

CanadaBlooms.com
March 13 – 22, 2020

FEATURE GARDEN FORMS 2020

Birds Of A Feather!



Please fill-out the attached forms and submit no later than dates indicated. All forms can also be found at www.canadablooms.com

Dear Feature Garden Builder:

Within this package you will find the following IMPORTANT forms, with their respective return dates. Note #1 - #4 have been received by you in a prior email.

PLEASE FILL-OUT ALL REQUIRED FORMS AND RETURN AS INDICATED

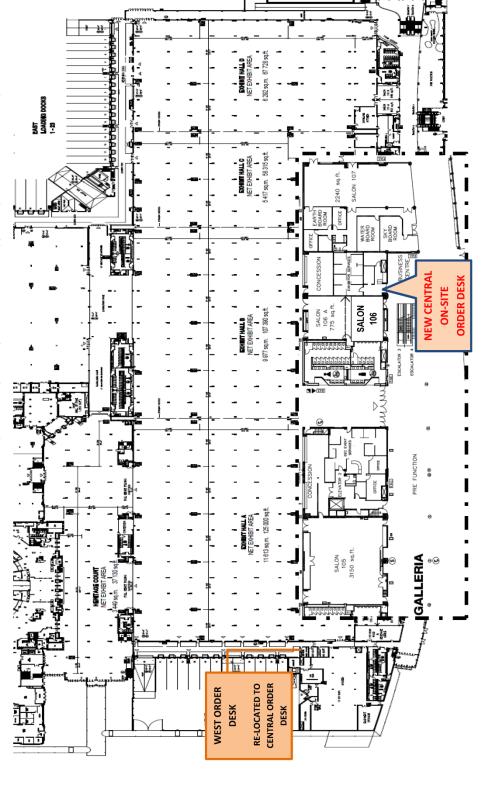
No.	Form Title	Return Date	Done	
1	Feature Garden Contract 2020	Immediately		
2	Letter of Intent (for Barcoded Tickets)	As you wish		
3	Final Design, Garden Name & Description	Immediately		
4	"How did the theme 'Birds of a Feather' inspire your design for CB 2020?" paragraph for website profile page	Immediately		
5	Plant Order	Jan 31, 2020		
6	Sand & Bark Order	Jan. 17, 2020		
7	Move In Forms Part 1 & 2	Jan. 24, 2020		
8	Exhibitor Safety	Jan. 24, 2020		
9	Material Delivery Form	Feb 14, 2020		
10	Feature Garden Sign Info	Feb. 14, 2020		
11	Exhibitors Insurance - proof of your own carrier's coverage	Feb. 14, 2020		
12	Health & Safety Rules You CANNOT Move in without this form	Feb 14, 2020		
13	Badge Order	Feb. 14, 2020		
14	Garden Tour Questionnaire	Feb. 14, 2020		
15	Plant Labels List	Feb. 14, 2020		
Stronco, Showtech & ECC Supplier forms can be downloaded at http://canadablooms.com/get-involved/become-an-exhibitor/ Print and fax orders as required, or fill out and pay on-line				
16	Showtech: Electrical, Mechanical, Lighting, Plumbing	Feb 20, 2020		
17	Enercare: Location Grid + Parking	Feb 24, 2020		
18	Brochure for Exhibitors, Security Tips, visit link above OR Log-on to Exhibition Place website at www.explace.on.ca. Click on the "Planning" tab on Home page and click "Exhibitor Services". Select your specific show and put your booth # in. Show Password is no longer required to order online.	Feb 24, 2020		

NEW CENTRAL ORDER DESK LOCATION

West Order desk has now been conveniently re-located to a central location.

The new on-site order desk is located beside Salon 106 and Exhibitor Support Center in the galleria by the escalator of Hall B, across from the Information desk.

Please call (416) 263 – 3064 for assistance between 8:00am – 5:00pm, Monday – Friday and an Exhibitor Support Representative will assist you.





