

THE NATIONAL WOMEN'S SHOW

TORONTO
May 6-8, 2022
Metro Toronto
Convention Centre
North Building Halls A + B



EXHIBITOR MANUAL

WELCOME AND THANK YOU

for choosing to be a participant in
The National Women's Show - Toronto.

Please take a moment to read the exhibitor manual, which will provide you with all of the necessary information for the preparation and installation of your exhibit. Processing your orders at your earliest convenience will allow us and the service-contractors time to provide you with the best possible rates & service.

The Show Office will be set up at
Metro Toronto Convention Centre
on Thursday May 5, 2022 at 8am and management will be available to assist you for the duration of the Show.

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GENERAL INFORMATION

Show Location

Metro Toronto Convention Centre
North Building
Hall A & B
255 Front St W.
Toronto, ON
M5V 2W6
Tel: (416) 585-8000
Email: info@mtccc.com

MAP TO FACILITY

Show Dates & Times

Friday, May 6, 2022	10:00 am – 7:00 pm
Saturday, May 7, 2022	10:00 am – 6:00 pm
Sunday, May 8, 2022	10:00 am – 5:00 pm

Exhibitor Move-in Times

Thursday, May 5, 2022	8:00 am – 8:00 pm
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Exhibitor Move-Out Dates & Times

Sunday, May 8, 2022	5:00 pm – 10:00 pm
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Produced By

National Event Management
260 Town Centre Blvd, Suite #102
Markham, ON, L3R 8H8
Tel: (905) 477-2677 or (800) 891-4859
Fax: (905) 477-7872

Exhibitor Coordinator

Joy Gallaiford
905 477-2677 or (800) 891-4859 Ext 284
Email: joy@nationalevent.com

Director of Operations

Dina Latina
905 477-2677 or (800) 891-4859 Ext 224
Email: dina@nationalevent.com

EXHIBITOR CHECK LIST

Please print a copy of this checklist to assist you in planning for the Show. To take advantage of “early booking discounts” please note booking deadlines.

CHECK LIST

AUDIO / VISUAL RENTALS

ORDER DEADLINE: April 21, 2022

If you require audio visual equipment in your booth, please send the completed order form to;

AV Canada

Gene Hondzio
Tel: 613-223-0441
Email: gene.h@av-canada.com

Orders received after the ORDER deadline may be subject to additional charges.

AUDIO VISUAL ORDER FORM

BADGES

Each exhibitor will be provided with 6 exhibitor badges that can be used interchangeably between booth staff. There is no registration required. If you require more than 6 badges, please contact your sales rep.

Badges will have your company name only and should be picked up at the exhibitor registration desk on move-in day or at the show office during show hours. Lanyards will be available for pick up along with your badges.

If you plan on having different staff working each day, please arrange to leave your booth's exhibitor badges at the show office at the end of each shift for the next shift to pick up.

Badges must be worn at all times to gain entrance to the show floor

BOOTH ACCESSORY PACKAGES

ORDER DEADLINE: April 12, 2022

An all-inclusive, booth accessory package is available for purchase, that includes grey carpet, 1 skirted table (6 feet long x 30 inches high), 2 chairs, and a duplex electrical outlet. There are no substitutions to this package.

To order a Booth Accessory Package, return the below form to your sales rep.

[ALL-INCLUSIVE BOOTH ACCESSORY PACKAGE FORM](#)

BOOTH CLEANING

ORDER DEADLINE: April 21, 2022

Exhibitors are responsible for maintaining their own booth space. If you require in-booth vacuuming, you may order these services at www.mtccc.com/order.

If you have questions; please contact:

Metro Toronto Convention Centre

Tel: (416) 585-8387

Exhibitor-services@mtccc.com

[ONLINE ORDERING LINK](#)

[RECYCLING PROGRAM](#)

BOOTH INSTALLATION SERVICES

ORDER DEADLINE: April 13, 2022

Should you require assistance setting up or dismantling your booth, please click the link below to place your service order online.

[ONLINE ORDERING LINK](#)

If this is your first time ordering from Stronco, you must complete the registration process by clicking on “**New user? Register**” and inputting our unique Show Code and your Booth Number. **The Show Code is 486563222.**

If you need assistance with our online ordering system, please contact our Exhibitor Services Centre at 800-665-2621.

