



**CANADA
INTERNATIONAL
BEAUTY
EXPO**

July 25-26, 2024
The Epic Hall, 789 Yonge Street,
Toronto ON M4W 2G8

EXHIBITOR MANUAL.

What's inside:

- Event Information
- Official Vendors
- Important Dates
- Move-in and Move-out details
- Exhibitor checklist
- And more

<https://canadainternationalbeautyexpo.com/>

EVENT SCHEDULE

MOVE IN EXHIBITORS

Wednesday, July 24, 2024, 1PM – 5PM
Thursday, July 25, 2024, 7AM -10AM

*All booths must be “show ready” no later than **10AM on Thursday, July 25, 2024** – NO EXCEPTIONS. If your booth is not setup by 10:30am, you will incur a fee of \$500)

** There is no loading or unloading through the front doors of the building. Loading and unloading is permitted through the back doors using a luggage cart and taking the elevator to the 2nd floor.

A loading and unloading area will be setup on the loading dock for POV's. A POV is defined as a personally owned vehicle no larger than a station wagon or SUV. If your vehicle qualifies as a POV you can load and unload yourself provided you hand carry or use a 2-wheel cart. If your vehicle is not a POV, please contact us at **(226) 753-3552**

SHOW DATES & TIME

Thursday, July 25, 2024 10AM-5PM
10:00 a.m. to 5:00 p.m.
Friday, July 26, 2024 10AM-5PM
10:00 a.m. to 3:00 p.m.

*Exhibitor Staff are permitted to enter the exhibition floor two hours prior on show days.

**Exhibitor booths must remain open until 5:00pm. A \$500 penalty for early breakdown is strictly enforced.

MOVE OUT

Friday, July 26, 2024, 5PM-8PM
All booths

*The show closes on **Friday, July 26 at 5:00pm**. No one is permitted to pack products or exhibits prior to the official closing.

All exhibit materials must be removed from the show floor by **10pm.

SHOW LOCATION

The Epic Hall (Bram & Bluma Appel Salon)

789 Yonge Street, Toronto, ON M4W 2G8

Closest major intersection Yonge Street and Bloor Street. Located one block north of Bloor Street on the east side of Yonge Street.

PARKING

Nearby parking lots on Cumberland Avenue, Yorkville and Asquith Avenue including Hudson Bay Centre and Green Plot.

EXHIBITOR CHECKLIST

Use this checklist to help you organize your participation at the 2024 Canada International Beauty Expo.

- Read Rules and Regulations
- Pay Balance of your Booth Space
- Submit high resolution company logo
- Show Guide Listing - Send your duly filled listing
- Show Guide Advertising -Send in your ad copy
- Read Move-In and Move-Out information
- Order transportation services desired for your booth to and from venue
- Return optional forms (if required)
- Send Canada International Beauty Expo invitations to customers and prospects.
- Audio Visual Rentals
- Make travel/car rental arrangements.
- Make Hotel Reservations
- Exhibitor Badges - Register booth personnel
- Exhibit Furniture & Accessories - Submit requirements before
- International Travel -Book directly with hotels or airlines
- International Logistics -Customs / Shipping / Transportation / Storage

GENERAL RULES & REGULATIONS

1) PAYMENT OF SPACE

Show Management reserves the right to refuse move-in and use of space to any exhibitor who has not made full and final payment.

2) MOVE-IN PROCEDURE

Heavy equipment and awkward displays should be delivered on the date and time that has been specified on the official move-in schedule set out by Show Management.

3) MATERIAL HANDLING

All material handling transactions are between the materials handling contractor and the exhibitor. In case an exhibitor's representative is not present, Show Management reserves the right to order his equipment and/or material to be moved from the receiving door to the exhibitor's area. The charge for this service will be invoiced to the exhibitor by the official materials handling contractor.

4) DISMANTLING OF EXHIBITS

No dismantling or removal of exhibits or exhibit material is permitted before the close of the show.

