



RBC PLACE LONDON

EXHIBITOR SERVICES KIT



RBC PLACE LONDON EXHIBITOR GUIDELINES

Access

Our very accessible Loading Dock entrance is off of Wellington Road. The best route is to exit at Wellington Road North from Hwy. 401 and remain on Wellington Road to downtown London. Just after Horton Street you will pass under the railway tracks. Proceed through the traffic lights at York Street and the Loading Dock is just north of York on the right-hand side.

Advertising – Authority for Logo

Prior written approval is required for the use of our new logotype, trademarks, symbols or trade name(s) in connection with any production, promotion, service, publication, public statements, public discussions or advertisements.

Animals

Service Animals are very welcome. All other animals, birds, or pets of any description are not welcome without prior written authorization.

Banners/Signs/Decorations

We have spent a great deal on upgrading the facilities and take pride in keeping our building looking pristine. No holes may be drilled, nails driven, hooks, screws, staples or pushpins tacked into any part of the building or equipment (including tables).

Under no circumstances may banners, decorations or signs and similar material be nailed, stapled, screwed, taped or attached to ceilings, walls or other painted surfaces except as listed below.

- Painter's Tape – on tile, vinyl or fabric walls and on vinyl or wood surfaces (never on painted surfaces).
- Funtak - on painted, vinyl, wood and glass surfaces (excluding 2nd floor south foyer tinted windows), never on tile or fabric surfaces.
- Duct or Gaff Tape – on carpet.

Failure to comply will result in a damage charge to the client.

Signs/banners hung from the ceiling or above three metres on the wall may require the rental of the scissor lift and/or a labour charge. Please refer to Sign and Banner Installation Order Form S104 for more details and to make arrangements.

Cleaning Services

RBC Place London is the exclusive supplier for cleaning services within the building. Cleaning of meeting rooms, public corridors/common areas, show aisles and restrooms will be provided complimentary. Supplementary charges will apply to interior booth cleaning and the removal of bulk trash, crates, pallets, packing material and lumber. Please refer to Cleaning Service Order Form C105. Any damages caused to RBCPL building or fixtures by Exhibitor or vendors will be charged. (E.g. Bleach stains, etc.)

Electrical

For ordering of these services please refer to Electrical Services Order Forms E100 or E102.



EXHIBITOR GUIDELINES

Elevators and Escalators

Passenger elevators are located in the southeast corner of the building and run from the underground parking garage to the second floor. Escalators are located in the main foyer and operate between the first and second floors only. Passenger elevators and escalators are for passengers only. Freight elevators are located on the Loading Dock and consist of one truck elevator and three small elevators for transporting all freight or equipment from level to level. For load capacity and dimensions please see Building Specifications.

Fire and Safety Regulations

In the event that a portion of the exhibitor's back wall is a "fire exit door", the exhibitor must leave total access to it and may not drape, cover or obscure it in any way. Total access must be available from aisles to exits (6-8') at all times, without obstruction of any kind.

- The following materials shall be flameproof if used for display or decorative purposes: flowers, foliage paper, cardboard, compressed paperboard less than 1/8 inch in thickness, plastic materials, split wood and bamboo fibres, Styrofoam and textiles. Wallpaper is permissible if pasted securely to walls or wallboard backing.
- It is not necessary to flameproof textiles, paper or other combustible merchandise on display for sale, but the quantity used shall be limited to the displaying of one salvageable length.
- Equipment must be set-up in such a manner to comply with approved safety standards and a suitable fire extinguisher may be required on recommendation of the inspector. If at any time the fire inspector deems such equipment to be operated in a manner dangerous to public safety, he or she shall cancel the privilege of the exhibitor concerned.
- Flame shall not be used.
- Flammable liquids or gases shall not be stored inside the building.
- Displays must not encroach on exit doorways.
- Boxes, crates and cartons from which merchandise has been removed, must be neatly piled in a storage area.

Floor Load

The maximum ballroom floor load is 100 pounds per square foot.

Food and Beverage Services/Concessions

RBCPL is the exclusive caterer for all food and beverage services. All arrangements for the serving of food and/or beverages must be made through the Event Planning Department. No food and beverage is to be brought onto the premises. No sample food and/or beverage products may be distributed or sold by sponsoring organizations except on prior written authorization. Please refer to Food and/or Beverage Sample Distribution Request Form F106 to make arrangements.



EXHIBITOR GUIDELINES

Freight Deliveries & Storage

Special advanced deliveries or storage requirements after an event require written authorization. To make special delivery, pick up and storage arrangements, please complete the Material Handling Form - M102 for deliveries required prior to the move-in date and Storage Services Form – M103 for any storage needs. Fees apply. Deliveries must be labelled with function name, date of event, onsite contact, event space and booth number if known.

Helium Balloons

Helium tanks are not permitted on-site.

Helium balloons are permitted however they must be weighted or tied down so that they are not pulled into the air handler units. If balloons are pulled into the air handler unit and become stuck at ceiling height retrieval will be at the discretion of the RBCPL Facilities team. Charges may apply if any damages occur.

All details on the inclusion of helium balloons to be reviewed with the assigned Event Planner in advance.

Ladders

RBCPL ladders are for internal use only and are not loaned to clients or contractors. Clients/contractors are permitted to bring in their own ladders to perform their own work.

Material Handling

RBCPL is the exclusive provider of in-house material handling. These include off-loading from delivery trucks, transporting material to exhibitor booth locations, removal of crates to designated storage areas, return of crates to booths at close of show and reloading on transport trucks. Equipment, such as a forklift, pump-trucks and dollies are available at the Centre at competitive rates. Please refer to Material Handling Order Form – M102.

Parking

RBCPL has underground, multi-level parking for over 300 cars/mini-vans, available 24 hours a day, 7 days a week. Access to RBC Place London, Hotel/City Centre Office Complex is provided via staircase on all parking levels to the walkway and by two guest elevators located in the Southeast corner of building. There are several parking lots in close proximity to RBC Place London for visitor parking. The loading dock is not a parking lot and once unloaded, vehicles need to move unless arrangements have been pre-approved onsite.

Security

RBCPL is the exclusive provider for Event Security, at the Client's expense. All security arrangements are at the discretion of RBC Place London and will be communicated to the client in advance. The Client is responsible for all loss and damage to personal property or equipment. Please refer to the Event Planning Department for Security arrangements.



EXHIBITOR GUIDELINES

Smoking

RBC Place London is a smoke free facility which includes the Loading Dock and underground parking areas. A smoke free facility includes vaping. Both are prohibited in enclosed workspaces under the Smoke-Free Ontario Act, 2017. Smoking and vaping are only permitted 30 feet away from all entrance doors.

Vehicles and Motorized Equipment

Vehicles and motorized equipment to be displayed are subject to approval by RBC Place London. Please complete the Vehicle Display Form and submitted to the Event Planning Department for review.

Internet Services

For ordering of these services please refer to Internet Services Form - T103.

