

# Exhibitor Manual

## The Toronto Motorcycle Show



February 16-18, 2024  
Enercare Centre, Exhibition Place, Toronto  
Halls B, C & G

<https://motocanada.com/shows/toronto/>



Dear Exhibitor:

Welcome to the 2024 Toronto Motorcycle and Powersport Show! On behalf of everyone at Moto Canada Connect, we are thrilled that you have decided to exhibit at the 2024 show, and we look forward to providing you with a profitable platform to showcase and sell your products and services to thousands of motorcycle enthusiasts.

Your success as an exhibitor is important to us. All the tools, resources, and information that you need to maximize your experience at the show can be found in this Exhibitor Manual. Please read through each section carefully and be sure to pay special attention to the rules and regulations. The Exhibitor Manual is an integral part of your Contract and it's your responsibility to understand and respect the show's insurance requirements, exhibit specifications, fire regulations and shipping information.

Enclosed you will also find all the contact details and deadline dates for the various show service providers. From electrical and sign hanging to hotel and décor, everything you need to arrange for, and order is outlined here. Corresponding order forms for each show supplier can be found in the Exhibitor Order Forms tab of the For Exhibitors section on the show's website at <https://motocanada.com/shows/toronto/for-exhibitors/>

To place your orders, please order through **the appropriate supplier(s)**. **Important: orders placed after the specified deadline dates are subject to surcharges. To avoid paying additional fees, please ensure your forms are returned before the specified deadline dates as outlined on page 20.**

If you have any questions or need further information, please contact Operations Coordinator, Julia Camplani at [jcamplani@motocanada.com](mailto:jcamplani@motocanada.com) or Sales & Marketing Manager, Vincent Trépanier [vtrepanier@powersportservices.ca](mailto:vtrepanier@powersportservices.ca) or by calling us at 855-794-7487

We look forward to working with in you February!

All the best!

Julia Camplani  
**Operations Coordinator**  
Moto Canada Connect  
Suite 201, 3000 Steeles Ave East  
Markham, ON L3R 4T9

Toll Free: 1-855-794-7487 x 101  
Fax: 416-493-1985  
[jcamplani@motocanada.com](mailto:jcamplani@motocanada.com)  
<https://motocanada.com/shows>

Vincent Trépanier  
**Sales & Marketing Manager**  
Moto Canada Connect  
Suite 201, 3000 Steeles Ave East  
Markham, ON L3R 4T9

Toll Free: 1-855-794-7487 x 103  
Fax: 416-493-1985  
[vtrepanier@motocanada.com](mailto:vtrepanier@motocanada.com)  
<https://motocanada.com/shows>

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## SHOW FACTS

### Show Dates & Hours:

Friday February 16, 2024	12:00 pm – 9:00 pm
Saturday February 17, 2024	10:00 am – 8:00 pm
Sunday February 18, 2024	10:00 am – 5:00 pm

**ALL exhibits must be open and staffed during all show hours.**

**EXHIBITORS WILL HAVE ACCESS TO THE EXHIBITION HALL ONE HOUR PRIOR TO OFFICIAL OPENING HOURS.**

### Admission (taxes included):

Adults: \$22.00  
Seniors (ages 65+) \$7.00  
Junior (6 to 14) \$14.00  
Children (5 & under): free  
Family Pass (2 adults + 2 juniors): \$50.00

**Show Location:** Enercare Centre, Exhibition Place  
100 Princes' Blvd, Toronto, ON M6K 3C3

### Show Staff:

Mischele Stevens – Director of Events [mstevens@motocanada.com](mailto:mstevens@motocanada.com)  
Vincent Trépanier – Sales & Marketing Manager [vtrepanier@motocanada.com](mailto:vtrepanier@motocanada.com)  
Julia Camplani – Operations Coordinator [jcamplani@motocanada.com](mailto:jcamplani@motocanada.com)

### Contact us at:

Moto Canada Connect  
The Motorcycle Shows  
Suite 201, 3000 Steeles Ave East  
Markham, ON L3R 4T9  
Toll Free: 1-855-794-7487  
Fax: 416-493-1985

**On-Site Show Office Location:** Room 107

### Show Office Hours:

Wednesday February 14	8:00 am – 6:00 pm
Thursday February 15	8:00 am – 8:00 pm
Friday February 16	8:00 am – 9:00 pm
Saturday February 17	9:00 am – 8:00 pm
Sunday February 18	9:00 am – 7:00 pm

### Shipping Address and Instructions:

Company Name  
Booth Number  
Attn: Exhibit Contact Person  
Toronto Motorcycle Show 2024  
Enercare Centre, Exhibition Place  
100 Princes' Blvd.  
Toronto, ON M6K 3C3

***Note: Show Management will not accept COD shipments. All freight must be pre-paid. Shipments will not be received at the Enercare Centre prior to Wednesday, February 14<sup>th</sup> @ 8:00 am and must be removed by midnight February 18<sup>th</sup>.***

## **MOVE-IN PROCEDURES**

### **MOVE-IN DATES:**

Wednesday, February 14, 2024 (Scheduled Move-In) starting at 8 am **(for MMIC partner companies only)**

Thursday, February 15, 2024 (Scheduled Move-In) starting at 8 am **(everyone)**

Each exhibitor will be provided with a detailed move-in schedule two weeks in advance of the show. The order is very specific and critical to the orderly execution of the move-in.

**\*NOTE THAT NO CHILDREN UNDER THE AGE OF 16 ARE ALLOWED ON THE SHOW FLOOR DURING MOVE-IN OR MOVE-OUT. The Ministry of Health and Safety and the Ministry of Labour consider the show to be a construction site during move-in and move-out. No Exceptions!**

All vehicles regardless of size must have a scheduled unloading time. If you have more than one vehicle delivering materials at different times, you must indicate this on the move-in form filling in a separate form per vehicle. Indicate any special requirements your shipment may have on the Move-In requirement form (i.e.: weight, dimensions, trucking or cold storage). A complete move-in schedule, crate delivery times, exhibit assembly times and crate loading times will be e-mailed to you.

The Toronto Motorcycle Show requires that all exhibitors move-in according to a scheduled time/order as specified. Exhibitors who do not adhere to the scheduled time/order risk being scheduled at the end of move-in. Loads arriving at unscheduled times will be turned away until all scheduled loads are completed. Moto Canada Connect, The Toronto Motorcycle Show, The Enercare Centre and MMIC (Motorcycle and Moped Industry Council) accept no responsibility for dislocations, financial loss, or any other negative impact arising from the actions or lack of action of exhibitors who disagree with this advice or lost or stolen property on show site. Exhibitors are responsible for having their booths set up by 8:00 am on Friday. The show will open at 12:00 pm (noon) on Friday.

**FORKLIFT & DOLLY SERVICES:** Forklifts with operators must be ordered in advance, **at the exhibitor's full expense**, to deliver skidded freight/crates from truck to display during move-in and move-out. Forklifts and operators must be ordered directly through the official material handling company Stronco Show Services – visit the show's website to access Stronco order forms.

