guelph Organic Conference Committee shall not be held responsible for alterations to advertised Trade Show table space made by University authorities or Fire Prevention, beyond our reasonable control. The University Centre is a continually evolving building (upgrades/repairs) with retail shops, bus ticket wickets, plus vendors in constant flux. If your assigned table space gets altered after you reserve/pay for it, we'll try to equitably provide you an equal space within those available, or to refund you the difference if your table is re-located to a lower-cost area or scaled-back for unpredictable reasons. Alterations did happen [2012, 2014 & 2017] beyond our control, but the show organizers made the best compromises possible.
- **ELECTRICITY:** electricity is in limited supply in the University Centre (U.C.) You must supply: an extension cord OR power bar [NOT BOTH !!] for your electrical needs/demands and you must declare this equipment in full on your exhibitor booking form. Bring at least a 30-ft. extension cord or one which is adequate for your electrical needs. Our ON-SITE ELECTRICIAN will work with you to get you set up both Friday night & Saturday a.m. and to advise you on your equipment if for some reason it is non-compliant.

For all booths selected [where available], please detail **ELECTRICITY** on the registration form. On the Main Level Map #1, electricity is unavailable at certain tables in the centre island of the Trade Show for safety and for aesthetic reasons. Consider a portable electric/lithium rechargeable backup. Electricity is available in these Basement areas: Peter Clark Hall (PCH) Lobby & Central Area along the walls. But please note that electricity n/a in the 28-booth PCH middle-section [see Map #2]. Sorry. Ask the Trade Show Mgr. in advance about other locations where you can charge an I-Pad, battery, etc.

- **SET-UP TIMES: LIMITED SET-UP ON FRIDAY, JANUARY 25.** Main Level: after 7.30 pm and Daily Grind: after 9.15 pm, by pre-arrangement with the Manager (don't rush the set-up crew, the draping crew or the volunteers). There is no Basement set-up or security on Friday because of the large Organic Dinner which does not end till 7.30 pm followed by the extensive Lower Level Trade Show draping set-up taking place till after 10 pm. To all: we will offer storage of your exhibit in a secure room, Friday evening, Jan. 25. This free Friday storage must be brought in during these hours: 10.00 am and 4.00 pm. All exhibitors: Guelph U.C. access begins 6.00 am, Saturday, Jan. 26 - our staff will be there to greet you.
- **EQUIPMENT:** by booking this table space and paying your fee, you certify that all equipment, machinery, lighting, devices, technology, demonstration units, etc. used in your exhibit meets all safety standards and has not been modified in an illegal manner.

BADGES, IDENTIFICATION OF STAFF, ADMISSIONS TO PROGRAM, PARKING

- **BADGES USED FOR IDENTIFICATION & FOR ADMISSION TO WORKSHOPS PROGRAM:** each MAIN LEVEL TABLE, Saturday/Sunday registration fee includes two free exhibitor badges to the Saturday/Sunday Conference workshops. Each DAILY GRIND TABLE includes one free badge. Each BASEMENT LEVEL TABLE registration fee includes one free badge.

The badge(s) can be used interchangeably by any member of your table staff. For all other Trade Show staff seeking workshop attendance or clear identification, we advise you to register them @ the deep-discounted \$25+HST/badge price (listed on the Exhibitor Forms in this mailing). Please pre-order your extra staff badges by our Jan.11 deadline. After that date, the full, applicable, at-the-door workshop prices will apply to all your extra personnel who want to attend the workshops. A feature of the 2019 workshop program will be the Friday evening Keynote Forum, for which tickets may be offered to you free-of-charge (complimentary) to exhibitors, first-come if you ask.

- **MATERIALS DROP-OFF, PARKING REGULATIONS/IMPOUNDMENT:** during Saturday morning set-up, note that the University has advised us that they will tow vehicles illegally parked by exhibitors abusing a reasonable unloading time. In previous Trade Shows, some exhibitors parked vehicles illegally in fire routes for unreasonable periods.

