



GENERAL INFORMATION

SHOW LOCATION

International Centre (Halls 1 to 3)
6900 Airport Road
Mississauga, ON L4V 1E8
Tel: (905) 677-6131
Fax: (905) 677-3089
Website: www.internationalcentre.com

SHOW DAYS

THURSDAY	November 12	10:00 a.m. – 5:00 p.m.
FRIDAY	November 13	10:00 a.m. – 5:00 p.m.
SATURDAY	November 14	10:00 a.m. – 4:00 p.m.

*During show days, the buildings will be open daily to exhibitors at 8:00 a.m.
Earlier admission can be arranged with Show Management.*

MOVE-IN

HALLS 3 only	Sunday	November 8	By appointment only
HALLS 1-3	Monday-Wednesday	Nov 9 – Nov 11	8:00 a.m. – 6:00 p.m.

All exhibits must be completed by 6:00 p.m. on, Wednesday November 11, 2009

MOVE-OUT

SATURDAY	November 14	4:15 p.m. – 10:00 p.m.
SUNDAY	November 15	8:00 a.m. – 6:00 p.m.
MONDAY	November 16	8:00 a.m. – Noon

PARKING

There is free parking for 5,000 cars adjacent to the exhibit building.

SHUTTLE BUS SERVICE FROM HOTELS

During show days, a shuttle bus service will operate between selected official hotels and the International Centre. Schedules will be posted in the lobby of each hotel.

ADMISSION TO THE SHOW - VISITOR & EXHIBITOR GUESTS

Admission is restricted to persons 14 years of age and older (no infants).

EARLY REGISTRATION	\$10 before October 12, 2009 (incl. GST)
ADVANCE REGISTRATION	\$20 October 12, 2009 – November 12, 2009 (incl. GST)
ON-SITE REGISTRATION	\$40 November 12 - 14, 2009 (incl. GST)

Exhibitors can order free of charge, based on size of their booth, a limited number of free VIP invitations to distribute to their customers and guests. Please call 416-385-2030/1-888-823-7469 ext.2030

EXHIBITOR BADGES

Please see Exhibitor Online Order Form
Exhibitor badges will not be mailed out prior to the Show. They can be picked up at the Show registration area in the International Centre lobby during move-in and show hours.



INSURANCE

Show Management, Graphics Canada, dmg world media and their employees assume no responsibility or liability for any loss, damage or injury to any officer, employee or agent of the exhibitor or to any other person, occurring by reason of anything connected with the participation in the Show. ***Exhibitors must ensure their own goods and exhibits against fire, theft, damage, or accident or other causes.***

Exhibitors must complete and return the Certificate of Insurance form included in the Exhibitor Service Kit.

SECURITY

Security guards will be on 24-hour duty from opening hours of move-in until the closing of move-out. While Show Management will take reasonable overall security precautions, exhibitors are responsible to protect their own goods.

Show Management does not assume any responsibility for losses incurred from pilfering or any other cause. Additional security can be arranged through GSS Security at the exhibitor's expense.

Additional Move-in information

All exhibits must be completed by 6:00 p.m. on, Wednesday November 11, 2009. The laying of the aisle carpet will start at 6:00 p.m. Wednesday. No heavy machinery delivery, installation (i.e. forklift trucks, dollies) or sign hanging can be done after this time. Exhibitors moving in after 6:00 p.m. can carry their own merchandise by hand. You are welcome to work within your display during this time; however, we ask that your crates and/or cartons be marked for storage by 4:00 pm allowing them to be stored before aisle carpet is laid. Hand trucks and dollies will be available at no charge, your license or credit card is required as deposit.

Additional Move-out information

As a professional courtesy to attendees, please refrain from dismantling any part of your display until the Show closes at 4:00 p.m. Saturday November 14. Exhibitors are urged to secure their display and material immediately after the close of the Show. Dollies or carts will be available once the aisle carpets are rolled up.

Crates and cartons stored by Management will be returned to your exhibit area as soon as the carpet is removed. Show Management will take reasonable security measures; however, prompt removal will minimize the possibility of pilferage.

