



THE BUILDINGS SHOW

DEC 4 - 6, 2024 · METRO TORONTO CONVENTION CENTRE



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Exhibitor Essential #2

Dear Exhibitor,

We look forward to seeing you in person at **The Buildings Show (TBS) December 4th – 6th, 2024 at the Metro Toronto Convention Centre**. As we count down the days to TBS 2024 we want to ensure that you are fully prepared for a successful show. Below are some key reminders as well as links to all hot topics:

Remember to review the TBS [EXHIBITOR MANUAL](#). The manual will provide you with essential exhibiting information, deadline dates, order forms, health & safety info and more leading up to the event!

Hotels

Ensure you have reviewed the [Exclusive Hotel Rates](#) for specially negotiated rates for attendees. Please note the last day to book to secure the negotiated rates.

Booth Design Guidelines

Planning your booth design? Check out our [Booth Design Guidelines](#) for all the details you need to plan your booth and any special regulations you might need to be aware of. In this section we cover your booth space, sightlines, booth types and layouts, regulations and more. While you plan your booth design for 2024, check out our [Sustainability](#) page for suggestions on how to be more sustainable in your participation at the event, starting with your booth design.

If your booth is over 400 sq. ft., you'll need to have your booth designs approved by Show Management. Send the details to Maggie Roman at maggie.roman@informa.com by October 21st, 2024, to be approved.

Exhibitor Profiles

Fill out your Exhibitor Profile in the [Digital Exhibitor List](#) as your profile will be used for attendees planning their days at TBS which can help with foot traffic to your booth. Please ensure you fully complete your exhibitor profile by uploading the information outlined below.

- Company logo
- Categories used for searching and filtering
- Fill out the 'About Me' section
- Social media links

[Click here](#) and use the Forgot Password form. You will be prompted to enter the email address associated with your account. After you submit your email, check your inbox for an email with instructions on how to reset your password (be sure to check your junk or spam as well!) -- the email will be coming from: The Buildings Show 2024 - admin@smallworldlabs.com

Click the **Reset Password Link** in the email, this will take you to a secure page where you can choose your password. Enter a password that meets the security requirements and confirm the new password by entering it again. Once complete, click **Reset Password** to confirm your password, if all requirements are met you will receive a message stating "Your password has been updated" and be brought to the login page where you can enter your email and password to login.

Upon successful log-in, you will click the **Exhibitor Hub** tab to begin building out your profile. Add your company details, including your website and social media links. Upload your logo and write your online profile to entice attendees to visit your booth onsite. And don't forget to select your Categories! Review the tasks on the Exhibitor Hub to make sure your profile is complete!

Booth Awards

Four exhibiting companies will be recognized for standing out amongst their industry colleagues on the tradeshow floor.

Winners receive the following prizes!

- \$500 off next year's booth space or 1/2 Page Ad in next year's Planning Guide
- On-site overhead announcement
- Company & website recognition in the TBS post show exhibitor email
- A special award from the TBS team!

The look and feel of your exhibit space make a direct impact on attendees so be sure you consider factors like lighting, flooring, layout, and customer experience to ensure your space exceeds expectations. Learn more about [Booth Awards](#).

Sustainability Award

Prioritizing sustainability is critical to the TBS team, as we understand the environmental impact of the events industry. TBS strives to identify, understand and address these impacts to achieve continual improvement year after year. This is why we are introducing the Sustainability Award. Every Exhibitor will need to complete our [Sustainability Survey](#), the best part is completing the survey is your application for the award. So go ahead and brag about your sustainable booth, you might just win! [Click here](#) for more sustainability tips!

If you have missed anything, please [review previous Exhibitor Essentials here](#).

We look forward to seeing you at The Buildings Show in Toronto in December!

Warm regards,

Maggie Roman (she/her)

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