

# FEATURE GARDEN BUILDER EXHIBITOR MANUAL 2020



*Birds Of A Feather!*



SUPPORTING  
**UNILOCK**  
DESIGNED TO CONNECT

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landscapeontario.com  
Growth for Life!



**MARCH 13-22, 2020**  
**ENERCARE CENTRE**

**VISIT**  
Canada Blooms & Enjoy



HOME SHOW



**1 Admission 2 Great Events!**

**CANADABLOOMS.COM**



**MARCH 13-22, 2020**

ENERCARE CENTRE, EXHIBITION PLACE  
<http://www.enercarecentre.com>

December 2019

Dear Feature Garden Exhibitor:

Welcome to the 24th annual Canada Blooms presented by Mark's Choice. Every year CANADA BLOOMS is a spectacular feast for the senses, and this year promises to be the biggest and best yet.

The theme for 2020 is "Birds of A Feather", celebrating both the joy of birds and the feeling of community and inclusion. Come show your creativity with this year's theme, design and build a garden that will captivate, charm and excite visitors and will encourage all of us to create something colourful, bright and unique.

Canada Blooms is a not-for-profit organization that has donated over \$10 million to not for profit and charitable organizations as well as community projects within the province of Ontario since its inception in 1997.

Important events:

1. **"Meeting and Tour of the Enercare Centre (ECC)"** – inspect the venue, hear updates, and review move-in procedures (Hall G). .  
**Presentation Theatre, January 9<sup>th</sup>, 10:00 am.**
2. **"Visit our forcing facility"**– inspect (and tag) your trees and shrubs that you have ordered in the forcing facility. **February 13<sup>th</sup>, 10:00 am to 1:00 pm** – map attached.

If you have any questions or concerns, please call or email me at 647-382-2474 or [derrickhawley@canadablooms.com](mailto:derrickhawley@canadablooms.com)

Yours truly,  
Derrick Hawley  
Horticultural Director

**Thursday, February 13, 2020**

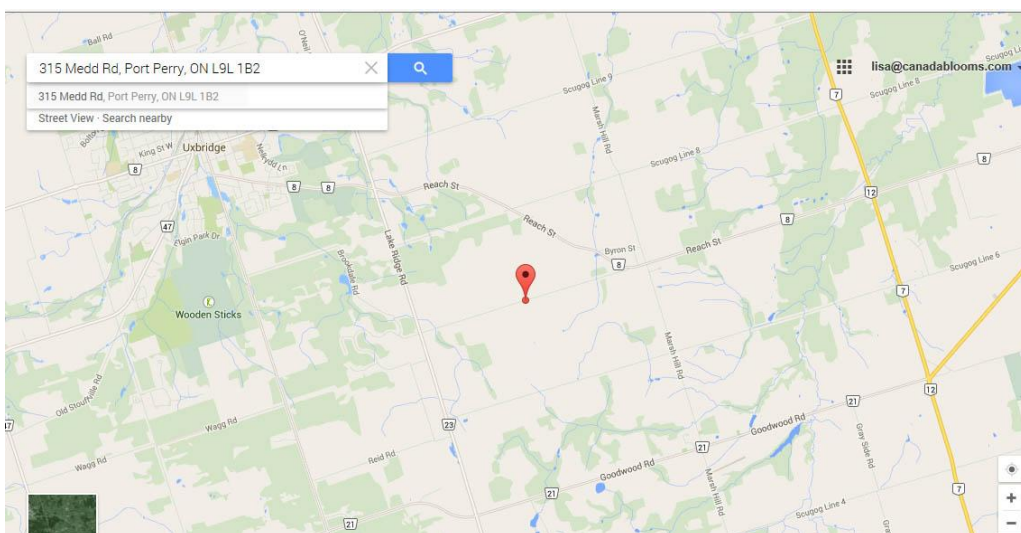
**10:00 am – 1:00pm**

Join us at Otter Greenhouses

315 Medd Road, Port Perry, L9L 1B2

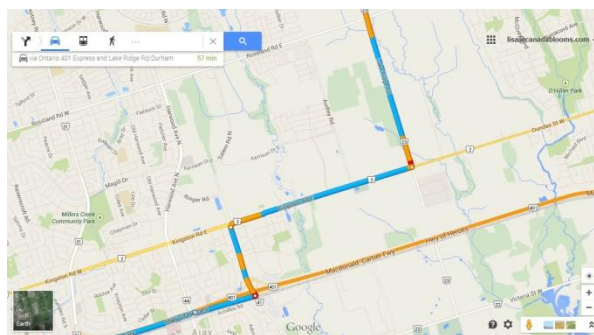
905-852-4187

For more info: [www.ottergreenhouses.com](http://www.ottergreenhouses.com)



Direction from Toronto Area:

401 East  
to Salem Road South (north)  
to Kingston Road/Durham Regional Hwy 2 (east)  
to Lake Ridge Road/Durham Regional  
Road 23 (Ajax) (north)  
to Medd Road (east)



Latitude: 44.0892°  
Longitude: -79.0563°

## **CANADA BLOOMS STAFF DIRECTORY**

**Canada Blooms Office:**                      **7856, 5<sup>th</sup> Line S., Milton, ON L9T 2X8**  
**[www.canadablooms.com](http://www.canadablooms.com)**                      **Tel: 416-447-8655**                      **Fax: 416-447-1567**

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Executive Director	Terry Caddo	<a href="mailto:terry.caddo@canadablooms.com">terry.caddo@canadablooms.com</a> ext: 7724
Festival Manager	Lisa Pascoe	<a href="mailto:lisapascoe@canadablooms.com">lisapascoe@canadablooms.com</a> ext: 7721
Horticultural Director	Derrick Hawley	<a href="mailto:derrickhawley@canadablooms.com">derrickhawley@canadablooms.com</a> ext. 7730
Operations Manager	Jeff Boettcher	<a href="mailto:operations@canadablooms.com">operations@canadablooms.com</a> ext. 7721
Marketplace Manager	Kelly Haney	<a href="mailto:marketplace@canadablooms.com">marketplace@canadablooms.com</a> 416-644-5461
Sponsorship Director	Kim Daniels-Omoto	<a href="mailto:sponsorship@canadablooms.com">sponsorship@canadablooms.com</a> ext. 7721
Horticulture Coordinator /Hort. Volunteer Coord.	Tanya Smith	<a href="mailto:bloomshortvolunteers@gmail.com">bloomshortvolunteers@gmail.com</a> 416-909-0633
Toronto Flower Show PM	Kelly Keates	<a href="mailto:bloomsflowershow@gmail.com">bloomsflowershow@gmail.com</a> 905-965-6090
Floral Director	Jennifer Harvey	<a href="mailto:jennifer@jenniferharvey.ca">jennifer@jenniferharvey.ca</a> 613-246-0802

### **Canada Blooms Board of Directors**

Lillian Taggart, Co-Chair	Garden Club of Toronto (GCT)
Lou Savoia, Co-Chair	Landscape Ontario (LO)
Charlie Bancheri– LO	Martha Huffman – GCT
Ellen Clark – GCT	Ken Morgan – LO
Lindsay Drake Nightingale – LO	Dyann Sheppard – GCT



December 2019

Feature Garden Builders  
Canada Blooms 2020

Canada Blooms is pleased to offer our feature garden builders the unique opportunity to invite your clients to visit you at the festival. With this Special Guest ticket program you can order 50+ tickets, hand them out to your best customers and you are only charged for those tickets that are actually used. These special tickets feature barcode technology which identifies the attendee as your guest and we will be able to track how many of your tickets are used during the festival. Never pay for tickets that aren't used again!

