

### EXHIBITOR MOVE-IN

**Saturday, June 24:** For Island Booths 20' x 20' and larger, by appointment only.

All requests must be submitted to Show Management by May 23, 2023. *Please use the form in your exhibitor console to make this request.*

**Sunday, June 25:** 8:00 a.m. – 7:00 p.m.

**Monday, June 26:** 7:00 a.m. – 7:00 p.m.

### SHOW HOURS

**Tuesday, June 27:** 10:00 a.m. – 4:00 p.m.

#### Wednesday, June 28

Show Hours: 10:00 a.m. – 3:00 p.m.

Private Appointment Hours: 8:00 – 10:00 a.m.

#### Thursday, June 29

Show Hours: 10:00 a.m. – 2:00 p.m.\*

Private Appointment Hours: 8:00 – 10:00 a.m.

\* Early dismantling of your booth will not be tolerated. Exhibitors found guilty of dismantling early will face a penalty.

### MOVE-OUT

**Thursday, June 29:** 2:00 – 10:00 p.m.

**Friday, June 30:** 8:00 a.m. – 3:00 p.m.

### EXHIBITOR APPOINTED CONTRACTORS (EACS)

There will be an EAC check-in desk located near the loading dock in the back of South Hall F AND at the entrance to the exhibit hall during move-in. All EACs will be required to wear the wristband provided at check-in for entrance on and off the exhibit floor during move-in. Exhibiting companies who will use an EAC must submit their EAC forms no later than May 23, 2023. A show badge will be required to enter the exhibit hall beginning Monday, June 26 at 12:00 p.m.

### REQUIRED SAFETY GEAR

All exhibitors, service providers and Show Management personnel working on the show floor during move-in and move-out periods are required to wear approved personal protective equipment (PPE), such as CSA approved safety shoes (toe caps), hard hats, harnesses, high visibility vests, gloves and safety eyewear and is to be used when warranted by safety considerations. All exhibitor service providers must adhere to the Occupational Health and Safety Act, Ontario regulation 213/91 and 851/90 Industrial. If you have been given permission to be on the floor at these times you will be required to wear an approved hard-hat in the designated 'Construction' zone. When working higher than 3 meters (10 ft) you must use fall protection.

### REGISTRATION & BADGE INFORMATION

Online exhibitor registration will open several months prior to HITEC. This will be managed in your exhibitor console. Exhibitor badges are NOT MAILED in advance and must be picked up on-site at Exhibitor Registration. Exhibiting companies will receive two (2) complimentary full conference Exhibitor Badges per 100 square feet of contracted booth space (10' x 10' booth). An Exhibitor Badge includes access to the Exhibit Hall, HITEC Headliner Sessions and the HITEC Opening Party.

- Each exhibitor must pick up his or her own badge and identification will be required. Badges cannot be altered in any way.
- Exhibitor registration is valid for booth personnel only.

*Registration & Badge Information continued on the following page.*

- Exhibitors are not permitted to register attendees, guests, qualified buyers or non-exhibiting suppliers as exhibitors. Any exhibitors caught abusing this strict policy will have their registrations voided and priority points deducted.
- Replacement for lost or stolen badge fee is \$25 USD (subject to change).

### ADDITIONAL BADGES

Additional badges can be purchased online or on-site for additional booth staff or the full conference. On-site registration hours will be published on the HITEC website as soon as they are available.

**Exhibitor Only Badges:** Additional badges for exhibitor personnel can be purchased at \$250 USD each. These badges are ideal for exhibitor personnel who primarily need access to the Expo Hall. This badge gives access to exhibit hall, three HITEC Headliner sessions and the HITEC Opening Party. *This badge does NOT include education sessions or co-located events requiring a ticket.*

### QUICK TIPS

- Your exhibitor console will have all of the vital information you will need to exhibit at HITEC. Make sure and know your unique company password to log in and refer to it frequently.
- All HITEC communication does not necessarily come from a single HFTP staff person or the exhibit department. It is recommended that you have all HFTP.org domain email addresses 'white-listed'. This will ensure that your company will receive all our important email communications that will consist of newsletters, deadline dates and other important information as it pertains to exhibiting at HITEC.
- Always notify the HITEC exhibit team of any exhibit staff changes as it pertains to your company's booth record, so the correct parties are receiving pertinent show information.
- Access the exhibitor console for forms, helpful resources and other information.

### CONTACT INFORMATION

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