

# **MSToronto2026**

10<sup>th</sup> Joint ACTRIMS–ECTRIMS Meeting

**OCTOBER 21–23, 2026 | TORONTO, CANADA**

**Exhibition, Business &  
Executive Suite Manual**

Dear Industry Supporter,

Thank you once again for your generous support of MSToronto2026. This meeting marks the 10th triennial joint meeting of ACTRIMS and ECTRIMS, taking place October 21–23, 2026, at the Metro Toronto Convention Centre in Toronto, Canada. Returning to North America for the first time in 12 years, the meeting will convene a global audience of researchers, clinicians, and healthcare professionals focused on advancing care in multiple sclerosis and related demyelinating diseases.

Themed “Unifying Multiple Sclerosis,” this CE-accredited meeting will feature curated scientific and educational sessions, including platform, oral, and poster presentations highlighting the latest discoveries and clinical applications.

Delivered in a hybrid format, MSToronto2026 ensures seamless participation for both in-person and virtual audiences, expanding global access and engagement.

This Exhibit Booth, Business & Executive Suite Manual answers key logistical questions that may arise throughout the planning process and includes guidelines, technical details, and services provided by MSToronto2026’s suppliers and contractors to ensure a smooth experience.

We appreciate your partnership and look forward to making MSToronto2026 a success!

**Brittany Marsala Olson**

*Industry Engagement Director*

[bolson@actrims.org](mailto:bolson@actrims.org)

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## Key Contacts & Services

### MEETING ORGANIZER

**ACTRIMS**

7780 Elmwood Ave, Ste 130  
Middleton, WI 53562 USA  
(608) 310-8960

[www.actrims.org](http://www.actrims.org)

[www.MSToronto2026.org](http://www.MSToronto2026.org)

**Industry Support**

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[bolson@actrims.org](mailto:bolson@actrims.org)

*Elizabeth Vesperat*

[eveserat@actrims.org](mailto:eveserat@actrims.org)

**Group Housing**

[hotel.mstoronto@congrex.com](mailto:hotel.mstoronto@congrex.com)

**Registration**

[registration.mstoronto@congrex.com](mailto:registration.mstoronto@congrex.com)

**Meeting Room Requests**

[meetings.mstoronto@actrims.org](mailto:meetings.mstoronto@actrims.org)

### INDUSTRY SUPPORTER PORTAL

The MSToronto2026 [Industry Supporter Portal](#) will serve as your central resource for planning and managing your participation. Within the portal, you will find key information, including:

- Important contacts
- Planning deadlines
- Required forms and documents
- Floorplans and supporting materials

The floor plan is subject to change and will be updated periodically leading up to the meeting. ACTRIMS reserves the right to modify the layout as needed and will work collaboratively with exhibitors to finalize booth locations and catering placements to ensure the most practical, safe, and well-balanced exhibit environment.

The portal also provides access to the **Freeman Online Ordering Kit**, the official exhibitor service manual. This platform allows Industry Supporters to order booth services and equipment, including furnishings, carpet, electrical, internet, labor, shipping, and other show services. Exhibitors are responsible for reviewing the kit and placing all required orders by the published deadlines.

## EXCLUSIVE MTCC SERVICES

The Metro Toronto Convention Centre (MTCC) is the exclusive provider of the following services. Please contact the service providers directly.

### Booth Cleaning Services

Interior booth cleaning is available from the MTCC on an exclusive basis through their highly efficient Cleaning Services Department. Cleaning services include vacuuming/mopping, light dusting (excluding product displays and anything that has breakable items), and trash pickup. Additional exhibit booth cleaning options are available upon request.

Online Ordering Tool: [www.mtccc.com/order](http://www.mtccc.com/order)

*Advance Order Rate Deadline: Friday, October 2, 2026*

### Food & Beverage / Catering Services

The MTCC award-winning culinary team provides a full range of catering solutions to create a unique experience at your booth. Please contact the food and beverage team to discuss your catering requirements. Food and beverage services are exclusive to the MTCC.

Phone: (416) 585-8144

Email: [catering@mtccc.com](mailto:catering@mtccc.com)

### Internet / Telecom Services

MTCC technology specialists are available to provide wireless and wired internet services directly to your booth.

Phone: (416) 585-3596

Email: [technology@mtccc.com](mailto:technology@mtccc.com)

Online Ordering Tool: [www.mtccc.com/order](http://www.mtccc.com/order)

*Advance Order Rate Deadline: Friday, October 2, 2026*

### Electrical Power & Rigging

SHOWTECH Power & Lighting provides all electrical, display-feature lighting, mechanical, plumbing, gas, and air services on an exclusive supplier basis. SHOWTECH also exclusively hangs all decorative material, signs and banners that are required to be attached to the facility structure.

Phone: 416.585.8109

Email: [tlandry@showtech.ca](mailto:tlandry@showtech.ca)

Web: [www.showtech.ca](http://www.showtech.ca)

Order [online](#).

*Advance Order Rate Deadline: Monday, September 28, 2026*

### Parking Services

Exhibitor parking passes are available for each event in the MTCC's easily accessible, security-patrolled indoor parking garages. With space for over 1,700 cars, the garages are available 24/7, and are located steps away from the show floor.

Online Ordering Tool: [www.mtccc.com/order](http://www.mtccc.com/order)

*Advance Order Rate Deadline: Friday, October 2, 2026*

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## ADDITIONAL MTCC SERVICES

The MTCC also offers the following services. Please contact the service providers directly.

### Business Centre Services

Services include photocopying, printing, outbound courier service, custom printing services (retractable roll-up banners, flyers, booklets, merchandise, posters, etc.), and a selection of office supplies and tools for purchase. Please contact the Business Centre well in advance to arrange for large, customized printing projects.

Phone: (416) 585-8387

Email: [exhibitor-services@mtccc.com](mailto:exhibitor-services@mtccc.com)

### Exhibitor Services Centre

The Exhibitor Services Centre provides a one-stop shopping experience for exhibitors and the Exhibitor Services team works with each exhibitor as they prepare for the show and acts as a liaison for all services provided by the MTCC. The Exhibitor Services Centre can assist with orders or for last-minute needs at the on-site service desk.

Phone: (416) 585-8387

Email: [exhibitor-services@mtccc.com](mailto:exhibitor-services@mtccc.com)

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## AUDIO-VISUAL SERVICES

Encore is the official on-site audio-visual provider for MSToronto2026 and is available to support all Exhibit Booth, Business Suite, and Executive Suite needs. To request AV services, access Encore's order forms and service options through the Freeman Online Ordering Kit in the Resources section of the [Industry Supporter Portal](#).

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## TRANSPORTATION & CUSTOMS CLEARANCE SERVICES

All shipments originating outside of Canada require Canada Customs clearance, as well as U.S. Customs / Homeland Security / country-of-origin clearance for return shipments.

Canada is an international destination; therefore, duties, taxes, and customs clearance fees apply, in addition to any applicable tariffs. If you are shipping air or ground freight using small-package carriers such as FedEx, UPS, DHL, Purolator, postal services, or other courier companies, all ancillary charges (duties, taxes, and customs clearance fees) must be prepaid. This requirement also applies to third-party shippers, including fulfillment centers, printing companies, promotional product companies, Wayfair, Amazon, and similar vendors. Collect shipments will not be accepted by Freeman and will be refused.

In some cases, carriers fail to collect ancillary charges at the time of delivery to Freeman's Advance Warehouse. Freeman may receive these charges 30–90 days after the event has closed. In such instances, all charges (duties, taxes, and customs clearance fees) will be billed back to the exhibitor, along with applicable advancement fees.

Exhibiting internationally may seem daunting, but the details don't have to get in your way. Freeman will manage your customs clearance, ensuring your booth and products arrive safely at MSToronto2026 — on time and in one piece.