Landscape Ontario members will be invoiced following the festival at the reduced rate of \$12 per ticket used. Non-members will be invoiced at face value.

Simply complete the enclosed letter of intent (please see enclosed 'Forms'), return to us by fax and invite your best customers to the festival!

Note: tickets are available for pick up at the Canada Blooms office after December 1<sup>st</sup>, 2019.

Sincerely,

A handwritten signature in black ink that reads "Terry Caddo". The signature is fluid and cursive, with the first letters of each word being capitalized.

Terry Caddo  
General Manager

# CANADA BLOOMS BADGE INFORMATION

## **Feature Gardens**

Each garden will receive ten (10) badges if under 1000 sq ft and fifteen (15) badges if 1000+ sq ft. Badges can be picked up during move-in at the Exhibitors Badge Desk located in the Galleria, located between Hall A and Hall B entrances. Once the festival opens, badges will be available starting at 30 minutes before the festival begins until 1 hour before the festival closes each day. The charge for replacement badges is \$15.00 each, payable at the time of request.

## **Order Your Badges On-line**

This year each of you will be sent (via email) a link to our Badge provider, plus a personalized PIN number to access your file. Fill out the form with the name of people who will be staffing your garden during the festival. You may make changes to this list up to February 15, 2019. After that date, badges will be printed, and any additional badges (or name changes) will cost \$15.00 per badge.

Badges ordered at the festival will take two (2) hours to print. Badges should be ordered before 10 am at the Exhibitor Badge Desk. Visa and MasterCard are accepted as payment.

## **Registration and Festival Entry**

- All exhibitors must have a badge at all time to gain entry during the festival
- You do not require badges for admittance while CB is under construction (move-in/out)
- Badges are available at the Exhibitors Registration Desk located in the Galleria between Hall A and Hall B entrances.

- **It is the responsibility of the exhibitor to organize the pick-up & delivery of badges to their staff.**

Note: badges can be left in the garden builder's "envelope" (under garden builder's name) at the Exhibitor Registration for staff to pick up/drop off.

***Make sure your staff know the name of the primary Garden Builder's company name and booth number.***

# MOVE-IN PROCEDURES AT A GLANCE

***Please note that for the Do-Up -The-Doorsteps and Backsteps  
move-in starts on Monday 8am***

## **Medium-Large Feature Gardens ONLY**

### ***Material Delivery (large trucks; tri-axle or larger)***

Friday March 6<sup>th</sup>                      7am - 7pm      must be booked in advance via enclosed form

## **Move-In Dates & Times – Medium/Large Gardens**

Sat. Mar 7 <sup>th</sup>	7am – 12 midnight	Mon. Mar 9 <sup>th</sup>	6am – 8am
Sun. Mar 8 <sup>th</sup>	6am – 5pm		

## **Move-In Dates & Times – All Gardens**

Mon. Mar 9 <sup>th</sup>	8am – midnight	Wed. Mar 11 <sup>th</sup>	6am – midnight
Tues. Mar 10 <sup>th</sup>	6am – midnight	Thurs. Mar 12 <sup>th</sup>	6am – 8am

## **All construction of gardens must be completed by 8am on Thursday March 12<sup>th</sup>**

Between 8am and 1pm on Thursday you may water, primp and clean your exhibits. All tools, equipment and vehicles will be removed so the hall can be cleaned.

At 1pm the hall must be cleared by all exhibitors for garden judging.

**Note: Monday March 16<sup>th</sup> evening, after 8pm, has been designated “change over” day. All bulbs and plants that are not in top condition must be replaced at that time. Please budget and schedule accordingly.**

## **NEW Parking Passes & Dock Passes**

Parking at the Enercare Centre during move-in/out is complimentary, however you must obtain a parking pass from Enercare Parking to display on your dash, otherwise you will be subject to ticketing. **NO PARKING PASSES WILL BE SOLD AFTER MARCH 5<sup>TH</sup>**, you will have to pay regular day parking rates.

Included at the end of this manual (page 34) is a copy of the 2020 Canada Blooms Dock pass, this allows your trucks to bypass the National Home Show loading/unloading line. Please use one dock pass per vehicle. Remember that you are to unload/load as quickly as possible and move your vehicle to the parking lot to allow others to unload.

## Move-In Schedule

Please fill out the enclosed move-in schedule from (part I & II) and indicate whether or not you will require a tow motor.

## Access To the Loading Docks

### ***Note: We will be using the EAST Docks***

Access to the loading docks is located on the east side of the building off Manitoba Drive  
For more info see map on page 31 or this Manual.

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## Material Handling

Canada Blooms will provide union staff to unload all trucks, and transport materials to your garden. You may place materials inside or adjacent to your garden.

Pump carts and dollies will be available during move-in at no charge. **Please note that a driver's license or credit card may be required as security deposit.** Capacity of the forklifts are 5,000 and 8,000 lbs.

Exhibitors who wish to operate their own equipment must provide prior to the festival a copy of their Certificate of Safe Operation (in accordance with OHSA O. REG. 213/91, plus an insurance certificate showing a minimum of \$2 Million for 1) bodily injuring and property damage liability and 2) "All Risks" tenants' legal liability. In addition, all certificates should show as named insured the Enercare Centre, Canada Blooms and Building Industry and Land Development Association. Copies of certificates are to be sent to Canada Blooms by February 14, 2020.



# MOVE-OUT PROCEDURES AT A GLANCE

## Move-Out Dates

Move out begins at 8pm on Sunday, March 22, 2020 and ends at 6:00 pm Tuesday March 24, 2020. **PLEASE BE AWARE THAT FORKLIFTS WILL NOT BE AVAILABLE UNTIL MONDAY MORNING 8:00 AM.** The building is accessible on a 24 hr. basis. Please note that although access to the building is 24hrs vehicles only have access until midnight.

**All exhibits must be removed by 6:00 pm, Tuesday March 24, 2020**

## Dismantling Gardens

No exhibitor will be permitted to dismantle any portion of the garden, pack cartons, or to abandon their display prior to the official closing (**5pm** Sunday March 22). Failure to comply with this regulation will result in the barring of the exhibitor from participation at future exhibitions conducted by Canada Blooms.

