

TORONTO // 2017

# EXHIBITOR KIT & INFO

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SPONSORED BY:

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**The Fantasy  
Sports Show**



THE FANTASY SPORTS SHOW OFFERS YOU AN EDUCATIONAL, INTERACTIVE, AND FUN ENVIRONMENT TO HELP YOU IMPROVE ALL ASPECTS OF YOUR FANTASY GAME.

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# 2017 TORONTO EXHIBITOR KIT

This kit includes everything you need for the Toronto 2017 Fantasy Sports Show.

Fantasy Sports Shows  
260 Edgeley Blvd #3, Concord, ON L4K 3Y4, Canada  
<https://thefantasysportsshow.com/>

## SHOW MANAGEMENT

<b>MIKEY SINGER</b>	Co-Founder & Vice-President
<b>ADAM SINGER</b>	Sales Manager
<b>JODI KORNBLUM</b>	Sales Associate
<b>JO GORSKY</b>	Official Photographer

## EXHIBITOR REQUIREMENTS

### BOOTH PAYMENT

All booths must be paid in full by August 1, 2017. Any exhibitors who have not paid in full will not be allowed to move in and set up. If you have any questions or concerns regarding your balance, please contact us prior to the dates of the show.

### INSURANCE

All exhibitors at the show are required to have their own insurance. While we will take appropriate precautions to protect your property, everything left in your booth space is your responsibility. Show Management and the facility assume no responsibility for any losses, thefts, accidents, injuries, or any misfortunes.

Exhibitors displaying saunas, hot tubs, or any product containing or using water assume all liability for any damage that results because of it, including but not limited to water damage of surrounding booths and facility property. Hydro regulations require that ground faults be used if there is an electrical/water hook up.

If you are not currently represented by an insurance broker, we recommend our official provider and have listed their contact information below. The deadline for an insurance application is August 1, 2017.

## SHOW DATES

### LOCATION:

The International Centre  
Hall 5 - 6900 Airport Rd,  
Mississauga, Ontario , L4V 1E8, Canada

### SHOW HOURS:

Friday, August 25, 2017: 11:00am - 10:00pm

Saturday, August 26, 2017: 11:00am - 10:00pm

Sunday, August 27, 2017: 11:00am - 6:00pm

## MOVE IN/OUT

### MOVE IN:

Thursday, August 24, 2017  
2:00pm - 8:00pm

Friday, August 25, 2017  
7:00am - 10:00am

### MOVE OUT:

Sunday, August 27, 2017  
6:00pm - Midnight

Exhibitors are required to supply a certificate of insurance upon request by Show Management.

Brokers Trust Insurance Group Inc.  
Tel: (905) 695 - 2971  
Fax: (905) 760 - 2260  
<https://www.exhibitorinsurance.com>

### BADGES

Badges for the show are given on a per square footage rate. For every 100 sq. ft. an exhibitor purchases, they are allocated 4 badges. Badges are issued in the name of the company and for use by the booth's staff only. Any lost badges can be replaced for \$15.00 plus applicable taxes. The deadline for submitting your badge form is August 15, 2017.

### INSPECTION

All exhibitor booths on the show are required to follow all applicable laws and regulations. All booths must be made available for inspection by Show Management, safety engineers, and fire marshalls to ensure compliance with the laws. Booths that are not safe will be required to be altered or removed.

## CONTESTS OR COMPETITIONS

Any exhibitor wishing to run a contest or competition during the course of the show is required to have written approval from Show Management. Failure to do so will constitute a breach of contract, and the contest or competition will be disallowed.

Show Management strictly adheres to the legal guidelines for contests and competitions as stated in the Competition Act. All competitions shall be clearly outlined and free of any obligation on the part of the winner. The award or prize must be clearly stated on the entry or ballot form. Awards or prizes that are conditional on the winner placing a sales order or a transfer of funds are not permissible. For more information on the Competition Act, please contact Industry Canada at 416 973 5000. Additional rules for exhibitors who wish to run a contest or competition are as follows:

- All contests or competitions must have prior written approval from Show Management (as stated above).
- The rules, regulations, and all applicable materials relevant to the contest must be submitted to Show Management (such as a sample ballot or form) for approval.
- Information collected via the contest or competition must only be used for the stated purpose.
- Show Management reserves the right to terminate any contest or competition that fails to comply with the Competition Act.
- Show Management must be informed of the winner(s) in writing not later than 30 days after the close of the contest.

