

MAC Expo 24 Rules and Regulations

It is understood that the following points are accepted as part of the contract between the organizers of the MAC Expo, and hereafter referred to as either "Organizers" or "MAC Expo MANAGEMENT", and those who purchase exhibit space at the MAC Expo 2024 (hereafter referred to as the "Vendor"). MAC Expo MANAGEMENT shall have the authority to interpret and enforce these rules. All matters not covered by these rules are subject to the sole decision of MAC Expo MANAGEMENT. All decisions so made shall be as binding on all parties as the original rules. The Vendor or its designated representative is responsible for familiarizing itself with all rules and regulations. The Vendor or its representative who fails to observe these conditions or the terms of the contract may be excluded from the Bazaar without refund.

General Terms and Conditions

MAC Expo MANAGEMENT reserves the right to take the following actions at any time prior to or during the Exhibition and at its sole discretion:

- . (1) Decline to provide space to a Vendor whose exhibition material(s) and/or content are objectionable to MAC Expo MANAGEMENT and/or rules and regulations;
- . (2) Prohibit any exhibit, or part thereof, which violates this Agreement or is, in any other way, not suitable for, or in keeping with, the character and spirit of the Bazaar;
- . (3) Close any exhibit which is found to be too loud, disrespectful, disruptive and/or disturbs other exhibits because of, among other things, material, content or method of operation or which exhibit violates this Agreement; and/or
- . (4) Prohibit any Vendor found in breach of this Agreement from partaking in any upcoming MAC Expo MANAGEMENT events. Ensure that products or services showcased, whether in physical, printed, or audiovisual formats, adhere to the Islamic standards endorsed by MAC Expo MANAGEMENT. It is mandatory for Vendors and their personnel to uphold Islamic principles of conduct and ethics in their interactions with customers and business solicitations.
- . (5) MAC Expo MANAGEMENT is not responsible for the amount of sale /Revenue vendor achieves during the bazaar. We advise all vendors to be creative in their presentations, and use their social media handles to advertise their presence at MAC expo, use attracting techniques to attract customers and to sell their products that they believe will have a high demand.

Amendments

MAC Expo MANAGEMENT may amend these rules and regulations at any time, and all amendments made shall be binding on Vendors equally with the original rules and regulations.

Disputes and Dispute Resolutions Policy

Any requests and/or disputes with respect to these Bazaar Rules and Regulations must be made to the "Bazaar Co-coordinator(s)". The Bazaar Co-coordinator will then attempt to address your request or resolve your dispute subject to interpretation and decision as described above. If the Bazaar Co-coordinator is unable to successfully address your request or resolve your dispute, then you must communicate your request or dispute to MAC Expo MANAGEMENT in writing.

All written communications should be sent to bazaar@macconvention.ca. MAC EXPO MANAGEMENT will only respond to written communications made to the immediately aforementioned e-mail address.

Failure to Hold the MAC Convention

MAC EXPO MANAGEMENT may terminate the Vendor's contract when MAC EXPO MANAGEMENT believes that:

(a) the premises in which the Bazaar is or is to be conducted has become unfit for occupancy, or

(b) The holding of MAC CONVENTION under the contract is substantially or materially prevented or interfered with by a cause or causes not reasonably within MAC EXPO MANAGEMENT control.

MAC EXPO MANAGEMENT is not responsible for delays, damage, loss, increased costs or other unfavorable conditions that arise as a result of such termination. Furthermore, in the event of such termination, MAC EXPO MANAGEMENT may retain such part of Vendor's rental as shall be required to recompense it for expenses incurred up to the time of such termination or incident to such termination, with no liability for either party to the contract. The Vendor waives all claims for damages or recovery of payments made except for the return of the pro-rated amount paid for exhibit space less expenses incurred by MAC EXPO MANAGEMENT.

The above phrase "a cause or causes not reasonably within MAC EXPO MANAGEMENT control" includes but is not limited to: fire; casualty; flood; epidemic; threat of terrorist attack; earthquake; explosion; accident; blockage; embargo; inclement weather; act of public enemy; riot or civil disturbance; strike, lockout, boycott or other labor disturbance; inability to secure necessary labor; technical or personnel failure; lack of or impaired transportation facilities; inability to obtain, condemnation, requisition or commandeering of necessary supplies or equipment or services; orders or restraints imposed by civil defense, military or other types of governmental authorities; or acts of God.

