

The Outdoor Adventure Show

TORONTO

April 29 - May 1, 2022

International Centre

Hall#5

EXHIBITOR MANUAL



WELCOME AND THANK YOU

for choosing to be a participant in The Outdoor Adventure Show Toronto.

Please take a moment to read the exhibitor manual, which will provide you with all of the necessary information for the preparation and installation of your exhibit. Processing your orders at your earliest convenience will allow us and the service-contractors time to provide you with the best possible rates & service.

The Show Office will be set up at the **International Centre** on Thursday, April 28 at 8am and management will be available to assist you for the duration of the Show.

**For specific information and guidelines related to COVID19, please refer to the [COVID19 section](#) of the manual.*

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GENERAL INFORMATION

Show Location

The International Centre - Hall 5
6900 Airport Road
Mississauga, ON
L4V 1E8
Tel: 1.800.567.1199
Fax: 905.678.4681

[FACILITY MAP](#)

[WAYFINDING MAP](#)

[MAP & DIRECTIONS](#)

Show Dates & Times

Friday, April 29, 2022	10:00 am – 7:00 pm
Saturday, April 30, 2022	10:00 am – 6:00 pm
Sunday, May 1, 2022	10:00 am – 5:00 pm

Exhibitor Move-in Times

Thursday April 28, 2022	8:00 am – 8:00 pm
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Exhibitor Move-Out Dates & Times

Sunday, May 1, 2022	5:00 pm – 10:00 pm
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Produced By

National Event Management
Suite #102
260 Town Centre Blvd.,
Markham ON
L3R 8H8
Tel: (905) 477-2677 or (800) 891-4859
Fax: (905) 477-7872

Exhibitor Coordinator

Haelee Jones
905 477-2677 or (800) 891-4859 Ext 233
Email: haelee.jones@nationalevent.com

Director of Operations

Dina Latina
905 477-2677 or (800) 891-4859 Ext 224
Email: dina@nationalevent.com

EXHIBITOR CHECK LIST

Please print a copy of this checklist to assist you in planning for the Show. To take advantage of “early booking discounts” please note booking deadlines.

[CHECK LIST](#)

AUDIO / VISUAL RENTALS

ORDER DEADLINE: April 8, 2022

If you require audio visual equipment in your booth, please send the completed order form to;

AV Canada

Contact: Zaid Sheikh
Phone: (905)566-5500
Email: zaid.s@av-canada.com

Orders received after the ORDER deadline may be subject to additional charges.

[AUDIO VISUAL ORDER FORM](#)

BADGES & PRE-REGISTRATION

REGISTRATION DEADLINE: April 15, 2022

Each exhibitor will be provided with a select number of personalized name badges. The quantity of badges assigned to you will be dependent on your booth size. Badges must be worn at all times to gain entrance to the show.

Badges will have your company name only and should be picked up at the show.

***NEW* Contact Tracing Requirements**

You will be required to provide contact details for all staff members working the booth to allow for contact tracing.

All booth staff must be pre-registered with Show Management before move-in using the below digital form.

Please [follow this link](#) to complete your contact tracing form. You will receive a confirmation email upon completion.

Please notify Show Management if any changes occur after form submission.

[CLICK HERE TO COMPLETE THE FORM](#)

BOOTH ACCESSORY PACKAGES

BOOKING DEADLINE: April 1, 2022

An all-inclusive, booth accessory package is available which contains: a draped booth, grey carpet, 1 black-skirted table (6 feet long x 30 inches high), 2 chairs, and an electrical outlet. One table will be included if your package is for a 10 x10 booth or larger. If you did not order at the time of booking and wish to add this package, please complete the order form below.

There are no substitutions to this package.

To order a Booth Accessory Package, return the All-Inclusive Package Order Form to Haelee Jones (Haelee.Jones@nationalevent.com).