For all other questions please contact:

Stronco Show Services

Exhibitor Services

Tel: (905) 270-6767 ext 2258

Fax: (905) 270-6771

E-mail: exhibitorservices@stronco.com

Show Code: 486563222

[BOOTH INSTALLATION & DISMANTLE ORDER FORM](#)

[PAYMENT AUTHORIZATION FORM](#)

CUSTOMS BROKER

Cross Connect Customs & Logistics is our designated official customs broker to coordinate customs clearance of goods destined for The National Women's Show. Please make sure you contact them at least one month prior to the event in order to arrange your custom needs.

If you have any questions please contact:

Pat D'Alessandro

Tel: 416-726-7229

E-mail: info@crossconnectcl.com

[CROSS CONNECT ORDER FORMS](#)

DISCOUNT COUPONS

Raise awareness and increase traffic to your booth by distributing Customized Discounted Passes to the Show. There is no limit to the number of passes you may distribute to your professional and personal databases.

Please email your high-resolution logo (in .jpeg, .eps, or .pdf format, with fonts outlined) to Joy Gallaiford at joy@nationalevent.com.

DRIVING DIRECTIONS

The show is located in Halls A & B in the North Building of the Metro Toronto Convention Centre.

Directions to the North Building Main Entrance can be found here: www.mtccc.com/locations/getting-here/from-within-toronto/

West Loading Ramp

The entrance to the West Ramp is located on the south side of Front St W and John St, just west of the facility.

[Click here](#) for a view of the ramp entrance from the street.

[DRIVING DIRECTIONS](#)

[AREA MAP](#)

ELECTRICAL

ORDER DEADLINE: April 12, 2022

Electrical is not supplied to your booth. If you require an electrical hookup, this service may be ordered through Showtech. Please click the link below to place your order online.

[ONLINE ORDERING LINK](#)

If this is your first time ordering from Showtech, click the "Create Account" link at the top of the page and follow the instructions. Please note: You will not be able to login to your new account until you have verified your email.

If you have need assistance with the online order system, please contact the Showtech help desk at (855) 746-9832.

For all other inquiries, please contact:

SHOWTECH Inc.

Tracy Landry

Tel: 416-585-8109

Email: tlandry@showtech.ca

Orders received after the order deadline may be subject to additional charges.

[ELECTRICAL SAFETY AUTHORITY FORMS](#)

FOOD SAMPLING

SUBMISSION DEADLINE: April 8, 2022

If you are planning on sampling food or beverage product in your booth, please note there are **two** necessary forms to complete. Food samples are limited to a 2 oz. portion and beverage products to 4 oz.

1. Please complete the below Sampling Form and send it to the Metro Toronto Convention Centre at catering@mtccc.com and to joy@nationalevent.com.

FOOD SAMPLING FORM

2. Please complete the below “Temporary Food Establishment Application” and send it to joy@nationalevent.com. Show management will submit your application to Toronto Public Health on your behalf. There is no fee involved.

a. Please ensure you are complying with the guidelines listed within the application. If you do not complete this form, and do not comply with the guidelines, you could be closed down if an inspector comes to the show.

b. Please note that we are in close contact with the City of Toronto’s Healthy Environments department and, while Public Health Guidelines are changing every day, we will continue to monitor the changes and update exhibitors on requirements and next steps.

TEMPORARY FOOD VENDOR PACKAGE

PROPANE & GAS AUTHORIZATION FORM

Please note these additional Food Safety Rules and Regulations:

There will be washing/prep stations with soap and paper towels in the World of Taste, for the use of all food exhibitors to wash utensils etc. These cannot be used for handwashing.

You must have a temporary hand washing station set up in your booth. This can be as simple as a container with a spigot that provides a continuous flow of warm water, liquid soap, paper towels, and a bucket to collect waste water.

EXAMPLE OF A HANDWASHING STATION

FREE PASSES

Prior to the show, 15 free admission passes will be mailed to the shipping address provided on your booth contract. These passes should be used to invite your clients or special guests to the show. Please email your sales representative if you would like to provide an alternate mailing address for the passes.