5) REMOVAL OF EXHIBIT MATERIALS

Where exhibitors fail to pick up or couriers refuse to accept shipments, this material may be hauled to a warehouse and the exhibitor will be charged accordingly for this routing or handling.

6) LABOUR AND TIPPING

Exhibitors are required to abide by the prevailing labour conditions and rates effective in the exhibit hall. All employees of Show Service Contractors are adequately paid and there is no need to tip.

7) OVERHEAD DOOR DIMENSIONS

Please consider the height and width of the Halls being used: 20' 19'8"

8) RULES GOVERNING SECURITY OF HALL

Exhibitors are responsible for providing all workers with proper badges. On move-in and move-out days, the halls must be cleared no later than the times indicated in this manual. While Show Management will take reasonable overall security precautions, exhibitors are responsible to protect their own goods. During move-out, all booth material should be packed and properly labeled immediately after show closing before leaving the hall. Thefts must be reported to security immediately and police will be contacted directly. Any and all disputes of these rules must be taken up with Show Management.

9) NON-COMPLIANCE WITH RULES AND REGULATIONS

Show Management reserves the right to make changes, amendments and additions to the rules and regulations without notice, as considered necessary to the efficient and proper conduct of the show. Interpretation of these rules and regulations shall rest with Show Management and non-compliance can result in the ejection of the offending exhibitor or in the closing of his/her exhibit.

10) CANCELLATIONS BY EXHIBITOR

In the event of cancellation, the exhibitor must notify Show Management in writing and is responsible for the amount due as per the payment terms of the contract.

11) CANCELLATION BY SHOW MANAGEMENT

Show Management reserves the right to cancel space should payment not be received from the exhibitor within the prescribed time frame. If Show Management should be prevented from holding the show by any cause beyond its control, or if it cannot permit the exhibitor to occupy his rented space due to circumstances beyond its control, Show Management will refund to the exhibitor the amount of rental paid by them, less a proportionate share in relation to the other exhibitors' space of the total show expenses incurred by Show Management to that date, and Show Management shall have no further obligation or liability to the exhibitor.

12) LOSS OR DAMAGE

Exhibitors will be liable for, and will indemnify and hold harmless Show Management from any loss or damage whatsoever occurring to or suffered by any person or company, including, without limiting the generality of the foregoing, exhibitor, other exhibitors, management, the owners of the building and their respective agents, servants and employees, and members of the public attending the show, either (a) on the said space or (b) elsewhere.

13) DEMONSTRATIONS, DISTRIBUTIONS AND COMPETITIONS

Display, demonstration and distribution of advertising material is not permitted outside the confines of the booth space. If audio/visual equipment is used, the sound must be subdued to such an extent as to ensure its having no nuisance effect on neighboring exhibitors. Voice amplification may be used only with written permission from Show Management prior to show opening.

14) OBJECTIONABLE CONDUCT

Management reserves the right at any time to reject, prohibit, or remove exhibits or any part thereof and to expel exhibitors generally from exhibits or the operation of exhibits, which may be objectionable to the participants and management. Without limiting the generality of the foregoing, this paragraph applies to a person's conduct or any printed matter which may affect the show generally.

15) STAFFING OF EXHIBITS

Exhibitors must maintain staff in their booths at all times during the hours of the show.

16) MECHANICAL CONVEYANCES

Mechanical conveyances such as electric carts, scooters, or bicycles will not be allowed in the aisles during the show hours.

17) SAFETY MEASURES

Exhibitors showing equipment in operating condition must provide every precaution for the safety of their operators, show visitors, and exhibit personnel. Operators must wear proper personal protective equipment during machinery operations. All belt-and chain-drive units must be covered with approved shielding. All equipment where welding, cutting of metal, wood or plastic is involved must be provided with approved safety shields. Waste materials, cuttings and shavings must be placed in bins for safe removal from the building. These bins and their removal may be arranged for with the Official Show Service Contractor.

