

EXHIBITOR MANUAL

January 29-31, 2027

Easy Reference Guide

Page 4 Show Producer
Show Personnel
Show Dates & Times
Location
Show Office
Page 5 Move In & Move Out Details
Move In Procedures
Construction Site Regulations
Courier and Shipping Instructions
Page 6 Move Out Procedures
Page 6 Show Service Contractors
GES Display Rentals
Page 7 Electrical/Banner & Signage Hanging
Computer, Audio Visual & Telecommunications
Shipping
Refrigeration & Food Equipment Rentals
Sampling Supplies
Booth Security

GENERAL INFORMATION & RULES AND REGULATIONS

Page 8 Exhibitor Insurance
Aisle Carpet & Booth Draping
Arrangement of Exhibit
Page 9 Damage to Property
Default in Occupancy
Re-Assignment of Space
Payment of Account
Entry to Show
Staffing of Exhibits
Exhibitor Badges
Contests & Draws
Page 10 Complimentary Tickets
Sales and Receipts
Soliciting, Samples, & Souvenirs Concessions

HEALTH DEPARTMENT REQUIREMENTS FOR FOOD & BEVERAGE SAMPLING

Page 10 General Guidelines
Hand Washing Facilities
Utensil Washing Facility
Food Temperatures
Food Protection
Cooking & Food Preparation

HEALTH & SAFETY RULES

Page 11 Fire Protection
Vehicles on Display
OTHER: Map and Directions

BASIC INFORMATION

Producer: Metroland Specialty Markets
P.O. Box 36524 Hamilton RPO Eastgate
Hamilton, ON L8E 5B2

Show Personnel:

Show Manager – Lars Melander, 289-962-3516
lmelander@togolfshow.com
Assistant Show Manager – Laura Jackman, 416-917-0687
jackman@metroland.com

For general inquiries, please contact: info@torontogolfshow.com.

Show Hours & Dates:

Friday January 29, 2027	12pm – 7pm
Saturday January 30, 2027	10am – 5pm
Sunday January 31, 2027	10am – 4pm

Location

International Centre, Entrance Hall 5
6900 Airport Rd
Mississauga, ON L4V 1E8
Phone Number: 905-677-6131
Fax Number: 905-677-3089
Show Office

Throughout Move In, Show Hours and Move Out hours, Show Management will maintain an office on-site at the International Centre. The office will be open during move in on Thursday January 28, 2027 and will open during move out from 4pm to 9pm on Sunday January 31st 2027. During show days, the office will be open during the dates and times listed above and ½ hour before the show opens and ½ hour after the show closes.

Move In & Move Out Details

Move In:	Thursday January 28th	12pm – 7pm
	Friday January 29th	8am – 10am
Move Out:	Sunday January 31st	4:01pm – 9 pm

Move In Procedures

Move in shall not commence prior to 12 (noon) on Thursday January 28th unless pre-approved by Show Management. Please follow the instructions below for move-in:

1. Exhibitors are directed to park at Loading Door #73.
2. Proceed to unload vehicle as quickly as possible. Move vehicle from the door to a parking space. Please be considerate of others waiting to use loading doors.
3. A limited number of dollies will be available for exhibitor use (first come/first serve basis), although we suggest that you bring your own to facilitate your move in time and avoid delays. Please return dollies to loading doors after use.
4. Storage for empty crates will be available. All crates must be labeled with company name and booth number.
5. Due to safety regulations, vehicles will not be permitted in the building.

Construction Site

The show floor is deemed a construction site by the Ministry of Labor. Effective January 1, 2007, **no children under the age of 16 are permitted on the show floor during move in or move out.** Proper footwear must be worn during move in and move out times. Open toe shoes are not permitted. For more information, please see the Ontario Health and Safety Act which can be found on their website at: https://www.ontario.ca/laws/statute/90o01

Courier and Shipping Instructions

If you are shipping products/materials for your booth, please note we will not be accepting deliveries for your booth prior to Thursday January 28th (move-in day) as we do not have access to the International Centre. Please address your shipment to:

GES / Toronto Golf & Travel Show
Company Name / Exhibitor Name
Booth Number
The International Centre, Hall 5
6900 Airport Rd
Mississauga, ON L4V 1E8

Please print off the Direct to Show Site Shipping Label and attach to all items being shipped.
Should you require help with shipments, our preferred shipping company is Beyond Borders. Please contact Brian Moore at brian@beyond-bordersLC.com or 905-808-1006. Please ensure show staff is notified if items are being left in your booth to be shipped back using Beyond Boarders after the show.

