

# 2017 TORONTO SPRING SUMMIT EXHIBITOR MANUAL

Wednesday May 31 & Thursday June 1

The International Centre  
6900 Airport Road  
Mississauga ON

## Welcome aboard!

We're happy to have you exhibiting at our Toronto Summit. We've created this guide to help you get ready before the Summit, to ensure things run smoothly during the Summit, and to plan for your tear-down after the event. If you have any questions or concerns not addressed in this manual, please contact IFB's Sales Manager, Nicole Allen, at 905-366-3185 or [nicole@ifbc.ca](mailto:nicole@ifbc.ca).

## What you receive with your booth

All 10' x 10' booths are equipped with a draped enclosure and carpeting, one 6' draped table, two chairs, and one 1500 watt duplex outlet.

## How to meet additional electrical requirements

All additional electrical requirements (above the one 1500 watt duplex outlet provided) are met at the expense of the exhibitor and can be obtained from ShowTech Power & Lighting. Order forms are available for download on the IFB Sponsors website.

\* All electrical connections, installations, assemblies, or any electrical operating gear must conform to all CSA codes and standards.

## Booth regulations

Display, distribution, or storage of advertising material is not permitted outside the limits of the exhibitor's booth space to avoid congestion in the aisles. Exhibitors may not hold any function/promotion that will compete with the Summit without prior approval.

Exhibitors are expected to have an attendant at their booths at ALL times during the trade show hours. **No removal or dismantling of exhibits or exhibit material is permitted before 2:15 p.m. on Thursday, June 1. Please ensure all staff manning your booth understand and agree to abide by this rule.**

No displays may be attached to the venues drapes or wall decorations, or hung from the ceiling. The use of thumbtacks, double sided tape (rubber backing type), scotch tape, nails, screws, bolts and spikes, or any tool or material that would damage the floor or walls is prohibited by The International Centre. **Exhibitors will be responsible for any damages (plus labour) to International Centre property.**



## On-site security services

Security will be provided in the exhibit hall during the following times:

May 31: 8:00 p.m. - 12:00 a.m.

June 1: 12:00 a.m. - 6:00 a.m. & 6:00 p.m. - 12:00 a.m.

It is suggested that you cover your exhibit booth and materials overnight and store valuables out of sight, especially where small items are involved.

**IFB does not take any responsibility for losses incurred at any time during the Summit.**

## Insurance

Exhibitors are required to carry floater insurance in the amount of \$1,000,000 to cover exhibit materials against damage and loss, and public liability insurance against injury to persons and property of others. You can usually attach a rider to an existing policy at no extra cost.

## Identifying who will man your booth

Identification badges, which are supplied by IFB on-site, are required for entry to the Summit, and must be worn at all times. You will be required to enter up to five names on the Exhibitor Badge List form found on the IFB Sponsors website.

Please note that Exhibitor Badges are intended to allow admission to the staff that you have working at your booth. These are not intended for distribution to clients and brokers as complimentary admission to the event.

If you would like to purchase Summit registrations for your guests please contact Nicole Allen to discuss.

## Shipping materials for the move-in period

Booth materials must be shipped to The International Centre during the specified move-in period only -- 4 p.m. - 10 p.m. on Tuesday, May 30.

Exhibitors must ensure that all goods shipped clearly indicate the following:

[Your Company Name]  
[Name of Your Contact who is shipping the items]  
[Phone Number of Your Contact who is shipping the items]

IFB 2017 Toronto Spring Summit  
Event Start Date: May 31, 2017  
[Name of Your Contact on-site who will receive the items]  
Facility Contact: Nicole Allen  
Number of Pieces Delivered: [ ] of [ ]

## Parking at the Summit

Ship your items to:

The International Centre  
Conference Centre  
6900 Airport Road  
Mississauga ON L4V 1E8

Parking at The International Centre is free of charge to all exhibitors and delegates.

### Internet connections for your booth

Wireless internet access is not complimentary, but arrangements for internet services can be made in advance directly with Raiman V. Dilag, Director of Technology Services at The International Centre

*\* Please note this service must be ordered at least two weeks prior to the event. Call: Direct: 905.678.5616 Cell: 416.891.9903*

### Preferred hotel rates

IFB has negotiated discounted rates for Summit delegates, exhibitors, and speakers at the following hotels:

#### **Four Points by Sheraton Toronto Airport**

6257 Airport Rd  
Mississauga ON L4V 1E4  
(905) 678-1400

Room rates are as follows:

Traditional room (single rate): \$129.00 per night

Traditional room (double rate): \$129.00 per night

Prices do not include applicable taxes. Call the hotel to make reservations and quote "IFB Spring Summit".

Reservation cutoff date: May 10

# IMPORTANT DATES

Area	Detail	Deadline/Time
Presentation Outlines and Speaker Bios	Submit the title and a 100-word outline of your presentation, along with a 50-word bio of your speaker to <a href="mailto:agastaldini@ifbc.ca">agastaldini@ifbc.ca</a> .	Monday April 10
Exhibitor Listing	Complete the Exhibitor Listing form for the official Summit delegate's guide and email it to <a href="mailto:nicole@ifbc.ca">nicole@ifbc.ca</a> .	Thursday May 4
Ad for Delegate's Guide (if applicable)	Submit your full- or half-page advertisement for the official Summit delegate's guide to <a href="mailto:agastaldini@ifbc.ca">agastaldini@ifbc.ca</a> .	Wednesday April 26
Certificates of Insurance	Exhibitors are required to carry floater insurance in the amount of \$1,000,000 to cover exhibit materials against damage and loss, and public liability insurance against injury to persons and property of others.  Forward proof of insurance to <a href="mailto:agastaldini@ifbc.ca">agastaldini@ifbc.ca</a> .	Wednesday May 3
Exhibitor Badge Lists	Notify IFB who will be manning your booth by completing the Exhibitor Badge List form and emailing it to <a href="mailto:agastaldini@ifbc.ca">agastaldini@ifbc.ca</a> .	Wednesday May 10
Booth Set-Up	When you arrive, show management will direct you to your booth space which will include a draped 6' table and two chairs.	Tuesday May 30 TBA
Trade Show Hours	Exhibitors are expected to have an attendant at their booths at <b>all times during the trade show hours</b> .	Wednesday May 31 8:00 a.m. - 4:30 p.m.  Thursday June 1 8:00 a.m. - 2:15 p.m.
Booth Teardown	Dismantling and removal of exhibit material will commence <b>no earlier than 2:15 p.m.</b> on Thursday June 1. <b>Please notify all attendants occupying your booth of this rule.</b>	Thursday June 1 2:15 p.m. - 7:00 p.m.