Waste Removal

RBC Place London is committed to reducing our impact on our environment. Please consider the environment when shipping materials for your event. RBCPL has a full recycle, waste and compost removal program. During set-ups and tear downs appropriate receptacles will be available on the loading dock and/or service areas adjacent to exhibits for your convenience. Disposal of excessive garbage/recycling materials may result in an applicable eco fee at the sole discretion of RBCPL.

Thank you for your co-operation and we look forward to working with you.

Building Specifications

Building Location	Technical Specifications
Front Entrance Area	Ceiling height: 4.1m Vehicle access (LxWxH): 5.8m x 1.6m x 2.2m Floor load: 485kg/sq m Lighting: fluorescent/HID Flooring: carpet/marble tile Passenger Elevator (2): 15 people or 1134kgs Passenger Escalator (2): 105 people or 9000kgs Utilities: wall and floor grid system containing electrical and data
Ballroom	* Refer to RBCPL Rates & Occupancy chart for room dimensions Ceiling height: 7.2m – 7.6m Vehicle access (LxWxH): 14.9m x 3.2m x 3.9m Doors: solid maple Floor load: 485kg/sq m Lighting: incandescent/HID Flooring: carpet Rigging Points: 1800kgs Utilities: <ul style="list-style-type: none"> • wall and floor grid system containing electrical and data • 10 wall access ports located around perimeter containing water and drainage outlets • compressed air outlets accessible through ceiling
Ballroom Foyer	Ceiling height: 6.5m – 7.6m Vehicle access (LxWxH): 5.8m x 2.3m x 2.2m Doors: solid maple Floor load: 485kg/sq m Lighting: fluorescent/HID Flooring: carpet Utilities: wall and floor grid system containing electrical and data
Salons	Ceiling height: 3.6m Doors: solid maple Floor load: 485kg/sq m Lighting: incandescent/fluorescent Flooring: carpet Utilities: wall and floor grid system containing electrical and data
Meeting Room Foyer	Ceiling height: 4.3m Vehicle access (LxWxH): 5.8m x 1.6m x 2.2m Doors: solid maple Floor load: 485kg/sq m Lighting: fluorescent/HID Flooring: carpet/marble tile Utilities: wall and floor grid system containing electrical and data

Loading Dock	<p>Street Entrance Doorway – Height: 4.4m (14' 6") Width: 6.7m (22')</p> <p>Loading Bays: Four loading bays – all bays outfitted with Dock</p> <p>Levellers Truck Elevator (1):</p> <ul style="list-style-type: none"> • Door Height 4.2m (14') • Interior Length 14.9m (48') • Interior Width 3.5m (11' 8") • Maximum Weight 20408 kgs (43,500 lbs) <p>Freight Elevator (1):</p> <ul style="list-style-type: none"> • Door Height 2.3m (7' 10") • Interior Length 2.5m (5' 9") • Interior Width 1.7m (8' 4") • Maximum Weight 2268 kgs (5,000 lbs) <p>Service Elevator (2): 25 people or 1814 kgs</p>
Parking Garage	<p>Entrance Height: 2.13m</p> <p>Spaces: 312 spaces for cars/mini vans</p> <p>Wheelchair Accessible Spaces: 4 permanent stalls, ability to expand to 75</p> <p>Charging Stations: 4 permanent charging stalls. Note - Only vehicles actively charging can be parked in these spots</p>
House Sound System	<p>Ballroom and Salons:</p> <ul style="list-style-type: none"> • Equipped with an in-house sound system comprised of distributed speakers installed in the ceilings for general public address applications. • AV company to tie into the system directly via panels within the event space. Subject to approval, charges may apply.



Loading Dock & Freight Elevator Info

Access to Loading Dock

Access to the Loading Dock entrance is off of Wellington Road. The best route is to exit at Wellington Road North from Hwy. 401 and remain on Wellington Road to downtown London. Just after Horton Street you will pass under the railway tracks. Proceed through the traffic lights at York Street and the Loading Dock is just north of York on the right-hand side.

Loading Dock Dimensions

- Street Entrance Doorway: Height: 14' 6" Width: 22'
- Loading Bays - Four (4) loading bays; all bays outfitted with Dock Levellers
- Freight Elevators:

One (1) Truck Elevator: Door Height 14'
Interior Length 48'
Interior Width 11' 8"
Maximum Weight 43,500 lbs.

One (1) Small Elevator: Door Height 7' 10"
Interior Length 5' 9"
Interior Width 8' 4"

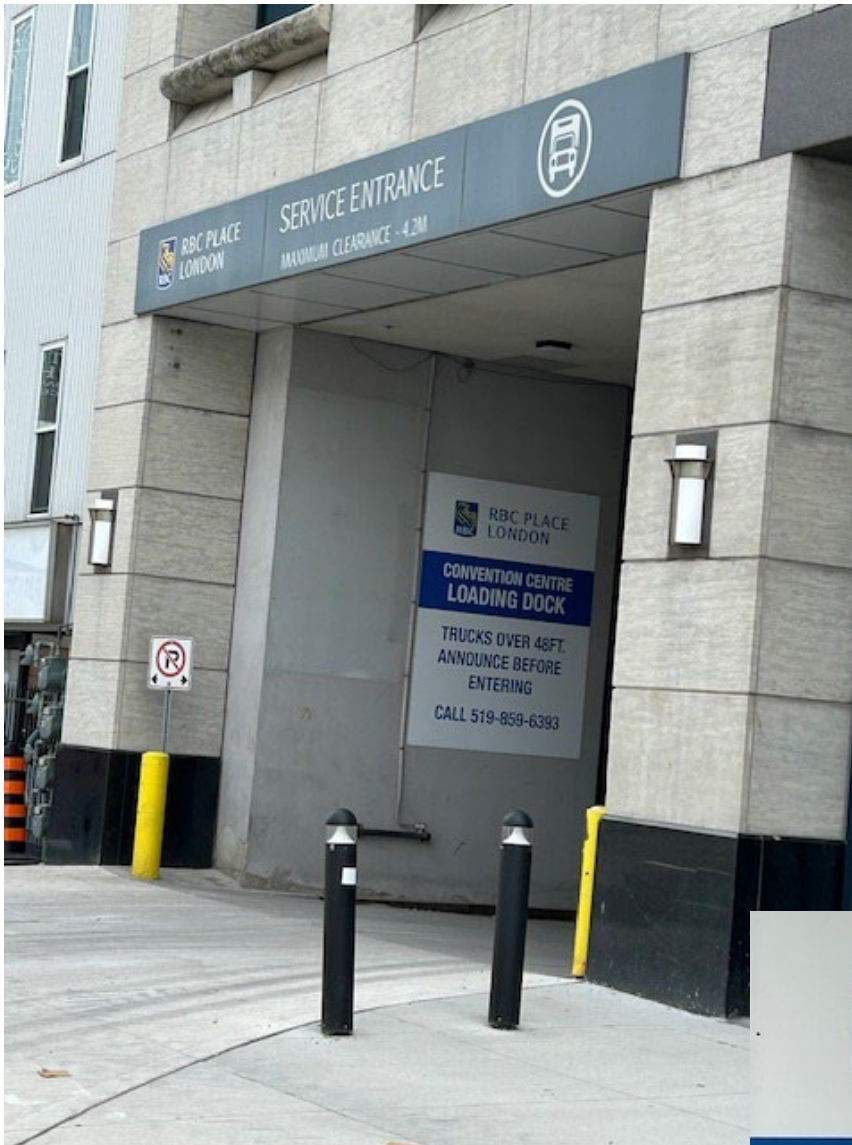
Maximum Weight 5,000 lbs

Elevators and Escalators

Passenger elevators are located in the southeast corner of the building and run from the underground parking garage to the second floor. Escalators are located in the main foyer and operate between the first and second floors only. Passenger elevators and escalators are **not** to be used for transporting freight or equipment including easels, chairs, tables etc. Freight elevators are located on the Loading Dock and consist of one truck elevator and three small elevators for transporting all freight or equipment from level to level. For Load Capacity and dimensions please contact Event Planning.



