



IMPORTANT DETAILS

LIGHTING NOTICE

The Gourmet Food & Wine Expo provides ambient low-level lighting to enhance the overall show atmosphere. Exhibitors are encouraged to bring or order individual booth lighting. See Showtech section for order forms.

BOOTH INCLUSIONS

The following services are provided compliments of Show Management:

- Burgundy aisle carpeting
- Daily cleaning of aisles
- 24 hour site security
- Ice delivery
- Refrigeration truck
- Booth cleaning after show hours (not during)

EXHIBITOR BADGES

Exhibiting companies are required to submit the exhibitor badges using the online registration utility under mandatory forms. All exhibitor identification badges are to be picked up at the show office.

MOVE-IN RULES

The exhibitors may NOT begin move-in until the full rental amount has been paid. Neither Town Media Inc. its representatives, nor the MTCC shall be responsible for damage to uncrated materials; materials improperly packed or concealed damage. During move-in and move-out, the MTCC is considered a construction site. Therefore, all workers must wear protective footwear as stipulated in the Occupational Health & Safety Act. All exhibitors must move-in & out through the South Loading Dock. No equipment or materials can be transported via the public passenger elevators or escalators. All large vehicles requiring a loading bay are required to check into the marshalling yard. Exhibitors are required to have an authorized representative of the agency at your booth at all times.

PARKING

Parking in the south loading dock is absolutely prohibited and all vehicles must be removed as soon as they are unloaded, otherwise, they will be towed away at the exhibitor's expense. The time allocated to discharge merchandise is a maximum of 30 minutes, after which time parking is available at the South Parking entrance off Lower Simcoe St as well as on Queen's Quay West near Harbourfront. Parking passes are ordered through the MTCC. See MTCC Exhibitor Parking Pass Order form in the Additional Order Forms section.

STORAGE

Crates, boxes and packing materials must be removed from the booths if no storage space is available within them. They will be stored and returned to the booths at the closing of the exhibition. Please ensure that all material is clearly identified.

MOVE-OUT RULES

Exhibitors are not permitted to dismantle booths prior to official show closing. Crates will be returned and dollies will be allowed in the hall after the aisle carpets have been removed. When all exhibitor material is completely packed up and delivered to the loading dock their vehicle will be allowed to enter the loading area as space becomes available. Exhibitors must vacate their rented space and the MTCC along with all goods by Sunday at 11:00 pm. Equipment left on the floor after 11:00 pm will be stored by Lange Transportation and Storage. A charge will be levied to store materials.



THEFT PREVENTION

It is recommended that the exhibitor remove all articles of value immediately when the Expo closes. Show Management will take all reasonable security measures; however, removal of such items will minimize the possibility of loss. Every precaution will be taken to prevent losses due to pilfering, but Show Management will not accept liability for losses of any kind.

REFRIGERATION

Space in the refer trailer is limited, to daily inventory. The refer truck is parked at the loading dock and under 24 hour security. Product should be clearly identified, as other exhibitors will be sharing truck space.

ICE

Ice will be delivered daily to exhibitors. Exhibitors are responsible for bringing their own bus pans and water jugs.

SINKS

One shared sink for all exhibitors will be available on the show perimeter. If you require your own sink please order through Showtech.

RINSE STATIONS

There will be three glass-rinsing stations on the show floor for show patrons only. Please do not dump into the rinse stations as they overflow.

SPIT BUCKETS

Exhibitors are required to provide their own spit buckets. A limited number may be available onsite.

SAMPLE SALES

The currency for sample purchases will be \$1.00 tickets. Boxes will be issued to each exhibitor to hold tickets. Tickets are then weighed at the ticket redemption office and a receipt is issued. Cheque reimbursements will be issued within 6 weeks.