These rules are in place to protect our attendees and to ensure all exhibitors follow the law as it is laid out in the Competition Act of Canada. Any exhibitor planning on hosting a contest or competition at the show should notify Show Management immediately.

## SOLICITING

All soliciting of business must be conducted in the confines of your booth unless previously agreed to by Show Management. This includes any distribution of samples, literature, or any and all materials. Soliciting is not permitted in the aisles, in other exhibitors' booth, at the entrance or exit, or anywhere else inside the facility.

## NON-EXHIBITORS

Any solicitation of exhibitors or attendees by non-exhibitors is strictly prohibited. Any persons caught violating this rule will be ejected and banned effective immediately. Show Management reserves the right to bill any offenders.

## ON-SITE STORAGE

If requested prior to the show, Show Management can arrange for on-site storage for an exhibitor. Common requests include locked rooms for the storage of additional product, packing boxes, or shipping crates. Space is limited and priority will first be given to sponsors, and then to other exhibitors in the order in which they have requested it. Contact us as soon as possible if additional storage is needed for your booth.

No empty boxes, crates, skids, etc. are allowed in your booth or on the show floor after 10am on Friday, August 25, 2017.

## DOLLIES, CARTS, AND FORKLIFTS

Each exhibitor is responsible for the labour associated with the assembly and disassembly of their booth. If you require a forklift service, please contact Show Management ahead of time to ensure availability. If you have any questions, please feel free to contact us.

Standard size dollies (carts) will be available for use by all exhibitors at the loading dock area. We also encourage exhibitors to bring their own dollies if they do not wish to wait. Note that dollies, carts, or forklifts are not allowed on the show floor or carpet during the hours that the show is open to attendees.

## FREIGHT

The transportation of all pallets or crates is the responsibility of the exhibitor. Show Management assumes no responsibility for any lost or misdelivered shipments. Our preferred freight carrier is Ranger Moving Systems. Their information is available on page 9 of this kit. Please contact them if you require their transportation services.

## SHIPPING AND RECEIVING

Crates, pallets, boxes, or any other shipment that exhibitors have arranged to be shipped to the facility must be labelled following the below directions. For security reasons any shipments not properly labelled or requiring payment of any kind will be declined. Only prepaid shipments will be accepted. The facility will only accept shipments as of August 24, 2017. Storage charges may apply for any items received prior to that date.

(Name of Exhibitor)  
(Name of Exhibitor's Company) Booth Number: ( )  
The Fantasy Sports Show  
The International Centre, Hall 5  
6900 Airport Rd,  
Mississauga, Ontario, L4V 1E8, Canada

## **BANNER HANGING**

Banner hanging arrangements must be made with Show Management prior to the move-in date. Please contact us for a Sponsorship Package with pricing and more information.

## **SAMPLING OR SELLINGS OF FOOD AND BEVERAGES**

The official caterer has an exclusivity agreement for all food and beverages inside the facility. The sampling or selling of food or beverages must conform to the rules and regulations set forth by the facility, and requires written approval from them or facility management and Show Management. Any exhibitors wishing to sample or sell food and/or beverages must request an authorization form. Please contact us immediately if this is the case.

## **FIRE REGULATIONS**

All materials in the booth must meet the requirements of the local fire regulations. For more information and contact details on the Fire Regulations of this facility, please view the Facility Rules and Regulations section located below. The use of the following materials is strictly prohibited at all shows by Show Management:

- Acetate fabrics
- Styrofoam or foam core
- Corrugated paper box boards
- No-seam paper
- Paper backed foil (unless glued securely to a suitable backing)

Show Management will act as required by the fire marshals to ensure the safety of everyone in the building.

## **SECURITY**

Uniformed security guards will be on duty at all times throughout the duration of the show beginning when exhibitors move in, and ending after they move out. Please extend them your full cooperation and courtesy while they perform their duties, with the understanding that they are there to protect your products and ensure your safety. Should your booth require an exclusive security detail, please contact Show Management. Exhibitors are asked to report any losses or thefts immediately to Show Management, so that the security personnel can begin an investigation. Show Management and the facility assume no responsibility for any losses or thefts.

## **CLEANLINESS**

It is your responsibility to ensure the cleanliness of your booth. Should you require janitorial

or cleaning services, please fill out the appropriate form below in the Exclusive and Preferred Supplies section.

## **CURRENCY**

All sales made via cash, credit card, debit, or any other method are required to be in Canadian Dollars (CAD). Exhibitors failing to follow this rule will be prohibited from making further sales. The currency charged must be clearly stated on the receipt given to the attendee.

