***Toronto Bicycle Show and E-Bike Expo***

OB Canadian Shows & Special Events Inc.  
18 King Street East, Suite 1400, Toronto, Ontario M5C 1C4 Canada  
Tel.: 416-574-1112 • [www.bicycleshowtoronto.com](http://www.bicycleshowtoronto.com)

February 1, 2025

To all Exhibitors:

Thank you for participating in the 36th annual Toronto Bicycle Show and E-Bike Expo, March 7 to 9, 2025 being held at **The International Centre in Hall 5, 6900 Airport Road, Mississauga, Ontario, L4V 1E8**.

If you require services or supplies for your booth space, please order them directly from the different suppliers listed below. All the order forms including this letter are available on our website at [www.bicycleshowtoronto.com/exhitor-information/](http://www.bicycleshowtoronto.com/exhitor-information/), click on Exhibitor Info.

**FLOOR PLAN—See attached the latest** [Floor Plan](http://bicycleshowtoronto.com/assets/pdf/Spring-Floorplan-2017.pdf) indicates your location in the show. It also lists show hours and other important information.

**ELECTRICAL AND SIGN HANGING** – These services are supplied by **“Showtech**. The order forms may be found by going to bicycleshowtoronto.com, click on Exhibitor Info., click on individual forms under Spring Show Forms and click electrical by Showtech. If you have any questions, please contact Showtech directly by telephone at 905-283-0601. **Early discount date Friday, February 13, 2025.**

**TABLES, CHAIRS, SHOW DISPLAY MATERIALS, FORKLIFT SERVICES** – These services are supplied by **OPS** Event Rentals Inc. The order forms may be found by going to bicycleshowtoronto.com, click on Exhibitor Info., click on individual forms under Spring Show Forms and click booth furnishings by OPS. **Note: Forklift services are NOT provided by show management.** This is an additional expense to the exhibitor. If an exhibitor requires forklift services, it will be their responsibility to arrange with OPS at the exhibitor’s expense. Forklift requirements are charged to the exhibitor directly from OPS. If you have any problems downloading the exhibitor information or if you have any questions, please contact OPS directly by telephone at 905-624-6955. **Early discount date Friday, February 13, 2025.**

**INTERNET, TELEPHONE, A/V OR COMPUTER EQUIPMENT** – These services are supplied by **Encore Canada**. The order forms may be found by going to bicycleshowtoronto.com, click on exhibitor info, click on individual forms under Spring Show Forms and click telephone, internet, A/V or computer equipment. If you have any questions or concerns, you may contact Encore by e-mail at [ticc@encoreglobal.com](mailto:ticc@encoreglobal.com). **Early discount date Friday, February 13, 2025.**

**PARKING—**Parking is free. Exhibitor Parking for large trucks is located next to the Loading Docks #65 to #72 on the south side of the building Hall 5. Outdoor Bicycle Parking will be provided at no charge as well.

**SHOW GUIDE—**The official show program is produced by Benjamin Sadavoy from E-Bikes International. For advertising space or product announcements contact Benjamin Sadavoy at 416-835-1334.

**SHOW HOTEL—**The following are three hotel options that are located near The International Centre:

1. Quality Inn - located at 6355 Airport Road. Please contact 905-677-7331 for rate(s).
2. Holiday Inn Toronto International Airport, an IHG Hotel , 970 Dixon Road. Please contact: 1-877-660-8550, Front Desk: 416-675-7611 for rates.
3. Embassy Suites by Hilton is located at 262 Carlingview Drive, off of Dixon Road (which turns into Airport Road further north). Please contact 416-674-8442 for rate(s).

**SHOW HOURS— HOURS** for the show are Friday, March 7, 11 a.m. to 8 p.m., Saturday, March 8, 10 a.m. to 6 p.m. and Sunday, March 9, 10 a.m. to 5 p.m.

