

EXHIBITOR MANUAL

2017: "Oh! Canada"

Everybody's growing to . . .

CANADA BLOOMS

MARCH 10-19
2017
ENERCARE
CENTRE



VISIT
Canada Blooms
And Enjoy



PRESENTED BY **RE/MAX**

1 Admission
2 Great Events!

FOUNDED BY
 *The Garden Club of Toronto*

LANDSCAPE ONTARIO, MEMBER ASSOCIATION
landscapeontario.com
 *Green for Life!*

CANADABLOOMS.COM



December 2016

"Oh! Canada" At Canada Blooms
March 10 – 19, 2017 – Enercare Centre, Toronto, Ontario

Welcome!!

Canada Blooms is celebrating Canada's Sesquicentennial at our 21st annual festival.

In 2017 we will again co-locate with The National Home Show to create the largest Home and Garden Event in North America. Canada Blooms is excited to announce that this year our festival space will lead visitors along roadway carpet (*in both Hall B and Heritage Court*), through exhibits, to our location in Hall G (Industry Building). As always we will present spectacular feature gardens, the Toronto Flower Show hosting Canada's largest Flower and Horticulture Show in Canada and featuring competitors from around the world, partner presentation areas and the Blooms Educational Series in the larger Hall G, the Garden Marketplace will be presented in Heritage Court and Hall B. The National Home Show will occupy the remainder of the exhibit space including Halls A, B, C, D, and East Annex, (the Dream Home will be located in Hall D). Each event will maintain its own identity and operate separately, expanding into a footprint of 600,000 square feet – Canada's largest consumer event under one roof. Both events will run for ten days, from March 10 – 19, 2017, at the Enercare Centre in Toronto.

Take a moment to peruse our website, it is continuously being updated with media releases, news updates and information that will allow you to make the most out of exhibiting at this year's Festival. Remember to register for the Canada Blooms e-newsletters, this is a great way to keep up-to-date on what's new at Canada Blooms this year.

The exhibitor's manual is on-line (Under *Get Involved*). You only need to print what is necessary for you and the rest can remain for future viewing. There is a lot of information in the manual, please review it and respond to the items that pertain to you. All of the order forms for the various suppliers have due dates. Please adhere to these due dates in order save time and money. Watch for special offers on advertising features in the Canada Blooms Guide and Toronto Star insert that will be sent to you shortly.

If you have any questions on Canada Blooms 2017 please contact the following Canada Blooms Staff at the Canada Blooms offices by telephone – 416-447-8655 x 7721 or email at info@canadablooms.com.

Terry Caddo – General Manager

David Turnbull – Horticultural Director – Feature Gardens, Plants

Joe Della Rossa – Operations/Feature Gardens Manager

Kim Daniels-Omoto – Sponsorship Director

Lisa Pascoe – Admin/Event Coordinator – E-Newsletter, Administration and Education, Exhibitor Support

Martha Walsh – Volunteer Coordinator

Alison Findlay – Group Sales Coordinator

Thank you for your support of Canada Blooms 2017.



March 10 – 19, 2017

Enercare Centre, Exhibition Place – Hall G

D A T E S T O R E M E M B E R !

Please use the following checklist to help you remember to submit all necessary forms by the appropriate advanced/deadline date.

REQUEST FORMS	ADVANCED/ DEADLINE DATE	RETURN TO	DONE
Move-In Time Request	February 10, 2017	Canada Blooms	
Proof of Insurance	February 10, 2017	Canada Blooms	
Insurance Application	February 10, 2017	Exhibitor Insurance	
Name Badges	February 17, 2017	Register On-Line	
Passcode for Ordering EC Services	"3639HOM7"		
Exhibitor Parking Pass Order Form	February 14, 2017	ECC	
Electrical or Plumbing Order Forms	February 21, 2017	Showtech	
Telecommunication Services	February 14, 2017	ECC	
Internet/Computer Form	February 14, 2017	ECC	
Sample Food and/or Beverage Distribution	February 21, 2016	Spectra	
Sign / Banner Hanging Order Form	February 21, 2017	Showtech	
Audio Visual	February 16, 2017	Video Stage	
Cleaning Services	February 14, 2017	ECC	
Additional Lighting – Ceiling/Floor	February 21, 2017	Showtech	
Security Cage Order Form	February 14, 2017	Stronco Group	
Shipping Order Form	February 14, 2017	Stronco Group	
Materials Handling Form	February 14, 2017	Stronco Group	
Booth Furnishings, Carpet, Hardwall	February 14, 2017	Stronco Group	