FEATURE GARDEN CONTRACT 2020

COMPANY NAME	:		
CONTACT PERSO	N:		
ADDRESS:			
CITY/PROVINCE:		POSTAL CODE: _	
TELEPHONE:		FAX:	
CELL:		EMAIL:	
Feature Garden Spac	ce:	Square feet	
Value of Garden Spa	ce:		
Value of Cash Subsid	dy:		
Garden Number:			
	Please retu Can 7856, 5 th Line S	rn by fax or mail to: ada Blooms ., Milton, ON L9T 2X9 47-8655 Fax: 416-447-1567	
	OFFIC	EE USE ONLY	
Date received:	Acce	epted by:	Garden #:
Forms submitted:	Design \square	Move In \square	Badge Order \square
	Garden Description \square	Exhibitor Safety \square	Certificate of Insurance \Box
	Sand & Bark □	Plant Order □	Sign Info □

EXHIBIT RULES & REGULATIONS

- FESTIVAL MANAGEMENT The words "Festival Management' as used herein refers to CANADA BLOOMS, its employees and agents. The enforcement and interpretation of the following rules and regulations is the responsibility of Festival Management.
- SPACE The application for feature garden space, when duly signed by the exhibiting firm and Festival Management, shall constitute a valid contract between the parties.
- 3. USE OF SPACE AND RESTRICTIONS The space contracted is to be used solely by the Feature Garden Contractor whose name appears on the application. Festival Management reserves the right to restrict exhibits which because of noise, operation of equipment, creation of safety hazards or any other reason become objectionable or otherwise distract from neighbouring exhibits. No representation of the Feature Garden Contractor, his products or services may be carried on in the aisles, corridors, feature area or other designated common area of the facility. Any sponsors in the gardens must align with Canada Blooms Sponsorship Policy Guidelines and be approved in advance in writing by Canada Blooms.
- 4. MATERIALS HANDLING Dollies and other necessary equipment will be provided free of charge during the official move-in and move-out hours. Feature Garden Contractors must have their representatives on hand to supervise loading, placing of exhibit material, dismantling and reloading of exhibit materials.
- 5. SAFETY All Feature Garden Contractors must comply with Ontario Safety Standards while on this site. All provincial Safety Regulations and Safety Procedures are to be followed. During move-in and move-out all exhibitors are required to have and use the appropriate Personal Protective Equipment while on the event premises.
- 6. FIRE REGULATIONS All Feature Garden Contractors must comply with the Canada Blooms Safety Policy and local fire regulations. Only fireproof materials may be used in displays and wiring must conform to CSA or UL specifications. Fire exits and aisles must be kept clear at all times. The Feature Garden Contractor assumes all responsibility for ensuring that exhibits meet these standards.
- ELECTRICAL SAFETY CODE REQUIRMENTS All Feature Garden Contractors must comply with the Electrical Safety Code Requirements of Ontario Hydro. The Feature Garden Contractor assumes full responsibility for ensuring that exhibits meet these standards.
- 8. DAMAGE TO PROPERTY Feature Garden Contractors are liable for all damage caused by them to the exhibit facility, booth equipment or to other Feature Garden Contractors property and shall indemnify the Facility Management, Festival Management and/or Official Service Contractor against and hold them harmless from any complaints, suits or liabilities resulting from negligence of the Feature Garden Contractor in connection with the Feature Garden Contractor's use of exhibit space.
- 9. CARE OF BUILDINGS Painting, nailing or drilling of floors, walls, ceilings or any part of the building is not permitted. Feature Garden Contractors laying any floor covering must use an adhesive that will not damage the floor and is easily removed. No signs or any other articles are to be fastened to ceilings, walls, pipes or electrical fixtures.
- 10.SECURITY During show hours Festival Management will employ reputable guards on a 24-hour basis for the duration of the exhibition and will take reasonable precautions to safeguard Feature Garden Contractors' property. However, Festival Management assumes no liability for loss or damage, however caused, of goods, exhibits or other materials owned, rented or leased by the Feature Garden Contractor.

