



## ONTARIO PROVINCIAL REQUIREMENTS FOR EXHIBITING ELECTRICAL EQUIPMENT AT TRADE SHOWS

The Ontario Electrical Safety Code (Ontario Regulation 10/02) is the provincial regulation that defines the minimum requirements for electrical installations and electrical products in Ontario. The Electrical Safety Authority is responsible for enforcement of the Ontario Electrical Safety Code.

Rule 2-022 of the Ontario Electrical Safety Code requires that any electrical equipment that is being displayed, offered for sale, or used in any show/convention/or similar exhibition **SHALL BE APPROVED**. At Trade or Consumer shows, unapproved electrical equipment will only be permitted to be displayed (not energized) when the Electrical Safety Authority gives permission through the Permission to Show. Failure to comply with the Ontario Electrical Safety Code could result in charges under the Electricity Act

Electrical equipment is considered approved if it bears the certification mark or Field Evaluation label of an organization that has been accredited by the Standards Council of Canada to approve electrical equipment. If these markings are missing, the equipment is considered to be unapproved. Bulletin 2-7-\* (\*indicates latest version) shows all approved certification marks or Field Evaluation markings accepted in Ontario. Since markings are updated regularly visit our web site at [www.esasafe.com](http://www.esasafe.com) (electrical product safety section) for a current listing.

**Note** - Electrical equipment shall be approved as an assembled unit. The exhibitor is expected to make every reasonable effort to have electrical equipment approved prior to the show.

### Permission to Show:

Exhibitors with unapproved electrical equipment that wish to display but not to connect or provide electricity to the equipment, must complete the Permission to Show Notification and pay the fee indicated for unapproved electrical equipment that will be displayed but not energized. Exhibitors will be provided with a sales receipt which must be available to inspectors on show site at all times.

**The “Permission to show” Notification does not permit the connection/energization of unapproved electrical equipment.**

### Permission to Energize – Trade Shows only:

Exhibitors that wish to connect and energize (provide electricity to) unapproved electrical equipment, must complete the Permission to Energize Notification and pay the Permission to Energize fee indicated for each piece of unapproved electrical equipment. Exhibitors are not required to complete the Permission to Show Notification for the same piece of equipment. The following conditions apply:

1. If no imminent hazards are present, ESA will permit the equipment to be energized “for demonstration purposes only”.
2. A sign/notice will be affixed to the equipment (prominently displayed) indicating “This equipment is not approved for sale in Ontario and is “Energized for demonstration purposes only”. Our ESA Inspectors will provide exhibitors with this notice.
3. The “Permission to Energize” is only valid for the duration of the show, and cannot be carried forward or extended for subsequent shows in other cities.
4. The “Permission to Energize” notification allows the equipment to be wired to an available junction box or disconnect as provided by the on-site electrical contractor.
5. “Permission to Energize” is available for Trade shows only, **not** Consumer shows.



# PERMISSION TO SHOW NOTIFICATION

**This notification does not permit the connection/energization of unapproved electrical equipment**

Please send your completed notification with payment information to:

Fax: 1 (800) 667-4278  
 Email: esa.cambridge@electricalsafety.on.ca

Mail to: Electrical Safety Authority  
 400 Sheldon Drive, Unit 1  
 Cambridge, Ontario N1T 2H9

For more information call: 1 (877) ESA-SAFE (372-7233)

ESA Account #: \_\_\_\_\_

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

Payment Method	
<input type="checkbox"/> <b>Charge to ESA Account</b>	<b>Credit Card</b> <b>ESA Account customer</b> – provide the last 4 digits of the card saved on file with ESA _____
<input type="checkbox"/> <b>Cheque / Money Order</b> Attach the cheque / money order to the completed form and mail to the address noted above.	<b>Non-account customer</b> – <b>DO NOT</b> submit this form to pay by credit card. To comply with Credit Card Payment security requirements, an ESA representative will contact you during regular business hours Mon-Fri 7:00AM-4:30PM to process your credit card payment. Please <b>DO NOT</b> include any credit card information on this form.

The fee is \$62 + \$8.06 HST = \$70.06 per booth

## Please provide the following information

COMPANY INFORMATION			
COMPANY NAME: _____		ATTENTION: _____	
MAILING ADDRESS: _____			
CITY: _____		PROVINCE: _____	
POSTAL/ZIP: _____		COUNTRY: _____	
PHONE: _____		FAX: _____	
SHOW INFORMATION			
NAME OF SHOW: _____			
SHOW LOCATION: _____			
ADDRESS: _____			
SHOW DATES: Starting: _____		Ending: _____	
BOOTH #: _____		CONTACT AT SHOW: _____	
CONTACT cell #: _____		CONTACT email: _____	
LIST OF UNAPPROVED ELECTRICAL EQUIPMENT TO BE SHOWN			
Quantity	Manufacturer	Description	Model

By submitting personal information to the Electrical Safety Authority, or its agents and service providers, you agree that ESA may collect, use and disclose such personal information in accordance with its privacy policy, applicable laws or pursuant to our administrative agreement with the Province of Ontario. If you provide us with the personal information on behalf of another individual, you represent that you have all necessary authority and/or have obtained all necessary consents from such individual to enable us to collect, use and disclose such personal information for the purposes set forth in our Privacy Policy. A copy of our policy is located on our website at [www.esasafe.com](http://www.esasafe.com)



# PERMISSION TO ENERGIZE NOTIFICATION TRADE SHOW ONLY

(Not Applicable to Consumer Shows)

Please send your completed notification with payment information to:

Fax: 1 (800) 667-4278  
Email: esa.cambridge@electricalsafety.on.ca

Mail to: Electrical Safety Authority  
400 Sheldon Drive, Unit 1  
Cambridge, Ontario N1T 2H9

For more information call: 1 (877) ESA-SAFE (372-7233)

ESA Account #: \_\_\_\_\_

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

Payment Method	
<input type="checkbox"/> <b>Charge to ESA Account</b>	<b>Credit Card</b> <b>ESA Account customer</b> – provide the last 4 digits of the _____ card saved on file with ESA
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The fee is \$143 + \$18.59 HST = \$161.59 per item of equipment

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COMPANY NAME: _____		ATTENTION: _____	
MAILING ADDRESS: _____			
CITY: _____		PROVINCE: _____	
POSTAL/ZIP: _____		COUNTRY: _____	
PHONE: _____		FAX: _____	
TRADE SHOW INFORMATION			
NAME OF SHOW: _____			
SHOW LOCATION: _____			
ADDRESS: _____			
SHOW DATES: Starting: _____		Ending: _____	
BOOTH #: _____		CONTACT AT SHOW: _____	
CONTACT cell #: _____		CONTACT email: _____	
LIST OF UNAPPROVED ELECTRICAL EQUIPMENT TO BE ENERGIZED			
Quantity	Manufacturer	Description	Model

By submitting personal information to the Electrical Safety Authority, or its agents and service providers, you agree that ESA may collect, use and disclose such personal information in accordance with its privacy policy, applicable laws or pursuant to our administrative agreement with the Province of Ontario. If you provide us with the personal information on behalf of another individual, you represent that you have all necessary authority and/or have obtained all necessary consents from such individual to enable us to collect, use and disclose such personal information for the purposes set forth in our Privacy Policy. A copy of our policy is located on our website at [www.esasafe.com](http://www.esasafe.com)