Freeman has been appointed as the preferred supplier for customs clearance services. If you have any questions, please contact:

**Transportation & Customs Clearance Services**

U.S. & Canadian Exhibitors: 877-478-1113

International Exhibitors: 1-905-951-1612

Email: [exhibittrans.canada@freeman.com](mailto:exhibittrans.canada@freeman.com)

Access Freeman’s Online Ordering Kit in the Resources section of the [Industry Supporter Portal](#).

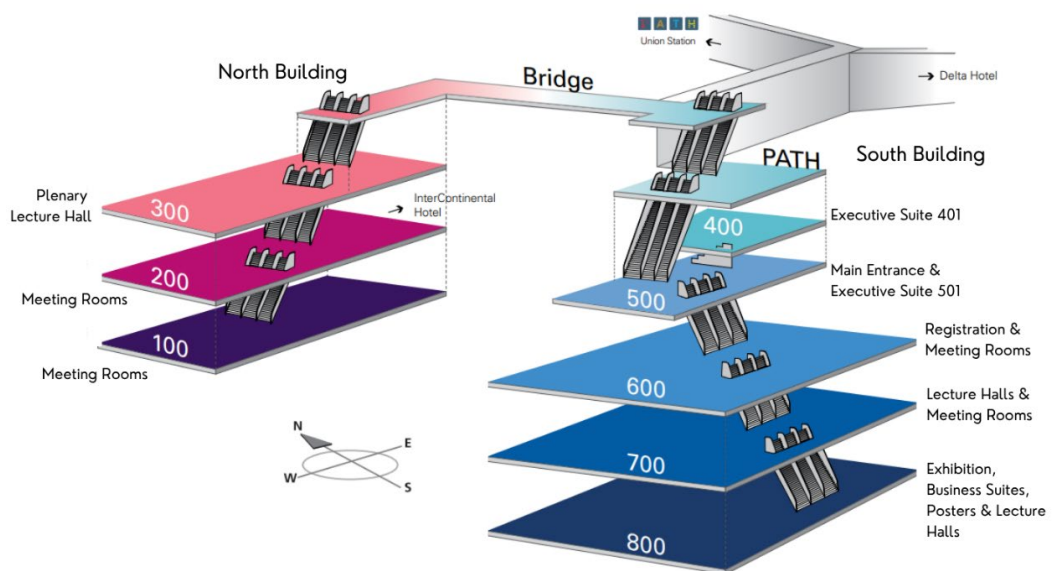
Advanced Warehouse Shipping Address	
MSToronto2026 C/O Freeman 61 Browns Line Toronto, ON M8W 3S2 Canada	<ul style="list-style-type: none"> <li>Freeman will accept crated, boxed, or skidded material beginning Thursday, September 17, 2026, at the warehouse shipping address.</li> <li>Material arriving after Friday, October 9, 2026, will be received at the warehouse with an additional after deadline charge.</li> </ul>

*\*Advance Warehouse is closed Monday, October 12 (Canadian Thanksgiving); shipments will not be accepted.*

Show Site Shipping Address	
Exhibiting Company Name / Booth Number MSToronto 2026 Metro Toronto Convention Centre South Building C/O Freeman 222 Bremner Blvd Toronto, ON M5V 3L9 Canada	<ul style="list-style-type: none"> <li>Freeman will receive shipments at the MTCC beginning Saturday, October 17, 2026.</li> <li>Shipments arriving before this date may be refused by the facility.</li> </ul>

**Meeting Venue & Program Structure**

**Metro Toronto Convention Centre (MTCC)**  
 South Building  
 222 Bremner Blvd  
 Toronto, ON M5V 3L9  
 Canada



The complete Program Schedule is available [online](#). Please note the following key points:

- There will be up to eight parallel scientific session rooms.
- All Industry Supported Satellite Symposia and Non-CE Presentations are 60 minutes. Sessions will be scheduled on Wednesday, October 21 (lunch and evening following MSToronto2026 programming); Thursday, October 22 (breakfast and lunch); and Friday, October 23 (breakfast).
  - Up to three sessions may run in parallel during breakfast
  - Up to four sessions may run in parallel during lunch
  - Up to two sessions may run in parallel in the evening
- Industry Showcases are 20-minute presentations which will take place during coffee and lunch breaks in the Industry Showcase Theater in the exhibition hall.
- Brain Exchange Community Discussions are 45 minutes during lunch in convention center meeting rooms.

MTCC floorplans, capacity charts, and virtual tours are available [online](#).

## Key Dates

*Subject to change at the discretion of ACTRIMS*

<b>July 15, 2026</b>	Educational or “Meet the Expert” session <a href="#">disclosure form</a> due
<b>July 24, 2026</b>	Business Suite design plans due
<b>July 24, 2026</b>	Island booth designs due
<b>July 24, 2026</b>	<a href="#">Fire Safety Reply Form</a> due
<b>August 7, 2026</b>	<a href="#">EAC Form</a> due
<b>August 7, 2026</b>	Certificates of Insurance (COIs) due
<b>August 20, 2026</b>	Deadline to complete Industry Session Enhancement <a href="#">Online Order Form</a> to receive the Advance Order Rate
<b>August 21, 2026</b>	Deadline to submit company listing updates for Digital Platform & Event App
<b>August 21, 2026</b>	Late fees apply to Industry Session Enhancement orders
<b>August 26, 2026</b>	Early bird registration deadline
<b>August 31, 2026</b>	Rig plot submission deadline
<b>September 9, 2026</b>	MTCC Food & Beverage – deadline to submit initial outreach with general requirements and preliminary attendance estimates
<b>September 17, 2026</b>	Freeman warehouse begins accepting shipments
<b>September 18, 2026</b>	Freeman discounted pricing deadline
<b>September 21, 2026</b>	Final Industry Session Enhancement order deadline
<b>September 23, 2026</b>	MTCC Food & Beverage – final menu confirmation due
<b>September 28, 2026</b>	SHOWTECH Power & Lighting advance order rate deadline
<b>September 30, 2026</b>	Deadline to redeem registrations included with sponsorship and submit any name substitutions
<b>October 2, 2026</b>	MTCC early bird deadline (parking, cleaning, internet)
<b>October 7, 2026</b>	MTCC Food & Beverage – final guarantee and full prepayment due
<b>October 9, 2026</b>	Freeman warehouse late shipment surcharge begins
<b>October 17, 2026</b>	Freeman will begin receiving shipments at show site
<b>October 21-23, 2026</b>	Joint ACTRIMS-ECTRIMS Meeting

## Hours

Move-in/move-out times are dictated by ACTRIMS, Freeman, and the MTCC. Any special requests for alternative accommodation must be directed to ACTRIMS.

