



# TORONTO WEST GENERAL INFORMATION

## SHOW LOCATION & HOURS

**Toronto Show Date: Tuesday, May 9, 2023**

International Centre - The Conference Centre – Orion ABC

6900 Airport Road

Mississauga, ON, Canada L4V 1E8

[www.internationalcentre.com](http://www.internationalcentre.com)

<b>Move-In Date:</b>	Monday, May 8, 2023	noon - 6:00 pm
Last minute set up access:	Tuesday, May 9, 2023	7:00 am – 8:00 am
<b>Show Day:</b>	Tuesday, May 9, 2023	8:00 am - 5:30 pm
<b>Move-Out Date:</b>	Tuesday, May 9, 2023	5:30 pm - 8:00 pm

\* Exhibitors may begin dismantling displays **only** after 5:30 pm

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

## Note: 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 Christine at 416-451-9303.

## 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.**

**Please forward a copy of your insurance certificate to [jhiett@macgregorcom.com](mailto:jhiett@macgregorcom.com) before the event.**

Please see online exhibitor kit for all links and details.

## PRIZE DRAWS

We encourage you to participate in the Prize Draws that happen at the end of the day by donating a prize to the draw. You can encourage booth traffic by having your prize on display and collect leads through those interested in your giveaway. We will announce your company name and giveaway your prize to the winner. Leading up to the start date of iTech, we will promote the prizes being given away through an eBlast, and make sure people know what the prizes are, and who is giving them away. Your prize can be as simple as a Gift Card (valid in Canada). If you would like to participate in the prize draw, please let us know what your prize will be ASAP. You can email what your prize will be to [cpalamoudian@macgregorcom.com](mailto:cpalamoudian@macgregorcom.com) Thank you for participating!



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### [BOOTH INFORMATION - 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, 2 chairs and ONE (1) 1500 watt duplex outlet.** (Start Up Package includes the table, chairs and power without the back and side drape). The exhibit space **has existing carpet.**

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 GES.

### [SESSION ATTENDEE LIST](#)

**For Silver Level Sponsorships and above, the iTech Lead Concierge Service is provided.** 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 who attended their session.

### [SPONSOR BADGES & ENTRY TO THE SHOW](#)

Please use link on the on-line exhibitor kit to register names for 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.

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.



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### LEAD RETRIEVAL

Our **Lead Retrieval App** is available for purchase to be used on your own device. Given the privacy laws and acts in Canada, a number of attendees have opted NOT to release their registration information. **We strongly recommend using it to capture all attendees who visit your booth.**

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

If lead retrieval is not included in your package, you may order it [HERE](#)

Please note that you are responsible for this additional cost. If you have any questions, please contact 1-888-443-6786 ext 2209 or email [support@unityeventsolutions.com](mailto:support@unityeventsolutions.com)

**Please note that licences can be ordered up to & including the day of the conference.**

### 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.

### DECORATOR & DISPLAYS

GES 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 GES. Please see the order forms within the Exhibitor Kit.

### 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.

### 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.



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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.

## ELECTRICAL REQUIREMENTS:

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

## SHIPPING, CUSTOMS & MATERIAL HANDLING

GES is the official carrier for iTech 2023. **If you require transport services to and from your company, cost estimates will be provided based on your specific requirements. GES offers Pre-Show Warehousing, to facilitate shipments being delivered on, and not before, the move-in date. GES will handle customs needs also.**

If you choose to ship your materials with a transportation company or courier other than GES, **Show Management will not be responsible for the delivery of the shipments.** The International Centre will not receive shipments prior to noon on **Monday, May 8, 2023**. 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.

## CUSTOMS SERVICES

As our official Shipping and Logistics provider, GES will assist with any customs requirements you may have.

## SHOW PRODUCER

Macgregor Communications  
P.O. Box 1, Newmarket, ON L3Y 4W3  
Total-Free: 888 443-6786

Christine Palamoudian 416-451-9303  
Event Director [cpalamoudian@macgregorcom.com](mailto:cpalamoudian@macgregorcom.com)

Richard Jirka 647-996-1428  
VP Technology Group [rjirka@macgregorcom.com](mailto:rjirka@macgregorcom.com)

Jennifer Hiatt 289-789-2253  
Operations Coordinator [jhiatt@macgregorcom.com](mailto:jhiatt@macgregorcom.com)

Registration & Customer Service 1-888-443-6786 [registration@itechconference.ca](mailto:registration@itechconference.ca)