## **SIGNS AND DISPLAY MATERIALS**

NO HANDMADE SIGNS ARE ALLOWED. To maintain the high level of quality that our attendees expect from our show, all signs or displays are required to be made professionally. Signage services are available during move-in for exhibitors who require last minute display materials made. It is recommended (and more economically viable) that exhibitors get their signs printed ahead of time. Signs are available from our official supplier whose contact details are included in this kit.

## **SOUND LEVELS**

Live bands, recorded music, public address systems, etc. are not permitted without approval from Show Management. Exhibitors using a microphone for sales or demonstration purposes are required to keep the volume at a reasonable level so as not to disturb neighbouring booths. Show Management reserves the right to adjust the volume and sound levels.

## **BALLOONS**

Helium balloons are not allowed on the show floor. Any exhibitor displaying or selling helium balloons will be asked to remove them immediately. Charges apply for removing balloons from the ceiling after the event. The use of confetti and sequin is also prohibited.

## **NO SMOKING**

This is a non-smoking facility, and this rule will be strictly enforced.

## **RUDE OR OFFENSIVE BEHAVIOUR**

Any exhibitor (or staff) acting in a rude or offensive manner towards Show Management, facility staff, attendees, or anyone else may be asked to leave by Show Management. Exhibitors are responsible for the actions of their staff.

## FACILITY RULES AND REGULATIONS

### FACILITY BUILDING RESTRICTIONS

Exhibitors who wish to lay a floor or construct any sort of structure in their designated area are forbidden from adhering it directly to the building's floor. The following are strictly prohibited:

- The fastening of display materials to the floor by nails or fasteners
- The fastening of nailing strips to any of the building's walls.
- The painting of any floors or walls in any part of the building.
- The use of stickers on any part of the building.

For additional facility building restrictions please carefully read through the attached DEC document.

### FIRE REGULATIONS

Decorative materials used in displays must meet the requirements of the Toronto Fire Department.

In addition to the Fire Regulations stated under the Show Rules and Regulations, the facility has more information in their attached document. You can locate more information on the Direct Energy Centre website.

### RECYCLING AND WASTE MANAGEMENT

All residual waste must be left outside the booth, in the aisle area, each night. Waste left in the aisles will be picked up by the facility cleaning staff (at no extra cost). All materials left inside the booth overnight will remain untouched. The exhibitor is also obligated to use the provided recycling receptacles for the duration of the show (including during the move-in and move-out). If you require additional cleaning services, please use the appropriate form located below to request it. Please see the linked forms for recycling procedure.

### FACILITY RESTRICTIONS

Alcohol drinking during move-in and move-out: To minimize the risk of accidents and mishaps, the facility catering service will not be selling alcohol beverages during both the move-in and move-out. If you think an exception should be made, please contact the facility management.

Animals: With the exception of assistance dogs, no animals may be brought into the facility without prior written authorization from facility management.

Children: For safety reasons, the presence of children on the loading dock is strongly discouraged during move-in and move-out.

Common Areas: Exhibitors must keep hallways, stairways, elevators, escalators, entrances, exits, lobbies, TV screens, video monitors, and emergency exits free from obstruction at all times.

Motorized Vehicles: The exhibitor must comply with all Fire Regulations (see above for more information).

Stickers: Stickers of any kind are prohibited at the facility.

### The International Centre Exhibitor Services

Services offered by the facility are as follows:

- Booth Cleaning
- Internet & Telephone (exclusive provider)

### SHOWTECH POWER & LIGHTING

Order all the below listed items from Showtech directly on their website or by phone:

<https://e.showtechordering.com/ST-00046715>

Telephone: 905 283 0550 or Toll Free: 855 746 9832

Services offered exclusively by Showtech are as follows:

- Natural Gas & Compressed Air
- Power/Lighting

Click Here For Online

<https://e.showtechordering.com/ST-00049839>

### ROBINSON SHOW SERVICES

The official show services provider is Robinson Show Services. Please see their attached forms for any and all of your needs. If you require something and cannot find the appropriate form, please contact us or Robinson Show Services for assistance.