[ALL-INCLUSIVE PACKAGE ORDER FORM](#)

BOOTH CLEANING

ORDER DEADLINE: April 18, 2022

Exhibitors are responsible for maintaining their own booth space. If you require in-booth vacuuming please contact;

Caldas Building Services Inc

Tel: 905-672-2304

Fax: 905-672-5670

Email: info@caldas.ca

Please review the "Tape Restrictions" in the Rules & Regulations section below to avoid penalties.

[BOOTH CLEANING ORDER FORM](#)

[ELECTROSTATIC DISINFECTING ORDER FORM](#)

[RECYCLING LETTER](#)

BOOTH INSTALLATION & DISMANTLING

ORDER DEADLINE: April 6, 2022

Dismantling or removing your exhibit/exhibit materials before the end of the show is strictly prohibited.

Should you require assistance setting up or dismantling your booth, please click the link below to place your service order online.

[ONLINE ORDERING LINK](#)

If this is your first time ordering from Stronco, you must complete the registration process by clicking on "New user? Register" and imputing our unique Show Code and your Booth Number.

The Show Code is 509954538.

If you need assistance with our online ordering system, please contact our Exhibitor Services Centre at 800-665-2621. For all other questions please contact:

Stronco Show Services

Exhibitor Services

Tel: (905) 270-6767; ext. 2258

Fax: (905) 270-6771

exhibitorservices@stronco.com

Show Code: 509954538

[BOOTH INSTALLATION & DISMANTLE ORDER FORM](#)

[PAYMENT INFORMATION](#)

CUSTOMS BROKER

Cross Connect Customs & Logistics is our designated official customs broker to coordinate customs clearance of goods destined for The Outdoor Adventure Show. Please make sure you contact them at least one month prior to the event in order to arrange your custom needs.

If you have any questions please contact:

Pat D'Alessandro

info@crossconnectcl.com

Cell: 416-726-7229

[CROSS CONNECT ORDER FORMS](#)

CUSTOM COUPONS

Raise awareness and increase traffic to your booth by distributing Customized Coupons to the Show. There is no limit to the number of coupons you may distribute to your professional and personal databases.

Please email your high-resolution logo in .jpeg, .eps, or .pdf format with fonts outlined to Haelee Jones (Haelee.Jones@nationalevent.com).

ELECTRICAL

ORDER DEADLINE: April 12, 2022

Electrical is not supplied to your booth. Our preferred supplier is:

Show Tech

Kimberley Dudley

905-283-0561

KDudley@showtech.ca

[ONLINE ORDERING LINK](#)

[ELECTRICAL SAFETY AUTHORITY](#)

[ELECTRICAL SAFETY CODE](#)

FOOD SAMPLING

FORMS SUBMISSION DEADLINE: April 1, 2022

If you are planning on sampling food or beverage product(s) in your booth, please note there are two necessary forms to complete. Please send a copy of each completed form to Haelee.Jones@nationalevent.com. Food samples are limited to a 2 oz. portion and beverage samples to 4 oz.

1. Please complete the below Sampling Form and send it to The International Centre at info@internationalcentre.com

SAMPLING FORM

2. Please click the link below to complete the “Special Event Application for Food Vendors” and print a copy for your records. There is no fee involved.

- a. Please ensure you are complying with the Region of Peel’s Food Safety Guidelines attached below. If you do not complete this form, and do not comply with the guidelines, you could be closed down if an inspector comes to the show.

- b. If you have any questions, call 905-799-7700 to speak with a Public Health Inspector.

COMPLETE ONLINE FORM HERE

FOOD SAFETY GUIDELINES

FREE PASSES

Prior to the show, 15 free admission passes will be mailed to the shipping address provided on your booth contract. These passes should be used to invite your clients or special guests to the show. Please email your sales representative, if you would like to provide an alternate mailing address for the tickets. We will also be e-mailing you a unique promo code that is valid for 10 free ticket registrations, as well as universal promo code for discounted tickets to share with your clients, friends and family.

Physical passes are not to be handed out on site, unless you are leaving them at the Will Call desk for pick-up.

HOTEL

BOOKING DEADLINE: March 28, 2022

Rooms and discounted rate will only be held until the specified date.

Rooms will then be subject to availability at prevailing rates.