We will also e-mail you a unique promo code that is valid for 10 free ticket registrations, as well as a universal promo code for discounted tickets to share with your clients, friends and family. **Physical passes are not to be handed out on site, unless you are leaving them at the Will Call desk for pick-up.**

GOODIE BAGS

GOODIE BAG SAMPLES DELIVERED: April 7 - April 14, 2022

If you have arranged to participate in the Goodie Bag Sampling Program, please ship your product to:

Prompt Assembly and Packaging

228 Midwest Road
Scarborough, Ontario
M1P 3A9
Attention: Mak Amiri
Tel: 416-410-6655
Email: asma@prompt.ca

Shipments may begin arriving on April 7, 2022 and must be there by April 14, 2022. Please be sure to have your product there on time. Product arriving after the due date will be inserted only in the bags that are remaining to be filled, when your product arrives. Please make sure that you put TORONTO WOMEN’S SHOW on your shipment.

HOTEL

BOOKING DEADLINE: April 1, 2022

Rooms and discounted rate will only be held until the specified date. Rooms will then be subject to availability at prevailing rates. We have obtained a group rate of \$239.00 + taxes per night at **The Intercontinental Toronto Centre**.

The Intercontinental is located at:

225 Front Street West,
Toronto, ON, M5V 2X3

Reservations may be made by calling 1-800-235-4670 or by [booking online here](#).

To receive this rate, you must mention that you are with **The National Women's Show** when booking. Rates cannot be changed at check-in/check-out times if you fail to identify your affiliation at the time of booking.

ICE (NEW CHARGE)

ORDER DEADLINE: April 20, 2022

Please note: Ice will not be available through the facility this year, as the machines have been turned off over the COVID period and will be out of order during the event. Therefore, ice must be pre-ordered and paid for through show management from an outside vendor at least 2 weeks prior to the show. If you do not pre-order ice, you will not have access to it on-site.

Pre-ordered 12kg bags of ice will be delivered to your booth starting 2 hours before the doors open.

If you require ice at your booth, you must complete and submit the below order form. You will receive a confirmation email after submission.

ICE DELIVERY ORDER

Exhibitors are responsible for bringing their own bus pan and water jugs. Please label your items clearly to avoid confusion.

INSURANCE

Insurance for booth/show

Exhibitors must have their own liability insurance covering a minimum of \$1 million in damages. Please list National Event Management as "additional insured".

Transportation Insurance

Show Management is NOT responsible for damages caused during the transportation of your products. We strongly recommend purchasing transportation insurance when booking your shipments.

Liability

Exhibitors will be liable for, will indemnify, and will hold harmless Show Management from any loss or damage whatsoever occurring to, or suffered by, any person or company. This includes, without limiting the generality of the foregoing, exhibitor, other exhibitors, management, the owners of the building and their respective agents, servants and employees, and members of the public attending the show, either (a) on the said space or (b) elsewhere.

Neither the facility nor Show Management will be responsible for loss or damage to persons, exhibits, or decorations by fire, accident, theft, or any cause while in the exhibition buildings.

Vendor Insurance by Duuo

Our partners at Duuo are providing our exhibitors with an exclusive rate on the cost of vendor insurance for the Toronto National Women's Show. [Click here to purchase your coverage](#) in just a few clicks!

To learn more about Duuo [click here](#).



LIQUOR SAMPLING

If you will be sampling an alcoholic item, please contact your sales representative.

MOVE-IN INSTRUCTIONS

(LOADING DOCKS & VOYAGE CONTROL)

Move-in Times: Thursday May 5, 2022

8:00 am – 8:00 pm

- **All exhibitors must officially register before setting up.** For your convenience, Show Management will be temporarily set up by the roll up doors at the back of the hall for exhibitor check in. Our staff will give you lanyards as well as direct you to your booth.
- **All exhibits must be set up by 8:00 pm Thursday.** Exhibitors will not be permitted to set up during show hours.
- The aisle carpet will be in place Friday morning. **Dollies and carts WILL NOT be permitted on the carpet.** Hand carried items only may be brought in on Friday.
- Children 15 years of age or younger will not be permitted in the exhibit area during move-in, set-up, or tear down.
- Key Notes:
- Exhibitors with small “hand carry” items will still be permitted to use the passenger elevator.
- For exhibitor move in/out, dollies and flatbeds (4 wheels), pallet jacks or over-sized loads are strictly prohibited in the pre-function areas.

WEST LOADING RAMP

Move-in to Halls A & B in the North Building will be through the West Loading Ramp. The entrance to the West Ramp is located on the south side of Front St W, just west of John St. [Click here](#) for a view of the ramp entrance from the street.