### Exhibition

#### Move-In

**Only for island booths 30 x 30 sq. ft. or larger:**

Saturday, October 17 8:00 AM – 5:00 PM

**Only for island booths 20 x 20 sq. ft. or larger:**

Sunday, October 18 8:00 AM – 5:00 PM

**For shell scheme exhibitors:**

Monday, October 19 8:00 AM – 10:00 PM

\*Tuesday, October 20 8:00 AM – 4:00 PM

#### Open

Wednesday, October 21 8:00 AM – 5:00 PM

Thursday, October 22 8:00 AM – 5:00 PM

Friday, October 23 8:00 AM – 12:30 PM

#### Move-Out

Friday, October 23 12:30 PM – 10:00 PM

Saturday, October 24 8:00 AM – 12:00 PM

*\*Exhibitors may continue booth installation until 10:00 PM on Tuesday, October 20; however, all aisles must be cleared of crates and booth materials by 4:00 PM to allow for aisle carpet installation and cleaning.*

### Business Suites

#### Move-In

Saturday, October 17 12:00 PM – 5:00 PM

Sunday, October 18 8:00 AM – 5:00 PM

Monday, October 19 8:00 AM – 10:00 PM

\*Tuesday, October 20 8:00 AM – 4:00 PM

#### Open

Wednesday, October 21 7:30 AM – 6:00 PM

Thursday, October 22 7:30 AM – 6:00 PM

Friday, October 23 7:30 AM – 12:30 PM

#### Move-Out

Friday, October 23 12:30 PM – 10:00 PM

Saturday, October 24 8:00 AM – 12:00 PM

### Executive Suites

#### Move-In

Monday, October 19 8:00 AM – 10:00 PM

Tuesday, October 20 8:00 AM – 10:00 PM

#### Open

\*\*Wednesday, October 21 7:30 AM – 6:00 PM

\*\*Thursday, October 22 7:30 AM – 6:00 PM

Friday, October 23 7:30 AM – 12:30 PM

#### Move-Out

Friday, October 23 12:30 PM – 10:00 PM

Saturday, October 24 8:00 AM – 12:00 PM

*\*\*Business Suite sponsors may continue suite installation until 10:00 PM on Tuesday, October 20; however, all aisles must be cleared of crates and booth materials by 4:00 PM to allow for aisle carpet installation and cleaning.*

*\*\*End time may be extended for ACTRIMS pre-approved activities. See Executive Suite Guidelines.*

## DISMANTLE & MOVE-OUT PROCEDURES

- The exhibition will officially close at 12:30 PM.
- Exhibitors and contractors must refrain from placing any items on the aisle carpet
- Empty containers (“empties”) will be returned to the hall following initial clearing and carpet removal
- No crates, packing materials, or dismantled booth components may be placed in aisles prior to the official close of the exhibition.
- All exhibitor materials must be removed from the exhibit facility by 12:00 PM on Saturday, October 24, 2026
- To ensure all exhibitor materials are removed by the move-out deadline, all carriers must check-in by 10:00 AM on Saturday, October 24. If your selected carrier fails to arrive, Freeman reserves the right to reroute your freight with an alternate carrier.

## INDUSTRY HUB CONCIERGE

An Industry Hub Concierge Help Desk will be located at the entrance to Hall E and will serve as a central point of contact throughout the meeting. This desk provides a convenient location to connect with the Exhibition and Sponsorship Team for assistance, questions, and on-site support.

The concierge desk will also serve as the poster pickup location for poster presenters. Presenters may collect their printed posters here during designated hours.

## Designated Program Events

Please note the following official program events taking place during MSToronto2026. We recommend avoiding scheduling meetings with HCPs during these times, as attendance may be impacted.

### **Pre-Day\***

Tuesday, October 20, 2026  
9:00 AM – 5:00 PM

### **Early Career Networking Event**

Wednesday, October 21, 2026  
6:30 – 8:30 PM

### **Faculty Reception**

*Only for invited faculty of the MSToronto2026 program.*  
Thursday, October 22, 2026  
7:30 – 9:30 PM

### **MSToronto2026 Social\***

Thursday, October 22, 2026  
8:00 PM – 12:00 AM

### **Patient Community Day\***

Friday, October 23, 2026  
3:00 – 6:00 PM

*\*Requires an additional ticket that can be added during MSToronto2026 meeting registration.*

## Registration

Industry Supporters will receive custom registration code(s) to redeem complimentary registrations included in their exhibit, Business Suite, or Executive Suite sponsorship.

Group and third-party registration instructions are available at [mstoronto2026.org/registration](https://mstoronto2026.org/registration). For questions, contact [registration.mstoronto@congrex.com](mailto:registration.mstoronto@congrex.com).

Booth Size	Complimentary Badge Allotments		
	Exhibitor Badges	Vendor Badges	Delegate Badges
10 x 10 sq. ft.	1	0	1
10 x 20 sq. ft.	2	0	1
20 x 20 sq. ft.	8	2	2
30 x 30 sq. ft.	10	4	4
30 x 40 sq. ft.	12	5	5
40 x 50 sq. ft.	20	6	8
50 x 50 sq. ft.	25	6	10

All **Business Suites** include two complimentary Vendor Badges and three Delegate Badges.

Each **Executive Suite** includes one complimentary Vendor Badge and two Delegate Badges.

**Exhibitor Badge:** provides access to the exhibition and Business Suite areas only. Access to scientific sessions is not permitted.

**Vendor Badge:** exclusively for third party vendors (e.g., hosts, greeters, baristas, photographers, etc.) hired by Industry Supporters to service their Exhibit Booth, Business Suite, or Executive Suite. Employees of Industry Supporting organizations cannot register as Vendors and must register as Delegates. Each additional Vendor registration will incur a \$200 USD registration fee.

**Delegate Badge:** provides access to scientific sessions and all areas of MSToronto2026. Any additional Delegate registrations will be charged the [prevailing rates](#).

**Deadline to redeem registrations included with sponsorship: Wednesday, September 30, 2026**

### EXHIBIT HALL ACCESS

Access to the exhibit hall is controlled by security at all times.

- Exhibitors and approved vendors with the appropriate badge may access the exhibit hall beginning one (1) hour prior to the daily opening time.
- Representatives from sponsoring or exhibiting companies who require early access must:
  - Enter through the Hall E entrance
  - Visit the Industry Hub Concierge to obtain a colored access sticker for their badge
- Stickers may be collected individually, or by one company representative on behalf of their team
- Only badges with the appropriate access sticker will be permitted entry prior to opening.

## STAFFING OF EXHIBIT BOOTHS & BUSINESS SUITES

As a courtesy to attendees and fellow Industry Supporters:

- Booths and Business Suites must be fully set and ready for operation at the official opening time each day.
- Each must be staffed by at least one representative during all published hours.
- Booths and Business Suites must remain operational until the official closing time each day.

## Housing

The most up-to-date housing information, including hotel options, rates, and all applicable deadlines is [available online](#). For assistance with your hotel booking, please contact the MSToronto2026 Accommodation Team at [hotel.mstoronto@congrex.com](mailto:hotel.mstoronto@congrex.com).

## Exhibit Booth Designs & Construction Guidelines

*The following guidelines are designed to ensure fairness across all Industry Supporters and to prevent disruptions to the program. These guidelines are subject to change at any time without notice. Failure to adhere to these guidelines may result in [Sanctions](#).*

### GENERAL REQUIREMENTS (ALL BOOTHS)

- Exhibitors are responsible for ensuring their booth setup, materials, and activities comply with all show regulations and safety requirements.
- Booths must:
  - Maintain a clean, professional appearance
  - Avoid obstructing aisles or neighboring booths
  - Support a positive experience for all participants
- All cables, wires, and equipment must be properly secured and covered to prevent hazards.
- ACTRIMS, MTCC, and the official general service contractor (Freeman) reserve the right to:
  - Approve, reject, or require modification of any booth setup
  - Require on-site adjustments if a booth negatively impacts neighboring exhibitors
- All decisions are final.

## SHELL SCHEME BOOTH (FOR PROFIT EXHIBITORS)

Each 10' x 10' or 10' x 20' booth includes:

- Shell Scheme structure with 8 ft. high white PVC wall panels. Corner booths will have open sides.
- One (1) fascia header with company name and booth number in black text for in-line booths. Corner booths will have two (2) fascia headers.
- Two (2) lighting locations (electrical service not included and additional expense to exhibitor)
- Tuxedo (gray and black) carpet

### *Design and Usage Guidelines:*

- Displays must remain within the provided shell scheme structure.
- Construction of additional structural walls or freestanding build elements is not permitted.
- Exhibitors may brand wall panels at their own expense. Contact [industry.mstoronto@actrims.org](mailto:industry.mstoronto@actrims.org) with inquiries.
- Attaching materials directly to shell scheme walls is prohibited.