- 11. FEATURE GARDEN CONTRACTOR BADGES Feature Garden Contractor badges will be supplied by Festival Management for exhibit personnel. These must be worn at all times while in the show building and exhibit area and are required for entry to the festival. The number of badges supplied is based on garden size as listed in the Exhibitor's Kit.
- 12.FOOD AND/OR ALCOHOLIC BEVERAGES The preparation and/or serving of food or beverages of any kind without the written permission of Festival Management is prohibited. Serving of alcoholic beverages on the exhibit floor is prohibited.
- 13. LIABILITY AND INSURANCE Neither CANADA BLOOMS nor any of its officers, directors, employees or agents, nor the owners, employees or representatives of the exhibit facility will be responsible for any injury, loss or damage that may occur to the Feature Garden Contractor or the Feature this contract expressly releases the foregoing Association, individuals and firms from and agrees to indemnify same against any and all claims for such loss, damage or injury. Feature Garden Contractors desiring to carry insurance Garden Contractor's employees or property from any cause whatsoever prior, during or subsequent to the period covered by the exhibit contract. The Feature Garden Contractor upon signing on their exhibits will place it at their own expense.

The Licensee must provide adequate insurance coverage to cover license period. All Feature Garden Contractors must supply proof of insurance. Feature Garden Contractors are fully responsible for all activity that occurs as a result of their operations at Canada Blooms.

Feature Garden Contractors must have minimum insurance as follows:

\$2,000,000 Comprehensive General Liability Non-owned Automobile Liability Products and Completed Operations Cross Liability Clause Severability of Interest Clause Tenants Legal Liability Additional Insurance as Required

The insurance policy will also include:

Canada Blooms: The Flower and Garden Festival, Enercare Centre and BILD (Building Industry & Land Development) shall be additional insured on all policies with respect to liability arising from the operations of the named insured.

A copy of the insurance policy or certificate of insurance is required to be sent to the ECC and Canada Blooms two months prior to the event. The insurance policy will be held by both parties until an inspection of the premises is made after the event and applied, as required, at the discretion of the ECC in order to repair any damages caused by the Festival Management, their employees, servants, agents and/or Feature Garden Contractors during the license period.

- 14.REPACKAGING POLICY and SIGNAGE POLICY will be followed by garden builders.
- 15.GARDEN ASSIGNMENT Canada Blooms reserves the right when allocating space to Garden Builders to change and modify space as required by Show Management.
- 16.PAYMENT OF SUBSIDY If in the event a contractor is unable to fulfill their obligation to install an exhibit at Canada Blooms, makes any significant changes to their design without prior approval of Show Management or violates any written rules in this document, all subsidy money can be withheld or will be reimbursed to Canada Blooms, without exception.
- 17.RECOMMENDED PLANT AREA COVERAGE minimum of 30% for gardens 1,000 sq. ft. or less and 40% for gardens over 1,000 sq. ft.



LETTER OF INTENT BETWEEN THE CANADA BLOOMS HORTICULTURAL SOCIETY AND

The purpose of the Agreement is to set forth the general terms of a mutual agreement between Canada Blooms and This agreement reflects our understanding of the terms and conditions of the Canada Blooms advance admission tickets sales. It is Canada Blooms intention to produce a Festival that features flower and garden displays, co-located with a commercial marketplace, as well as the best gardening products and services of amateur and professional participants.
<u>Ticket Sales</u>
Canada Blooms shall provide (# of tickets – minimum 50) for Special Guest admission to Canada Blooms: The Flower and Garden Festival to be held from March 13 - 22, 2020 at the Enercare Centre, Exhibition Place. Tickets are available to select participants in Canada Blooms without advance charge and are to be distributed to your best customers. Upon redemption at Canada Blooms the tickets will be scanned and identified as belonging to your numbered allotment. Landscape Ontario members will be invoiced for the ticket numbers redeemed at the discounted price of \$12. Non-members will be invoiced at face value.
RETURN THIS FORM BY FAX TO: (416) 447-1567
Organization/Company:
Address:
Phone No.:Fax No.:
Name & Title of Company Representative:
Signature:
Canada Blooms Representative:
Ticket Numbers:
Date:
Received by:



SAND & BARK ORDER FORM Canada Blooms 2020

Company Name:	
Garden #:	Contact Person:
Email:	
	Form must be submitted by Friday, January 17, 2020
	Tonnes of Sand =
	Cu. Yds. of Mulch =

We recommend you use sand for building landscapes and mulch for planting beds.

Please calculate amounts carefully.

Excess materials will be removed at your cost.

