



## GENERAL SHOW INFORMATION

### SHOW MANAGEMENT CONTACTS

For questions or concerns regarding the Deal Making exhibits and Food Court, please contact:

Mayuri Khemlani  
Trade Expositions Planner  
[mkhemlani@icsc.org](mailto:mkhemlani@icsc.org)  
Direct Line: 646-728-3518

### VENUE

Metro Toronto Convention Centre  
North Building  
255 Front Street West  
Toronto, ON Canada M5V 2W6

### MOVE-IN SCHEDULE

**Hours:** Please refer to the Target Move-In floor plan.

**\*IMPORTANT NOTE:** All exhibits must be set by 9:00 PM, Monday, October 2, 2017. All crates and cases will be removed from the exhibition floor on Monday night. No freight deliveries or booth set-ups will be allowed the following morning.

No after-hours work, meetings or entertainment functions will be permitted in the exhibit booths unless approved by show management. A list of persons desiring evening admission to the exhibit hall must be submitted on the day in question, prior to 5:00 PM. Show management reserves the right to limit the time such personnel will be allowed to work or occupy the booth. The guard on duty will receive copies of these lists and be authorized to control the access to the hall. In addition, all such personnel must sign in and out on the evening admission sheet whenever they leave or enter the hall.

**For their safety and well-being, no children under the age of 16 will be allowed on the exhibit floor. There will be no exceptions.**

### DEAL MAKING & FOOD COURT SCHEDULE

Tuesday, October 3, 2017	9:00am – 5:00pm
Wednesday, October 4, 2017	9:00am – 4:00pm

### MOVE-OUT SCHEDULE

Wednesday, October 4, 2017	4:30 PM - 10:00 PM
Thursday, October 5, 2017	8:00 AM - 5:00 PM

**No exhibit in whole or in part may be removed or dismantled before Wednesday, October 4<sup>th</sup>, 2017 at 4:30 PM. The dismantling of your booth prior to 4:30 PM or the failure to provide a booth presence during exposition hours may affect your positioning at future ICSC Events.**

Please Note: All materials and freight must be cleared from the exhibit floor NO LATER THAN 5:00 PM on Thursday, October 5, 2017. All designated freight carriers must sign in at the marshaling yard by Noon on Thursday to allow for all freight to be removed from the facility by



5:00 PM. After 5:00 PM, materials and freight will be subject to forced shipping on any available carrier at COD terms.

## **EXHIBIT SPACES**

### **Inline Booth Package:**

For each inline booth occupied at the show, an exhibitor is entitled to the following:

- 8' back drape & 3' side drapes (Blue & Silver)
- Exhibit space carpeting (Gray)
- Two (2) exhibition only badges for each booth
- First night booth cleaning
- One 7" x 44" tenant sign
- Contact listing in the on-site directory (provided application and payment is received by August 21, 2017)

### **Island Booth Package:**

Exhibitors with four booths or more in either an end cap or island configuration are entitled to the following:

- Exhibit space carpeting (Gray)
- Two (2) exhibition only badges for each booth
- First night booth cleaning
- Contact listing in the on-site directory (provided application and payment is received by August 21, 2017)

## **DESIGN CRITERIA**

The 2017 ICSC Canadian Convention Display Rules and Regulations are located in your online exhibitor portal. Please review these rules and regulations carefully and contact us if you have any questions.

## **EXHIBITOR BADGES**

For each booth occupied at the show, an exhibitor is entitled to two (2) exhibition only badges.

**Exhibitor badges will admit your booth staff onto the Deal Making and Trade Exposition floor and the Welcome Reception only. These badges will not grant access to the Convention Sessions or meal functions. Individuals assigned exhibitor badges will not be listed in the Advance Registrants Directory.**

Exhibitors will register their personnel via our online exhibitor portal. The link, company password and directions are included in your confirmation email.

## **FULL CONFERENCE REGISTRATION**

Conference registration for all sessions and meal functions is **not** included with your booth space rental fee. Individuals needing access to these functions will need to register for the conference as an attendee (additional fee required).

Exhibitors can register for a full conference badge online at [www.icsc.org/2017cc](http://www.icsc.org/2017cc).

## **HOTEL RESERVATIONS**

For your convenience, ICSC has arranged for a limited number of hotel rooms near the convention centre to be held in reserve. The ICSC group block is managed by OnPeak. To ensure you receive the negotiated room rates and are included in the ICSC room block, visit [www.icsc.org/2017cc](http://www.icsc.org/2017cc) and click on *Book Hotel*.



