



IMPORTANT INFORMATION FOR ALL REGISTRATION SHOW PARTICIPANTS

Thank you for participating in our 19th Annual Fall Registration Show. Please carefully review the following important information that you will need to know. Following these guidelines will help everyone enjoy another successful show. I appreciate your cooperation with this.

1. Booths will be sold to participants on a first come first serve basis.
2. Set-up time is Thursday, August 24th from 9:30pm to 11pm. **NO SET-UP PERMITTED FRIDAY, AUGUST 25TH. TAKE DOWN WILL BE SATURDAY, AUGUST 26TH AT 6PM AND NOT BEFORE.** This is a strict requirement by the PTC and we must abide by it.
3. Neither Metroland Newspapers nor the Pickering Town Centre will be responsible for any lost or stolen articles. Security is in place after mall hours and it is not necessary to remove anything from your booth. You may choose to cover your display.
4. All booths will have one table with skirting and table cloth with two chairs.
5. All booths must be occupied at **ALL TIMES**. Un-staffed booths will be dismantled.
6. ELECTRICAL hook up is available to most exhibitors. Please bring your own extension cords and power bars. **EXTRA LENGTHS AND POWER BARS WILL BE REQUIRED TO REACH OUTLETS. DON'T BE CAUGHT SHORT.** Cords must run within booths and not in open areas. Please don't use tape on the marble floors.
7. All garbage must be removed from display areas. Area must be neat at all times.
8. Loading and unloading can be done at the lower level ramp on the east side of the mall. (See layout).
9. No helium balloons are to be used at booths.
10. All participants in the show must provide proof of commercial liability insurance of \$2,000,000.
11. Height restriction in force: no drapery and/or structures permitted over 7 ft. tall.
12. All participants must be mindful of the other vendors at the show. Excessive noise or disruptive behavior is not allowed at your booth. Vendors must remain within the boundaries of their own booth space and are prohibited from entering the aisles or leaving their booth to promote their business. Any vendor that does not abide by these guidelines will be asked to leave the show.

Thank you for your cooperation in these matters. Any other questions or concerns please call us at **905-215-0444**

See you at the show.

Susan Fleming

Show Coordinator