CANADA BLOOMS STAFF DIRECTORY

Canada Blooms Office:

www.canadablooms.com

7856 Fifth Line S, Milton, ON L9T 2X8

Tel: 416-447-8655

Fax: 416-447-1567

General Manager	Terry Caddo	terry.caddo@canadablooms.com ext: 7724
Administration	Lisa Pascoe	lisapascoe@canadablooms.com ext: 7721
Horticultural Director	David Turnbull	davidturnbull@canadablooms.com ext. 7730 Cell: 647-382-2474
Operations Manager	Joe Della Rossa	jdr379@gmail.com Cell: 647-227-1515
Sponsorship Director	Kim Daniels-Omoto	sponsorship@canadablooms.com
Garden Marketplace Manager	Kelly Haney	marketplace@canadablooms.com 416-644-5461
Group Tour Coordinator	Alison Findley	tickets@canadablooms.com
Volunteer Coordinator	Martha Walsh	volunteers@canadablooms.com

Canada Blooms Board of Directors

Ryan Heath, Co-Chair

Landscape Ontario (LO)

Celia Roberts, Co-Chair

Garden Club of Toronto (GCT)

Janet Ennamorato – LO

Nancy Gerrard – GCT

Denis Flanagan – LO

Dyann Sheppard – GCT

Jeff Winkelmolen - LO

Lillian Taggart – GCT

FOR YOUR INFORMATION

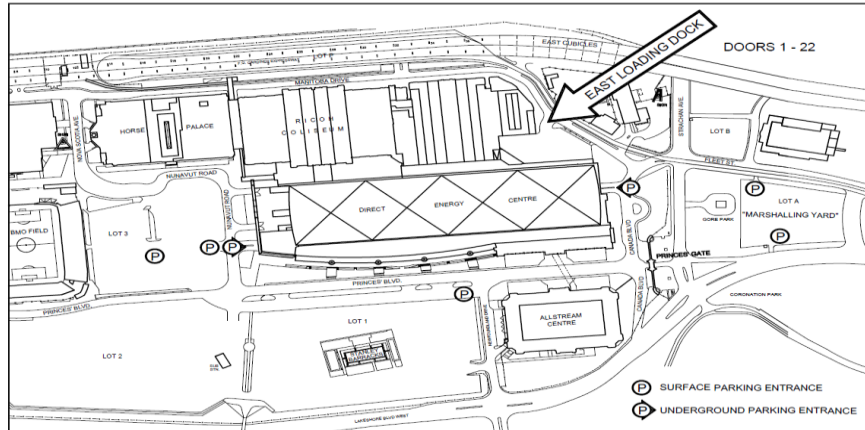
Canada Blooms Move-In Hours:

Wednesday, March 8, 2017 8:00 a.m. – 8:00 p.m.

Note: Hall G is considered a construction zone and protective equipment must be worn on prior to Thursday March 9th

Thursday, March 9, 2017 **8:00 a.m. - 12:00 p.m.** (must be set up by 2:00 p.m.)

Note: Any exhibitor that is part of a judged competition must be off the festival floor by 2:00 p.m. Exhibitors and Garden Builders must be completely set up to allow for judging and carpet laying.



Canada Blooms Show Hours:

Friday, March 10, 2017 to

Saturday, March 11, 2017 10:00 a.m. - 9:00 p.m.

Sunday, March 12, 2017 10:00 a.m. - 6:00 p.m.

Monday, March 13, 2017 to

Wednesday, March 15, 2017 10:00 a.m. – 8:00 p.m.

Thursday, March 16, 2017 to

Saturday, March 18, 2017 10:00 a.m. - 9:00 p.m.

Sunday, March 19, 2017 10:00 a.m. - 5:00 p.m.

