ASSOCIATE MANUFACTURER/SUPPLIER COMMITTEE

TERMS OF REFERENCE
1. **MEMBERSHIP**

1.1 Associate Manufacturer/Supplier membership shall be comprised of any person, firm or corporation which manufactures, supplies, sells or distributes materials or devices whose end use is intended for fire protection systems, provided they are not eligible for any Voting Membership categories (Class A, B or C).

One representative approved by the Board of Directors shall act as Chairman of the AMS Committee, to be selected from nominations made by the AMS members.

One representative shall be appointed to the Board of Directors by a majority vote of the AMS members, according to the nominations and voting procedures set out in the C.A.S.A. By-laws.

One staff representative, appointed by the President, shall serve as Secretary of the AMS Committee.

1.2 One representative to sit on the C.A.S.A. national Technical Committee to be selected from nominations made by the AMS members to be approved by the Board of Directors.

An alternate may additionally be designated to sit on the Technical Committee.

2. **SCOPE OF RESPONSIBILITY**

2.1 The AMS members shall agree to comply with and abide by the Constitution, By-Laws and Amendments of the Association now, or hereinafter in force.

2.2 The AMS members shall promote the interests of C.A.S.A. with the objective being to achieve industry growth and thereby increase life safety for all Canadians through programs for C.A.S.A. members approved by the Board, such as updating seminars, exhibits at the Annual General Meeting (see Rules and Regulations Pertaining to Exhibits document), advertising through C.A.S.A. and other trade publications, membership drives, production of information (articles for C.A.S.A. publications), statistical data gathering, and networking with subscribers.

2.3 The AMS members shall review and make recommendations for providing proper training for all sprinkler fitters and apprentices in the apprenticeship programs, as well as updating of training of new products and technology in the industry, subject to the Provincial Sprinkler Industry Joint Training and Apprenticeship Committees.

To help educate the public by making them more aware of the dangers of fire and benefits of sprinklers in controlling fire through programs of C.A.S.A. or through the development of programs approved by the Board of Directors.

2.4 The AMS members shall have liaison through C.A.S.A. staff, sub-committees, individuals, etc. with standards-making, building codes, insurance, consumer or government organizations whose activities or authority influences the well being of the automatic sprinkler industry.

2.5 The AMS members shall recommend from within themselves, for Board consideration, appropriate individuals to serve on outside committees whose activities relate to the scope of activities of the AMS members.

2.6 The AMS members shall submit an annual
report on its activities to the membership at each Annual General Meeting.

AMS membership and Board.

5. REPRESENTATION
5.1 Any representative to an outside committee, taken from nominations by the AMS members, who is to speak on behalf of C.A.S.A. must be approved by the Board of Directors.

5.2 All appointees are subject to review by the AMS members. Lack of participation in the work of the AMS members or failure to carry out responsibilities or failure to report on meetings shall be considered adequate cause for replacement.

5.3 Representation of the AMS members on the Board of Directors shall stand for re-election according to the By-laws of the Association.

5.4 Representation of the AMS members on the C.A.S.A. national Technical Committee shall be a term of three (3) years with Board approval.

5.5 Representation of the AMS members or long standing appointments to outside committees shall be for a term of three (3) years.

5.6 Voting Policies - Each C.A.S.A. representative serving on outside committees of other organizations should promote, in so far as he is able, the objectives of C.A.S.A. If questions of policy or technical issues arise in which the C.A.S.A. representative feels the need for additional guidance beyond the published policies of the Association, he should seek assistance from the President of C.A.S.A.

When more than one C.A.S.A. representative serves on a committee, those persons shall endeavour to present a unified Association position in committee deliberations and voting. The Board of Directors shall have the right to instruct the votes of its representatives to outside committees of standard-making organizations to conform to written
5.7 C.A.S.A. representatives are responsible for keeping the AMS Committee informed of all outside committee meetings and significant actions. Reports shall be transmitted to the Secretary and Chairman of the AMS Committee or delivered in person at a regular meeting of the Committee. On committees where C.A.S.A. is represented by a voting member and an alternate, the voting member is responsible for reporting meetings and actions. Where more than one C.A.S.A. representative is present as a voting member, those persons shall decide amongst themselves in regard to who will issue a report.