We have obtained a group rate of \$149.00 + taxes for single or double occupancy at **The Westin Toronto Airport Hotel**. The Westin is a smoke free establishment.

The Westin is located at:

950 Dixon Rd.

Toronto, Ontario

M9W 5N4

Reservations may be made by calling 1-866-837-5184 or by [booking online here](#).

Concessions

- Complimentary wifi in guestrooms

- There is discounted self-parking for \$15.

To receive this rate, you must mention that you are with The Outdoor Adventure Show when booking. Rates cannot be changed at check-in/check-out times if you fail to identify your affiliation at the time of booking.

ICE

ORDER DEADLINE: April 14, 2022

If you require ice during the show, you can order it with the form below. The cost is \$8.50 for an 8lb bag.

The International Centre

Christal Camayang,

Email: ccamayang@internationalcentre.com

ICE DELIVERY FORM

INSURANCE

Insurance for booth/show

Exhibitors must have their own liability insurance covering a minimum of \$1 million in damages. Please list National Event Management as “additional insured”.



Our partners at Duuo are providing our exhibitors with an exclusive rate on the cost of vendor insurance for the Toronto Outdoor Adventure Show. [Click here to purchase your coverage](#) in just a few clicks! To learn more about Duuo [click here](#).

Transportation Insurance

Show Management is NOT responsible for damages caused during the transportation of your products. We strongly recommend purchasing transportation insurance when booking your shipments.

Liability

Exhibitors will be liable for, will indemnify, and will hold harmless Show Management from any loss or damage whatsoever occurring to, or suffered by, any person or company. This includes, without limiting the generality of the foregoing, exhibitor, other exhibitors, management, the owners of the building and their respective agents, servants and employees, and members of the public attending the show, either (a) on the said space or (b) elsewhere. Neither the facility nor Show Management will be responsible for loss or damage to persons, exhibits, or decorations by fire, accident, theft, or any cause while in the exhibition buildings.

LOADING DOCKS

If you require dock level access the docks are located on the on the north side of Hall 5. If you do not require a dock you may enter on the south side of the hall at the roll up door.

Dollies and a pump truck will be available for your use. If you require a forklift to move material from the dock to your booth, a forklift will be available to you. However, if you have excessive forklift requirements please speak with Dina Latina (dina@nationalevent.com) to discuss your needs, as a charge may apply.

FACILITY MAP

WAYFINDING MAP

MAP & DIRECTIONS

MOVE-IN INSTRUCTIONS

Move-in Times **Thursday April 28, 2022 8:00 am – 8:00 pm**

- **All exhibitors must officially register before setting up.** Please come to the show office and staff will direct you to your booth.
- **All exhibits must be set up by 8:00 pm Thursday.** Exhibitors will not be permitted to set up during show hours.
- The aisle carpet will be in place Friday morning. **Dollies and carts WILL NOT be permitted on the carpet.** Hand carried items only may be brought in on Friday.
- Children 15 years of age or younger will not be permitted in the exhibit area during move-in, set-up, or tear down.

Social Distancing & Masks

Masks and Social Distancing will be mandatory inside the facility. If you have any reason that prevents you from wearing a mask, please let us know. No one with a fever or symptoms of COVID-19 or known exposure to Covid-19 case in their prior 14 days is permitted inside the venue.

Please Note: Depending on your booth set-up or location, you may be contacted by Show Management for a specific move-in time.

MOVE-OUT INSTRUCTIONS

Please note that move-out will begin once the show has closed, the aisles are cleared and the aisle carpets removed. If you are able to hand carry your supplies out to your car, we encourage you to do so.

Dismantling or removing your exhibit/exhibit materials before the end of the show is strictly prohibited. A fee will be charged if you move out early, as there are attendees still in the hall who have paid to attend the show.

All material must be removed by 10:00 pm

Items left on the show floor after move-out time will be forced off the floor. Show Management reserves the right to reroute shipments that are not picked-up or refused by carriers. Should this occur, you will be responsible for any charges incurred.

