



EXHIBITOR MANUAL

August 11 - 13, 2019

www.mode-accessories.com



@modeshowcanada
#modeshowcanada

ADDITIONAL INFORMATION

SHOW DATES & HOURS

Sunday, August 11, 2019, 9 am – 7 pm
Monday, August 12, 2019, 9 am – 6 pm
Tuesday, August 13, 2019, 9 am – 5 pm

SHOW LOCATION

Delta Hotels by Marriott Toronto Airport & Conference Centre
655 Dixon Road, Toronto, Ontario M9W 1J4
Tel: 416-244-1711 or toll free 1-800-668-3656

ADMISSION

TRADE ONLY

All attendees must be verified with business identification. Children under the age of 18 will not be allowed on the show floor at any time during **move-in, show days and move-out. This rule will be strictly enforced.** (Nursing infants will be allowed on the show floor during show days only if held in a baby body-pack. Strollers are not allowed on the show floor.)

MOVE-IN SCHEDULE

Move-in/Set-up: Saturday, August 10, 7:00 am – 9 pm*

We will be sending a move-in schedule in July. Please adhere to your scheduled time. Arriving early will not let you have access to Move-in early.

The loading dock will be open from **7:00 am – 7 pm**. The dock will close at 7 pm.

Show Management will provide forklift service and dollies during Move-in and Move-out to assist exhibitors with their movement of products. (See Material Handling.)

MOVE-OUT SCHEDULE

**Move-out/Dismantle: Tuesday, August 13
5:30 pm to 10:00 pm**

IMPORTANT: No removal or dismantling of exhibit materials will be permitted before 5:00 pm on closing day. Exhibitors must adhere to the show hours as advertised. Following show closing and after visitors have been cleared, exhibitors will have access to their empty containers.

Exhibitors are reminded that all products, equipment, and exhibit material must be removed from the show venue prior to 10:00 pm on Tuesday. Any articles not removed at this time will be removed by Stronco at the exhibitor's own expense. Show Management and Stronco will not be responsible or liable, for any loss or damage to articles removed after the deadline.

MATERIAL HANDLING

Show Management will provide a forklift service for exhibitors who require assistance during Move-in and Move-out.

Dollies will be provided. **Please return dollies promptly after use**, in consideration for other exhibitors who may be waiting for access to one.

All crates must have wheels in good working condition, or they will not be allowed to leave the dock area. Crates and cartons on dollies must not exceed 30" in width, 72" in length, and 81" in height, to ensure clearance through doorways. Exhibitors will be responsible for repair costs of damages to walls, door frames, or carpet, due to uneven or oversized loads or careless handling by exhibitor's personnel.

ELECTRICAL REQUIREMENTS

Electrical and lighting is NOT included with your booth.

Freeman is the exclusive electrical contractor for the venue. If you choose to rent lights, power is included in the rental fee. In most cases, labour is included in the cost, unless there are extraordinary requirements. The Electrical Order Form is available online with the Exhibitor Kit. Deadline is July 29, 2019.

Reminder: The use of high wattage halogen or flood lights in your exhibit space is FORBIDDEN as they create higher than normal room temperatures. All lighting is restricted to incandescent lights of 100 watts and halogen lights of MR16 bulbs only, to a maximum of 500 watts per 10'x' 8' booth.

EXHIBIT BOOTH & DISPLAY LIMITATIONS

Show Management provides a standard 8' high draped booth. Drape colour is white. The booth floor is carpeted or hardwood, depending on the location.

Stronco is the on-site official contractor, providing display rentals, signs and other services. Please consult their brochure and order forms online at www.mode-accessories.com, "Fall / Winter Show", Exhibitor Kit: or go directly to www.stroncoonline.com, using the Show Code **492353546** and your booth number.

Please Note: Exhibitors who have appointed another display contractor must notify Show Management before July 11, 2019. It is imperative that you request proof of liability insurance from your contractor and forward to our office. Any damage to the show venue caused by your contractor will be billed directly to the exhibitor.

COUNTERFEITS & INFRINGEMENTS

Counterfeit products, infringement on trademarks and licensing will not be tolerated. It is show management's policy to expel exhibitors with counterfeit products or illegal business practices.

BOOTH SIGNAGE

All exhibitors must furnish their own company sign. The sign must be prominent and visible. Each booth is provided with a booth number sign which is located on the floor in front of the booth.

