

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) 363-1292 • www.bicycleshowtoronto.com

February 1, 2024

Dear Exhibitor:

Thank you for participating in the 35th annual Toronto Bicycle Show and E-Bike Expo, March 8 to 10, 2024 being held at the NEW VENUE, **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/exhibitor-information/, click on Exhibitor Info.

FLOOR PLAN—The enclosed [Floor Plan](#) 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 23, 2024.**

TABLES, CHAIRS, SHOW DISPLAY MATERIALS – 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. Alternatively, 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 23, 2024.**

TELEPHONE, INTERNET AND 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. **Early discount date Friday, February 23, 2024.**

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 .

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

SHOW HOTEL—The following is a list of hotel options that are located near The International Centre:

Quality Inn for the cost of \$145.00/night located at 6355 Airport Road, Tel. 905-677-7331

And

Embassy Suites by Hilton for the cost of approximately \$239.00/night located at 262 Carlingview Drive, Tel. 416-674-8442. Off of Dixon Road (which turns into Airport Road further north). You must reserve your suite prior to **February 8, 2024** to receive this special rate.

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

MOVE-IN— Move in takes place Thursday from 8 a.m. to 8 p.m. through the loading docks #65 to #72 on the north side of the building, Hall 5. Exhibitors will be permitted to drive-in between 8 a.m. and 10:00 a.m. on Thursday through the roll up walk in door #80 located on the south side of Hall 5.

All vehicles must be out of the building by 10:00 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.

MOVE-OUT—Move out begins at 5 p.m. Sunday, March 10 through the roll up walk in door #80 and loading docks #65 to #72. No items are permitted through the front entrance. We must be out of the building by 9 pm. **Anything not removed from the building by 9 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.

INSURANCE & SECURITY—Exhibitors must 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 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. It is mandatory that all booths have clear signage indicating the company or product name. In addition, each exhibit is required to have carpet or some form of flooring that covers the building concrete.

DRAYAGE—A forklift is supplied by show management for exhibitors to utilize at no charge for unloading and reloading of transports and storage of crates. The forklift will be on duty Thursday from 8 a.m. to 4 p.m. and Sunday from 5 p.m. to 9 p.m. Any forklift requirements outside these hours will be charged back to the exhibitor. 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 return to our office by fax or e-mail or mail at least 10 days prior to the show. Three badges are allowed per 10 x 10 booth. Additional badges are \$30 each. Badges and holders are available at the show office beginning on the Thursday 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 of move-in. Additional one-day passes may be purchased move-in day for \$15.

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.**

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](#) along with the insurance approvals requested. Forms are available on the Bicycle Show website at 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, 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 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. Shipments may only be dropped off beginning Thursday, March 7, 2024 during move-in. 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.

If you have any questions or concerns, please call direct at 416-574-1112 or e-mail vanessa@telsec.net. Thanks again and we look forward to seeing you at the show.

Yours truly,

Vanessa Graziosi
Show Manager
vanessa@telsec.net