We define 'reasonable unloading time' as about 20 minutes, after which you must move your vehicle to a designated [and FREE] parking lot. Volunteers in orange vests will be directing you during our very hectic set-up time. After unloading your goods, our volunteers will assist you by securing them (while you park) and delivering them to your booth. The Guelph campus police have commented on our congested unloading procedures. We always do our best to explain this to them. Luckily, now using the **LOADING DOCK** [Basement Level back of PCH], things go smoother. A pre-show set-up bulletin is sent to you in January.

SECURITY OF EXHIBITS, SAMPLING FOODS, SALES OF PRODUCTS

- **SECURITY:** we advise you to staff and monitor your exhibit at all times since we provide minimum security during the actual official Conference hours. Overnight security will be provided by our in-house security patrol as of 9.00 pm Friday night through 6.00 am Saturday morning for MAIN LEVEL/DAILY GRIND ONLY. Then, Saturday evening, from 5.30 pm, Saturday, through 8.30 am, Sunday, for all levels: MAIN LEVEL, DAILY GRIND, BASEMENT. Please pre-arrange and pre-discuss any and all special/pertinent security concerns with our orange-vested staff who will be happy to monitor your booth for specific products or materials. Please secure or remove all valuables overnight to your hotel room.
- **SAMPLING/COOKING FOOD:** over the last few years, we have expanded the TASTING & SAMPLING FAIR component. All sampling exhibitors must pre-declare their food sampling/cooking (with handling and storage plans). We then submit this information to the U of Guelph and to the regional Wellington Health Unit. With their mutual approval, we annually welcome 35-40 organic food sampling booths. The 2019 Sampling/Cooking Form (for food handlers only) is in today's mailout. Note: hand sanitizer is obligatory.

Please submit this completed SAMPLING FORM IMMEDIATELY by scan, or mail it today with your Trade Show Registration Form. We will send all completed forms to the Health Unit when we receive them "on your behalf." As always, final approval of your sampling rests with the U of Guelph, the Health Unit and the health inspector on duty. This is a serious matter of public health and we require your complete co-operation + full declaration.

NOTE THE FINAL SAMPLING FORM SUBMISSION DEADLINE AS MANDATED BY THE HEALTH DEPARTMENT: DECEMBER 28, 2018. Failure to meet this deadline could have serious consequences because your booth might have to be cancelled or you'll be unable to sample products as planned. Sampling organic food in the Trade Show??? PLEASE NOTIFY US NOW and start getting your food declaration paperwork underway.

- **DECLARATION & SALES REMINDER:** any food products 'to be cooked, sold, tasted, brewed distributed, sampled, demo'ed or handed out' must be declared on your Food Sampling Request Form. You may not substitute foods beyond your original declaration, without notifying The Manager. Vendors with non-food products - you CAN sell books, calendars, memberships, videos, fashions or other items relevant to your business.

PAYMENT DEADLINES, REFUNDS, LIMITS TO GUARANTEE, LEGAL

- **TRADE SHOW PAYMENTS & REFUNDS:** we offer Internet STRIPE & PAYPAL (VISA, MC, AMEX). Check the log-in code on the EXHIBITOR REGISTRATION FORM and use that on-line. You can pay at the October 1st or November 9th deadlines. All final payments - Main Level, Daily Grind & Basement are due by November 9, 2018. After this date, unpaid/reserved tables will be *released to the waiting list, without exception* because there will be waiting lists for tables - there is always a waiting list. The Trade Show was a virtual sell-out last January. Make your cheque payable to ORGANIC CONFERENCE and mail with Form (+ extra badge order + Sampling Form + certificates if applicable) in the pre-addressed envelope. Available Trade Show tables are assigned first-come as bookings and payments are received. Reserve your table now by scan or with a phone call, to guarantee an optimal table placement.

