



Pediatric Academic Societies Meeting

May 5 -8, 2018 - Toronto Canada

Things To Know When Exhibiting In Toronto

General Information

- Height of hanging signs shall be 20 feet from the top of the sign.
- Freight aisles shall be kept clear and unobstructed during move-in and move-out.
- Exhibitor handcarry of small items through the lobby entrance is limited to items easily carried by hand in a single trip without the use of freight handling equipment.

What You Should Know About Shipping to Canada

1. Use an Official Customs Broker!

The official Customs Broker for the Pediatric Academic Societies Meeting is CEVA. It is recommended to contact CEVA if you are planning to ship to Toronto so that they can assist you in the custom clearance process

2. Complete Customs – Shipping Documents

CEVA, your customs broker will provide instructions on how to ship to Canada and will assist with the completion of the customs forms. They will also arrange for roundtrip shipping to and from any venue.

3. Ship on Time

Have materials shipped to arrive in Canada 3 days prior to move-in and consolidate shipments to reduce costs. If your facility does not have advance storage space, no worries, CEVA will warehouse the goods for you.

4. Hand Carrying or Private Vehicle

Notify CEVA if you plan on bringing your meeting material with you on the plane or if you are driving them into Canada. They will provide you with the required customs instructions for a smooth entry into Canada.

What You Should Know About Utilities

The following services are dropped as follows:

<u>SERVICE DESCRIPTION</u>	<u>Ceiling</u>	<u>Floor</u>
Electrical		X
Internet		X
Telecom		X
Plumbing/Gas		X



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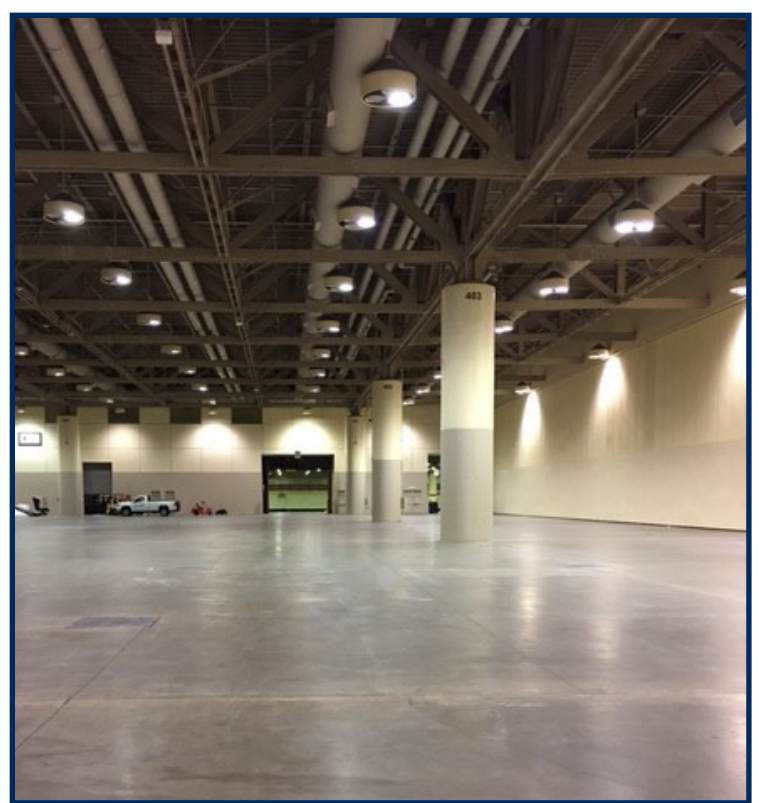
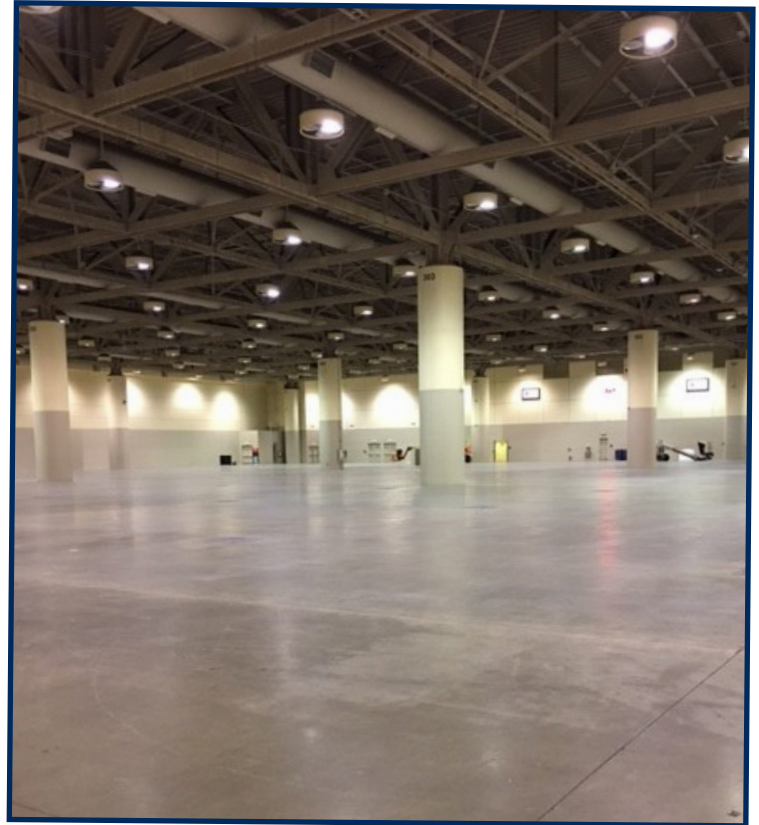
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What You Should Know About The Hall

Ceiling height for Metro Toronto CC Halls D -G level 800 varies from 34 feet to low steel.





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What You Should Know About Union Rules

To assist you in planning your participation in your Toronto show, we are certain you will appreciate knowing in advance that union labour may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read the following:

LABOURERS' INTERNATIONAL UNION OF NORTH AMERICA

Currently we have an agreement with the Local 506 Labourers Union to provide labour for display installation and dismantling. Full time employees of the exhibiting companies however, may set their own exhibits without assistance from these locals. Any local services that may be required beyond what your regular full time employees can provide, must be rendered by Local 506. Labour can be ordered in advance by returning the Display Labour order form, or on showsite, at the Tradeshow Logistics service desk.

MATERIAL HANDLING

Exhibitors may hand-carry their own materials into the exhibit facility. The use of dollies, pump trucks and other mechanical equipment, however, is not permitted. Tradeshow Logistics will control access to the loading docks in order to provide for a safe and orderly move-in/move-out.

TIPPING

Tradeshow Logistics requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Tradeshow Logistics employees. Any request for such should be brought to the attention of a Tradeshow Logistics representative at the Tradeshow Logistics service desk or correspondence may be directed to the attention of the General Manager at the local office address.

SAFETY

Standing on chairs, tables or rental equipment is prohibited. This equipment is not engineered to support your weight. Tradeshow Logistics cannot be responsible for injuries in assembling your booth, please order labour on the Display Labour form and the necessary ladders and/or tools will be provided.