**MATERIAL HANDLING DURING MOVE-IN:** No uncrating, unpacking, or movement of crates or packages to and from exhibits by forklift trucks or dollies, and no movement of vehicles outside of the exhibit will be permitted after 6:00 pm on Thursday or prior to the show opening on Friday. At that hour, workmen will commence to totally clean the aisles, and lay the aisle carpeting. Material being taken to and from exhibits **MUST BE CARRIED BY HAND** AFTER 6:00 pm on Thursday and from 8:00 am to 12:00 pm on Friday.

**STORAGE:** The Enercare Centre has limited provisions for storage of empty crates, packing material, cardboard boxes, skids, literature etc. Exhibitors are recommended to arrange for their own offsite storage of these materials. The Motorcycle Toronto Show will provide limited on-site accessible storage which can be arranged through Stronco. Please inquire with the Show Office on the availability of Secure and Accessible Storage.

**SECURITY CAGES:** In order to maximize protection for your show material, Stronco Show Services can provide security cages before, during and after the show, visit the show's website to access Stronco order forms.

**ADVANCE WAREHOUSE:** An advance warehouse has been set up with Stronco for those exhibitors who wish to ship exhibit materials to arrive prior to the scheduled show move-in days. The warehouse can accept both domestic and bonded (international) freight. Please see the website for advance show receiving order forms. Order deadline is Feb 3, 2024. Advance shipments can be received between Jan. 25 – Feb.10, 2024.

**OFFICIAL NATIONAL CARRIER:** Lange Transportation has been appointed the official carrier for The Toronto Motorcycle Show. Lange specializes in the movement of exhibits and product for events across Canada. They are equipped to handle all types of shipments from skidded and crated, to loose materials; including bikes that require blanket wrap and strap service. As the official carrier, Lange will be given priority docking privileges during the move-in. The transportation order form can be downloaded from the show's website. Please contact Ryan Cuthbert 905-362-4380 or by email at [ryanc@langeshow.com](mailto:ryanc@langeshow.com).

**CUSTOMS BROKER:** Lange Transportation has been appointed as the official customs broker for The Toronto Motorcycle Show. If you are sending exhibit material from the United States we strongly recommend that you contact Lange for guidance. For all International customs and shipping needs, please contact Lange directly. For exhibitors who will be arriving by plane or in a private vehicle with their goods, please notify Lange six weeks in advance so that the proper documentation (PAPS) can be prepared for the appropriate border crossing. Customs information can be downloaded from the show's website or contact: Please contact Ryan Cuthbert 905-362-4380 or by email at [ryanc@langeshow.com](mailto:ryanc@langeshow.com).

## MOVE-OUT PROCEDURES

**MOVE-OUT DATE:** Sunday, February 18, 2024 (5:00pm to Midnight)

MOVE-OUT is to be completed within a 7-hour period; all exhibits must be REMOVED from the building by midnight, Sunday. Any displays left after this time will be removed at the exhibitors' expense. Show Management will confirm additional move-out details through the Exhibitor Move-out bulletin to be distributed the morning of Sunday February 18, 2024.

**NOTE:** Please ensure that no motorcycles are removed until aisle carpets are rolled up. It is important that exhibitors do not leave exhibits unattended at any time during the Move-out period, as it is almost impossible to protect against pilferage during the dismantling period.

## SHOW RULES & REGULATIONS

**DESIGN AND LAYOUT REQUIREMENTS:** All floor surfaces of displays, booth or groups of booths must be covered with carpet or other approved floor covering. Standard 10'x10' booths or groups of booths (other than exhibit spaces open on all four sides) will be provided with curtains eight feet (8') high at the rear and three feet (3') high on each side. No object or portion of an object forming part of a booth or group of booths or being exhibited in such booth or group of booths may be more than eight feet (8') high. The rear, top and sides of all exhibit material must be arranged so that it is attractive in appearance from all angles. Wires, braces, framework, and other encumbrances must be concealed and invisible from above, below and alongside the structure. Custom built displays are encouraged. The official show decorator is Stronco Show Services. They offer a variety of booth, furniture, and flooring rental solutions. Order forms can be downloaded from the show's website.

**DOUBLE SIDED CARPET TAPE:** Exhibitors who wish to lay their own carpet or floor covering must use an adhesive tape that will not damage the facility floor. Three types of brands of double-sided tape can be used at the Enercare Centre: Polyken 105c LPDE, Scapa 274004 or DC-W002A. **NOTE:** If the correct tape is not used, any floor cleaning charges will be at the exhibitor's expense.

**APPROVAL:** Exhibitors planning to use special equipment or construction materials are required to submit plans to Show Management prior to January 12<sup>th</sup> 2024, to ensure compliance with show and union regulations.

**OVERHEAD SIGNAGE RESTRICTED TO "BULK" SPACE EXHIBITORS ONLY:** No signage for exhibitors is permitted outside the limits of the exhibitor's booth, group of booths or display area. Signs may in no case exceed the dimensions of the exhibit's booth space. The contents of any signs must be related directly to the name of the exhibitor's products or services offered by the exhibitor during the show. Signs must show a professional level of graphic quality. Show Management reserves the right to remove signs not conforming to these standards.

**CEILING ATTACHMENTS:** Installation of elements suspended above a booth or bulk space exhibit requires prior permission from show management. In no case may the lowest part of a suspended element be less than twelve feet from the floor. The ceiling height is 39'6". All suspended elements must be visually attractive from all angles. Wires, braces, framework, and other encumbrances must be concealed and invisible from all angles. All departures from this rule must be submitted in writing to show management, which reserves the right to approve or deny any exceptions. The total of all suspended elements must in no case exceed the overall dimensions on the booth, group of booths or display area of the exhibitor. For more information refer to the Enercare Centre order portal or

**SUBLETTING:** No exhibitor may sublet any portion of his or her allocated space to another supplier or dealer without the express written consent of Show Management. Only those items listed on the Space Application/Contract will be allowed in the booth.

**CANCELLATION POLICY:** No amount paid or payable by the Exhibitor hereunder is refundable in the event the Exhibitor does not use the reserved space. Show Management shall have full power in the interpretation and enforcement of all Rules and Regulations whether contained herein or otherwise and the power to make such amendments thereto and such further rules and regulations governing participation in the Show as it shall consider necessary for the proper conduct of said Show. No amount paid or payable once Show Management has accepted a contract is refundable in the event that the Exhibitor does not use the reserved space. For complete details see the reverse side of the Space Application / Contract.

**PAYMENT OF ACCOUNT:** Full and final payment for exhibit space must be made by January 16, 2024. Any payments made after this date will only be accepted in the form of CASH, CERTIFIED CHEQUE, BANK TRANSFER or CREDIT CARD. Show Management reserves the right to refuse entry to any exhibitor whose account has not been paid in full.

**LATECOMERS / NO SHOWS:** Any space not claimed and occupied or for which no special arrangements have been made prior to 8:00 am Friday, February 16<sup>th</sup>, 2024, may be resold or re-assigned by Show Management, without any obligation on the part of the Toronto Motorcycle Show or Moto Canada Connect for any refund whatsoever.