Please return info/form to:

derrickhawley@canadablooms.com

OR

Fax: (416) 447-1567



MOVE-IN FORM - Part 1 - FEATURE GARDENS

Exhibitor Name:	Garden #
Contact Name:	
Shinner (if different company name):	
	City:
	Postal / Zip Code:
	Email:
,	Please return by fax
	(416) 447-1567
	or email to:
derrickh	awley@canadablooms.com
Please provide this information by Janua	ary 24, 2020
I will require a Loading Dock.	
I will not require a Loading Dock b	out will drive on the show floor.
Please specify type of vehicle to be	oe on the show floor
I will use my own equipment. (Ple	ease see the insurance section in the manual.)
I will require a forklift	

Please note:

- Time will be allotted on a first come basis.
- Your time will be automatically confirmed, unless we call to make other arrangements.



RETURN WITH PART 1, NO LATER THAN **JANUARY 24, 2020**

COMPANY NAME	GARDEN #
– No Entry or Exit of	vehicles from floor, construction allowed

DRIVE	ONTO	DRIVE ONTO FLOOR TIMES:	IMES:					SONSTI	RUCTK	ON SCF	CONSTRUCTION SCHEDULE TIMES:	TIMES	3:
	SAT	SUN	MON	TUES	WED	THUR		SAT	NNS	MON	TUES	WED	THUR
12AM							12AM						
1 AM							1 AM						
2 AM							2 AM						
3 AM							3 AM						
4 AM							4 AM						
5 AM							5 AM						
6 AM							6 AM						
7 AM							7 AM						
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9 AM							9 AM						
10AM							10AM						
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1 PM							1 PM						
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4 PM							4 PM						
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8 PM							8 PM		fts a				
MA 6							9 PM		vaila				
10PM							10PM		<u>able</u>				
11PM							11PM						



Exhibitor Safety

All "Exhibitors" are required to have and use the appropriate Personal Protective Equipment while on the event premises.

This venue falls under the Ontario Health and Safety Act. The Ministry of Labour has the right to close the show if polices are not adhered to.

Canada Blooms requires that everyone abide by Ontario Safety Standards while on this site. All provincial Safety Regulations and Safety Procedures are to be followed.

For all personnel involved in the setup and teardown of the show:

Hard hats, reflective vests and safety shoes/boots (green tag) are mandatory. Other personal protective equipment (gloves, safety glasses, hearing protection) should be worn as required.

Canada Blooms requires that you complete the Health & Safety Rules Forms below, sign them and return them to the Canada Blooms office by January 24th.

Fax (416) 447-1567 or Email derrickhawley@canadablooms.com



March 13-22, 2020

THE FLOWER & GARDEN FESTIVAL ENERCARE CENTRE, EXHIBITION PLACE, TORONTO

Health & Safety Rules

In compliance with the Occupational Health & Safety Act and Regulations, governed by the Province of Ontario all persons on the festival floor during move-in and move-out must wear their personal protective equipment including hardhats, safety goggles, vests, gloves and steel-toed shoes.

It is also the sole responsibility of each exhibitor to ensure that all on site staff and sub-contractors and representatives are familiar with this legislation and comply with the required regulations at all time while on site at the Enercare Centre.

These regulations will be enforced on site by festival management and representatives of the Ministry of Labour. Any fines or costs incurred due to the enforcement of the law will be at the sole expense of the exhibitor. Take time now to complete the

Worker/Supervisor Awareness training as required by the Ontario Ministry of Labour visit: https://www.labour.gov.on.ca/english/hs/training/

Appropriate protective footwear is required at all times during move-in and move-out.

All persons involved in move-in/-out must be properly dressed and equipped to work safely.

NO CHILDREN under 16 years of age are allowed on the festival floor during move-in and move-out.

Help us ensure a safe work environment!

It's the law!

In accordance with the Occupational Health & Safety Act, Canada Blooms requires that all reasonable procedures and precautions are taken to protect the health and ensure the safety of all persons involved in the production of their festival. A key objective is to prevent injury. Every possible measure must be taken and it is each exhibiting person's responsibility to provide a safe, healthy work environment. Exhibitors are mandated to review applicable section of the Occupational Health and Safety Act in order to fully understand the responsibilities as they apply to themselves, their workers and sub-contractors while at the festival. For information on the act visit: www.labour.gov.on.ca, and review the 'Workplace health and safety' section.