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- CURRENT REFUND POLICY, NOTIFY BY: Nov. 1 - 90% of fee; Dec. 31 - 70% of fee. As of Jan. 1/2019, we regret that no Trade Show table refund will be offered or considered.
 - LIMITS TO OUR GUARANTEE: no exhibitor shall have a claim of any kind against Organic Food Conferences Canada for any loss or damage, direct or consequential, for the following conditions: •Trade Show postponement or abandonment beyond the organizer's reasonable control; •venue closure due to civil disobedience, labour strike, lockout, boycott or external labour factor(s) beyond the organizer's reasonable control; •imposition of an unforeseen 'force majeure' declaration; •declaration of provincial or federal ordinance or intervention; •a fire, casualty, flood, epidemic, accident or embargo; •any inclement weather, tornado, snowstorm; •any public emergency declaration; •any Act of God; •or any disruption beyond the organizer's reasonable control, purview, forecast or awareness.

Retention of pre-paid funds: should any of these eventualities occur, the organizer shall be entitled to retain funds paid by exhibitors in whole or in part, which are deemed necessary to fulfill obligations to the University of Guelph and to other contracted suppliers. In the view of Organic Food Conferences Canada, if facing Trade Show postponement, namely: *its specified time, *its duration and/or *its location, we may substitute another building and/or an alternate time and/or a new venue. This shall take place within reasonable commercial terms in consultation with contract suppliers and exhibitors. Should any of these unforeseen eventualities transpire, the current contract shall be binding upon all parties. However, despite every sincere, diligent and commercial effort by the organizer, the Trade Show may be abandoned for the current year.

The organizer reserves the right to alter, amend or add to these conditions within reasonable commercial terms should new circumstances arise. Should any condition, circumstance or eventuality arise, which is not expressly covered in these conditions, the organizer shall make every reasonable effort to communicate this in a timely manner. However, for any circumstance arising which is deemed to be beyond the reasonable control of the organizer, the decision of the organizer shall be final. In all cases, fairness shall be the guiding principle.

The organizer accepts no responsibility for the breakdown and/or failure of University of Guelph physical services.

Any of the following parties: **Organic Food Conferences Canada/the event organizer, or **The Fire Marshal, or **The U of Guelph Hospitality service provider - reserves the right to prohibit the setting up, to wind up or to remove any exhibit which is deemed to detract from the safety or integrity of the Trade Show. This includes decisions made due to public safety, sanitation, etc., or issues affecting the integrity of organic agriculture, or issues pertaining to reasonable standards of conduct, such as: ****content or safety of the exhibit**, ****dress**, ****sexually explicit activity**, ****legality of the product or service**, ****any act deemed objectionable by the organizers** - using reasonable standards of discretion. Any dispute involving one or more of the above conditions may be resolved on-site by arbitration, which can include removing specific offending materials or removing the offending condition so that your booth can continue.

- LEGAL CONSIDERATION: by booking this space and paying your fee, you certify that no illegal activity will take place at your table(s). We also assume that you are exercising reasonable, diligent supervision of the individuals and/or materials present. Finally, it goes without saying that you agree to have read the whole 2019 Guelph Exhibitor Manual.

SPONSORSHIP, HOTELS, GROUND TRANSPORT, PROFILES, ATTENDANCE

- **SPONSORSHIP:** please see the Corporate Organic Sponsor Program/Sustaining Fund Info (included today, or available on request, or viewed on the Web Site). Note that the SILVER-GOLD-PLATINUM-EMERALD SPONSOR levels in this program include one Trade Show table + Dinner tickets + benefits... or a second table if a contiguous, 2-space grouping is available at the time that you book your space. Booking a Main Level double-space for 2019 is virtually impossible as of July, 2018. Tell us now, so we can put this request on the 2020 waiting list. Most major sponsors commit in early May of the year preceding the Conference, based on our annual advance mailing. Thus, all the (primary) Main Level space is assigned at that time. The Basement Level might have a few double spaces available at the regular booth price. Double spaces not available in Daily Grind.
- **BOOKING GUELPH HOTELS / B&B's, SHUTTLES:** the local list is continually updated at the Web Site <www.guelphorganicconf.ca>. Note that you should get a price verification when booking your hotel room. When booking: the Days Inn, Delta or Holiday Inn, please request the Organic Conference preferred rate. Indicate that you are paying with your own credit card. The Red Car ground shuttle company provides an efficient service, running to/from Toronto Pearson Airport or Hamilton Airport to your Guelph hotel or B & B. Check with <rez@redcarservice.com> because rates are subject to change. To reserve, call: (519) 824-9344 or book using Web Site: www.redcarservice.com - Red Car Shuttle has a special ORGANIC CONFERENCE log-in code - PASSWORD - ORGANICS2019
- **RESTAURANTS, INFORMATION, YOUR INFO BULLETINS & UPDATES:** several local venues are listed as organic food providers during the Conference. Some corporate groups stage socials and special meetings at these outlets. Check <www.guelphorganicconf.ca> for updates. Send event announcements and bulletins to Mgr. <organix@auracom.com>