## SHELL SCHEME BOOTH (NON-PROFIT EXHIBITORS)

A limited amount of 10 x 10 sq. ft. exhibit booths are available with the following equipment:

- Shell Scheme structure with 8 ft. high white PVC wall panels. Corner booths will have open sides.
- One (1) fascia header with company name and booth number in black text for in-line booths. Corner booths will have two (2) fascia headers.
- Two (2) lighting locations (electrical service is included)
- Tuxedo (gray and black) carpet
- Waste basket
- One black 30" table
- Two chairs
- One complimentary exhibitor badge



## ISLAND BOOTHS (SPACE ONLY)

- Space only; no walls, flooring, furniture, or utilities included
- Exhibitors are responsible for all booth design, construction, and associated costs

### *Design and Height Regulations:*

- Double decker booths are prohibited.
- Maximum height for all exhibitor branding, signage, and display elements: **16 ft.** This includes hanging signs, banners, logos and branded elements, and any visual display components
- Structural elements (e.g., truss, rigging, lighting supports) may extend up to **23 ft.**, provided:
  - No branding or graphics are displayed above **16 ft.**
  - All rigging is approved by the venue and ACTRIMS
- Hanging signs and rigging are permitted only for island booths and must be approved in advance.

### *Visibility and Sightline Requirements:*

- Booths must be open, visible, and accessible on all sides.
- Walls or structures exceeding **5 ft.** in height may occupy no more than **one-third (1/3)** of the length of each side of the booth.
- Any wall or structure exceeding **one-third (1/3)** of a side's length must be set back a minimum of **6.5 ft.** from the aisle.
- Continuous walls or structures along the booth perimeter are not permitted.
- Booth designs must allow clear sightlines into the booth from all directions and must not create a visual barrier for neighboring exhibits.
- All exposed surfaces, including the reverse side of walls or structures facing adjacent booths, must be fully finished, clean, and free of exposed wiring or unfinished materials.
- ACTRIMS reserves the right to require modification of any structure that, in its sole judgment, creates an unfair obstruction, regardless of technical compliance.

### *Egress Requirements:*

Two means of egress are required where:

- The intended occupant load of the floor area exceeds **60 persons**
- The floor area exceeds **2,000 sq. ft.**

### *Structural Requirements:*

- Booths incorporating custom-built or non-standard elements may require additional review and approval by ACTRIMS and/or the MTCC.
- Booth elements exceeding **12 ft.** in height must submit:
  - Scaled architectural drawings
  - Construction and assembly details
- Structural or engineering certification may be required for certain builds, at the exhibitor's expense, as determined by the MTCC.
- ACTRIMS and/or the MTCC reserve the right to request additional documentation, require modifications, deny approval of any structure deemed unsafe or non-compliant.

### *Flooring and Materials*

- Flooring is not included; Island booth exhibitors must provide their own flooring.
- All materials must comply with venue safety regulations.

## BOOTH DESIGN SUBMISSION REQUIREMENTS

All island booth exhibitors are required to submit detailed booth plans to [industry.mstoronto@actrims.org](mailto:industry.mstoronto@actrims.org) by **Friday, July 24, 2026**, for approval. All plans must be submitted in PDF format and include clear labeling in English. Drawings should accurately reflect the proposed booth design, layout, and construction details.

Submissions must include:

- **Scaled floor plan (top view)**
  - Include booth orientation within the exhibit hall
- **Scaled elevation view(s)**
  - Indicate all structure heights
- **3D rendering or visual reference**
  - Rendering, sketch, or photo of similar booth
- **Technical layout plan**
  - Location of electrical, internet, and other service connections
  - Placement of cables, equipment, and any moving parts
- **Construction details**
  - Description of materials used
  - Details of any raised flooring, enclosed areas, or special features
- **Structural documentation (if applicable)**
  - Required for booths elements exceeding **12 ft.** in height
  - Must include structural/engineering or assembly details
- **Fire safety documentation**
  - Flame-retardant certification for materials

### Important Notes

- ACTRIMS, MTCC, and the official general service contractor (Freeman) reserve the right to:
  - Reject or require modifications to any design that does not comply with safety, venue, or exhibition regulations.
  - Determine final placement of floor services if not clearly indicated
  - Charge additional fees for relocation of services
- Additional information may be required for:
  - Complex structures
  - Hanging signs or rigging
  - Moving elements

## Rigging / Overhead Work Policy

Rigging and any overhead installation attached to the Metro Toronto Convention Centre (MTCC) structure is an exclusive service provided by SHOWTECH Power & Lighting. View the complete policy [here](#).

- Exhibitors and contractors may not attach any items to the building structure.
- All rigging must be performed by SHOWTECH.

### Submission Requirements

- A rigging plot must be submitted and approved prior to installation.
- Rigging plots must be submitted by **Monday, August 31, 2026**.

### Important Notes

- Rigging is permitted for island booths only and must be approved by ACTRIMS and the MTCC.
- All hanging signage, truss, lighting, and overhead elements require advance approval.
- Late submissions may result in delays, additional costs, or denial of rigging requests.

For rigging inquiries and submissions, contact:

SHOWTECH Power & Lighting

Phone: 416.585.8109

Email: [tlandry@showtech.ca](mailto:tlandry@showtech.ca)

Order [online](#).

Advance Order Rate Deadline: Monday, September 28, 2026

## Floorplans & Rigging Diagrams

Floor plans are available in PDF format. Rigging diagrams and floor level plans are also available in PDF and CAD formats at: <https://www.mtccc.com/find-my-space/>

Within the **Plan section** of the website, you can access:

- Interactive floor plans
- Virtual tours of meeting rooms and exhibit halls
- Room dimensions and capacity information

## Business Suite Guidelines

The following guidelines are designed to ensure fairness across all Industry Supporters and to prevent disruptions to the program. These guidelines are subject to change at any time without notice. Failure to adhere to these guidelines may result in [Sanctions](#).

### Permitted Use

- **Business Suites are intended for small group meetings and one-on-one interactions only.**
- The following activities are not permitted:
  - Product exhibition or display
  - Media briefings or press conferences
  - Satellite Symposia, Non-CE Presentations, or Industry Showcases
- Industry Supporters must:
  - Respect the scientific program and attendees' time
  - Limit active solicitation

### General Requirements

- Space only; no walls, flooring, furniture, or utilities included
- Industry Supporters are responsible for all suite design, construction, and associated costs
- Industry Supporters are responsible for ensuring their setup, materials, and activities comply with all show regulations and safety requirements.
- Business Suites must:
  - Maintain a clean, professional appearance
  - Avoid obstructing aisles or neighboring booths
  - Support a positive experience for all participants
- All cables, wires, and equipment must be properly secured and covered to prevent hazards.
- Noise must be controlled at all times:
  - Activities must not be audible in adjacent suites
  - Music or party-type atmosphere is strictly prohibited
- Industry Supporters:
  - Must comply with all applicable industry codes and regulations
  - May not enter another Business Suite without invitation
- ACTRIMS reserves the right to enter Business Suites at any time.
- ACTRIMS, MTCC, and the official general service contractor (Freeman) reserve the right to:
  - Approve, reject, or require modification of any suite design or setup
  - Require on-site adjustments if a suite negatively impacts neighboring suites
- All decisions are final.

### Design Requirements

- Business Suites are not exhibit booths and must be designed accordingly.
- Each Business Suite must include:
  - A combination of hospitality space and enclosed meeting areas
  - Suites may not consist solely of meeting rooms
- To maintain an open and welcoming environment:
  - Approximately **one-third (1/3)** of the suite may remain open/unwalled
  - The remaining **two-thirds (2/3)** must be enclosed for meetings

- Any open area must include a staffed greeter/reception counter
- **Maximum of 12 enclosed meeting rooms included**
- Additional rooms may be requested and are subject to approval and additional fees
- Solid exterior walls are required
  - Pop-up displays, roll-up banners, and lightweight systems (e.g., Pixlip) are not permitted as structural walls
  - All walls and structures must be fully finished, structurally sound, and professional in appearance
- Corporate and product branding is permitted on interior and exterior Business Suite walls
- All designs must be tasteful and considerate of neighboring suites.

