

# ROAD TODAY • TRUCK NEWS

# JOBS EXPO

Saturday, April 6, 2019

Conference Centre at International Centre, 6900 Airport Road

Mississauga, ON

[www.rttnexpo.com](http://www.rttnexpo.com)

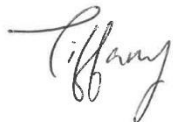
Dear Exhibitor:

We are pleased to welcome you to the 2019 Spring edition of Road Today/Truck News Jobs Expo (formerly the Recruitment & Resources Expo) in Mississauga, Ontario. We look forward to making this show a successful experience for you and your company.

This manual is designed for your convenience and contains the necessary information for your participation in the expo. We strongly recommend that you read this manual carefully to familiarize yourself with all of its contents to help you in preparation of your exhibit space. Enclosed is a list of the official show contractors and suppliers. Please place your orders early to ensure availability of desired items and to maximize cost savings.

It is important that the Exhibitor Manual be given to the person directly responsible for participation in the expo. Your assistance in meeting deadlines is greatly appreciated.

If there is any information that you require, or questions we can answer, please do not hesitate to contact us.



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## IMPORTANT DATES AND SCHEDULE

### Exhibitor Move-In:

April 6, 2019 9:00 a.m. – 10:30 a.m.\*

*\*All exhibits must be set by 10:30AM.*

*Any exhibitors that do not check in by this time may forfeit their right to exhibit.*

### Expo Hours:

April 6, 2019 11:00 a.m. – 5:00 p.m.

### Exhibitor Move-Out:

April 6, 2019 5:00 p.m. – 7:00 p.m.

*Note: All collateral material must be removed from the facility no later than 7:00 p.m.*

*Exhibit material left on the show floor after that time may be subject to additional fees.*

No dismantling or removal of exhibits or exhibit material is permitted before the close of the show. Exhibitors are urged to remove small cartons and open cases of products from the building immediately after the close of show. While Show Management will take all reasonable security measures and is not responsible for small items, immediate removal of such items will minimize the possibility of loss from pilferage.

## SHOW LOCATION

Conference Centre at International Centre

6900 Airport Road

Mississauga, ON L4V 1E8

1.800.567.1199

Website: <http://www.internationalcentre.com/facility/conference-centre>

Directions: <https://goo.gl/maps/dwzi9aK5gYA2>

## INCLUSIONS & SHOW COLOURS

### Tabletop Display

- 8 ft x 8 ft Space\*
- 6 ft draped table
- Two Chairs

*\*note: max height for displays is 8 ft*

### Show Colours

**Pipe & Drape:** 8 ft back drape and 3 ft side rails - Black

**Flooring:** Carpet

**Table Skirts:** Black

**Exhibitor Registration** – up to 4 staff badges. Online registration closes April 5, 2019 at 6pm.

Exhibit staff registration is a separate form than attendee registration. Register your exhibit staff easily online. It's quick and easy and will save you time on-site. Find your company name in the drop-down menu and your password is your company postal code with no spaces (password is case sensitive). [REGISTER HERE](#)

## RULES & RESTRICTIONS

### Allowed

- Pop up banners (max height 8 ft)
- Collateral (brochures, promo material)
- Small lightweight equipment or display material that can fit on your table

### Not Allowed

- Hanging banners
- Heavy equipment
- No exhibits can exceed 8 ft width or 8 ft height
- No equipment to be set beside the table or on the floor (no room)

If you wish to display something outside of what has been listed above, submit the dimensions and an image of your display to Tiffany Gin, [tiffany@newcom.ca](mailto:tiffany@newcom.ca) no later than March 22, 2019. Any changes to standard table and chairs set up is subject to show management approval and must be received in writing. Please note that no displays are permitted in any of the aisles and that staff must remain in exhibit space area and are not permitted to stand or exhibit in the aisles.

## SUPPLIERS

### **Audio Visual Equipment Rental**

Audio visuals are permitted so long as they do not disturb adjacent areas. Download the order form [HERE](#)

### **Internet and Telecom**

If required, wireless internet, wired internet and telephone services can be ordered directly from Freeman AV. [Download](#) the order form. **Order prior to March 25 to receive advance pricing.**

### **Electrical Services**

If required, an electrical line may be installed in the exhibit area. For electric power, submit your order to ShowTech Power & Lighting. [Order Online](#). **Order electrical prior to February 15 to receive advance pricing. Order Power & Lighting prior to March 22 to receive advance pricing.**

### **Catering (Food & Beverage)**

The International Centre is the exclusive food and beverage provider for the Jobs Expo. Please view the Food and Beverage Guidelines and order forms [HERE](#). If an Exhibitor serves food and/or beverages not ordered from the facility, the Exhibitor is subject to a penalty of \$250.00 + HST.

### **Furnishings and Signs**

Robinson Event Rentals Inc. can provide any additional furnishings and/or signs for your space. View the Robinson Exhibitor Kit [HERE](#). Contact Niels Pierik at 905.417.7789 x208 or [niels@robinsoneventrentals.ca](mailto:niels@robinsoneventrentals.ca). **Order prior to March 22 to receive discount pricing.**

### **Lead Retrieval**

Lead retrieval can be ordered through Conexsys Registration. [Download](#) the order form or [order online](#) using event code: **RTTN0419E** **Order prior to March 22 to receive early bird pricing.**

## SUMMARY OF SERVICE PROVIDERS

Should you have questions regarding any show services, please contact our providers directly:

SUPPLIER	SERVICE	CONTACT	PHONE	EMAIL
Freeman AV	Audio Visual	Ashley Caesar	905.678.5120	<a href="mailto:ashley.caesar@freemanco.com">ashley.caesar@freemanco.com</a>
Freeman AV	Internet and Telecom	Freeman AV	905.678.5120	<a href="mailto:TICC@freeman.com">TICC@freeman.com</a>
Showtech Power & Lighting	Electrical	Showtech	855.746.9832	<a href="mailto:info@showtech.ca">info@showtech.ca</a>
The International Centre	Catering	Christal Camayang	905.678.5627	<a href="mailto:ccamayang@internationalcentre.com">ccamayang@internationalcentre.com</a>
Robinson Event Rentals Inc.	Furnishings and Signs	Niels Pierik	905.471.7789 x208	<a href="mailto:niels@robinsoneventrentals.ca">niels@robinsoneventrentals.ca</a>
Conexsys Lead Retrieval	Lead Retrieval	Troy Bell	905.405.8415	<a href="mailto:troy@conexsys.com">troy@conexsys.com</a>
Conexsys Registration	Badge Registration	Conexsys		<a href="mailto:support@conexsys.com">support@conexsys.com</a>

### SPAM LIST OFFERS

It has come to our attention that numerous companies are contacting our exhibitors offering the likes of attendee lists, exhibitor directory listings and travel/accommodation arrangements. **These claims are false.**

Please be advised that ALL of our service providers are based out of the Greater Toronto Area, Ontario. Should you receive any communication from a service provider offering attendee lists or travel/accommodation arrangements, please forward all correspondence/information to [tiffany@newcom.ca](mailto:tiffany@newcom.ca)

### Entry into the Expo

Show Management reserves the right to refuse admission to the show building to any visitor, exhibitor, or contractor who, in the opinion of Show Management is unfit, intoxicated or in any way creating a disruption of the show. No persons under 16 years of age are permitted, including during move-in/move-out.

Do you have any questions regarding the expo, please contact us

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