



EXHIBITOR CHECKLIST + DUE DATES

Items surrounded with a **blue box** indicates early bird pricing.
After the early bird deadline regular pricing will apply.

Forms surrounded with a **red box** indicates a mandatory form that **MUST** be submitted.

ITEM OR FORM TITLE	SUPPLIER	DUE DATE	COMPLETED
Exhibitor Registration - exhibitor badge, education pass and event ticket	MicroSpec	Now Open	<input type="checkbox"/>
SITE Canada Golf Tournament registration opens	SITE Canada	TBD	<input type="checkbox"/>
INVITATIONS - HTML invitations will be provided, if requested.	Show Management	-	<input type="checkbox"/>
Show Guide Listing Information	Show Management	June 21, 2019	<input type="checkbox"/>
Deadline to register for exhibitor badges in order to be included in the Appointment Tool launch	Show Management	Late June	<input type="checkbox"/>
Appointment Tool opens	Show Management	Late June	<input type="checkbox"/>
Audio Visual Early Bird pricing available	Freeman AV	July 1, 2019	<input type="checkbox"/>
Booth Inclusion Form	GES	July 5, 2019	<input type="checkbox"/>
Health + Safety Acknowledgement	Show Management	July 5, 2019	<input type="checkbox"/>
Certificate of Insurance	Show Management	July 5, 2019	<input type="checkbox"/>
Fire Safety Reply form	Metro Toronto Convention Centre	July 5, 2019	<input type="checkbox"/>
Booth Designs larger than 20' x 20' due for approval (See Booth Parameters form for more information)	Show Management	July 5, 2019	<input type="checkbox"/>
Shipping Customs Advance Warehousing	TWI Canada	July 9, 2019	<input type="checkbox"/>
Hotel Information Intercontinental Hotel Fairmont Royal York	Intercontinental Hotel Fairmont Royal York	July 12, 2019 July 15, 2019	<input type="checkbox"/>
Travel Information Rail Air	VIA, UP Express Air Canada, Porter, WestJet	-	<input type="checkbox"/>
Electrical Order, Sign + Banner hanging Early Bird pricing available	SHOWTECH	July 19, 2019	<input type="checkbox"/>

ITEM OR FORM TITLE	SUPPLIER	DUE DATE	COMPLETED
GES – additional furniture + accessories Early Bird pricing available	GES	July 19, 2019	<input type="checkbox"/>
Metro Toronto Convention Centre (MTCC) services. Online Ordering , Internet + Telecommunications , Booth Cleaning , Parking Pass Early Bird pricing available	Metro Toronto Convention Centre	July 24, 2019	<input type="checkbox"/>
Exhibitor Catering Order Form + Sample Food Authorization Form	Metro Toronto Convention Centre	July 29, 2019	<input type="checkbox"/>
Lead Retrieval Early Bird pricing available	MicroSpec	July 31, 2019	<input type="checkbox"/>
Planning a client party? Please email Melissa Arnott. Include date, time & location. melissaA@newcom.ca	Show Management	July 31, 2019	<input type="checkbox"/>
Move-In Schedule Distributed	GES	July	<input type="checkbox"/>
Have you purchased your Rendezvous Ticket? (separate registration required)	MPI Foundation	TBD	<input type="checkbox"/>
Advance Warehousing (last day of acceptance)	TWI Canada	August 9, 2019	<input type="checkbox"/>
Show Move-In (9:00am – 8:00pm)		August 12, 2019	<input type="checkbox"/>
MPI Foundation Rendezvous	MPI Foundation	August 12, 2019	<input type="checkbox"/>
Canadian Meetings + Events Expo (Show floor open 12:00 pm – 5:00 pm)	-	August 13, 2019	<input type="checkbox"/>
Canadian Meetings + Events Expo (Show floor open 12:00 pm – 5:00pm)	-	August 14, 2019	<input type="checkbox"/>
Move-Out (5:00pm – 10:30pm)	-	August 14, 2019	<input type="checkbox"/>

May 09, 2019



CANADIAN
MEETINGS +
EVENTS EXPO
FORMERLY INCENTIVEWORKS

August 13 + 14, 2019
Metro Toronto Convention Centre

EXHIBITOR QUICK REFERENCE GUIDE

DATE	TIME*	EVENT
Monday August 12	9:00 AM – 8:00 PM	Exhibitor move-in/set up
	1:00 PM – 6:00 PM	Exhibitor badge pick up
Tuesday August 13	7:00 AM – 5:00 PM	Exhibitor badge pick up
	8:00 AM – 12:00 PM	Education sessions + keynote
	12:00 PM – 5:00 PM	Tradeshow open
Wednesday August 14	7:30 AM – 3:00 PM	Exhibitor badge pick up
	8:00 AM – 12:00 PM	Education sessions + keynote
	12:00 PM – 5:00 PM	Tradeshow open
	5:00 PM – 10:30 PM	Exhibitor move-out