ATTENDEE PROFILE, GUEST VIEWING TIMES, PROJECTIONS

- **ATTENDANCE:** the Canadian organic marketing sector is diverse - made up of all of the following: the production & processing side, the marketing side, the regulatory side, the research & development side and the consumer/retail side. You may encounter Trade Show attendees who represent all of these distinct streams & categories:

**certified organic growers	**transitional organic growers	**co-operative marketers
**organic & natural retailers	**organic processors	**consultants
**commercial market gardeners	**backyard organic gardeners	**truckers
**supermarket buyers	**foodservice buyers	**Web marketers
**organic product consumers	**interested students	**farm technology sellers
**mainstream & organic media	**University teaching professionals	**organic trade groups

Guest traffic will often start up for the Saturday Trade Show (January 26th) surprisingly early (8.00 a.m. U.C. Main Level, or 8.30 a.m. Basement). Vendors should be set up no later than 8.30 a.m. so you don't miss the early Saturday workshop-going crowd. Sunday (more relaxed), guests tend to arrive by 8.45-9.30 a.m. In addition to the large crowd of workshop guests + exhibitor/booth staff, there's a robust contingent of local guests and browsers attending the free Trade Show. Mountain Gems offers free organic coffee samples (+ sales of 1-lb. bags) on the Mezzanine Level for all of Saturday-Sunday. For the January 2018 Conference, the attendance estimate was about 1800-1900 based on several calculations.

Projected, for JANUARY, 2019 - 4-day attendance: 1800+ people ! Be ready for it !

Guelph Organic Trade Show • Jan. 26-27, 2019

Guelph Exhibitors • Terms & Conditions

• Trade Show runs for 2 days in the Guelph University Centre • <www.guelphorganicconf.ca>

NOTE: Trade Show participants - this event is run by Organic Food Conferences Canada, whose board of directors shall be the final decision body approving your 2019 exhibit. Each & every application is considered on its own merits. See disclaimer at the bottom of this document concerning input product usage.

June, 2018 - We are continually asked “who exactly exhibits in this Trade Show?” Response: this Terms & Conditions document is the guide. Goal: to present a consistent image to the consuming public, to federal organic regulators, to organic food producers & processors, to the media and to others. The COR - the Canada Organic Régime came into force as of July 2009, with a 2-year phase-in 'Stream of Commerce' ending July, 2011, so all transition time has expired. This Conference seeks to represent organics fairly, clearly, legally. Below are our explanations - please follow these guidelines to help us communicate a consistent message.

COMPLIANCE TO THE CANADA ORGANIC PRODUCTS REGULATION IS REQUESTED FROM ALL PARTICIPANTS. CAN YOUR PRODUCT(S) COMPLY WITH THE FOLLOWING ?

All exhibitors selling 'organic food products' in this Trade Show are expected to use certified organic production (and processing) for their product lines. This is our goal: to have 100% of the food products in this Expo as "CERTIFIED ORGANIC" ! However, multiple other category variations exist within farming, processing, commodity & specialty sectors.