Exhibitors are encouraged to remove small items and open cases of products from the show floor first. Show Management will take all reasonable security precautions, but immediate removal of these items is the best way to prevent pilferage.

[RECYCLING PROGRAM](#)

PARKING

Parking is free for both exhibitors and the public.

[FACILITY MAP](#)

[WAYFINDING MAP](#)

[MAP & DIRECTIONS](#)

RULES & REGULATIONS

**For specific information and guidelines related to COVID19, please refer to the [COVID19 section](#) of below.*

Booth Display & Restrictions

Diagram #1: Sample of the drape provided for your booth

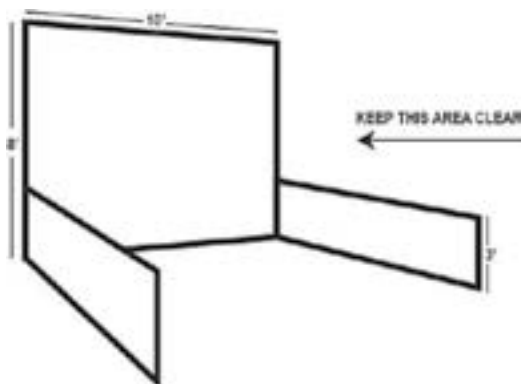


Diagram #2: Sample of display allowance



Upright banners & products must be within 4' from the back drape, and a maximum of 8' high.

The front 6' of the booth must be clear above 4'.

Booth Display & Restrictions

- Diagram#1 shows the drapes that are provided as a part of your booth cost.
- Diagram#2 shows the allowed clearance for displays, banners and products within your booth.
- No exhibit may exceed a maximum height of 8 ft.
- Side panels 8 ft. high, must not exceed a depth of 4 ft. extending from the back of the display.
- The remainder of the 6 ft depth from the front of the booth must not exceed a 4 ft. height.
- Any exceptions to this must have pre-approval from Dina Latina (dina@nationalevent.com).

Prefab booth partitions must be finished on both sides. If they are not, please request drapes prior to the show.

Signage

No signage or material may be extended above the 8ft height at the back of your booth nor hung from the ceiling or across the aisle, without approval from Show Management. All signs must be printed on one side only. Your brand messaging can only face the inner walls of your exhibit space.

Carpet or Flooring

Carpet or Flooring is mandatory for all exhibits. You can use the show decorator below or you are welcome to bring in your own at your own cost. See Tape Restrictions below.

Tape (Floor, Wall, and Carpet Damage)

It is important that you use the proper carpet tape in your booth. If you do not use the correct tape there will be a charge for tape removal.

Here are the models of two-faced tapes that are authorized by the facility.

- Polyken 105c LPDE
- Scapa 274004
- DC W002A

If you bring your own carpet, you must adhere to the above Tape Restrictions. If you do not have the proper tape, please notify Show Management before installing your carpet or tiles.

PROPER TAPE

Restrictions for Booth Installation

Painting, nailing, drilling, or screwing to the floors, walls or any other part of the building is not permitted. Exhibitors are also responsible for oil, grease, or any general damage to the carpeted area. Exhibitors wishing to lay any floor coverings may not fasten the coverings to the building floor. It is suggested that building paper or the approved tape (Polyken 105c LPDE OR Scapa 274004 OR DC W002A) is used instead.

Demonstrations/Distributions

Displays, demonstrations or distribution of advertising materials, are not permitted outside the confines of your booth. If audio visual equipment is used, the sound must be subdued to such an extent as to ensure it's having no nuisance effect on neighbouring exhibitors. The use of microphones is not permitted without prior management approval.

Fire Regulations

All exhibitors planning to use any type of fuel (such as gas, oil, helium gas, or propane) in their exhibits are requested to contact Show Management. All displays or exhibited materials must be fireproof to conform to Federal, Provincial/State, and City Fire Laws.

National Event Management is obligated to abide by the Fire Code regulations in each city. We therefore retain the right to refuse any material or object that does not conform to code. If you have a question or need information re the Fire Code please contact Dina Latina, dina@nationalevent.com, 905-477-2677 or 1-800-891-4859, ext. 224.