Liability and Insurance

MAC EXPO MANAGEMENT, the MTCC and their officers, directors, agents, employees or representatives (hereafter referred to as the indemnities) shall not be responsible for any injury, loss or damage that may occur to the Vendor, or to the Vendor's employees or property, prior, during or subsequent to the period covered by the Bazaar contract. The Vendor, on signing this contract, expressly releases the indemnities from, and agrees to indemnify against, any and all claims for such loss, damage or injury. The Vendor also agrees to indemnify the indemnities from any and all liability, costs or damages arising out of or relating to acts or omissions of the Vendor, its agents, its volunteers or employees. Vendors desiring to carry insurance on their exhibits will place it at their own expense. Vendors desiring special security precautions should arrange for private guard service, if desired, or should make arrangements to have locked facilities available in their booth for the storage of display materials or products. In no event shall MAC EXPO MANAGEMENT or any of its officers, directors, agents, volunteers or employees be liable to exhibitors for any amount beyond the booth rental fee actually paid by the exhibitor to MAC with respect to which or in connection with which liability is asserted for any indirect, incidental, consequential or other damages (including but not limited to claims for lost profits) arising out of or relating to a MAC event, the rental of booth space, the conduct of MAC EXPO MANAGEMENT, any breach of contract, or any other act, omission or occurrence.

The Vendor understands that neither MAC nor MTCC maintain insurance covering the exhibitor's property; it is the sole responsibility of the Exhibitor to obtain such insurance.

Use of the 'Muslim Association of Canada' Name

The use or display in any manner or medium of the Muslim Association of Canada's name, logo, acronym (MAC), marks or copyrighted materials is not permitted, and no reference, implication or use of such MAC name, logo, acronym, marks or copyrighted materials may be made to claim or imply MAC endorsement, affiliation or approval of any product, service or program without the express, prior, written consent of MAC.

Pirated or copyright infringing materials

No distribution and/or sale of ANY pirated or copyright infringing materials will be tolerated. This is non-Islamic and against the law of the land. If an individual or Vendor is caught participating in the above mentioned activities, the illegal material will be immediately confiscated by MAC EXPO MANAGEMENT and the incident may be reported to the appropriate authorities. The Vendor and/or the Vendor's organization may also be charged for copyright infringements under the Criminal Code of Canada. To clarify, the pirated or copyright infringing merchandise will be confiscated at the expense of the Vendor and no refund will be granted for any monies paid, invested or donated towards the MAC Convention. MAC EXPO MANAGEMENT reserves the right to evict any and all Vendors from the Bazaar when such Vendors are in the possession of copyright infringing materials.

Noise and Offensive Odors

Vendors will take every reasonable precaution to minimize the noise and/or offensive odors of operating exhibits. Each exhibit will be operated in a dignified manner so as not to constitute an annoyance to adjoining Vendors. Due to the proximity of the bazaar to the prayer area, and the fact the prayer area and the bazaar are only separated by a curtain, all Vendors are expected to minimize noise level during the time of prayers. MAC EXPO MANAGEMENT shall have the sole authority in determining the application of this regulation. Audio, video and multimedia

equipment will be monitored by MAC EXPO MANAGEMENT to maintain and ensure that a comfortable sound level is maintained.

Shipping Insurance

Vendors are recommended to obtain insurance policies covering the transporting of their booth materials, equipment, or both from their home base to the MAC Convention and return. Vendors should also have public liability and property damage insurance, including products liability.

Damage of Property

Vendors are liable for any damage caused to exhibition building, floors, walls, columns, standard booth equipment or other Vendors' property. Vendors may not apply paint, lacquer, adhesive or any other coating to building columns and floors, or to standard booth equipment.

Official Contractors

In the best interest of the exhibitors, MAC EXPO MANAGEMENT has appointed a Bazaar manager and various official service contractors, the latter for such services as cartage, handling of exhibits, furniture, booth decorations, skilled labor or any other service deemed necessary. Pricing and order forms for such will be provided upon completion of your booth purchase.

Vendor Appointed Contractors

MAC Convention Vendors utilizing the services of any contractor other than those appointed by MAC EXPO MANAGEMENT must obtain permission from MAC EXPO MANAGEMENT. These companies include, but are not limited to, any installation and dismantling company, sound and lighting firms, production or promotion firms, or any person or firm providing direct services to the Vendors. Permission to use a Vendor appointed contractor cannot be given for utilities or material handling services. In addition, Vendor appointed contractors are required to provide a Certificate of Liability Insurance with minimum liability coverage of \$1 million.