The festival floor, according to the Act or on site Safety Inspector, is designated as an 'industrial' environment which may involve the use of heavy equipment (forklifts, trucks, etc) and 'overhead acti around booths may be marked off with safety cones

vities' (light and sign hanging). The areas in and or caution tape. Only persons wearing hardhats, vests and safety shoes will be permitted into these areas until all work is completed.

As a Canada Blooms exhibitor, it is your responsibility to inform/contact all persons your will hire (staff, contractors, delivery personnel, set-up/tear down or sales staff designated to work on the show floor during move-in/out) that they must wear safety shoes, as well as any other protective equipment to ensure their personal safety.

YOUR ACKNOWLEGEMENT AND AGREEMENT ARE REQUIRED

It is important that you confirm receipt of this information and acknowledge that you have read, understand and will comply with the Occupational Health & Safety Act. By returning this form, you also confirm that your staff, all associated contractors and hired help will be informed and comply with the Act and Canada Blooms' safety initiatives and policies. After reading this document, sign and return both pages no later than February 14, 2020.

EXHIBITING COMPANY: $_{ ext{-}}$		
(PRINT) OWNER'S NAME	÷	
OWNER'S SIGNATURE: _	(I have authority to represent the exhibiting company listed above)	
DATE:		



March 13-22, 2020

THE FLOWER & GARDEN FESTIVAL ENERCARE CENTRE, EXHIBITION PLACE, TORONTO

EXHIBITING COMPANY:
(PRINT) OWNER'S NAME:
OWNER'S SIGNATURE:
(I have authority to represent the exhibiting company listed above)
DATE:

MOVE-IN WILL NOT BE PERMITTED WITHOUT RECEIPT OF THIS FORM FAX by February 14, 2020 to 416-447-1567 or EMAIL: info@canadablooms.com

Safety Rules	Initials
All workers who work at the festival (move-in, during the festival and/or move-out) will have received the Worker Awareness and/or Supervisor Awareness training as required by the Ontario Ministry of Labour (https://www.labour.gov.on.ca/english/hs/training/). Proof of training certificates/cards must be available on site and produced as required by Festival Management	
<u>Safety footwear</u> (Canadian Standards Act (CSA) approved/green patch steel-toe shoes or boots), <u>hard hats and vests</u> MUST BE worn at all times to gain access to the festival floor during move-in and move-out. No other footwear will be permitted.	
All exhibitors will ensure that all employees, contractors and representatives have access to and will wear the appropriate personal protective equipment required for all work activities including tool & equipment operation to ensure safety for all.	
All staff operating hand and/or power tools will wear appropriate personal protective equipment such as safety eyewear, hearing protection and gloves.	
In areas where overhead work is taking place or risk of head injury is possible, hardhats must be worn , and the area must be cordoned off with yellow caution tape and/or orange safety cones.	
Any employers who require that works work from heights' (over 3 metres) must comply with mandatory Fall Protection/Working from Heights training requirements as set out by the Ontario Ministry of Labour. Proof of training certificates/cards must be available on site and produced as required by Festival Management.	
Proper extension devices (i.e. ladders) must be used. Ladders must meet all safety requirements as set out by the OHSA and must be used only in accordance with manufacturer's instruction. We strongly discourage ladders 12' or higher and recommend contacting Showtech Power & Lighting for rental of a scissor lift. Items such as tables, chairs, boxes, etc. will not be used to lift a person.	
NO CHILDREN 16 years of age or younger will be allowed in the exhibit area during move-in/move-out.	
Keys must remain in vehicles that are left at the loading dock. Equipment belonging to Canada Blooms, all show contractors or any other authorized contactor on site can be operated <u>only</u> by an authorized operator from the organization. Proof of training or certification certificates/cards must be available on site and produced as required by Festival Management.	
All exhibitor staff, sub-contractors and representatives has received training to safely perform all work activities and tasks prior to move-in, festival days and move-out.	
Freight-free aisles and exits must be kept free of obstructions at all times.	
Early tear-down of exhibit booths causes a chain reaction of exhibitors eager to get home, and fills the aisles with packing boxes – CAUSING SAFETY HAZARDS . Please do not begin the tear-down process until the official festival closing announcement (5pm Sunday March 17).	
Material Safety Data Sheets (MSDS) must be submitted to the festival management prior to February 15, 2019. These documents must be on site with your at the booth for each WHMIS controlled chemical used at your booth, and all staff in contact with these chemicals are required have received the appropriate training and to wear appropriate personal protective equipment such as safety gloves and glasses.	
To keep dust to a minimum, exhibitors acknowledge there will be NO DRY STONE cutting on Enercare Centre premises only wet stone cutting is permitted and only in designated areas.	