**RBC PLACE
LONDON**



**RBC PLACE
LONDON**

**CONVENTION CENTRE
LOADING DOCK**

**TRUCKS OVER 48FT.
ANNOUNCE BEFORE
ENTERING**

CALL 519-859-6393



**RBC PLACE
LONDON**

EXHIBITOR FORM

Please Complete and Email to: info@rbcplacelondon.com

Contact for questions or additional information: [Guest Services 519-661-6200](tel:519-661-6200)

Function:	Date:	Booth No:
Company Name: _____		
Contact Name: _____		
Street Address: _____		
City: _____	Province: _____	Postal Code/Zip: _____
Telephone No: _____		
Email: _____		

ELECTRICAL SERVICES ORDER FORM – E100

FMS/GSC

All equipment is subject to inspection by RBCPL and the Electrical Safety Authority. RBCPL has the right to deny power to any equipment that is not compliant or in good working order.

IMPORTANT – No deep fryers are permitted on-site; this includes electrical units.

Air fryers are permitted provided they are ESA compliant.

Along with this form, you must include details on the equipment being powered in the space provided below and pictures of the manufacturer's sticker found on the back of the equipment. For all hydro connections, please provide more information on the connection required and the item(s) being powered for review by Facilities.

A. ELECTRICAL OUTLETS	COST	Qty.	AMOUNT
120 V Outlet, approx. 15 Amps	\$94.69 + HST = \$107.00		\$
120 V Outlet, approx. 20 Amps	\$109.73 + HST = \$124.00		\$
Section A Subtotal			\$
B. HYDRO CONNECTIONS (Wired On-Site)	COST	Qty.	AMOUNT
120/208 V 30A 3 Phase	\$200.00 + HST = \$226.00		\$
120/208 V 100A 3 Phase	\$624.78 + HST = \$706.00		\$
120/208 V 200A 3 Phase	\$723.90 + HST = \$818.00		\$
120/208 V 50A 1 Phase	\$265.49 + HST = \$300.00		\$
120/208 V 60A 1 Phase	\$288.50 + HST = \$326.00		\$
Section B Subtotal			\$

EQUIPMENT DETAILS:

C. SPECIAL ELECTRICAL CONNECTIONS (By quotation, includes stove and RV plugs)

Please provide the unit specifications and a picture of the unit and receptacle. The RBC Place London Facilities Team will review your needs and will reach out for any additional information or questions.

Section C Subtotal		\$
Total (Section A + B + C)		\$
To be completed by RBC Place London...	Including HST (13%) (#R136385242)	

IMPORTANT - Once this form has been reviewed and approved a [direct payment link will be sent to the email listed above](#). An electronic receipt will automatically be generated once payment has been processed via the link provided.

****SEE CONDITIONS & REGULATIONS ON REVERSE SIDE OF THIS ORDER FORM****



**RBC PLACE
LONDON**

EXHIBITOR FORM

ELECTRICAL SERVICES – E100

CONDITIONS & REGULATIONS

1. All materials and equipment supplied remain the property of RBC Place London (RBCPL) and are not to be removed.
2. All equipment **MUST** be approved by an agency **ACCREDITED** by the **STANDARDS COUNCIL OF CANADA** and be acceptable for use by the Electrical Safety Authority (ESA).

UNAPPROVED ELECTRICAL PRODUCTS MAY BE DISPLAYED at TRADESHOWS when “PERMISSION to SHOW” is granted by the ELECTRICAL SAFETY AUTHORITY. A nominal fee is charged for this service. Fines of up to \$5,000.00 may result for failure to comply with this regulation. For more information, please contact the ESA at 1-877-421-2228. Recognized Certification Markings: esasafe.com

3. RBCPL Facility Maintenance Technicians (FMS) are the only technicians authorized to alter floor coverings.
4. Credit will not be provided for connections installed and not used.
5. It is the exhibitor's responsibility to ensure the safe return of rented equipment to RBCPL FMS Services.

DO NOT LEAVE EQUIPMENT UNATTENDED IN THE BOOTH

6. Disputes concerning service must be filed by the exhibitor with RBCPL FMS Service prior to the close of the show.
7. Payment Terms:
 - a. Payment must be received for all services prior to the service being provided. Exhibitors with outstanding balances from prior shows must satisfy payment required or services will not be provided. Current show balances and/or charges incurred due to on-site requests must be paid in full prior to the service being supplied. No exceptions.
 - b. Visa, Debit and all major cards are accepted. No cash transactions.
 - c. Refunds for overpayment will be processed by RBCPL within thirty (30) business days after the show closing date.

My signature below affirms that I have read and understand the conditions and regulations listed on the RBC Place London Electrical Services Order Form – E100, the ES Permission to Show at Tradeshow Brochure, the Ontario Electrical Safety Code – Bulletin and the Ontario's Electrical Product Approval Requirements document, and I agree to comply with the responsibilities and requirements outlined.

Name (Printed): _____ **Date:** _____

Signature: _____



**RBC PLACE
LONDON**

EXHIBITOR FORM

Please Complete and Email to: info@rbcplacelondon.com

Contact for questions or additional information: [Guest Services 519-661-6200](tel:519-661-6200)

Function:	Date:	Booth No:
Company Name: _____		
Contact Name: _____		
Street Address: _____		
City: _____	Province: _____	Postal Code/Zip: _____
Telephone No: _____		
Email: _____		

ELECTRICAL SERVICES ORDER FORM – E102

FMS/GSC

FOOD FESTIVAL EXHIBITOR REQUIREMENTS

All equipment is subject to inspection by RBCPL and the Electrical Safety Authority. RBCPL has the right to deny power to any equipment that is not compliant or in good working order.

IMPORTANT – No deep fryers are permitted on-site; this includes electrical units.

Air fryers are permitted provided they are ESA compliant.

ELECTRICAL REQUIREMENTS – FOOD FESTIVAL EXHIBITOR

Please provide the unit specifications, picture of the unit(s), pictures of the manufacturer's sticker(s) found on the back of the equipment and picture(s) of the receptacle or connection(s). The RBC Place London Facilities Team will review all information provided and will advise as to the level of power needed to align with your equipment and associated cost.

