

GENERAL SHOW INFORMATION

MOVE-IN DATE & TIME:

**SUNDAY JUNE 15, 2008
10:00 AM TO 5:00 PM**

SHOW DATES & TIME:

**MONDAY JUNE 16, 2008
7:00 AM TO 6:30 PM**

**TUESDAY JUNE 17, 2008
7:00 AM TO 5:00 PM**

MOVE-OUT DATE & TIME:

**TUESDAY JUNE 17, 2008
5:00 PM TO 9:00 PM**

LOCATION:

Metro Toronto Convention Centre - South Building, Hall E
222 Bremner Blvd.
Toronto, Ontario, Canada M5V 3L9
www.mtccc.com

SHOW PRODUCER:

Diversified Business Communications – Canada
421 Bentley Street, Unit 1
Markham, Ontario, Canada L3R 9T2
Toll - Free: 888 443-6786 / Fax: 905 479-1364

SHOW PERSONNEL:

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SHOW MANAGEMENT:

Throughout the entire show period, Show Management will maintain an information booth on the show floor to assist all exhibitors and attendees.

ORDER EARLY AND SAVE MONEY!

In the trade show business, all suppliers charge a premium for on-site orders. When you order at the show it is necessary for our suppliers to go back to their warehouse and prepare the order. Ordering early will save you time and money. All due dates on the Deadline Checklist reflect discounted price deadline. Please take note of these deadline dates as ordering on-site can add at least 20% to your overall costs.

BOOTH INCLUDES:

Every booth will be set with an 8' high back-wall drape and a 3' high side-wall drape (excluding island pavilions).

The cost for unloading, spotting and loading exhibit materials is included in the booth space cost. All incoming shipments must have a Bill of Lading or delivery receipt showing the number of pieces and weight. Exhibitors having special handling requirements are requested to contact GES Canada.

THE EXHIBIT HALL IS NOT CARPETED. Please do not forget to order your carpet, tables, and chairs for your booth space as these arrangements are the responsibility of the exhibitor. You may order these items from GES Canada or from a supplier of your choice.

CLEANING SERVICES

It is the Exhibitors responsibility to order cleaning services for interior booth cleaning. World Conference on Disaster Management will provide cleaning for aisles, meeting rooms and common areas. If you have empty boxes in your booth or in the onsite storage area, please notify the World Conference on Disaster Management staff at the Information Booth.

DECORATOR & DISPLAYS:

GES Canada is the official decorator for the World Conference on Disaster Management show. GES Canada provides: furniture rental, carpet, drapes, signage, labour, plants and floral, plus design and set up of custom rental displays.

Booths will be set with an 8' high back wall drape and a 3' high sidewall drape.

World Conference on Disaster Management and GES Canada are offering a Booth Special Package, which is worth consideration. The booth special is installed and dismantled entirely by GES Canada. Your booth is ready before you arrive, no labour costs, no trucking costs, includes booth panels, carpet, company ID sign, draped table and chairs.

If you would like to order this booth special, please complete the World Conference on Disaster Management Show Special Booth Package order form.

ENTRY TO THE TRADE SHOW:

Show Management reserves the right to refuse admission to the show to any visitor, exhibitor, or contractor who, in the opinion of Show Management, is unfit, intoxicated, or in any way creating a disruption of the show.

EXHIBITOR BADGES:

Each Exhibitor will receive a badge for entrance to the event. All badges will be available for pick-up at the Exhibitor Registration Counter during move-in or during the show.

For security reasons, you will be required to wear your exhibitor badge in a prominent location when entering the show floor.

HOTEL:

For World Conference on Disaster Management special room rates, please visit the website for updated information: <http://www.wcdm.org/hotelandtravel.html>

INSURANCE:

Neither Show Management nor the building owners will accept responsibility for injury to persons, loss of or damage to products, exhibits, equipment, or decorations, by fire, accident, theft or any other cause while in the building or on the grounds. Laptops and small items of value should be removed at the end of each show day.

Exhibitors must provide adequate insurance for their own personnel, exhibits, and materials against all such hazards.

NACORA INSURANCE BROKERS is the leading Exhibitor Insurance provider, offering “all risks” coverage with high limits and low premiums to thousands of exhibitors across Canada. To order your exhibitor insurance, please visit www.globexriskmanagement.com

PRINTING/PHOTOCOPYING/FAXING:

There is a fully equipped business centre available for your convenience in Toronto Metro Toronto Convention Centre. The office is located on level 800, directly across from room 825B in the South Building.

SECURITY:

It is your responsibility to insure and look after products and equipment within your booth. For security reasons, no large equipment may be removed from the show floor without Show Management authorization. Laptops and small items of value should be removed at the end of each show day.