6. FINANCE

6.1 Costs attached with AMS members' participation and attendance at C.A.S.A. or outside committees, i.e. Board representation, Technical Committee, regular meetings of members, shall be born by each member, or funded by the AMS members.
RULES AND REGULATIONS PERTAINING TO EXHIBITS

The Canadian Automatic Sprinkler Association offers qualified applicants the opportunity to exhibit fire sprinkler related products and services in appropriate booths set aside during the Association's Annual Seminar.

I. Qualification for Exhibitors
A. This fire sprinkler exhibit has as its objective advancing the art and science of fire sprinkler protection. The Canadian Automatic Sprinkler Association will determine which applicants are best qualified to serve this purpose as exhibitors within the framework of these rules.

B. Exhibits will be restricted to fire sprinkler related products and services. The C.A.S.A. will have the final authority in determining if a prospective exhibitor meets this criteria. Preference will be given to:
   1) members of C.A.S.A.
   2) manufacturers and suppliers of products which have been tested and listed, certified, or approved by one or more of the nationally recognized fire testing laboratories, if such product testing is applicable and available
   3) organizations providing fire safety related services offering one or more of the following
      a) research or laboratory testing
      b) inspection
      c) educational or technical services related to fire protection or sprinkler systems
      d) manufacturers or suppliers of new products to advance fire sprinkler technology

II. Audience
Admission to the floor of the fire sprinkler exhibit will be granted only to registrants of the C.A.S.A. Annual Seminar wearing an official attendance badge or those wearing official guest badges. Guest badges will be available at the registration desk and are limited to those individuals who are not eligible for membership within our Association. Exhibitors will be provided with special exhibitor badges; each exhibit is provided with one full registration to all events in the Seminar. A limit of two additional registrations are available to the exhibitor at a reduced price as published in the rate schedule. Each person issued an exhibitor badge must be employed by the exhibitor or have a direct business affiliation with same, and each badge must be filled out by the registrar for record keeping purposes. Those persons requiring "Exhibitor Badges" at the conference will be required to show identification that shows their affiliation with an exhibiting company.

III. Selection of Booths
A. The number of exhibitors will be limited by the number of exhibit tables available. Exhibit tables are to be clearly stated on the floor plans.

B. No exhibitor may assign or sublet the whole or any part of the space allotted, nor may any exhibitor exhibit therein any goods other than manufactured or handled by the exhibitor in the regular course of his business.

C. Booth or table selection priorities: booth or table location and availability will be assigned on a point system;
   › with one point assigned for each previous year of display;
   › with the same number of points accumulated, priority will be given to the company whose membership in C.A.S.A. is earliest;
   › in the event that there is no distinction, then a draw will take place to decide who has priority.

IV. Booth Standard
All exhibits will be limited to those materials and products that can be displayed or demonstrated on the top of a 6' x 2.5' x 30" table provided by the Association. The height of all materials on the table cannot exceed 10' from the finished floor surface. No exhibit may span an aisle by roofing or floor covering without prior acceptance from the C.A.S.A. The following practices are prohibited:

A. constant noisy electrical or mechanical apparatus interfering with other exhibitors

B. canvassing or distributing any material outside the exhibitor's own space

C. sub-leasing of exhibit space

D. the use of billboard advertisements and/or display of signs outside the exhibit area

E. soliciting participation and surveys or otherwise harassing registrants

F. publicizing and/or maintaining any extra-curricular activities, inducements, demonstrations, or display away from the exhibit area during the exhibit hours

The right is reserved to refuse the applications of concerns not meeting standards required or expected as well as the right to curtail or to close exhibits or parts of exhibits that reflect unfavourably on the character of the meeting. The management also reserves the right to re-locate or re-arrange the floor plan.

