



EXHIBITOR CHECKLIST + DUE DATES

Items surrounded with a **blue box** indicates early bird pricing.

Failure to meet these deadlines **will result in surcharges or unavailability of services or products.**

Forms surrounded with a **red box** indicates a mandatory form that **MUST** be submitted.

ITEM OR FORM TITLE	SUPPLIER	DUE DATE	COMPLETED
Final Payment due	Mode Accessories	PAST DUE	<input type="checkbox"/>
Exhibitor Badge Registration	MicroSpec	Now Open	<input type="checkbox"/>
Show Guide Listing Form - FREE	Mode Accessories	July 5, 2019	<input type="checkbox"/>
Show Guide – Advertising	Mode Accessories	July 5, 2019	<input type="checkbox"/>
INVITATIONS - HTML invitations will be provided, if requested.	Mode Accessories	Available until July 26	<input type="checkbox"/>
VIP Buyer Nominations	Mode Accessories	ASAP	<input type="checkbox"/>
Hotel & Travel Arrangements	Delta Hotel	July 11, 2019	<input type="checkbox"/>
Exhibit Display Rental, Carpet, Signage Early Bird pricing available	Stronco	Early Bird Pricing until July 19, 2019	<input type="checkbox"/>
Transportation, Advance Warehouse, Direct Shipments, Labour, Security Cages Early Bird pricing available	Stronco	Various dates	<input type="checkbox"/>
Booth Cleaning Early Bird pricing available	Stronco	Early Bird Pricing until July 19, 2019	<input type="checkbox"/>
Electrical & Lighting Early Bird pricing available	Freeman	Early Bird Pricing until July 29, 2019	<input type="checkbox"/>
Lead Retrieval NEW Early Bird pricing available	Microspec	Early Bird Pricing until July 31, 2019	<input type="checkbox"/>
Health + Safety Acknowledgement	Show Management	July 12, 2019	<input type="checkbox"/>
Certificate of Insurance	Show Management	July 12, 2019	<input type="checkbox"/>
Move In Schedule Distributed	Show Management	July	<input type="checkbox"/>
Move In (7:00 am – 8:00 pm)	Show Management	August 10, 2019	<input type="checkbox"/>
Move Out (5:30 pm – 10:00 pm)	Show Management	August 13, 2019	<input type="checkbox"/>



August 11 – 13, 2019
Delta Hotels by Marriott Toronto
Airport + Conference Centre

EXHIBITOR QUICK REFERENCE GUIDE

DATE	TIME*	EVENT
Saturday August 10	7:00 AM – 8:00 PM 1:00 PM – 6:00 PM	Move In Exhibitor badge pick up
Sunday August 11	8:00 AM – 5:00 PM 9:00 AM – 7:00 PM	Exhibitor badge pick up Tradeshow open
Monday August 12	8:30 AM – 6:00 PM 9:00 AM – 6:00 PM	Exhibitor badge pick up Tradeshow open
Tuesday August 13	8:30 AM – 5:00 PM 9:00 AM – 5:00 PM 5:30 PM – 10:00 PM	Exhibitor Badge pick up Tradeshow open Move Out

*Times are subject to change

MANDATORY FORMS TO BE RETURNED

1. EXHIBITOR INSURANCE – Due July 12th, 2019

There are two ways to arrange the required Insurance:

OPTION #1: YOUR OWN INSURANCE

Contact your own Insurance Company, request a Certificate of Insurance with the following requirements outlined in this [Sample Insurance Requirement Sheet](#)

OPTION #2: SINGLE EVENT INSURANCE

Newcom Media Inc. has appointed **Exhibitor Insurance.com** as the recommended Insurance contractor for exhibitors. Order directly online [Please Click Here To Purchase Insurance For The Mode Accessories Show Toronto August 2019.](#)

Return Certificate of Insurance to samantha@newcom.ca

2. HEALTH & SAFETY ACKNOWLEDGEMENT FORM – Due July 12th, 2019

All Exhibitors are required to complete our Health & Safety form. The health and safety requirements outlined in this form are also requirements of the Occupational Health & Safety Act and Regulations in Ontario, Canada.

[Health & Safety Rules Acknowledgement Form](#)

Please return this form to: samantha@newcom.ca

EXHIBITOR MOVE-IN/SET-UP

- Saturday, August 10 – 7:00 am to 8:00 pm (scheduled move in)
- All crates and packaging must be cleared from the show floor by 4:00 pm.
- Loading dock closes at 7:00 pm. Exhibitors can continue to work on their booth until 9:00 pm.

MOVE-IN SCHEDULE – **NEW** – Available in July

In order to facilitate a smooth move-in, Show Management will provide a Move-In Schedule, for those exhibitors who require the loading dock and freight elevator, in July. This schedule will confirm your booth's move-in time on Saturday, August 10. **Arriving Early does NOT mean you will be allowed access earlier than your scheduled time.**

Any questions regarding your move-in time should be directed to Samantha Nagy, samantha@newcom.ca

During move-in/move-out periods, you will not be permitted on the show floor without sturdy, closed toe footwear.

ABSOLUTELY NO sandals, heels, ballet flats, open toed shoes, etc.

ABSOLUTELY NO CHILDREN DURING MOVE IN AND MOVE OUT UNDER THE AGE OF 18

EXHIBITOR MOVE-OUT

Tuesday, August 13th: 5:30 pm - 10:00 pm

PLEASE NOTE: Any freight left after 10:00 pm will be forced by the official carrier and charged to the exhibitor at their expense.

No dismantling or removal of exhibits or exhibit material is permitted before the close of the show. Exhibitors are urged to remove small cartons and open cases of products from the building immediately after the close of show. While Show Management will take all reasonable security measures to safeguard small items, immediate removal of such items will minimize the possibility of loss from pilferage.

NEW FOR August 2019.

LEAD RETRIEVAL

If you would like to scan buyers' badges to retain contact information, please review the Lead Retrieval Form and order your unit through MicroSpec Registration Services. Early bird pricing available until **July 31, 2019**

E: leadretrieval@microspec.com P: 888.780.9825 x212

SUMMARY OF SERVICE PROVIDERS

Should you have questions regarding any show services, please contact our providers directly:

SUPPLIER	SERVICE	CONTACT	PHONE	EMAIL
Stronco	Show Decorator	Exhibitor Services	800.665-2621	exhibitorservices@stronco.com
Freeman	Electrical	Steve Zappulla	905.366.0274	steve.zappulla@freemanco.com
ExhibitorInsurance.com	Exhibitor Insurance	John Neo	905.695.2971 x103	johnn@exhibitorinsurance.com
Stronco	Transportation, Advance Warehouse, Labour	Exhibitor Services	800.665.2621	exhibitorservices@stronco.com
MicroSpec Registration Services	Lead Retrieval	Microspec	888.780.9825 x212	leadretrieval@microspec.com

IMPORTANT INFORMATION FOR EXHIBITORS

It has come to our attention that numerous companies are contacting our exhibitors offering the likes of attendee lists, exhibitor directory listings and travel/accommodation arrangements. **These claims are false.** Please be advised that **ALL** our service providers are based out of the Greater Toronto Area, Ontario. Should you receive any communication from a service provider offering attendee lists or travel/accommodation arrangements, please forward all correspondence/information to jane@newcom.ca.
Read our comprehensive warning

SHOW MANAGEMENT

If you have any questions regarding the show, please contact Show Management

Jane Hills

Operations Manager
416.510.6827
jane@newcom.ca

Melissa Arnott

Director of Shows + Events
416.510.5141
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Samantha Nagy

Show Coordinator
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Tiffany Gin

Event & Sponsorship Manager
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