

**ROAD TODAY • TRUCK NEWS**

**JOBS EXPO**

Saturday, November 19, 2022  
Conference Centre at The International Centre  
6900 Airport Road, Mississauga, ON  
[www.rttexpo.com](http://www.rttexpo.com)

October 21, 2022

Company Name:

Booth Number:

We are pleased to welcome you to the 2022 Fall edition of Road Today/Truck News Jobs Expo in Mississauga, Ontario! We look forward to making this show a successful experience for you and your company.

This Exhibitor 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 contents to help you prepare 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 where applicable.

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 you require, or questions we can answer, please do not hesitate to contact us.

Manan Gupta  
416.614.5829  
[manan@newcom.ca](mailto:manan@newcom.ca)

Carlo Calvano  
647.261.4283  
[carlo@newcom.ca](mailto:carlo@newcom.ca)

Lianne Pead  
416.510.6819  
[lianne@newcom.ca](mailto:lianne@newcom.ca)

## IMPORTANT DATES AND SCHEDULE

### Exhibitor Move-In:

Saturday November 19, 2022

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:

November 19, 2022

11:00 a.m. – 5:00 p.m.

### Exhibitor Move-Out:

November 19, 2022

5:01 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 in the expo hall 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, Show Management does NOT assume any responsibility for losses incurred from pilferage or any other causes. Exhibitors should take all possible precautions to protect their own exhibit property and should have appropriate insurance. Small items such as laptop computers and cellular phones should NEVER be left unattended.

## SHOW LOCATION

The International Centre

Conference Centre – Orion Ballroom

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

- 10 ft x 10 ft Space\*
- 6 ft draped table
- Two Chairs

*\*Note: maximum height for display backwalls is 8 ft*

### Show Colours

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

**Flooring:** Carpeted venue (neutral colour)

**Table Skirts:** Black

Exhibit staff registration is a separate form than attendee registration. Save time on site and register your exhibit staff quickly and easily online: 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](#)

**Exhibitor Registration – up to 4 staff badges. Online registration closes November 18, 2022 at 6:00pm.**

## 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 10 ft width or 8 ft height
- No equipment to be set next to 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 Lianne Pead, [lianne@newcom.ca](mailto:lianne@newcom.ca) no later than November 4, 2022. Any changes to standard table and chairs set up is subject to show management approval and must be received in writing. Please note that displays are NOT permitted in any of the aisles and that staff must remain in their exhibit space area and are not permitted to stand or exhibit in the aisles.

## SUPPLIERS

### Badge Registration

[REGISTER](#) your exhibit staff (up to 4). Exhibitor registration is separate than attendee registration. Find your company name in the drop-down menu and your **password is your company postal code with no spaces** (password is case sensitive).

### Lead Retrieval

Lead retrieval can be ordered through CONEXSYS Registration. Download the order form or order online [HERE](#).

**Order prior to Friday, November 4 to receive early bird pricing.**

### Furnishings and Signs

Robinson Show Services can provide any additional furnishings and/or signs for your space. View the Robinson Show Services Exhibitor Kit [HERE](#). For additional information or questions contact Niels Pierik at 905.417.7789 or [niels@robinsoneventrentals.ca](mailto:niels@robinsoneventrentals.ca).

**Order prior to Wednesday, October 26 to receive early bird pricing.**

### Electrical Services

If required, an electrical outlet may be installed in the exhibit area. For electric power, submit your order to SHOWTECH Power & Lighting [HERE](#).

**Order Power & Lighting prior to Friday, November 4 for best pricing.**

### Booth Cleaning

Caldas Building Services can provide booth cleaning services, if required, including vacuuming of carpets and emptying of wastebaskets. Cleaning services can be ordered [HERE](#).

**Order prior to Friday, November 11 to receive discounted pricing.**

### Internet and Telecom

If required, wireless internet, wired internet and telephone services can be ordered directly from Encore Global. Download the order form [HERE](#).

### Audio Visual Equipment Rental

Audio visuals are permitted so long as they do not disturb adjacent areas. Audio visual equipment and services can be ordered directly from Encore Global. Download the order form [HERE](#).

## SUMMARY OF SERVICE PROVIDERS

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

SERVICE	SUPPLIER	CONTACT PERSON	PHONE NUMBER	EMAIL	DEADLINE DATE
Badge Registration	CONEXSYS Registration	Customer Support	905-405-8415	<a href="mailto:support@conexsys.com">support@conexsys.com</a>	Not applicable
Lead Retrieval	CONEXSYS Registration	Customer Support	905-405-8415	<a href="mailto:support@conexsys.com">support@conexsys.com</a>	Not applicable
Furnishings and Signs	Robinson Show Services	Niels Pierik	905-417-7789	<a href="mailto:niels@robinsonshowservices.ca">niels@robinsonshowservices.ca</a>	<b>October 26, 2022</b>
Electrical	SHOWTECH Power & Lighting	Customer Service	905-677-9546	<a href="mailto:KDudley@showtech.ca">KDudley@showtech.ca</a>	<b>November 4, 2022</b>
Booth Cleaning	Caldas Building Services	Customer Service	905-672-2304	<a href="mailto:info@caldas.ca">info@caldas.ca</a>	<b>November 11, 2022</b>
Wifi and Internet	Encore Global	Statler Lee	n/a	<a href="mailto:ticc@encoreglobal.com">ticc@encoreglobal.com</a>	Not applicable
Audio Visual	Encore Global	Sridath Nanda	n/a	<a href="mailto:ticc@encoreglobal.com">ticc@encoreglobal.com</a>	Not applicable

### 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 [lianne@newcom.ca](mailto:lianne@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 to the show. No persons under 16 years of age are permitted, including during move-in/move-out.

If you have any questions regarding the expo, please contact us.

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