Please Note: During show days, **any large deliveries must be arranged and approved by show management** prior to the event.

Move Out Procedures

No removal of exhibits or exhibit material is permitted before the aisle carpets have been removed. Exhibitors are urged to have a representative in their exhibit until the removal of all portable items has been completed. While Show Management will take all reasonable security precautions to safeguard small items, immediate removal of such items will minimize the possibility of loss from pilferage.

All crates, crating materials, equipment and containers and exhibits must be out of the building by 9pm on January 31st. All products must also be removed from the International Centre including all magazines, brochures and promotional materials. If there is excessive printed material left by the exhibitor, you will be responsible for a disposal fee as determined by the International Centre. All flooring must be removed including decals, tape and stickers. Any materials left will be subject to a labour fee to remove as determined by the International Centre.

SHOW CONTRACTORS

All forms are posted on our website at www.torontogolfshow.com under the “Exhibitor Info” tab.
As an exhibitor at the Toronto Star Golf & Travel Show, you are entitled to the following:

1. Designated floor space at the International Centre, with general house lighting and heating/air conditioning
2. Standard booth draping
3. Janitorial service for maintenance of aisles and public areas
4. 24-hour uniformed security guards during Move In, Show Days and Move Out
5. Exhibitor badges (6 per 10x10)
6. Access Passes as per booth size (10 passes per 10x10 space mailed out to you no later than three weeks prior to the show)
7. Show Management on-site at all times
8. Publicity and promotion
9. Company listing on the website

** Please email back all forms to contractors directly **
Display Rentals such as carpeting, furniture, plants, etc. can be rented through GES:

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GES Canada
5675 McLaughlin Road
Mississauga, ON L5R 3K5

www.gesexpo.ca

905-283-0500

Electrical/ Banner & Signage Hanging
Showtech Power & Lighting www.showtech.ca
5675 McLaughlin Rd
Mississauga, ON L5R 3K5 905-283-0550

Computer & Audio Visual
Encore Global www.encoreglobal.com
6900 Airport Rd
Mississauga, ON L4V 1E8 416-550-5611
Contact: Slater Lee. TICC@encoreglobal.com

Telecommunications such as a telephone, fax, or computer line.
International Centre – Telecommunications Department
6900 Airport Rd
Mississauga, ON L4V 1E8 905-678-5615
Contact Support. support@internationalcentre.com

Shipping & Customs Broker
Beyond Borders 905-808-1006
Brian Moore brian@beyond-bordersLC.com

Individual Booth Security can be contracted between the exhibitor and Tone-Gar Security Services:

Tone-Gar Security Services www.tone-gar.com
A-145 Otonabee Drive
Kitchener, ON N2C 1L7 519-746-1970

** Please note that uniformed security personnel will be on duty 24 hours a day from opening time on move in until closing time of move out. Exhibitors are advised to maintain normal precautionary measures to protect their display material and equipment. Every precaution will be taken to prevent losses due to pilfering, however Metroland Specialty Markets, the International Centre, and official appointed contractors and/or their employees, and/or agents, will not accept liability for losses of any kind. Please contact Tone-Gar should you be interested in individual booth security.

Exhibitor Insurance can be ordered through Brokers Trust Insurance Group Inc.:
Brokers Trust Insurance Group Inc. www.exhibitorinsurance.com
434 North Rivermede Rd Suite 3
Concord, ON L4K 3M9 905-695-2971

Current and in force Commercial General Liability Insurance coverage is recommended for exhibitors at Toronto's Golf & Travel Show. A copy of your insurance certificate may be submitted to this office prior to the Show. You can email it directly to the team at info@torontogolfshow.com.

