



THE BUILDINGS SHOW

METRO TORONTO CONVENTION CENTRE • NORTH & SOUTH BUILDINGS

DEC 3 - 5, 2025



Exhibitor Essential #3

Dear Exhibitor,

We look forward to seeing you in person at **The Buildings Show (TBS) December 3rd – 5th, 2025 at the Metro Toronto Convention Centre**, this year both in the **North and South Buildings!** In today's edition of Exhibitor Essentials, we're covering everything you need to know about our suppliers, badge registration, and safety at the show. We 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!

Quickly Approaching Deadlines

Please find the list of our quickly approaching deadlines below:

November 3

- Place order with [Freeman](#) for carpet, furnishings, material handling etc. if required.
- 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.
- 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.

PAST DUE FOR 400 SQUARE FOOT + BOOTHS

- 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.

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.

Exhibitor Lunch and Learn TOMORROW

Please join us online on **Wednesday October 30th, 2025 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](#)

Hotels

Ensure you have reviewed the [Exclusive Hotel Rates](#) for specially negotiated rates for exhibitors and attendees. **Please note the last day to book to secure the negotiated rates – deadlines quickly approaching!**

We strongly recommend booking early to secure your accommodations while hotels are still available. These blocks sell out quickly, so act soon to take advantage of the best rates.

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 3**.

Online Exhibitor Profile Contest

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.

Take advantage of The Building Shows [Digital Exhibitor List](#) by filling out your online exhibitor profile. The information you provide here will be available on The Buildings Show website and will help attendees plan their itinerary for The Buildings Show. Please note, only the main logistics contact for your company can complete this step as they are connected to your booth in the system. If you need to change your logistics contact, email Maggie Roman at maggie.roman@informa.com.

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

In order to encourage the early completion of your profile, The Buildings Show is offering a **\$1,000 discount** off booth space at TBS 2026 **to one lucky winner!** See [Contest Details](#) to find out how you can qualify.

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 2025 – 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](#)

Once your company has registered your staff for badges, a confirmation email with a QR code will be sent to the address linked to each individual registration. This QR code must be shown onsite at the Exhibitor Registration Desk to collect your badge. You must have a printed badge to gain access to the show floor during show hours. **As badges are personalized, there will be no exchanging of badges at the Exhibitor Registration Desk.**

Please note that Print At Home Badges are not applicable for The Buildings Show 2025. To avoid long line-ups on show day, we encourage you have your badge printed at registration during move-in.

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.

Check your contract to see if you have one (1) \$360 credit included in your booth package that can be applied to Lead Retrieval 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 14, 2025**.

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 3rd, 2025 and sent to maggie.roman@informa.com**.

Quick Links

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

Booth Regulations click [HERE](#)

Sustainability Survey click [HERE](#)

Exhibitor Profiles click [HERE](#)

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)

Operations Coordinator | Informa Connect North America



[BUILDEX Vancouver](#) [BUILDEX Alberta](#) [PM Springfest](#) [The Buildings Show](#)