



EXHIBITOR SET-UP INSTRUCTIONS & INFORMATION

Display Rules & Regulations

Due to limited space, booth size is restricted to 8' X 10'. If your display will not fit in this area, an additional space must be purchased. This will be strictly enforced. If you will need two booths, please make note of this on your registration form. Display materials must be arranged so they do not obstruct sight lines of other exhibitors. Space is limited.

The format of this trade show is **table top or pop-up only**. The facility has been newly carpeted. Therefore, **the use of fork lifts, pump trucks and/or dollies is not permitted**. Wheeled pop-up booths are permitted as are any items which can be carried by two people and fit through a standard doorway. If you have questions please contact Greg Meyer at (905) 564-0946 x640.

Booth Rental Inclusions

Booth space is 8' X 10'	All draping	*Electrical Hook-up
*Two chairs	*One 6' X 2' table	

* Please indicate on the registration form if required

Booth Set Up: 7:30 PM – 11:30 PM, Tuesday June 7, 2011

****Please Note** there is only one set-up time on Tuesday June 7, 2011.**

The set-up access doors for Tuesday June 7, 2011 are located at the front of the building just east of the Toronto Congress Centre front entrance doors. These doors face Dixon Road and are at the south end of the Cohen Ballroom. For those requiring the use of a loading dock please contact the CBS office to make arrangements.

Educational Forum & Exhibitor Schedule - COHEN BALLROOM - June 8, 2011

Set-up	See times above
Welcoming	07:30 – 8:00 AM
Presentations	08:15 – 12:00 PM
Lunch	12:00 – 13:30 PM
Presentations	13:30 – 14:45 PM
Exhibitor Hospitality Hour	15:00 – 17:00 PM
Tear Down	17:00 – 18:30 PM

The booths open at 07:30 AM and remain open until 5:00 PM

Tradeshaw Date Change or Cancellation

For circumstances beyond our control, the CBS reserves the right, at its sole discretion, to change the date on which the show is held, or cancel the show, and shall not be liable in damages or otherwise by reason of any such change or cancellation, other than to refund, in full, all moneys paid by the exhibitor.

Draws/Prizes

Draws conducted by exhibitors in conjunction with their display must be free of any obligation on the part of participants and the winner. The prize winner must not be required to place an order before collecting the prize offered.

All exhibitors are encouraged to contribute. The participating exhibitors will give a business card to the



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coordinator who will randomly draw the business card for the prize winner. The exhibitor will keep the prize at the booth and the prize winner must go to the booth to claim the prize. Another business card should be affixed to the prize.

Map & Directions



From the West:

Take HWY-401 E east toward Toronto. Merge onto HWY-401 Express to the DIXON ROAD WEST exit – EXIT 354- toward HWY-27 N. Turn left onto DIXON RD. End at Toronto Congress Centre: 650 Dixon Rd, Etobicoke, ON, M9W 1J1.

From the East:

Take HWY-401 west. Take the DIXON ROAD WEST exit- EXIT 354-toward HWY-27 N. Turn SLIGHT RIGHT onto DIXON RD. End at Toronto Congress Centre: 650 Dixon Rd, Etobicoke, ON, M9W 1J1.