**STAFFING OF EXHIBITS:** Exhibitors are required to maintain staff in their exhibits during all hours of the show. Security of goods and display materials is an added problem when exhibits are not staffed. Show Management will close unstaffed booths.

**CLEANING SERVICES:** Extraordinary bulk trash (cardboard boxes, skids, and packing materials) is not included as “Cleaning Services”. Removal of this form of garbage will be charged directly to exhibitors at prevailing rates. Aisles only are the cleaning responsibility of the Toronto Motorcycle Show and are attended several times daily with full cleaning after hours. Exhibitors may order booth cleaning services through the Enercare Centre – visit the show’s website to access the online order portal.

**CARE OF PROPERTY:** Use of nails, screws, hooks, tape or any material, which could mark the floors, or walls of the exhibit hall is prohibited. Also, to ensure safety, fire department regulations state that construction or ceiling decorations must not be fastened to the sprinkler system or fire extinguishers anywhere in the building. Pursuant to the Exhibit Space Contract, exhibitors shall be liable for any damages caused by same or by their representatives, to building floors, walls and columns, as well as to the property of other exhibitors. It is forbidden to paint the floor or to place anything on it without adequate protection, and this only with management’s prior written consent. Any damages caused by exhibitors, or their employees shall be repaired at the exhibitor’s expense.

**AISLE SPACE:** Aisle space may not be used for exhibit purposes, or for general solicitation of business. It is strictly prohibited to distribute or display souvenirs, samples or advertising material of any kind outside of contracted exhibit space. Verbal, physical and visual solicitation must be done inside your booth. It is also forbidden to distribute or exhibit articles that could impede Show activities or obstruct access to neighboring booths and aisles. No promotional activity of any kind is permitted outside your stand.

**PROJECTIONS AND SOUND EQUIPMENT:** Show Management must approve all large-screen A/V presentations in advance without exception. The sound portion of audio-visual presentations must be kept at a level, which does not interfere with other exhibitors. SHOW MANAGEMENT WILL REGULATE VOLUME. Large-screen audio-visual presentations must be designed and regulated such that the viewing audience is contained within the confines of the rented space. A/V presentations, which cause audience overflow into neighbouring exhibits, or impede traffic flow in show aisles, may be ordered removed.

**DELIVERIES AND REMOVAL OF GOODS:** Small cases, boxes and other parcels may be delivered daily, by hand or on a small cart, one hour prior to the show opening. Under no circumstances may deliveries be made during show hours. Removal of goods from the show floor during show hours require a Merchandise Release Form completed and signed by authorized staff in the Show Office. No authorization will be given between 3 pm and 5 pm on Sunday (closing day).

**FIRE REGULATIONS:** In the event that a portion of the exhibitor’s backwall is a “fire exit door”, the exhibitor must leave total access to it and may not drape it, cover it, or obscure it in any way. Total access must be available from aisles to exits at all times, and without obstructions of any kind. Exhibitors may not obscure any exit, aisle, service panel, control valve, fire hoses, switch, lever or handle at any time. Decisions of the representatives of the office of the Toronto Fire Marshall will always take precedence. ALL EXHIBITORS MUST COMPLY WITH THE FIRE REGULATIONS ENCLOSED IN THE EXHIBITORS KIT FOR THE ENERCARE CENTRE. Plans, which provide for backwalls must be submitted to the Toronto Fire Marshall and the Fire and Safety Officers of the Enercare Centre for approval at least 2 months in advance of Show opening.

**FIRE PREVENTION (MATERIALS):** All exhibits must conform to the Ontario Fire Marshall’s regulations. All objects, materials and textiles used in the booth must be non-flammable (including tents or canopies). Exhibitors must have their fireproof certificate on hand in their booth. All exhibits that are approved by Show Management to be enclosed (offices, etc.) or covered (canopy style) are required to have at least one fire extinguisher within.

**FIRE PREVENTION (FUEL TANKS):** Fuel tank caps must be locked for all fuel tanks containing gasoline or having previously contained gasoline. Fuel tanks should not be more than one half full. Gasoline, propane or diesel fuel engines may not operate during Show hours. All motorized vehicles must be pushed on the show floor. Please refer to the Fire Prevention Guide for more details.

**FIRE PREVENTION (BATTERIES):** Batteries must be disconnected. Exhibitors failing to comply with these standards may be requested by fire inspectors to dismantle their booths immediately. All electric equipment operating at the Show must be approved by the C.S.A. and have their seal of approval. Please refer to the Fire Prevention Guide for more details.

**SECURITY:** GSS Security Limited will be on duty from Wednesday February 15<sup>th</sup> until Monday February 20<sup>th</sup>. Exhibitors must understand that all property exhibited is solely at their own risk. The Toronto Motorcycle Show, Moto Canada Connect, MMIC (Motorcycle and Moped Industry Council) and The Enercare Centre will do their utmost to provide a safe secure building but cannot assume any responsibility for the safety of exhibits against theft, robbery, fire, accident or other mishaps. Please contact GSS directly for any private booth security requirements at 905-547-5552 or email Neil Fardy at [neil@eventhub.ca](mailto:neil@eventhub.ca).

**NOTE:** In the interest of providing the best possible security, exhibitors are requested to leave the building within one hour after show closing and are allowed access one hour prior to show opening. Exceptions will be made provided exhibitors receive approval from Show Management. Exhibitors are asked to wear their exhibitor badge and wrist band at all times while in the show facility.



**VEHICLE CERTIFICATION:** All on-road vehicles displayed in the show for retail sale, must be Canadian Motor Vehicle Safety Standards (CMVSS) certified.

**BALLOONS:** The use of helium balloons, glitter, confetti or the distribution of adhesive backed decals is strictly prohibited at the show.

**SMOKING BY-LAW:** SMOKING IS PROHIBITED IN THE FACILITY as per Smoking By-Law No. 406-79

**INSURANCE:** All exhibitors must have General Commercial Liability insurance of a minimum of two million dollars prior to the show. The Exhibitor shall add Show Management (8061246 Canada Inc. o/a Power Sport Services) as an additional insured and hold Show Management harmless from any damage, expense or liability, to or in respect to any person, arising out of the exhibitor's occupancy of the licensed space or anything or matter connected with such occupancy or the activities of the exhibitor, its servants, agents or employees in conjunction therewith, whether or not such activities shall occur in the licensed space, the building or elsewhere. **Every exhibitor is required to provide Show Management with proof of insurance 30 days prior to the show's move-in. No Exceptions!** Insurance Information Sheet and Order Form can be downloaded from the show's website.

**PERSONNEL:** Exhibitors shall be responsible for their employees, agents, suppliers, and contractors throughout the duration of the Show, and shall ensure that at least one person is left in charge of the booth at all times.

**ELECTRICAL SERVICES:** Show Management provides no outlets or installations. If these are required, exhibitors must make arrangements with the official electrical supplier Showtech directly. See show website for Showtech Electrical/Lighting Services pricing and order portal. **EXHIBITORS MAY NOT SHARE OUTLETS.** Extension cords must have three prongs with electrical ground. Any connection failing to conform to these standards shall be deemed unsuitable for use.

