



PRE-SHOW PREP LIST

Exhibitor Kit & Operating Guidelines can be found here:

<http://comicontoronto.com/exhibitors/>

TO DO LIST:

- Give yourself time to make enough merchandise for the show.
- We want all customers to get the full Toronto Comicon experience, whether they come on the first or last day. **No early tear down please.**
- Design your booth to allow for efficient traffic flow, product visibility and storage for extra stock. Ensure your display adheres to booth regulations.
- Make travel and hotel reservations as early as possible to secure the best deals. Look into our hotel room block online at: <http://comicontoronto.com/travel/>
- Ensure you hire the appropriate amount of booth staff or volunteers for the weekend.
- Purchase additional tickets for clients and staff at the exhibitor rate deadline March 2nd.
- Promote your participation in the show on your Facebook, Twitter or Instagram pages. The show hashtag is #Toronto Comicon 2018

DATES | HOURS

MOVE-IN

Friday March 16: By Appointment

Move In - By appointment only

Friday March 16: 8:00am to 4:00pm

General Exhibitor Registration and Set Up

THE SHOW FLOOR OPENS FRIDAY AT 4:00PM

SHOW HOURS

Friday: 4:00pm to 9:00pm

Saturday: 10:00am to 7:00pm

Sunday: 10:00am to 5:00pm

MOVE-OUT

Sunday March 18th: 5:01pm to 10:00pm

LOCATION

Metro Toronto Convention Center

South Building, Hall E

222 Bremner Boulevard

Toronto, ON, M5V 3L9

Tel: 416.585.8000

www.mtccc.com

IMPORTANT DATES

FULL PAYMENT DEADLINE: JANUARY 31ST, 2018

Late Payment Deadline:

IMMEDIATELY

Show Decorator Deadline for Advanced Pricing:

February 28, 2018

Electrical Deadline for Advanced Pricing:

March 2, 2018

SHOW PACKING LIST

- Upright dolly
- Exhibit display
- Merchandise
- Price tags and labels
- Signage
- Lights for booth & extra bulbs
- Extension cords & power bars (if needed)
- Receipt books
- Booth covering for overnight (if necessary)
- Business cards & brochures
- Photos of your latest work
- Shopping bags
- Touch-up paint
- First aid kit
- Superglue
- Tape
- Office supplies (ie. pens, markers, etc.)
- Vacuum / broom / duster/ cleaning supplies

Show Reminders

ORDERING SUPPLIES - Make a list of everything you'll need during the show.

HAVE A MOVE-IN PLAN - Be sure to allot enough time to move-in and set-up your booth completely including cleaning up and clearing boxes from the aisle before the show opens.

PAYMENT OPTIONS - Start each day with a float in a secure cashbox and bring enough coins & small bills to last the day.

BE SAFE - Never leave cash in your booth and always get insurance. Cover your booth at the end of each show day.

TELL US – If you see something on the show floor that is unsafe, inappropriate or illegal, tell us during the show. It is a challenge to follow-up on infractions after the show if we don't have an opportunity to correct it during the show.

BOOK FOR 2019 - Sign up for 2019 at the Exhibitor Service Desk during show hours each day, and until 6:00pm on Sunday during move out.