#### *Height Regulations*

- Maximum overall height: **12 ft.**, including all signage and structures
- The full cubic footprint may be utilized within this height limit
- The following are **not** permitted:
  - Double-decker (two-story) structures
  - Hanging signage, rigging, or suspended elements

#### *Egress Requirements*

Two means of egress are required where:

- The intended occupant load of the floor area exceeds **60 persons**
- The floor area exceeds **2,000 sq. ft.**

## **BUSINESS SUITE DESIGN SUBMISSION REQUIREMENTS**

All Business Suite sponsors are required to submit detailed booth plans to [industry.mstoronto@actrims.org](mailto:industry.mstoronto@actrims.org) by **Friday, July 24, 2026**, for approval. All plans must be submitted in PDF format and include clear labeling in English. Drawings should accurately reflect the proposed booth design, layout, and construction details.

Submissions must include:

- **Scaled floor plan (top view)**
  - Include orientation within the assigned space
  - Clearly identify hospitality areas, enclosed meeting rooms, and open space
- **Scaled elevation view(s)**
  - Indicate all structure heights (maximum 12 ft.)
- **3D rendering or visual reference**
  - Rendering, concept drawing, or photo of similar build
- **Layout and technical plan**
  - Location of electrical, internet, and other service connections
  - Placement of equipment, lighting, and any specialty features
- **Construction details**
  - Description of materials used
  - Details of walls, enclosed rooms, and any custom features
- **Fire safety documentation**
  - Flame-retardant certification for materials

## Executive Suite Guidelines

The following guidelines are designed to ensure fairness across all Industry Supporters and to prevent disruptions to the program. These guidelines are subject to change at any time without notice. Failure to adhere to these guidelines may result in [Sanctions](#).

### Permitted Use

- Executive Suites are intended as welcoming, free-flowing environments for informal engagement with Delegates.
- In addition to general Delegate access, Executive Suites may be used for ACTRIMS pre-approved activities, including:
  - Board and Committee Meetings
  - Internal Staff Meetings
  - Advisory Meetings
  - Focus Groups / Roundtable Discussions
  - Informal networking or social gatherings
  - Educational or “Meet the Expert” sessions
- The following activities are not permitted:
  - Product exhibition or display
  - Media briefings or press conferences
  - Satellite Symposia, Non-CE Presentations, or Industry Showcases
- Industry Supporters must:
  - Respect the scientific program and attendees’ time
  - Limit active solicitation

### General Requirements

- Meeting room space only; no furniture, décor, or equipment included.
- Industry Supporters are responsible for all setup, décor, audiovisual, and associated costs
- Industry Supporters are responsible for ensuring all activities and materials comply with event policies, venue regulations, and applicable industry codes.

### Design and Setup Guidelines

- Executive Suites are not exhibit spaces and may not be used for product display.
- All décor, signage, and materials must remain within the assigned Executive Suite.
- To maintain a welcoming environment, pre-function spaces must include a staffed greeter/reception counter
- Sound must be controlled at all times:
  - Audio must remain fully contained within the suite
  - Music or party-type atmosphere is strictly prohibited

### Move-In and Move-Out Access

- Executive Suites are accessible via passenger elevators only. Freight elevator access is not available.
- Room 501 (Street Level):
  - Direct access from exterior doors
  - Circular driveway available for deliveries and passenger drop-off
  - No parking permitted; vehicles must be moved immediately after unloading

- Industry Supporters must provide sufficient staff for efficient load-in
- Room 401:
  - Located one level above
  - Accessible via passenger elevator or stairs from Level 500
- Passenger elevator capacity: **1,800 kg**

#### Conduct and Compliance

- Industry Supporters:
  - Must comply with all applicable industry codes and standards
  - May not enter another Executive Suite without invitation
- ACTRIMS reserves the right to:
  - Approve, reject, or require modification of any activity or setup
  - Enforce compliance on-site
  - Enter Executive Suites at any time

## Audio, Visual, & Language Guidelines

- The use of audio-visual equipment, including video presentations, monitors, lighting effects, and sound systems, is permitted within the booth or Business Suite, provided it does not disrupt neighboring exhibitors or event activities.
- *Sound levels must not exceed 80 dB at the boundary of the booth or Business Suite.* Audio must be directed inward and controlled to avoid disturbance to adjacent spaces.
- ACTRIMS reserves the right to require volume adjustments or discontinue any activity that causes disruption.
- All signage, and distributed materials must be conducted in English, the official language of MSToronto2026. Please use **American English** spelling.

## Food & Beverage

Industry Supporters are welcome to provide food and beverages in their exhibit booths, Business Suites, and/or Executive Suites. The MTCC is the exclusive provider for all food and beverages within the building.

To obtain the Exhibitor Catering Menu, please: (1) review the Catering Terms and Conditions [here](#), (2) complete the Contact and Billing Info Form, and (3) email the completed form to [catering@mtccc.com](mailto:catering@mtccc.com).

The catering team will reply with menu options.

The following timeline should be adhered to:

- 6 weeks prior to the event: initial outreach with general F&B requirements and preliminary numbers
- 4 weeks prior: menu confirmation
- 2 weeks prior: final guarantee numbers and full prepayment based on final estimates

Please note for payments, orders up to CAD \$10,000 can be processed via credit card. Any amount exceeding this will require payment via wire transfer.

## Cleaning Services

Internal booth cleaning is an exclusive service provided by the MTCC. No other provider, including the Exhibitor Appointed Contractor, is permitted to provide this service within the facility. Cleaning services include vacuuming/mopping, light dusting (excluding product displays and anything that has breakable items), and trash pickup. Additional charges may be incurred to exhibitors found not in compliance with this exclusivity.

Online Ordering Tool: [www.mtccc.com/order](http://www.mtccc.com/order)

Advance Order Rate Deadline: Friday, October 2, 2026

## Educational or “Meet the Expert” Sessions

Exhibit Booths, Business Suites, and Executive Suites may be used for MSToronto2026-approved gatherings, such as educational or “Meet the Expert” sessions. These sessions must be pre-approved by ACTRIMS, and are limited to a maximum of 30 participants, and may only be held during breaks in the scientific program that are at least 30 minutes. The request form to host an educational or “Meet the Expert” session is available [here](#) and must be submitted by **Wednesday, July 15, 2026**.

Industry Supporters are responsible for all setup and audiovisual costs, **including headsets**, to eliminate sound amplification to surrounding Exhibit Booths, Business Suites, and throughout the exhibition hall. All participants must remain within the Industry Supporter’s sponsored area during the session to ensure aisles are not blocked.

## Official Italian Agency

### AIFA Applications

The Italian Medicines Agency (AIFA) is the regulatory authority responsible for pharmaceutical approvals in Italy. Under Legislative Decree No. 219 of April 24, 2006 (Art. 124), organizations submitting materials related to medicinal products must use official AIFA application documentation.

### Who This Applies To

Pharmaceutical companies and organizations submitting drug-related materials in Italy.

### How to Obtain Application Documents

Contact official agency of MSToronto2026, TWT SRL, to request the required AIFA application forms.

#### TWT SRL

Via Arrigo Davila 130  
00179 Rome / Italy

Mrs. Anna Lupidi

T: +39-06-44249321

F: +39-06-99331533

Email: [alupidi@tw-team.it](mailto:alupidi@tw-team.it)

Mr. Gianni Frontani

T: +39-06- 44249321

F: +39-06-99331533

Email: [g.frontani@tw-team.it](mailto:g.frontani@tw-team.it)

## Exhibitor Appointed Contractors (EACs) & Worksite Requirements

An Exhibitor Appointed Contractor (EAC) is an independent contractor traditionally hired by exhibitors to assist in the installation, dismantle, or service of an Exhibit Booth, Business Suite, or Executive Suite. Industry Supporters are required to complete this [EAC form](#) by **Friday, August 7, 2026**.

