

## TORONTO OF THE FUTURE 2019® EXHIBITOR LOGISTICS FORM

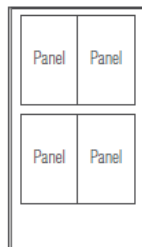
ORGANIZATION: \_\_\_\_\_  
 CONTACT: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 TEL: \_\_\_\_\_ FAX: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_ WEB: \_\_\_\_\_

**LOCATION:** METRO HALL, 55 John Street, Toronto, M5V 3C6  
**Event set up:** June 22 & 23 (day and evening), and in the morning of June 24 (last minute details)  
**Media preview:** June 24 in early afternoon  
**Opening reception:** June 24 at 6 p.m.  
**Exhibition dates:** June 25 to July 1  
**Event dismantle:** July 1 starting at 5 p.m.

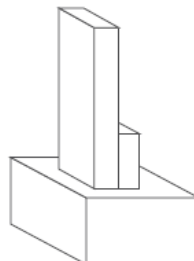
### SHOWCASE PRESENTATIONS NEED TO FIT THE FOLLOWING ELEMENTS :

#### DISPLAY OPTIONS

Panels



3D Scale Model



Plasma



and/or

and/or

- **Foam-core display panels** (in foam-core or similar light-weight material) are to be supplied by the exhibitors or obtained for a discounted rate by the exhibitors from the exclusive event printing supplier, Astley Gilbert. **PLEASE NOTE:** the free-standing 'support boards' (on which the exhibitor display panels are installed) will be supplied free of charge by the organizers.

For each project presented, the following panel formats and numbers are allowed:

- 1 vertical panel of **45 inches wide by 72 inches high**
  - OR 2 horizontal panels of **45 inches wide by 36 inches high**
  - OR 2 vertical panels of **22.5 inches wide by 72 inches high**
  - OR 4 vertical panels of **22.5 inches wide by 36 inches high**
- **And/or** Floor space for one **3D scale model** (to be displayed on its existing base, or alternately on a black skirted table of the appropriate size). Please advise us if you will need a table for your scale model.
  - **And/or** floor space for one **self-standing plasma screen** on a pole (such a pole should have a small shelf in the back on which your DVD player or laptop can be placed). All self-standing plasma screens are to be supplied by the exhibitors or rented by the exhibitors from the exclusive event A/V supplier, Westbury.

#### Exhibitors will also obtain:

- One standard electrical outlet if required.
- Complimentary VIP opening night ticket (or tickets depending on the level of your partnership) - *additional tickets are available for purchase at \$200 each + tax.*

#### PARTNERSHIP ALLOCATION OF PROJECTS (with equivalent total surface of panels allowed):

- SINGLE EXHIBITOR SPOT \$800 = 1 project
- BRONZE PARTNER = 4 projects
- SILVER PARTNER = 8 projects
- GOLD PARTNER = 12 projects
- PLATINUM AND ABOVE = unlimited

**EXHIBITOR DECLARATION:**

We therefore confirm that the following materials will be furnished by our organization AND/OR obtained by us via the event suppliers / please check the appropriate boxes:

Exact & full name(s) of project(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total number of foam core panels and sizes:

\_\_\_\_\_

Printed by Astley Gilbert OR supplied by the exhibitor? \_\_\_\_\_

3D scale model(s) DETAILS / NAME OF PROJECT(S), EXACT SIZES OF SCALE MODEL AND BASE IF APPLICABLE:

\_\_\_\_\_

please specify if you need a skirted table (if your scale model does not have its own base) \_\_\_\_\_

Virtual presentation flat-screen / Rented from Westbury or supplied by the exhibitor?

DETAILS: \_\_\_\_\_

Additional notes:

\_\_\_\_\_

PLEASE INDICATE HERE IF YOU REQUIRE ADDITIONAL TICKETS FOR THE VIP OPENING NIGHT:

\_\_\_\_\_

We understand that we may need to help in the set-up and take down of our own materials during the official established exhibition schedule. We accept that the height and dimensions of our materials may be verified in advance by the organizers in order to confirm that they are acceptable. The organizers have obtained an official transport supplier for Toronto of the Future® authorized to deliver and return all the exhibitor materials to and from METRO HALL at no cost to the exhibitors. This transport sponsor is MACKIE MOVING SYSTEMS. Pick-up is planned during the week of June 18 and the return is scheduled in the days after July 1.

- If our needs warrant it, we understand that we need to be in contact Mackie’s coordinator PERRY FEDRIGO [perry.fedrigo@MackieGroup.com](mailto:perry.fedrigo@MackieGroup.com) 416-432-6890 to coordinate approximate pick-up and delivery appointments (and returns) and that we are fully responsible for the wrapping and proper identification of our equipment, materials and/or 3D scale model. We understand that additional charges by MACKIE MOVING SYSTEMS may apply if our materials are not adequately wrapped or prepared for transport.
- If we do not already have our own presentation panels fit for display at the exhibition, we will use the official event signage/panel printing sponsor Astley Gilbert: Shawn Parnell [future@astleygilbert.com](mailto:future@astleygilbert.com) 647-469-0475.
- We understand that if we do not already have our own self-standing flat-screen and media player for our exhibit presentation, we must rent this equipment from Westbury, the exclusive AV event supplier: DAVE GREER [dave.g@westbury.com](mailto:dave.g@westbury.com) 416-752-1371 ext. 1111.

We may also be available to help re-wrap our materials at the time of the exhibition take-down on July 1 starting at 5 p.m. at the venue. We understand that basic security will be provided on the site of the exhibition but it is our responsibility to lock any items of value that are included in our presentation (for example, computers, and laptops for flat-screen plasma presentations).

We are at all times responsible for our materials which are to be covered by our own insurance plan to protect us from theft or damage at the venue as well as during transport for pick-up and return. We therefore disclaim all responsibility of the organizers and pertinent event suppliers (Cities of the Future Management Inc., Metro Hall/City of Toronto, and Mackie Moving Systems) by signing below.

For any question, please verify FIRST with KAT CORIC, event coordinator [kc@rjvcom.com](mailto:kc@rjvcom.com) cell 514-924-4527 office 514-875-1353 ext. 203.

We agree to be billed for any additional costs this may incur directly from the event suppliers and/or the organizers if our requests surpass the elements already approved and included in this exhibitor logistics agreement.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Please send this signed confirmation form to the attention of KAT CORIC:

FAX 514-875-9323 or email a scanned copy to [kc@rjvcom.com](mailto:kc@rjvcom.com)

PHONE: 514-924-4527 cell OFFICE: 514-875-1353 ext 203