

THE CONDO CONFERENCE

HOSTED BY



ACMO



Toronto and Area Chapter

PARTNER SPONSOR



CONDOMINIUM
LAWYERS

NOVEMBER 17-18, 2023 TORONTO CONGRESS CENTRE, NORTH BUILDING

EXHIBITOR FACT SHEET – CONDO CONFERENCE 2023

WEBSITE:

<https://condoconference.ca/>

DATES:

November 17th and 18th, 2023

LOCATION:

Toronto Congress Centre – North Building, 650 Dixon Rd, Etobicoke

SET-UP:

Stronco Show Services

6:00 AM to 2:00 PM Thursday, November 16th, Hall I

Exhibitors

2:00 PM to 8:00 PM Thursday, November 16th, Hall I

6:30 AM to 7:30 AM Friday, November 17th, Hall I

EXHIBITOR REGISTRATION DESK: *(Name badge pick up)*

2:00 PM – 8:00 PM Thursday, November 16th or during regular registration desk hours

TEAR-DOWN:

1:30PM - 6:00PM Saturday, November 18th

LOADING DOCK:

Loading Dock/Ramp address: Toronto Congress Centre 1020 Martin Grove Rd., Toronto, Ont. M9W 4W1

Loading Docks are located on the North Side of the North Building (See location of loading dock below)

NO DISPLAYS CAN BE DISMANTLED BEFORE THE OFFICIAL CLOSING TIME:

It is dangerous for delegates who attend the show and do not appear professional when booths are dismantled ahead of the official closing time. All exhibitors must arrange for the pickup of their exhibit materials immediately following the end of the show. All appropriate paperwork and phone calls are the responsibility of the exhibitor. The Toronto Congress Centre does not have facilities to store exhibit materials. Dismantling, loading and departure of displays and exhibits must be accomplished immediately following the conclusion of the function. If the exhibits have not been removed from the venue by the time agreed upon, Stronco Show Services will have them removed at the expense of the exhibitor and the Toronto Congress Centre will not be responsible for any loss or damage done during the removal. Items left behind will be brought to Stronco Show Services warehouse and additional charges will be issued to the Exhibitor to arrange for shipping.

EXHIBITOR RULES/REGULATIONS/INFORMATION:

This year's conference will be a two-day event.

EXHIBIT HOURS:

Friday, November 17th 7:30am – 3:00pm

Saturday, November 18th 7:30am – 1:30pm

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LOCATION OF CONFERENCE AND TRADE SHOW:

Toronto Congress Centre - North Building
650 Dixon Rd
Etobicoke, Ontario
M9W 1J1

EXHIBIT BOOTH:

Each booth will be equipped with pipe and drape. The back wall curtain is 8' high and the side-rail curtains are 3' high (curtains are flameproof drapes). Single booth size: 10' deep by 10' wide. Your booth will be carpeted, and each booth will receive (1) 6' table and (2) chairs. Exhibitors must notify Show Management in writing if they do not require booth carpet and/or table and chairs. Please note that some booths beside the front-facing doubles have an 8' high side wall, rather than a 3' high side wall.



LAST MINUTE ADDITIONS TO BOOTH:

Last-minute additions to the booths can be made on Thursday, November 16th between 2:00 pm to 8:00 pm. Your booth must be assembled, cleaned and ready for show opening at 7:30am on Friday, November 17th and 7:30am on Saturday, November 18th. To maintain a professional atmosphere at this year's conference, these rules will be strictly enforced by on-site trade show staff. All displays and exhibits must be brought into the building via Loading Docks, which are located on the North Side of the North Building - 1020 Martin Grove Rd., Toronto, Ont. M9W 4W1.

MOVE-OUT:

The move-out will take place on Saturday, November 18th 1:30pm – 6:00pm. No displays will be dismantled before the official closing time. It is dangerous for delegates who attend the show and do not appear professional when booths are dismantled ahead of the official closing time. All exhibitors must arrange for the pick-up of their exhibit materials immediately following the end of the show. All appropriate paperwork and phone calls are the responsibility of the exhibitor. The Toronto Congress Centre does not have facilities to store exhibit materials. Dismantling, loading and departure of displays and exhibits must be accomplished immediately following the conclusion of the function. If exhibits have not been removed from the Toronto Congress Centre by the time agreed upon, Stronco Show Services will have them removed at the expense of the exhibitor, and the Toronto Congress Centre will not be responsible for any loss or damage is done during the removal. Failure to comply with move-out procedures may affect your ability to exhibit at future Condo Conferences.