### CREDENTIALS & MOVE-IN / MOVE-OUT ACCESS

- All EACs and non-convention center personnel will be required to sign-in with loading dock Security upon arrival. Show floor access will not be granted to companies that have not submitted an EAC Form and required insurance certificates.
- All approved personnel will receive a wristband upon check-in. Wristbands must be worn at all times, and access to the exhibition hall will not be permitted without a valid wristband.
- ACTRIMS, MTCC, and the official general service contractor (Freeman) reserve the right to request proof of identification from any contractor at any time.
- Outside personnel must wear clothing that is professional and protective. See safety requirements below. All labor, regardless of their craft, must wear a uniform shirt identifying the company that they are working for or proper nametag.

### CONDUCT

- It is understood that the EAC will abide by all applicable labor rule contracts and shall comply with all MSToronto2026 rules and regulations.
- Consumption of alcoholic beverages, use or possession of illegal or controlled substances, horseplay, foul language, inappropriate attire, or disruptive behavior is a violation of the MTCC policy and will result in the removal of the individual(s) from the property. Theft, misappropriation of property, or aiding in such acts will result in removal with possible criminal prosecution.

### SAFETY REQUIREMENTS

- All exhibitors and service providers working on the show floor during move-in and move-out must wear appropriate personal protective equipment (PPE) as required by the task and work environment. This may include CSA-approved safety shoes, hard hats, high-visibility vests, gloves, safety eyewear, and fall protection.
- Hard hats are required in designated construction zones.
- Fall protection is required when working at heights greater than **3 meters (10 ft)**.
- All contractors must comply with:
  - Ontario Occupational Health and Safety Act (OHSA)
  - Ontario Regulation 213/91 – Construction Projects
  - Ontario Regulation 851/90 – Industrial Establishments
- Passenger elevators and escalators may not be used to transport freight or equipment between levels. This includes hand dollies, handcarts, and the manual carrying of items such as boxes, easels, chairs, and tables.

## Insurance

All outside suppliers and/or companies providing services (EACs) must submit a Certificate of Insurance (COI) issued by an insurance company licensed to conduct business in Canada.

### Minimum Coverage Requirements

- Commercial General Liability:
  - Minimum \$5,000,000 CAD per occurrence for bodily injury and/or property damage
  - Must include a cross-liability clause
- Automobile Liability (if applicable):
  - Minimum \$5,000,000 CAD third-party liability
  - Coverage must include all owned, hired, and non-owned vehicles

### Certificate Requirements

The COI must:

- Be in a form satisfactory to the MTCC
- Clearly indicate:
  - The name of the insured EAC
  - The Industry Supporter for whom services are being performed
- Name the following as additional insureds:
  - Americas Committee for Treatment & Research in Multiple Sclerosis (ACTRIMS)
  - Freeman (Official General Service Contractor)
  - The Metropolitan Toronto Convention Centre Corporation, including its officers and employees
- Provide confirmation that the policy:
  - Will remain in effect for the entire occupancy period, including move-in and move-out
  - Will not be cancelled or materially altered prior to the end of the occupancy period without notice

All COIs must be emailed to [industry.mstoronto@actrims.org](mailto:industry.mstoronto@actrims.org) by **Friday, August 7, 2026**.

## CONTRACTOR LIABILITY

Exhibitor Appointed Contractors (EACs) agree to indemnify and hold harmless ACTRIMS and the Metro Toronto Convention Centre (MTCC) from any claims, damages, losses, or expenses arising from the acts, omissions, or operations of the contractor, its employees, agents, or subcontractors.

EACs are responsible for the safety and security of their own equipment and materials at all times. ACTRIMS and MTCC do not provide insurance coverage for contractor property against loss or damage, including but not limited to fire, theft, or vandalism.

## PROPERTY PROTECTION

Industry Supporters are responsible for any damage to the facility caused by their staff, contractors, or representatives. All repair costs resulting from such damage will be charged to the Industry Supporter. In the event of damage, the MTCC will provide written documentation and supporting photographs following the event.

## Freight Delivery

- All materials delivered to the loading docks are subject to material handling fees. Exhibitors and third-party contractors are not permitted to self-unload, with or without equipment. Hand-carry of items is permitted, provided it can be done safely and without the use of material handling equipment.
- Access to the Level 800 exhibit floor is through 14 loading docks and two 38 foot capacity truck elevators with a drive-on floor capacity of 1,000 lbs. per square feet.
- Two service elevators located on Bremner Boulevard can service Levels 600, 700 and 800 with a capacity load of 5,000 lbs. each. These elevators will accommodate standard flatbed dollies only.
- Loading and unloading of materials via the main entrances to the facility (i.e. Front Street, Internal Street or Bremner Boulevard) is prohibited. All material must be delivered and/or received through the designated loading areas.
- Move-in/out of Halls DE on Level 800 will be conducted through the South Loading Docks. The entrance to the docks is located on Lower Simcoe Street, south of Bremner Boulevard.
- For South Building Truck Elevator load-ins, there are no docks. It is direct floor unloading and alternate arrangements may be required for special needs (i.e., ramps, forklifts). The South Building Truck Elevator has a truck length restriction of 38' or less, 30 tons weight capacity.
- Freeman will remove all empty cartons, crates, containers, and packing materials that are necessary for re-packing from the show floor and return to Industry Supporters for outbound shipping at the closing of Hall DE.

## Electrical Equipment Approval Requirements

Rule 2-022 of Ontario's Electrical Safety Code requires that all electrical equipment must be approved before it may legally be advertised, displayed, offered for sale or other disposal, sold or otherwise disposed of or used in the province of Ontario.

It is the responsibility of each exhibitor to ensure that all electrical equipment in, on, or about the booth comply with these requirements. This includes electrical merchandise as well as lighting and display equipment.

Electrical equipment is considered to be approved if it bears the certification mark or field approval label of an organization which has been accredited by the Standards Council of Canada to approve electrical equipment.

Exhibitors may only display unapproved equipment at trade shows in Ontario or use it for demonstration purposes; it may not be sold. Exhibitors must first get permission from ESA to show or to energize this equipment. Download the application forms "[Permission to Show](#)" and "[Permission to Energize](#)" from the ESA Website.

### Additional Resources:

- [MTCC Unapproved / Approved Electrical Equipment](#)
- [Exceptions to Product Approval Requirements](#)

## Technology Services

The use of wireless routers, access points, or personal hotspots by exhibitors, contractors, or AV providers is strictly prohibited within the MTCC.

- This includes any device that broadcasts a Wi-Fi signal (2.4 GHz, 5 GHz, or 6 GHz), regardless of whether internet service has been ordered through the venue.
- Requests for exceptions must be submitted in advance to the MTCC Technology Services Department and will be reviewed on a case-by-case basis.
- Any unauthorized devices identified onsite may be shut down and/or disconnected from internet services without notice.

## Fire Regulations

### Canopies and Covered Structures

Ceilings or canopies are permitted within Business Suites, provided the total covered area does not exceed **599 sq. ft.** *Ceilings or canopies are not permitted within exhibit booths.*

- Any covered area must be constructed with flame-retardant materials and may be subject to review by the MTCC or fire marshal. All textiles used in, on, or around displays, must comply with CAN/ULC-S109, “Flame Tests of Flame-Resistant Fabrics and Films,” NFPA 701 “Standard Methods of Fire Tests for Flame Propagation of Textiles and Films,” or equivalent standards.
- A **5 lb. ABC fire extinguisher** is required within any covered space.
- A **portable, battery-operated smoke alarm** must be installed within the covered area.