FIRE REGULATIONS

EMERGENCY PROCEDURES

Animals in the Show

The facility's policy prohibits the presence of animals unless they are used as a working dog for the blind. Permission must be obtained from the facility for any exception. Please contact Dina Latina (dina@nationalevent.com ; 905 477-2677 ex: 224) regarding approval and the necessary forms.

Helium Balloons

Helium balloons are prohibited in most venues. There is a large retrieval fee, charged to the exhibitor, when balloons are lost. Please contact Dina Latina (dina@nationalevent.com) if you wish to use helium balloons in your display.

Mechanical Conveyances

Mechanical Conveyances such as electric carts, scooters, or bicycles will not be allowed in the aisles during the show hours. The only exceptions to this rule will be in the case of handicapped persons visiting the show, or those with authorization from Show Management.

Non-Compliance

National Event Management reserves the right to make changes, amendments, and additions to the rules and regulations without notice, as considered necessary to the efficient and proper conduct of the show. Interpretation of these rules and regulations shall rest with Show Management and non-compliance can result in ejection of the offending exhibitor or in the closing of his/her exhibit.

COVID-19 Guidelines

The following precautions and regulations have been put in place to ensure the health and safety of all Exhibitors, Staff and Visitors to the show. We are confident in our plans in working with the facility staff and all suppliers to ensure a safe and successful show.

- Sanitizing stations will be added at every entrance and exit point, as well as scattered around the hall, along with increased signage to promote safe hand hygiene at the show.
- Masks and Social Distancing will be mandatory inside the facility. If you have any reason that prevents you from wearing a mask, please let us know.
- Posters and signage will be placed throughout the building and show floor encouraging people to physically distance as well as a reminder of our no hand-shaking policy.
- Staff and security will be monitoring the show entrance and show floor to ensure physical distance guidelines are adhered to.
- Increased housekeeping rounds will be implemented by the facility staff for disinfecting shared surfaces and high touch areas like door handles.
- Tickets will be sold exclusively online.
- **If an exhibitor is experiencing any flu-like or cold symptoms, including fever, coughing, sneezing, sore throat or shortness of breath, they are required to stay home.**

For more details about the **Outdoor Adventure Show Health & Safety Practices**, please contact dina@nationalevent.com.

SHIPPING & DELIVERIES TO THE SHOW

Shipping Direct to Show: Thursday April 28, 2022

PLEASE NOTE: **The facility will NOT accept shipments prior to the Show move-in date.** Show Management will sign for the delivery on your behalf during move-in hours only. Your materials will be left at the dock until you arrive. To move your items to your booth space, pump trucks and dollies will be available at no charge. Should you require assistance or the use of a forklift, please contact Dina Latina (dina@nationalevent.com) as charges may apply.

Please address shipments to:

Company name Booth number

The Toronto Outdoor Adventure Show

The International Centre

Hall 5

6900 Airport Road

Mississauga, ON

L4V 1E8

The most cost-effective way to ship your items to the show is to arrange delivery during move in hours with our Official Show Carrier;

Cross Connect Customs & Logistics

Pat D'Alessandro

info@crossconnectcl.com

Cell: 416-726-7229

[CROSS CONNECT ORDER FORMS](#)

Pre-Show Shipping

If you choose the official show carrier as your freight carrier, they will warehouse materials for up to 30 days prior to the Show at no charge and deliver them to the show on move-in day.

Please address Advance Warehouse Shipments to:

Exhibitor Name, Booth #

c/o The Outdoor Adventure Show 2022

YRC Advance Warehouse

6130 Netherhart Road

Mississauga, ON

L5T 1B7

To request a quote, please complete the below order form and email to:

Cross Connect Customs & Logistics

Pat D'Alessandro

info@crossconnectcl.com

Tel: 416-726-7229

[CROSS CONNECT ORDER FORMS](#)

Shipping enquiries must be finalized 14 days prior to show move in date. **Be sure your shipment is labeled clearly.**

You may choose to use another carrier however, keep in mind that not all carriers deliver and pick up during our scheduled move in/move out times.