**LIGHTING:** Lighting must always be supported in a safe manner and never intrude on other exhibitors or the public. Beams of light must converge on the floor or interior walls of the exhibitor's booth, group of booths or display area only. No lighting will be permitted to create glare in the aisles or adjacent display areas. Stroboscopes, neon signs, flashing or twinkling signs, flashing, or gyrating lights, signs with flashing borders or laser effects are not permitted.

**HANGING SIGNS OVER BULK EXHIBIT SPACE:** The Enercare Centre has a signage hanging policy. If you are planning to hang a sign or banner over your bulk space exhibit area, you must fill out and submit the signage installation service order form found on the show's website in the Enercare Centre area and return it directly to Enercare Centre. Once your form has been received your request will be evaluated and every effort to incorporate your sign/banner into this year's show will be made. Failure to complete the Signage Installations Service Order form may result in permission being denied for hanging a banner or sign.

**EXHIBITOR GIVEAWAYS, DRAWS, RAFFLES, PROMOTIONS, CONTESTS:**

Exhibitors are encouraged to offer promotional prizes to promote sales of displayed products or services. Programs of this nature must be "free entry" or offered as "added value" in conjunction with an immediate product or service purchase. Raffles and contests, requiring a "payment to win" or for "fund raising" purposes are NOT PERMITTED without the express written permission of Show Management. Promotions and contests organized by the exhibitors in conjunction with their participation in the Show may not involve Show Management in any way.

**TELECOMMUNICATIONS:** Exhibitors who require telephone services or a wired Internet connection in their booth must make arrangements directly with the Enercare Centre – pricing and order information is available on the Enercare portal on the show's website.

**FOOD SERVICES:** Food and bar services are provided exclusively by the official catering company to the Enercare Centre – OVG360. You can now order meals (breakfast, lunch, dinner) directly to your booth, once ordered OVG360 will deliver it right to your booth at the specified time you request it. Food and beverage offerings can be ordered directly on the Enercare portal found on the show's website.

## EXHIBIT RULES AND REGULATIONS

**Retail Sales:** The show is intended to promote business for the motorcycle industry at large. Promotion, order, and sale activities may take place in any booth spaces available (standard space, bulk space) but the delivery of products to customers by an exhibitor at the show is limited to specific booth spaces in the retail area of the show only. These are new product, public showcase shows. Non-current, but unsold new inventory is acceptable. **No used equipment may be showcased / sold.**

**Exhibit standards for displays and signage must meet or exceed the following guidelines:**

1. Display areas must have carpet or other appropriate floor covering throughout. There will be no exceptions. **Exhibitors must use the one of three approved carpet tapes: Polyken 105c LPDE, Scapa 274004 or DC-W002A.**
2. NO CHILDREN UNDER THE AGE OF 16, are permitted on the show floor during Move-In (up until 12 noon on Friday) and Move-Out (starting Sunday at 5pm). In accordance with Provincial Regulations, all children will be asked to leave the premises immediately.
3. Professional signs are required and expected. NO HAND-WRITTEN OR "HOME MADE" SIGNS. All signs must be made of firm material that does not sag, or provision must be made to post the sign properly. Use of duct tape or related materials may not be used to hang signs on support mechanisms. Signage must not exceed the backdrop height restriction of 8'. If required, Show Management has the final word on placement and suitability of any sign.
4. Insurance: exhibitors and non-profit clubs or associations must provide Show Management with proof of insurance, prior to the show, in the amount and type specified in the insurance provision of the Exhibit Space and Display Standards. Please refer to insurance form information sheet and order form that can be found on the show's website.
5. Professional looking displays are required and expected. Cardboard/storage boxes cannot be stored inside booth spaces. They must be placed in the designated storage area or put back on your truck. Custom built displays are encouraged. It is up to the exhibitor to ensure all display material conforms to the regulations posted in the Exhibitor Manual.
6. "Pop -Up" Tents are not allowed due to fire regulations unless pre-approved by Show Management and the fire marshal for the show.
7. Exhibitors are not permitted to promote Night Clubs or Adult Clubs or use any staff or volunteers from those Clubs in their exhibit to promote their exhibit.
8. Dress Code is "Business Casual" or attire reflective of the product or service the general public may purchase from your company. Dress should at all times reflect the family atmosphere. Proper personal grooming of all your staff should be assumed and includes clean attire and generally courteous public demeanor at all times.
9. Retail exhibitors are not to sell or display inappropriate clothing or products (i.e. slang, slurs, racist, sexist or offensive language, products for drug use, explicit videos or videos condoning and promoting improper riding). Show Management reserves the right, without compensation to the Exhibitor, to prohibit or remove any product which, in Show Management's opinion, does not conform to the show's Exhibit Space and Display Standards. Show Management has the final word on placement and suitability of any product displayed.
10. Use of space by exhibitors should not infringe on aisles. This includes areas for trying on clothes or viewing areas for video presentations. Sound levels must be monitored to be respectful of your neighbors.
11. All retail exhibitors must provide documents stating the services/warranty of the products or services they offer for sale at the show, with a copy of their return/refund policy. Exhibitors must provide receipts.
12. Club or non-profit organizations need to supply a display and material description to Show Management before a contract is issued. Non-profit Clubs & Associations must comply with all standards i.e.: professional signs, full coverage carpeting etc. Charities must provide receipts for all donations.
13. All exhibitors must supply Show Management with an exhibit description that includes all products, draws, etc. that will be in the booth before an application is approved and a contract is issued.
14. It is the exhibitors' responsibility to be aware of Show hours. Displays and products must remain in full service up to closing. Early break down/move out is not permitted. Show Management reserves the right to charge violators a penalty and/or withhold display space for subsequent shows.
15. Fire regulations strictly prohibit starting the engine of any motorized motorcycle, ATV, or vehicle etc. during show hours. All vehicles must be displayed according to fire regulations as stated in the Fire Prevention Guide.
16. **Staff of an authorized motorcycle and power sport dealer(s) shall not conduct or attempt to conduct sales within the confines of the OEM booth. Discussions related to a sale of product may take place within the show in their own dealer booth or in the lounge/restaurant area or in some other discrete area.**
17. All on-road vehicles displayed in the show for retail sale, must be Canadian Motor Vehicle Safety Standard certified.
18. Show Management reserves the right to enforce the above Exhibit Space & Display Standards. Please Note - any exhibitor not complying with any of the above standards may be required to leave the show floor and future exhibiting will be at risk - NO EXCEPTIONS.

Booths must adhere to and exhibitors must submit the show's Exhibit Space and Display Standards form. Exhibitors who wish to upgrade their booth display should contact the show's official show decorator Stronco Show Services. They offer a variety of booth, furniture and carpet rental solutions. Order forms can be downloaded from the show's website.

## **Occupational Health and Safety Act & Regulations for Industrial Establishments**

Power Sport Services (PSS) would like to ensure the move-in and move-out of the show runs as smoothly as possible for everyone involved. The health and safety of everyone on the show floor is of utmost importance. These health and safety requirements are not only best practices but are also requirements of the Occupational Health & Safety Act. Everyone on the show floor must work together and needs to be responsible for ensuring a healthy and safe working environment.