V. Installation, Opening, and Closing of Exhibits
Each exhibitor agrees to man his booth during all
hours the exhibit hall is open and agrees not to dismantle his booth or to do any packing before the official final closing.

VI. Delivery and Removal of Display Equipment
Display materials should be limited to those which exhibitors could carry with them during travelling with limited packing materials.

VII. Booth Equipment
Exhibitors will be provided with a 6' x 2.5' x 30" table, table cloth, and waste basket.

VIII. Booth Decorations
A. Crepeated paper, tissue paper, cardboard, or corrugated paper shall not be used unless treated to be flame retardant. All cloth decorations must either be treated so as to be flame retardant or be inherently flame retardant. All surplus packing containers, excelsior, wrapping paper, etc. are to be removed from the public exhibit spaces prior to the opening of the exhibit and as soon as possible after the exhibit is set up. Flammable and combustible liquids and gases, highly combustible plastics, and open flame devices shall not be allowed without the express permission of the Fire Prevention Bureau of the City.

B. The exhibitors shall install their exhibits in such a manner as not to cause damage to any other exhibits or booths or to the building. Nothing shall be posted on, tacked, mailed, screwed, or otherwise attached to the columns, walls, floors, or other parts of the building or furnishings. Any such damage so caused by the exhibitor shall be paid for by the exhibitor.

IX. Labour
All work in connection with the display assembly or dismantling is to be performed by the exhibitor's employees.

X. Insurance
All exhibitors will insure themselves, at their own expense, against property loss or damage, and against liability for personal injury. Proof of such insurance will be required by C.A.S.A.

XI. Nature of Exhibits
A. The exhibiting activities of each exhibitor in the exhibit hall must be within the exhibitor's allotted exhibit space. Exhibitors will not use noise, lighting, or other distractions judged by the Exhibit Manager to be offensive to other exhibitors. Visual aid devices, tape recording equipment, and similar mechanical devices shall not unduly interfere with, or be disconcerting to other exhibitors. Exhibitors or their representatives who fail to comply with these regulations will be requested to leave the exhibit hall without refund, appeal, or redress.

B. Only products which can be exhibited within the space limitations of the available tabletops can be accepted, although manufacturers or suppliers of products of larger size or sizes may be promoted through the use of models, visual aids, or appropriate trade literature.

C. Exhibitors may not dispense food or beverages in the exhibition hall.

XII. Security
Security officers will be on-duty during the exhibit hours and at all hours the exhibits are not open. These security officers will be provided at no expense to the exhibitors.

XIII. Liability
Exhibitors agree to protect, save, and keep the Canadian Automatic Sprinkler Association and the Meeting Hotel forever harmless for any damage or charges imposed for violations of any law or ordinance whether occasioned by the negligence of the exhibitor or those holding under the exhibitor, as well as to strictly comply with the applicable terms and conditions contained in the agreement between Exhibit Hall and C.A.S.A. regarding the exhibit premises; and, further, each exhibitor shall at all times protect, indemnify, save, and keep harmless the Canadian Automatic Sprinkler Association and the Meeting Hall or Hotel, against and from any and all loss, cost, damage, liability or expense from or out of, or by reason of, any accident or other occurrence to anyone, including the exhibitor, its agents, employees, and business invitees, which arises from or out of, or by reason of, said exhibitor's occupancy and the use of the exhibit premises or any part thereof.

XIV. Cancellation of Booth Space
Cancellations will not be accepted after the deadline date of June 1, 1996. The exhibitor is responsible for the total booth rental irrespective of cancellation, including cancellation by the exhibitor because of a failure of an exhibit to arrive for any reason.

XV. Cancellation of Exhibit or Annual Meeting
Should any emergency arise prior to the opening date of the C.A.S.A. Annual Meeting and Seminar, which would prevent its scheduled opening, such as strikes, destruction, or damage of the exhibit hall, acts of God, etc., or a declaration of war, the C.A.S.A. will be free from any recourse or liability.