Please note: As the show is taking place in Halls A & B, exhibitors will not have access to a loading dock. There is drive-in access only and all freight will be offloaded by forklift. Show Management has made arrangements to cover the cost of moving 1 skid of booth materials between the loading area and your booth. If you have excessive forklift needs (2 or more skids, awkward pieces), please email dina@nationalevent.com as charges may apply.

If you need assistance, please contact the **MTCC’s Dock Department** between hours of 9am to 5pm EST

Phone: 416-585-8313, e-mail: dockreservations@mtccc.com

[DIRECTIONS TO THE WEST RAMP](#)

[AREA MAP](#)

VOYAGE CONTROL: RESERVED MOVE-IN/OUT TIMES: [Stay tuned for more details on available times slots for booking your move in time next week.](#)

The MTCC uses a MANDATORY digital management system for booking your loading time powered by Voyage Control. This complimentary service allows you to reserve a time slot for moving your materials directly in/out of the facility via the West Loading Ramp. To use the loading ramp, you must reserve your time through the Voyage Control app or website in advance. If you arrive at the Loading ramp without booking a time slot through Voyage Control, you will be turned away.

MARSHALLING YARD IS UNAVAILABLE

There is no marshalling yard available to us in the downtown core. If you require parking for large vehicles/trailers, here are some suggested parking options from the facility:

- There is a surface lot at Front & Windsor just west of the north building;
- In the south Rogers has a surface lot on Bremner opposite Gate 8 / Gate 9 area of the stadium;
- To the south on Queens Quays (just below the stadium is a Harbourfront surface lot.

MOVE-OUT INSTRUCTIONS

Move-out Times: Sunday May 8, 2022

5:00 pm – 10:00 pm

Please note that move-out will begin once the show has closed, the aisles are cleared and the aisle carpets removed. If you are able to hand carry your supplies out to your car, we encourage you to do so.

Dismantling or removing your exhibit/exhibit materials before the end of the show is strictly prohibited.

[A fee will be charged if you move out early, as there are attendees still in the hall who have paid to attend the show.](#)

All material must be removed by 10:00 pm

Items left on the show floor after move-out time will be forced off the floor.

Show Management reserves the right to reroute shipments that are not picked-up or refused by carriers. Should this occur, you will be responsible for any charges incurred.

Exhibitors are encouraged to remove small items and open cases of products from the show floor first. Show Management will take all reasonable security precautions, but immediate removal of these items is the best way to prevent pilferage.

VOYAGE CONTROL: RESERVED MOVE-IN/OUT TIMES: [Stay tuned for more details on available times slots for booking your move in time next week.](#)

The MTCC uses a MANDATORY digital management system for booking your loading time powered by Voyage Control. This complimentary service allows you to reserve a time slot for moving your materials directly in/out of the facility via the West Loading Ramp. To use the loading ramp, you must reserve your time through the Voyage Control app or website in advance. If you arrive at the Loading ramp without booking a time slot through Voyage Control, you will be turned away.

PARKING PASSES

ORDER DEADLINE: April 21, 2022

The entrance to the North Building lot is on Simcoe St. south of Front St. W. Garage clearance: 1.9m (6'3')

[DIRECTIONS TO NORTH LOT](#)

[LOT ENTRANCE \(STREET VIEW\)](#)

[PARKING RATES](#)

Exhibitor parking passes are available to order from the Metro Toronto Convention Centre for this event. Exhibitors can only pre-order parking passes online. There are no discounted rates offered on site or after the early bird deadline, which ends two weeks prior to move in. Pre-order your parking pass online at www.mtccc.com/online-ordering-tool

Please note: The parking passes are not required to enter the parking lot; they are only required to be used upon exiting the lot.

An MTCC Exhibitor Services desk will be set up by the roll up doors at the back of the hall alongside the other suppliers during move-in hours. Exhibitors can pick up their parking passes there.

If the passes haven't been picked up by the time the show opens on Friday May 6, after the MTCC desk is closed, they will be left for pick up at the Parking Office located at the exit of the garage (Level 5A).

If you have questions about parking, please contact:

Metro Toronto Convention Centre – Parking Services

Email: exhibitor-services@mtccc.com

Phone: (416) 585-8387

There is no parking in the West Loading Ramp area. All vehicles must be removed as soon as they are unloaded, otherwise, they will be towed at the exhibitor's expense.

PRODUCT REPLENISHMENT

The loading dock will be open daily from 8am to noon for product replenishment. Please note that vehicles cannot be left in the West Loading Ramp area.