This includes, but is not limited to the following:

- Decorations and Furniture Rentals (tables, chairs, displays, plants, etc.)
- Rentals of Carpet, Labour, Equipment
- Signage and Displays
- In-booth Forklift Services

[CLICK HERE FOR:  
EVENT SERVICE  
PROVIDERS](#)

[CLICK HERE FOR:  
TELECOM FORM](#)

[CLICK HERE FOR:  
CATERING FORMS](#)

[CLICK HERE FOR:  
SHOWTECH FORM](#)

[CLICK HERE FOR:  
SHOWTECH WAIVER](#)

[CLICK HERE FOR:  
ROBINSON SHOW  
SERVICES FORMS](#)

Adam Robinson - Robinson Show Services  
Phone: 905- 417-7789 x 209  
Fax: 905 417 2244  
Email: adam@robinsonshowservices.ca

### PREFERRED HOTEL

We have negotiated a discounted rate for our exhibitors at our preferred hotel. Our discounted rate is **\$119.00 per night** for exhibitors:

**Crowne Plaza Toronto Airport**  
33 Carlson Court  
Toronto, ON M9W 6H5

### PARKING

There are many parking lots located in close proximity to the facility. Parking is free.

### CUSTOMS BROKERAGE SERVICE

The official provider of customs brokerage service is listed below. Any questions concerning the importation of products should be directed towards them.

TWI Group  
Unit 101A, Building 1, 7145 West Credit Avenue, Mississauga ON L5N 6J7 Contact one of the following:

### INSURANCE PROVIDER

As stated above, all exhibitors are required to have insurance. Our preferred insurance provider's information is listed below:

Brokers Trust Insurance Group Inc.  
Tel: 905 695 2971  
Fax: 905 760 2260  
<https://www.exhibitorinsurance.com/>

### SHIPPING AND TRUCKING (TRANSPORTATION)

All exhibitors are responsible for the transportation of their own goods. If you require shipping services, please contact our preferred provider at the below information:

[CLICK HERE TO:  
BOOK OUR  
PREFERRED HOTEL](#)

[CLICK HERE TO:  
BUY INSURANCE  
ONLINE NOW](#)

[CLICK HERE FOR:  
OFFLINE INSURANCE  
APPLICATION](#)

Luke Ratcliffe  
Ranger Moving Systems  
Tel: 905 461 1732  
Email: [lratcliffe@rangermovingsystems.com](mailto:lratcliffe@rangermovingsystems.com) <http://rangermovingsystems.com>

### RIGGING & SIGN HANGING

Rigging and sign hanging must be completed through Show Management. Please contact us if you are interested in sign hanging or need rigging for your booth.

### AUDIO/VISUAL

The preferred supplier for audio and video equipment is Frontier Sound & Light. Please contact Tyler at the below information for pricing and information. They also rent lightings, metal trusses, and many other types of equipment for your booth.

Tyler Ayers  
Frontier Sound & Light  
Tel: 905 895 1902  
Fax: 905 895 7530  
Email: [tyler@frontiersoundandlight.com](mailto:tyler@frontiersoundandlight.com)

## MOVE-IN PROCEDURE

### POLICY AND RULES

Please see the attached facility map for a detailed view of where the loading docks are located. Move-in will be conducted on a first-come first-served basis. Vehicle storage is available during the event but must be arranged in advance through the Dock Office with the approval of Show Management.

All displays and booths must be COMPLETED for inspection by Show Management and The International Centre safety engineers by 10:00am on Friday, August 25, 2017.

### LOADING DOCK PROCEDURE

In order to ensure a speedy move-in of all exhibitors, please follow the below procedure and respect the requests of facility dock staff as they control the flow of traffic:

1. Arrive at the loading dock and await an open space.
2. Unload your vehicle and move your goods to your booth. Dollies/carts will be available at the loading dock for use by all exhibitors; please return them to the loading dock when you are finished using them.

- Remove your vehicle from the loading dock so that the next exhibitor can unload. The parking lots are free during official move-in hours.

**VEHICLES LEFT UNATTENDED ON THE LOADING DOCK WILL EITHER BE BLOCKED IN OR TOWED AT THE OWNERS EXPENSE**

## MOVE-OUT PROCEDURE

### POLICY AND RULES

#### SUNDAY, AUGUST 27, 2017: 6:00PM - MIDNIGHT

- It is important for all exhibitors to closely watch their merchandise moving out.
- No packing up or dismantling of exhibits is allowed until all attendees have exited.
- Any freight or materials left for pickup on the show floor after midnight (12:00am) will be taken to the facility freight office for transportation at the expense of the exhibitor.
- Any exhibitor who wishes to use a courier service (such as FedEx, UPS, Purolator, DHL, etc.) must complete a waybill with their appropriate account number and shipper's name (not using the facility name), identify and label all pieces (e.g. 1 of 5, 2 of 5, etc.), arrange all details personally, advise the dock master before leaving, and call the courier (the facility staff are not allowed to call a courier on behalf of the exhibitor).
- As per the terms of your contract:

**ALL BOOTHS MUST REMAIN ASSEMBLED AND OPEN TO THE ATTENDEES UNTIL THE SHOW CLOSING AT 6:00PM ON August 27, 2017.**

**THIS POLICY WILL BE STRICTLY ENFORCED!**

**ALL GOODS AND MERCHANDISE MUST BE REMOVED FROM THE BUILDING BY 11:59PM ON SUNDAY, AUGUST 27, 2017.**

## LOADING DOCK PROCEDURE

Please follow the below procedure and respect the requests of facility and dock staff as they control the flow of traffic:

- Once all attendees have exited, the carpet in the aisles will be removed.
- When the aisle carpeting has been removed, dollies/carts will be available at the loading dock for use by all exhibitors. Please return them to the loading dock when you are finished using them.
- Pack up and dismantle your booth, load your materials onto an available dolly/cart, and bring it to the loading dock.

## THE INTERNATIONAL CENTRE

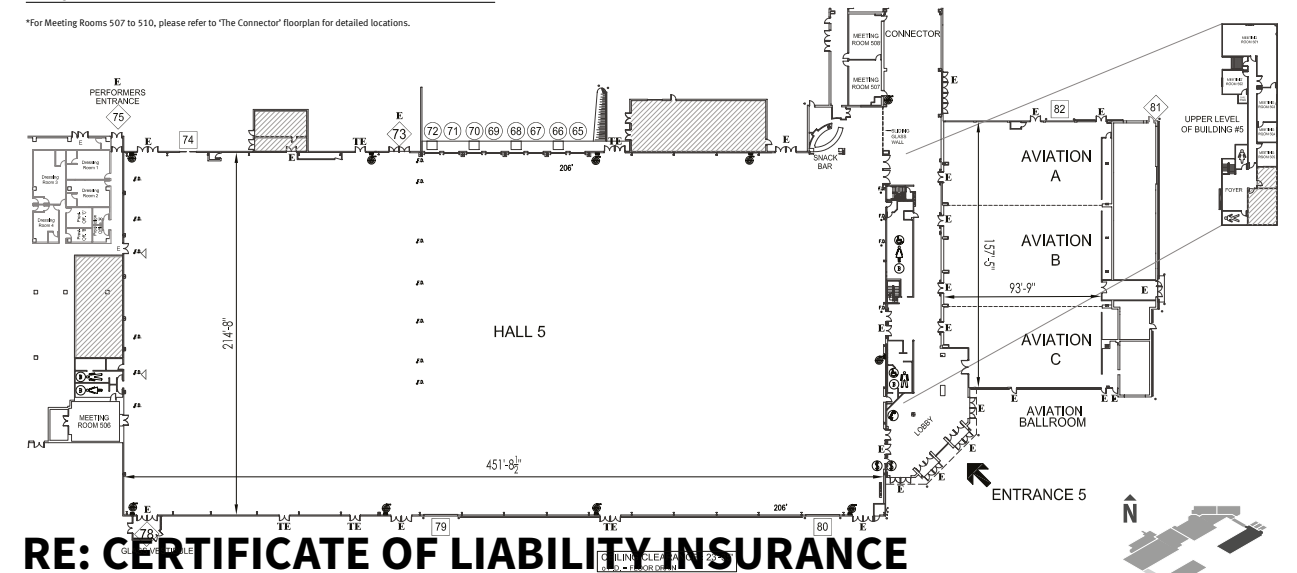
## Hall 5

DIMENSION						
Total Square Feet	100,000					
Ceiling Clearance	23' - 35'					
Loading Docks	8					
Dock Dimensions (w x h)	9' x 9'					
Drive-in Doors	3					
Drive-in Door Dimensions (w x h)	#79, 80) 20' x 20', (#74) 10' x 12'					
CAPACITIES						
	Sq. Ft.	Theatre	Banquet <sup>1</sup>	Classroom	Reception	Booths <sup>2</sup>
Hall 5	100,000	8,000	7,020	5,440	527	
Meeting Room 506	700	54	40	24	-	
Meeting Room 507*	492	40	30	20	50	
Meeting Room 508*	515	40	30	20	50	
Meeting Room 509*	469	40	30	20	50	
Meeting Room 510*	381	40	30	20	50	