All displays must be removed from the building by noon on November 16. All display material not dismantled and picked up by that time will be removed by the official carrier and returned to the exhibitor at his/her own expense.

MATERIALS HANDLING

Please see the Material Handling Order Form. The official contractor is Lange and will be on-site during the move-in/out times. All requirements must be coordinated with them. All transactions on work of this type are between Lange and the exhibitor. An on-site booth will be located in Hall 2 and 3.

In the event an exhibitor is not present, Show Management reserves the right to order his/her equipment and/or material to be moved from the receiving door to the exhibitor's booth at their own expense.

Heavy equipment – any material or equipment exceeding 3,000 lbs must be reported to Lange prior to move-in. Exhibitors must have personnel on hand when machines arrive to direct placement. Any re-spotting is an additional cost. A special form and questionnaire must be completed.

Dollies will be available for your convenience in Halls 2 and 3, without charge. Your license or credit card is required as deposit.

ALL COSTS INVOLVED FOR SPECIAL SERVICES ARE THE RESPONSIBILITY OF THE EXHIBITOR.

CRATE STORAGE (NO CHARGE)

When crates are empty and ready for storage, please carefully identify, in large lettering, the name of your company and your booth number. Storage stickers can be obtained from the floor supervisor.

Crates will be returned to the exhibit area, as quickly as possible, after the Show closing.

Crates or materials cannot be stored behind your booth. They will be stored free of charge in approved storage areas during the Show.

TRANSPORTATION, SHIPPING AND CUSTOMS

The Commerce Tradeshow Logistics Group Ltd., ABF Freight System Canada and Lange Transportation are recommended to you for the transportation, custom brokerage and warehousing of your exhibit material, goods and equipment. Exhibitor materials will not be accepted at the International Centre prior to the actual move-in period.

COMMON BROKER:

The Commerce Trade
Show Logistics Group Ltd.
3405 American Drive #7
Mississauga, ON L4V 1T6
Tel: (905) 673-5445
Fax: (905) 673-2574

COMMON CARRIER:

ABF Freight System Canada Inc.
15 Strathearn Ave.
Brampton, ON L6T 4P1
Tel: (905) 458-5888
Fax: (905) 668-7888

SPECIALTY VAN LINES

Lange
3965 Nashua Drive
Mississauga, ON L4V 1P3
Tel: (800) 668-5687 or
(905) 362-1290
Fax: (905) 362-1285

All shipments, including individual boxes, cartons and crates, must be properly identified as follows:

The Receiver

Graphics Canada 2009
Company Name of Exhibitor
Booth Number
c/o International Centre
6900 Airport Road
Mississauga, ON L4V 1E8



Please schedule your shipment to arrive on the move-in days designated- Nov 8 to 11. The floor supervisor will not receive shipments until your staff is ready to uncrate. For shipments arriving before November 8, please contact the Customs Broker or carriers listed above.

SHOW MANAGEMENT WILL NOT ACCEPT ANY C.O.D DELIVERIES

INTERNATIONAL SHIPPING AND VISITORS

Exhibitors can make arrangements directly with THE OFFICIAL CUSTOMS BROKER The Commerce Trade Show Logistics Group Ltd., or with their own broker.

Exhibitors engaging the services of THE OFFICIAL CUSTOMS BROKER will not require a separate power of attorney. The power of attorney issued to **GRAPHICS CANADA** will suffice. The exhibitor assumes all responsibility for charges which may be assessed by customs against shipments sent to him/her at the show.

Clearly mark all items: **NOTIFY THE COMMERCE TRADE SHOW LOGISTICS GROUP LTD. FOR CUSTOMS CLEARANCE.**

All brokerage documents should be addressed to:

The Commerce Trade Show Logistics Group Ltd.

3405 American Drive # 7

Mississauga, ON L4V 1T6

Tel: (905) 673-5445

Fax: (905) 673-2574

GUIDELINES

Exhibitors showing equipment in operating condition must provide every precaution for the safety of their operators, show visitors and exhibit personnel. Waste materials, chemicals and inks must be placed in containers for safe removal from the building. These bins and their removal may be arranged with Greenflow Environmental Services Inc.