EXHIBITOR BADGES

All exhibitors must be identified by wearing an exhibitor badge. You may register online at www.mode-accessories.com. Under Exhibitors, scroll down to Exhibitor Badge Registration, then click the link to register. Once completed, you will receive an email confirmation after your registration has been verified. Your password is chosen by you. **Badges will be printed on site.**

FIRE & BUILDING REGULATIONS & FLAMEPROOFING

All Display material must meet safety standards and be flame retardant. Use of foam core is prohibited unless covered or treated and has been approved by the Fire Marshall. Display material can be sprayed with flame retardant solution, available at hardware stores.

FREIGHT SHIPMENT

Stronco is the official carrier for Mode Accessories. However, you may choose to use other freight/transportation companies. **Please ensure that the carrier you use is aware of the one day Move-in on Saturday, as well as Move-out on Tuesday evening, and they must have adequate insurance to cover any damages during shipping.**

No shipments will be received at the show venue prior to the designated Move-in day.

Advance Show Receiving: Stronco has a warehouse to receive goods up to 30 days prior to the show's Move-in. Stronco can accept goods from across Canada or the U.S. as they have a bonded warehouse. This allows exhibitors to ship with their regular carrier and avoid line-ups moving into the show. Please see Advance Receiving form online, deadline is August 5, 2019.

HOTEL ACCOMMODATION

A limited number of rooms at the special rates are available on a first come, first served basis. Please make reservations as soon as possible by calling the hotel of your choice directly, quoting the Mode Accessories rate, guaranteed only until the deadline dates stated below.

Delta Hotels by Marriott Toronto Airport & Conference Centre

655 Dixon Road, Toronto, ON M9W 1J3

\$156.00 Single/Double Deadline: July 11, 2019.

Free WiFi, Free Airport Shuttle, Telephone: 1-800-668-3656

INSURANCE

Exhibitors who have business insurance should check that their policy covers their participation in the Mode Accessories Show. Usually, the policy can issue a rider to cover your business at the show at no extra fee.

If you do not have insurance, you should purchase specific coverage for the show. The following companies provide special insurance coverage for exhibitors in shows: www.exhibitorinsurance.com

ORDER FORMS SHOW SERVICES

Order forms are available online at www.mode-accessories.com. Under Exhibitors, select Already Exhibiting, scroll down to the appropriate tile. Follow the links for the various forms. Rental and services from Stronco can also be ordered online at www.stroncoonline.com by using **Show Code: 492353546**. Deadline for most of the services is July 19, 2019

SAFETY REQUIREMENTS

All persons using the dock area during move-in and move-out will be required to wear CSA approved safety boots, in accordance with the Health & Safety Act. ALL exhibitors must submit this form, which can be downloaded from www.mode-accessories.com within the "Exhibitor Kit" page. Please ensure that it is completed and returned to Show Management before July 19, 2019

SECURITY

Show Management provides 24-hour surveillance to secure the show. Storage cages are available for rental if you wish to lockup and secure your stock each night. Exhibitors are permitted to remove products from the show as long as they are identified by their exhibitor badge. Show Management is not responsible for any loss or damage to merchandise.

SHOW DIRECTORY LISTING

Each exhibiting company will receive a free text listing in the show directory. Please complete and return the "**Show Directory Listing Form**" by the deadline date to ensure inclusion. This form is available online with the "Exhibitor Kit". Deadline is July 5, 2019.

SHOW DIRECTORY
ADVERTISING

In addition to the free text listing, paid advertising in the show directory is available exclusively to exhibitors. Please refer to the “**Show Guide Advertising**” form online for details. Other advertising opportunities may be available from time to time, ex. Banners, showcases, etc. Call us with your ideas or watch for special bulletins. Deadline is July 5, with ad material due July 12, 2019.

SHOW OFFICE

Show Management maintains a show office on-site from move-in through to move-out. The show office, is located in the South Lobby of the hotel.

SHOW RULES &
REGULATIONS

For full details, please refer to the copy of Rules & Regulations attached to your **signed application/contract** for the show.

STORAGE
FACILITIES

Show Management provides a storage service in trailers. All cartons and crates must have storage labels on them, supplied by **Stronco** from their service desk at the show. Once labelled, emptied crates and cartons will be taken by Show Management’s material handlers to storage. Please do not store any cartons or crates with products in them as we do not take responsibility for loss of, or damage to, goods. Crates, boxes and packing material **MUST** be removed from the booths. **Any packing materials stowed behind booths or left in corridors will be disposed of by the hotel in accordance to fire regulations**

SHOW WEBSITE

www.mode-accessories.com

This is the show’s public website where visitors can access general show information, the exhibitor list, floor plans, and online registration for buyers to attend the show. Each exhibitor’s company name, booth number, and product categories will be shown as part of the Exhibitor List.