- **Effective date - today, with your application:** these terms apply to all exhibitor applications received for Expo 2019. All Trade Show participants must comply without compromise.
- **Products:** all products claiming to be 'organic' must be certified BY A CFIA ACCREDITED CERTIFIER or recognized under an organic trade arrangement with a foreign competent authority under the Organic Products Regulations, 2009. Processed product(s) must be certified and the certifier's name or applicable seal must be visible." Please submit your current, valid certificate(s) for those products displayed, with your Expo booth application.
- **Exemption/allowance:** if your product is not now certified, or if not certifiable in its current form, we reserve the right to refuse your application. Approvals, however, may be made on a case-by-case basis. In the event you are approved to exhibit in the Trade Show under conditional status (transitional products or otherwise), you must display clear, explanatory signage at your booth. For instance: “this product is not currently certified organic, though we have applied for certification with Certifier X (with certification pending). Or XX % of the raw ingredients used in this product are certified.” Anticipated certification date: ____
- **Agricultural/farm inputs:** 'input products & substances' used in certified organic farm production must be in accordance with the "Permitted Substances List" (PSL) as referenced by the Canada Organic Product Regulation. Your product or substance must be approved according to the PSL and approved by an accredited organic certifier with your applicable certificate or the certifier attestation/approval letter visible/available. To grow Canadian organic crops, your product must be approved to the PSL. If your product is directly approved by an accredited certification body for use in Canada, a copy of your certificate will verify that fact.
- **Ag inputs which are non-registered, non-certified or non-compliant to Canada's PSL:** these

are excluded from the Trade Show. They pose a liability risk to you (and to us) if they void a grower's certification causing loss of organic status for fields, the farm or products. Testimonials from non-accredited consulting bodies are not accepted without documentation. Organic Food Conferences Canada shall not be liable for your use of these products.

- **Seeds:** seed producers, handlers or vendors must either be currently selling certified organic seeds; or, must be certified as a trading enterprise (seed cleaner, etc.).

Small seed grower-packer-vendors: low cost organic certification is available through one or more certifiers. All seed vendors currently in the Trade Show are certified.

- **Natural health products:** these products must be certified to the USDA-National Organic Program (known as the NOP) - and/or to the European Organic Regulations.
- **Other categories making organic or 'industry standard' claims:** the Committee welcomes other significant and/or novel commodity categories which may currently function outside Canada's organic regulation, such as pet food, textiles, cotton, cosmetics, soaps, retailers, restaurants, bamboo, furniture, etc. Though not yet included in the scope of the current Canadian organic régime, they may be covered by a private program such as a Global Organic Textile Standard, Cosmetic Standard, LEED-certified, Sweatshop-Free, or others. We will consider your product if you are following an INDUSTRY BEST PRACTICE. If you have what you feel is a valid 3rd party approval document, or can provide other data, please submit this when applying. Approval to exhibit will proceed on a case-by-case basis, overseen by our board-authorized scrutineers, which we call: the "Certification Oversight Sub-Committee."
- **Trade associations, services, groups, movements, product categories, methodologies, belief systems - without 'organic' in their title:** annually we get applications from groups with no visible link to the organic business. If you want to be in the 2019 Organic Trade Show, send a statement now confirming your relationship to organic foods, organic farming, organic processing, etc. For instance: "as an educational body, we support organic food promotion as a way to enhance human nutrition..." or "our work supports sustainable food production."
- **Fair trade:** must also be certified organic or show a clear time line for certification.

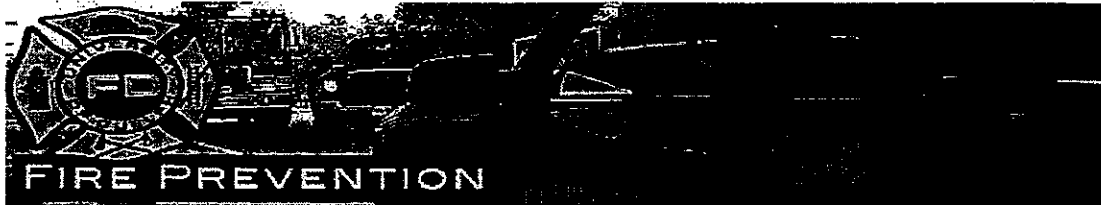
Disclaimer: Suppliers of agricultural products and/or services sold/promoted at this Conference should advise buyers that these may not be suitable for that specific organic operation. Likewise, users & purchasers must verify all information with the supplier and should always seek competent veterinary or agronomic advice before using these products/services. As always, the onus is on the purchaser/user to verify compliance of the specific product/service with their accredited organic certification body prior to use, failing which the Conference cannot be held liable.