While all business suites are larger than 599 sq. ft., limited canopy coverage is permitted to support privacy, noise control, and small group meetings.

Coverage beyond 599 sq. ft. is not permitted, as it triggers additional and complex safety requirements, including sprinkler systems and fire watch personnel.

All canopy and ceiling plans must be clearly indicated in submitted designs and are subject to approval by ACTRIMS and the MTCC.

### Egress Requirements

Two means of egress are required where:

- The intended occupant load of the floor area exceeds **60 persons**
- The floor area exceeds **2,000 sq. ft.**

### Pipe & Drape

Draping over 8 ft. requires illuminated exit signs.

### Fire Extinguishers

Any space with an area of **2,500 sq. ft. or more** must contain one fire extinguisher (**5 lbs. ABC**). Extinguishers must be readily accessible and ready for immediate use.

## Fire Safety

Fire extinguishers, hose cabinets, fire hose connections, and other fire appliances must be always clearly visible and accessible.

## Flooring Installation

Only cloth-based tape (e.g., Polyken) may be used to secure booth or Business Suite flooring to the show floor.

## Raised Flooring and Accessibility

Low-rise platform flooring is permitted for:

- Concealing utility lines (wiring, cabling, piping)
- Elevating product displays
- General booth or suite design elements
- **Maximum height for raised flooring is 6 inches (15 cm).**
- All concealed wiring must remain readily accessible for emergency service
- Raised flooring must not restrict access to the booth or Business Suite. If attendees are expected to enter and occupy a raised area, that area must be accessible.
- A wheelchair-accessible ramp is required when the booth or suite exceeds 600 sq. ft. To minimize the need for ramps, exhibitors are encouraged to keep primary walkways and entry points at floor level.

## Prohibited Equipment

The following equipment and operations are prohibited during show set-up and dismantling:

- Powered tools and equipment, except material handling equipment, other than electrically powered or air powered.
- Electrically powered tools and equipment other than those listed by CSA or approved by ESA.
- Portable heating equipment.
- Welding, cutting, or brazing without special permission from the MTCC Safety Compliance Manager.
- Painting with flammable or volatile paints and finishes.
- Use of other equipment or operations that increase the risk of life safety

## Prohibited Décor & Materials

The following décor items or activities are prohibited:

- Helium balloons, glitter, or confetti
- Glue, tape, nails, tacks, or other fasteners adhered to MTCC property
- Dirt, hay, or chalk
- Pop-up tents or any type of free-standing structures with ceilings
- Open flame (candles/fire pit)
- Smoke, haze, or sound machines
- Painting of any kind

The use of the following materials, processes or equipment is strictly prohibited:

- Acetate fabrics, corrugated paper box board, no-seam paper
- Paper backed foil unless glued securely to suitable backing
- Styrofoam and / or foamcore, gaterboard, corrugated plastic
- Fireworks, blasting agents, explosives
- Flammable cryogenic gases
- Aerosol cans with flammable propellants

- Fueling of motor vehicles
- Liquified petroleum or natural gas
- Wood matches with all surface strikes
- Hazardous refrigerants such as sulphur dioxide and ammonia
- Cellulose nitrate motion picture film
- Portable heating equipment
- Flammable liquids or dangerous chemicals
- Electrical equipment or installation not conforming to the Ontario Electrical Code

### Acceptable Materials for Booth Construction

The following materials are permitted for booth construction:

1. Wood
2. Combustible materials, including plastics, with:
  - Flame spread rating  $\leq 150$
  - Smoke developed classification  $\leq 300$
3. Non-combustible materials, as defined by the Ontario Building Code

### Interior Finishes and Furnishings

The following items are subject to fire safety requirements:

- Drapes, hangings, curtains, and drops
- Decorative fabrics and textiles
- Artificial trees, flowers, and foliage
- Motion picture screens
- Paper products (cardboard or compressed paperboard less than 1/8 inch thick)
- Ruscus and split wood
- Plastics and other decorative materials

### Material Requirements

All materials listed above must be:

1. Made of non-combustible material, or
2. Treated and maintained with an approved flame-retardant solution or process

Additional requirements:

- Corrugated cardboard must be factory-treated with fire retardant
- Plastics require approval from the MTCC Safety Compliance Manager

### Additional Notes

- Textiles, paper, and combustible products displayed for sale do **not** require flameproofing, provided quantities are limited to a reasonable amount and vary by color, weave, or texture
- Wallpaper is permitted if securely affixed to walls or backing
- All fabrics should comply with:
  - CAN/ULC-S109 – Flame Tests of Flame-Resistant Fabrics and Films
  - NFPA 701 – Standard Methods of Fire Tests for Flame Propagation of Textiles and Films
  - Or equivalent standards

## Materials, Processes & Equipment Requiring Special Permit

The use of the following materials, processes or equipment is subject to approval from the MTCC Safety Compliance Manager. This information shall be received 30 days prior to the event. If any material, process or equipment requiring approval is to be used, the Exhibitor shall submit in writing to ACTRIMS the nature of the process or equipment and any safeguards to be used to protect the hazard. Requests will be submitted by ACTRIMS to the MTCC who will review and return the request with its approval, rejection or limitations.

- Propane or natural gas fired equipment
- Operation of any heater, barbecue, heat producing device, torches, or cooking appliances.
  - Portable Commercial Cooking Equipment: Must meet NFPA 96 – Standard for Ventilation Control and Fire Protection of Commercial Cooking, in accordance with the Ontario Fire Code. An adequate exhaust and filter system, including a fire protection system capable of providing extinguishment over the entire cooking surface is required.
- Exhibits involving hazardous processing or materials not previously listed
- Storage or display of ammunition and firearms (subject to subsection 5.2 of the Ontario Fire Code and Criminal Code)
- Pressure vessels including propane tanks
- Fossil fuel powered equipment
- Hydraulically powered equipment using flammable fluids
- Radiation producing devices
- Natural trees
- Hydrogen vehicles

## Ladder Safety

All exhibitors and EACs shall ensure all personnel using a ladder follow proper ladder safety, which includes:

- All ladders and subsequent usage shall meet the requirements under O.Reg. 213/91 – Construction Projects and amendment O. Reg. 345 /15
- Inspecting each ladder before use (i.e., missing loose steps or rungs, loose nails, screws, bolts or nuts, etc.)
- Any defective ladders are to be tagged and taken out of service
- Use the appropriate CSA Z11-12 approved ladder designed for the task and ladder user
- Ladder shall be set up at the required angle by using the 4-to-1 rule, for every 4 feet up, place the base of the ladder 1 foot from the wall or upper support it rests against
- Ensure personnel working at heights comply with all the local fall arrest and fall protection legislated requirements
- Proper fall protection equipment (i.e. lanyard and safety harness) must be worn when working at heights over 3 meters
- Face the ladder when going up or down and when working on it
- Keep the center of your body within the middle of the side rails
- Do not step on the top cap, top step or pail shelf
- Do not use a chair or box as a makeshift ladder
- Do not carry objects in hands while on a ladder. Hoist materials or attach to a belt.
- Consider having another worker hold and support the base of the ladder when required.

### Portable spotlights

All clamp on types of portable spotlights shall be protected from metal to metal contact by having electrical insulating pads or wrappings permanently attached to the lamp holder clamps. Where a spotlight may be subject to physical damage, dampness or where lamps may come in contact with combustible material, the spotlight shall be equipped with a guard attached to the lamp holder or the handle.

### Pyrotechnics

Absolutely, at no time, are there to be any type of pyrotechnics, hazers, fog/smoke machines, or any other special effect activities in or around the convention center facility.

