



ANNEX BUSINESS MEDIA

P.O. Box 530, 105 Donly Dr. S.

Simcoe, ON N3Y 4N5

☎ 1.888.599.2228 ext.276

📠 519.429 3094

✉ ecosman@annexweb.com

INFORMATION & RULES FOR EXHIBITORS

Please read carefully – Keep for your information

SHOW DATES & TIMES

Tuesday, March 6, 2018: 10:00 am - 6:00 pm

Wednesday, March 7, 2018: 10:00 am - 4:00 pm

LOCATION

The International Centre, Hall 5, 6900 Airport Road, Mississauga, ON L4V 1E8

HOTEL ROOMS

A block of rooms is being held until February 7, 2018. Book directly with the Delta Hotels by Marriott by phone at 416-244-1711, 1-866-299-2910. Ask for the **CANADIAN RENTAL MART** rate: \$149.00 (single or double).

SPACE ALLOCATION

The owner reserves the right to allocate space and revise booth locations as necessary, while every effort will be made to avoid placing competitive exhibits adjacent to or opposite each other, no responsibility is accepted if such a situation inadvertently occurs.

PAYMENT OF SPACE

Payment in full for all space must be made prior to the use of the space by the exhibitor and under no circumstances will any part of their exhibit be admitted to the building until all money due for space has been fully paid. The exhibitor covenants and agrees to be responsible for and pay to Show Management upon demand any and all costs of any repairs, replacements, cleaning, removal from the building and lands of all waste and garbage or claims made necessary by the use of the premises by this exhibitor, their assignees, agents, employees and contractors. The parties agree to mutually inspect the space upon the exhibitor vacating the same and to mutually agree upon the costs of such damage and/or claims, if necessary; reasonable wear and tear and damage by fire, lightning and tempest only excepted. If the parties do not so agree within ten days of such inspection, the costs shall be determined by arbitration by a single arbitrator pursuant to the provisions of the Arbitrations Act of Ontario.

NON-DELIVERY OF BUILDING

The owner will not be liable for delivery of exhibit space in the event of the building being destroyed by fire, act of God, insurrection, strike, authority of laws or any other cause beyond their control.

MOVE-IN & SET-UP

You may begin setting up any time after 10:00 am Monday, March 5. Unloading must be completed by 6:00 pm and delivery vehicles must vacate the building – the entry doors will then be closed to allow exhibitors in the vicinity to complete their displays. You should have your exhibit complete by opening at 10:00 a.m Tuesday, March 6. Security in the **CANADIAN RENTAL MART** is provided on a 24-hour basis.

MOVE-OUT

No dismantling for move-out before 4:00 pm Wednesday, March 7 to ensure all visitors have left the show. Please wait until all aisle carpets have been removed before moving products and display materials; keep aisles clear during teardown. All goods must leave the **CANADIAN RENTAL MART** by 11:00 pm Wednesday, March 7. Mark your own furniture clearly. Vacate rented rugs by 9:00 pm Wednesday, March 7. Because of the risk of theft during moveout, do not leave your goods unattended at any time. See "SECURITY". Arrangements will be made with certain companies whose exhibits are located close to the main access doors to move their trucks to the loading dock prior to the end of the show, to allow clearing of the "bottlenecks" as quickly as possible after 4:00 pm. The co-operation of all other exhibitors to make this possible is requested.



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ADVANCE SHOW SHIPPING / POST SHOW WAREHOUSING

Exhibitors must make their own arrangements for shipping and storage. Contact Boneyard Event Services for these services (see page 4 or online form). For a transportation services quote, call 416.543.3161.

SHIP TO:

Your Company Name

Canadian Rental Mart 2018

Booth#

c/o Boneyard Event Services • 7-4060 Ridgeway Dr., Mississauga, ON L5L 5X9

Attn: Kevin Legallais

RECEIVING

Loading dock entrances are located on the north side of Hall 5 at The International Centre.