Canada Blooms Move-Out Hours:

Sunday, March 19, 2017 **6:00 p.m. – 9:00 p.m. No Dolly, Drive-in or Dock Access**

9:00 p.m. – midnight limited Dock and Dolly Access

Note: Hall G is considered a construction zone and protective equipment must be worn after Sunday March 19th

Monday, March 20, 2017 8 a.m. – 5:00 p.m.

Please note that due to an incoming event, we have limited access to Hall G (East) docks until 8 a.m. on Monday March 20th. Exhibitors can ONLY hand carry product on Sunday after close of festival. Limited dollies and/or dock services will be available after 9:00 p.m. until midnight on Sunday March 19th and from 8:00 a.m. – 5:00 p.m. on Monday March 21st. Please note that as of Monday Hall G is considered a construction zone and personal protective equipment is required.

STAND OUT BEFORE, DURING AND AFTER THE SHOW!

Before the Show:

Promote your participation at Canada Blooms, through your own newsletters and email campaigns, consumers can enjoy a day out and visit your booth at the same time. **We have also developed an e-mail program that can provide your guests with discount coupons and an immediate link to pre-purchase tickets online.** Send a note to Lisa Pascoe at lisapascoe@canadablooms.com and we will send you the email program for your guests.

During and After the Show:

Promotional Opportunities

Canada Blooms Magazine & Guide

Exhibitors registered by January 31, 2017 will have their corporate listing in the **Canada Blooms Magazine, over 80,000 copies will be given away complimentary at the 2017 Festival.** The Canada Blooms Magazine & Guide will be a much used as a source guide covering all aspects of the show.

Drive visitors to your feature and attract them to your purchase services and products from your business with a colourful and dynamic ad in this beautiful resource for consumers, media and industry professionals alike.

To advertise in the **Canada Blooms Magazine**, please contact Lisa Pascoe at 416-447-8655 x 7721 or by email at lisapascoe@canadablooms.com, please put Canada Blooms Magazine in the subject line.

Sponsorship

Sponsorship at a well-respected event like Canada Blooms represents an exceptional marketing opportunity. Brand your company to thousands of visitors each day. Increase your return on investment while also:

- Strengthening visibility and awareness of your company and product.
- Enhancing your image.
- Attracting more visitors to your booth
- Increasing your sales results

We can tailor a sponsorship package to fit any budget. Contact Terry Caddo at 416-447-8655 x 7721 or by email at terry.caddo@canadablooms.com today and increase your bottom line.

Media Room Salon 107:

Promote your business, service or product in the media room. More than 180 media representatives visit Canada Blooms. If you have some great media stories related to new product launches please tell our PR firm your story. Contact **Lisa Pascoe** at lisapascoe@canadablooms.com. Please take your information to the Media Room (note that this will be a co-located media room for both Canada Blooms and The National Home Show). The Canada Blooms festival office will not take responsibility for exhibitor media packages, please pick up your literature at the end of the show.

Exhibitor's Lounge

The primary food and beverage area for guests of Canada Blooms will be located beside the main stage (for the National Home Show it will be the Food Court located in Hall F), concessions in the Galleria and along the south wall. To serve our dedicated sponsors and partners, a quiet space for sponsors, partners, exhibitors, volunteers and feature garden exhibitors area has been created in Salon 102 to allow you to take a break.

Security

Security is available 24 hours. Canada Blooms, Landscape Ontario, The Garden Club of Toronto and the Enercare Centre will not assume any responsibility for lost, stolen or misplaced materials. Exhibitors are urged to contact their insurance companies to ensure that their exhibits and products are insured during this period. It is a good idea to remove all cash and cover displays daily. Please make sure all product is within your booth lines for cleaning and security reasons.

Shipments Prior to March 10, 2017

The Enercare Centre and Canada Blooms will not accept any deliveries before Sunday, March 6th, 2017. Canada Blooms and the Enercare Centre will not accept responsibility for any lost, stolen or damaged goods.

All deliveries must include the following information:

Canada Blooms: The Flower and Garden Festival
The Enercare Centre, Exhibition Place
Hall G – East Loading Docks
100 Princes' Blvd
Toronto, ON M6K 3C3
Company Name
Booth #
Facility Contact: Alba Mercury, Tel: 416-263-3561

Goods received after the opening of the show must be delivered to the booth and arranged at a time other than official show hours.