18) FLOOR, WALL AND CARPET DAMAGE

Exhibitors are responsible for any damage to the building in their rented space and general damages to carpeted areas around their rented space caused by their exhibits or displays. Painting, nailing, drilling, or screwing to the floors, walls or any other part of the building is not permitted. If you choose to install your own carpet or select an alternate decorator, you must arrange to have the carpet tape removed during moveout. If tape is not removed, exhibitors will be responsible for the charges incurred for the removal of the tape.

19) SUBLET

It is agreed that under no circumstances shall space be sublet without the prior written permission of Show Management.

20) REMOVAL OF EXHIBIT

The exhibitor further agrees that the conditions, rules and regulations of Show Management are made a part of the contract and that said exhibitor agrees to be bound by each and all of these rules and regulations, and that Show Management shall have the full power to interpret, amend, and enforce all rules and regulations in the best interest of the show.

21) RE-ASSIGNMENT OF SPACE

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

22) CONCESSIONS

Exhibitors may not sell, serve or dispense any food or beverages in the space without express written permission. All Food and Beverage consumed within the exhibit hall must be provided through the official caterer. Please contact Show Management for further information.

23) FIRE REGULATIONS

All exhibitors planning to use any type of fuel, such as gas, oil, helium gas, or propane, in their exhibits are requested to contact Show Management to discuss all matters pertaining to the installation of such equipment. All displays or exhibited materials must be fireproof to conform to Federal, Provincial and City Fire Laws. Also, table skirting and all cloth material must be flame proofed.

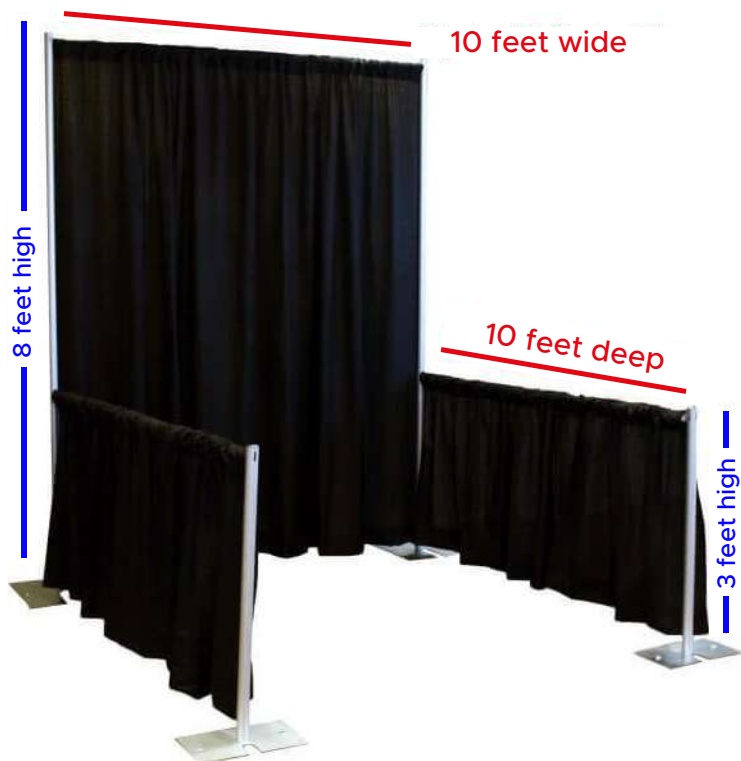
24) CAMERAS AND/OR VIDEO RECORDERS

Cameras and/or video recorders are not allowed on the show floor unless approved by Show Management. Exhibitors are only permitted to take photos of their own booth and set up.

Booth set up



Sample booth



For all rentals including extra booth furniture & accessories, audio visual rentals, promotional materials etc., contact show management: info@canadainternationalbeautyexpo.com
226-753-3552, 604-348-7844

Sample exhibition table