All Exhibitors are required to ensure health and safety of everyone, including their onsite employees and suppliers/contractors retained to provide services on their behalf on the show floor. In order to ensure that everyone understands the importance of these requirements all Exhibitors are required to sign and return the "Health and Safety Acknowledgment Form" prior to move-in.

Show Management will be monitoring the show floor to ensure a healthy and safe work environment. Should you or your employees observe any hazard or unsafe work practice on the show floor, we request that you notify Show Management immediately.

### **GENERAL HEALTH AND SAFETY REQUIREMENTS**

#### **ALL EXHIBITS MUST:**

- Ensure their on-site employees and suppliers/contractors comply with all required safe work practices as required by health and safety law and outlined in this document.
- Ensure that any of their on-site employees and suppliers/contractors appointed as supervisors have been adequately trained in local health and safety legislation and have a good understanding of the industry hazards & controls as they relate to their responsibilities on the show floor.
- Ensure their on-site employees and suppliers/contractors have been properly trained/certified to carry out all their job tasks safely as required.
- Ensure that any of their on-site employees and suppliers/contractors operating any equipment on the show floor have been properly trained and certified to operate the equipment as required.
- Ensure that all on-site employees and suppliers/contractors whose activities require the use of Personal protective equipment are properly equipped.
- Monitor and enforce the required health and safety practices for their on-site employees and suppliers/contractors during the move-in and move-out.
- Ensure that all exhibitor owned/rented equipment tools and machinery are/have been maintained in safe operating condition in accordance with the manufacturer's specifications.
- Ensure during any overhead work that safe work practices are being complied with.
- Must provide copies of any accident or incident reports to Show Management as applicable.
- Must comply with all safety rules while working in or accessing any common areas.
- Must work together with the facility, management, and contractors to ensure dock/traffic safety is maintained.
- Must implement the required hazard controls as assigned by Show Management.

#### **EMERGENCY PROCEDURES:**

For fire and medical emergencies, please contact the show office located in Room 107 or by calling 416-263-3104

#### **MEDICAL EMERGENCIES**

- All accidents that take place on-site need to be reported to Show Management immediately.
- First aid services are on-site during move-in, move-out and show days to respond to medical emergencies and can be quickly contacted by Show Management by calling the show office at 416-263-3104.

#### **CONSTRUCTION ACTIVITY**

- In accordance with the Ministry of Labour policy where work activity requires the use of elevating work platforms, scaffolding, cranes or other hoisting or lifting devices or where the completed structure will equal or exceed 5 metres in height, or where a part of the permanent or temporary work is required to be designed by a professional engineer, the Construction Regulations will be applied to the work by all Exhibitors employees or suppliers/contractors.
- Where an Exhibitor's on-site employees or suppliers/contractors may be involved in both construction and non-construction activities concurrently in the same area and they cannot be physically separated by time or barrier or distance, then the Construction Regulations will apply to all the work being done in that area.
- All work areas deemed as construction under the control of the Exhibitor's on-site employees or suppliers/contractors will have an adequate barrier erected around the area that will ensure the safety of personnel not working within the construction area.
- The barrier must be maintained by the Exhibitors on-site employees or suppliers/contractors at all times during the period of

activity deemed as construction.

- Only authorized personnel assigned to work within the construction area will be allowed to enter the area and the Exhibitor's on-site employees or suppliers/contractors must monitor that no other personnel enter the area unless authorized to do so for the purpose of conducting work within the area.
- All Exhibitor's on-site employees or suppliers/contractors working within a construction area must wear a CSA approved hardhat and safety shoes at all times.
- All the rules that apply to construction areas will be strictly enforced by Show Management.

#### **SAFETY FOOTWEAR MANDATORY DURING MOVE-IN/MOVE-OUT**

- Due to significant vehicular and equipment traffic, all move-in/move-out, Exhibitor on-site employees and/or suppliers/contractors are required to wear safety shoes when on-site during move-in and move-out.

#### **FREIGHT FREE AISLES AND EXITS**

- In order to provide unobstructed emergency egress during move-in/move-out, freight free aisles will be designated.
- Freight free aisles will be regularly monitored by show management and all items found in these aisles (such as vehicles, crates, carpet, boxes etc) will be required to be moved immediately.
- In addition to the freight free aisles, it is also essential that all exits from the building be kept clear. Similar to the freight free aisles, all items found blocking the exits and passageways will be cleared immediately.
- Exhibitor's on-site employees and/or suppliers/contractors must ensure that emergency exits are not obstructed as per local fire code requirements.
- Exhibitor's on-site employees and/or suppliers/contractors will maintain "freight free aisles" as required.
- In order to avoid congestion, freight free aisles must remain clear at all times. For safety reasons the number of vehicles allowed on the show floor will be restricted by Show Management.

#### **VEHICLE TRAFFIC**

- Vehicles entering the building must adhere to the 5km per hour speed limit.
- Vehicles inside the building must be shut off immediately. No idling is permitted.
- Vehicles may not be re-fueled inside the building.
- Vehicles that are a part of the show and are remaining in the building, must have battery cables disconnected, locking gas caps and the tank must be no more than 1/4 full.

#### **WORKING AT HEIGHTS**

There are many situations where working at heights is necessary. In order to avoid injury, the following procedures must be followed:

- Proper extension devices (ie: ladders) must be used. 12' ladders or higher are not permitted for safety reasons. Items such as tables, chairs, boxes etc. shall not be used to lift a person or to be stood upon.
- All ladders should be maintained in safe working order with suitable heights, weight loads, non-slip footings, rung spacing and tethers capable for what they are subject to.
- When in use, ladders also need to be placed on a firm non-slip ground surface.
- Ensure on-site employees and/or suppliers/contractors working at heights comply with all the local fall arrest and fall protection legislated requirements.
- Proper fall protective equipment (ie; lanyard and safety harness) must be worn when working at heights over 3 metres.
- Ensure a safe and engineered approved anchor is used as the fixed support system for fall protection equipment and that the anchor system meets weight and height requirements for the task.
- Ladders are not to be used as working platforms. If working at heights for an extended period of time, use a proper platform
- All exhibitors, on-site employees and/or suppliers/contractors working at heights must be trained and understand the proper use of fall protection equipment and extension devices.
- Work at heights should be carried out with the use of the proper lifting equipment and personnel must be tied off with the required fall arrest equipment.
- All Exhibitors will reinforce with on-site employees and/or suppliers/contractors strict compliance requirements to fall arrest and fall protection standards and procedures.

