
GENERAL INFORMATION

SHOW LOCATION

International Centre, Hall 5
6900 Airport Road
Mississauga, ON L4V 1E8
Tel: (905) 677-6131
(800) 567 1199
Fax: (905) 677-3089
Website: www.internationalcentre.com

SHOW DAYS & HOURS

THURSDAY	May 11	10:00 a.m. – 5:00 p.m.
FRIDAY	May 12	10:00 a.m. – 5:00 p.m.
SATURDAY	May 13	10:00 a.m. – 4:00 p.m.

*During show days, the buildings will be open daily to exhibitors at 8:00 a.m.
Earlier admission can be arranged with Show Management.*

MOVE- IN

MONDAY	May 8	10:00 a.m. --6:00 p.m. (RSVP only)
TUESDAY	May 9	8:00 a.m. – 6:00 p.m.
WEDNESDAY	May 10	8:00 a.m. – 6:00 p.m.

All exhibits must be completed by 6:00 p.m. on Wednesday May 10, 2023. Call us at 416-385-2030 if you need longer to set up.

MOVE-OUT

SATURDAY	May 13	4:01 p.m. – 10:00 p.m.
SUNDAY	May 14	8:00 a.m. – 6:00 p.m.

All exhibits must be removed from the building by 6:00 p.m. on Sunday May 14, 2023.

PARKING

There is free parking available adjacent to the exhibit building.

EXHIBITOR BADGES

Please see Online Exhibitor Badge Request Form; exhibitor badges are free of charge. Exhibitor badges will not be mailed out prior to the Show. They can be picked up at the Show registration area during move-in and show hours.

INSURANCE

Show Management, Graphics Canada and their employees assume no responsibility or liability for any loss, damage or injury to any officer, employee or agent of the exhibitor or to any other person, occurring by reason of anything connected with the participation in the Show. **Exhibitors must ensure their own goods and exhibits against fire, theft, damage, or accident or other causes.**



Exhibitors must complete and return the Certificate of Insurance form included in the Exhibitor Service Kit prior to move-in until **April 15, 2023**.

SECURITY

Security guards will be on 24-hour duty from opening hours of move-in until the closing of move-out. While Show Management will take reasonable overall security precautions, exhibitors are responsible to protect their own goods.

Show Management does not assume any responsibility for losses incurred from pilfering or any other cause. Additional security can be arranged at the exhibitor's expense, please see the Security Booth Coverage Request in the Exhibitor Service Kit online.

Additional Move-in information

All exhibits must be completed by 6:00 p.m. on Wednesday May 10, 2023. Exhibitors moving in after 6:00 p.m. can carry their own merchandise by hand.

You are welcome to work within your display after 6pm, however, we ask that your crates and/or cartons be marked for storage by 4:00 pm allowing them to be stored. Hand trucks and dollies will be available at no charge, your license or credit card is required as deposit.

Additional Move-out information

As a professional courtesy to attendees, please refrain from dismantling any part of your display until the Show closes at 4:00 p.m. Saturday, May 13, 2023. Exhibitors are urged to secure their display and material immediately after the close of the Show. Dollies or carts will be available.

Crates and cartons stored by Management will be returned to your exhibit area as soon as possible. Show Management will take reasonable security measures; however, prompt removal will minimize the possibility of pilferage.

All displays must be removed from the building by 6:00 pm on Sunday, May 14, 2023. All display material not dismantled and picked up by that time will be removed by the official carrier and returned to the exhibitor at his/her own expense.

MATERIALS HANDLING

Please see the Material Handling Order Form. The official contractor is Lange and will be on-site during the move-in/out times. All requirements must be coordinated with them. All transactions on work of this type are between Lange and the exhibitor.

In the event an exhibitor is not present, Show Management reserves the right to order his/her equipment and/or material to be moved from the receiving door to the exhibitor's booth at the exhibitor's expense.

Heavy equipment – any material or equipment exceeding 3,000 lbs must be reported to Lange prior to move-in. Exhibitors must have personnel on hand when machines arrive to direct placement. Any re-spotting is an additional cost. A special form and questionnaire must be completed.

Dollies will be available for your convenience in hall 5 without charge. Your credit card is required as deposit.

Painting, nailing, drilling, or screwing to the floors, walls, or any other part of the building is strictly prohibited by the facility.

Exhibitors are responsible for ink, oil, grease or any general damage to the carpeted area.

Charges will be billed to exhibitors if carpet tape is left on the show floor after move-out.



Smoking will be prohibited in all areas of the building, as the International Centre is a designated smoke free facility.

SAFETY MEASURES

Show Management requests that all exhibitors adhere to the highest standards of safety when setting up and tearing down an exhibit and take every reasonable precaution to protect the health and safety of your workers. It is your responsibility to contact all the people who will be involved in the assembling and dismantling of your booth/display, including staff and outside contractors, to ensure that they are fully briefed on the health and safety requirements of working in this environment.

Exhibitors showing equipment in a moving and operating condition are required to provide every possible precaution for the safety of show visitors, their own operators and exhibit personnel.