



Exhibitor Essential #2

Dear Exhibitor,

We look forward to seeing you in person at **The Buildings Show (TBS) December 2nd – 4th, 2026 at the Metro Toronto Convention Centre**, back in both the **North and South Buildings**. As we count down the days to TBS 2026, we want to ensure that you are fully prepared for a successful show. Below are some key reminders as well as links to important 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!

Key Information

Booth Number: «Booth_Number»

Exhibiting Name: «Exhibiting_Name»

Logistics Contact Email: «Email»

Please let us know if the above information is incorrect or of changes at any time so we can keep our records up to date!

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.

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 2**.

Exhibitor Profiles

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

Ready to build your profile? [Access The Complete Steps Here](#) for detailed instructions on how to begin editing your Online Exhibitor Profile.

Booth Design Guidelines

Planning your booth design? Check out our [Booth Design Regulations](#) 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 2026, 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 400 sq. ft. or over, you will need to have your booth designs approved by Show Management. Send the details to Maggie Roman at maggie.roman@informa.com by October 27th, 2026 to be approved.

Booth Awards

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

Winners receive the following prizes!

1. \$300 off next year's booth space, \$500 off next year's booth space, or 1/2 Page Ad in next year's Planning Guide
2. On-site overhead announcement
3. Company & website recognition in the TBS post show exhibitor email
4. 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 Buildings Show Team, as we understand the environmental impact of the events industry. The Buildings Show strives to identify, understand and address these impacts to achieve continual improvement year after year.

Every Exhibitor will need to complete our [Better Stands Sustainability Survey](#), the best part is completing the survey is your application for the Better Stands Sustainability Award. So go ahead, learn about Better Stands at Informa, and brag about your sustainable booth; you might just win!

Quick Links

Please find quick links to important information outlined in the Exhibitor Manual:

[Booth Regulations](#)

[Better Stands Sustainability Survey](#)

[Online Exhibitor Profiles](#)

[Badge Registration](#)

[Lead Retrieval](#) (x1 free device included with your booth)

[Service Order Forms](#)

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)

Operations Coordinator | Informa Connect North America



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