Management reserves the right to refuse admission to any exhibitor who fails to comply with this regulation. In this event, no refund will be forthcoming for exhibit costs.

General Information & Rules and Regulations

Aisle Carpet & Booth Draping
Aisle carpet is green.
If purchasing a basic furniture package with us, your booth carpet is grey and table linens are white.
The standard drapery color is black. Please contact GES should you wish to rent additional colors.
All booths must have an appropriate floor covering (*not provided).

Arrangement of Exhibit

Fire regulations prohibit the construction of double-decker booths, or roofing of booths without four feet of opening for every four feet coverage. **Aisle space must not be used for exhibit purposes, or for solicitation of business**. Exhibit height is restricted to 8'. No part of an exhibit is permitted to extend more than 8' above the floor. Exceptions may be permitted with the written approval of Show Management in advance of the show. Exhibits must not unduly obstruct visibility of adjacent booths, i.e.: 50% visibility allowance for booths on either side. **Exception**:Any exhibit space adjoining an end exhibit space may have a complete back wall of the end exhibit space as a sidewall.

Exhibitors planning to use their own prefabricated display should advise Show Management. They reserve the right to refuse entry or to have removed at the exhibitor's expense any display which is not in accordance with these rules and regulations. If any doubt exists, or where a special case exists, the exhibitor must provide details and have such exhibit approved by Show Management.

Damage to Property

Use of nails, screws¡or any material that can mark floors, walls, columns or ceilings is prohibited. Exhibitors wishing to lay any floor covering may not adhere them to the building floor. In such cases, it is suggested that building papers or other suitable protection be first laid down or double-faced tape may be used as an adhesive. Exhibitor is liable for any damage caused to building floors, walls, columns or ceilings or to standard booth equipment. Any damage caused due to exhibitor negligence will be billed to the exhibitor. All flooring must be removed at the conclusion of the show ¢ ¢

including tape and decals. Any material left will be subject to a labour fee for removal as determined by the International Centre.

Default in Occupancy

Any exhibitor failing to occupy space contracted for is not relieved of the obligation to pay the full rental of such space. If not occupied, and paid for in full, by the time set for completion of installation, such space may be possessed by Show Management and reallocated or assigned for such purposes as they may see fit.

Re-Assignment of Space

Show Management has the right to change, if necessary, the assignment of space to be occupied by the exhibitor in order to create an effective exposition.

Payment of Account

Show Management reserves the right to refuse entry to any exhibitor whose account has not been paid in full.

Entry to Show

Show Management reserves the right to refuse admission to the show any visitor, exhibitor, or exhibitor's employees who, in the opinion of management, is under the influence of drugs or alcohol, or in any way creating a disruption of the show.

Staffing of Exhibits

Exhibitors are required to have staff at their exhibit at all times during show hours

Exhibitor Badges

Exhibitor badges are available for pick up at Door #73 during move-in hours only. Once the show has started, badges can be picked up at the show office, located upstairs next to the entrance to the show for the remaining duration of the weekend. Badges must be worn at all times.

Contests and Draws

Draws conducted by exhibitors in conjunction with their exhibit must be free of any obligation on the part of the winner. Prize winners must not be required to place an order before collecting the prize offered. The schedule of prizes and terms of the competitions must be clearly stated on the entry form. Exhibitors wishing to conduct a contest and/or draw at the Toronto Star Golf & Travel Show must follow all rules under section 59 of the Competition Act obtainable from Consumer and Corporate Affairs. Failure to comply with the rules of this Act constitutes a criminal offense. Contest/draw rules and regulations must state that such a contest/draw is conducted independently of the show and that Show Management will NOT assume responsibility for any liability arising as a result

of contest/draw being held at the show. All such competitions must be approved by Show Management at least one week prior to the show and comply with all existing government regulations. Please visit our website and complete the form for

Contest & Draws Approvals and email back to info@torontogolfshow.com **before January 26, 2027.**

Complimentary Tickets

You will receive ten complimentary tickets in the mail per 10x10 exhibit space. Additional tickets are available upon request.

Sales and Receipts

Sale of goods is permitted during the show and “Show Specials” are encouraged. **Every sale must be accompanied by a receipt.** This reduces the possibility of theft, and Security will check receipts at the exits

.