Visitors taking plant material to the USA

Visitors are not allowed to take live plants into the United States unless the vendor is part of a Canadian Food Inspection Agency (CFIA) program and the plants have been inspected by CFIA and a phytosanitary certificate has been issued for the specific plants. Please post signage in your booth to inform our visitors of this rule.

Move in/out at the ECC

A reminder to all that during Move-in and **Move-out Halls G, F and Heritage Court** at the Enercare Centre will be **treated as a construction zone.** **Exhibitors must read the Exhibitor Health and Safety Requirements and Compliance Declaration included in the manual and fax back the first to pages to the Canada Blooms Office at 416-447-1567.**

Exhibitors are cautioned to wear proper personal protective equipment (PPE) when constructing their booths as well as to be aware of their surroundings at all times. For their own protection, minors under the age of 16 will not be allowed in the exhibit and garden halls during set up and dismantling.

Parking

There is parking available at the Enercare Centre for 4,000 cars. Parking passes may be purchased from the ECC, visit the Canada Blooms website for more information:

<http://canadablooms.com/get-involved/become-an-exhibitor/>

Parking during set-up and dismantling times are free of charge for surface lots. Free parking will be provided to attending guests After 4 pm on Friday, March 10th and from Monday, March 13th until Friday, March 17th.

Camper Parking

There is camper parking available for a fee, for exhibitors who wish to stay overnight on the EC grounds during the show. Space is limited, so if you are interested please contact Lisa at 416-447-8655 ext 7721 or info@canadablooms.com prior to March 1, 2017 and we will forward the details to you.

Host Hotels

Canada Blooms' out of town visitors can take advantage of our special Canada Blooms room rate at our host hotels The Radisson Admiral Harbourfront Hotel and The Chelsea Hotel Toronto.

Radisson Admiral Hotel - Toronto Harbourfront

249 Queen's Quay West, Toronto, ON M5J 2N5

416-203-3333 or 1-800-967-9033 (US/Can)

Group Code – Canada Blooms

*link: <https://www.radisson.com/CANB17>

Canada Blooms rates from **March 9- March 19** are: \$119 – Single/Double. For reservations please book your room online or call 1-800-967-9033 and quote "Canada Blooms" before **February 10, 2017.**

Chelsea Hotel- Toronto

33 Gerrard St. W., Toronto, ON M5G 1Z4

Tel: 416-595-1975 or 1-800-CHELSEA (243-5732)

Group Code – Canada Blooms

*link: <https://gc.synxis.com/rez.aspx?Hotel=59052&Chain=10316&start=availresults&arrive=3%2f9%2f2017&depart=3%2f20%2f2017&adult=1&child=0&group=CAB030317>

(then click select dates tab to start)

Canada Blooms rates from **March 3- March 8, 2017** are: \$249 – Single/Double, March 9-19 are: \$129 Single/Double. For reservations please book your room online or call 1-800-CHELSEA (243-5732) and quote "Canada Blooms" before **February 1, 2017.**

EXHIBITOR CHECK LIST

1. This is a general check-list designed to help you prepare for exhibiting.
2. Use this partner check-list to eliminate the problems that might confront you in your exhibit space.
3. Please read it carefully and add or delete items according to your particular needs.

8 to 12 weeks in advance of the show:

- Read your exhibitor's manual thoroughly and highlight key areas you need to refer to.
- Order your badges on-line. ***Instructions will be e-mailed to you from Microspec.com. Deadline February 17, 2017.***
- Fill out your Move-in Request Form **Deadline February 10, 2017.**
- Arrange for merchant services and point of sale devices (Visa, Interac, Mastercard, American Express) and make sure you have ordered internet services from the Enercare Centre.
- Check inventories of promotional literature or prepare new literature for booth distribution.
- Check booth construction materials and schedule.
- Arrange for adequate extension of your business insurance for Canada Blooms.
- Place advertising for the Canada Blooms Magazine with Lisa Pascoe (Canada Blooms) at 416-447-8655 x 7721

4 weeks in advance of the show:

- Order booth furnishings and services from GES and order Electrical services from Showtech
- Order audio-visual services.
- Make hotel reservations at Canada Blooms official hotels:

The Radisson Admiral Hotel Harbourfront

OR

The Chelsea Toronto

- Order from the Enercare Centre booth cleaning services.
- Order parking passes from Enercare Centre
- Request shipping services from Stronco Group.
- Arrange for shipping of literature, equipment and display units.
- Order Signage/Banners from Stronco Group
- *Order forms are listed on-line. Please scroll down.*

10 days in advance of the show:

- Prepare for set-up of booth.
- Prepare tool kit of all items necessary to set-up your booth and perform emergency repairs of display units and/or equipment.
- Check supply of order books, scratch pads, business cards, pencils, cellophane tape, screws and tacks.
- Check Move-in date and time.
- Telephone customers to invite them to the show.
- Hold a pre-show meeting with booth personnel to review objectives.
- Plan post-show follow-up activities.
- Pack a First-Aid kit.

During move-in at Canada Blooms:

- Review exhibitors manual for items pre-ordered from Stronco Group and the Enercare Centre
- Have a good time.

SHOW SERVICES CANADA BLOOMS 2017

Booth Cleaning

Enercare Centre

100 Princes' Blvd
Toronto, ON M6K 3C3
tel: 416-263-3064 fax: 416-263-3069
ExhibitorServices@enercarecentre.com

Booth Furnishings

Stronco Group

1510-B Caterpillar Road
Mississauga ON L4X 2W9
tel: 905-270-6767, fax: 905-270-6771
torontoexhibitorservices@stronco.com

Custom Brokers

TWI Canada

Pat D'Alessandro
Unit 101A, Building 1, 7145 W. Credit Avenue
Mississauga, ON Canada L5N 6J7
Tel: 905-812-1124 Fax: 905-812-0133
PDAllessandro@twigroup.com

Electrical/Water Mechanical Services

Showtech

Jennifer
5675 McLaughlin Rd.
Mississauga, ON L5R 3K5
tel: 905-283-0550 fax: 905-283-0551
juyeda@showtech.ca

Food Service

Ovations Food Services has an exclusive contract for food and beverages at the Enercare Centre. Any food or beverage service from your booth must be arranged with the Centre Plate

Spectra– Enercare Centre

Kseniya Dekker
100 Princes' Blvd., Ste. 2
Toronto, ON M6K 3C3
tel: 416-263-3126
kdekker@enercare.com

Hotel Reservations

Canada Blooms Official Host Hotels for 2017
Radisson Admiral Hotel - Harbourfront
249 Queen's Quay West
Toronto, ON M5J 2N5
tel: 416-203-3333 or 1-800-967-9033

Chelsea Hotel - Toronto

33 Gerrard St. W.
Toronto, ON M5G 1Z4
tel: 416-595-1975 or 1-800-CHELSEA (243-5732)
fax: 416-259-3369

Parking Passes

Enercare Centre

100 Princes' Blvd
Toronto, ON M6K 3C3
tel: 416-263-3064 fax: 416-263-3069
ExhibitorServices@enercarecentre.com

Shipping

Stronco Group

1510-B Caterpillar Road
Mississauga ON L4X 2W9
tel: 905-270-6767, fax: 905-270-6771
torontoexhibitorservices@stronco.com

Telephone Service

Enercare Centre

100 Princes' Blvd
Toronto ON M6K 3C3
tel: 416-263-3064 fax: 416-263-3069
ExhibitorServices@enercarecentre.com

Insurance Brokers Inc.

Exhibitor Insurance.

John Neo
434 North Rivermede, Ste.3
Concord, ON L4K 3M9
Tel: 905-695-2971 fax: 905-760-2260
johnn@exhibitorinsurance.com

Audio Visual

Video Stage

Jerry Ferluga
ferluga@videostage.com

FACILITY INFORMATION

Location:

Enercare Centre: Hall G

(Note: Heritage Court, Hall F and Hall B Exhibitors will work with Marketplace Events – presenters of The National Home Show)

100 Princes Blvd., Toronto, Ontario M5V 2W6

tel: 416-263-3000

fax: 416-263-3049

Facility:

Loading Bays – 10 Loading Bays H 9'10" x 7'10"

Drive-In Doors – 2 – #1 H 20'x W 20', #20 H 29'10" x W 23'x 9"

Door 28 Hall G for on floor move in/out – H 14'8"x W 30'

Please contact Joe Della Rossa if you wish to drive in prior to move-in as drive-in may be limited to certain days/time.

