**EXHIBITOR INFORMATION 2019‐2020**

**VISITOR PASS:**

All guests in the service areas must wear a visitor pass. This can be obtained at the FEO registration desk, for those who have registered. If you plan to have staff do your set up, please send their names to [debbie@festivalsandeventsontario.ca](mailto:debbie@festivalsandeventsontario.ca) for a temporary badge.

**POWER:**

Electrical services are not included in the quote provided. Electrical power is available exclusively through Presentation Services PSAV at 905‐709‐6117 or by email at [sheratonparkway@psav.com](mailto:sheratonparkway@psav.com).

**EXHIBIT BOOTH – PIPE AND DRAPE (FEO Partner Higgins Event Rentals):**

Exhibit booth for 8 x 8 and 10 x 10– Pipe and Drape included plus skirted table and 1 chair.

**DISPLAY TABLES:**

6ft space (no pipe and drape) or 8 x 8 ft or 10 x 10 ft booth area and Pipe and drape is included. Plus 1 table and chair are included, but you MUST reserve from Higgins Event Rentals.

**Higgins Event Rentals** 19 Rangemore Road, Etobicoke, ON M8Z 5H9   
Michelle Nichole | [michelle@higginseventrentals.com](mailto:michelle@higginseventrentals.com) | 416-252-4050

**INTERNET:**

Internet connection is available through the hotel.

1 Wired High-Speed Internet connection is available at $200.00 for the duration of the conference.

Wireless High Speed is available at $7.99 per connection or $75 for up to 10 users for the duration of the conference. The above rates are subject to taxes and gratuity.

**RIGGING POINT:**

The Grand York Ballroom is equipped with a permanent rigging system. Please contact the hotel catering department for rigging regulations.

**FOOD AND BEVERAGE RESTRICTIONS:**

All food and beverage are the sole and exclusive responsibility of the Sheraton Parkway Hotel, Suites and Convention Centre. Allowances will be made for “Giveaways” such as mints or chocolates. Any other requirements must be received in advance for approval. Any outside food & beverage brought into the hotel/meeting rooms/convention centre/banquet halls, which are not indicated on the contract, will be subject to additional service charges.

**VEHICLE REGULATION:**

Vehicles are not to be driven within the complex and all vehicles must be pushed into the exhibit area. Tiles must be placed under tires, and drop sheets must be placed under engines. Gas tanks must have locking caps and battery cables must be disconnected. Equipment with small gasoline engines (motorcycles, lawnmowers, garden tractors, etc.) must have fuel tanks drained and dry ice must be placed in the empty gasoline tank.

**LOADING DOCK:**

There is one loading dock located at the rear of the complex. This upper dock is situated behind the Grand Richmond Ballroom. It can be accessed off of Highway #7 to East Beaver Creek around the Town of Richmond Hill building. It is ramped and can accommodate one vehicle at a time (4 foot loading dock height). Immediately prior to proceeding to the exhibit hall for set up, exhibitors must remove their vehicle from the loading dock. Keys should remain in the ignition of the vehicle at all times while in the loading dock area. Should the vehicle not be removed within the permitted time, hotel personnel will move the vehicle at the exhibitor’s risk and expense. The hotel does not provide dollies, carts, etc.

for move in or move out.

Please see attached map.

**ELEVATOR:**

Our Freight Elevator is available for large scale or large quantity items. The space available within the elevator is 19’3” (long) x 7’8”(wide) x 7’ (high) with a maximum load capacity of 7600 lbs/3447 kgs. The mandatory freight elevator operator charge for move in and out for trade show / exhibit is $30 per hours. (Minimum of 4 hours per load in/out time) plus applicable taxes and gratuities. Please kindly provided the load in and load out time to the hotel.

**DELIVERIES & SHIPMENTS:**

The Sheraton Parkway Hotel will not accept any delivery prior to the scheduled date of move in unless special arrangements have been made with the Catering office. Special arrangement must be made in advance if you are shipping over 5 packages, large crates/pallets or any single package that is over limit of 100 pounds. For quantities over 5 packages or weight limit, a storage and delivery fee will be applied for the master account at the price listed. Any delivery of large shipments and boxes over 100 pounds will need to be coordinated with hotel management prior to delivery and are subject to additional porterage fees.

Small box up to 50 pounds ‐ $10 each

Medium box up to 75 pounds ‐ $15 each

Large shipment or package over 100 pounds is $50.00 each

**All materials shipped to the hotel should be addressed as follows:**

Sheraton Parkway Toronto North Hotel

Name of the Exhibition / Organization and Contact Name / Booth #

600 Highway #7 East, Richmond Hill, Ontario L4B 1B2

Attention: Contact Name

Hold for Arrival Date/Function Room Name

Box # \_\_\_\_\_\_ of \_\_\_\_\_\_ Boxes

**DISPOSAL FEE:**If excessive garbage/leftovers/materials are required to be cleaned up by the hotel staff after the event, a labour charge of $30.00 per hour per person (minimum 4 hours) will be applied to the master bill and billed back to the booth participant by FEO.

**RESPONSIBILITIES FROM EXHIBITORS:**

It is the responsibility of the exhibitor to unload their trucks, transport their displays to the exhibit hall, set up, and dismantle and remove the display from the building at the conclusion of the show. Please note that additional labour charges may apply pending weight of boxes. Move in and move out may be conducted from the loading dock only. If special assistance is required for the activity mentioned above, arrangements must be made with the Catering Department at the Sheraton Parkway (905) 882‐3101.

In order to avoid damage to the facility flooring, it is the exhibitor’s responsibility to take proper care and diligence while moving equipment and materials, etc. Exhibitors will be responsible for any damage incurred to the facility.

Booth furnishings that require suspension are not permitted. Nails, tape, screws, tacks, pins, etc. are strictly prohibited on the walls. Exhibitor floor space must also be protected from any potential damage to carpet and all furnishings must be free standing. Tape to mark exhibit floor must be removed at the conclusion of the show. Tape leaving glue residue on carpet and flooring is not permitted. All expenses for cleaning of tape will be charged to the exhibitor.

All materials used for draping and / or decoration must be fire retardant and have a fire‐resistance rating in accordance with the Ontario fire code. Aisles must be kept clear during set up, operation and dismantling of the show. Fire exits, hose cabinets and pull stations must remain in clear sight and accessible at all times. No dangerous displays will be permitted into the exhibit halls. The Sheraton Parkway does not permit cooking without prior arrangements and approval.

All electrical equipment must be C.S.A. approved or inspected by Ontario Hydro before the equipment may be lawfully displayed. Booth cleaning is the responsibility of the exhibitor; however arrangements may be made with the hotel for cleaning services at an additional expense.

The Sheraton Parkway remains responsible for all normal upkeep of all public areas and aisle ways.

**LIABILITY:**

The Sheraton Parkway Hotel, Suites and Convention Centre is not responsible for any injury to persons, loss or damage to products and equipment or booth furnishings, caused by fire, theft or accident, etc. while in the facility.