Soliciting, Samples, and Souvenirs

Distribution of samples, souvenirs and promotion material and soliciting of business is restricted to the confines of the exhibitor’s own booth area. Such activities are not permitted in the aisles, entrances, restaurants, registration areas, hallways or other exhibits. Exhibitors wishing to enter another exhibitor’s area may only do so if invited.

Concessions

Free samples may be distributed by exhibitors in the confines of their booth provided arrangements have been made prior to the show (see restrictions below):
Any exhibitor wishing to sample at the show must comply with the following:
1.All samples must be less than 28 grams by weight or less than 30 ml by volume.
2.A Certificate of Insurance must be completed and submitted at least 10 days prior to the show.
3.All booths sampling at the show must have a foot sink with hand soap and paper towels.
4.If dish washing facilities are not provided at the show, then you must have at least four (4) sets of serving utensils.
5.A Peel Region Public Health Form must be completed – it is mandatory that this form be filled out and returned to us before the show.
6.Approval from show management must be granted prior to set up and serving.

HEALTH AND SAFETY RULES

The Ontario Ministry of Labor requires that all employers adhere to all relevant sections of the Ontario Health & Safety Act. Please read enclosed Health & Safety Rules and Regulations forms that are posted on our website including the Mandatory Health & Safety Acknowledge Form.

Fire Prevention

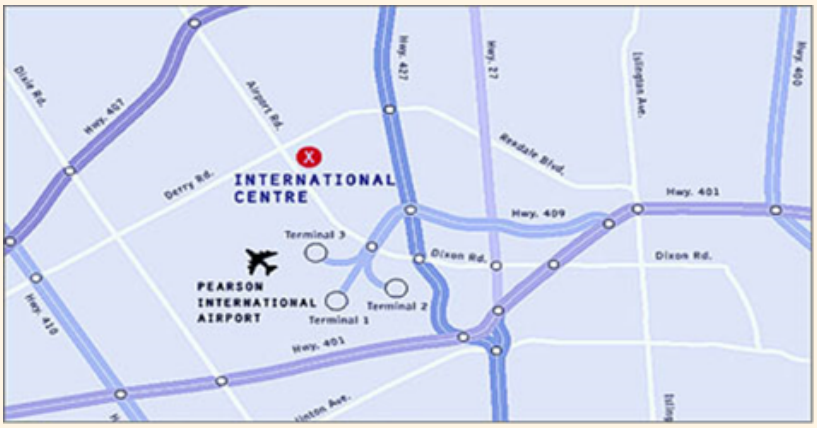
No combustible or flammable liquid or material may be used in any exhibit or display. All materials used for decorative purposes must be flame-proofed. All exhibit, display or demonstration installations must meet the requirements of all regulations and inspections enforced by local Fire Department. Please read the City of Mississauga Fire Regulations for Exhibitors which appears on our website for full rules and regulations.

Vehicles on Display

Fuel tanks shall be maintained less than ¾ full. Caps for fuel tanks fill pipes shall be of the locking type and maintained locked for the duration of the show. The positive lead to the battery must be disconnected. Drip pans must be placed under vehicles.

MAP AND DIRECTIONS

DIRECTIONS TO THE INTERNATIONAL CENTRE
6900 Airport Rd, Mississauga, ON
For mapped directions: http://www.internationalcentre.com/maps-and-directions



Travelling East on Highway 401

- Take Hwy. 401 E. to Hwy 427 N.
- From Hwy. 427 N., Exit at Dixon Rd. and turn left at the traffic lights.
- Follow Dixon Rd. (which becomes Airport Rd.) for approx. 4 km.
- Follow the signs to the International Centre.

Travelling West on Highway 401

- Take Hwy. 401 W. to Hwy. 409. • Exit at Airport Rd., and turn right.
- Continue along Airport Rd. for approx. 3 km.
- Follow the signs to the International Centre.

Travelling East or West on Highway 407

- From Hwy. 407, exit at Airport Rd. and go South.
- Continue along Airport Rd. for approx. 5 km.