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INFORMATION & RULES FOR EXHIBITORS

Please read carefully – Keep for your information

SHOW DATES & TIMES

Tuesday, March 9, 2010: 11:00 am - 5:00 pm
Wednesday, March 10, 2010: 11:00 am - 4:00 pm

LOCATION

Toronto Congress Centre, Hall D, 650 Dixon Road, Toronto, Ontario M9W 1J1

HOTEL ROOMS

A block of rooms is being held until February 4, 2010. Book directly with the Doubletree International Plaza Hotel Toronto Airport by phone at 416-244-1711, 1-800-688-3656 or 1-800-222-TREE (8733), or by fax at 416-244-7821. Ask for the CANADIAN RENTAL MART rate: \$145.00 (single or double). For more information, a separate flyer entitled "Make your reservation TODAY!" is also enclosed in this Exhibitor Information Kit.

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 8. 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 11:00 a.m Tuesday, March 9. 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 10 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 10. Mark your own furniture clearly. Vacate rented rugs by 9:00 pm Wednesday, March 10. Because of the risk of theft during move-out, 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.

...2

ADVANCE SHOW SHIPPING / POST SHOW WAREHOUSING

Exhibitors must make their own arrangements for shipping and storage. Contact Lange Transportation for these services (see page 4). Ship to:

Your Company Name
Canadian Rental Mart 2010
Booth #
Toronto Congress Centre
c/o Lange Transportation
650 Dixon Rd.
Toronto, ON M9W 1J1

RECEIVING

Loading dock entrances are located on the west side of Toronto Congress Centre.

DRAYAGE /MATERIALS HANDLING

Show Management and Toronto Congress Centre do not provide labour for unloading, moving or loading of displays. Exhibitors should contact GES Canada (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, subject to deposit of a credit card.

POWER & LIGHTING

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

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 D at Toronto Congress Centre is 16' to the rafter and 20' 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 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 TCC PROPERTY

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

INSURANCE

Neither Toronto Congress Center 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.

FIRE REGULATIONS

Supplied separately entitled "TCC Fire Regulations – Exhibits & Displays in Public Buildings". 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 be 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 8, to 11:00 pm Wednesday, March 10. 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 "TCC Booth Security Request").

JANITORIAL SERVICES / HOUSEKEEPING

See "TCC Booth Cleaning Order Form".

HOSPITALITY SUITES

Exhibitors are requested not to operate hospitality suites during show hours since this may reduce attendance for all exhibitors. Use the cash bar provided in the CANADIAN RENTAL MART for hospitality.

FOOD & BEVERAGE SERVICE

All food and beverage items are supplied exclusively by Toronto Congress Centre. No other food and beverage items from other suppliers/vendors will be allowed into the facility. A cash bar operates from 11:00 am to 1 hour prior to show closing each day when guests will be asked to leave the lounge area for security reasons. Food service is available at the CANADIAN RENTAL MART cafe at a variety of prices. Exhibitors may also use the "Exhibitor Booth Menu Order Form" supplied by Toronto Congress Centre for food deliveries to their booths.

BADGES

Free for staff and customers. Available at the registration desk from 10:30 am on March 9 & 10. Casual visitors must be badged for security reasons. Use the registration form in your exhibitor information kits to save time for your booth staff.

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 Publishing & Printing Inc., 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 Toronto Congress 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.

...4

CANADIAN RENTAL MART SUPPLIERS

Doubletree International Plaza Hotel Toronto Airport

655 Dixon Rd.
Toronto, Ontario M9W 1J3
Reservations Phone: 416-244-1711
Reservations Fax: 416-244-7281

Accommodations and in-hotel catering
Ask for special CANADIAN RENTAL MART rate
\$145.00 (single or double)
Reserve before February 4, 2010

GES Canada

5675 McLaughlin Rd.
Mississauga, Ontario L5R 3K5
905-283-0500 Robert Bos
Fax: 905-283-0501

Show decorator and materials handling/drayage contractor. Services include necessary labour and equipment for move-in and move-out.

SHOWTECH Power & Lighting

5675 McLaughlin Rd.
Mississauga, Ontario L5R 3K5
905-283-0500 Mandy Hawerchuk
Fax: 905-283-0551

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

Lange Transportation & Storage Ltd.

3965 Nashua Dr.
Mississauga, Ontario L4V 1P3
905-362-1290 Ken Batcher
Fax: 905-362-1285

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

Livingstone Event Logistics (formerly Mendelssohn)

40 University Ave., Suite 400
Toronto, Ontario M5J 1T1
416-863-9339 Mario Mendes, ext. 140
Fax: 416-863-5149
E-mail: mmedes@livingstonintl.com

Custom brokerage firm.

Toronto Congress Centre

650 Dixon Rd
Toronto, Ontario M9W 1J1
416-245-5000 Diana DiManno
Fax: 416-245-3045

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

AVW-TelAV Audio Visual Sololutions

650 Dixon Rd.
Toronto, Ontario M9W 1J1
416-240-7838 Brian D'Souza
Fax: 416-240-1750
Cell: 416-688-9100

Internet and audiovisual equipment services