	Subtotal	\$
	Total Including HST (13%) (#R136385242)	\$
To be completed by RBC Place London...		

IMPORTANT - Once this form has been reviewed and approved a [direct payment link will be sent to the email listed above](#). An electronic receipt will automatically be generated once payment has been processed via the link provided.

****SEE CONDITIONS & REGULATIONS ON REVERSE SIDE OF THIS ORDER FORM****



EXHIBITOR FORM

ELECTRICAL SERVICES: FOOD FESTIVAL EXHIBITORS – E102

CONDITIONS & REGULATIONS

1. All materials and equipment supplied remain the property of RBC Place London (RBCPL) and are not to be removed.
2. **All equipment MUST be approved by an agency ACCREDITED by the STANDARDS COUNCIL OF CANADA and be acceptable for use by the Electrical Safety Authority (ESA).**

UNAPPROVED ELECTRICAL PRODUCTS MAY BE DISPLAYED at TRADESHOWS when “PERMISSION to SHOW” is granted by the ELECTRICAL SAFETY AUTHORITY. A nominal fee is charged for this service. Fines of up to \$5,000.00 may result for failure to comply with this regulation. For more information, please contact the ESA at 1-877-421-2228. Recognized Certification Markings: esasafe.com
3. RBCPL Facility Maintenance Technicians (FMS) are the only technicians authorized to alter floor coverings.
4. Credit will not be provided for connections installed and not used.
5. It is the exhibitor's responsibility to ensure the safe return of rented equipment to RBCPL FMS Services.

DO NOT LEAVE EQUIPMENT UNATTENDED IN THE BOOTH

6. Disputes concerning service must be filed by the exhibitor with RBCPL FMS Service prior to the close of the show.
7. Payment Terms:
 - a. Payment must be received for all services prior to the service being provided. Exhibitors with outstanding balances from prior shows must satisfy payment required or services will not be provided. Current show balances and/or charges incurred due to on-site requests must be paid in full prior to the service being supplied. No exceptions.
 - b. Visa, Debit and all major cards are accepted. No cash transactions.
 - c. Refunds for overpayment will be processed by RBCPL within thirty (30) business days after the show closing date.

My signature below affirms that I have read and understand the conditions and regulations listed on the RBC Place London Electrical Services Order Form – E100, the ES Permission to Show at Tradeshow Brochure, the Ontario Electrical Safety Code – Bulletin and the Ontario's Electrical Product Approval Requirements document, and I agree to comply with the responsibilities and requirements outlined.

Name (Printed): _____ **Date:** _____

Signature: _____



**RBC PLACE
LONDON**

EXHIBITOR FORM

Please Complete and Email to: info@rbcplacelondon.com

Contact for questions or additional information: [Guest Services 519-661-6200](tel:519-661-6200)

Function:	Date:	Booth No:
Company Name: _____		
Contact Name: _____		
Street Address: _____		
City: _____	Province: _____	Postal Code/Zip: _____
Telephone No: _____		
Email: _____		

INTERNET SERVICES ORDER FORM – T103

FMS/GSC

A. HARDWIRED INTERNET	COST	Qty.	AMOUNT
High-Speed Hardwired Internet Connection System Requirements: 10 base T-Ether Net Card or a Twisted Pair RJ-45 Connector This rate includes a one-time installation in the location of your choice. Changes to the original placement will be subject to a labour charge.	\$172.57+ HST = \$195.00		\$
Section A Subtotal			\$
B. WIRELESS INTERNET	COST	Qty.	AMOUNT
High-Speed Dedicated Wi-Fi Access (Standard SSID and Password Provided)	\$100.00 + HST = \$113.00		\$
Section B Subtotal			\$
C. CUSTOM SERVICE (By quotation, includes custom SSID or password requests)			
Please provide details on the custom internet access needs. The RBC Place London Facilities Team will review your needs and will reach out for any additional information or questions.			
Section C Subtotal			\$
To be completed by RBC Place London...	Total (Section A + B + C) Including HST (13%) (#R136385242)		\$

IMPORTANT - Once this form has been reviewed and approved a [direct payment link will be sent to the email listed above](#). An electronic receipt will automatically be generated once payment has been processed via the link provided.

****SEE CONDITIONS & REGULATIONS ON REVERSE SIDE OF THIS ORDER FORM****



**RBC PLACE
LONDON**

EXHIBITOR FORM

INTERNET SERVICES – T103

CONDITIONS & REGULATIONS

1. All materials and equipment supplied remain the property of RBC Place London (RBCPL) and are not to be removed.
2. RBCPL Facility Maintenance Technicians (FMS) are the only technicians authorized to alter floor coverings.
3. Credit will not be provided for connections installed and not used.
4. It is the exhibitor's responsibility to ensure the safe return of rented equipment to RBCPL FMS Services.

DO NOT LEAVE EQUIPMENT UNATTENDED IN THE BOOTH

5. Disputes concerning service must be filed by the exhibitor with RBCPL FMS Service prior to the close of the show.
6. Payment Terms:
 - a. Payment must be received for all services prior to the service being provided. Exhibitors with outstanding balances from prior shows must satisfy payment required or services will not be provided. Current show balances and/or charges incurred due to on-site requests must be paid in full prior to the service being supplied. No exceptions.
 - b. Visa, Debit and all major cards are accepted. No cash transactions.
 - c. Refunds for overpayment will be processed by RBCPL within thirty (30) business days after the show closing date.

My signature below affirms that I have read and understand the conditions and regulations listed on the RBC Place London Internet Services – T103 and I agree to comply with the responsibilities and requirements outlined.

Name (Printed): _____ **Date:** _____

Signature: _____



**RBC PLACE
LONDON**

EXHIBITOR FORM

Please Complete and Email to: info@rbcplacelondon.com

Contact for questions or additional information: [Guest Services 519-661-6200](tel:519-661-6200)

Function:	Date:	Booth No:
Company Name: _____		
Contact Name: _____		
Street Address: _____		
City: _____	Province: _____	Postal Code/Zip: _____
Telephone No: _____		
Email: _____		

MATERIAL HANDLING SERVICES FORM – M102	ES/FMS/GSC
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A. SHRINK WRAP	COST	Qty.	AMOUNT
Skid and contents shrink wrapped for transport	\$45.14/skid + HST = \$51.00		\$
Section A Subtotal			\$
B. ITEM(S) 100 LBS OR LESS	COST	Qty.	AMOUNT
Item(s) to be moved using a pump truck	\$100.00/skid + HST = \$113.00		\$
Section B Subtotal			\$
C. ITEM(S) OVER 100 LBS (By quotation)			
Please provide the specifications noted below for the item(s) being shipped and include pictures for review by the RBCPL Event Services and/or Facilities Services Teams.			
Height x Width x Length x Depth (H x W x L x D):	Weight of Item(s):		LBS
To be completed by RBC Place London...			
Item(s) to be moved using a forklift	\$150.00/hour, (Min 1 hour.)	X _____ (Hrs)	\$
Extra long blades required for forklift due to item(s) specs?	<input type="checkbox"/> Yes (\$100.00 + HST = \$113.00) <input type="checkbox"/> No		\$
PLEASE NOTE – Should items arriving on-site not match the original specifications provided RBCPL reserves the right to update the associated price point based on the specifications of the items present and process payment accordingly.			
Section C Subtotal			\$
Total (Section A + B + C)			\$
To be completed by RBC Place London...			Including HST (13%) (#R136385242)

IMPORTANT - Once this form has been reviewed, approved and the total Material Handling cost determined a [direct payment link will be sent to the email listed above](#). An electronic receipt will automatically be generated once payment has been processed via the link provided.