DRAYAGE /MATERIALS HANDLING

Show Management and The International Centre do not provide labour for unloading, moving or loading of displays. Exhibitors should contact Boneyard Event Services (see page 4) for drayage and forklift services that are provided at no extra charge.

DOLLIES

A limited number of dollies will be available at no extra charge.

POWER & LIGHTING

Contact SHOWTECH Power & Lighting for electrical, lighting, mechanical and sign/banner hanging services (see page 4 or online form).

PREFABRICATED BOOTHS

An exhibitor planning to use or build a prefabricated display should ensure that:

(1) An allowance of 1" is made on each side of the display to allow for the thickness of support poles for standard dividers.

If lengths exceed 9'10", 19'10", etc., notify Show Management so that special arrangements can be made.

(2) Projection of side walls from rear of booth more than 4' high must be limited to a maximum of 5' from the rear of the booth, allowing 50% visibility at the sides of the exhibit.

(3) All sides and surfaces of exhibit (booth and signs) which are exposed to view must be properly finished and decorated.

Show Management reserves the right to refuse entry or to have removed at the exhibitor's expense any display which is not in accordance with these specifications. If any doubt exists, or where a special case exists, the exhibitor must provide details and have such exhibit approved by Show Management prior to move-in.

BOOTH SHELL & DIMENSIONS

All booths are on concrete (uncarpeted) floor. Wing height is restricted to 3'6", backwall height to 8'. Wings and/or backdrops must not exceed 3'6" in height for 5' from aside. Thereafter, a maximum of 8' in height is allowed.

HEIGHT LIMITATIONS & APPEARANCE

Large equipment or structures should be placed as close as possible to the rear of the booth. Consider your neighbours. Do not block their view. All equipment on display must be self-supporting and free-standing. The ceiling height to Hall 5 at The International Centre is 23' to the ceiling. Exhibits must not unduly obstruct visibility of adjacent booths, i.e. 50% visibility allowance for booths on either side. Height of all in-line booths is restricted to 8' maximum. Island and peninsula booths are limited to 12' maximum height. Island areas: full backwalls or dividers between exhibits will not be allowed



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over 3'10" high in all open areas. For display purposes, free-standing bulletin boards, signs, etc., may be used provided neighbouring exhibitors are not hidden from view. Unfinished sides or backgrounds must be draped. Racks and display shelves must not unduly obstruct visibility of adjacent exhibits. Peninsula exhibitors: displays must not obstruct the displays of neighbouring exhibitors, whose wing height will be 3'6".

OBSTRUCTIONS

Exhibits must not extend beyond the booth space allotted. Any temporary booth which is greater than 8' in height and obstructs the permanent fire exit signage may be required to provide "Fire Exit" signs to conform to the fire code.

DAMAGE TO PROPERTY

Each exhibitor is responsible for all damage to The International Centre property caused by him/her.

INSURANCE

Neither The International Centre nor the **CANADIAN RENTAL MART** owner will be responsible for loss or damage to persons, exhibits or decorations by fire, theft, or any other cause. Exhibitors are urged to arrange their own insurance protection. Please email or fax proof of insurance to E: bcomer@annexweb.com or F: 519.429.3094 by Feb. 26, 2018.

FIRE REGULATIONS

Supplied separately entitled "City of Mississauga Fire Regulations – Exhibits & Displays in Public Buildings" on our website. All exhibitors must have these requirements in their possession during booth occupancy.

SUBLETTING

No one may sublet any part of his/her space.

EXHIBITS

Products must be displayed unless a prior exemption has been obtained.

STORAGE OF CRATES & GOODS

Products may not be kept anywhere in the **CANADIAN RENTAL MART** except in booths or designated storage areas.

SECURITY

Provided continuously from 9:30 am Monday, March 5, to 11:00 pm Wednesday, March 7. Exhibits with small items should be covered at the end of each day. Boxes and cartons should be closed and sealed and placed under a desk or table. During move-out, take portable items out at once. You can also hire your own security guard for the evening to watch only your exhibit space (see "Booth Security Request").