**MOVE-IN— NEW HOURS -** Move in takes place Thursday, March 6 - 9 a.m. to 9 p.m., you may use loading docks #65 to #72 on the north side of the building, Hall 5. Exhibitors will be permitted to drive-in between 9 a.m. and 11:00 a.m. on Thursday only through the roll up walk in Door #80 that is located on the south side of Hall 5. **Note: PLEASE REMOVE ALL YOUR EMPTY CARTONS FROM THE LOADING DOCK AREA**. Any cartons or garbage left in this area will be charged directly to you by the building.

All vehicles must be out of the building by 11:00 a.m. Hours for exhibitors with late arriving product or to refill their booths with stock are from 8 a.m. to 10 a.m. on Friday, 8 a.m. to 9:30 a.m. on Saturday and Sunday through Door #80. Overnight parking for trucks and trailers is available on the north side of parking area, near the loading docks #65 to #72. This is an unsecure area.

**NO TAPE ON FLOOR** – Please do not place tape on floor. If tape marks are left behind in your booth space, the building will charge the exhibitor for cleaning.

**MOVE-OUT—**Move out begins at 5 p.m. to 7:00 p.m. Sunday, March 9 through the roll up walk in door #80 and loading docks #65 to #72. **THERE WILL BE ABSOLUTLEY NO MOVE-OUT ALLOWED PRIOR TO 5 P.M.** Additionally, NO items are permitted through the front entrance. We must be out of the building by 7 pm. **Anything not removed from the building by 7 pm Sunday will be shipped to our show service company’s warehouse at the exhibitor’s expense.** Once the aisle carpet and curtains are removed, exhibitors will be able to drive-in to their booth for those wishing to do so. **PLEASE REMOVE ALL YOUR EMPTY CARTONS FROM YOUR BOOTH**. Any cartons or garbage left behind will be charged directly to you by the building.

**INSURANCE & SECURITY—Mandatory that all Exhibitors** contact their Insurance Broker/Company to obtain a certificate of insurance confirming liability coverage is in place with respect to the booth and product while located at the consumer show. The show (Canadian Shows & Special Events Inc. o/a Toronto Bicycle Show and E-Bike Expo) must also be added as an additional insured. This certificate must be presented to the show prior to the exhibitor moving in to set up for the show. You may e-mail the certificate to [vanessa@telsec.net](mailto:vanessa@telsec.net) or mail to our office located at 18 King Street East, Suite 1400, Toronto, Ontario, M5C 1C4. The show is not responsible for any theft or damage of any items. Therefore, coverage must be obtained by your own Insurance Company. The show supplies 24 hour security staff.

**BOOTH STANDARDS—**Exhibitors must have a professional booth set-up.

**CURTAINS**-Black curtains will be provided at no charge to exhibitors, if required.

**DOLLIES-**Dollies are available at the loading docks. A driver’s license or credit card must be left with the Dolly Keeper to obtain a Dolly.

**TRANSPORTATION —** The shows’ official carrier is OTSFF Transportation. For all your shipping and logistical needs, please contact Keith Hamilton direct at 416-573-9291 or by e-mail keith@otsff.com. OTSFF will pick up Sunday evening.

**EXHIBITOR BADGES—** Please fill out the attached badge order form and e-mail to [Vanessa@telsec.net](mailto:Vanessa@telsec.net). We provide at no charge three (3) – three (3) day badges are provided per 10 x 10 booth. Additional badges are available at a cost of $30.00 each. Badges are available for pick-up at the show office on Thursday, March 6 and throughout the show hours – see the badge request form for more details.

**COMPLIMENTARY PASSES—** Paid exhibitors receive 5 one-day complimentary passes. They are available at the show office on the Thursday, March 6 during move-in. Additional one-day passes may be purchased for $15.00.