Main Floor – Please note that ceiling heights in Hall G vary throughout the floor.

- **0-30 ft** from the wall on either side **12' high**
- **30 - 66 ft** from wall on either side **18' high**
- **66-106 ft** from wall on either side **25' high**
- **106-132 (building centre) ft** from wall on either side **31' high**

Maximum loading dock Weight 25000lbs

Main Floor:

Weight Capacity – unlimited, Ceiling Height at center – 48'.4"

With a ceiling load points of 5000Lb & 2000Lb

Parking:

Please fill in the **Parking Pass Order Form** (available on-line) in order to purchase your passes for the show, passes are not required for move-in or move-out.

Trucks

See the Vehicle Marshalling information for truck parking. Marshalling lot to be located in Lot A.

Exhibitors

Option #1. Exhibitor can purchase a 10-day exhibitor parking passes for surface/outside ONLY in and out privileges.

Option #2. Parking in one of the general admission parking lots for \$14 surface/\$17 underground per day Monday-Friday, \$17 surface/\$20 underground per day Saturday-Sunday, FREE Monday-Friday AFTER 4pm.

Dock Rental & Vehicle Storage:

Arrangements must be made in advance through the show Management.

Wheel Chair access:

Fully wheel chair accessible from all entrances.

Some gardens may not be wheel chair accessible.

CANADA BLOOMS BOOTH DESIGN POLICY

HALL G PARTNERSHIP AREA ONLY

Booth Guidelines

Canada Blooms maintains the highest level of professional booth design and show presentation by requiring all exhibitors to have 100% hard wall exhibits.

What does 100% hard wall mean?

Drape will not be provided or allowed to be the walls of your exhibit. As an exhibitor, you are responsible to construct or rent complete solid walls that fit within the perimeter of your booth. All walls must be constructed to fit within the measurement of your booth (i.e. 10x10) and must adhere to the booth design guidelines placed.

What is required to exhibit in Canada Blooms?

- Professional rented or constructed hard wall exhibits (exception Gardener's Fare area where backdrop is provided by Management)
- Backwalls and sidewalls must be finished on both sides.
- Flooring that covers the entire surface of the exhibit space (exception in Hall G where exhibitor's booths do not have to have flooring).
- Professional signage (No hand written signs)
- Decorations, furnishings, services, and electricity must be ordered by the exhibitor.
- No exhibit will be permitted which interferes with the exhibits of other exhibitors.
- Exhibits must be confined within the exact space allocated.
- ALL Exhibits must be "bloomed up". Canada Blooms is a flower and garden festival and as such requires that exhibitors make an effort to have floral and plant material incorporated into their display.

What is NOT PERMITTED for booth design?

- Not having any walls
- Show drape/curtain
- Flooring that does not cover the entire display floor such as throw rugs or area rugs (exception in Hall G and Gardener's Fare area).
- Handwritten signage or unprofessional signage
- Using exhibiting neighbour's walls without permission
- Signage, display materials that are contained within the boundaries of your purchased space.
- Vehicles used in booth display, unless approved by Festival Management
- Headsets and hand-held microphones are not permitted.

Tents: White tents may be permitted in Hall G ONLY, exhibitors must have approval from festival management to use a tent at the festival

Standard Booths: (one or more standard units in a straight line)

Backwalls: 8 feet high including signage.

Sidewalls: 8 feet high on both sides and out to the aisle

Exceptions: corner booths require only 2 full walls

Peninsula Booths: (aisles on three sides)

Backwalls: 8 feet high walls from the aisle

Island Booths: (aisles on all sides)

Backwalls: Walls located at any edge must be 8 feet high, if centre justified 12 feet.

The marketplace manager will be available during move-in to monitor the construction of booths. Should an exhibitor's display be built beyond limitations, Canada Blooms will have the exhibitor alter, remove or rearrange any or all of the display so it complies with the above regulations. If the exhibitor is not available, Canada Blooms will make such corrections at the exhibitor's expense.

