

2018 IMATS Toronto Exhibitor Manual Summary

This page provides important information on all of the materials and services you will need for your booth at IMATS Toronto 2018.

LOCATION:

Metro Toronto Convention Centre, South Building, Level 800, Exhibit Hall E
222 Bremner Boulevard
Toronto, ONT Canada M5V 2W6
www.mtccc.com

EXHIBITOR MOVE-IN/SET-UP:

Friday, September 21, 2018 **12pm – 7pm** (Please do not arrive early unless you are a space only booth and have made prior arrangements through Dawn-Marie well in advance)

Please note: Per the Ministry of Labour, children under 16 years of age are NOT permitted on the show floor during move in or move out.

ALSO: NO OPEN-TOED SHOES, SANDALS, FLIP FLOPS ARE ALLOWED DURING MOVE-IN OR MOVE-OUT DUE TO SAFETY REGULATIONS!

Vehicle Move-In – New Voyage Control System

If you are interested in skipping the drive and the wait at the vehicle marshalling yard located at 100/120 Cherry Street (which is 3.8km from the Convention Centre), we are happy to announce that the MTCC has a new booking system for exhibitors. It is called Voyage Control and beginning Friday, September 7th, you will have the ability to visit <http://voyagecontrol.com/mtcc> and book a guaranteed loading dock time slot on a first come, first serve basis. This means you will be able to drive directly to the South Loading Dock for your allotted time slot without having to check in at the Marshalling Yard. You can schedule private vehicles and commercial deliveries. Please see the document **IMATS TOR 2018 Voyage Control Vehicle Move-in Flyer** for more information. There is also a mobile app that you can download on Android or iOS which will allow you to register, book, and change your reservation.

New Service Elevators for Hand Carry Items From South Building Parking Garage

We have been informed that there are two new service elevators located on Bremner Blvd. for pre-selected exhibitor hand carry items during move in and move out. The new elevators, accessible from Bremner Blvd. or the MTCC South Building parking garage for hand carry items only, will provide a more efficient and direct means for clients and exhibitors to access directly into Hall E.

PLEASE NOTE: No freight is to be hand-carried or wheeled down the escalators in any part of the building. Please utilize the elevators which will take you directly to

Exhibit Hall E. You can also load in via the South loading dock area which is accessed on Lower Simcoe Street and will take you down to level 800.

EXHIBITION DATES:

Saturday, September 22, 2018 9am* – 5pm

Sunday, September 23, 2018 10am* – 5pm

*Exhibitors may arrive one hour prior to show open on Saturday and Sunday

EXHIBITOR MOVE-OUT: Sunday, September 23 5pm – 9pm**

****Everything must be removed from the venue Sunday night, so please make appropriate arrangements with Stronco or your freight company. NO EXCEPTIONS! Any and all abandoned freight will be turned over to Stronco who will take it back to their warehouse. You will be required to pay Stronco for transportation and storage charges before your items will be released to your carrier.**

If you are planning on building a custom booth and request to be Space Only, the following does not apply to you (other than the exhibitor badges). If you are not building a custom booth, the following is what comes automatically with the booth package that you purchased:

BOOTH PACKAGE: Each 10' x 10' booth space/equivalent comes with the following:

- Pipe and BLACK drape walls (8' high back and 3' side dividers). Island-style booths will **not** have any pipe and drape unless you specifically request it from Stronco.
- One (1) 8' X 2' table skirted in Black with a White vinyl top cover
- Two (2) chairs
- One (1) wastebasket
- One (1) 7" x 44" booth identification sign
- Four (4) exhibitor badges printed with exhibiting company name only

The exhibition floor is plain concrete. We will be carpeting the aisles and highly recommend for comfort and appearance that you consider carpeting your booth.

Booths do **NOT** come with: carpet, electricity, lighting, or Wi-Fi/internet.

Additional Exhibitor Badges: Please be aware that four (4) exhibitor badges are allotted per 10'x10' booth space/equivalent. Badges will only have your company name on them, not individual's names, to allow for badge sharing among staff working different shifts. ALL staff working in your booth, including demo artists and their models, must be wearing an exhibitor badge. If you find that you require additional badges, you may purchase an additional **2** per 10x10 booth space/equivalent for \$35 each. Please see the order form. The deadline for preordering additional exhibitor badges is **Friday, August 24th**. If you miss the deadline, you will still be able to purchase additional hand-written badges at the show from our Registration desk but there will be an upcharge of \$10 each per badge purchased onsite.

Exhibitor Welcome Packets: Your printed exhibitor badges will be inside your welcome packet which you (the contact listed on your contract) will sign for and pick up at Registration on set-up day, Friday, September 21st. If you will not be working the show, please inform Brooke Burgess (brookeb@kpgmedia.com) who the authorized person(s) will be to sign on your behalf. Please pick up your packets as soon as you arrive for set-up so that you don't forget. Badges are not required to be worn on Friday, but as of Saturday morning everyone wishing to access the show floor must be wearing a badge.

