

GENERAL SHOW INFORMATION
Metro Toronto Convention Centre – South Building
700 Level, Trade Show: May 14 - 15, 2012

MOVE-IN DATE & TIME: **SUNDAY, MAY 13, 2012**
12:00 PM TO 4:00 PM

SHOW DATES & TIME: **MONDAY, MAY 14, 2012**
8:00 AM TO 6:00 PM

TUESDAY, MAY 15, 2012
8:00 AM TO 3:30 PM

MOVE-OUT DATE & TIME: **TUESDAY, MAY 15, 2012**
3:30 PM TO 6:00 PM

LOCATION: Metro Toronto Convention Centre - South Building,
Level 700
222 Bremner Blvd.
Toronto, Ontario, Canada M5V 3L9
www.mtccc.com

SHOW PRODUCER: Diversified Business Communications – Canada
Unit 1 - 110 Cochrane Drive
Markham, Ontario L3R 9S1
Toll - Free: 1- 888 443-6786 / Fax: 905 479-1364

SHOW PERSONNEL:

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SHOW MANAGEMENT:

Throughout the entire show period, Show Management will maintain an information booth on the show floor to assist all exhibitors and attendees.

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. All due dates on the Deadline Checklist reflect discounted price deadline. Please take note of these deadline dates as ordering on-site can add at least 20% to your overall costs.

BOOTH INCLUDES:

Your booth includes one (1) six foot draped table, two (2) chairs and a wastebasket. Please note that show management **is not supplying any electrical needs**. Please see order forms in the exhibitor kit.

<http://www.projectworldcanada.com/toronto/exhibitor-kit-manual.html>

**** 10x10 BOOTHS ARE NOT PERMITTED IN PLACE OF THE TABLE**

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 Freeman Decorating.

THE EXHIBIT HALL IS CARPETED. Please do not forget to order any additional or special items for your booth space as these arrangements are the responsibility of the exhibitor. You may order these items from Freeman Decorating or from a supplier of your choice.

CLEANING SERVICES

It is the Exhibitors responsibility to order cleaning services for interior booth cleaning. ProjectWorld * BusinessAnalystWorld will provide cleaning for aisles, meeting rooms and common areas. If you have empty boxes in your booth or in the onsite storage area, please notify the ProjectWorld * BusinessAnalystWorld staff.

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DECORATOR & DISPLAYS:

Freeman Decorating is the official decorator for the ProjectWorld * BusinessAnalystWorld show. Freeman Decorating include: furniture rental, carpet, drapes, signage, labour, plants and floral, plus design and set up of custom rental displays.

ENTRY TO THE TRADE SHOW:

ADMISSION IS FREE FOR THE TRADESHOW TO QUALIFIED BUSINESS PROFESSIONALS. NO PERSONS UNDER 18 YEARS OF AGE WILL BE ADMITTED ONTO THE TRADE SHOW FLOOR.

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

EXHIBITOR BADGES:

Each Exhibitor will receive a badge for entrance to the event. All badges will be available for pick-up at the Exhibitor Registration Counter during move-in or during the show.

There are no restrictions to the number of exhibitor badges available per company. For security reasons, you will be required to wear your exhibitor badge in a prominent location when entering the show floor.

HOTEL:

ProjectWorld * BusinessAnalystWorld has secured a room block at **the InterContinental Toronto Centre at a rate of \$219.00 per night**. Please quote "ProjectWorld 2012 " to receive the group room rate **until April 10th, 2012**. Please contact the reservations team at 1-800-235-4670 or <https://resweb.passkey.com/go/Projectworld2012> to book or modify your room.

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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.

“Canfinse Group Inc. 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:

<http://www.projectworldcanada.com/toronto/exhibitor-kit-manual.html>

PRINTING/PHOTOCOPYING/FAXING:

There is a fully equipped business centre available for your convenience in Toronto Metro Toronto Convention Centre. The office is located on level 800, directly across from room 825B in the South Building.

SECURITY:

It is your responsibility to look after products and equipment within your booth. For security reasons, no large equipment may be removed from the show floor without Show Management authorization. Laptops and small items of value should be removed at the end of each show day.

Large security cages may be rented from Lange Transportation to secure articles during move-in and at the end of each show day.