****SEE CONDITIONS & REGULATIONS ON REVERSE SIDE OF THIS ORDER FORM****



EXHIBITOR FORM

MATERIAL HANDLING SERVICES FORM – M102

CONDITIONS & REGULATIONS

1. RBC Place London (RBCPL) reserves the right to inspect and control all products. Liability for damages to the premises will be charged accordingly. RBCPL will not be held responsible for damages or loss of any personal property or equipment left in the building prior to, during or following any tradeshow, or for any injury or death resulting from the acts of omissions of exhibitor. Disposal of excessive garbage/recycling materials may result in an applicable eco fee.
2. Passenger elevators and escalators are NOT to be used for transporting freight or equipment including but not limited to easels, chairs, tables, etc. The Loading Dock includes one freight elevator, one truck elevator and two smaller service elevators for transporting all freight or equipment from level to level. For load capacity and dimensions please refer to the Building Specifications Document or contact RBCPL. All exhibitor materials must be shipped in and out of the building through the Loading Dock ONLY. Clients/Exhibitors are not permitted to operate the freight elevator without an RBCPL Associated present.
3. RBCPL restricts delivery and/or storage prior to and following an event. No shipments or deliveries of any kind shall be accepted by RBCPL unless the Client/Exhibitor has pre-ordered services from the Material Handling Services Form (M102) or the Storage Services Form (M103).
4. Payment Terms:
 - a. Payment must be received for all pre-ordered services. Exhibitors with outstanding balances from prior shows must satisfy payment required or services will not be provided. Current show balances and/or charges incurred due to on-site requests must be paid in full prior to the service being supplied. No exceptions.
 - b. Visa, Debit and all major cards are accepted. No cash transactions.
 - c. Refunds for overpayment will be processed by RBCPL within thirty (30) business days after the show closing date.
5. Shipping Address – Please ship tradeshow materials to the address below:

**RBC Place London
300 York Street
London, ON N6B 1P8**

Note - The RBC Place London Loading Dock is located off of Wellington St. between York St. and King St.

My signature below affirms that I have read and understand the conditions and regulations listed on the RBC Place Material Handling Services Form – M102, and I agree to comply with the responsibilities and requirements outlined.

Name (Printed): _____ **Date:** _____

Signature: _____



**RBC PLACE
LONDON**

EXHIBITOR FORM

Please Complete and Email to: info@rbcplacelondon.com
Contact for questions or additional information: Guest Services 519-661-6200

Function:	Date:	Booth No:
Company Name: _____		
Contact Name: _____		
Street Address: _____		
City: _____	Province: _____	Postal Code/Zip: _____
Telephone No: _____		
Email: _____		

STORAGE SERVICES FORM – M103

ES/GSC

STORAGE SERVICES

Applies to items arriving more than 48 hours in advance of the event start date and/or remaining 24 hours after the event concludes.

Limited storage available. Subject to approval.

Please provide the specifications noted below for the item(s) being stored and include pictures for review by the RBCPL Event Services Team.

Height x Width x Length x Depth (H x W x L x D):		Weight of Item(s):	LBS
Arrival Date:		Pick Up Date:	
To be completed by RBC Place London...			
\$30.09 + HST/piece per day		\$34.00 x _____ (No. of Days)	\$
PLEASE NOTE – Should items remain on-site outside of the noted dates; each additional day will be charged at a rate of \$40.00/piece per 24-hour period.			
Total Including HST (13%) (#R136385242)			\$

IMPORTANT - Once this form has been reviewed, approved and the total Material Handling cost determined a [direct payment link will be sent to the email listed above](#). An electronic receipt will automatically be generated once payment has been processed via the link provided.

****SEE CONDITIONS & REGULATIONS ON REVERSE SIDE OF THIS ORDER FORM****



EXHIBITOR FORM

STORAGE SERVICES FORM – M103

CONDITIONS & REGULATIONS

1. RBC Place London (RBCPL) reserves the right to inspect and control all products. Liability for damages to the premises will be charged accordingly. RBCPL will not be held responsible for damages or loss of any personal property or equipment left in the building prior to, during or following any tradeshow, or for any injury or death resulting from the acts of omissions of exhibitor. Disposal of excessive garbage/recycling materials may result in an applicable eco fee.
2. Passenger elevators and escalators are NOT to be used for transporting freight or equipment including but not limited to easels, chairs, tables, etc. The Loading Dock includes one freight elevator, one truck elevator and two smaller service elevators for transporting all freight or equipment from level to level. For load capacity and dimensions please refer to the Building Specifications Document or contact RBCPL. All exhibitor materials must be shipped in and out of the building through the Loading Dock ONLY. Clients/Exhibitors are not permitted to operate the freight elevator without an RBCPL Associated present.
3. RBCPL restricts delivery and/or storage prior to and following an event. No shipments or deliveries of any kind shall be accepted by RBCPL unless the Client/Exhibitor has pre-ordered services from the Material Handling Services Form (M102) or the Storage Services Form (M103).
4. Payment Terms:
 - a. Payment must be received for all pre-ordered services. Exhibitors with outstanding balances from prior shows must satisfy payment required or services will not be provided. Current show balances and/or charges incurred due to on-site requests must be paid in full prior to the service being supplied. No exceptions.
 - b. Visa, Debit and all major cards are accepted. No cash transactions.
 - c. Refunds for overpayment will be processed by RBCPL within thirty (30) business days after the show closing date.
5. Shipping Address – Please ship tradeshow materials to the address below:

**RBC Place London
300 York Street
London, ON N6B 1P8**

Note - The RBC Place London Loading Dock is located off of Wellington St. between York St. and King St.

My signature below affirms that I have read and understand the conditions and regulations listed on the RBC Place Storage Services Form – M103, and I agree to comply with the responsibilities and requirements outlined.

Name (Printed): _____ **Date:** _____

Signature: _____



**RBC PLACE
LONDON**

EXHIBITOR FORM

Please Complete and Email to: info@rbcplacelondon.com

Contact for questions or additional information: [Guest Services 519-661-6200](tel:519-661-6200)

Function:	Date:	Booth No:
Company Name:		
Contact Name:		
Street Address:		
City:	Province:	Postal Code/Zip:
Telephone No:	Email:	

FOOD/BEVERAGE SAMPLE DISTRIBUTION FORM – F106 Culinary/ES

RBCPL has exclusive food and beverage distribution rights within the venue. The event organizer and/or their exhibitors may distribute sample food and beverage products **ONLY** upon written authorization. The sale of samples is not permitted. RBCPL will not be responsible for the quality or stat of the food or beverage served by an exhibitor.