After the Show:

Arrangements will be made with a local shelter or Food Bank for any food product remaining after the show closes. Any product left in the refrigeration trucks will be donated to the Food Bank. If you have non-refrigerated products to donate there will be an area on the loading dock where it can be left. **Any food left on the dock after 7pm will be donated to the Food Bank.**

PROMOTION PACKAGES & SPONSORSHIP OPPORTUNITIES

There are a number of ways to increase your brand awareness at our shows. Additional ad space is available in our Show Magazines that are distributed to attendees and sponsorship recognition includes show magazine space, on-site signage, & online presence. Speak to your sales rep for more information.

PROPANE CYLINDERS OR GAS APPLIANCE

SUBMISSION DEADLINE: April 6, 2022

If you require the Indoor Use of a Propane Cylinder or a Gas Appliance, you must receive permission from the MTCC 30 days prior to the show. Complete the below form and sent it to the MTCC Safety Compliance Manager at FireSafetyReply@mtccc.com.

Guidelines & Restrictions

- Appliances must be approved for indoor use (CSA / UL / ULC) and shall be used for demonstration purposes only;
- Cylinder capacity must not exceed 20lbs of propane;
- A person knowledgeable in the safe operation of the appliance must remain in attendance whenever the appliance is operating;
- Regular or continuous monitoring (logged every hour) that carbon monoxide in the vicinity of the appliance does not exceed 10 ppm. If carbon monoxide exceeds 10ppm, the appliance should be shut down;
- Means shall be provided to protect the public from contact with hot surface or open flames;
- Proper signage to caution public of hot surface required;
- A 10 lbs BC fire extinguisher must be provided;
- Main shut off valve to be accessible. Valve to be turned off during non-show hours;
- Permission must be obtained from the Show Manager;
- Shall not be used within 50 feet of an exit or exit stairwell. Cylinder to be secured in such a way to prevent tripping, falling and tampering;
- Five million dollars (\$5,000,000) liability insurance for bodily injury and/or property damage in any one occurrence, shall include a cross-liability clause and shall name Metropolitan Toronto Convention Centre Corporation as additional insured.

If you have any questions, please contact:

Tel: 416-585-8449

Email: FireSafetyReply@mtccc.com

[PROPANE & GAS AUTHORIZATION FORM](#)

[FIRE REGULATIONS](#)

REFRIGERATION STORAGE

ORDER DEADLINE: April 13, 2022

A limited amount of refrigerated storage is available. Should you require refrigeration or freezer storage, there will be a storage charge of \$90 per skid. Please complete and send the form below to joy@nationalevent.com.

[REFRIGERATION FREEZER ORDER FORM](#)

Please note: Product must be delivered after 12pm on Thursday May 5. Product should be clearly identified, as other exhibitors will be sharing truck space.

If you have any questions, please contact Joy Galliaford:

Tel: 905-477-2677 x 284

Email: joy@nationalevent.com

After the Show:

Arrangements will be made with a local shelter or Food Bank for any food product remaining after the show closes. Any product left in the refrigeration trucks will be donated to the Food Bank.

RULES & REGULATIONS

NOTICE TO EXHIBITORS

Booth Display & Restrictions

Diagram #1: Sample of the drape provided for your booth

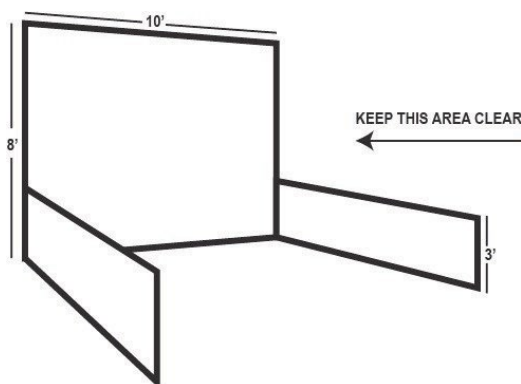
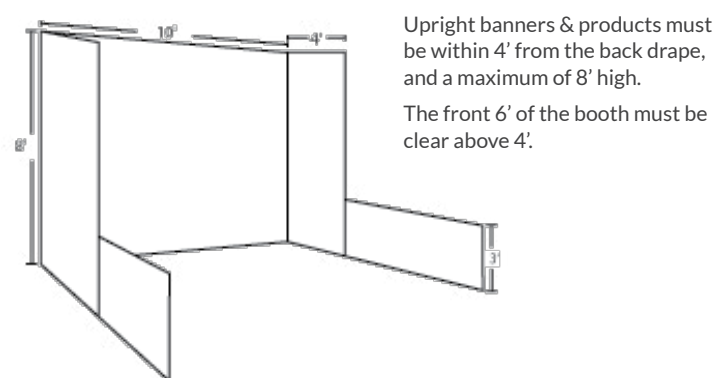