SHOW DECORATOR (TO ORDER TABLES, CHAIRS, ACCESSORIES, ETC.)

ORDER DEADLINE: April 6, 2022

8ft back drape and 3 ft side drape are supplied for your exhibit space.

Show Colours

- **Booth Drapes : Blue**
- **Aisle Carpet : Green**

Carpet or Flooring is mandatory for all exhibits. Your booth space does not include carpet, tables or chairs. These items and additional booth supplies can be rented from the Show Decorator, **Stronco Show Services**, or you can bring your own.

To place an order with the Show Decorator, please click the link below.

[ONLINE ORDERING LINK](#)

If this is your first time ordering from Stronco, you must complete the registration process by clicking on **"New user? Register"** and entering our unique Show Code (**509954538**) and your Booth Number.

If you need assistance with the online ordering system, please contact the Exhibitor Services Centre at 800-665-2621. For all other questions please contact:

Stronco Show Services

Exhibitor Services
Tel: (905) 270-6767 ext 2258
Fax: (905) 270-6771
exhibitorservices@stronco.com

Show Code: 509954538

[FURNITURE & ACCESSORIES ORDER FORM](#)

[STRONCO PAYMENT INFORMATION](#)

[PROPER TAPE](#)

SIGNAGE INSTALLATION (HANGING OF BANNERS / RIGGING)

ORDER DEADLINE: April 12, 2022

If you require the hanging of banners from the ceiling and/or rigging of equipment in your booth, please click the link below to place your order online.

[ONLINE ORDERING LINK](#)

If this is your first time ordering from Showtech, click the “Create Account” link at the top of the page and follow the instructions. Please note: You will not be able to login to your new account until you have verified your email.

If you have need assistance with the online order system, please contact the Showtech help desk at (855) 746-9832. For all other inquiries, please contact:

Show Tech

Kimberley Dudley
905-283-0561
KDudley@showtech.ca

Orders received after the pre-show booking deadline may be subject to additional charges.

[ONLINE ORDERING LINK](#)

TELEPHONE / INTERNET / WIFI

ORDER DEADLINE: April 14, 2022

Please Note: This venue does NOT have free wifi.

If you require a telephone or internet line or access to WIFI in your booth you must submit the below order form to:

Encore Global

Phone : 905-678-5120
E-mail : TICC@encoreglobal.com

[TELECOMMUNICATIONS ORDER FORM](#)

VEHICLES ON SHOW FLOOR

All vehicles must abide by the arrival and departure schedules and procedures established by Show Management. Please contact Dina Latina (dina@nationalevent.com) for approval and to arrange arrival time if you want to display a vehicle.

Any vehicle that drips oil or other staining solutions may not be operated within the Centre without a drip pan or dry absorption powder. All vehicles being displayed in the Centre must have drip pans underneath them and pads under all tires. When motorized vehicles are approved for use, a protective sheet of visqueen, tarpaulin or comparable material is to be used to eliminate damages from leaks of gas, oil etc.

Exhibitors are responsible for oil, grease, or any general damage to the carpeted area.

1. Motor vehicles or gasoline-powered equipment on display must be equipped with lock-on type gasoline tank caps and batteries are to be disconnected. Gasoline tanks must not be filled beyond the $\frac{3}{4}$ mark in order to allow for expansion of product. Vehicles unable to be equipped with lock-on type caps must have caps sealed in a manner acceptable to the Fire Department.
2. Running of display vehicles during exhibit is prohibited unless approved by the Fire Department.
3. Shows requiring vehicles to run as part of a performance or contest must fill vehicle outdoors from approved safety containers.
4. Propane charged cylinders are not permitted on self-propelled vehicles or trailers on display inside buildings.
5. If at any time an Inspector deems that equipment is being operated in a manner dangerous to public safety, he shall cancel the privilege of the exhibitor concerned.

Exhibitors must provide a set of keys, the contact name, and phone number of the person responsible to remove the vehicle(s) to Show Management.