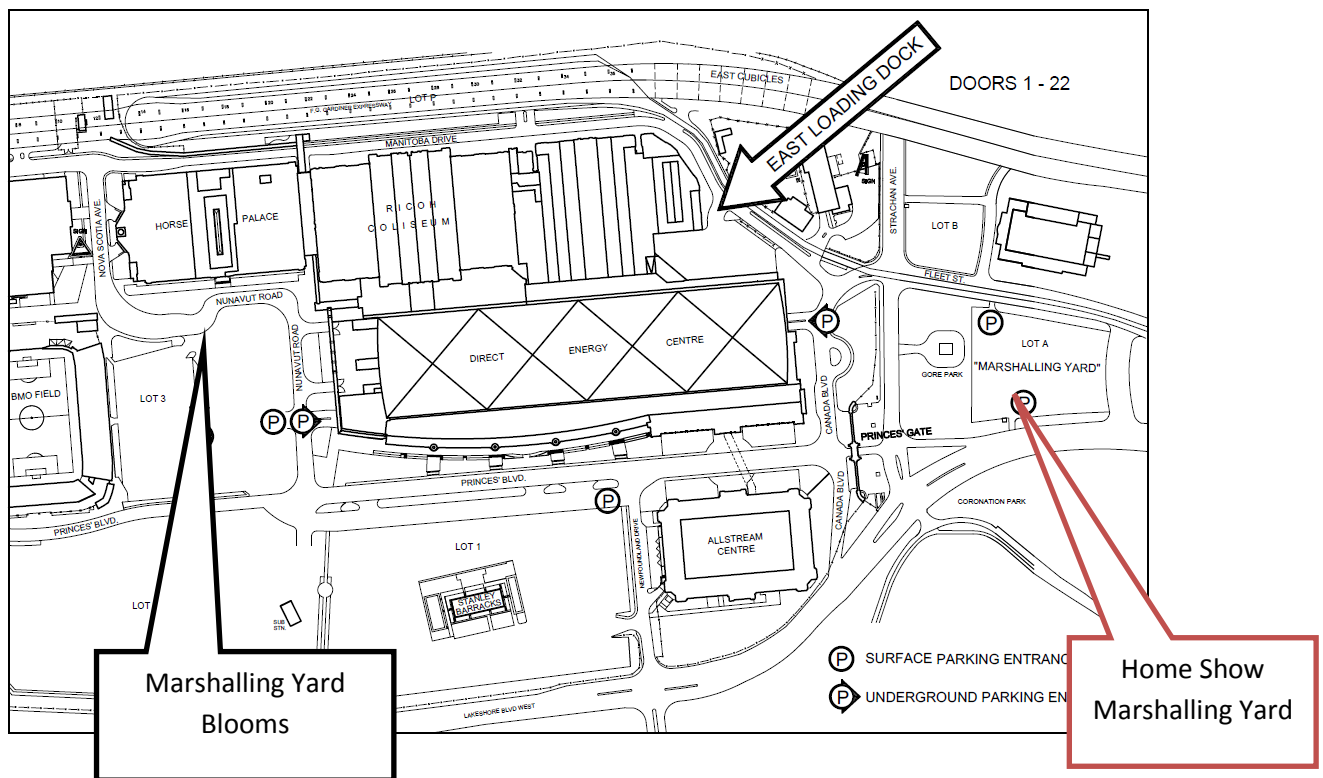
PLEASE NOTE: Garden exhibitors must completely dismantle and clean their respective areas and must have management sign off on their space, in order to receive their full cash subsidy.

See policy on Repackaging Policy on Donated Goods on page 27:

*all labels be printed clearly and place within shrink wrap so they are secure and legible. All necessary information should be clearly visible, including garden #, builder and supplier and complete address!*

## Move-Out Times

There is no schedule for move-out but please be aware that the National Home Show will be moving out at the same time as we are moving out. All trucks must go directly to the marshalling yard to be given a queue number for loading at the ECC docks. NOTE: CB trucks should continue to go to Parking Lot 3 (east side of the ECC) for marshalling during move out. DO NOT go to Lot A Marshalling Yard or you will get mixed up with the National Home Show trucks now using the west docks!



**TRUCKS ARE NOT ALLOWED IN THE LOADING AREA UNTIL  
AFTER 9 PM SUNDAY, MARCH 22, 2020**

***NOTE: FORKLIFT MATERIALS HANDLING WILL NOT BE AVAILABLE  
UNTIL 8 AM MONDAY, MARCH 23.***

### **Removal of Exhibit Materials**

- Exhibitors are responsible for the removal of all materials
- Canada Blooms reserves the right to deduct costs associated with removal of exhibit materials from the exhibitor's subsidy amount if the exhibitor fails to remove and clean up the exhibit space.
- All garden spaces must be inspected by festival management, and signed off as clean, before leaving the facility.

### **Security Tips for Move-Out**

- Remove small items, particularly computers/AV equipment.
- Have proper exhibitor identification on all goods.
- Remain with valuables until removed from the floor.
- Do not leave booth unattended.
- **Report to Festival Office when shipments will be picked up and by whom if you are going to leave the shipment unattended.**
- ***NO PLANTS are to be sold or given away at any time on final day of festival without prior approval.***

## **FESTIVAL SERVICES**

### **Custom Brokers**

#### **TWI Canada**

Shannon Trotter  
Unit 101A, Building 1, 7145 W. Credit Ave.  
Mississauga, ON L5N 6J7  
tel: 905-812-1124 fax: 905-812-0133  
email: [office@twigroup.com](mailto:office@twigroup.com)

### **Electrical/Water Sign Hanging**

#### **Showtech**

5675 McLaughlin Rd.  
Mississauga, ON L5R 3K5  
tel: 905-283-0550 fax: 905-283-0551  
Onsite: 416-263-3594  
email: [info@showtech.ca](mailto:info@showtech.ca)

### **Hotel Reservations**

#### **HotelX Toronto**

111 Princes' Blvd.  
Toronto, ON M6K 3C3  
647-943-9300  
Group Code – CANA031120  
link:  
[https://hotelxtoronto.reztrip.com/ext/promoRate?property=981  
&mode=b&pm=true&sr=515942&vr=3](https://hotelxtoronto.reztrip.com/ext/promoRate?property=981&mode=b&pm=true&sr=515942&vr=3)

#### **Rates:**

##### **March 6-22**

Signature King Room \$195  
Reduced self-parking rate \$15

***Rates held until February 10, 2020***

#### **Additional Recommended Hotel**

##### **Hyatt Regency Toronto**

370 King St. West  
Toronto, ON M5V 1J9  
416-343-1234 or 1-877-806-0006 (US/Can)  
Group Code – Canada Blooms  
**\*link: check -** <https://canadablooms.com/getting-here/hotel/>

#### **Rates:**

##### **March 6-March 22**

\$142 Single/Double, \$167 Triple, \$192 Quad

***Rates held until February 28, 2020***

**Importing Plant Material****Canada Food Inspection Agency**

1400 Merivale Rd.  
Ottawa, ON K1A 0Y9  
tel: 800-835-4486 (M-F 8am-4pm)  
[www.inspection.gc.ca](http://www.inspection.gc.ca)

**Parking Passes****Exhibitor Service Dept.**

Energare Centre, Exhibition Place  
100 Princes' Blvd.  
Toronto, ON M6K 3C3  
tel: 416-263-3064 fax: 416-263-3069  
email: [exhibitorservices@energarecentre.com](mailto:exhibitorservices@energarecentre.com)

**Shipping****Stronco Group**

1510-B Caterpillar Rd.  
Mississauga, ON L4X 2W9  
tel: 905-270-6767 fax: 905-270-6771  
email: [exhibitorservices@stronco.com](mailto:exhibitorservices@stronco.com)

**Show Service****Stronco Group**

1510-B Caterpillar Rd.  
Mississauga, ON L4X 2W9  
tel: 905-270-6767 fax: 905-270-6771  
email: [exhibitorservices@stronco.com](mailto:exhibitorservices@stronco.com)