Diagram #2: Sample of display allowance



Booth Display & Restrictions

- Diagram#1 shows the drapes that are provided as a part of your booth cost.
- Diagram#2 shows the allowed clearance for displays, banners and products within your booth.
- No exhibit may exceed a maximum height of 8 ft.
- Side panels 8 ft. high, must not exceed a depth of 4 ft. extending from the back of the display.
- The remainder of the 6 ft depth from the front of the booth must not exceed a 4 ft. height.
- Any exceptions to this must have pre-approval from Dina Latina (dina@nationalevent.com).

Prefab booth partitions must be finished on both sides. If they are not, please request drapes prior to the show.

Signage

No signage or material may be extended above the 8ft height at the back of your booth nor hung from the ceiling or across the aisle, without approval from Show Management. All signs must be printed on one side only. Your brand messaging can only face the inner walls of your exhibit space.

RIGGING POLICY

Carpet or Flooring

Carpet or Flooring is mandatory for all exhibits. You can use the show decorator at your own cost or you are welcome to bring in your own. See Tape Restrictions below.

Tape (Floor, Wall, and Carpet Damage)

It is important that you use the proper carpet tape in your booth. If you do not use the correct tape there will be a charge for tape removal.

Here are the models of two-faced tapes that are authorized by the facility.

- [Polyken 105c LPDE](#)
- [Scapa 274004](#)
- [DC W002A](#)

If you bring your own carpet, you must adhere to the above Tape Restrictions. If you do not have the proper tape, please notify Show Management before installing your carpet or tiles.

Restrictions for Booth Installation

Painting, nailing, drilling, or screwing to the floors, walls or any other part of the building is not permitted. Exhibitors are also responsible for oil, grease, or any general damage to the carpeted area. Exhibitors wishing to lay any floor coverings may not fasten the coverings to the building floor. It is suggested that building paper or the approved tape (Polyken 105c LPDE OR Scapa 274004 OR DC W002A) is used instead.

Demonstrations/Distributions

Displays, demonstrations or distribution of advertising materials, are not permitted outside the confines of your booth. If audio visual equipment is used, the sound must be subdued to such an extent as to ensure it's having no nuisance effect on neighbouring exhibitors. The use of microphones is not permitted without prior management approval.

Fire Regulations

All exhibitors planning to use any type of fuel (such as gas, oil, helium gas, or propane) in their exhibits are requested to contact Show Management. All displays or exhibited materials must be fireproof to conform to Federal, Provincial/Sate, and City Fire Laws.

National Event Management is obligated to abide by the Fire Code regulations in each city. We therefore retain the right to refuse any material or object that does not conform to code. If you have a question or need information re the Fire Code please contact Dina Latina, dina@nationalevent.com,

905-477-2677 or 1-800-891-4859, ext. 224.

FIRE REGULATIONS

PROPANE & GAS AUTHORIZATION

Animals in the Show

The facility's policy prohibits the presence of animals unless they are used as a working dog for the blind. Permission must be obtained from the facility for any exception. Please contact Dina Latina (dina@nationalevent.com ; 905 477-2677 ex: 224) regarding the necessary forms.

ANIMAL AUTHORIZATION FORM

Helium Balloons

Helium balloons are prohibited in most venues. There is a large retrieval fee, charged to the exhibitor, when balloons are lost. Please contact Dina Latina (dina@nationalevent.com) if you wish to use helium balloons in your display.

HELIUM AUTHORIZATION REQUEST

Mechanical Conveyances

Mechanical Conveyances such as electric carts, scooters, or bicycles will not be allowed in the aisles during the show hours. The only exceptions to this rule will be in the case of handicapped persons visiting the show, or those with authorization from Show Management

Non-Compliance

National Event Management reserves the right to make changes, amendments, and additions to the rules and regulations without notice, as considered necessary to the efficient and proper conduct of the show. Interpretation of these rules and regulations shall rest with Show Management and non-compliance can result in ejection of the offending exhibitor or in the closing of his/her exhibit.