*Times are subject to change

MANDATORY FORMS TO BE RETURNED

1. BOOTH INCLUSION – Due July 5th, 2019

- 10' x 10' draped exhibit space (8' back wall and 3' side wall dividers)
- One 4' draped table – black, two side chairs
- Booth carpet: grey, blue, red or black if ordered before July 05

After July 5th, all booth carpet included with package will be grey

Please return this completed [form](#) to torontoexhibitorservices@ges.com

2. EXHIBITOR INSURANCE – Due July 5th, 2019

There are two ways to arrange the required Insurance:

OPTION #1: SINGLE EVENT INSURANCE

Newcom Media Inc. has appointed **Exhibitor Insurance.com** as the recommended Insurance contractor for exhibitors. Order directly online at <https://www.exhibitorinsurance.com/pub/srch/?e=CMEE2019>

OPTION #2: YOUR OWN INSURANCE

Contact your own Insurance Company, request a Certificate of Insurance with the following requirements outlined in this [Sample Insurance Requirement Sheet](#)

Return all Certificate of Insurance to samantha@newcom.ca

3. FIRE SAFETY REPLY – Due July 5th, 2019

The [Fire Safety Reply Form](#) provides important information about your booth to the Metro Toronto Convention Centre, the Toronto Fire Department and Show Management. **Please return this form to:** fsr@mtccc.com

4. HEALTH & SAFETY ACKNOWLEDGEMENT FORM – Due July 5th, 2019

All Exhibitors are required to complete our Health & Safety form. The health and safety requirements outlined in this form are also requirements of the Occupational Health & Safety Act and Regulations in Ontario, Canada.

[Health & Safety Rules Acknowledgement Form](#)

Please return this form to: samantha@newcom.ca

5. BOOTHS PARAMETERS – Due July 5th, 2019 (For booths 20' x 20' and larger)

This document provides mandatory guidelines: [Booth Parameters Form](#)

Your booth design layout is due to Show Management by **July 5th, 2019** for approval.

INCLUDED WITH YOUR EXHIBIT BOOTH PURCHASE:

- One Free Basic Show Guide Listing in print, online and our mobile app – due **June 21, 2019**
- One Conference Pass per 10' x 10' exhibit space (promo code to be provided).
*Does not include networking lunch. This can be purchased separately
- 4 staff badges (with each 10' x 10' booth)
- Free online ads to post on your website, include in emails or incorporate into your own promotions
- Opportunity to purchase exclusive, exhibitor only pre-show promotions through Canadian Meetings + Events Expo to our national audience or pre-registered attendees.

Contact tiffany@newcom.ca

MATERIAL HANDLING

Material handling will be managed by GES. Exhibitors of the 2019 CMEExpo trade show have two options to move their materials onto the show floor:

Material Handling: As the official service contractor, GES is the official provider of material handling services. Material handling includes unloading your exhibit material, delivery to the booth, the handling of empty containers to and from storage, and removal of the material from the exhibit booth for reloading onto outbound carriers.

Note: This should not be confused with the cost to transport your exhibit material to and from the Metro Toronto Convention Centre. Material handling is billed directly to the exhibitor at a per 100lb charge. This service is not included in the exhibit booth price.

Hand Carry: This option applies only if you can hand carry your materials onto the show floor, with or without the use of a dolly. A limited number of dollies will be available to exhibitors for use on the show floor. Only one dolly will be issued per company. Dolly use is on a first-come, first-served basis.

FREIGHT/TRANSPORTATION

Customs / Shipping / Transportation

TWI Canada is the official customs broker, shipping and transportation company for Canadian Meetings + Events Expo 2019, who offer affordable domestic and international shipping solutions. They will assist with advanced warehousing, direct-to-show shipping, customs and your return shipments. For forms and shipping checklist click [here](#). For more information please contact Owen Hickey at 416.668.7990 or ohickey@twigroup.com

EXHIBITOR BADGES

Exhibitor badges can be ordered directly through our website here: [Exhibitor Badge Registration](#)

Exhibitor Badges

- Each 10' x 10' booth can have no more than two representatives staffing the booth at any one time. A maximum of four badges, at no charge, will be issued per 10' x 10' booth to accommodate staff rotations.
- Rotations are permitted.
- All Exhibit Staff must be registered as Exhibitors.

Badge Pick Up Schedule

Badges can be picked up at Exhibitor Registration in the lobby of the Metro Toronto Convention Centre. You will not be permitted access to the show floor without a badge.