HOUSEKEEPING

See "Booth Cleaning Order Form" on our website.

HOSPITALITY SUITES

Exhibitors are requested not to operate hospitality suites during show hours since this may reduce attendance for all exhibitors.

FOOD & BEVERAGE SERVICE

All food and beverage items are supplied exclusively by The International Centre. No other food and beverage items from other suppliers/vendors will be allowed into the facility. Food service is available to purchase in Hall 5 at a variety of prices. Exhibitors may also use the "Exhibitor Booth Menu Order Form" supplied by The International Centre for food deliveries to their booths. This form is available on our website.

BADGES

Free for staff and customers. Available at the registration desk from 9:30 am on March 5, 6 & 7. Casual visitors must be badged for security reasons. Use the registration form in your exhibitor information kits to save time for your booth staff.



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INTERPRETATION OF RULES

Show Management reserves the right to add, change or amend show rules for the proper conduct of the **CANADIAN RENTAL MART**. Interpretation rests with the Show Management whose decision is final. All points not definitely covered by the rules are subject to the reasonable decision of Show Management.

EXEMPTION FROM RULES

Must be obtained from Show Management before the **CANADIAN RENTAL MART** opens.

OWNER

The **CANADIAN RENTAL MART** is owned and managed by Annex Business Media, PO Box 530, 105 Donly Dr. S., Simcoe, ON N3Y 4N5, Phone: (519) 428-3471 or 1-888-599-2228, Fax: (519) 429-3094 or 1-888-404-1129.

NOTE: Neither The International Centre, its employees nor the **CANADIAN RENTAL MART** owner will be responsible for loss or damage to displays or exhibits while they are in the facility. A charge will be applied to any exhibitor or organization for damage resulting from negligence or carelessness or lack of adherence to these rules.

*** A COPY OF THESE INFORMATION SHEETS SHOULD BE KEPT IN YOUR BOOTH TO ANSWER ALL QUESTIONS. ***

CANADIAN RENTAL MART SUPPLIERS

Delta Hotels by Marriott

655 Dixon Rd. • Toronto, Ontario M9W 1J3
Reservations Phone: 416-244-1711

Accommodations and in-hotel catering.
Ask for special **CANADIAN RENTAL MART** rate
\$149 (single or double). Reserve before Feb. 2, 2018

Boneyard Event Services

7-4060 Ridgeway Dr. • Mississauga, ON
P: 416.543.3161 • F: 866.526.4869
Email: info@boneyardeventservices.ca

Show decorator and materials handling/drayage contractor. Services include necessary labour and equipment for move-in and move-out. There is no charge for drayage.

SHOWTECH Power & Lighting

5675 McLaughlin Rd. • Mississauga, ON
Christine Wong
P: 905.283.0601 • F: 905.283.0550
Email: cwong@showtech.ca

Electrical, lighting, mechanical and sign/banner hanging services.

Transportation & Storage - Boneyard Event Services

7-4060 Ridgeway Dr. • Mississauga, ON
P: 416.543.3161 • F: 866.526.4869

Dock management, propane tanks, transportation/trucking and advance show/post warehousing services.

North Amerian Logistics Services Inc.

49 Simpson Rd • Bolton, ON
Maria Bava, Sales Manager
P: 416.585.8227 • M: 416.317.4104

Custom brokerage firm.

The International Centre

6900 Airport Rd. • Mississauga, ON
P: 905.677.6131

Show facility, housekeeping, parking, food/beverage and security services.

Freeman

6900 Airport Rd. • Mississauga, ON
Neil Pael, Technical Services Manager, The Internation Centre
P: 905.678.5120 • M: 647.212.9914
Email: Neil.Patel@freemanco.com

Internet and audiovisual equipment services.

Qleads

Justin Somers
P: 416.450.0411 • F: 888.474.8118
Email: jsomers@qleads.ca

Badge scanners for lead retrieval.