

GENERAL SHOW INFORMATION

MOVE-IN DATE & TIME: TUESDAY APRIL 15, 2008
8:00 AM TO 4:00 PM

**ALL BOOTHS MUST BE SET-UP BY 4:00 PM FOR THE VENDOR SHOWCASE
COCKTAIL RECEPTION.**

SHOW DATES & TIME: TUESDAY APRIL 15, 2008
4:00 PM TO 6:00 PM

WEDNESDAY APRIL 16, 2008
8:00 AM TO 6:00 PM

THURSDAY APRIL 17, 2008
8:00 AM TO 3:45 PM

MOVE-OUT DATE & TIME: THURSDAY APRIL 17, 2008
3:45 PM TO 6:00 PM

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

SHOW PRODUCER: Diversified Business Communications – Canada
421 Bentley Street, Unit 1
Markham, Ontario, Canada L3R 9T2
Toll - Free: 888 443-6786 / Fax: 905 479-1364

SHOW PERSONNEL:

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| David Barrett Conference Director | 905 948-0470 X254 dbarrett@divcomevents.com |
| Amy Ruddell Conference Director | 905 948-0470 X236 aruddell@divcomevents.com |
| Nancy Gelette VP, Operations | 905 948-0470 X232 ngelette@divcomvents.com |
| Merry Clayton Registration & Customer Service | 905 948-0470 X228 mclayton@divcomevents.com |
| Erin Brazier Senior Operations Coordinator | 905 948-0470 X249 ebrazier@divcomevents.com |
| Hajni Gajdacs Operations Coordinator | 905 948-0470 X240 hgajdacs@divcomevents.com |

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:

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

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 NOT CARPETED. Please do not forget to order your carpet, tables, and chairs 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 at the Information Booth.

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.

Booths will be set with an 8' high back wall drape and a 3' high sidewall drape.

ProjectWorld * BusinessAnalystWorld and Freeman Decorating are offering a Booth Special Package, which is worth consideration. The booth special is installed and dismantled entirely by Freeman Decorating. Your booth is ready before you arrive, no labour costs, no trucking costs, includes booth panels, carpet, company ID sign, draped table and chairs.

If you would like to order this booth special, please complete the ProjectWorld * BusinessAnalystWorld Show Special Booth Package order form.

ENTRY TO THE TRADE SHOW:

ADMISSION IS FREE FOR THE TRADESHOW AND KEYNOTE PRESENTATIONS 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 * BusinessAnalyst World special room rates **BEFORE** March 9, 2008:

- Intercontinental - \$189.00 per night
- Renaissance Toronto Centre Downtown - \$165.00 per night
- Residence Inn by Marriott - \$159.00 per night

To reserve your hotel room online:

<http://www.destinationtoronto.ca/ProjectWorldToronto/HotelReservation>

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.

NACORA INSURANCE BROKERS 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 www.globexriskmanagement.com

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 insure and 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 when thefts are most likely to occur.