**Exhibitor Manual**

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19. **Booths Include**

There are a few options for our exhibitors when reserving a booth. All booths require an exhibitor profile to be filled out which includes the exhibitors name and contact information as well as a credit card for damages (for more information site section 6). All exhibitors receive unlimited free coffee and/or tea, other beverages and food are additional costs.

|  |  |  |
| --- | --- | --- |
| Free Booth | Includes;* an 8ft table with a plain white tablecloth (1)
* 2 banquet chairs
 | Free |
| Internet Access Booth | Includes;* an 8ft table with a plain white tablecloth (1)
* 2 banquet chairs
* Internet
 | $50 |
| Electrical Access Booth | Includes;* an 8ft table with a plain white tablecloth (1)
* 2 banquet chairs
* Internet
* Electrical outlets (4 prongs)
 | $150 |
| Dividers Only Booth | Includes;* an 8ft table with a plain white tablecloth (1)
* 2 banquet chairs
* Plain black backdrop and 12ft high and 10ft wide
* 2 side dividers
 | $350 |
| Full-Service Booth  | Includes;* an 8ft table with a plain white tablecloth (1)
* 2 banquet chairs
* Internet
* Electrical outlets (4 prongs)
* Plain black backdrop and 12ft high and 10ft wide
* 2 side dividers
* Lunch of pierogies (6pc) with sour cream and caramelized onions for 2 exhibitor staff
 | $500 |

1. **Service Contractors**

Synchroworks Consulting Inc. can oversee all technical issues from wifi access, technical support in making your presentations sign without a hitch and all other technology questions/rentals. For more information visit their website at [www.synchroworks.net](http://www.synchroworks.net) The Ukrainian Wedding Show has secured a flat rate of $100 per vendor requesting their services.

1. **Contact Information & Staff**

Ukrainian Wedding Show sponsored and organized by Trident Banquet Hall and Ukrainian National Federation.

Exhibition Manager; Adrianna Pecio

Adrianna@tridentbanquethall.com

Sales Manager; Mark Keller

 Mark@tridentbanquethall.com

1. **Tradeshow Location Details**

The first Ukrainian Wedding Show will be held;

Sunday, March 29th, 2020

1:00pm – 8:00pm

Trident Banquet Hall

145 Evans Avenue, Toronto ON M8X 5X8

 416.253.6002

 [www.tridentbanquethall.com/events](http://www.tridentbanquethall.com/events)

1. **Show Hours**

Saturday, March 28th, 2020 Early drop off of booth materials as per special arrangements with Exhibit Manager

Sunday, March 29th, 2020 8:00am – 12:00pm loading in and set up of exhibits

 1:00pm – 8:00pm Doors open for guests

 8:00pm – midnight loading out and clean-up of exhibits

1. **Exhibitor Profile**

Please provide us with the following information by sending an email to the Exhibitor Manager at Adrianna@tridentbanquethall.com

* Name of your business/exhibit
* Contact information including telephone number, website and email address
* Names of exhibit attendees who will be onsite for the show
* Booth selection type and credit card information (please include the Credit Card Authorization From attached below)
* Marketing information such as a message/description of the business and contact information of where attendees can get more information.
* Any other important information we should know such as any third party companies, the need to store things in a cool place, etc.
1. **Marketing**

A graphic will be created specific to your exhibit (please provide any images available in the highest/best resolution possible in .png format) for you to post on your social media platforms. Additional marketing material can be ordered through the exhibit manager or Synchrowroks Consulting directly at info@synchroworks.net

Please provide your company logo and contact information you’d like to be featured on the event page and in all event marketing material. For additional questions, please contact the exhibit manager.

1. **Eventbrite**

Event details and ticket sales may be bought through

1. **Exhibitor Staffing**

Each exhibitor is asked to ensure that there is at least one (1) member of their staff at their exhibit on duty at all times at their booth during exhibit hours.

Exhibit staff must wear badges at all times during the event.

Prior to any set-up, exhibit staff must obtain a badge.

Exhibit staff will required to show proof of identity and authorization when picking up badges.

All staff assisting with set-up including any third party companies much check in at the registration desk.

Booth includes passes for two (2) exhibit staff. Additional staff have to be approved by the exhibit manager.

1. **Parking**

All exhibitors as well as attendees have access to free parking on a first come first serve bases. Truck parking is available by request only. Please contact the Exhibit Manager at adrianna@tridentbanquethall.com. Be prepared to include information such as size of truck and license plate information.

1. **Load-in / Load-out**

All exhibitors have the option to schedule an offloading and free storage of their booth materials for the day before, please contact the Exhibit Manager at adrianna@tridentbanquethall.com.

All booth set-ups will commence the morning of at 8:00am.

Any exhibitors who require 30mins or more to unload must arrive no later that 8:30am on the morning of.

Exhibitors who require less than 30 mins to unload may arrive anytime before noon on the day of the show.

**Note:** All loading areas are available on a first come first serve basis unless a specific time was scheduled in advance.

All exhibits must be taken down at the end of the exhibit as quickly as possible.

No exhibit may be left onsite after the show without approval from the Exhibit Manager.

Only when all your materials are packed and ready for transport will your vehicle be permitted to access the loading area.

1. **Insurance**

All exhibitors are responsible for taking care of their booths and any personal items. The show staff and venue will not accept any claim for loss due to fire, theft or damage to exhibits nor will it be held liable for any personal injury caused by an exhibit or an exhibitor.

It is the sole responsibility of the exhibitor to obtain additional insurance. For more information please contact Christine Cahute from Vachon Insurance Group at (416) 239-3373 ext. 245 or ccahute@vachoninsce.com

1. **Noise**

A friendly reminder that it is everyone’s goal at the show to promote products and services, so please keep excessive noise down. Please cooperate with the exhibit staff and respect other exhibitors to ensure a successful show for everyone. Noise rules to keep in mind;

* + - Exhibitors will be permitted to demonstrate products for a period of no longer than 5 mins at a time with a minimum of 15min intervals at a maximum of 85db or no more than 20db above the room noise level, whichever is less.

Failure to comply will result in;

* + - First violation: suspension from exhibit sound demonstrations privileges
		- Second violation: removal of electrical power to the exhibit space (no “borrowing” of power will be tolerated and will result in an immediate ejection from the show)
		- Third violation: ejection from the show
1. **Registration**

Show registration will be at the main entrance at 8:00am the morning of the event. All exhibitors are required to register and pick up badges before loading in and setting up their booths. This is extremely important for security. No one will be admitted to the exhibit area without a pass.

1. **Security**

Any exhibitors who make arrangement to drop off exhibit materials the night will be secured in a locked room. There will be security throughout the night. Camera records will also be available.

For the event itself, security is still not confirmed.

1. **Storage**

There will be limited storage available on the exhibition floor. If you require storage for boxes, cases, or other booth-related items, please contact the Exhibit Manager at adrianna@tridentbanquethall.com We will not take responsibility for any valuable items stored.

All items stored in the exhibition floor area are done at your own risk.

Please ensure all items are labeled.

1. **Lead Retrieval**

All exhibitors and attendees will be required to sign in. Contact information of attendees may be available for exhibitors after the event.

1. **Checklist**
* Reserve a booth by completing the Exhibitor Profile (Section 6) and emailing it to the Exhibit Manager at adrianna@tridentbanquethall.com as soon as possible to guarantee a booth.
* Contact Synchroworks Consulting for any additional marketing material – printed material requires 2-3 weeks prior to delivery if design is required.
* Confirm exhibit details such as exhibit staff names, load in times, booth type, etc. 10 days before the show