



# TORONTO INTERNATIONAL BICYCLE SHOW

January 14, 2019

Dear Exhibitor:

Thank you for participating in the 33rd annual Toronto International Bicycle Show, March 1 to 3, 2019 at the Better Living Centre, Exhibition Place, 195 Princes' Blvd., Toronto, Ontario, M6K 3C3.

If you require services or supplies for your booth space, please order them directly from the three different suppliers listed below. All the order forms including this letter are available on the Exhibitor Info page [www.bicycleshowsortoronto.com/exhibitor-information/](http://www.bicycleshowsortoronto.com/exhibitor-information/).

**FLOOR PLAN**—The enclosed [Floor Plan](#) indicates your location in the show. It also lists show hours and other important information.

**ELECTRICAL** – These services are supplied by “Showtech”. Their order forms can be found by following the link <https://e.showtechordering.com/ST-00054642>. If you have any problems downloading the exhibitor information or if you have any questions, please contact Showtech directly by telephone at 905-283-0601. Alternatively, the order forms may be found by going to [bicycleshowsortoronto.com](http://bicycleshowsortoronto.com), click on Exhibitor Info., click on individual forms under Spring Show Forms and click electrical by Showtech or the direct link by [Clicking Here for electrical by Showtech](#).

**TABLES, CHAIRS, SHOW DISPLAY MATERIALS** – These services are supplied by Ontario Promotional Services (OPS). Please go to <https://ops-eventrentals.ca/kits> then click on the Toronto International Bicycle Show link. The show user name is TIBS2019 and the password is blctibs.2019! - check the downloads folder of your browser. If you have any problems downloading the exhibitor information or if you have any questions, please contact OPS directly by telephone at 905-624-6955. Alternatively, the order forms may be found by going to [bicycleshowsortoronto.com](http://bicycleshowsortoronto.com), click on Exhibitor Info., click on individual forms under Spring Show Forms and click booth furnishings by OPS or [Click Here for “booth furnishings by OPS kit”](#).

**TELEPHONE, INTERNET, SIGN HANGING** – These services are supplied by Exhibition Place Exhibitor Services. If you have any questions, please contact Exhibition Place Exhibitor Services directly by telephone at 416-263-3064. The order forms may be found by going to [bicycleshowsortoronto.com](http://bicycleshowsortoronto.com), click on exhibitor info., click on individual forms under Spring Show Forms and click telephone, internet, sign hanging and parking passes by Exhibition Place or [Click Here for telephone, internet, sign hanging and parking passes by Exhibition Place](#).

**PARKING**—Parking is free during move-in. During Show hours – Please see attached the parking pass order form. The parking pass pre-order special discount cost is \$30.00 per pass for the entire weekend. **The discount price deadline is Wednesday, February 13, 2019**. After February 13, 2019 the cost is \$15.00 daily. If you have

any parking questions, please contact Exhibition Place Exhibitor Services for parking directly by telephone at 416-263-3645. You may also purchase the parking passes at the regular rate during move-in at Exhibitor Services located at the west central side of the Better Living Centre. **Parking passes will no longer be sold at the show office** during move-in or show hours. Additional order forms are available at [www.bicycleshowtoronto.com](http://www.bicycleshowtoronto.com), click on Exhibitor Info., click on parking passes under Spring Show Forms. Free parking for oversized vehicles and trailers is available. We will provide the location during move-in.

**SHOW GUIDE**—The official show program is produced by [Pedal Magazine](http://Pedal Magazine). For advertising space or product announcements contact Benjamin Sadavoy at 416 977-2100.

**SHOW HOTEL**—The following is a list of hotel options that are located near Exhibition Place:

- Hotel X Toronto, 111 Princes' Boulevard, Toronto, Ontario M6K 3C3, Telephone: (647) 943-9300. Located at Exhibition Place.
- Radisson Admiral Hotel, 249 Queens Quay West, Toronto, Ontario M5J 2N5 Telephone: 416-203-3333
- Westin Harbour Castle Hotel, 1 Harbour Sq., Toronto, Ontario M5J 1A6 Telephone: 416-869-1600 Ext. 0
- Hotel Novotel Toronto Centre, 45 The Esplanade, Toronto, Ontario M5E 1W2 Telephone: 416-367-8900

**MOVE-IN**— Move in takes place Thursday from 8 a.m. to 10 p.m. **Note: early move in is available Wednesday from 9 a.m. to 5 p.m., contact show management to book an early move in time.** Hours for exhibitors with late arriving product or to refill their booths with stock are from 8 a.m. to 11 a.m. on Friday, and 8 a.m. to 9:30 a.m. on Saturday and Sunday.

