



Show Information

92nd CPMA Annual Convention & Trade Show

Metro Toronto Convention Centre, South Building

May 9 - 11, 2017

All orders are governed by the GES Payment Policy and GES Terms & Conditions of contract as specified in this Exhibit Service Kit

Official Service Provider

GES

5675 McLaughlin Road
Mississauga, Ontario
L5R 3K5

Phone: (905) 283-0500 Toll Free: 877-437-4247

Fax: (905) 283-0501

Website: www.ges.com/ca

Email: torontoexhibitorservices@ges.com

Show Information

Exhibit Hall Carpet: The exhibit hall is not carpeted. However, the aisles will be carpeted in gray and black patterned carpet.
In order to maintain the professional appearance of the trade show, CPMA regulations require all exhibit booths to be carpeted at the exhibitor's expense.

BOOTH PACKAGE

Booth Size: 10' x 10'

Aisle Carpet Colour: Gray/black patterned carpet

8' High Back Drape: Black

3' High Side Rail: Black

1- One line ID Sign: (7" x 44") provided

Important Dates

*Be sure to check all supplier order forms for **additional deadlines***

Monday	April 17	Discount Deadline for GES orders received with payment
Friday	April 7	Advance Shipments may begin arriving at the Warehouses
Friday	April 28	Last day for Advance Shipments to arrive at the Non-Produce Warehouse without surcharges Advance Warehouse Hours for receiving are Monday - Friday 9:00 am to 4:00 pm
Friday	May 5	Last day for Advance Shipments to arrive at the Produce Warehouse.
Monday	May 8	Direct Shipments may begin arriving at Exhibit Site <u>per targeted move in schedule</u>
Monday	May 8	Installation 8:00 am - 6:00 pm
Tuesday	May 9	Installation 8:00 am - 6:00 pm
Wednesday	May 10	Installation 8:00 am - 12:00 pm (noon) *all exhibits must be show ready by 12:00 pm (noon) - no exceptions
Wednesday	May 10	Show Hours 1:30 pm - 5:30 pm
Thursday	May 11	Show Hours 11:30 am - 4:30 pm
Thursday	May 11	Dismantle 4:30 pm - 10:00 pm
Friday	May 12	Dismantle 7:30 am - 12:00 pm (noon)
Thursday	May 11	Empty containers will be returned starting at 5:30 pm after aisle carpet removal.
Friday	May 12	Carriers must be checked in by 10:00 am
Friday	May 12	All exhibitor materials must be removed by 12:00 pm (noon)



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CPMA regulations advise, it is the exhibitors' responsibility to arrange for their shipment to be shipped to the advance warehouse as arranged for and provided by Management or directly to show site within the prescribed time frame. All costs associated with shipping, material handling and labour fees for GES services are to be paid directly by exhibitors. Exhibitors who choose to ship to any alternative warehouses must make their own arrangements, as well as pay any associated costs, to have their product/shipment transferred to the official advance warehouse or directly to show site.

Shipping Addresses

Non-Produce / Exhibit Booth Items Advance Shipments to Warehouse:	c/o GES/92nd CPMA Annual Convention & Trade Show 6130 Netherhart Rd. Mississauga, Ontario, Canada L5T 1B7	Shipments should arrive on or between: Friday, April 7, 2017 - Friday, April 28, 2017
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Produce Advance Shipments:	c/o GES/92nd CPMA Annual Convention & Trade Show Ippolito Transportation Inc 201 North Service Road Burlington, ON L7P 5C4	Shipments should arrive on or between: Friday, April 7, 2017 - Friday, May 5, 2017
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Direct Shipments to Show Site: Produce & Non-Produce	c/o GES/ 92nd CPMA Annual Convention & Trade Show Metro Toronto Convention Centre South 222 Bremner Blvd. Toronto, Ontario, Canada M5V 2W6	Shipments should arrive Monday May 8, 2017 and Tuesday May 9, 2017 As per move-in schedule
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GES Servicenter

GES is here to take care of your on-site needs. All **GES** and production personnel will be available, along with any services you might desire such as Furniture and Material Handling.

Monday, May 8	8:00 am - 6:00 pm
Tuesday, May 9	8:00 am - 6:00 pm
Wednesday, May 10	8:00 am - 5:30 pm
Thursday, May 11	9:00 am - 8:00 pm