Delivery Information

"[please fill in Exhibitor Name, Garden # & Cell #]"

Please ensure your GARDEN # AND COMPANY NAME is CLEARLY LABELLED on all deliveries, so we can provide effective service for you and your suppliers.

S	(1) Company	
O	Contact Name	
J.	Cell phone	
_ Æ	Date of Delivery	
Ω̈́	Time expected	
l l	Product	
<u> </u>	(2) Company	
, S	Contact Name	
0	Cell phone	
	Date of Delivery	
) (Time expected	
Delivery Companies	Product	
	(3) Company	
6	Contact Name	
9	Cell phone	
	Date of Delivery	
	Time expected	
	Product	
	(4) Company	
	Contact Name	
	Cell phone	
	Date of Delivery	
	Time expected	
	Product	
	(5) Company	
	Contact Name	
	Cell phone	
	Date of Delivery	
	Time expected	
	Product	
Top 2 priority shipments	(To be delivered immediately to your garden)	



Feature Garden Sign Form

Contact Info:	
Company Name	
Contact Name	
Email Address	
Information must	be entered as it will appear on the garden sign:
Garden #	
Garden Title	
Garden Theme (2 lines)	
Donations (names of companies from whom you have received products)	
Sponsor (only if spo	nsored):
Design by:	

Return via email to derrickhawley@canadablooms.com by Feb 14, 2020

Built by:



IMPORTANT- Please take care of immediately!

RE: CERTIFICATE OF LIABILITY INSURANCE

As you may know, as an exhibitor participating in a show, you must have adequate Liability Insurance with a **minimum \$2,000,000** limit to protect the Exhibitors, the attending public, the show organizer and yourself.

Our insurance policy does not extend coverage to any exhibits and requires you to submit a Certificate of Insurance upon receipt of the exhibitor's manual.

There are (2) ways to arrange the required Insurance:

OPTION #1: SINGLE EVENT INSURANCE CANADA BLOOMS has appointed exhibitorinsurance.com as the recommended Insurance contractor for exhibitors. Order directly online at www.exhibitorinsurance.com and scroll to CANADA BLOOMS 2019

OPTION #2: YOUR OWN INSURANCE □ Contact your own Insurance Company, request a certificate of Insurance with the following requirements below: □ Canada Blooms: The Toronto Flower & Garden Festival, The Enercare Centre, BILD – Building Industry and Land Development Association and The Garden Club of Toronto listed as additional insureds. □ Dates of the show: March 5-March 25, 2020 (includes move in and out dates) □ Comprehensive General Liability of \$2,000,000 □ Bodily Injury and Property Damage Liability subject to a maximum \$1,000 Deductible. □ Products and Completed Operations Liability □ Contingent Employers Liability □ Broad form Property Damage □ Cross Liability clause □ Severability of Interest Clause

Your understanding and compliance with this requirement, is greatly appreciated and we thank you for your effort in ensuring the well-being of everyone.



GARDEN TOUR QUESTIONNAIRE FOR GARDEN BUILDERS

Each year Canada Blooms offers guided tours. Our visitors want the inside scoop and only you, the feature garden builder/landscape designer, can tell us about your garden. We are only looking for a couple of sentences for each question, so it won't take much of your time. This process helps us make the garden tours a great experience for us all.

Return by February 14 via fax (416-447-1567) or email: info@canadablooms.com

1.	What is the inspiration behind the garden and how does it link to the theme of the festival (Theme for 2020 - Birds of a Feather).
2.	What is the highlight or special feature in your garden?
3.	What notable plant materials have you included?
4.	Highlight any eco-friendly aspects of your garden.
5.	If you were to put a retail dollar value on this garden, how much would it be? (How much would it cost to build your feature garden for a consumer?[Ballpark it])