



TORONTO WEST GENERAL INFORMATION

TORONTO SHOW DETAILS

Toronto Show Date: Tuesday, May 7, 2019

Trade Show Hours - 7:30 am - 4:30 pm
Seminar Program Hours - 8:00 am - 3:30 pm
Registration Hours - 7:30 am - 4:00 pm

Move-In Date: Monday, May 6, 2019 2:00 pm - 6:00 pm
Last minute set up access: Tuesday, May 7, 2019 6:30 am – 7:30 am
Show Day: Tuesday, May 7, 2019 7:30 am - 4:30 pm
Move-Out Date: Tuesday, May 7, 2019 4:30 pm - 6:30 pm
** Exhibitors may begin dismantling displays **only** after **4:30 pm***

LOCATION

International Centre - The Conference Centre – Orion ABC
6900 Airport Road
Mississauga, ON, Canada L4V 1E8
Tel: 905 677-6131 www.internationalcentre.com

Exhibits in Orion BC

Exhibitors are expected to have an attendant in their booths at all times during the conference.

SHOW PRODUCER

Macgregor Communications
110 Cochrane Drive, Unit 1
Markham, Ontario, L3R 9S1
Toll-Free: 888 443-6786

SHOW PERSONNEL

Richard Jirka 905 948-0470 X2249
Event Director rjirka@macgregorcom.com

Jennifer Hiett 905 948-0470 X2253
Operations Coordinator jhiett@macgregorcom.com

Registration & Customer Service 1-888-443-6786
registration@itechconference.ca



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PAYMENTS & INVOICES:

All outstanding accounts must be settled prior to the event start date. If you require your invoice to be sent again, please contact Richard Jirka at 289-789-2249.

ORDER EARLY AND SAVE MONEY!

In the trade show business, all suppliers charge a premium for on-site orders. When you order at the show it is necessary for our suppliers to go back to their warehouse and prepare the order. Ordering early will save you time and money. Please take note of these deadline dates as ordering on-site can add at least 20% to your overall costs.

BOOTH INCLUDES

Every booth will be set with an 8' high back-wall drape and a 3' high side-wall drape (excluding island pavilions).

EACH exhibitor will receive ONE (1) 6 ft skirted table, up to 2 chairs and ONE (1) 1500 watt duplex outlet.

The cost for unloading, spotting and loading exhibit materials is included in the booth space cost. All incoming shipments must have a Bill of Lading or delivery receipt showing the number of pieces and weight. Exhibitors having special handling requirements are requested to contact Lange Transportation & Storage Ltd.

The exhibit space **has existing carpet.**

CLEANING SERVICES

It is the Exhibitor's responsibility to order cleaning services for interior booth cleaning. Show Management will provide cleaning for aisles, meeting rooms and common areas. If you have empty boxes in your booth or in the on-site storage area, please notify the Show Management staff at the registration desk.



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CUSTOMS SERVICES

Academy Customs and Traffic has been appointed the Official Customs Broker. Please contact Academy Customs and Traffic with any customs requirements you may have.

DECORATOR & DISPLAYS

Freeman Decorating is responsible for furniture rental, carpet, drapes, signage, labour, materials handling, plants and floral, plus design and set-up of custom rental displays.

Additional booth furnishings such as stools, easels, plants, etc. may be ordered directly from Freeman. Please see the order forms within the Exhibitor Kit.

ELECTRICAL REQUIREMENTS:

All electrical requirements **with the exception of one (1) basic electrical outlet per exhibitor** are at the expense of the exhibitor.

SPONSOR BADGES & ENTRY TO THE SHOW

Each exhibiting company can have up to three (3) exhibitor badges. Badges must be worn for admission to the event. All badges will be available for pick-up at the Registration Counter during move-in or during the show. Please use link on on-line exhibitor kit to register names for exhibitor badges.

Show Management reserves the right to refuse admission to the show to any visitor, sponsor, or contractor who, in the opinion of Show Management, is unfit, intoxicated, or in any way creating a disruption of the show.

WORKSHOP ATTENDEE LIST

The iTech Lead Concierge Service is provided in Toronto. Show management will scan attendees as they enter your session and immediately send them an email, thanking them for attending. The attendee will then have a chance to reach out to the sponsor through a contact person or link included in the email. At the end of the event, the sponsor will receive a complete list of those that attended their session. You will be contacted approximately 2 weeks prior to the show to determine what you would like your thank you message to include.



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LEAD RETRIEVAL

Given the privacy laws and acts in Canada, a number of attendees have opted NOT to release their registration information. **We strongly recommend using our lead retrieval application to capture all attendees who visit your booth.** Show Management will email those attendees who have opted to release their registration information after each show. This list will be emailed to the contact listed on the iTech exhibitor contract.

For information on our lead retrieval system, please visit <http://www.myshowlead.com/>

To order lead retrieval please visit <https://reg.unityeventsolutions.com/lr/ps?e=ITECHTOR2019>

Please note that you are responsible for this additional cost. If you have any questions please contact Sandy Fazaa at sfazaa@macgregorcom.com
This list will be emailed to the contact listed on the iTech exhibitor contract.

FOOD & BEVERAGE

The International Centre is the exclusive caterer for all food and beverage services. All arrangements for the serving of food and/or beverages within your booth require authorization from the venue.

INSURANCE

Neither Show Management nor the building owners will accept responsibility for injury to persons, loss of or damage to products, exhibits, equipment, or decorations, by fire, accident, theft or any other cause while in the building or on the grounds. Laptops and small items of value should be removed at the end of each show day.

Exhibitors must provide adequate insurance for their own personnel, exhibits, and materials against all such hazards.

Exhibitorinsurance.com is the leading Exhibitor Insurance provider, offering “all risks” coverage with high limits and low premiums to thousands of exhibitors across Canada. To order your exhibitor insurance, please visit ExhibitorInsurance.com



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SECURITY

Security will be provided throughout the event. It is your responsibility to exercise caution and to safeguard your property and belongings. For security reasons, no large equipment may be removed from the show floor without Show Management authorization. Laptops and small items of value should not be left unattended.

Exhibitors should take all possible precautions to protect their own property. iTech Show Management does not assume any responsibility for losses incurred at any time during the event. Booths must be manned at all times when the show floor is open.

SHIPPING & MATERIAL HANDLING

Lange Transportation is the official carrier for iTech 2019. **If you require transport services to and from your company, cost estimates will be provided based on your specific requirements. Lange offers Pre-Show Warehousing, to facilitate shipments being delivered on, and not before, the move-in date.**

If you choose to ship your materials with a transportation company or courier other than Lange Transportation, **Show Management will not be responsible for the delivery of the shipments.** The International Centre will not receive shipments prior to 2 p.m. on **Monday, May 6, 2019.** If you will be shipping small boxes with such things as marketing materials, we advise that you have these materials shipped to the hotel that you will be staying at and bring them with you to the show.