AVIATION BALLROOM DIMENSION						
Total Square Feet	15,500					
Ceiling Clearance	16' - 18'					
Drive-in Doors	1					
Drive-in Door Dimensions (w x h)	#82) 9' 10" x 9' 10"					
CAPACITIES						
	Sq. Ft.	Theatre	Banquet <sup>1</sup>	Classroom	Reception	Booths <sup>2</sup>
Aviation Ballroom	15,500	1,200	800	600	1,200	68
Aviation A	5,000	344	200	174	344	19
Aviation B	6,000	474	280	224	474	29
Aviation C	4,500	300	180	156	300	20

<sup>1</sup>10 people per round table. <sup>2</sup>Based on booth dimension of 10'x10'. Certain set-ups and A/V will reduce capacities. Floorplan specifications subject to change without notice. All rights reserved. E. & O.E. November 2016.

Legend	
[Icon]	Drive-In Doors
[Icon]	Marked Roll-Up Doors
[Icon]	Floor Drain
[Icon]	Fire Hose Cabinet
[Icon]	Family Washroom
[Icon]	Must Leave Access
[Icon]	Reserved Doors
[Icon]	Fire Exit
[Icon]	Men's Washroom
[Icon]	Bank Machine
[Icon]	Main Doors
[Icon]	Roll-Up Doors
[Icon]	Temporary Emergency Exit
[Icon]	Women's Washroom
[Icon]	Barber Free Washroom
[Icon]	Public Telephone



## RE: CERTIFICATE OF LIABILITY INSURANCE

As you may know, as an exhibitor participating in a show, you must have adequate Liability Insurance with a minimum \$2,000,000 limit to protect the Exhibitors, the attending public,

the show organizer and yourself.

Our insurance policy does not extend coverage to any exhibits and requires you to submit a Certificate of Insurance upon receipt of the exhibitor's manual.

There are two (2) ways to arrange the required Insurance:

#### **OPTION #1: SINGLE EVENT INSURANCE**

Appointed exhibitorinsurance.com as the recommended insurance contractor for exhibitors. Order directly online at [https://www.exhibitorinsurance.com/s1.html?Event\\_ID=TFSS2017&Event\\_Organizer\\_ID=848&COU=ca](https://www.exhibitorinsurance.com/s1.html?Event_ID=TFSS2017&Event_Organizer_ID=848&COU=ca)

#### **OPTION #2: YOUR OWN INSURANCE**

- Contact your own Insurance Company, request a Certificate of Insurance with the following requirements below:
- Fantasy Sports Shows listed as an additional insured
- Dates of the show: August 25-27, 2017 (includes move in and out dates)
- Comprehensive General Liability of \$2,000,000
- Bodily Injury and Property Damage Liability subject to a maximum \$1,000 Deductible`1
- Products and Completed Operations Liability
- Contingent Employers Liability
- Broad form Property Damage
- Cross Liability clause
- Severability of Interest Clause

Your understanding and compliance with this requirement is greatly appreciated. We thank you for your effort in ensuring the well-being of everyone.

Have a prosperous and safe show.

## **TORONTO 2017 BADGE REGISTRATION FORM**

The number of exhibitor badges given per booth will depend on square footage of space purchased, at a rate of a maximum of four (4) badges per 100 sq. ft. Badges are issued in the name of the company only and are non-transferable. Additional or replacement badges will

be provided for a \$15.00 charge (plus any applicable taxes) per badge.

Badges will be available at the Registration Desk located at the entrance to the show floor. Badges will only be released to the authorized representative of the company, who will be required to provide identification and sign for them. The deadline for submitting this Badge Registration form is August 14th.

Please submit this form by August. 10th to:

**Fax:** 1 844 615 9302 or

**Email:** info@fantasysportsshow.com

#### **BOOTH #**

#### **# OF BADGES REQUIRED**

#### **NAME**

#### **COMPANY**

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**MerchACT**  
YOU'RE APPROVED





## CONTACT US

### Mail

The Fantasy Sports Shows  
260 Edgeley Blvd, Unit 3  
Vaughan, Ontario  
L4K 3Y4, Canada

### Phone

Toll-Free:  
+ 1 844 615 9302  
Phone:  
+ 1 416 307 2253

### Online

Email:  
Sales@fantasysportsshow.com  
Website:  
www.TheFantasySportsShow.com