#### **OVERHEAD WORK**

In order to minimize the risk of head injuries, the following standards must be followed:

- Minimize the number of staff required in an area where overhead work is taking place.
- Ensure all staff working in an area where overhead work exists are properly equipped with CSA approved hardhats & glasses
- Exhibitors' on-site employees and/or suppliers/contractors carrying out overhead work will set up and maintain a work area protection zone using a barrier that will alert and prevent any personnel from walking or working within any potentially unsafe area under the overhead work.
- Exhibitors shall ensure any rigging work is conducted by competent riggers in accordance with rigging standards.
- Exhibitors shall work with Management to schedule overhead work when there is no other floor work being conducted.
- Exhibitors must ensure all their staff respect all work area protection zones.
- Exhibitors must ensure that all on-site employees and/or suppliers/contractors performing overhead work are trained and work in a safe manner and are aware of potential risks with people working below.
- Only the facility's employees/contracts are permitted to operate scissor lifts and forklifts in the aisles and on the docks
- Only facility's employees/contractors are permitted to perform overhead rigging

## **SLIPS, TRIPS AND FALLS**

During move-in, there may be a considerable amount of debris, water and snow on the floors that can cause potential injury. We ask that exhibitors' on-site employees and/or suppliers/contractors be continuously aware of their surroundings and alert to potential hazards.

In addition, everyone must comply with the following procedures:

- All work areas/booth spaces are to be kept in reasonable order and materials not in use (ie: tools, wood, etc) be stored.
- Reinforce with employees positioning of materials at booths to minimize congestion as much as possible.
- Reinforce with employees placing waste in appropriate waste containers.
- All vehicles entering the buildings must have competent drivers and ensure that precautions are taken to avoid excess snow, rain, oil, etc. on the show floor.
- All vehicles and trailers must be in proper working condition with no fluid leaks.
- Utilize the minimum amount of packaging required and return packaging when possible (ie: wood, reusable packaging etc).
- Notify Show Management of any unsafe practices or conditions noticed that could pose a potential hazard.

## **OPERATION OF TOOLS**

Although power operated hand tools are utilized daily at your business, please review the following policies while on the show floor.

- Ensure all on-site employees and/or suppliers/contractors operating tools are trained, competent and knowledgeable on the proper and safe operation of tools.
- Ensure all on-site employees and/or suppliers/contractors are properly equipped with the appropriate tools for completing tasks.
- All power tools must be in safe working condition with the appropriate safety mechanisms and guards.
- All on-site employees and/or suppliers/contractors operating tools are required to wear appropriate personal safety equipment. Safety gloves and glasses are essential when risk of hand and eye injuries are high.

## **CHEMICAL USE AND EXPOSURE**

- Chemicals may have strong odors and are also extremely dangerous, as a result, all work with hazardous materials should be restricted, and all precautions must be taken to minimize the exposure of the chemical.
- Exhibitors must inform Show Management of any chemicals to be used or introduced to the show floor during move-in and during move-out (including such items that may create dusts or fumes from mobile equipment exhaust). Show Management reserves the right to restrict or not allow the use of specific chemicals.
- Exhibitors must provide copies of Material Safety Data Sheets to Management for any chemical to be used on the show floor.
- Only small quantities of paints, cleaners, etc, should be used within the facility. Once the task(s) have been completed, these materials need to be removed as soon as possible.
- Use required controls such as adequate ventilation and personal protective equipment when using chemicals on the show floor.

## **ELECTRICAL WORK**

- Electrical energy is capable of causing severe personal injury, death or fire. Electrical equipment and installations must be installed in accordance with the Quebec Provincial Electrical Safety Code.
- Ensure that only CSA approved electrical equipment or equipment approved by the designated Provincial Authority is used. UL approved equipment is not legal in Canada. It must be ULC.
- Ensure that electrical equipment is in good working order.
- In the event of an emergency ensure that the main power source is easily and quickly accessible.
- Use warnings and barricades to alert unqualified employees of temporary electrical hazards that may endanger them.
- Use personal protective equipment (PPE) when working in areas where the danger of contact with exposed electrical sources is present and likely.
- Any Exhibitor's on-site employees and/or suppliers/contractors working on electrical equipment that will expose them to the risk of electrocution should carry out a lockout/tag out procedure in accordance with safety regulations.
- Exhibitor, where required, will only allow certified electricians to perform electrical work.

## **FREIGHT STORAGE AND STACKING**

- The stacking of freight during move-in and during the show can expose everyone having access to the storage areas to injury resulting from the collapse of crates or any stored and stacked items.
- Improper storage of freight can lead to fire hazards (flammables and combustibles) as well as the blocking of fire exits (including exit routes) and the obstruction of fire suppression equipment such as fire extinguisher, fire hose cabinets and sprinklers.
- Exhibitors shall ensure on-site employees and/or suppliers/contractors assigned to the stacking of freight have been trained on safe stacking practices and are competent.
- Exhibitors must enforce the safe storage and stacking requirements with your staff.
- Exhibitors must comply with all facility restrictions related to the storage and staking of freight.

## **SMOKING**

- Smoking is not permitted within the Facility, including the loading docks. Persons found smoking are subject to the maximum penalty. Smokers outside must not be under an overhang of the building nor are they to be positioned in an area where the smoke may waft into the building.

**FIRST AID SERVICES:** First Aid Services will be available on-site located in Room B2.

## Union Jurisdiction Guidelines

The Enercare Centre requires Show Management and their exhibitors to adhere to all collective agreements in place between the Enercare Centre, Exhibition Place and the following 6 unions.

### 1. LABOURERS (exclusive to local 506)

The role of the Labourers Union Local 506 is to assist in the assembly and dismantling of trade show exhibits and displays at the Direct Energy Centre. The use of exhibit houses, which do not have an agreement with Local 506 is strictly prohibited. The use of exhibitor staff is strictly limited to preparing systems that are in and of themselves the product being showcased for sale. You may use some of your personnel to oversee the assembly of your booth, with labour being provided by Local 506. It is strongly recommended that you seek advice from show management before deciding to use your in-house staff.

- Loading and unloading at all trucks
- Banner/sign hanging
- Assembly and dismantling of prefabricated booths (exhibitors may use some of their own personnel to oversee booth assembly but the actual work must be done by Local 506).
- Use of mechanical equipment (ie. Forklifts, pallet-jacks, etc.)
- Carpet installation
- Cleaning services.

### 2. CARPENTERS (exclusive to Local 27)

Any construction / carpentry work done on the grounds must be performed by a member of the Carpenters Union Local 27. All resilient flooring is to be installed & dismantled by Local 27 Resilient Flooring Division. To minimize on-site costs, exhibitors are advised to perform all cutting, hammering, etc. off-site and leave only the actual assembling via fasteners to be done on-site. Exhibitors can hire whichever company they want to do this type of work as long as the carpenter is a member of Local 27.

### 3. ELECTRICIANS (exclusive to the Enercare Centre)

All electrical/wiring work must be done exclusively by Enercare Centre's contracted electricians. No hard wiring is to be done on site, other than by the Enercare Centre contracted staff. All equipment should be ready to plug in with 3 prong cords and be ESA approved.

### 4. PLUMBERS (exclusive to the Enercare Centre)

The provision of all water/drain/compressed air sources to booths and including final connections must be performed by the Plumbers Union Local 46. These services are provided exclusively by the Enercare Centre's in-house plumbers. Exhibitors cannot hire anyone but the Enercare contractor to perform this work.