**Telephone Service****Exhibitor Service Dept.**

Energare Centre, Exhibition Place  
100 Princes' Blvd.  
Toronto, ON M6K 3C3  
tel: 416-263-3064 fax: 416-263-3069  
email: [exhibitorservices@energarecentre.com](mailto:exhibitorservices@energarecentre.com)

**Exhibitor Insurance****Brokers Trust Insurance Group Inc.**

John Neo  
434 North Rivermede Rd., Ste. 3  
Concord, ON L4K 3M9  
tel: 905-695-2971 x 104 fax: 905-760-2260  
email: [johnn@exhibitorinsurance.com](mailto:johnn@exhibitorinsurance.com)

CANADA  
BLOOMS

PRESENTED BY



## FEATURE GARDEN

## RULES & REGULATIONS



Canada Blooms 2020 Plant of the Year  
**Sincerity Dahlia by Syngenta**

# Feature Garden Exhibitor Rules and Regulations

## 1. MOVE-IN

Large and Medium Feature Gardens will be allowed to start move-in Saturday March 8, 2020 at 7:00am (based on their move-in time as requested on the move-in form 1 & 2 in Feature Garden Forms Booklet, and approved by Festival Management). **Please Note: At the Garden Builder's meeting in January we will provide you with the number of docks and doors and dimensions for move-in/out.**

Door 28 will be the door we will be using for access onto the festival floor. **Vehicles will be allowed to drive on to the festival floor for the purposes of unloading tools only. NO LOADING OR UNLOADING will be allowed from Manitoba Drive AT ANY TIME.** The East Loading Docks can be accessed from Manitoba Drive. All vehicles must be removed from the festival floor and can be parked at no charge in (1) Marshalling Yard (corner of Strachan and Fleet) (2) lot north of Manitoba Ave (under the Gardiner Expressway) or (3) parking lot 3, west of the ECC.

## 2. MATERIAL HANDLING

Hand dollies will be provided free of charge during official move-in and move-out hours. Forklifts will be provided on a first come, first served basis. Exhibitors operating their own forklifts and equipment must bring a copy of their Certificate of Safe Operations (in accordance with OHSAA O. REG. 213/91, plus an insurance certificate showing a minimum of \$2 million for:

- Bodily injury and property damage liability.
- "All risks" tenants legal liability.

In addition, **all certificates should show as named insurer, the Enercare Centre, Canada Blooms and BILD (Building Industry and Land Development Association).** Copies of these certificates are to be sent to the Canada Blooms office by February 14, 2020.

There will be over 30 Contractors operating over a 5 day period, plus numerous other groups working to complete elaborate displays. It is very important to do all we can to ensure a safe and efficient experience.

- Plan your work in minute detail and pre-build as much as possible.
- Work with your neighbours to share equipment and resources.
- Remove vehicles as soon as materials are unloaded. No tool trailers will be allowed to remain inside Hall "G". All vehicles must be parked outdoors.
- Power equipment should be turned off as soon as possible to minimize exhaust.
- Propane powered equipment should be utilized where possible.
- All materials should be placed and handled on skids where possible.
- Aisles must be kept clear and materials in staging areas should be kept compact.
- Loose material (pebbles, bark, etc.) should be kept in containers and bags.
- Crane trucks are allowed inside; however, trucks must be removed directly after use.

- Be courteous (noise levels, speed and operation) and helpful at all times.
- Pay attention and follow the directives of the floor managers at all times.

### 3. SAND

Sand will be provided by Canada Blooms. It is important to identify the correct amount of sand so that this operation can be coordinated properly. Please complete and return Sand & Bark Order Form no later than January 17, 2020. Note: a great deal of sand will be required and the feature garden exhibitors must leave uncontaminated/clean sand after the festival. Experienced garden builders use mulch only in their garden beds, and sand (or other fill) to elevate displays. Some builders use pre-cut Styrofoam blocks, or plywood crates to provide height or build in their gardens – instead of sand.

### 4. MULCH

There will be a limited amount of mulch available on a fair and equitable basis. Feature garden builders are responsible for all other materials. Mulch used on top of garden beds must be constrained by an edge so that walkways are kept clear of debris during the festival.

### 5. PLANT MATERIALS

Canada Blooms sources, purchases and arranges for the 'forcing' of a limited quantity of hardy plant material (both woody and herbaceous), based on orders submitted by garden builders with their design. As well, Canada Blooms contracts with greenhouse growers to supply floral and foliage plants as well.

Plants must be ordered in advance using the Plant Order Form. Early ordering facilitates the most cost-effective sourcing of plants.

All garden builders will be responsible for their plants after Canada Blooms; and will be invoiced based on plants ordered for the festival.

**FAKE (FAUX) PLANTS ARE NOT ALLOWED TO BE USED IN FEATURE GARDEN DISPLAYS AT CANADA BLOOMS!**

### 6. PLANT LABELS

All plants in the feature gardens must be identified with both common and proper botanical names. Canada Blooms will supply plant markers, and typed labels to builders who supply a complete plant list one week in advance of the festival. Lists should be sent by email ([derrickhawley@canadablooms.com](mailto:derrickhawley@canadablooms.com)) or fax (416-447-1567) to the attention of Derrick Hawley.

### 7. WATER

**All ponds must have double liners.** Please double check your liners and overbuild to ensure that there are no leaks. You must bring your own hoses to fill, maintain and empty your exhibit. Plan to fill your water features from hose bibs on select columns.

Exhibitors are responsible for any leakages which may occur and will be charged for any clean-up of water. Should a leak occur, the exhibitor is required to drain the water until the leak has been repaired. **If janitorial services are required for clean-up of leaks the specific garden will be charged accordingly.** The ECC charges Canada Blooms a flat rate for fill and empty of all water features. Canada Blooms then divides out that cost across all gardens with water feature based on usage.

## **8. GARDEN MAINTENANCE**

All garden maintenance must be done during off-hours. Daily 7am-8:15am, evenings 9:30pm-11pm. Care must be taken to keep all public walkways dry. Feature garden builders are responsible to keep gardens looking their best for all 10 days of the show. Replacement of flowers that have passed their prime will take place during the evening of Monday March 11. Schedule your staff and budget accordingly to ensure your garden is in top condition at all times.

For watering gardens use hose bibs installed on select columns in Hall G.

**Maintenance of booths (watering, etc.) may be done from 7:00 to 8:15am and from 9:30 to 11:00pm each day once the festival is open.**

## **9. USE OF SPACE & RESTRICTIONS**

The space contracted for use is to be used solely by the exhibitor whose name appears on the application, as agreed to by both parties, and only products and/or services of the exhibitor may be exhibited. Any promotion of other products or services is strictly prohibited and could result in ejection from the exhibition without refund or other appeal, if not removed. No exhibit will be permitted which interferes with the exhibits of other exhibitors or obstructs the visibility of other exhibits. Exhibits must be confined to the exact space allocated, and where an exhibitor's display is built beyond limitations set forth in the contract, Festival Management reserves the right to correct such violations by having the exhibitor alter, remove or rearrange any or all of the display so that it will comply with the regulations or, if the exhibitor is not available, to make such corrections at the exhibitor's expense. Show 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 neighboring exhibits. No representation of the exhibitor, his products or services may be carried on in the aisles, corridors, or other designated common areas of the facility.

