



CANADIAN SEATING &  
MOBILITY CONFERENCE

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SEPTEMBER 12-13, 2023

# Exhibitor Manual

2023 Canadian Seating &  
Mobility Conference



**Delta Hotels by Marriott -  
Toronto Airport &  
Conference Centre**  
655 Dixon Road  
Toronto, Ontario M9W 1J3

# CSMC EXHIBITOR MANUAL

## Location of Exhibits

Delta by Marriott Toronto Airport  
Plaza A, B & C & Plaza Foyer  
655 Dixon Road, Toronto, Ontario, M9W 1J3

## Exhibitor Packages

The Exhibitor registration desk will be located at the Delta Marriott Hotel in the International Ballroom Foyer. Individual badge pickup will be onsite at the Registration kiosks after noon on Tuesday, Sep. 12.

## Customs Clearance

For the convenience of the exhibitors who will be shipping material from outside Canada, arrangements have been made with Mendelssohn Customs Brokers to handle customs clearance for those exhibitors who may require such services. If this service is required, please contact our office for an order form.

## Material Handling (Drayage)

Exhibitors are responsible for handling the materials to be utilized in the allocated booth space. Options for handling include:

1. Unloading and handling of booth materials by exhibitor's own staff
2. Utilizing the services provided by Stronco Show Services

It is the exhibitor's responsibility to ensure that appropriate arrangements are made based on options 1 & 2 above. If goods arrive onsite, and arrangements have not been made to have the goods removed from the delivery vehicle and delivered to the booth, the CSMC management authorizes its official show services contractor to do the work at the expense of the exhibitor.

# Set-up of Exhibits

The Loading dock is located off of Kelfield Street, which is off of Dixon Road. Exhibitors may begin to set up at **10 a.m. Tuesday, Sep. 12**. Exhibits must be ready by **2 p.m., Tuesday, Sep. 12**.

Exhibit Hall will open at **2:30 p.m. Tuesday, Sep. 12**, for the Welcoming Reception, and will close at 6 p.m. The Exhibit Hall will reopen at **9:30 a.m. Wednesday, Sep. 13**, and close at **2 p.m.**

# Standard Booth Equipment

Each booth will be 8' high x 10' wide x 10' deep. It is important to note that the exhibit hall is carpeted. For the rental of furniture and other booth accessories, please refer to the enclosed order forms provided by Stronco Show Services.

For additional electrical connections and lighting, or if you require signage installation in the ceiling, please contact the show electrical supplier (see below).

# Exhibit Services

The official suppliers of exhibit services and equipment are:

<b>Show Service</b> Stronco Show Services 905-270-6767	<b>Electrical</b> Encore 647-216-3594	<b>Customs</b> Mendelssohn 416-863-9339
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# Failure to Occupy Exhibit Space

If space is not occupied by the close of the exhibit installation period—2 p.m. Tuesday, Sep. 12, 2023—this space will be considered a “no-show” and the exhibitor will forfeit the space. This forfeited space may be resold, reassigned, or used by the CSMC management without obligation on the part of the CSMC for any refund whatsoever. If the exhibit is on hand, show management reserves the right to assign labour to set up any display that is not in the process of being erected by the given deadline, and to instruct that the exhibitor be billed for all charges thus incurred.

# Subletting the Space

Exhibitors may not assign or sublet any space allotted to them or advertise goods other than those manufactured or sold by them in the regular course of their business. No sign or courtesy card is to be displayed for any equipment, product, or service for demonstration purposes unless the supplier of such equipment is also an exhibitor at the conference.



# Badges

Exhibitors may pick up their badges at the registration desk after 10 a.m. on Tuesday, Sep. 12. Badges are required for entry to the Exhibit Hall, other than during set-up and take-down times. Badges are allotted according to the booth space reserved. Please have one representative of your company log onto our online registration link and register each person who will require a badge. Badges will be printed exactly as entered. Please ensure you list your company name on the registration exactly as you would like to have it appear on the badge. Badges must be registered for by end of day, Sept. 15, 2022. Badges requested after that date will be \$25 per badge. If you have any questions, please do not hesitate to contact Nancy Hall for assistance.