Your written comments/concerns on any of the above will go to the Certification Oversight Sub-Committee for review. We have sincerely tried to cover every eventuality but you may be a SPECIAL CASE, organically speaking... so please tell us about it, with full details. Organically yours !

Tomás Nimmo - Manager

2019 Guelph Organic Conference & Trade Show • (705) 444-0923 • organix@auracom.com

• 2010 Guelph Organic Expo •
INFORMATION SHEETS PROVIDED BY FIRE MARSHAL TO GUIDE YOUR BOOTH SETUP



Fire Safety Requirements for Special Events

Instructions for Indoor Events on Campus:

When a building is used for trade shows, fairs or display centres; additional hazards are created which were not originally planned for in the design of the building. These added hazards may include:

1. Increase in fuel load for the building ie: boxes, displays, materials, tables
2. Increased occupant load
3. Highly combustible display materials
4. Decrease in direct access to exits
5. Decrease in visibility of emergency equipment

For these reasons you are required to adhere to the following safety requirements.

1. Fax **Special Events Form (attached)** to the University Fire Division at _____ at least **7 working days in advanced.** a brief description of the event.

✓ SUBMITTED BY ORGANIC EXPO MGR. ON BEHALF OF EXHIBITORS

2. Assign an on-site contact person, and an alternative to call extension 2000 in case of emergency. Provide the University Fire Division with the on site contact names and numbers, if different from above.
3. Make sure all exits, and any access to exits (hallways, aisles) are maintained clear and unobstructed throughout the event.
4. Do not exceed the maximum allowable occupant load for the area..
5. Decorations shall be either non-combustible or treated with fire-retardant solution and must meet CAN/ULC-S109 standard "Flame tests of Flame-Resistant Fabrics and Films." If the fabric can pass the NFPA 705 "Recommended Practice for a Field Flame Test for Textiles and Films" the fabric will be deemed to be in compliance with CAN/ULC 109

• 2010 Guelph Organic Expo •
INFORMATION SHEETS PROVIDED BY FIRE MARSHAL TO GUIDE YOUR BOOTH SETUP

6. Decorations, booths or exhibits shall not obstruct exits or fire protection equipment such as: extinguishers, hoses, exit lights, emergency lights, pull stations and emergency phones.
7. No smoke or fog machines are allowed within any building.
8. No open flames such as candles are permitted.
9. No form of cooking equipment is permitted indoors unless in an approved kitchen area.

• FIRE-PROOFING YOUR BOOTH MATERIALS - READ CAREFULLY •

The following information is from the NFPA 705- Recommended Practice for a Field Flame Test for Textiles and Films

4.1* Materials.

4.1.1 Specimens should be samples removed from the existing material.

4.1.2 Specimens should be dry and should be a minimum of 12.7 mm x 101.6 mm.

4.2 Open Flame. The fire exposure should be from a common wood kitchen match or source with equivalent flame properties.

4.2.1 The flame should be applied for 12 seconds.

4.3* Method.

4.3.1 The test should be performed in a draft-free and safe location free of other combustibles.

4.3.2 The sample should be suspended with the long axis vertical, the flame supplied to the center of the bottom edge, and the bottom edge 12.7 mm above the bottom of the flame.

4.3.3 After 12 seconds of exposure, the match is to be removed gently away from the sample.

4.4 Requirements. During the exposure, flaming should not spread over the complete length of the sample or, in the case of larger samples, in excess of 101.6 mm from the bottom of the sample.

4.4.1 There should be not more than 2 seconds of after flame.

4.4.2 Materials that break or drip flaming particles should be rejected if the materials continue to burn after they reach the floor.