GENERAL PARAMETERS

- Items dispensed are limited to products manufactured, processed or distributed by exhibiting organization.
- All items are limited SAMPLE SIZE:
 - Sample or promotional **non-alcoholic** beverages limited to a maximum of **3oz**
 - Sample or promotional **alcoholic** beverages limited to a maximum of **¼ oz** to **1oz** depending on product. Alcohol of 40% is limited to ¼ oz samples. Beer or Wine can be a 1oz sample.
 - Sample food items are limited to "bite size" items that have been produced at a food premise regulated under the Health Protection Act.
 - Samples are distributed in environment friendly containers.
- Any sampling of alcoholic beverages must be within the guideline of the Alcohol and Gaming Commission of Ontario and will require a Special Occasion Permit from the LCBO.
- F&B items used as traffic promoters (i.e. individual bags of potato chips, coffee, etc.) **MUST** be purchased from RBCPL. To be ordered through the assigned Event Planner and paid in advance.
- All equipment in use is subject to inspection by RBCPL and the Electrical Safety Authority. RBCPL has the right to deny power to any equipment that is not compliant or in good working order. No deep fryers are permitted on-site; this includes electrical units. Air fryers are permitted provided they are ESA compliant. Please complete and submit the electrical services order form (E100) for any hydro needs.**

SAMPLE INFORMATION – Please complete...

Portion Size:		Item(s) being offered:	
Proposed Method of Distribution:			
Purpose of Sample Offering:			

IMPORTANT – If the exhibitor will be purchasing items from RBCPL, once the order is confirmed a [direct payment link will be sent to the email listed above](#). An electronic receipt will automatically be generated once payment has been processed via the link provided.

****SEE CONDITIONS & REGULATIONS ON REVERSE SIDE OF THIS ORDER FORM****



EXHIBITOR FORM

FOOD/BEVERAGE SAMPLE DISTRIBUTION FORM – F106

CONDITIONS & REGULATIONS

1. RBC Place London (RBCPL) has exclusive food and beverage distribution rights within the venue. The event organizer and/or their exhibitors may distribute sample size food and beverage products **ONLY** upon written approval by RBCPL.
2. **RBCPL will not be responsible for the quality or state of the food or beverage served by an approved exhibitor.**
3. Items being distributed are limited to products manufactured, processed or distributed by the exhibiting organization.
4. All items are limited SAMPLE SIZE:
 - a. Sample or promotional **non-alcoholic** beverages limited to a maximum of **3oz**
 - b. Sample or promotional **alcoholic** beverages limited to a maximum of ¼ oz to **1oz** depending on product. Alcohol of 40% is limited to ¼ oz samples. Beer or Wine can be a 1oz sample.
 - c. Sample food items are limited to “bite size” items that have been produced at a food premise regulated under the Health Protection Act.
 - d. Samples are distributed in environment friendly containers.
5. F&B items used as traffic promoters (i.e. individual bags of potato chips, coffee, etc.) **MUST** be purchased from RBCPL. To be ordered through the assigned Event Planner and paid in advance.
6. All food storage must comply with the Middlesex-London Health Unit regulations.
7. There is no food storage in the RBCPL kitchen, unless additional arrangements are made with the Event Planner and RBCPL Culinary team.
8. All materials and equipment supplied remain the property of RBC Place London (RBCPL) and are not to be removed.
9. Payment Terms:
 - a. Payment must be received for all services prior to the service being provided. Exhibitors with outstanding balances from prior shows must satisfy payment required or services will not be provided. Current show balances and/or charges incurred due to on-site requests must be paid in full prior to the service being supplied. No exceptions.
 - b. Visa, Debit and all major cards are accepted. No cash transactions.
 - c. Refunds for overpayment will be processed by RBCPL within thirty (30) business days after the show closing date.

My signature below affirms that I have read and understand the conditions and regulations listed on the RBC Place London Food/Beverage Sample Distribution Form – F106 and I agree to comply with the responsibilities and requirements outlined.

Name (Printed): _____ Date: _____

Signature: _____



**RBC PLACE
LONDON**

EXHIBITOR FORM

Please Complete and Email to: info@rbcplacelondon.com

Contact for questions or additional information: [Guest Services 519-661-6200](tel:519-661-6200)

Function:	Date:	Booth No:
Company Name: _____		
Contact Name: _____		
Street Address: _____		
City: _____	Province: _____	Postal Code/Zip: _____
Telephone No: _____		
Email: _____		

CLEANING SERVICES ORDER FORM – C105

ES/GSC

General cleaning of show AISLES (removal of aisles refuse, refuse from aisles waste containers and daily vacuuming) is provided by the RBC Place London Event Services Team.

Cleaning of INDIVIDUAL EXHIBIT BOOTHS is the responsibility of the exhibitor and can be arranged.

A. CARPET CLEANING					AMOUNT
Shampooing (0.50 ¢ /sq.ft.):	# of Sq.Ft:	x	# of Days:	=	\$
Specify Date & Time:					
Section A Subtotal					\$
B. BASIC CLEANING SERVICES (Vacuuming, dusting, and emptying refuse containers – 100 sq. ft. minimum)					AMOUNT
Pre-Show Cleaning (0.20 ¢ /sq.ft.):	# of Sq.Ft:	x	# of Days:	=	\$
Daily Cleaning (0.15 ¢ /sq.ft.):	# of Sq.Ft:	x	# of Days:	=	\$
Specify Date(s) & Time:					
Section B Subtotal					\$
C. FULL CLEANING SERVICE (Vacuuming, dusting, emptying refuse containers and exterior cleaning/polishing of windows and/or mirrors – 100 sq. ft. minimum)					AMOUNT
Pre-Show Cleaning (0.50 ¢ /sq. ft.):	# of Sq.Ft:	x	# of Days:	=	\$
Daily Cleaning (0.50 ¢ /sq. ft.):	# of Sq.Ft:	x	# of Days:	=	\$
Specify Date(s) & Time:					
Section C Subtotal					\$
Subtotal (Section A + B + C)					\$
Plus HST (13%) (#R136385242)					\$
Total Including HST					\$
To be completed by RBC Place London...					

IMPORTANT - Once this form has been reviewed and approved a [direct payment link will be sent to the email listed above](#). An electronic receipt will automatically be generated once payment has been processed via the link provided.