These restrictions have been designed not to curb creativity, but to ensure that the overall appearance of the show is clean, clear and uncluttered.

December 1, 2014

CANADA BLOOMS SIGNAGE POLICY

HANGING OF SIGNS

All signs must be contained in the boundaries of the space allocated. Signs are to be professionally created and no hand writing is permitted. All additional sponsor logos must be in alignment with the Canada Blooms Sponsorship policy.

Signs must be hung by Showtech as per the Enercare Centre. To order your signage hanging, please call 905-283-0550/site office: 416-263-3594 after obtaining approval by Canada Blooms Festival Manager.

All booth exhibitors must strictly adhere to signage regulations. If an exhibitor's signage does not follow these regulations, the signage will be removed at the exhibitor's expense.

BADGE INFORMATION

Exhibitor Badge Policy

- Exhibitor badges are non – transferable. They are for use only by the person they are issued to. Personal identification may be requested at anytime.
- All exhibitors and volunteers must have a badge or ticket to enter the show.
- **Badges not picked up during move-in will be at the Information Desk in Galleria near the NHS Show Office (Salon 107).**

Hall G Partnership Area: 5 badges per 10'X10' booth, maximum 30

A representative from **Microspec.com** will contact you via e-mail with instructions for registering your badges on-line. Those who are not on-line call the office to make special arrangements. Please note that by requesting badges on-line reduces the chance of spelling errors, allows you to request your badges day or night up until **Friday February 17, 2017** however, *changes* can be made up until March 1, 2017. Badges will be available for pick-up beginning 10:00 am Wednesday March 8th at the Exhibitors Desk in the Galleria.

Gardeners Fare & Education

5 badges per organization

Exhibitors in Gardeners Fare & Education are required to fill out a badge request form.

Badges for each organization will be supplied by Canada Blooms, they will be available at the Information Desk **in the Galleria**. Gardeners Fare Exhibitors will receive 5 badges designated as Volunteer that can be rotated with volunteer staff.

A list of volunteers who will be manning the Gardeners Fare location over the duration of the event, will be required to be submitted to Canada Blooms before the start of the festival. A copy of this list will be forwarded to the Information desk to aid in distributing volunteer badges.

Volunteers must have their badge to enter the festival and **must** return their badge to the Information Desk at the end of each shift in order that the next volunteer has a badge. Five badges per organization is the limit and lost badges will not be replaced.

Please Note

- Badges requested after the February 17, 2017 deadline will have a charge of \$15.00 each. Mastercard and Visa will be accepted for payment.
- Badges ordered at the show will be subject to a charge of **\$15.00 per badge**. (Be sure you order your badges on-line to avoid this hefty charge!).

MOVE-IN INFORMATION

Enercare Centre – Hall A (West Docks)

Partner Area, Horticultural Societies & Educational Institutions

MOVE-IN DATES AND TIMES

Partner Area, Horticultural Societies & Educational Institutions

*****Gardeners Fare Week 1 *****

Wednesday, March 8, 2017 8am-8pm

Note: Hall G is considered a construction zone and protective equipment must be worn prior to Thursday March 9th

Thursday, March 9, 2017 8am-12pm (noon)

(Note: All booths must be set up and the floor cleared by 2 pm on Thursday, March 9, 2017, to allow for judging and carpet laying)

*****Gardener's Fare Week 2 ONLY *****

Wednesday, March 15, 2017 8 pm- Midnight (Note: Week one exhibitors will be moving out as you are moving in. Please be courteous.)
(final touches may be put on Thursday morning before 9 am)

MOVE-IN SCHEDULE

Please fill out the **questionnaire (including move-in schedule)** and fax back to 416-447-1567

ACCESS TO THE LOADING DOCKS

Please read the Vehicle Marshalling information located after Move-Out Information.

MATERIAL HANDLING

Dollies are available at no charge with a driver's license, or credit card as a deposit. You will get your deposit back when you return the dolly.

Capacity of forklifts is 5,000 and 8,000 lbs.

Please have sufficient help to unload your vehicle and transport goods to your booth to ensure a quick and efficient move-in.

