

BOOTH & SIGNAGE REGULATIONS

February 1 – 3, 2017, Metro Toronto Convention Centre,
South Building – Toronto



HRPA
ANNUAL
CONFERENCE &
TRADE SHOW
2017

FEBRUARY
1 2 3

Tel: 416.923.2324
Toll free: 1.800.387.1311
Fax: 416.923.5696
www.hrpa.ca

PLEASE READ CAREFULLY!

Show Management will be strictly adhering to the regulations for booth displays and sign hanging.

Tables, chairs, electricity, etc. are **NOT** included with the cost of your exhibit space. Tables and chairs can be ordered through our Official Show Contractor, GES. Electricity can be ordered through ShowTech.

Booths will have an 8' draped back wall. On each side, a draped side rail will extend from the back of the booth to the front of the booth at the height of 3'. With the exception of the 10' x 20' double corner booths that will not have any side drape. If you have an open corner booth, it will not have a draped side rail on the aisle side.

Exhibitors are allowed to showcase inside their booth to the maximum height of 8 feet (back wall only).

Side walls cannot come out more than 5' from the back wall. The maximum height for the final 5' to the aisle is 3'. Pop-Up Banners that are placed towards the front half of the booth must be approved by immediate neighbours or be pushed to the back 5'. **This will be enforced strictly on-site.**

Drape color will be black. All Aisle carpeting is Salt and Pepper. Main Aisle carpeting is red.

Flooring is **NOT** included in the cost of your booth space. **It is mandatory that all exhibit booths are carpeted or have some type of professional looking floor covering.** All edges must be secured. 100% of your booth floor space must be covered.

- All flooring must be neat and clean.
- No frayed edges allowed.
- All edges of carpet must be taped down – double sided tape is acceptable.
- Duct tape is not allowed to secure flooring.
- You must return the floor to its original condition – otherwise exhibitors will be charged for any damage.

Should Show Management have to provide carpeting – it will be done at the exhibitor's expense.

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All exhibitors are expected to be in their booths during all published show hours, as we do receive attendee complaints about unmanned booths.

- All signs / banners must be professionally prepared. Homemade or handwritten signs are not allowed.
- No food (including popcorn) or beverages may be distributed by any exhibitors unless approval has been obtained from the Metro Toronto Convention Centre.
- Helium balloons need to be approved by Show Management and Metro Toronto Convention Centre.

If the MTCC needs to remove any balloons the cost is \$250.00 per hour, minimum 1 hour charge plus taxes. A Zoom Boom would need to be used for removal.

SIGNAGE

- **Handwritten signs will not be permitted – professionally made signs ONLY.** Signs may not be placed or attached to the top of the back wall. They must be placed inside the booth.
- **Signs that are higher than your back wall must be hung** (unless you are in a perimeter space, and you receive written consent from Show Management one week prior to the event).

Please contact SHOWTECH Power & Lighting to order your signage hanging at **416.585.8109**

Hanging signs must be single sided, face the aisle and be blank on the back.

Hanging signs must be maximum 4 feet high.

BOOTH SIZE	SIGN HEIGHT MAX	SIGN WIDTH MAX
10' X 10'	4'	8'
10' X 20'	4'	16'
10 X 30'	4'	24'
20' X 20'	6'	18'

Exhibitors must strictly adhere to these signage regulations. If an exhibitors' signage does not follow these regulations, the signage will be removed at the exhibitors' expense. Exhibitors may send a written request to show management for approval for signage that does not follow these regulations.

Show management will notify the exhibitor if it has been approved or denied.