



MARRIOTT
TORONTO
BLOOR YORKVILLE

Trade Show Regulations

To: All Exhibitors
From: Toronto Marriott Bloor Yorkville Hotel
cc: Mairan Kingsmill/Steven Miller
Date: 3/4/2019

Please be advised of the following policies and procedures for set up and strike of your exhibit table.

EXHIBIT/DISPLAY BOOKING PERIOD

Set Up, 6.00pm Monday, 03 June 2019:

The Exhibitor will at its own expense and at the direction of the Hotel at all times, arrange and maintain its display in the Hotel's function area which for the purposes of this agreement, is designated as follows:

For the period of **one day (1)** commencing at **7.00 am** and terminating on the **Tuesday, 04 June 2019 at 5.00pm.**

The Exhibitor agrees that on Tuesday by no later than **5.00pm**, it will forthwith remove its display at its own expense. In the event that the Exhibitor shall fail to do so then the Hotel shall have the full right and authority to dismantle and remove same and hold the Exhibitor responsible for any additional expenses for the removal, disposal or storage of the said display.

Strike/Tear Down, Tuesday, 04 June 2019 at 5:00 pm:

1. It is the responsibility of the exhibitor to arrange pick-up of any leftover materials following the conference. Courier arrangements must be made directly by the exhibitor with their courier company. If storage is required past **5:00 pm on Tuesday, 04 June 2019**, a fee of \$250.00 is required for storage per day, to be paid directly by the exhibitor. All courier and delivery forms are the responsibility of exhibitors, must be completed and attached to the boxes.
2. Any materials left in the exhibit will be discarded as garbage unless specific instructions have been left with the banquet manager.
3. A garbage bag can be provided to each exhibitor, it is the responsibility of the exhibitor to leave the exhibit area as they received it. A charge for cleaning and/or removal of excessive garbage from the exhibit area may be applied by the Hotel to the exhibitor.

HOTEL PROPERTY

1. Your exhibit area is set with a 6ft clothed and skirted table with 2 chairs.
2. No displays and/or exhibits may be attached to the drapes, lighting, chandeliers, walls or wall decorations, or hung from the ceiling. The Exhibitor, in erecting its display, will not drive any thumbtacks, nails, spikes or staples into any surfaces, nor shall the Exhibitor use any adhesives on any surface in the function area. MASKING TAPE only will be used to affix and apply said displays to walls.
3. Any artwork, posters or signage is restricted to the convention area only. No signs are permitted elsewhere without approval from the Hotel

DELIVERIES & STORAGE

1. Advance delivery of materials, equipment, packages, must be coordinated with the Event Manager prior to the function date. Such items are subject to maximum size and weight restrictions, as well as storage and handling fees.
2. Hotel does not have storage space for crates, pallets or large shipments. Any materials to be sent to Hotel may arrive no earlier than 2 business days in advance. The Hotel will accept three (3) 2'6" x 2'6" boxes complimentary storage.

HOTEL ELEVATOR DIMENSIONS:

Elevator Floor: 70" x 67" x 88" high

Elevator Doorways: 42" x 84" high

Maximum Weight: 1361 kg or 2994 lbs

3. A handling and storage fee of \$5.00 per item will be added to your Master Account for any materials sent to Hotel. Hotel will not be responsible for any loss or damage to materials sent to Hotel prior to your event date.
4. A labor fee of \$40.00/hour (minimum 4 hours/person) will apply for larger deliveries.
5. A function room rental will apply for large storage requirements.
6. The Hotel will exercise all customary and reasonable care of receivable goods, but will not assume any liability for loss or damage to such items.

FOOD & BEVERAGE/OTHER SERVICES

1. The Exhibitor covenants and agrees that no alcohol or food will be brought into the function area other than that supplied by the Hotel, and that no charges for food or alcoholic beverages will be made to the function area without prior approval of the Hotel.
2. The Exhibitor will not be allowed to charge any expenses to the function area for any services provided by the Hotel. Any charges incurred by the Exhibitor must be paid in cash or by valid credit card at the time that the charge is incurred, or may be charged to the overnight accommodation which is being utilized by the said Exhibitor.