## **SECURITY**

Show Management will provide general, perimeter security on a 24-hour basis starting Saturday through Thursday. While Show Management will exercise reasonable care in safe guarding your property, neither ICSC, the facility nor the show's contractors will be held liable for such property.

Exhibitors are advised to take precautions to safe guard their own property. Please bear in mind that your exhibit merchandise and displays are your prime selling tools. It is therefore of utmost importance that you take every precaution to protect this material. Toward this end, here are a few suggestions:

1. Do not leave your booth unattended during the setup period and keep you badge with you at all times.
2. Cover your display after setup and each night before you leave. If your merchandise is particularly valuable, consider private security.
3. Do not under any circumstances include merchandise in containers to be stored with empties.
4. At the close of the exposition, be sure to pack as quickly as possible. Under no circumstances should you leave your space unattended during this period.
5. Have one of your employees remain in your space with your shipment until it is actually picked up by your drayage company personnel or your own employees.

## **INSURANCE**

Exhibitors are required to provide general liability insurance naming ICSC, GES and the Metro Toronto Convention Center as co-insured. The limits of liability shall be at least \$1,000,000 combined single limits including bodily injury, property damage, fire and theft.

**Please provide proof of such coverage to Rainprotection at [sales@rainprotection.net](mailto:sales@rainprotection.net) no later than Friday, September 1, 2017.**

## **CATERING**

The Metro Toronto Convention Centre has exclusive rights to provide catering services within the building. Exhibitors are prohibited to utilizing an outside source for catering requirements. To make catering arrangements please contact the convention centre's catering department directly.

### **Contact Information**

Metro Toronto Convention Centre Catering Department  
255 Front Street West  
Toronto, Ontario M5V 2W6

Telephone: +1 416 585 8144  
Fax: +1 416 585 8251

## **GENERAL SERVICE CONTRACTOR**

ICSC has appointed GES and their sub-companies as the official service contractors for the following services. Please refer their service forms located later in this kit for specific information.



Booth rental units and fixtures  
Custom Carpet rental  
Furniture rental  
Labor  
Material Handling  
Shipping and storage  
Signage

If you are planning to use the services of a non-official service contractor please be advised that there are certain requirements that contractor must comply with before being allowed access to the floor. Please read all rules and regulations pertaining to non-official service contractors.

## **SHIPPING INFORMATION**

ICSC has appointed GES Logistics as the official shipping carrier. Companies choosing GES Logistics as their shipper will receive priority handling at show site. Additional information appears on the shipping forms located elsewhere in this kit.

### **Advance Shipping Address**

The deadline to receive shipments at the advance warehouse without penalty is **Friday, September 22, 2017**. Shipments to the advance warehouse receive first priority unloading status.

NAME OF EXHIBITING COMPANY - BOOTH NUMBER  
c/o GES  
**2016 ICSC Canadian Convention**  
6130 Netherhart Rd.  
Mississauga, Ontario, Canada L5T 1B7

### **Direct Shipping Address**

All shipments sent directly to the Convention Centre must arrive between **Sunday, October 1 – Monday, October 2, 2017**.

NAME OF EXHIBITING COMPANY - BOOTH NUMBER  
c/o GES  
**2017 ICSC Canadian Convention**  
**Metro Toronto Convention Centre, North Building**  
**255 Front Street**  
**Toronto, ON, M5V 2W6**

Please refer to the GES Material Handling forms in this kit for more information and appropriate rates.

## **ELECTRICAL & PLUMBING SERVICE CONTRACTOR**

ShowTech is the exclusive service contractor for the electrical and plumbing services. Exhibitors are prohibited from using outside sources for these services. Please refer to their service forms later in this kit for specific information.

Compressed air  
Electrical services  
Water/drainage services

M.T.C.C. OFFICE – Tel: 416 585 8109  
5675 MCLAUGHLIN ROAD  
MISSISSAUGA, ON L5R 3K5



Tel: 905 283 0550  
Fax: 905 283 0551  
[www.showtech.ca](http://www.showtech.ca)

## **TELECOMUNICATIONS**

The Metro Toronto Convention Centre has exclusive rights to provide phone and internet communication services within the building. Exhibitors are prohibited from utilizing an outside source to supply and install these requirements in the building.

To make arrangements please refer to the order forms in the "Other Services" section of this manual.