



THE BUILDINGS SHOW

DEC 4 - 6, 2024 · METRO TORONTO CONVENTION CENTRE



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Exhibitor Essential #3

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**. In today's edition of Exhibitor Essentials, we're covering everything you need to know about badge registration, our suppliers, and safety at the show. We are also want to talk about **quickly approaching deadlines**.

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!

Exhibitor Checklist

Ensure you have reviewed the [Exhibitor Checklist](#) for upcoming deadlines and important information to ensure the best success at the show! The first deadline is coming up on **October 21!**

Quickly Approaching Deadlines

Please find the list of our quickly approaching deadlines below:

October 21

- If your exhibit is 400sq.ft. or larger, or if your exhibit deviates from the Show Regulations in any way, submit your final/updated booth rendering – to be submitted to Maggie Roman at maggie.roman@informa.com.
- Return the [Fire Safety Reply](#) to the MTCC at firesafetyreply@mtccc.com.
- Submit Safety Data Sheets (SDS) for any hazardous materials/products to be used at the show – to be submitted to Maggie Roman at maggie.roman@informa.com.

November 4

- Complete Mandatory [Sustainability Assessment Survey](#).
- [Upload your own COI](#) containing \$5,000,000.00 commercial general liability insurance to exhibitorinsurance.com **OR** [purchase](#) temporary exhibitor commercial liability insurance from exhibitorinsurance.com.
- Register your staff badges (see below).
- Submit the [Notice of Intent to Use an Exhibitor Appointed Contractor \(EAC\)](#) form if you plan to use an independent contractor to install or dismantle.
- If your exhibit is over 400sq.ft. and/or you are performing construction in your booth you are required to complete [Form 1000](#) (see below for more details) - to be submitted to Maggie Roman at maggie.roman@informa.com.

Our Suppliers

To make your preparation for The Buildings Show as effective and trouble-free as possible, utilize our suppliers to arrange your rental services and requirements for your booth by filling out the [Service Order Forms](#). Avoid paying more – if the forms listed are not returned to their respective companies by the **deadline date** noted, surcharges may apply. Deadlines for Freeman, hiring EAC's form, and Exhibitor Insurance approval are coming up as soon as **November 4**.

Online Exhibitor Profile Prize

Your Online Exhibitor Profile is an important part of your **pre-show marketing** that helps attendees plan their itinerary at The Buildings Show, and makes sure that **your booth** is on their lists.

This year, in order to encourage the early completion of your profile, The Buildings Show is offering a **\$1,000 discount** off booth space at TBS 2025 to **one lucky winner!**

If your Online Exhibitor Profile has been completed by the below dates, your company will automatically be entered into a raffle to win the **\$1,000** off next year's booth.

Every time you pass one of the below dates, you earn a raffle ticket for the prize- that means early profile setups will get 3 chances to win!

- **October 25th**
- **November 8th**
- **November 22nd**

Complete your profile by October 25th to have the highest chance of winning (that's 3 entries to win \$1,000 off your booth)!

*If you do not complete your profile by November 22nd, 2024 you will not be eligible to be entered into the raffle.

Badge Registration

All exhibitors are required to wear a badge in order to access the show floor during show hours. Exhibitors receive personalized, complimentary exhibitor badges as part of their booth space package.

Exhibitors need to receive the invite email from MicroSpec in order to get your password to login to the exhibitor registration system. You should have now received your badge registration email from MicroSpec titled "The Buildings Show 2024 – Exhibitor Badge Registration.". If you have not received this email, please connect with customerservice@microspec.com.

If you do have your password you can use the button link below to login.

[REGISTER FOR BADGES HERE](#)

After your company has registered your staff, your e-badges will be emailed to you starting mid-November. Please note: the badge will be sent to the email address linked to each individual registration. E-badges not received prior to the show can be picked up onsite at the Exhibitor Registration Desk during Monday's move-in as well as the opening morning of the show. **As badges are personalized, there will be no exchanging of badges at the Exhibitor Registration Desk.**

Lead Retrieval

MicroSpec, the official lead retrieval service provider for the event, offers you a fast, easy and reliable electronic method of capturing sales leads. Simply scan a barcode on the attendee's badge and the registration information from that attendee is recorded in your system. No need to collect business cards - which most attendees do not carry.

Every Buildings Show 2024 exhibitor has one (1) \$360 credit that can be applied to Lead Retrieval included in your booth package. This can be applied to a single Lead Retrieval product OR for \$360 off a Lead Retrieval bundle.

[Order](#) MicroSpec Lead Retrieval by the discount deadline – **November 15, 2024.**

Exhibitor Lunch and Learn

Please join us online on **Wednesday October 30th, 2024 from 12 noon - 1 pm EST** for an Exhibitor Lunch and Learn.

In this session we will be covering Exhibitor Success Tips, Health and Safety Protocols, Marketing Tips and more! Join us online, bring your lunch and your questions. Click the button below to register.

[REGISTER HERE](#)

Safety at The Show

All exhibitors are reminded that workplace and worker safety is everyone's responsibility. All participants at The Buildings Show must comply with the legislation contained in the Occupational Health & Safety Act, enforced by the Ministry of Labour. Exhibitors are reminded to review the [Health and Safety](#) guidelines for the show and, as outlined in your exhibitor contract, please make yourself and your team aware of the information provided in the [Health & Safety Declaration Form](#) prior to move-in.

If your exhibit is over 400sq.ft. and/or you are performing construction in your booth you are required to complete [Form 1000](#) - Registration of Constructors and Employers Engaged in Construction. The form is to be completed by the employer who is constructing or building the booth. If you are using your own staff to build the booth, then you would complete the form with your own company information. If you are using an EAC, then your contractor must complete the form. The Form 1000 must be completed by **November 4th, 2024 and sent to maggie.roman@informa.com.**

Quick Links

Please find quick links to important information outlined in previous Exhibitor Essentials:

Hotels click [HERE](#)

Booth Regulations click [HERE](#)

Sustainability Survey click [HERE](#)

Exhibitor Profiles click [HERE](#)

click [HERE](#) to access forgot password page to set up profile

If you have missed anything else, 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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