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ASSIGNMENT OF BOOTH SPACE:

Location compatibility will be at the discretion of the Show Management.

SHIPPING:

Display or exhibit materials can be shipped ONLY for arrival on the day of move-in and exhibitor staff MUST be present to sign for the delivery.

All event-related materials must be shipped through the material handling contractor, Stronco Show Services. Any deliveries direct to site must not arrive more than 7 days prior to November 16th without expressed permission from The Toronto Congress Centre. Please contact exhibitors@condoconference.ca if you are shipping directly to the Toronto Congress Centre to gain approval.

If materials are shipped direct, they must be labelled as follows so that they are not turned away

Toronto Congress Centre
650 Dixon Rd., Toronto, Ont. M9W 1J1
Door #4 Security – South Building
Attn: Daniel Dearlove (416.717.5645)
Re. The Condo Conference 2023
Booth #, Contact Name, and Contact Phone # - to be updated with Exhibitor information

DISPLAY CONTRACTOR:

The firm, Stronco Show Services, has been appointed Official Supplier of Exhibit Services and Equipment. Contact Stronco Show Services at 905-270-6767 or exhibitorservices@stronco.com.

ELECTRICAL CONNECTIONS:

SHOWTECH Power & Lighting is proud to be the exclusive supplier of rental lighting, temporary electrical and sign and banner hanging services at the The Condo Conference. Please access the direct online ordering link below with [Google Chrome](#) to view pricing and/or order online. To take advantage of the discount pricing, please order online by Thursday October 26, 2023. Orders are to be placed on the new exhibitor portal, located [here](#).

INTERNET:

Internet services can be ordered directly from Encore. Form attached on [website](#).

AV:

AV services can be ordered directly from Encore. Form attached on [website](#).

SIGNAGE / BANNERS:

All signs and banners must be contained in the boundaries of the space allocated. Signage services must be ordered directly from Stronco Show Services and Rigging services through Showtech. Orders are to be placed on the new exhibitor portal, located [here](#).

SECURITY:

Security is the responsibility of the client or exhibitor. The Condo Conference will provide overnight security ONLY for the exhibit areas but assumes no responsibility for any products, displays or items within a booth. Those remain the responsibility of the individual exhibitor.

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SPACE RESTRICTIONS:

All demonstrations, discussions, or other activities, such as the distribution of descriptive literature of any kind, must be confined to the exhibitor's own booth. No exhibitor shall assign or sublet the whole or any part of the assigned space. Exhibits in conventional booth spaces are not limited to the type of exhibit installed, however, the approved maximum height for all regular booth display spaces is 8 feet, including signs. There can be no exception to this height limitation. So that the display value of an adjoining booth is not destroyed, sidewalls, fixtures, and other display material may be erected to the maximum height of 8 feet, only in that portion of the booth extending not more than 48 inches from the back wall. From that point (48 inches from the back wall) to the front of the booth, fixtures, tables, counters, and other display material must not exceed a height of 50 inches.

FOOD AND BEVERAGE:

All food and beverage must be ordered directly through the Toronto Congress Centre. Form attached on [website](#).

EDUCATION SESSIONS:

All exhibitors have access to education sessions.

FIRE PRECAUTIONS:

No combustible decorations, such as crepe paper, cardboard, or corrugated paper, shall be used at any time. All packing containers, and/or wrapping paper must be removed from the floor and must not be stored under tables or behind displays. All muslin, velvet, silken or any other cloth decoration must be flameproof. All materials and fluids that are flammable are to be kept in safety containers. Open flames, butane, gas, oxygen tanks, etc., are not permitted.

ADDITIONAL BOOTH INFORMATION:

Booths must have exhibitor personnel at the booth during exhibit hours. Exhibitors will receive two badges per booth for personnel manning the exhibit at no extra cost, please note this may be adjusted based on your exhibit booth size that is purchased. Additional booth personnel badges can be ordered at a cost of \$175 per badge plus HST. Exhibitors are entitled to lunch on Friday and Saturday and refreshment breaks on Friday and Saturday. We welcome our exhibitors to attend the education sessions that are running on both Friday and Saturday during the Conference.

EXHIBITOR MANAGEMENT INFORMATION:

The Condo Conference

1 Eglinton Ave E, Suite 705

Toronto, Ontario, M4P 1A3

Telephone: 416-431-5379 ext 138

Email: exhibitors@condoconference.ca

Website: <https://condoconference.ca/>