## **10. INSTALLATION, EXHIBIT HOURS AND DISMANTLING**

Dates and hours for installation, exhibiting and dismantling will be as specified by Festival Management. Goods received after the opening of the exposition must be delivered to the booth and arranged at a time other than official exhibit hours. Exhibits shall be



staffed at all times when the exhibition is officially open. No exhibitor will be permitted to commence dismantling any portion of the exhibit whatsoever, to commence packing crates or cartons, or to abandon his display prior to the official closing. Failure to comply with this regulation will result in the exhibitor being barred from participation at future exhibitions conducted by Canada Blooms. All exhibits must be removed by **6:00 pm, Tuesday March 24, 2020**, and all storage and handling charges for failure to remove exhibit material by that time shall be the responsibility of the exhibitor. Canada Blooms reserves the right to remove any exhibit not removed by the conclusion of the exhibition and charge the expenses to the exhibitor.

## **11. HEIGHT OF STRUCTURES**

It is important to work with your neighbours to ensure that the height of structures do not unreasonably interfere with the garden. As a guideline, side walls and fences should not exceed 6'-6" (2m). At the front of the exhibit, side walls or fences should be a maximum height of 4' (1.22m) to a distance of 8' (2.44m) from the front of the allocated site.

Buildings and structures exceeding 6'-6" (2m) must be positioned at least 3' (0.9m) from perimeter walls or fences which form a common boundary with neighbouring exhibits. As a general guideline, the higher the structure the further away it should be from the common boundary. In all cases, please work with your neighbours on the treatment of common boundaries.

If an exhibitor erects a structure or boundary partition which is visible from their neighbour's exhibit, then the structure must be finished to the same high standard on both sides. In the event of a dispute Canada Blooms management will act as the final arbiter.

## **12. STRUCTURES WITH A SOLID ROOF**

All exhibitors must comply with the City of Toronto By-Law in accordance to structures with a solid roof. Any structure over 108 sq.ft. with a solid roof must have a City of Toronto building permit. The staff at the Enercare Centre will work with garden builders to help obtain a building permit. Please remember to leave yourself time to obtain the permit.

## **13. FIRE REGULATIONS**

All exhibitors must comply with local fire regulations. Only fireproof materials may be used in displays and wiring must conform to Canadian Standards Association or Underwriters' Laboratories specifications. Fire exits and aisles must be kept clear at all times. The exhibitor assumes full responsibility for ensuring that exhibits meet these standards.

**See Exhibition Place recommendations for gas or propane fired outdoor fireplaces page 31.**

#### **14. ELECTRICAL SAFETY CODE REQUIREMENTS**

All exhibitors must comply with the electrical safety code requirements of Ontario Hydro. Please read the materials provided. The exhibitor assumes full responsibility for ensuring that exhibits meet these standards.

#### **15. ELECTRICAL REQUIREMENTS**

Feature gardens are not supplied electrical power. Please indicate your power requirements on the form provided and fax directly to Exhibitor Services Dept. (*see attached 'Forms'*). All electrical requirements will be at the Feature Garden builder's expense.

#### **16. \*\*\*NEW \*\*\*\*LIGHTING**

Canada Blooms will **NOT** be lowering the lighting levels (darkening) as in past years in Hall G. **House lights will remain on throughout the festival.** Exhibitors in large booths may request that lighting be turned off above their booth, if request made prior to March 1st.

Lighting is the responsibility of the feature garden builder. Only the Exhibitor Services Dept., the official electrical contractor, can supply high voltage power to the exhibits. Use the form provided. **Canada Blooms request that all the feature gardens incorporate lighting in their gardens.**

***Note: The Landscape Ontario Lighting Contractor Commodity Group would like to work with garden builders to create a design that will best highlight the special elements of individual gardens. Please contact Carl Hastings at [carl@moonstruck.ca](mailto:carl@moonstruck.ca) for further details.***

#### **17. PROJECTION AND SOUND EQUIPMENT**

Audio visual equipment must be kept at sound levels that do not interfere with other exhibitors, stages or features. Large screen audio visual presentations must be designed and regulated such that the viewing audience is contained within the confines of the exhibit space only. **Please note: All multiple screen A/V presentations or moving lights must be approved in advance by Festival Management and require union labour (IATSE).**

Exhibitors are expected to be respectful to their neighbouring booths in terms of noise levels. Sound effects, loudspeakers, juke boxes, pianos, and audio/visual equipment will only be permitted if such sound and activities do not interfere with the activities of neighbouring exhibits. Festival management will be the final arbitrator when deciding if noise is too loud. If an exhibitor refuses to lower their sound level, they will be removed from the festival without any refund of fees or final subsidy.

## **18. STONE CUTTING**

Stone cutting is **not** allowed on the festival floor. Stone cutting machines with a wet tray attached will be set up, *see Jeff Boettcher for details*. Feature Garden exhibitors must keep the area clean at all times. Dust masks, goggles and ear protection must be worn during cutting operations.

**No circular stone saws will be allowed anywhere in the facility without adequate dust control.**

## **19. DAMAGE TO PROPERTY**

Exhibitors are liable for all damage caused by them to the exhibit facility, booth equipment or to other exhibitors' property and shall indemnify the facility management, Festival Management, and/or the official services contractor against, and hold them harmless from, any complaints, suits or liabilities resulting from negligence of the exhibitor in connection with the exhibitors use of exhibit space.

## **20. CARE OF BUILDINGS**

Painting, nailing or drilling of floors, walls, ceilings or any other part of the building is not permitted. Exhibitors laying any floor covering must use an adhesive that will not damage the floor and is easily removed. No signs or other articles are to be fastened to ceilings, walls, pipes or electrical fixtures. The floor is a concrete and floor load is unlimited. Sand can be used directly on the floor however; it must be protected from material which can cause damage. No masonry or concrete should be used directly on the floor. Any direct damage to the building will be charged to the contractor involved.

## **21. WASTE**

Feature garden builders are responsible for removal of all materials from their gardens after the festival. Disposal bins are for use of festival (non-garden) cleanup only. The cost for waste haulage is significant and cannot be borne by the festival. All cut trees, stone, pebbles, wood structures, etc. must be completely removed from the premises. Failure to comply will result in waste charges to the individual garden builders.

## **22. SECURITY**

Canada Blooms will employ reputable guards on a 24 hour basis for the duration of the exhibition and will take reasonable precautions to safeguard exhibitors' property. Festival Management assumes no liability for loss or damage, however caused, of goods, exhibits, or other material owned, rented or leased by the exhibitor.

## 23. EXHIBITOR BADGES

Exhibitor badges will be supplied by Canada Blooms for exhibit personnel. Once the festival opens these must be worn at all times and are required for entry into the festival.

## 24. FOOD AND/OR ALCOHOLIC BEVERAGES

The preparation and/or serving of food or beverage of any kind without the written permission of Canada Blooms and the Enercare Centre are prohibited.