Stronco is once again our **decorator** and **onsite material handler**. We have also named them as our **official logistics company, customs broker (via Academy Customs & Traffic)** and **advance warehouse**. Exhibitors are not required to ship with Stronco or use their customs brokerage, but doing so will make things go much more smoothly. Be sure to read the *Advance Show Receiving Information Sheet* to learn all of the benefits of advance shipping. Please see Stronco's complete exhibitor kit which will be available online with the rest of the exhibitor kit documents. For ordering online, go to www.stroncoonline.com. You will be required to enter your Show Code and Booth Number. The show Code is **451632134**. Below is a list of documents included in their kit. Please pay special attention to the discount price deadline for PAID orders which is **August 30th**. Send your completed order forms back to Stronco...do not send them to Dawn-Marie!

- General Information & Payment Policy Information Sheets
- Online Ordering Information Sheet
- Credit Card Authorization
- Advance Show Receiving Information Sheet and Order Form
- Shipping Label Templates (Advance Warehouse & Direct-to-Show)
- Material Handling Information Sheet and Order Form
- Labour Service Form
- In-Booth Forklift Order Form
- MX Show Special Order, Exhibit Packages & Accessories Forms
- Carpet Order Form
- Display Tables & Drapery Order Form
- Counters, Storage & Display Units Order Form
- Accessories & Office Furnishings Order Form
- Chairs & Stools Order Form
- Tables Order Form
- Signs & Banners Order Forms
- Official Show Carrier Information Sheet
- Transportation & Customs Brokerage Services Form

ADVANCE WAREHOUSE RECEIVING DATES: Stronco will receive shipments to the advance warehouse Monday thru Friday between the hours of 8:00 am and 4:00 pm no earlier than August 24, 2018 and no later than September 17, 2018. The deadline to send in the advance receiving order form is September 10th.

DIRECT SHIPMENTS TO METRO TORONTO CONVENTION CENTRE: Direct-to-show-site shipments will only be accepted on **FRIDAY, September 21st beginning at 10:00 am**. You will still need to arrange for onsite material handling through Stronco in order to have your freight received and delivered to your booth.

MATERIAL HANDLING: Onsite door-to-booth is handled by Stronco. Note: You are allowed to hand carry/wheel in your own items if they are on your own small hand truck or cart and you brought the products in your own vehicle. If Stronco receives any deliveries for you, no matter how small, then you will need to pay for material handling.

ONSITE STORAGE OF EMPTIES/EXTRA STOCK: Material handling services ordered through Stronco includes storing your empties and extra stock in an unused and unsecured portion of the exhibition hall. You will need to get "empty" stickers from Stronco and clearly label all skids, crates, etc. that you wish to have stored during the show. If you do not arrange for material handling with Stronco, it is your responsibility to provide your own means of labeling and moving your empties into and out of storage.

CBSA Recognition Letter

Please see the attached letter from Canada Border Services Agency. This letter shows that the CBSA officially recognizes our event and provides us a tariff item number to use for importing goods temporarily into Canada. If you are shipping from outside Canada and travelling from outside Canada as well, you will want to bring a copy of this letter with you and also attach a copy to your shipments to facilitate the customs process.

Electrical, Lighting and Rigging

SHOWTECH Power & Lighting is the exclusive provider for all power, lighting and hanging/rigging* at the Metro Toronto Convention Centre. Please see their packet of information and order forms attached to the exhibitor kit. You should also make note of their discounted price deadline of **Wednesday, September 5th**. Their online ordering site for exhibitors is up and running so you can place your orders online now at

<https://e.showtechordering.com/ST-00053280>

***Please note that all sign, banner, truss and/or lighting hanging that is to be rigged from the ceiling above your booth must have IMATS show management approval prior to ordering this service. Please submit design images and dimensions to Dawn-Marie Gordon at dawn-marieg@kpgmedia.com**

The Metro Toronto Convention Centre is the provider for many services that you may need at the show. In addition to containing a lot of venue specific informational sheets, the following is a list of order forms that are included in this exhibitor kit. Please do not return any of these forms to Dawn-Marie! They need to go back to the number or email listed on the form. You also have the option of ordering online at <http://www.mtccc.com/online-ordering-tool/>. Online ordering closes on Monday, September 17th.

- Exhibitors Parking Pass Order Form
- Wireless Internet Access Form
- Wired Internet Access Form
- Telecommunications Services Order Form
- Booth Cleaning Service Order Form
- Exhibitor Catering Daily Order Form
- Authorization Request – Sample Food and/or Beverage Distribution
- Rigging Load Release Form (does not apply to banner or sign hanging)
- Application for Permission to Show (for unapproved electrical equipment)
- Application for Permission to Energize (for unapproved electrical equipment)
- Fire Safety Reply – **You MUST fill this out and return it to fsr@mtccc.com**

***PLEASE NOTE: Discount rates are offered on parking passes, cleaning services and wired internet services if orders are received by **September 6th**.**

Outside Food and Beverage:

Be aware that the venue does not allow any outside food or beverage to be brought into the show. Please either utilize the exhibitor catering order form or the café that will be on the show floor. If you try to sneak large amounts of food or beverages in and get caught, don't say we didn't warn you!
