



General Information

TRADESHOW HOURS*

- Wednesday: 5:00 pm – 7:30 pm
- Thursday: 7:00 am – 5:45 pm
- Friday: 7:30 am – 7:30 pm

*Hours subject to change without notice.

EXHIBIT SPACE RENTAL INCLUDES

- Tradeshow booth space
- An 8-ft-high back wall drape
- A 3-ft-high side wall drape
- One skirted 6 ft table, two chairs
- One regular 110 volt outlet per booth
- One Full Conference Registration
- Company listing in the conference program & website
- Existing room lighting
- Cleaning services for the public use portion of exhibit area

Exhibit space rental fee **does not include**

- Decoration and related services

- Shipping costs, storage and placement of display equipment and other materials
 - Cleaning of interior booth space
 - Gas or water supply
 - Permission to nail, post or otherwise attach any material to the *Toronto Marriott Downtown Eaton Centre Hotel's* walls
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ASSIGNMENT OF SPACE

Booths are assigned on a first-come-first-serve basis. Location assignment is at the discretion of the tradeshow manager.

No tradeshow participant shall transfer, assign, sell or barter assigned space. MRIA reserves the right to reassign space as it deems necessary or appropriate.

Exhibit Service Provider

Stronco have been contracted to provide the services of display contractor and will be your contact for extra tables, chairs or display materials, any additional AV and for shipping, pre-show or on-site storage.

Ship to information and order forms for additional accessories and office furnishing are available on the Exhibitor Handbook landing page.

INSTALLATION AND DISMANTLING

Installation:

Move-in for all exhibitors is between 12:00 and 4:40 pm on Wednesday, May 31, 2017. All exhibits must be set up by 4:40 pm.

Dismantling:

No exhibit shall be dismantled before the end of the Closing Reception on Friday, June 02, 2017 at 7:30 p.m. All exhibit materials must be packed and removed from the floor area by 9:00 p.m.

Any material left on the floor after this time will be removed and put into storage. Charges for storage, at the prevailing rates, will be the sole responsibility of the exhibitor. Please ensure that a representative of your company remains with your exhibit materials until they are picked up by your mover.