- Monday, August 12, 2019 1:00pm – 6:00pm
- Tuesday, August 13, 2019 7:00am – 5:00pm
- Wednesday, August 14, 2019 7:30am – 3:00pm

EXHIBITOR MOVE-IN/SET-UP

- Halls A, B & C - Metro Toronto Convention Centre, North Building
- Monday, August 12th - 9:00am to 8:00pm (*staggered move-in – see Move-In Schedule information below*).
- All crates and packaging must be cleared from the show floor by 4:00pm.
- You are permitted to stay on the show floor until 10:00pm to set up.

ALL EXHIBIT MATERIALS should be moved into your booth on Monday, August 12TH

(Exhibit Materials include: exhibit booth structure, décor, giveaways, literature, etc.)

Exhibitors **with hand-carry items** only (i.e. roll-up banners, pop up booths, brochures only) will be permitted to move in on **Tuesday, August 13th, between 7am - 9am.**

MOVE-IN SCHEDULE

In order to facilitate a smooth move-in, GES will provide a colour-coded Move-In Schedule in July. This schedule will confirm your booth's move-in time on Monday, August 12.

Any questions regarding your move-in time should be directed to Amanda Parsons amparsons@ges.com.

During move-in/move-out periods, you will not be permitted on the show floor without sturdy, closed toe footwear.

ABSOLUTELY NO sandals, heels, ballet flats, etc.

If you arrive to set up in sandals, flip flops, etc. you will not be permitted access to the show floor.

There will be a limited number of toe caps available to borrow from the SHOW OFFICE (room 204) during move-in.

EXHIBITOR MOVE-OUT

Wednesday, August 14th: 5:00pm - 10:30pm

PLEASE NOTE: Any freight left after 10:30pm will be forced by the official carrier and charged to the exhibitor at their expense.

No dismantling or removal of exhibits or exhibit material is permitted before the close of the show. Exhibitors are urged to remove small cartons and open cases of products from the building immediately after the close of show. While Show Management will take all reasonable security measures to safeguard small items, immediate removal of such items will minimize the possibility of loss from pilferage.

LEAD RETRIEVAL

If you would like to scan buyers' badges to retain contact information, please review the [Lead Retrieval Form](#) and order your unit through MicroSpec Registration Services. Early bird pricing available until **July 31, 2019**

E: leadretrieval@microspec.com P: 888.780.9825 x212

ELECTRICAL SERVICES

If required, an electrical line may be installed in the exhibit area. An electrical line charge plus a service charge per booth will apply. Specifications should be submitted to SHOWTECH Power & Lighting. P: 416.585.8109 or click [HERE](#).

Early bird pricing available until **July 19, 2019**

AUDIO VISUAL EQUIPMENT RENTAL

Audio visuals are permitted so long as they do not disturb adjacent areas. Online ordering is available [HERE](#).

Early bird pricing available until **July 1st, 2019**

SUMMARY OF SERVICE PROVIDERS

Should you have questions regarding any show services, please contact our providers directly:

SUPPLIER	SERVICE	CONTACT	PHONE	EMAIL
GES	Show Decorator	Amanda Parsons	905.283.0504	amparsons@ges.com
Freeman AV	Audio Visual	David Bartelli	416.585.8276	david.bartelli@freemanco.com
ExhibitorInsurance.com	Exhibitor Insurance	John Neo	905.695.2971 x103	johnn@exhibitorinsurance.com
Metro Toronto Convention Centre	Venue	Jadranka Dragicevic	416.585.8383	jdragicevic@mtccc.com
MicroSpec Registration Services	Lead Retrieval	Microspec	888.780.9825 x212	leadretrieval@microspec.com
TWI Group	Shipping/Customs/Advance Warehouse	Owen Hickey	905.812.1124 x6418	ohickey@twigroup.com
SHOWTECH Power & Lighting	Power/Lighting/Sign Hanging	SHOWTECH	416.585.8109	info@showtech.ca

IMPORTANT INFORMATION FOR EXHIBITORS

It has come to our attention that numerous companies are contacting our exhibitors offering the likes of attendee lists, exhibitor directory listings and travel/accommodation arrangements. **These claims are false.**

Please be advised that **ALL** of our service providers are based out of the Greater Toronto Area, Ontario. Should you receive any communication from a service provider offering attendee lists or travel/accommodation arrangements, please forward all correspondence/information to jane@newcom.ca.

[Read our comprehensive warning](#)

SHOW MANAGEMENT

If you have any questions regarding the show, please contact Show Management

Jane Hills

Operations Manager

416.510.6827

jane@newcom.ca

Melissa Arnott

Director of Shows + Events

416.510.5141

melissaA@newcom.ca

Tiffany Gin

Event and Sponsorship Manager

416.510.5236

tiffany@newcom.ca

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