****SEE CONDITIONS & REGULATIONS ON REVERSE SIDE OF THIS ORDER FORM****



**RBC PLACE
LONDON**

EXHIBITOR FORM

CLEANING SERVICES – C105

CONDITIONS & REGULATIONS

1. Disposal of excessive garbage/recycling materials may result in an applicable eco fee.
2. Disputes concerning service must be filed by the exhibitor with RBCPL FMS Service prior to the close of the show.
3. Payment Terms:
 - a. Payment must be received for all pre-ordered services. Exhibitors with outstanding balances from prior shows must satisfy payment required or services will not be provided. Current show balances and/or charges incurred due to on-site requests must be paid in full prior to the service being supplied. No exceptions.
 - b. Visa, Debit and all major cards are accepted. No cash transactions.
 - c. Refunds for overpayment will be processed by RBCPL within thirty (30) business days after the show closing date.

My signature below affirms that I have read and understand the conditions and regulations listed on the RBC Place London Cleaning Services - C105 and I agree to comply with the responsibilities and requirements outlined.

Name (Printed): _____ **Date:** _____

Signature: _____



**RBC PLACE
LONDON**

EXHIBITOR FORM

Please Complete and Email to: info@rbcplacelondon.com

Contact for questions or additional information: Guest Services 519-661-6200

Function:	Date:	Booth No:
Company Name:		
Contact Name:		
Street Address:		
City:	Province:	Postal Code/Zip:
Telephone No:		
Email:		

SIGN & BANNER INSTALLATION SERVICES – S104

FMS/GSC

All signs and banners are subject to review and approval of the RBCPL Facilities team.
The ability to hang signs and banners will be dependant on the event layout and booth location.

SIGN & BANNER DIMENSIONS

Height:	Length:	Width:
Grommets: <input type="checkbox"/> Yes <input type="checkbox"/> No	Weight:	LBS or KGs

****Please provide a picture of the sign or banner to be hung****

B. INSTALLATION OPTIONS		COST	Qty.	AMOUNT
One (1) Installer with Scissor Lift		\$200.00 + HST = \$226.00		\$
Two (2) Installers with Scissor Lift		\$624.78 + HST = \$706.00		\$
To be completed by RBC Place London...		Total Including HST (13%) (#R136385242)		\$

IMPORTANT - Once this form has been reviewed and approved a [direct payment link will be sent to the email listed above](#). An electronic receipt will automatically be generated once payment has been processed via the link provided.

****SEE CONDITIONS & REGULATIONS ON REVERSE SIDE OF THIS ORDER FORM****



**RBC PLACE
LONDON**

EXHIBITOR FORM

SIGN & BANNER INSTALLTION SERVICES – S104

CONDITIONS & REGULATIONS

1. Unless otherwise directed, only RBC Place London (RBCPL) Facility Maintenance Technicians (FMS) are authorized to modify Banners and/or Signs as required in order to ensure safe hanging practices are followed.
2. Disputes concerning service must be filed by the exhibitor with RBCPL prior to the close of the show.
3. Payment Terms:
 - a. Payment must be received for all services prior to the service being provided. Exhibitors with outstanding balances from prior shows must satisfy payment required or services will not be provided. Current show balances and/or charges incurred due to on-site requests must be paid in full prior to the service being supplied. No exceptions.
 - b. Visa, Debit and all major cards are accepted. No cash transactions.
 - c. Refunds for overpayment will be processed by RBCPL within thirty (30) business days after the show closing date.

My signature below affirms that I have read and understand the conditions and regulations listed on the RBC Place London Sign & Banner Installation Services – S104 order form and I agree to comply with the responsibilities and requirements outlined.

Name (Printed): _____ **Date:** _____

Signature: _____



**RBC PLACE
LONDON**

EXHIBITOR FORM

Please Complete and Email to: info@rbcplacelondon.com
Contact for questions or additional information: Guest Services 519-661-6200

Function:	Date:	Booth No:
Company Name: _____		
Contact Name: _____		
Street Address: _____		
City: _____	Province: _____	Postal Code/Zip: _____
Telephone No: _____		
Email: _____		

MECHANICAL CONNECTIONS ORDER FORM – M110

FMS/GSC

Please complete the form below with details on your required connection(s) and email to RBC Place London at info@rbcplacelondon.com. The RBC Place London Facilities Team will review your needs, confirm availability, and advise as to the associated cost.

A. MECHANICAL CONNECTIONS		COST	Qty.	AMOUNT
Connection Required:	Water Line & Drainage (Cold Water Only)	\$190.27 + HST = \$215.00		\$
	Water Line with Heater & Drainage	\$274.34 + HST = \$310.00		\$
Specs for Connection Required: _____				
Volume Required (If applicable): _____				
Pressure Required (If applicable): _____				
To be completed by RBC Place London...			Section A Subtotal	\$
B. OTHER CONNECTION REQUIREMENTS				
Please provide the unit specifications and a picture.				
The RBC Place London Facilities Team will review your needs and will reach out for any additional information or questions.				
To be completed by RBC Place London...			Section B Subtotal	\$
To be completed by RBC Place London...			Total (Section A + B) Including HST (13%) (#R136385242)	\$

IMPORTANT - Once this form has been reviewed and approved a [direct payment link will be sent to the email listed above](#). An electronic receipt will automatically be generated once payment has been processed via the link provided.

****SEE CONDITIONS & REGULATIONS ON REVERSE SIDE OF THIS ORDER FORM****



**RBC PLACE
LONDON**

EXHIBITOR FORM

MECHANICAL CONNECTIONS – M110

CONDITIONS & REGULATIONS

1. All materials and equipment supplied remain the property of RBC Place London (RBCPL) and are not to be removed.
2. All equipment **MUST** be CSA approved and be acceptable for use by the appropriate governing body. For more information, please contact the Canadian Standards Authority at 1-800-463-6727 or www.csa.ca.
3. RBCPL Facility Maintenance Technicians (FMS) are the only technicians authorized to alter floor coverings.
4. Credit will not be provided for connections installed and not used.
5. It is the exhibitor's responsibility to ensure the safe return of rented equipment to RBCPL FMS Services.

DO NOT LEAVE EQUIPMENT UNATTENDED IN THE BOOTH

6. Disputes concerning service must be filed by the exhibitor with RBCPL FMS Service prior to the close of the show.
7. Payment Terms:
 - a. Payment must be received for ordered services. No mechanical connection will be installed without payment. Exhibitors with outstanding balances from prior shows must satisfy payment required or services will not be provided. Current show balances and/or charges incurred due to on-site requests must be paid in full prior to the service being supplied. No exceptions.
 - b. Visa, Debit and all major cards are accepted. No cash transactions.
 - c. Refunds for overpayment will be processed by RBCPL within thirty (30) business days after the show closing date.

My signature below affirms that I have read and understand the conditions and regulations listed on the RBC Place London Mechanical Connections Order Form – M11 and I agree to comply with the responsibilities and requirements outlined.