Release forms are required for the removal of goods during show hours. Release forms should be signed by the exhibitor (or senior representative at exhibit) and by Show Management for removal of material not under bond. Forms are available from the Show Office.

BUILDING GUIDELINES

Exhibitors wishing to lay any floor coverings may NOT adhere them to the building floor. It is suggested that either building paper, plywood or other suitable protection be first laid down, or double-faced tape be used as an adhesive.

Engines operating on gasoline or diesel fuel are to be equipped with loc-on type caps on the fuel tank, and batteries are to be disconnected. Gasoline tanks must not be filled beyond 1/4 mark in order to allow for expansion.

Empty cylinders and storage of fuel is not allowed in the building. Engines may not be operated during show hours except on a very limited basis and by prior arrangement with Show Management.

Painting, nailing, drilling, or screwing to the floors, walls, or any other part of the building is strictly prohibited by the facility.

Exhibitors are responsible for ink, oil, grease or any general damage to the carpeted area.

Charges will be billed to exhibitors if carpet tape is left on the show floor after move-out.



Smoking will be prohibited in all areas of the building, as the International Centre is a designated smoke free facility.

SAFETY MEASURES

Show Management requests that all exhibitors adhere to the highest standards of safety when setting up and tearing down an exhibit and take every reasonable precaution to protect the health and safety of your workers. It is your responsibility to contact all the people who will be involved in the assembling and dismantling of your booth/display, including staff and outside contractors, to ensure that they are fully briefed on the health and safety requirements of working in this environment.

Exhibitors showing equipment in a moving and operating condition are required to provide every possible precaution for the safety of show visitors, their own operators and exhibit personnel.

All belt chain drive units must have safety guards.

Please report immediately any ink spillage to our suppliers or Show Management.

ELECTRICAL EQUIPMENT APPROVAL

The Electrical Safety Code, Ontario Regulations CSA C22-1, requires that all electrical equipment must be approved before it may be lawfully advertised, displayed, offered for sale, sold, or otherwise disposed of, or used in the Province of Ontario.

It is the responsibility of each exhibitor to ensure all electrical equipment in, on or about his/her booth comply with the above regulation. This includes electrical merchandise as well as lighting and display equipment.

Electrical equipment is considered to be approved if it bears the certification mark or product approval/acceptance label of an organization which has been accredited by the standards council of Canada to approve electrical equipment. If these markings are missing, the equipment is considered unapproved.

Electrical equipment for which approval is sought shall be submitted to:

CSA INTERNATIONAL

178 Rexdale Boulevard

Toronto, ON M9W 1R3

Tel: (866) 797-4272

Fax: (416) 747-4149

Email: certinfo@csa-international.org

Website: www.csa-international.org

One of the fundamental requirements for CSA certification is that appropriate approval markings (CSA monogram or label) must appear on each device. If such markings are missing, the device must be considered unapproved and therefore, subject to special inspections.

If you wish to display, offer for sale or use any electrical equipment which is not now certified by CSA, you are required to obtain temporary permission and pay the necessary fees. Please contact:



Ontario Power Generation Inc Electrical Inspection Services

155 Matheson Blvd W
Mississauga, ON L4T 1A1
Tel: (905) 507-4949 or (800) 434-0172
Fax: (905) 507-2804 or (800) 434-0173

Failure to comply could result in the equipment being refused connection to the source of electrical supply and may even be ordered removed from the display.

Electrical outlets are NOT provided by Show Management and must be rented from ShowTech Power & Lighting.

Extension cords must be of three prong type. Cube taps or cube tap extension cords are not permitted.

The official electrical contractor may refuse connections where the exhibitor's electrical wiring constitutes a violation of code.

SUPPLIERS

SAVE YOURSELF TIME AND COMPANY DOLLARS BY ORDERING ALL REQUIREMENTS IN ADVANCE OF THE SHOW.