ELECTRICAL

1. All power supplied and any electrical connections made to an exhibit and/or display must only be carried out only by a qualified supplier appointed by the Hotel and at the expense of the Exhibitor. If the Exhibitor requires extraordinary power usage for its display and/or exhibit then, the Exhibitor shall pay the Hotel for such increased power as per the Hotel's current rates.

ADDITIONAL FEES

- ◆ Please refer to the list of items charged to the exhibitor at a fee on the last page of this document.

LIABILITY

1. The convenor, show manager, exhibition manager, display chairman (or any other title used thereunder, for the person charged with the responsibility of making the arrangements for, and managing the exhibition and/or display) will advise all exhibitors in writing of the regulations laid out herein by the Hotel.
2. Neither the Hotel nor the employees of the Hotel shall be responsible for loss or damage to any displays or exhibits while same are on the premises. It is understood and agreed between the parties that the Hotel does not provide any security services for the Exhibitor, and should the Exhibitor require same the Exhibitor shall make its own arrangements for such security services at its own cost and expense.
3. A charge will be assessed against the Exhibitor for any damage to the premises resulting from negligence, carelessness, or lack of adherence to the above outlined regulations.

ACCEPTANCE OF CONFERENCE/CONVENTION/TRADESHOW/MATERIALS

If you are planning to forward/send materials for your conference, convention or tradeshow, please note the following guidelines which will assist your materials in arriving at their proper location.

1. Materials will be received no more than 48 business hours prior to the 1st day of the event. The hotel must be notified prior to all deliveries.
2. The mailing address should state the name of the conference, the dates over which the conference is held, and the mailing address of the hotel. The package should be sent to the loading dock on Asquith Road and also note the name of the Hotel Event Manager handling the show. Include the number of boxes in each shipment (1 of 3, 2 of 3, etc.)

EXAMPLE

Client return address
And phone number

Attention: Toronto Marriott Bloor Yorkville Receiving

Deliver to:
Toronto Marriott Bloor Yorkville Hotel
90 Bloor Street East
Toronto, Ontario, M4W 1A7

****The receiving dock is located on Asquith Road****

c/o
Canadian Institute of Underwriters 2019
June 4, 2019
Attention:
XXX XXX (Exhibitor Name)
XXX XXX (Exhibitor Company Name)

Event Manager: Errol Salvador Meeting Room: High Park Ballroom

1 of # Boxes

3. Any materials delivered after the departure of the group will not be accepted. Any returns will be sent collect. No C.O.D. orders will be accepted.
4. It is the responsibility of the client to arrange pick-up of any leftover materials following the conference, **within a 24 hour period of the last day or a storage fee starting at \$250 plus HST will apply.**
5. Any materials sent to the hotel from outside Canada must be cleared through customs before delivery. It is the responsibility of the client to prepay any duties and taxes on such shipments and to make all necessary arrangements with a qualified customs broker. The hotel reserves the right to refuse any shipments that arrive with duties and taxes outstanding.

Exhibitor Request Form

Item	Price	Quantity Required
6ft Display tables:	\$15 per unit/per day	
Flip Chart	\$25 per unit/per day	
Easel	\$10 per unit/per day	
Receiving Box Fee Hotel may receive up to three (3) boxes per exhibitor, at maximum of 30lbs each without labour/handling fees or a \$160 handling fee will apply.	\$160 handling fee for 4 boxes & above	
Wireless Internet/Superior connection starting at \$23 per device/day Hardwire Internet connection is \$50 per device/per day		
All pricing listed above is subject to HST at 13% Please complete a credit card authorization form for any exhibitor requirement at the conference.		

All Audio Visual equipments are offered through our partner from Freeman Audio Visual. Please feel free to contact Pat Kirby for a comprehensive quote:

Pat Kirby
Client Solutions Director
2365 Matheson Blvd East, Mississauga ON L4W 5B3
freemanav-ca.com
m 1-416-573-0234 e Pat.Kirby@freemanco.com

For extra furniture, Canadian Institute of Underwriters recommend to contact Robinson Show Services:

Ciera Rumble
Rental and Events Coordinator
Robinson Event Rentals
7615 Kimbel St Unit 1&2, Mississauga, ON L5S 1A8
www.robinsoneventrentals.ca
O -905-417-7789 x 203
C- 416.271.1347