Name (Printed): _____ **Date:** _____

Signature: _____



**RBC PLACE
LONDON**

EXHIBITOR FORM

Please Complete and Email to: info@rbcplacelondon.com
Contact for questions or additional information: Guest Services 519-661-6200

Function:	Date:	Booth No:
Company Name: _____		
Contact Name: _____		
Street Address: _____		
City: _____	Province: _____	Postal Code/Zip: _____
Telephone No: _____		Email: _____

ONSITE TRADESHOW EQUIPMENT REQUEST FORM – O109 ES

RENTAL ITEMS (Subject to Availability)	COST	QTY.	Amount
Table – 6'	\$10.62 + HST = \$12.00		\$
Table – 36" Cocktail Table w. Linen	\$13.27 + HST = \$15.00		\$
Table – 36" Standup Cocktail Table w. Linen	\$13.27 + HST = \$15.00		\$
Table – 66" Round w. Linen	\$19.47 + HST = \$22.00		\$
Linen – 72"x120" Table Linen (Black)	\$7.08 + HST = \$8.00		\$
Linen – 72"x120" Table Linen (White)	\$7.08 + HST = \$8.00		\$
Linen – 13' Table Skirt (Black)	\$7.08 + HST = \$8.00		\$
Chair – Banquet	\$5.31 + HST = \$6.00		\$
Chair - Bar Stool	\$5.31 + HST = \$6.00		\$
Misc – Easel	\$10.62 + HST = \$12.00		\$
Misc – Other:			\$
Total Including HST (13%) (#R136385242)			\$
To be completed by RBC Place London...			
Delivery Date:		Pick Up Date:	

IMPORTANT - Once this form has been reviewed and approved a [direct payment link will be sent to the email listed above](#). An electronic receipt will automatically be generated once payment has been processed via the link provided.

****SEE CONDITIONS & REGULATIONS ON REVERSE SIDE OF THIS ORDER FORM****



**RBC PLACE
LONDON**

EXHIBITOR FORM

ONSITE TRADESHOW EQUIPMENT REQUEST FORM – O109

CONDITIONS & REGULATIONS

1. All materials and equipment supplied remain the property of RBC Place London (RBCPL).
2. It is the exhibitor's responsibility to ensure safe return of rented equipment to RBC Place London. **DO NOT LEAVE EQUIPMENT UNATTENDED IN BOOTH.**
3. Payment Terms:
 - a. Payment must be received for all services prior to the service being provided. Exhibitors with outstanding balances from prior shows must satisfy payment required or services will not be provided. Current show balances and/or charges incurred due to on-site requests must be paid in full prior to the service being supplied. No exceptions.
 - b. Visa, Debit and all major cards are accepted. No cash transactions.
 - c. Refunds for overpayment will be processed by RBCPL within thirty (30) business days after the show closing date.

My signature below affirms that I have read and understand the conditions and regulations listed on the RBC Place London Onsite Tradeshow Equipment Request Form – O109 and I agree to comply with the responsibilities and requirements outlined.

Name (Printed): _____ **Date:** _____

Signature: _____



**RBC PLACE
LONDON**

EXHIBITOR FORM

Please Complete and Email to: info@rbcplacelondon.com

Contact for questions or additional information: Guest Services 519-661-6200

Function:	Date:	Booth No: (If Applicable)
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Company Name: _____
Contact Name: _____
Street Address: _____
City: _____ **Province:** _____ **Postal Code/Zip:** _____
Telephone No: _____
Email: _____

VEHICLE DISPLAY FORM – V111

FMS/ES

A. VEHICLE INFORMATION (Dealership/Owner to complete)

Vehicle #1

Make/Model: _____ License Plate: _____

Driver Name: _____ Signature: _____

Vehicle #2

Make/Model: _____ License Plate: _____

Driver Name: _____ Signature: _____

Vehicle #3

Make/Model: _____ License Plate: _____

Driver Name: _____ Signature: _____

Vehicle #4

Make/Model: _____ License Plate: _____

Driver Name: _____ Signature: _____

IMPORTANT:

- ❖ Vehicles must arrive at a pre-determined and agreed to time before the event, based on loading dock and event space availability.
- ❖ Vehicle must be picked up at a pre-determined and agreed to time after the event or storage charges may apply.
- ❖ Vehicles are moved by the Driver/Owner or by an RBCPL associated with a valid driver's licence on file with RBCPL. Charges may apply if moved by RBCPL.
- ❖ RBCPL is not responsible or liable for vehicles brought onsite and displayed at the venue.

****SEE CONDITIONS & REGULATIONS ON REVERSE SIDE OF THIS ORDER FORM****



EXHIBITOR FORM

VEHICLE DISPLAY FORM – V111

CONDITIONS & REGULATIONS

Access

All vehicles to be brought in via the RBCPL loading dock. The loading dock is accessible off Wellington St., situated between York St. and King St. There is an inset door which should automatically raise as you approach. If the door does not raise or the steel door is in place, **please call Facilities at 519-859-6393.**

Preparation & Cleaning

1. If the vehicle requires onsite cleaning, all cleaning including washing/hosing down of vehicles must only take place inside the loading dock area before the vehicle is taken to the event space. The loading dock has a hose available for this purpose. The driver or client must supply all other cleaning supplies. If cleaning supplies are requested from RBCPL, there may be applicable costs.
2. The vehicle tires must be wiped down to avoid staining/markings of the fully carpeted event space. Once the vehicle is cleaned and wiped down, it can be moved into the event space.
3. The Dealership/Driver/Owner is responsible for supplying floor pads to be situated underneath the tires and plastic sheeting to be placed under the engine to catch any potential drips/leaks.

Vehicle Movement, Display & Control

1. Vehicles are moved by the Driver/Owner or by an RBCPL associated with a valid driver's licence on file with RBCPL. Charges may apply if moved by RBCPL.
2. Vehicles cannot be moved in any capacity without a RBCPL spotter.
3. Vehicles must be moved in a fluid motion, no dry turns to avoid carpet damage.
4. As per Fire Code 2007, Code # 2.12.1.7 located in section B2 it states that *"where a covered mall is used for the display of fueled equipment, batteries shall be disconnected and caps for fuel tanks shall be locked or secured against tampering."*
5. Vehicles on display must be locked and battery disconnected.
6. Running of displayed vehicles during the exhibit/event is prohibited unless approved by the Fire Prevention Division.
7. Propane charged cylinders are not permitted inside the venue/building.
8. Vehicle keys must be turned over to the Event Services team once the vehicle is placed in the show or event area. The keys will be locked in the RBCPL Event Services office. Access to the keys will be through the Event Services Supervisor on-site.
9. The client is responsible for any damage to RBCPL including but not limited to carpet tiles, building fixtures, etc. Replacement carpet tiles are \$300.00 + HST each. All other damages costs will be assessed for repair and the repair cost provided in writing.
10. RBCPL is not responsible or liable for vehicles brought onsite and displayed at the venue.

My signature below affirms that I have read and understand the conditions and regulations listed on the RBC Place Vehicle Display Form – V111, and I agree to comply with the responsibilities and requirements outlined.

Name (Printed): _____ **Date:** _____

Signature: _____



**RBC PLACE
LONDON**

Preferred Supplier List

- **Encore Canada, Audio-Visual Company** - Technical Consultation, Theatrical Sound, Lighting Equipment and more (<https://www.encore-can.com/>)
- **The Stronco Group of Companies** - Show decorators (www.stronco.com)