

Truck World 2016 - Exhibitor Service Manual Update!

Exhibitor News
December 2015



Welcome to Truck World 2016 and this year's first Exhibitor Newsletter! Information contained here is everything you need to know to begin preparing for the show.

The newsletters will be sent electronically, and in this simple format. Please share the newsletters with everyone on your team who will play a part in your exhibit for Truck World.

Listed below are upcoming deadlines for the show, please take note and complete the required forms ASAP.

DEADLINE	ITEM	SUPPLIER
January-08-16	Booth Rules and Regulations	IAEE Display Guidelines
January-08-16	Final Booth Payment	Newcom Business Media
January-15-16	Free Registration Forms for your clients	Newcom Business Media



For a full list of deadlines and further information [CLICK HERE](#)

ORDER FREE PRE-REGISTRATION FORMS

Your customers will thank you and your sales team when they receive a free registration form for Truck World, compliments of your company. Deadline for ordering is January 15, 2016. [CLICK HERE](#) to order Free Registration Forms.

TRAVEL + HOST HOTELS

Marriott Toronto Airport

Location: 901 Dixon Road · Toronto, Ontario M9W 1J5

- 5 minutes, 2.5 miles / 4 kms from the International Centre.
- 2 minutes from Toronto's Pearson International Airport, with a complimentary airport shuttle.

Truck World 2016 Rate: - \$153.00 / night single or double occupancy, plus applicable taxes.

- This special group rate is available to Truck World 2016 guests, as space is available, **up to March 25, 2016.**

Reserve: Online [HERE](#)

(Reservation code is automatically provided on the web page) OR

Call 1-800-905-2811 or 1-888-236-2427 - mention **TRUCK WORLD.**

EXHIBITOR SERVICE MANUAL

Our exhibitor service manual is currently not available on our website as we will be launching a brand new site in the coming weeks.

In the interim, please use the links below:

1) Checklists, Due Dates, Rules & Regulations

- [Welcome, General Information, Important WARNING to Exhibitors](#)
- [Official Suppliers Quick Reference Guide and Pre-Show Checklist](#)
- [Truck World Rules & Regulations & IAEE Booth Guidelines](#)
 - [Counterfeiting](#)
 - [City of Mississauga Fire Regulations](#)
- Register your Booth Personnel – COMING JANUARY 2016
- [Directions, Travel and Hotel Information](#)

2) Booth Information

- [GES Online Exhibitor Kit \(Official Decorator\)](#)
- [Exhibitor Appointed Contractor Form](#)
- [Showtech Order Forms \(Exclusive Electrical/Mechanical/Sign & Banner Hanging Supplier\)](#)
- [International Centre Telecom Order Form \(Exclusive Internet & Telephone Supplier\)](#)
- [Caldas Order Forms \(Exclusive Cleaning Supplier\)](#)

3) Shipping, Customs & Transportation

- [Shipping, Customs & Transportation](#)
- [Advance Warehouse Shipping Label](#)

4) Other Services

- [CCR Order Form \(Official Audio Visual Supplier\)](#)
- [Exhibitorinsurance.com \(Official Insurance Supplier\)](#)

5) Lead Retrieval

- [Conexsys Lead Retrieval Order Form \(Official Registration Supplier\)](#)

We encourage you to review this manual in its entirety. It includes show rules and regulations as well as order forms for services and equipment you may need at the show. Early bird rates generally represent a cost savings for you. Save money and avoid stress. If you have any questions, please do not hesitate to contact us. If you have a specific supplier related question, contact the Service Provider directly.

IMPORTANT NOTICE

*It has come to our attention that travel agencies operating out of USA, are calling **Truck World 2016** exhibitors to reserve hotel space through them.*

*Please be advised that **Truck World** and its management are **not** affiliated in any way with any travel agencies. **Truck World and Newcom Business Media** does not endorse, cooperate or collaborate in any matter whatsoever with these particular companies and strongly recommends that you exercise appropriate and considered due diligence in doing business with any organization alleging that they represent or work with Truck World.*

**SEASONS GREETINGS AND BEST WISHES FOR 2016
FROM YOUR TRUCK WORLD SHOW TEAM**



CONTACT US

Joan Wilson, Show Manager, 416.510.5112, joanw@newcom.ca

Thierry Quagliata, Assistant Show Manager, 416.510.5235, thierry@newcom.ca

Megan Mehlenbacher, Show Coordinator, 416.510.5234, megan@newcom.ca