### 5. IATSE (exclusive to the Enercare Centre)

The provision of all audio/visual work, rigging, theatrical lighting installations and the unloading & loading of theatrical equipment to booths, must be performed by the International Alliance of Theatrical Staging Employees, Local 58. These services are provided exclusively by the Enercare Centre's staff. Exhibitors cannot hire anyone but the Enercare Centre to perform this work.

Please note: all contractors providing audio/visual production may provide supervision only.

### 6. PAINTERS (exclusive to the Enercare Centre)

Any painting, drywall taping, and associated work must be done by members of District Council 46. Exhibitors can hire whichever company they want to do this type of work as long as the painter is a member of the above-mentioned union.

All issues relative to the amount and type of display work exhibitors can perform with the confines of their booth space must be discussed with Show Management. Please contact Laurie Paetz [lpaetz@powersportservices.ca](mailto:lpaetz@powersportservices.ca) with any questions or concerns.

# EXHIBITOR BADGES

## **FEBRUARY 2<sup>nd</sup> IS THE DEADLINE DATE TO ORDER YOUR BADGES ONLINE**

All exhibitor badge requests must be ordered online in advance by following these simple instructions:

Once your exhibit space application has been approved and your booth space has been assigned, a unique USERNAME will be emailed to you, along with the link to access the online exhibitor badge module. Once you receive this information:

- 1) Login with your **USERNAME** (will be emailed to you) and **PASSWORD** (will be emailed to you).
- 2) Enter in all names of the staff that will be working in your booth – first and last names are required and no “generic” or “guest” badges will be permitted. Once you have entered all the exhibitor badge names – hit the **SAVE CHANGES** button at the bottom of the screen.
- 3) **Please note that the cut-off date for entering your badges is midnight on February 2<sup>nd</sup> 2024.**

Badges are issued, free-of-charge, for exhibit personnel in the following quantities:

0 sq. ft. – 599 sq. ft.	5 badges
600 sq. ft. to 1,000 sq. ft.	10 badges
1,001 sq. ft. to 1,499 sq. ft.	15 badges
1,500 sq. ft. to 1,999 sq. ft.	20 badges
2,000 sq. ft. to 2,999 sq. ft.	25 badges
Over 3,000 sq. ft.	30 badges

Additional exhibitor badges (or replacement for any lost badges) if required, may be purchased in advance by calling our office at 855-794-7487 or at the on-site Show Office during move-in and show days. The cost for a 3-day badge is \$20.00 (tax included).

All badges will be available in the show office, located in, beginning Wednesday February 14<sup>th</sup> 2024. Individual wristbands will be put on at the same time as you receive your name badge. **The wristband must stay on for the duration of the show.** Please have each individual staff member check-in to the show office with appropriate identification to pick up their badge and wristband.

- **No employee can pick up badges for any other employee.**
- **ONLY BONA-FIDE EMPLOYEES OF THE EXHIBITING COMPANY, WORKING REGULARLY IN THE EXHIBIT, ARE ELIGIBLE FOR EXHIBITOR CREDENTIALS.**
- **Badges are not transferable and may be revoked at any time at Management’s discretion.**

Any exhibitor caught “badge” swapping will lose badge and wristband privileges and will be required to purchase entry for each day after an incident has occurred.



## PARKING AT THE ENERCARE

Exhibitors at the Enercare Centre can pre-purchase a discount parking pass.

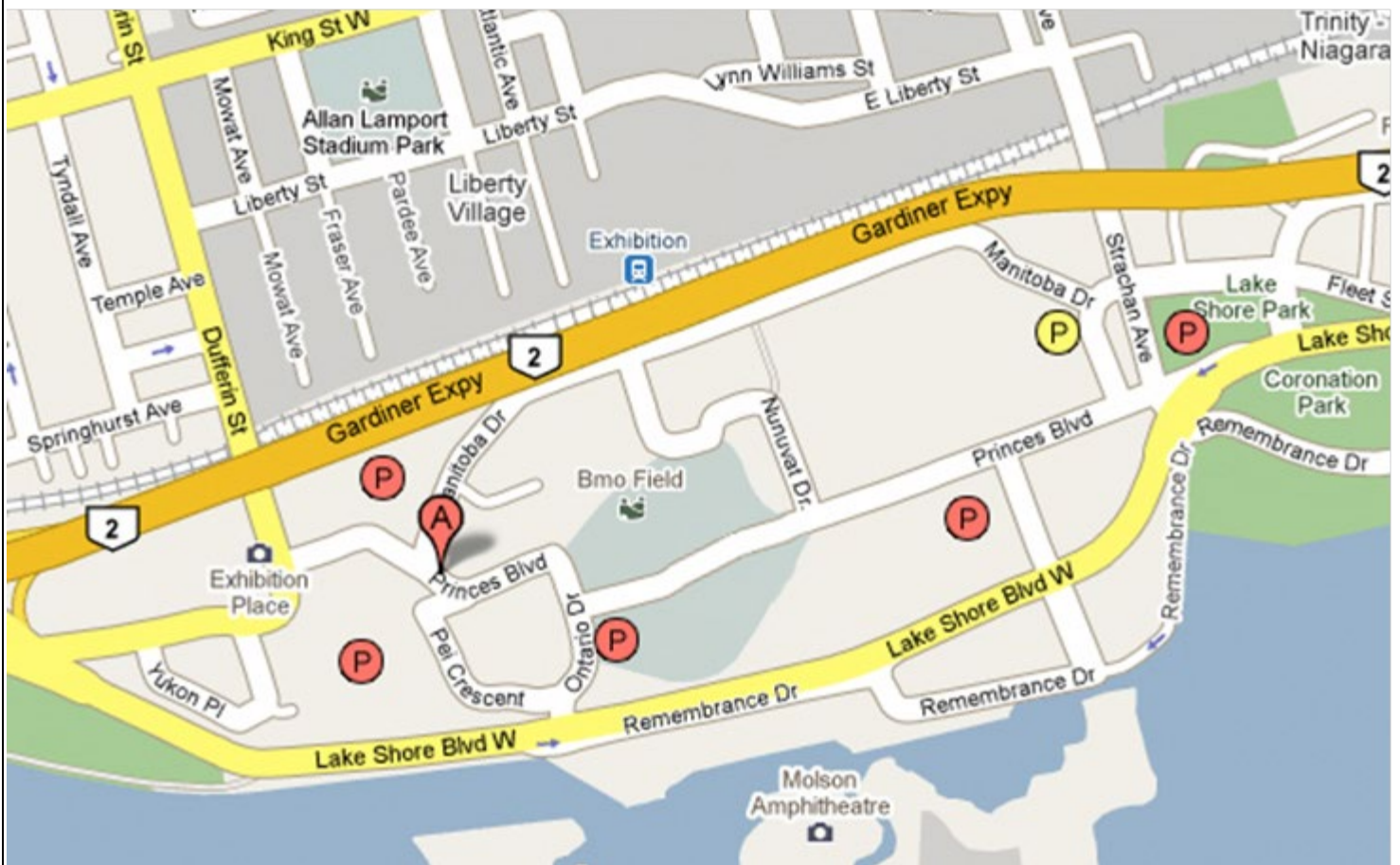
Single day passes are NOT available. Single day parking can be purchased at kiosks on-site at the daily posted rate. Please note, there is a height restriction of 6'10" for the Indoor Parking Garage in Enercare Centre.