## 25. LIABILITY AND INSURANCE

Neither the Canada Blooms Horticultural Society, nor any of its officers, directors, employees, volunteers or agents, nor owners, employees, or representatives of the exhibit facility will be responsible for any injury, loss or damage that may occur to the exhibitor, or the exhibitor's employees or property from any cause whatsoever prior, during or subsequent to the period covered by the exhibit contract. The exhibitor, on signing the contract, expressly releases the foregoing Associations, individuals and firms from and agrees to indemnify same against any or all claims for such loss, damage or injury. Exhibitors desiring to carry insurance on their exhibits will place it at their own expense

## 26. ENTRY TO THE FESTIVAL

Canada Blooms reserves the right to refuse admission to any visitor, exhibitor or exhibitor's employee who, in the opinion of the Festival Management, is unfit, intoxicated or in any way creating a disruption of the festival.

## 27. SIGNAGE POLICY

### **Option 1:**

Canada Blooms will provide each garden with standard sign frames to identify sponsor, designer, builder, suppliers and garden title. The frames and signs will be 6 ft. high and 24" wide. The sign boards will attach to the panel with cable ties. Gardens less than 1,000 sq. ft. will receive one frame. Gardens larger than 1,000 sq. ft. will receive 2 frames. **These signs will be placed within the gardens. The signage form must be completed correctly and return to festival management by due date. *Note: Contractors are responsible for any additional signage costs due to late charges from signage forms received after the due date, changes to spelling or last minute additions.***

### **Option 2:**

Feature Garden exhibitors can take the standard size sign board to their own printer using their own typeface and logo to maintain company's graphic appearance. This option is at the Feature Garden Exhibitor's expense.

The festival sign format must be followed.

**All sign frames must be returned at the end of the festival.**

## OTHER SIGNS:

Each Feature Garden may have TWO additional signs (without limits on the materials or creativity) that is part of the garden design with the company

***Please see the signage hanging policy in the policy section of the manual.***

## 28. FESTIVAL TICKETS

All feature gardens up to 1,000 sq. ft. will receive 10 complimentary festival tickets and 15 tickets for larger gardens. Additional tickets may be purchased by going to the Canada Blooms website [www.canadablooms.com](http://www.canadablooms.com) or by filling out the form 'Letter of Intent Between...' and emailing or faxing it to the Canada Blooms Office.

## 29. AWARDS

This year there are over 20 Canada Blooms Feature Garden awards to be awarded. Judging of the gardens takes place on Thursday March 12, 2020, beginning at 1:00 pm. All garden construction and planting must be complete before 8:00am, with finishing touches finished by 12:00pm. Feature garden builders and their staff are required to leave the premises during judging. No Company signage may be visible while judging takes place.

Awards presentation takes place during Canada Blooms Awards Night (Industry Night) – Thursday March 19<sup>th</sup> from 6:00-8:30 pm. More award information can be seen at [www.canadablooms.com](http://www.canadablooms.com).

## 30. ACCESSIBILITY TO GARDENS

Canada Blooms does not impose design restrictions on feature garden builders. However, we do ask that you are sensitive of visitors to the festival who are not able to 'walk' the festival (i.e. wheelchairs and strollers). If your garden cannot be entered via a wheeled vehicle, please ensure that your garden can still be viewed and enjoyed from outside its perimeter.

For best access all aisles should be 4 to 5 feet wide, and ramps should have a grade of 8.3% which is proportionally 1:12 (1 foot of incline within 12 running feet).

## 31. EMERGENCY EVACUATION PROCEDURES

The Enercare Centre has a two stage alarm system.

- **Stage One Alarm:** you will hear a slow bell and see flashing lights – you are to remain calm and listen for instructions over the public address system. There is no need to evacuate at this stage, but you are to stand by and listen for further instructions.
- **Stage Two Alarm:** you will hear a series of fast bells and the lights will continue to flash – this is the signal to evacuate the building. Remain calm and exit the building using the nearest fire exit, proceed immediately to the parking lot at the front of the

building. Once you are in the parking lot pay attention for further instructions from security.

- **Re-entry Following Evacuation:** The “All Clear” report will be determined by the Fire Department in conjunction with the Enercare Centre. Security will advise you of the “all clear” and then you may re-enter the facility.

### **32. MEDICAL EMERGENCIES**

All accidents that take place on-site must be reported to Festival Management immediately.

First aid services are on-site during move-in, move-out and festival days to respond to medical emergencies and can be quickly contacted by Festival Management by calling the festival office at 416-447-8655 or visiting the Festival Office in salon 107.

If the accident results in a serious or critical injury, the local Provincial health and safety enforcement agency may need to be contacted immediately. It is the Contractors responsibility to comply with the local Provincial health and safety enforcement agency reporting requirements.

## **FEATURE GARDEN BUILDER POLICY AND PROCESS**

- 1) To participate in the Feature Gardens, garden builders should be one of the following or all; a Landscape Ontario member, holder of a C.L.D. (Certified Landscape Designer) or Ontario Association of Landscape Architect (O.A.L.A.) member. Canada Blooms encourages all feature garden participants to contract for services with L.O. members. ***Builders must be an active L.O. member to receive subsidy.***
- 2) Canada Blooms, in association with the LO Contractors Sector Group, will use the submitted design and a number of criteria such as past performance, award winners, etc., (see following list of criteria) to determine who is approved as a garden builder for the next festival;
  - a. Incorporation of theme in design
  - b. Overall visual impact
  - c. Quality of materials used
  - d. Outstanding creativity/innovation/imagination
  - e. Aesthetic appeal
  - f. Technical hardscape/constructed aspects
  - g. Harmony of design elements and detailing
  - h. Unique use of plant material
  - i. Organization and completeness
  - j. Environment ie. cleanliness, safety
- 3) Canada Blooms staff will allocate the space to the recommended garden builders from the LO Contractors Sector Group.
- 4) The order for bark and sand construction materials is due on January 17, 2020. Garden builders are encouraged to use filler materials such as dense Styrofoam™ to reduce the use of sand where possible.
- 5) A contract will be provided to be signed and returned shortly after the design has been approved. If the contract is not returned in a timeframe designated on the contract, the subsidy may be forfeited.
- 6) Feature Garden participants must adhere to Workplace Safety Insurance Board (W.S.I.B.) standards.
- 7) Feature Garden participants must provide a complete plant list with both common and botanical names, by February 14<sup>th</sup>.

### **CANADA BLOOMS PROVIDES**

- Floor space at no charge.
- Bark and sand for construction (there will be no charge unless there is excessive waste).
- Material handling equipment and operators.
- ten badges per contractor and one garden sign (up to 1,000 sq. ft.) and fifteen badges and two signs (over 1,000 sq. ft.)
- Wide range of plant material forced and ready for display/installation at cost.

### **PROVISIONS OF THE GARDEN SUBSIDY (If Applicable)**

- 20% of the subsidy will be distributed upon signing the contract.
- 30% of the subsidy will be distributed to eligible feature garden builders during the festival.
- The remaining 50% of the subsidy (less any costs) will be mailed to builders within 30 days of the festival's conclusion. Please ensure we have your updated mailing address.

### **CRITERIA TO RECEIVE SUBSIDY**

In order to receive a cash subsidy all garden builders must be active Landscape Ontario members for a minimum of six (6) months prior to the Canada Blooms Festival. Canada Blooms encourages all feature garden participants to contract for services with Landscape Ontario members.