Registration and Admission

Admission to MAC Convention will be by official wristband (or other mark or emblem) obtained upon registration, entitling the wearer to attendance in accordance with admission policies. **The wristband is not transferable.** MAC EXPO MANAGEMENT shall have sole authority over admission policies at all times. After opening day, Vendors will be permitted to enter the Bazaar area 60 minutes before the scheduled opening time. If for any reason a properly badged Vendor or representative desires to enter the exhibit area in advance of the prescribed time, or after closing hours, **a written request** specifying the reason and giving all names of persons who will enter the bazaar area in accordance with such request shall be presented to MAC EXPO MANAGEMENT for approval. Vendors receiving approval will be required to have an official security representative escort the group to the designated booth. All costs associated with admission during non-official hours, including but not limited to security, will be the responsibility of the Vendor. MAC EXPO MANAGEMENT reserves the right to refuse admission or eject from the MAC Convention any person **whose conduct is deemed by MAC EXPO MANAGEMENT to be disorderly or unbecoming.**

Age Requirements

In the interest of safety and injury prevention, no one under 16 years of age (infants included) will be permitted on the bazaar floor during move-in, the duration of the bazaar hours and move-out. MAC EXPO MANAGEMENT reserves the right to require proof of age prior to admission to the MAC Convention.

Booth Attendants

All exhibits must be staffed by at least one attendant during ALL bazaar hours, unless otherwise agreed to in writing with MAC EXPO MANAGEMENT.

Early Dismantling

Dismantling or removing an exhibit or materials before the official closing of the show is prohibited (due to safety reasons). MAC EXPO MANAGEMENT and the official show contractor are responsible for maintaining all in--and--out traffic schedules at the bazaar site and handling the move-in and move-out of all exhibitors' materials and equipment. MAC EXPO MANAGEMENT and the official show contractor will also maintain control and have priority at the loading areas at all times. Failure to comply may result in the Vendor at fault being barred from future MAC events.

Relocation of Exhibits

MAC EXPO MANAGEMENT reserves the right to alter locations of bazaar booths as shown on the official floor plan, if deemed advisable and in MAC EXPO MANAGEMENT's best interests.

Space Restrictions

Aisles and other spaces in MTCC Centre not leased to Vendors shall be under the control of MAC EXPO MANAGEMENT. All displays, interviews, conferences, distribution of literature, lectures, audience seating/standing and the transactions of business of any nature shall be made **WITHIN** the space contracted. Temporary booth personnel and costumed personnel shall be restricted to the same aforementioned rules as authorized Vendor personnel. Location of demonstrations, presentations and samplings must be close enough within the booth so that crowds that gather are contained within the limits of the booth. Spectators are not permitted to stand in the aisle to watch such demonstrations. If a demonstration results in spectators in the aisle or in neighboring booths, MAC EXPO MANAGEMENT may request modification or elimination of the presentation. Vendors are urged to immediately report violations of this rule to the Bazaar manager.

Soliciting/Demonstrating

Exhibits must be confined to the exact space allocated. Circulars, publications, advertising matter and all kinds of promotional giveaways must be distributed only within booth spaces. Nothing can be posted on, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture. Signs, rails, etc., will not be permitted to intrude into or over aisles. Canvassing, exhibiting or distributing advertising matter outside the designated exhibit area is prohibited. Solicitations and demonstrations made by a Vendor must be confined to the Vendor's own booth. Distribution of the Vendor's printed advertisements must be done within the Vendor's own space. Persons who are not Vendors are prohibited from any detailing, exhibiting or soliciting within MTCC. No exhibits, displays or advertising material of any kind will be allowed in MTCC rooms or hallways unless approved by MAC EXPO MANAGEMENT. Failure to comply with this regulation WILL result in dismissal from the bazaar

hall.

Access for Persons with Disabilities

MAC EXPO MANAGEMENT works to provide an accessible convention for all attendees with disabilities and believes that persons with disabilities should be given the opportunity to participate and interact to the fullest extent possible. MAC EXPO MANAGEMENT encourages you as a prospective Vendor, to make your booth accessible to people with disabilities.

Food and Beverage

No outside food or beverage may be brought into the MTCC by exhibitors without written approval from the MAC.

If you wish to distribute sample beverages and/or food items as part of your exhibit activity, an authorization request must be submitted along with proof of standard liability insurance. The Outside F&B Authorization form and requirements will be included in the exhibitor manual.

Projection of Pictures

Showing of projected pictures (motion pictures, slides, transparencies, opaque materials, etc.) will be permitted only within the confines of the Vendor's booth. Vendors shall be required to provide adequate viewing space EXCLUSIVE OF AISLE SPACE for all motion pictures or slide presentations. Audio, video and multimedia equipment will be monitored by MAC EXPO MANAGEMENT to maintain and ensure that a comfortable sound level is maintained.

Photography

Photographing booths are limited to candid shots only. Vendors and photographers shall not disrupt visitor traffic by clearing booths or aisles for photography during convention hours.