RESTOCKING

Restocking of booths can only be done from **7:30 am to 9:30 am daily**. This is for the safety of the Canada Blooms visitors and the protection of the exhibitor.

DAMAGE TO BOOTH SPACE

Please check your booth for damage to the floor, wall or carpet before you start to move-in. Report any damage to the show office. Damage found after the show that was not reported will be the financial responsibility of the exhibitor.

MOVE- OUT INFORMATION

Enercare Centre – Hall G (East Docks)

MOVE-OUT DATES & TIMES

*** Gardeners Fare Week 1 ONLY***

Tuesday, March 14, 2017

9:00 pm – 12:00 am *(Note: Gardener's Fare Week 2 Exhibitors will be moving in as you are moving out, please be courteous).*

*** Gardeners Fare Week 2 and all exhibitors***

Sunday, March 19, 2017

6:00 pm – 9:00 pm **(No Dollies, Docks or forklifts will be available)**

9:00pm – 12:00 am **(limited Dollies & Docks will be available)**

Note: Hall A is considered a construction zone and protective equipment must be worn after Sunday March 19th

Monday, March 20, 2017

8:00 a.m. – 5:00 pm *(Construction Zone, PPE MUST be worn)*

DISMANTLING EXHIBITS

Dismantling of booths prior to the official closing **Sunday March 19th at 5:00 pm** is **NOT** permitted. Failure to comply with this regulation will result in the exhibitor being barred from participation at future exhibitions produced by Canada Blooms.

EXHIBIT REMOVAL

- Please read the Vehicle Marshalling information located after Move-Out Information.
- **Limited dollies will be available at from 9:00 p.m. on Sunday, March 19th until Midnight and from 8:00 a.m. Monday, March 20th, with a driver's license or credit card as a deposit. You will get your deposit back when you return the dolly.**

SECURITY DURING MOVE-OUT

- During tear down and move-out remain with your exhibit and merchandise until it is removed from the floor.
- Properly identify all goods in case they are lost.
- Please advise the show office if the exhibit is to be picked up at a later date.
- Be sure to wrap and protect your booth if you are leaving it overnight to pack the next day
- Remove all plants and valuables



CERTIFICATE OF LIABILITY INSURANCE

As you may know, as an exhibitor, you must have adequate Liability Insurance with a **minimum \$2,000,000** limit to protect the exhibitors, the attendees, the show organizer and yourself.

The Show Management's insurance policy does not extend coverage to any exhibits and requires you to submit a Certificate of Insurance.

Canada Blooms: The Flower and Garden Festival has appointed Brokered Trust Insurance Group Inc. as the recommended insurance contractor for exhibitors. As per Brokered Trust, the results from a nationwide survey, has clearly indicated **A CRITICAL FACT** - some of the Exhibitors surveyed were in shows without insurance or with inadequate coverages.

There are two (2) ways to arrange the required insurance.

OPTION A: SINGLE EVENT INSURANCE CANADA BLOOMS has appointed exhibitorinsurance.com as the recommended Insurance contractor for exhibitors. Order directly online at www.exhibitorinsurance.com and scroll to CANADA BLOOMS 2017 also there is a link on the Canada Blooms' Website: <http://canadablooms.com/get-involved/become-an-exhibitor>

OPTION B: Your own Insurance Company

- You can have your insurance company prepare a certificate of Insurance which must have the following: **Canada Blooms: The Flower & Garden Festival, The Enercare Centre, BILD – Building Industry and Land Development Association, Landscape Ontario and The Garden Club of Toronto** listed as additional insureds.
- *Dates of the show: **March 10-19, 2017 (Plus Move In and Move out dates).***
- *Event name **Canada Blooms: The Flower and Garden Festival***

MINIMUM LIABILITY REQUIREMENTS

- Comprehensive General Liability of \$2,000,000
- Products and Completed Operations Liability
- Cross Liability clause

RECOMMENDED LIABILITY REQUIREMENTS

- Bodily Injury and Property Damage Liability
- Blanket Contractual Liability
- Contingent Employers Liability
- Broad form Property Damage
- Severability of Interest Clause

PLEASE FAX YOUR CERTIFICATES TO: 416-447-1567

*Our office must receive a copy of your certificate of Insurance by **February 10, 2017***