Designs and all forms must be received at the Canada Blooms office on or before the appropriate deadlines. There will be no extensions.

- Material ordered must be accurate i.e. bark and sand



- All plants are labelled.
- Gardens over 1,000 sq. ft. should include a minimum of 40% plant material. Garden less than 1,000 sq. ft. should include a minimum of 30% plants.
- Move-in: All wooden pallets from the contractor's suppliers are to be removed by the garden builder. They are to be stored at the contractor's yard and brought back for move-out.
- Move-out: It is the responsibility of the contractor to:
  - Remove all woody plants from the ECC; or contact Derrick Hawley if you wish to donate plants to organizations such as schools, parks and municipalities.
  - Separate all bark, sand and floral material for easy removal.
  - Remove all general garbage with their own vehicles and ensure other refuse is placed in the appropriate disposal bins.
  - Ensure the clean garden space is signed off by Festival Management.



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### **Participation Guidelines for Feature Garden Builders at Canada Blooms**

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Criteria as laid out below has been reviewed and set by industry members.  
Acceptance for participation in the festival on a given year does not guarantee participation in future years.

Consideration for acceptance into the festival as a Feature Garden Builder is base on all of the following:

- Recommendation by Feature Gardens Committee peers.
- The history of the candidate – both industry and festival involvement.
- Complete payment for goods and services required in the building of the garden and any other involvement in the festival.
- Timeliness and completion in the building of the garden.
- Cooperation and professional conduct in their dealings with Canada Blooms and each of the paid and volunteer staff assigned to the festival.
- Garden evaluations to the above criteria will take place within 60 days after festival ending to establish acceptability of each FG for future festivals.

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**Repackaging Policy for Feature Garden Builders of Donated Products  
for Return to Supplier  
December 01, 2003**

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The ongoing success of Canada Blooms is heavy dependent on the goodwill of suppliers to Feature Garden Builders. In the past some Builders have not cooperated in repackaging the donated products resulting in misplaced and lost product. As a result the following policy has been put in place:

- 1) On the last day of set-up or first day of the festival the Feature Garden Builder shall provide to the Operations Manager a written summary of all donated products that shall be picked up by the supplier after the festival has ended.
- 2) These products must be identified by garden number and repackaged in a similar fashion, as to their delivery, so as to facilitate quick removal by the supplier.

***Note: all labels be printed clearly and place within shrink wrap so they are secure and legible. All necessary information should be clearly visible, including garden #, builder and supplier and complete address!***

- 3) The Operations Manager may have a staging area for each supplier's products to be located as the gardens are removed.
- 4) During move-out, as part of the sign-off requirement, the Feature Garden Builder must be able to show compliance to #2 above. A labour rate of \$50/hour will be charged to the Builder if restacking/palleting is required by CB staff.
- 5) Incomplete cleanup by a Feature Garden Builder would constitute a breach of contract and would jeopardize their future involvement in the festival.



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## **SPONSORED VS SUBSIDIZED GARDENS POLICY**

### **NOVEMBER 5, 2014**

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#### **Option #1:**

Active Landscape Ontario members for more than 6 months are selected by Feature Garden Committee to build a subsidized garden. Non Landscape Ontario members or members for less than 6 months are eligible to apply to have a garden at Canada Blooms but do not receive a subsidy. This subsidy is not affected if a garden builder adds a sponsorship.

#### **Option #2:**

Approved garden builders with Canada Blooms staff assistance find a sponsor to provide cash or product towards their garden. Canada Blooms' staff is involved in helping the garden builder prepare presentation documents but the garden builder is the day to day contact with the sponsor. Canada Blooms will create a contract, invoice the sponsor and pay the builder within 30 days of receiving payment. Of the net sponsorship fee the first \$10,000 goes to the garden builder and the rest is split 50/50 with Canada Blooms. Canada Blooms will supply the sponsor with 8 tickets, 4 badges and logo inclusion on the garden builders sign.

#### **Option #3:**

The same as Option #2 above but the sponsor has more benefits than just a garden sponsorship, examples could include logo inclusion in advertising, festival guide, seminar sponsorship etc.. The General Manager will determine what part of the sponsorship is related to the garden and is allocated as listed above and the portion that is above garden sponsorship goes 100% to Canada Blooms.

#### **Option #4:**

Canada Blooms sources and secures the garden sponsor. From \$1 the net revenue is shared 50/50.

#### **Option #5:**

Canada Blooms sources and secures a sponsor, however the sponsor has more benefits than just a garden sponsorship, examples could include title sponsorship, logo inclusion in advertising, seminar sponsorship etc.. The General Manager will determine what part of the sponsorship is related to the garden and is allocated 75/25 with 75% to the garden builder and the portion that is above garden sponsorship goes 100% to Canada Blooms.

#### **Which Garden Builders are eligible for Sponsorship:**

All garden builders that have been chosen to build will be given first chance to invite a Canada Blooms sponsor into their gardens. In this case sponsor selects the builder's concept that appeals to them (all interested builders have a chance to modify their design and present to sponsors). The selected garden builder will receive both subsidy (if an Landscape Ontario member) + sponsorship money.

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## **Safety Policy for Feature Garden Builders at Canada Blooms**

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Canada Blooms advises all feature garden builders that you must adhere to the following safety policy during move in and move out. Please note that the Enercare Centre (EC) is a site that is under the Occupational Health and Safety Act and consequently you must follow all the provincial safety regulations and procedures that are outlined in the Act and the EC.

The DEC and Canada Blooms are responsible for safety at the show and are subject to Ministry of Labour (MOL) inspections at any time during move in or move out. This means that the MOL has the right to walk in unannounced and proceed to do safety inspections. Violators can be subject to write up orders that may include asking the garden builder to fix or repair something immediately, an order to comply and a fine, or a fine and an order to close your garden and/or the entire show. We have no idea if or when they may appear but their write up orders are law and must be followed. Our best preparation against any major safety inspection problem is for each garden builder to have a Safety Policy in place for Canada Blooms, and to practice safe work procedures. Each garden builder should review their show safety rules and regulations before set up and tear down to make sure that each and every show employee is aware of and understands that Policy. Each garden builder is responsible for his/her own Health and Safety Policy for Canada Blooms.

Your Canada Blooms Show Policy should include the following elements:

- All employees should know and understand that they are subject to the Occupational Health and Safety Act and its contents
- Each employee should have their own appropriate Personal Protection Equipment (PPE) with them at all times including: safety shoes/boots (steel toe), eye protection, ear protection, gloves, hardhat, etc. PPE must be worn when working around equipment and for performing specific tasks as required.
- All employee should be trained and qualified for all tasks performed
- Each employee must be adequately trained for any equipment operation and should understand that each person is responsible for each other's safety
- Please consult the 'Act' (or the Landscape Ontario Safety Manual) for specific safety recommendations
- All sub contractors must follow the garden builder's Safety Policy

Canada Blooms and Landscape Ontario will have health and safety advisors at move in and move out to assist you with any safety issues. If the advisor sees a garden builder or his/her employee involved in a safety violation of the 'Act' or in any unsafe conditions, the advisor will speak to you and your employee about correcting the situation. You must correct the situation immediately or you may be asked to leave Canada Blooms.