EMERGENCY PROCEDURES

SHIPPING & DELIVERIES TO THE SHOW

Shipping Direct to Show: Thursday May 5, 2022

PLEASE NOTE: **The facility will NOT accept shipments prior to the Show move-in date.** Show Management will sign for the delivery on your behalf during move-in hours **only**. Your materials will be left at the dock until you arrive. To move your items to your booth space, pump trucks and dollies will be available at no charge. Should you require assistance or the use of a forklift, please contact Dina Latina (dina@nationalevent.com) as charges may apply.

The simplest and most cost-effective way to ship your items to the show is to arrange delivery during move in hours with our Official Show Carrier:

Cross Connect Customs & Logistics

Pat D'Alessandro

info@crossconnectcl.com

Cell: 416-726-7229

CROSS CONNECT ORDER FORMS

Please address shipments to:

Company name Booth number
The National Women’s Show
Metro Toronto Convention Centre
North Building
Halls A & B
225 Front Street West
Toronto, Ontario
M5V 2W6

You may choose to use another carrier however, keep in mind that not all carriers deliver and pick up during our scheduled move in/move out times

Please note: Move-in Day deliveries and Move-out day pick-ups must be arranged through the Voyage Control App, even when using shipping carriers like FedEx or Purolator, or with local couriers. However, if you ship with Cross Connect these arrangements will be made on your behalf. Please see the [Move In/Out](#) sections for details.

Advanced Warehousing

The warehouse will start receiving freight 30 days prior to the event from 9am to 3pm, Monday to Friday. Advance warehouse services include delivery to show site only.

Please address advanced shipments to:

Exhibitor Name, Booth #
c/o Toronto Women’s Show
YRC Advance Warehouse
6130 Netherhart Road
Mississauga, ON
L5T 1B7

Cross Connect Customs & Logistics

Pat D’Alessandro
info@crossconnectcl.com
Cell: 416-726-7229

[CROSS CONNECT ORDER FORMS](#)

Shipping enquiries must be finalized 14 days prior to show move in date. Be sure your shipment is labeled clearly.

SHOW DECORATOR

(ORDER TABLES, CHAIRS, ACCESSORIES, ETC.)

[ORDER DEADLINE: April 13, 2022](#)

8ft back drape and 3 ft side drape are supplied for your exhibit space.

Your booth space does not include carpet, tables or chairs. These items and additional booth supplies can be rented from the Show Decorator, **Stronco Show Services**, or you can bring your own. **Carpet or Flooring is mandatory for all exhibits.**

Show Colours

- **Booth Drapes: Black**
- **Aisle Carpet: Plum**

To place an order with the Show Decorator, please click the link below.

[ONLINE ORDERING LINK](#)

Show Code - 486563222

If this is your first time ordering from Stronco, you must complete the registration process by clicking on “**New user? Register**” and entering our unique Show Code (**486563222**) and your Booth Number.

If you need assistance with the online ordering system, please contact the Exhibitor Services Centre at 800-665-2621. For all other questions please contact:

Stronco Show Services

Exhibitor Services

Tel: (905) 270-6767 ext 2258

Fax: (905) 270-6771

exhibitorservices@stronco.com

[FURNITURE & ACCESSORIES ORDER FORM](#)

[PAYMENT AUTHORIZATION FORM](#)

[NOTICE TO EXHIBITORS](#)

[FIRE REGULATIONS](#)

SIGNAGE INSTALLATION (HANGING OF BANNERS / RIGGING)

ORDER DEADLINE: April 12, 2022

If you require the hanging of banners from the ceiling and/or rigging of equipment in your booth, this service may be ordered through Showtech. Please note: before you submit a rigging order online, you must have show management approval for your booth configuration. Please contact dina@nationalevent.com for more details and for approval.

Please click the link below to place your order online:

[ONLINE ORDERING LINK](#)

If this is your first time ordering from Showtech, click the “Create Account” link at the top of the page and follow the instructions. Please note: You will not be able to login to your new account until you have verified your email.

If you have need assistance with the online order system, please contact the Showtech help desk at (855) 746-9832. For all other inquiries, please contact:

SHOWTECH Inc.

Tracy Landry

Tel: 416-585-8109

Email: tlandry@showtech.ca

Orders received after the ORDER deadline may be subject to additional charges.