## Nancy Hall

Office: 905-257-7002 • Toll Free: 888-850-9188

Email: [csmc@vgm.com](mailto:csmc@vgm.com) • Web: [www.csmc.ca](http://www.csmc.ca)

Booth Size	Complimentary Allotment
100 sq. ft. (1 standard booth)	4 complimentary badges
200 sq. ft. (2 standard booths)	6 complimentary badges
300 sq. ft. (3 standard booths)	8 complimentary badges
400 sq. ft. (4 standard booths)	10 complimentary badges
600 sq. ft. (6 standard booths or more)	15 complimentary badges

No more than FOUR exhibitor representatives for each 100 square feet of exhibit space will be permitted in the booth at any one time. Exhibits must be attended and maintained during the show hours by at least one company representative. Badge requests above the complimentary allotment will be at a cost of \$25 per badge.

# Friday Lunch

Lunch will be held in the Exhibit Hall on Wednesday, Sep. 13, and will be complimentary to all exhibitors.

# Exhibit Schedule

Tuesday, Sep. 12 • 2:30 – 6 p.m.

Wednesday, Sep. 13 • 9:30 a.m. – 2 p.m.

# Security

Exhibitors must make provisions for safeguarding goods, materials, equipment, and displays at all times. Security will be provided for the exhibit area after exhibit hours. The Canadian Seating & Mobility Conference, the Delta Marriott Hotel, and the service contractors do not guarantee or protect exhibitors against loss or damage of any kind. All exhibitors must have proper identification to enter the exhibit area.

## Publicity & Media

No exhibitor shall solicit, request, or give interviews to representatives of the press, nor shall written material be submitted to the press for publication, without prior written approval of the CSMC.

## Advertising Materials

Advertising materials may be distributed from booths only and must not be placed on Delta Marriott Hotel meeting rooms' chairs or left in public places.

## Responsibility for Losses

The Canadian Seating & Mobility Conference and its committee will not be held responsible for losses due to cause or conditions beyond its control, such as war, panic, mobilization, strike, civil disorder, fire, flood, or other similar conditions which might prevent the exhibits from opening on time, continuing through the scheduled dates, or opening at all.

## Restrictions

The conference committee reserves the right to restrict exhibits which, because of noise or any other reason, become objectionable, and to close without indemnity the exhibit of any exhibitor who shall refuse after notice to conform to the rules that apply to the other exhibitors. The conference committee reserves the right to ban objectionable novelties and prevent the sale or distribution of any articles or products, which it believes may endanger the health and safety of those attending the conference.

## Liability

Neither the Canadian Seating & Mobility Conference, the Delta Marriott Hotel, Stronco Show Services, Freeman Electrical, the employees thereof, nor their representatives will be responsible for any injury, loss, theft, or damage that might occur to the exhibitor, or his employees, or his property, from any cause whatsoever prior to, during, or subsequent to the period covered by the exhibit contract. The exhibitor agrees to indemnify the Canadian Seating & Mobility Conference, the Delta by Marriott Toronto Airport, Stronco Show Services, Freeman Electrical, the employees thereof, and their representatives, against any claims for such loss, damage, theft, or injury.

This also includes any period of storage prior to and following the conference. The exhibitor, upon signing the contract, expressly releases the foregoing from any and all claims for loss, theft, damage, or injury.

## Dismantling of Exhibits

Dismantling of exhibits will commence no earlier than 2 p.m. Wednesday, Sep. 13, 2023. All exhibit material must be removed from the exhibit hall by 7 p.m. In order to facilitate a smooth move out of the exhibits, a move out schedule will be provided to all exhibitors prior to the show.

# Accommodations

We recommend exhibitors stay at the conference headquarters hotel. Reservations made prior to our room block cut-off date—Monday, Aug. 11, 2023—will receive the preferred rate of \$172 per night for a single or a double room. It is recommended that you reserve your room as soon as possible as space is limited.

You may book your room directly through our hotel accommodation link on our website [www.csmc.ca](http://www.csmc.ca) or by contacting the hotel directly. Please reference the Canadian Seating & Mobility Conference when reserving rooms to receive the preferred guest rate.

## Conference Headquarters Hotel

Delta by Marriott Toronto Airport  
655 Dixon Road  
Toronto, Ontario  
Canada M9W 1J3  
Tel. 416-244-1711

Shuttle service is available to the hotel from the nearby Pearson International Airport.

## Further Assistance

Should you require further assistance, please contact Nancy Hall.

### Nancy Hall

Office: 905-257-7002  
Toll Free: 888-850-9188  
Email: [csmc@vgm.com](mailto:csmc@vgm.com)  
Web: [www.csmc.ca](http://www.csmc.ca)

### Canadian Seating & Mobility Conference

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