PLEASE NOTE: AS IN PAST YEARS, WE CONTINUE TO BE VERY CONCERNED ABOUT THE SAFETY PRACTICES OF THE FEATURE GARDEN BUILDERS.

The 'Exhibitor Safety' form (*please download 'Forms'*) must be signed and faxed to the Canada Blooms office.



December 1, 2014

## CANADA BLOOMS SIGNAGE POLICY

### HANGING OF SIGNS

All signs must be contained in the boundaries of the space allocated. Signs are to be professionally created and no hand writing is permitted. All additional sponsor logos must be in alignment with the Canada Blooms Sponsorship policy.

Signs must be hung by exhibitor services of the Enercare Centre. To order your signage hanging, please call 416-253-3064 after approval by Canada Blooms General Manager.

All booth exhibitors must strictly adhere to signage regulations. If an exhibitor's signage does not follow these regulations, the signage will be removed at the exhibitor's expense.

March 22, 2012

From the Board of Governors of Exhibition Place  
Recommendations for the display of gas or propane fired outdoor fireplaces

Please find attached recommendations for the display of gas or propane fired outdoor fireplaces:

1. Gas installation by a license gas fitter
2. **The appliance to be surrounded by a fence or guard three (3) feet from appliance**
3. **Only one appliance can be demonstrated for a very short period at one time as requested by customer. Appliance cannot be continuously burning**
4. The appliance must be three (3) feet from any combustibles
5. Ventilation must be increased in the area through fresh make up air units in the vicinity of the appliance
6. Minimum of two (2) 10-B, C rating fire extinguishers must be visible and available at all times
7. The level of carbon monoxide in the vicinity of the appliance shall be measured at intervals not exceeding three (3) hours and be measured four (4) feet horizontally from appliance. Readings shall be recorded with date and time the measurements were made. The appliance must be shut down if the carbon monoxide levels exceed 25 ppm.
8. The appliance must be place on a secure surface
9. For propane appliances, when appliance not in use, valve on propane tank must be shut off as well. Maximum of five (5) lb propane tank allowed connected to an appliance. Propane tanks cannot be stored in booth.
10. **Continuous monitoring of the appliance must be done at all times** to ensure compliance of the above recommendations.

# FACILITY OVERVIEW

## Location:

### **Enercare Centre, Exhibition Place**

100 Princes' Blvd., Toronto, Ontario, M6K 3C3

tel: 416-263-3000 fax: 416-263-3029

## Facility:

**Loading Bays** – 10 Loading Bays H 9'10" x 7'10"

**Drive-In Doors** – 2 – #1 H 20'x W 20', #20 H 29'10" x W 23'x 9"

Door 28 Hall G for on floor move in/out – H 14'8"x W 30'

**Main Floor** – Please note that ceiling heights in Hall G vary throughout the floor.

- **0-30 ft** from the wall on either side **12' high**
- **30 - 66 ft** from wall on either side **18' high**
- **66-106 ft** from wall on either side **25' high**
- **106-132 (building centre) ft** from wall on either side **31' high**

## Directions:

The Enercare Centre at Exhibition Place is located 4 kms west of downtown Toronto and is accessible via the Gardiner Expressway or Lakeshore Boulevard.

Exhibition Place is bordered by: Gardiner Expressway to the North; Lake Shore Boulevard to the South; Dufferin Street to the West; Strachan Avenue to the East

## Access via Automobile:

**FROM THE EAST:** Take the Gardiner Expressway west to Spadina/Lake Shore Boulevard cutoff and follow the signs for Lakeshore Boulevard. Take Lake Shore Boulevard to the Princes' Gates (just west of Strachan Avenue).

**FROM THE WEST:** Take the Gardiner Expressway east to Lake Shore Boulevard or Jameson Avenue. There are three entrance points to Exhibition Place from Lake Shore Boulevard - British Columbia Drive, Ontario Drive and Newfoundland Drive.

As well, the Enercare Centre is readily accessible via the [TTC](#) and [Go Transit](#)

## Parking:

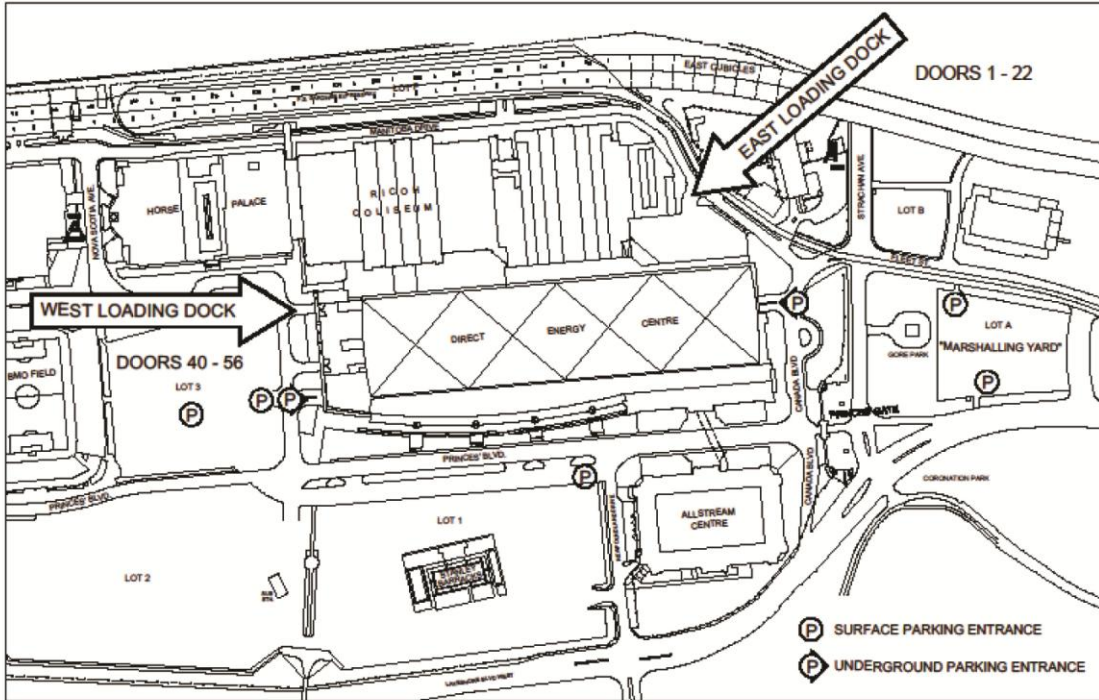
**Trucks:** There is plenty of room at the Enercare Centre Marshalling Yard for 24' and 40' trailers to be left for the duration of the festival. Trucks will be parked in the NHS Marshalling Yard during the show. Location is north-east corner of Stachan and Lakeshore Blvd.

## Exhibitors:

You are responsible for purchasing a parking pass during the show (see Parking Pass Order Form). Parking will be available at **no cost** during the Move In and Move Out times of the Festival.



## EAST LOADING DOCK & PARKING INFO:



# Canada Blooms



## Parking/Dock Pass 2020

**East Loading Docks/Lot P/Door 28**

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

**Company Name:** \_\_\_\_\_

**Booth or Feature Garden Number:** \_\_\_\_\_

**Contact Phone number on site:** \_\_\_\_\_