



# SHERATON

Centre Toronto Hotel

## EXHIBIT/MOVE IN PARTICULARS

### SHERATON CENTRE TORONTO HOTEL

1. We would bring to your attention the fact that this space in the hotel is being committed to you on the understanding that the Sheraton Centre is not to be held responsible for the loss of or damage to exhibits or other property for the purposes of your convention or exhibition, and that you will accept full responsibility for any damage caused by the exhibits and will indemnify and save harmless.

It would be advisable for you, or your exhibitors, to provide your own security to guard exhibits, as the hotel is not responsible for losses.

## 2. LOADING DOCK

If your group plans on shipping materials from outside the country, it is of the utmost importance that you communicate with Canada Customs and/or a Customs Broker. It is in your best interest to make these arrangements three (3) months prior to your event to ensure that you obtain the most favourable customs status. It is best to go through a Customs Broker to avoid excessive duties and potential delays. The hotel recommends Mendelsohn Commercial Custom Brokers, who maintain a permanent office at the hotel. Contact Mario Mendes at (416) 863-9339.

Once the customs formalities have been arranged, please note that as with any domestic shipment, the hotel cannot accept large quantities of pre-shipped materials. Smaller conventions materials such as brochures, programmes, office supplies, etc., should be shipped or mailed with a label that contains the following information:

**Your name, c/o Your Convention Manager's Name**

**Hold for arrival on (date of arrival)**

**Name of Convention**

**100 Richmond Street West**

**Toronto, ON M5H 3K6**

Hotel receiving hours are 8:30am to 4:30pm, Monday through Friday. For deliveries on weekends, please advise the Convention Manager handling your event or Hotel Security at (416) 947-4955, ext. 4400.

### **Delivery Restrictions:**

The Sheraton Centre Toronto Hotel cannot receive any exhibit material shipments prior to set-up days because of storage limitations. C.O.D. shipments cannot be accepted at any time.

### 3. FLOOR PLAN

A preliminary layout must be submitted at the time the agreement is signed. It is the responsibility of the Decorator to submit a final plan of the layout of booths and electrical requirements to the hotel in duplicate ten (10) days in advance of the show by the Decorator. No exhibit layout is allowed to obstruct any fire exit or designated aisle space.

### 4. SET-UP

It is the responsibility of the exhibitor to unload their trucks, transport their materials/displays to the exhibit hall, set-up, dismantle and remove the display from the building at the conclusion of the show. Sidewalk deliveries will not be accepted.

Move-in and move-out may be conducted from the loading dock only.

Rental charges for Sheraton Hall and other areas, is for space only. Carpeting, tables, chairs, wastebaskets, etc., may be rented from the Decorator.

Booth cleaning is the responsibility of the exhibitor, however arrangements may be made with the Decorator for cleaning services at an additional expense. The hotel will provide normal cleaning of the aisle area.

In order to avoid damage to the flooring we request that heavy pieces of equipment be placed onto of skids. These skids should consist of pieces of wood to which machinery or other pieces of equipment would be fastened.

All bolts or other fastenings must be countersunk so as not to project beyond the surface of such skids, and sharp edges or nails that would cut into the floor must be eliminated. The hotel will hold exhibit companies (decorators)/exhibitors/production companies responsible for any damages to hotel property.

No signs, or other articles are to be fastened to the wall brackets or other electrical fixtures. The use of thumbtacks, scotch tape, nails, screws, bolts, crowbars, hand spikes, or any tools or material that could damage the floor or walls is prohibited by the Sheraton Centre Toronto Hotel.

All display materials including banners must be flameproofed and are subject to inspection by the Toronto Fire Department. No inflammable fluids or substances may be used or shown in booths.

Please see that all exhibitors/production companies are advised that any illuminated display booths and/or electrical equipment on display must be CSA approved or inspected by Ontario Hydro before the equipment may be lawfully displayed.

All mechanical exhibits shall have a drip sheet to prevent oil damage to the floor.

No covers or sheets can be supplied by the hotel for use in booths or for display tables.

### 5. VEHICLE REGULATIONS

When a motor vehicle is brought into the hotel, it is required by the Fire Prevention Bureau that the gasoline tank be drained prior to entering the premises, taped and/or locked shut, and that the battery be disconnected and taped. In addition, a tarpaulin or drip sheet must be placed under each vehicle to protect the floor. The hotel will hold exhibit companies (decorators)/exhibitors/production companies responsible for any damages to hotel property

Vehicles are not to be driven within the complex and all vehicles must be pushed into the exhibit area.

It is permissible to demonstrate or display only one pressurized container, not exceeding one-pint capacity, of each product classified as an inflammable liquid. Empty product cans may be displayed. Non-flammable products are not restricted.

## **6. UTILITIES**

Electrical services are not included in the costs. Electrical power is available through Encore Main Office at (416) 304-1354 or contact

All motors over 3 h.p. shall have a magnetic starter and manual disconnect switch (wired), furnished by the exhibitor.

Exhibitors/Production Company please note that the Sheraton Centre Toronto Hotel cannot permit the use of any display or equipment containing water, other than in Sheraton Hall. Experience has taught the hotel that water damage can mean expensive repairs, particularly to wooden or broadloom floors.

## **7. FOOD AND BEVERAGE RESTRICTIONS**

No food or beverage of any kind may be dispensed or sold by exhibitors within the Sheraton Centre Toronto Hotel without prior written permission from the hotel.

Soft drinks companies desiring to dispense soft drinks to those attending conventions should approach the Sheraton Centre Toronto Hotel and make arrangements for the purchase of soft drinks from the hotel. Any soft drink company booking a booth from the Association for exhibition purposes in the Sheraton Centre Toronto Hotel should be advised to this effect.