DIRECTORY OF SHOW SUPPLIERS

ABF Freight System Canada

15 Strathearn Ave.,
Brampton, ON L6T 4P1
Tel: (905) 458-5888
Fax: (905) 458-3434
Contact: Mark Romanowicz
mromanowicz@abf.com

Transportation

Caldas Building Services

6900 Airport Road, P.O. Box 32
Mississauga, Ontario L4V 1E8
Contact: Rute De Jesus
Phone: (905) 672-2304
Fax: (905) 672-5670
E-mail: caldas78@on.aibn.com

Cleaning services

CCR Solutions

1040 Islington Ave.,
Toronto, ON M8Z 6A4
Tel: (416) 675-7502 or (416) 375-2480 x 235
Contact: Hank Smith
hanks@ccrsolutions.com

*Audio-Visual
Computer Rental*



The Commerce Trade Show Logistics Group Ltd.

3405 American Drive # 7,
Mississauga, ON L4V 1T6
Tel: 905-673-5445
Fax: 905-673-2574

**Customs Broker
Common Carrier**

Conexsys Registration Ltd.

7050-B Bramalea Rd., Suite 34
Mississauga, ON L5S 1S9
Tel: (905) 404-8415 or (800) 661-5319
Fax: (905) 405-9870
Contact: Colin Vanmierlobensteyn
colin@conexsysregistration.com

**Lead Retrieval
Services**

Crowne Plaza Toronto Airport

33 Carlson Court
Toronto ON M9W 6H5
Tel: 416-675-1234 www.cptayyz.com

**Hotel
\$119.00 per/night
Reserve by Oct 30th**

Four Points by Sheraton

6257 Airport Road,
Mississauga, ON L4V 1E4
Tel: (905) 678-1400
Fax: (905) 678-0064 or (800)-368-7764
www.fourpointstorontoairport.com

**Hotel
\$129.00 per/night
Reserve by October 9th**

GES CANADA Exposition Services

5675 McLaughlin Road
Mississauga, ON L5R 3K5
Tel: (905) 283-0500
Fax: (905) 283-0501
Contact Leanne Pead
lpead@ges.com

**Display Services
Furniture Rental**

Greenflow Environmental Service

4151 Morris Drive, Units #2 & 3
Burlington, ON L7L 5L5
Tel: (905) 333-3004
Fax: (905) 333-1306
Contact: Allan Pettman
al@greenflow.com

Chemical Services

GSS Security

1217 Main Street
Hamilton, ON L8K 5A3
Tel: (877) 696-5552 Contact: John LeRoy

Security Services



IC Telecommunications

6900 Airport Road, P.O. Box #8
Mississauga, ON L4V 1E8
Tel: (905) 678-5615
Fax: (905) 678-5614

Telephone Service

Lange

3965 Nashua Drive
Mississauga, ON L4V 1P3
Tel: (905) 362-1290 or (800) 668-5687
Fax: (905) 362-1285
gregs@langeshow.com

Materials Handling

Metro Waste Paper Recovery Inc.

66 Thorncliffe Road
Toronto, ON M8Z 5K1
Tel: (416) 232-8802
Fax: (416) 232-8820
Contact: Daniel Pecarski
daniel@metrowaste.com

Paper Recycling

ShowTech Power & Lighting

5675 McLaughlin Road
Mississauga, ON L5R 3K5
Tel: (905) 283-0550
Fax: (905) 283-0551
www.showtech.ca

***Electrical
Sign Hanging***

Toronto International Centre

6900 Airport Rd
Mississauga, ON L4V 1E8
Phone: (905) 676-1061
Fax: (905) 676-1069
Contact:

Food Services

The UPS Store

6 – 6855 Airport Road
Mississauga, ON L4V 1Y9
Tel: (905) 672-7859
Fax: (905) 672-0744
Contact: Paul Donovan
admin@mbetic.com

Business Centre



The Westin Bristol Place Toronto Airport

950 Dixon Road

Toronto, ON M9W 5N4

Tel: (416) 675-9444

<http://www.starwoodhotels.com/westin/property/overview/index.html?propertyID=1771>

Hotel

\$149.00 per/night

Reserve by

October 16th