**SMOKING—**Smoking is prohibited in the building.

**WORKPLACE SAFETY—Exhibitors are reminded that we require compliance with the Occupational Health and Safety Act as regulated by the Ontario Ministry of Labour.** Certain displays, especially those involving any form of scaffolding or that exceed the 8 foot height limit for displays, may cause that display to be designated a “Construction Site”. As such, the display area may be required to be surrounded by caution banner during construction and all workers in the area will be required to wear hard hats and approved safety boots. Safety harnesses may be required for anyone working off the ground. Children under the age of 15 will not be allowed in the show during move-in and move-out. Because of this, exhibitors may want to re-consider the type of display they erect in the show.

**DISPLAY AREA—**Exhibitors must stay within the confines of their purchased space. There are no handouts allowed in the aisles or anywhere else within the show. Standard Booth height limit is 8 feet with the exception of hanging signs or centerpieces. All booth space over 8 feet must be approved by show management**. Exhibitors infringing on aisle space will be invoiced for the additional space utilized during the show as per below.**

**WHEELCHAIRS—**Wheelchairs are available for rent at the Show Office located near the show entrance at the South/East corner of The International Centre.

**FOOD SAMPLING AND SALES—**The resident caterer at The International Centre is the only one authorized to sell food or drink. Therefore, those wishing to [**sample food or drink must submit a food sampling form**](http://bicycleshowtoronto.com/assets/pdf/Authorization-Request-Sample-Food-and-Beverage-Distribution.pdf) along with the insurance approvals requested. Forms are available on the Bicycle Show website at [www.bicycleshowtoronto.com](http://www.bicycleshowtoronto.com/), click on Exhibitor Info, click on Individual Forms under Spring Show forms – Food and Beverage Sample or Sale Form. Requests must be made a minimum 30 days prior to the show**.**

**CUSTOMS—**The Bicycle Show is a bona fide exhibition and as such enjoys the privileges under tariff item #9993.00.00.00. Should you be importing products or display material that will be returning to the country of origin you should contact our official broker **six weeks in advance** so that the proper documentation can be prepared. Please contact North American Logistics Services Inc. Direct on cell at 647-546-1358, email: [jmacdonald@nalsi.com](mailto:jmacdonald@nalsi.com), our representative is Joe MacDonald. Order forms are available on the Bicycle Show website for those shipping product or display materials for the show [www.bicycleshowtoronto.com](http://www.bicycleshowtoronto.com) click on Exhibitor Info, click on Individual Forms under Spring Show forms and click on Customs Letter and Customs Forms for Import.

**SHIPPING ADDRESS** – If you wish to ship your booth, products, samples, etc. to the show, the shipping address for the building is: The International Centre, Hall 5, 6900 Airport Road, Mississauga, Ontario, L4V 1E8. Note: Shipments may **ONLY** be dropped off starting on Thursday, March 6 during move-in hours. There are no show representatives at the building to accept any deliveries before this date.

## AISLE INFRINGEMENT - All exhibitors are required to stay within the confines of their booth space. If any exhibitor fails to follow these guidelines, show management will charge the exhibitor for any additional space that the exhibitor has arbitrarily designated as their own. Aisle infringement is a problem for the following reasons:

- The Fire Marshal is very strict at The International Centre and infringement will not be tolerated

- The show’s Insurance Company has warned that claims would be rejected due to this problem

- Complaints from exhibitors regarding other exhibitors infringing on the aisles

- Constant battle between exhibitors that infringe on the aisles and show management

- Aisle infringement creates overcrowding for the consumers attending the show.

We have attempted for many years to control the infringement of the aisles by speaking to exhibitors with very little success. All of the above is very negative and spoils a very positive show and we have been left with no other alternative but implement the following procedure:

**Procedure** - Show staff will check for aisle infringement and exhibitors that are infringing on the aisles will receive an invoice for the additional space utilized.

For any questions, please call Vanessa at 416-574-1112 or e-mail [vanessa@telsec.net](mailto:vanessa@telsec.net). Thank you and look forward to seeing you at the show.

Vanessa Graziosi

Show Manager BRM/45-10-Exhibitor Letter