**SHOW HOURS**—Hours for the show are Friday, March 1, noon to 9 p.m., Saturday, March 2, 10 a.m. to 7 p.m. and Sunday, March 3, 10 a.m. to 6 p.m.

**MOVE-OUT**—Move out begins at 6 p.m. Sunday, March 3. We must be out of the building by midnight. **Anything not removed from the building by midnight Sunday will be shipped to our show service company's warehouse at the exhibitor's expense.** Once the aisle carpet and curtains are removed, exhibitors will be able to drive in to their booth for those wishing to do so, which is usually by 7 p.m.

**INSURANCE & SECURITY**—Exhibitors must contact their Insurance Broker/Company to obtain a certificate of insurance confirming liability coverage is in place with respect to the booth and product while located at the consumer show. The show (Canadian Shows & Special Events Inc. o/a Toronto International Bicycle Show) must also be added as an additional insured. This certificate must be presented to the show prior to the exhibitor moving in to set up for the show. You may fax the certificate to 416-369-0515 or mail a copy to our office: Toronto International Bicycle Show, 1 Yonge St., Suite 1801, Toronto, Ontario M5E 1W7. The show is not responsible for theft or damage of any items. Therefore, coverage must be obtained by your own Insurance Company. The show supplies 24 hour security staff.

**BOOTH STANDARDS**—Exhibitors must have a professional booth set-up. It is mandatory that all booths have clear signage indicating the company or product name. In addition, each exhibit is required to have carpet or some form of flooring that covers the building concrete.

**DRAYAGE**—A forklift is supplied for exhibitors at no charge by the Bicycle Show for unloading and reloading of transports and storage of crates. The forklift will be on duty Wednesday from 9 a.m. to 4 p.m., Thursday from 8 a.m. to 4 p.m. and Sunday from 6 p.m. to midnight. Any forklift requirements outside these hours will be charged back to the exhibitor. Dollies are available at the loading docks. A driver's license or credit card must be left with the Dolly Keeper to obtain a Dolly.

**TRANSPORTATION & STORAGE**—The show's official carrier is OTSFF Transportation. For all your shipping and logistical needs call them at 1-800-668-4473 or 905-660-8024. There are storage areas at various places throughout the show for crates and cartons. OTSFF will pick up Sunday evening.

**EXHIBITOR BADGES**— Please fill out the attached badge order form and return to our office by fax or e-mail or mail at least 10 days prior to the show. Three badges are allowed per 10 x 10 booth. Additional badges are \$25 each. Badges and holders are available at the show office beginning on the Thursday and throughout the show hours – see the badge request form for more details.

**COMPLIMENTARY PASSES**—Paid exhibitors receive 5 one-day complimentary passes. They are available at the show office on the Thursday of move-in. Additional one-day passes may be purchased move-in day for \$10.  
**SMOKING**—Smoking is prohibited in the building.

**UNION LABOUR**—Laborers hired for booth set up and tear down must be an employee of the local union. Video boards or other audiovisual presentations must be installed and removed by IATSE Union personnel. Please contact our show service company at 905-624-6955 to arrange for staff if required.

**WORKPLACE SAFETY**—**Exhibitors are reminded that we require compliance with the Occupational Health and Safety Act as regulated by the Ontario Ministry of Labour.** Certain displays, especially those involving any form of scaffolding or that exceed the 8 foot height limit for displays, may cause that display to be designated a “Construction Site”. As such, the display area may be required to be surrounded by caution banner during construction and all workers in the area will be required to wear hard hats and approved safety boots. Safety harnesses may be required for anyone working off the ground. Children under the age of 15 will not be allowed in the show during move-in and move-out. Because of this, exhibitors may want to re-consider the type of display they erect in the show.