Exhibitors are encouraged to order in advance and online as prices will increase for any onsite orders during Move-in.

Surface Parking Passes: \$42.00/each

Indoor Parking Passes: \$54.00/each

You will be allowed access to the building through Door #28, so you don't have to walk around the building. During the show, you will require an exhibitor badge to access through door #28. An exhibitor badge will not be required during move-in.



### ADDITIONAL TRANSPORTATION SERVICES:

Streetcars, Taxis and Go Train: Both the TTC & the GO Train have stops at Exhibition Place with access to the Enercare Centre.

TTC schedule information is available at [2](#).

GO TRAIN schedules are available at [http://www.go-transit.com/timetables/en/schedules/full\\_schedules.aspx](http://www.go-transit.com/timetables/en/schedules/full_schedules.aspx)

## SHOW SUPPLIERS

### MATERIAL HANDLING AND SHOW DECORATOR:

**Stronco Show Services** 1510-B Caterpillar Road, Mississauga, Ontario L4X 2W9 Tel: 905.270.6767 or 800.665.2621

E-mail: [exhibitorservices@stronco.com](mailto:exhibitorservices@stronco.com) Fax: 905.270.6771 website: [www.stronco.com](http://www.stronco.com)

Furniture, flooring, additional drapery can all be rented from Stronco.

Stronco can also assist with additional signage requirements or booth design, should you want to elevate your brand.

**To place an order online go to [www.stroncoonline.com](http://www.stroncoonline.com) show code 521175555**

Orders must be received no later than January 24, 2024. All on-site rentals are subject to a premium surcharge.

### LOCAL TRANSPORTATION AND ADVANCE WAREHOUSING:

Stronco Logistics Services 1510-B Caterpillar Road, Mississauga, Ontario L4X 2W9 Tel: 905.270.6767 or 800.665.2621 E-mail:

[logistics@stronco.com](mailto:logistics@stronco.com) Fax: 905.270.6771 website: [www.stronco.com](http://www.stronco.com)

Order by February 3<sup>rd</sup> in order to receive special pricing for advanced warehousing.

### CUSTOM BROKER:

Lange Transportation and Storage Ltd. Tel: 905- 362-1290 or 1-800-668-5687 Fax: (905) 362-1285 website: [www.langeshow.com](http://www.langeshow.com)

Please contact Ryan Cuthbert 905-362-4380 or by email at [ryanc@langeshow.com](mailto:ryanc@langeshow.com).

### NATIONAL CARRIER:

Lange Transportation and Storage Ltd. Tel: 905- 362-1290 or 1-800-668-5687 Fax: (905) 362-1285 website: [www.langeshow.com](http://www.langeshow.com)

Please contact Ryan Cuthbert 905-362-4380 or by email at [ryanc@langeshow.com](mailto:ryanc@langeshow.com).

### ENERCARE CENTRE SERVICES (Banner hanging, parking, cleaning, telecommunications, wired internet):

Exhibitor Services, Enercare Centre, Exhibition Place, 100 Princes' Blvd., Toronto, ON., M6K 3C3 Tel: 416-263-3064

Email [exhibitorservices@explace.on.ca](mailto:exhibitorservices@explace.on.ca) Fax: 416-263-3069 Website: [www.explace.on.ca](http://www.explace.on.ca)

Order form: <https://explace.ungerboeck.com/prod/app85.cshhtml?AppCode=COE&CC=1&OrgCode=10>

**Order by January 33, 2024, for advanced pricing.** All on-site orders are subject to a premium surcharge OR may not be available.

### ELECTRICAL & LIGHTING:

SHOWTECH Power & Lighting

Tel: 416-263-3594 email: [info@showtech.ca](mailto:info@showtech.ca) Website: <http://www.showtech.ca>

Please access the direct online ordering link below with Google Chrome to view pricing and/or order online.

To take advantage of the discount pricing, please order online by **Wednesday, January 24, 2024.**

Order online <https://e.showtechordering.com/ST-00065226>

If you have never ordered from Showtech online ordering portal, you need to create a new account with a username and password to log in first.

### SHOW HOTELS: BOOK ASAP

**Courtyard Toronto Downtown** : 475 Yonge Street Toronto, Ontario M4Y 1X7

Room rate for 249 \$ CAD per night

Book your group rate for Toronto Motorcycle Show Downtown [Open Block HERE](#)

## FOOD AND BEVERAGE SERVICES

Food Services at the show are contracted to the official on-site catering company, OVG360 Hospitality, under the direction of The Enercare Centre.

Any exhibitor wanting to conduct food or beverage sampling should direct their inquiries to:

Kseniya Dekker General Manager of Food Services OVG Hospitality ph: 647-806-2462

email: [Kseniya.dekker@oakviewgroup.com](mailto:Kseniya.dekker@oakviewgroup.com)

For in booth food & beverage service & delivery schedule please refer to the Enercare Centre portal

## SECURITY:

GSS Security Ltd 1219 Main Street East Hamilton, ON L8K 1A5 Tel: (905) 547-5552

For additional in booth security services, outside of the show security

Contact: Neil Fardy email: [neil@eventhub.ca](mailto:neil@eventhub.ca)

## AUDIO VISUAL SERVICES

Audio Visual equipment rentals Encore Canada website: [www.encore-can.com](http://www.encore-can.com) phone: 416-263-3522

Contact: Sheldon De Souza, Operations Manager, Encore

Email : [sheldon.desouza@encoreglobal.com](mailto:sheldon.desouza@encoreglobal.com) Phone +1-647-269-6570

All onsite installations and removal must be done by the onsite services, IATSE.

Should you Require onsite installation or removal, please contact Julia Camplani or c: 438-699-1436

Advanced rates are available if order is placed 10 days or more before show opening.

## INSURANCE- Event Insurance is Mandatory

To order event insurance – order by Feb. 2, 2024

Power Sport Services has appointed Exhibitor Insurance.com as the recommended Insurance contractor for exhibitors.

Click link below to order insurance for the show:

<https://www.exhibitorinsurance.com/pub/srch/?e=TMPS2024>

Brokers Trust Insurance Group

Tel: 905-695-2971 / Toll Free: 866-836-9066 / FAX: 866-296-4199

E-mail: [info@exhibitorinsurance.com](mailto:info@exhibitorinsurance.com) / Website: [www.exhibitorinsurance.com](http://www.exhibitorinsurance.com)

YOUR OWN INSURANCE – proof of insurance submitted by Feb.3, 2023

Contact your own Insurance Company, request a certificate of Insurance with the following requirements below:

Power Sport Services listed as an additional insured.

Dates of the show: 15/02/2023 to 19/02/2023 (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.

Products and Completed Operations Liability

Contingent Employers Liability

Broad form Property Damage

Cross Liability clause

Severability of Interest Clause