

Exhibitor Handbook

May 3-5, 2023

Beanfield Centre, Toronto



OVERVIEW

LOCATION:

Beanfield Centre
105 Princes' Boulevard
Toronto, Ontario M6K 3C3
Canada

TRADESHOW PRODUCER:

Whirl Inc
annestubington@whirlinc.com

EVENT SITE:

thesummit.ca

EXHIBIT ORDERING SITE:

<https://ordering.ges.com/CA-00062804>

EXHIBIT MOVE-IN DAY:

Tuesday, May 2: 7:00 am – 4:00 pm

EXHIBIT HOURS:

Wednesday, May 3: 9:00 am – 5:00 pm

Thursday, May 4: 9:00 am – 7:00 pm

Friday, May 5: 9:00 – 11:00 am

EXHIBIT MOVE-OUT DAY:

Friday, May 5: 1:00 – 6:00 pm

Due to activities on the main stage, moveout will commence at 1:00 pm.

EXHIBIT AREA APPROACH:

Please note that lights will be dimmed during the morning keynotes from 10:00 – noon. No activity can take place in the exhibit areas during this time.

THE SUMMIT SOCIAL:

Thursday, May 4: 5:00 – 7:00 pm

All exhibitors are invited to The SUMMIT Social in the exhibit space. Wine, beer, and appetizers will be available. We encourage exhibitors to add additional items to their booths – food, beverage, entertainment, etc. All elements need to be approved by Payments Canada, please refer to "Food & Beverage" below for more info.

Exhibitor Checklist

ELEMENT	NOTES	DUE DATE	LINK	SUPPLIER
Registration	All exhibit staff are required to register using your sponsor discount code .	April 19	thesummit.ca	
Exhibit Booth Options	You are welcome to bring your own, rent, or order a custom exhibit.			
	1. Bring your own booth Download the Exhibitor Booth Guidelines. See below for material handling, install labour, and shipping.		https://ordering.ges.com/CA-00062804/backwall_options	
	2. Backwall Rental with exhibitor supplied graphic.	April 10	https://ordering.ges.com/CA-00062804/backwall_options	GES
	3. Custom Exhibit Contact GES to arrange.	April 10	https://ordering.ges.com/CA-00062804/Custom_exhibits	GES
Rentals	See below:	Best pricing:		
	Seating	April 10	https://ordering.ges.com/CA-00062804/seating	GES
	Tables and counters	April 10	https://ordering.ges.com/CA-00062804/tables	GES
	Carpets	April 10	https://ordering.ges.com/CA-00062804/carpet	GES
	Accessories	April 10	https://ordering.ges.com/CA-00062804/accessories	GES
	Plants & Florals	April 10	https://ordering.ges.com/CA-00062804/plants_flowers	GES
Additional Graphics	Various options (easel, table, etc.)	Best pricing: April 10	https://ordering.ges.com/CA-00062804/signs	GES
Material Handling	Shipping to advance warehouse Shipping direct to show site	Cannot be received before April 3; no later than April 21 Direct: April 27	https://ordering.ges.com/CA-00062804/material_handling	GES

Exhibitor Checklist

ELEMENT	NOTES	DUE DATE	LINK	SUPPLIER
Shipping	Select one of the four options below:			
	1. Bring it yourself on move-in day			
	2. Ship in advance to GES	Cannot be received before April 3; no later than April 21	https://ordering.ges.com/CA-00062804/shipping	GES
	3. Ship direct to Beanfield Centre (material handling/ off loading not included)	Cannot be received before April 27	https://ordering.ges.com/CA-00062804/shipping	
	4. Full-service shipping	Inbound: by April 11 Outbound: onsite options available	https://ordering.ges.com/CA-00062804/shipping	GES
Electrical & Lighting services	One 1500 watt, 120 volt duplex outlet and power bar is included.	Best pricing: April 6	https://e.showtechordering.com/ST-00062810	Showtech
Customs Services	Forms and contact information.	April 8	https://ordering.ges.com/CA-00062804/customs	GES
Audio Visual and Computers		Best pricing: April 14	https://ordering.ges.com/CA-00062804/Audiovisual	Encore
Food and Beverage	Exhibitors are not permitted to hold any social events within their booth space without express permission from Payments Canada.	April 10	Luba.Savina@centerplate.com	Cerise Fine Catering (exclusive caterer)
Exhibitor Services	See below:	Best pricing:		
	Additional internet Wifi is included: Open In-house High Density, High Speed 802.11 (a,b,g,n,ac) WIFI with wave 2 capability.	April 17	https://ordering.ges.com/CA-00062804/internet	Beanfield Centre
	Sign and Banner installation	April 17	https://ordering.ges.com/CA-00062804/banner	Beanfield Centre

Exhibitor Checklist

ELEMENT	NOTES	DUE DATE	LINK	SUPPLIER
	Cleaning Services Booth cleaning and vacuuming is not provided.	April 17	https://ordering.ges.com/CA-00062804/boothcleaning	Beanfield Centre
	Parking Parking is available in an underground garage at the Enercare Centre. Exhibitors are not charged on move-in day.	April 28	https://explace.ungerboeck.com/prod/app85.cshtml?AppCode=COE&CC=2&OrgCode=10	Beanfield Centre
Lead Capture	Each booth receives lead capture app access.		More details will be provided.	Bizzabo
Show information	Additional details: <ul style="list-style-type: none"> - Overview of event - Digital file preparation - Tips and Tricks - FAQs - Exhibit Booth Guidelines - Stop. Think. Safety. - Liability and Responsibility 		https://ordering.ges.com/CA-00062804/showinfo	
COVID-19 Protocols	Protocols will align with Toronto Public Health requirements at the time of the event.			