### Emergencies

For fire and medical emergencies, the direct number to MTCC Security is (416) 585-8160 or 8160 from the nearest house phone. DO NOT CALL 911 as responding emergency personnel (police, ambulance, and fire department) will be unaware of the precise location required.

## Fire Safety Reply Form

All exhibitors and Business Suite sponsors are required to complete a [Fire Safety Reply Form](#) to disclose booth and suite design elements for review by the MTCC and fire marshal. This form must be submitted by **Friday, July 24, 2026**, in alignment with the Exhibit Booth and Business Suite design submission deadline. Booths or suites that include features such as canopies, enclosed areas, or raised flooring may be subject to additional fire safety requirements.

## Lead Retrieval

Onsite and digital lead retrieval technology will be available to capture attendee data. Refer to pages 8–9 of the [Industry Session Enhancement](#) catalog for additional information and pricing.

Take advantage of discount pricing, please complete your order using the [Online Order Form](#). An invoice will be issued by ACTRIMS upon submission.

### Important Dates

- **Advance Order Rate Deadline:** Thursday, August 20, 2026
- **Late Orders:** Beginning Friday, August 21, 2026 (additional fees will apply). All orders must be received by Monday, September 21, 2026.

*Lead Retrieval Notice:* Industry Showcase organizers are responsible for providing personnel to scan attendee badges upon entry to their exhibit booth, Business, Suite, Executive Suite and/or the Industry Showcase Theater. Industry Supporters who are required to report U.S.-licensed medical doctors participating in their events or activities must purchase a lead retrieval package and ensure appropriate staffing is in place.

## Promotion

### COMPANY LISTING IN DIGITAL PLATFORM & EVENT APP

Industry Supporters will receive a company listing in the Digital Platform and Event App, including their logo linked to their corporate website.

- Listings will include corporate logos only (no product branding).
- Website links may direct to a corporate or neurology-specific webpage, but not to product-specific pages.

Company listings will be based on the information currently published on the MSToronto2026 [website](#).

- Please review and submit any updates or corrections to [industry.mstoronto@actrims.org](mailto:industry.mstoronto@actrims.org) by **Friday, August 21, 2026**.
- If no updates are received by this date, the existing information will be used as-is.

### SPONSOR DEVELOPED PROMOTION

- Industry Supporters may promote their Business Suite, Executive Suite, and Exhibit Booth through their own channels, including websites, email campaigns, and social media.
- All Industry Supporter-developed communications require ACTRIMS' pre-approval prior to distribution and must include the following statement:

*"MSToronto2026 registration is required to access the exhibition and participate in any industry-supported activities. Register online at [MSToronto2026.org](https://MSToronto2026.org)."*

### MSTORTONTO2026, ACTRIMS, & ECTRIMS LOGO & NAME USE POLICY

Use of the MSToronto2026, ACTRIMS, and ECTRIMS names and logos on Industry Supporter communications is strictly controlled and subject to ACTRIMS approval. Permitted use is determined by the type of promotional content.

#### *MSToronto2026 Name and Logo*

- **Pharmaceutical products or branded drug promotions:**  
May not reference MSToronto2026 or use the MSToronto2026 logo under any circumstances.
- **Exhibit Booths, Business Suites, or Executive Suites:**  
May reference MSToronto2026 and use the MSToronto2026 logo.
- **ACTRIMS-approved Industry Showcases:**  
May reference MSToronto2026 and use the MSToronto2026 logo only if all required promotional disclaimers (see Industry Showcase Manual) are included.
- **ACTRIMS-approved Industry Supported Satellite Symposia and Non-CE Presentations:**  
May reference MSToronto2026 and use the MSToronto2026 logo only if all required promotional disclaimers (see Satellite Symposium & Non-CE Presentation Manual) are included.

#### *ACTRIMS and ECTRIMS Name and Logo*

- Use of the ACTRIMS and ECTRIMS logos is prohibited in all Industry Supporter materials unless explicitly approved in writing by the respective organization.
- Industry Supporters may reference the full meeting name (MSToronto2026 or 10th Joint ACTRIMS-ECTRIMS Meeting) in an informational context only and without implying endorsement.
- The ACTRIMS and ECTRIMS names and logos may not be used in connection with product promotion, marketing claims, or any activity that suggests endorsement.

Unauthorized use of MSToronto2026, ACTRIMS, or ECTRIMS names or logos may result in immediate removal of materials and additional sanctions.

Please contact [industry.mstoronto@actrims.org](mailto:industry.mstoronto@actrims.org) to request logo permission and files.

## General Information

### **PHOTOGRAPHY, VIDEO & AUDIO RECORDING**

By registering and/or sponsoring MSToronto2026, participants acknowledge that photography, audio, and video recording may occur on the event premise and therefore consent to the release, publication, or reproduction of such material for promotional purposes as directed by ACTRIMS without compensation.

Industry Supporters may photograph or record their own products or events within their Exhibit Booth, Business Suite, or Executive Suite but may not photograph or record other Industry Supporter spaces, products, or events. Industry Supporters are responsible for collecting consent of any filmed, recorded, or photographed person. In cases where consent cannot be collected, Industry Supporters are required to blur any faces or make people and trademarks unrecognizable. Any photography, audio, and video recording activities by Industry Supporters must be pre-approved by ACTRIMS.

### **GRATUITIES**

The MTCC has a 'no-tipping' policy. Gratuities, tips, or gifts of any kind to any employee of the MTCC are prohibited.

### **SMOKING**

The MTCC is a smokefree environment. All public areas, rental space, corridors, loading docks, exhibit halls and parking lots are designated as non-smoking. In addition, **30 ft.** surrounding any entrance and exit, is designated as non-smoking areas. Electronic cigarettes and vapors are also prohibited.

### **ALCOHOL**

All alcoholic beverages must be purchased through the MTCC. Distribution of alcoholic beverages is strictly prohibited within Exhibit Booths, Business Suites, and Executive Suites while educational sessions are taking place.

### **ANIMALS ON THE PREMISES**

Animals or pets, with the exception of service animals, are not permitted within the facility except as an approved exhibit, activity or performance requiring the use of animals. An animal authorization request form must be completed prior to the event, with approval from ACTRIMS and the MTCC.

### **CHILDREN ON THE PREMISES**

Children under 16 are not permitted to enter the Exhibit Hall or Executive Suites at any time. This restriction includes installation and dismantling hours. If children are present, they will be required to leave immediately.

## DISABILITIES

The MTCC is committed to accommodating the needs of individuals with disabilities in accordance with the Accessibility for Ontarians with Disabilities Act (“AODA”) and the Americans with Disabilities Act (ADA), both of which attempt to eliminate barriers that affect persons with disabilities. Click [here](#) for more information on the MTCC’s commitment to provide barrier-free facilities.

## PARKING & HOW TO GET TO MTCC

Information on parking and access to the venue is available [here](#).

## Industry Supporter Policies

All Industry Supporters are required to comply with the [MSToronto2026 Industry Supporter Policies](#) and all supporting documentation, including the Exhibition, Business Suite & Executive Manual.

ACTRIMS reserves the right, at their sole discretion, to refuse or revoke participation, including exhibits, sponsorships, meetings, or related activities that do not comply with established policies and guidelines. This includes the authority to curtail or shut down any activity, in whole or in part.

All Industry Supporter activities will be actively monitored. ACTRIMS will review announcements, promotions, and onsite execution for compliance. Any non-compliant or unprofessional activity may be immediately suspended without notice.

Each Supporter is fully responsible for understanding and adhering to all applicable policies. **Supporters are solely responsible for reviewing and complying with the Regulatory and Compliance Requirements outlined in the Participation and Promotion Policy.**

For complete details, refer to the [MSToronto2026 Industry Supporter Policies](#), including:

- Cancellation & Impossibility Terms
- Guidelines for Participation & Promotion
- Sanctions