**DISPLAY AREA**—Exhibitors must stay within the confines of their purchased space. There are no handouts allowed in the aisles or anywhere else within the show. Standard Booth height limit is 8 feet with the exception of hanging signs or centerpieces. All booth space over 8 feet must be approved by show management. **Exhibitors infringing on aisle space will be invoiced for the additional space utilized.**

**WHEELCHAIRS**—Wheelchairs are available for rent at the Show Office located at the North/East corner of the Better Living Centre. Those wishing to acquire a wheelchair may enter the building via the Exhibitor Entrance.

**FOOD SAMPLING AND SALES**—The resident caterer at Exhibition Place is the only one authorized to sell food or drink. Therefore, those wishing to **sample food or drink must submit a food sampling form** along with the insurance approvals requested. Forms are available on the Bicycle Show website at [www.bicycleshowtoronto.com](http://www.bicycleshowtoronto.com), click on Exhibitor Info, click on Individual Forms under Spring Show forms and See Other Forms – Form Sampling and Sales Application Form. Requests must be made a minimum 30 days prior to the show.

**CUSTOMS**—The Bicycle Show is a bona fide exhibition and as such enjoys the privileges under tariff item #9993.00.00.00. Should you be importing products or display material that will be returning to the country of origin you should contact our official broker **six weeks in advance** so that the proper documentation can be prepared. Please contact North American Logistics Services Inc. at 905-951-5495, Mobile: 416-436-6447, email: [modhoch@nalsi.com](mailto:modhoch@nalsi.com), our representative is Michele Odhoch. Order forms are available on the Bicycle Show website for those shipping product or display materials for the show [www.bicycleshowtoronto.com](http://www.bicycleshowtoronto.com) click on Exhibitor Info, click on Individual Forms under Spring Show forms and click on Customs Letter and Customs Forms for Import.

**SHIPPING ADDRESS** – If you wish to ship your booth, products, samples, etc. to the show, the shipping address for the building is: Better Living Centre, Exhibition Place, 195 Princes’ Boulevard, Toronto, Ontario M6K 3C3. Please note: Shipments may only be dropped off beginning Thursday, February 28, 2019 during move-in. There are no show representatives at the building to accept any deliveries before this date.

**EXHIBITOR LOUNGE** — We have allocated an exclusive area in the Bike Show for exhibitors. This area will be available to exhibitors and their guests. This area is marked on the floor plan as Exhibitor Lounge and is located next to the show office.

**AISLE INFRINGEMENT** - All exhibitors are required to stay within the confines of their booth space. If any exhibitor fails to follow these guidelines, show management will charge the exhibitor for any additional space that the exhibitor has arbitrarily designated as their own.

Aisle infringement is a problem for the following reasons:

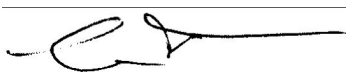
- Complaints from the Fire Marshal and the Exhibition Place Building Management
- The show's Insurance Company has warned that claims would be rejected due to this problem
- Complaints from exhibitors regarding other exhibitors infringing on the aisles
- Constant battle between exhibitors that infringe on the aisles and show management
- Aisle infringement creates overcrowding for the consumers attending the show.

We have attempted for many years to control the infringement of the aisles by speaking to exhibitors with very little success. All of the above is very negative and spoils a very positive show and we have been left with no other alternative but implement the following procedure:

**Procedure** - Show staff will check for aisle infringement and exhibitors that are infringing on the aisles will receive a warning notice, which will provide the exhibitor an opportunity to correct the problem. If this problem is not corrected, we will provide you with an invoice for the additional space utilized.

If you have any questions you may contact me directly at 416-363-1292. You may also email me at [carl@motoparkracing.com](mailto:carl@motoparkracing.com). Once again, thank you and have a great show.

Sincerely yours,



Carl Bastedo  
Show Manager  
416-363-1292, Cell 416-801-6867  
[carl@motoparkracing.com](mailto:carl@motoparkracing.com)