[RIGGING POLICY](#)

TELEPHONE / INTERNET / WIFI

ORDER DEADLINE: April 21, 2022

If you require a telephone, internet line, or consistent access to WIFI in your booth; you may bring in a USB/hotspot or order these services at www.mtccc.com/order.

If you have questions; please contact:

Metro Toronto Convention Centre

Tel: (416) 585-8387

Email: exhibitors-services@mtccc.com

TIPS FOR SUCCESS

Please click below to review the “Tips for Success” which includes important information on how to make the most out of exhibiting with us!

[TIPS FOR SUCCESS](#)

UP EXPRESS / GO

We have set up a unique promo code for the Women’s Show attendees flying into Toronto in May 2022. The promo code provides a 25% discount on an adult return ticket on UP Express (round-trip between Pearson Station and Union Station). The promo code will be available for delegates to purchase their round-trip ticket in advance.

Please Note: This PROMO code is only for use with the ADULT RETURN ticket which will cover a trip to downtown Toronto and return to Pearson Airport.

Visit UPexpress.com and use promo code **TORSPR2022** to receive a 25% discount on **Adult Return tickets** (round-trip) from Pearson Airport to Toronto Union Station (regular price \$24.70* CND). Tickets are valid for 1 year from time of purchase.

- Select “From **Pearson To Union,**”
- Select an **Adult Return** ticket for your round-trip
- Add to order then click the ‘Buy Now’ button and then Checkout to pay for ticket
- At checkout, apply the promo code **TORSPR2022** during purchase

UP Express connects Toronto Pearson International Airport to Union Station in the heart of downtown Toronto in just 25 stress-free minutes—less than half the time it often takes by vehicle. Trains leave every 15 minutes with the first train departing Pearson Station at 05:27 and the last train departing at 00:57. There’s no easier or more convenient way to get to or from Toronto Pearson Airport.

*Price subject to change. Promo Code only valid for on-line purchases at www.upexpress.com

VEHICLES ON SHOW FLOOR

All vehicles must abide by the arrival and departure schedules and procedures established by Show Management. Please contact Dina Latina (dina@nationalevent.com) for approval and to arrange arrival time if you want to display a vehicle.

When motorized vehicles are approved for use, a protective sheet of visqueen, tarpaulin or comparable material may be required to eliminate damages from leaks of gas, oil, etc., at the exhibitor’s expense.

All vehicles being displayed in the Centre must have drip pans underneath them and pads under all tires.

Fuel tanks containing fuel, or which have ever contained fuel shall be maintained less than ½ full. Caps for fuel tanks fill pipes shall be of the locking type and be maintained locked to prevent viewer inspection. If they cannot be locked, they shall be taped shut.

The electrical system shall be de-energized by either:

- a) Removing the battery or
- b) Disconnecting both battery cables and covering them with electrical tape or other similar insulating material.

Tanks containing propane shall be maintained less than ½ full. Vehicles may be driven in and positioned. Engine should remain running, with valve shut off. Allow engine to run until all of the fuel line is used up. Turn ignition off.

Exhibitors are responsible for oil, grease, or any general damage to the carpeted area.

Exhibitors must provide a set of keys, the contact name, and phone number of the person responsible to remove the vehicle(s) to Show Management.

VOYAGE CONTROL

(RESERVE YOUR MOVE-IN/OUT)

[Stay tuned for more details on available times slots for booking your move in time next week.](#)

The MTCC has a mandatory loading ramp management system powered by Voyage Control for booking a move-in/moveout time. This complimentary service helps you to reserve a time slot for moving your materials directly in/out of the MTCC West Loading Ramp. This seamless management system not only saves you time, but also helps to reduce Co2 emissions in the local area.

To use the Loading Ramp, you must reserve your time through the Voyage Control app or website in advance. If you arrive at the facility without booking a time slot through Voyage Control, you will be turned away.

Please note: Move-in Day deliveries and Move-out day pick-ups must be arranged through the Voyage Control App, even when using shipping carriers like FedEx or Purolator, or with local couriers. However, if you ship with our official show carrier Cross Connect Customs & Logistics, these arrangements will be made on your behalf. Please see the [Move In/Out](#) sections for details.

If you need assistance, please contact between hours of 9:00am to 5:00pm EST.

Docks department

416-585-8313

dockreservations@mtccc.com

[AREA MAP](#)