Booth Units, Identification, Draperies

The assigned space (10' by 10' booth) includes the following items:

- Pipe and Drape (2 x 3ft high side walls, 1 x 8ft high back wall – note that corner booths will have only one side wall;
- One 6' table;
- Two chairs;

Each booth rental also includes the following items:

- Two booth staff passes (names must be provided to event organizers in advance); - For

Extra Passes, Please email: bazaar@macconvention.ca.

Booths are identified by placing the assigned booth number or numbers on the table. Color of the drapes will be determined by MAC EXPO MANAGEMENT.

Fire, Safety and Health

The Vendor agrees to accept full responsibility for compliance with local, city and provincial/state fire, safety and health ordinances regarding the installation and operation of equipment or otherwise relating to the exhibitor or his/her booth. Furthermore, all exhibit materials and equipment must be located within the booth and protected by safety guards and devices where necessary to prevent personal accident or injury to spectators or to other exhibitors.

Balloons

No balloons of any size or type will be permitted for display purposes in the MTCC Centre.

Animals

No live animals of any size will be permitted in the MTCC Centre. This does not include service animals for people with disabilities.

Hazards and Firearms

Equipment with sharp or protruding edges posing a potential danger to attendees and/or Vendor personnel at whatever level must have protective covering and/or be flagged. No firearms of any nature may be brought into the MTCC Centre.

Fumes and Gasoline Engines

Motorized vehicles may not be operated within the bazaar halls without prior written approval of MAC EXPO MANAGEMENT. Fireworks or incendiary devices, fuel tanks, heating appliances are strictly prohibited.

Unauthorized Fundraising

Unauthorized fund-raising or soliciting is NOT permitted in the Bazaar or any other areas of the convention.

Hours of exhibition

Vendors are permitted to conduct business in the bazaar area solely in accordance with the schedule provided by MAC.

MOVE IN TIMES

Instructions on the timing of setting up the booth will be provided to you at a later time.

All vendors must have departed the Exhibition before 10:59 pm on Monday May 20, 2024 otherwise they will be charged with late rental fees. A \$500 pre-authorization will be charged to each vendor by MAC to accommodate late fees and charges for late move-out, damages or missing equipment.

IF A VENDOR FAILS TO SHOW UP BY SATURDAY **May 18**, AT 11:00 AM, THEY LOSE THE RIGHT TO THEIR BOOTH SPACE AND NO REFUND WILL BE PROCESSED.

Cancellation Policy

Cancellation of individual booth reservations prior to April 17, 2024 is subject to a \$300 cancellation fee per booth and \$1000 per cancellation of sponsorship/marketing packages. No refunds due to exhibit space cancellation will be granted on or after April 17, 2024. The Vendor will be obligated to pay the total rental cost of the exhibit space. Vendors who fail to occupy their exhibit space by the close of the exhibition "MOVE IN TIME" (as discussed in two sections above) will forfeit the space. No refunds will be issued under these circumstances. NO REFUNDS WILL BE GRANTED once the event has commenced. All cancellation requests made prior to April 17, 2024 must be made in writing. You may transfer your booth to another vendor with the approval of MAC EXPO MANAGEMENT; all such requests must also be made in writing. All written requests can be sent via email to bazaar@macconvention.ca.

The Exhibitor's registration and payment for a booth rental at the MAC CONVENTION will ACKNOWLEDGE that they have read and understood these rules and regulations relating to an Vendor booth rental at the MAC Convention, and that they agree to abide by its terms and conditions.

If a Vendor does not agree to abide by these rules and regulations, they should inform MAC EXPO MANAGEMENT on or before April 17, 2024, and MAC EXPO MANAGEMENT will then refund your booth rental payment in accordance with our booth cancellation policy.

Others

1. No guns, swords, or any other product that resembles a weapon of any type (as deemed by convention organizers) may be sold. We reserve the right to cease sale of products we deem threatening.
2. No collection of donations for events or organizations is permitted (applies to vendors in bazaar) unless given written permission by event organizers.
3. A booth may not be re-sold to another vendor. Doing so can result in both yourself and the other vendor being excused from the event, without any refund. Sharing of booths is permitted upon internal agreement between vendors upon registration.
4. Vendors are not permitted to claim empty booths without permission of bazaar coordinator or other convention organizer present on site. All requests are not guaranteed approval.
5. Parking passes must be obtained by contacting the Exhibitor Services Centre at MTCC directly via email at exhibitor-services@mtccc.com.

6. All vendors are required to comply with replenishment/ dock regulations. Vendors will be held accountable for any charges incurred due to non-compliance with these regulations.