



Exhibitor Checklist & Important information

IMPORTANT INFORMATION	2
SUPPLIER CONTACTS	4
JANUARY 2024	7
FEBRUARY 2024	8
MARCH 2024	9
APRIL 2024	10
EXHIBITOR QUICK REFERENCE GUIDE	11
MOVE IN & OUT INFORMATION	12

Important Information

Reference this checklist when sending in your orders to qualify for the discounted advance rates and to stay on top of other requirements in preparation for the show.

Show Location

The International Centre
6900 Airport Road
Mississauga, ON L4V 1E8

Show Hours

Thursday, April 18 10am - 5pm
Friday, April 19 10am - 5pm
Saturday, April 20 9am - 5pm

Direct to Show Shipping Address

Name of Exhibiting Company

Booth #

Truck World
The International Centre - Halls 1 -5
6900 Airport Road
Mississauga, ON CANADA L4V 1E8
Piece__ of __

Show Office Location and Hours

Hall 1, Room 104

- Tuesday, April 16 8:00 am - 8:00 pm
- Wednesday, April 17 8:00 am - 8:00 pm
- Thursday, April 18 8:00 am - 6:00 pm
- Friday, April 19 8:00 am - 6:00 pm
- Saturday, April 20 8:00 am - 7:00 pm

** hours are subject to change*

Exhibitor Manual

Exhibitor Manual is now live. You can access the Exhibitor Manual [HERE](#).
Password: **TW2024**.

Exhibitor Badge Registration

Register for your exhibitor badge **COMING SOON**.
Password is your postal/zip code, UPPERCASE and NO SPACE.

Booth Inclusions

- Black drape to define booth space: (8'h backwall x 3'h sidewalls)*
- Five (5) exhibitor badges per 100 square feet
- Dollies for use during move in and move out (first come, first-served basis)
- 24-hour on-site security
- Online exhibitor listing including company name, description and contact info
- Personalized promo code (unlimited usage) providing FREE registration for your customers

NOT INCLUDED IN YOUR RENTAL FEE:

- Booth carpet / floor covering (mandatory for all exhibitors)
- Insurance (mandatory for all exhibitors)
- Electrical, lighting and sign hanging (optional)
- Booth furnishings (optional)
- Telecommunication, internet, booth cleaning (optional)

** Island booths do not receive drape*

SHOW SITE MATERIAL HANDLING PAID BY SHOW MANAGEMENT.

Material handling/drayage services are included to and from your booth. Exhibit assembly and disassembly is not included.

Exhibitor Newsletters

Missed our exhibitor newsletters? All exhibitor newsletters can be found [HERE](#) for your convenience. Please email us at truckworld@newcom.ca if you have not received your exhibitor newsletters.

Online Exhibitor Listing

Each exhibitor will receive a unique link to edit their exhibitor information for the show guide and/or online listing. If you have not received the link, please email us at truckworld@newcom.ca

- Add your logo for \$205 CAD + tax
- Add your video for \$215 CAD + tax

Exhibitor Insurance

Exhibitors must have adequate Liability Insurance for move-in, show days and move-out, with a minimum limit of \$2,000,000.

- Purchase Single Event Insurance [HERE](#)
 - Request a Certificate of Insurance (COI) from your own provider
 - View sample COI [HERE](#)
- Submit your COI [HERE](#)

IMPORTANT INFORMATION: SCAM ALERT

Several companies are posing as official Truck World suppliers and contacting exhibitors with false offers including hotel / travel promotions, attendee lists, exhibitor directory listings and more. Please note these claims are false and these offers are scams. These suppliers are in no way affiliated with Truck World. Please visit our website at <https://www.truckworld.ca/travel-accommodation/> book travel and hotel through our official partners.

Supplier Contacts

SERVICE	SUPPLIER	ORDER FORMS/ PLATFORM	CONTACT INFO
Accommodation	The EMBASSY Suites by Hilton Sandman Signature Toronto Airport The Toronto Airport Marriott Hotel The Westin Toronto Airport Holiday Inn Express & Suites Toronto Airport South DoubleTree by Hilton Toronto Airport	EMBASSY Suites Sandman Signature Toronto Airport Marriott Hotel The Westin Toronto Airport Holiday Inn Express & Suites Toronto Airport South Doubletree by Hilton Toronto Airport	416-674-8442 416-798-8840 416-674-9400 416-675-9444 1-877-660-8550 416-674-2222
Audio Visual	Shakedown Sound & Lighting	A/V Order Form	Exhibitor Services info@shakedownsound.com
Booth Cleaning	H&S Services Inc.	Booth Cleaning Order Form	Exhibitor Services 416-548-7433 admin@hsholdings.ca
Customs Clearance	Cross Connect Customs & Event Logistics	Customs Clearance Order Forms	Pat D'Alessandro 416-726-7229 Sunny Salas 416-676-1124 Danny Mekhuri 416-704-1956 info@crossconnectcl.com
Electrical, Compressed Air, Lighting, Sign Hanging/Rigging, Water	SHOWTECH Power & Lighting	SHOWTECH Online Portal	Customer Service 905-283-0550 info@showtech.ca

Exhibitor Badges Lead Retrieval	CONEXSYS	<i>COMING SOON</i> Lead Retrieval	Exhibitor Services support@conexsys.com
Exhibitor Listing	Map Dynamics	Exhibitor Listing	Show Management truckworld@newcom.ca
Food & Beverage Catering Menu	The International Centre	Food & Beverage Catering Menu	Exhibitor Services 905-678-5585 catering@internationalcentre.com
Insurance	Exhibitorinsurance.com	Submit Your Insurance Purchase Insurance Sample Certificate of Insurance	Exhibitor Services 1-866-836-9066 Info@exhibitorinsurance.com
Internet	Encore	Internet Services Order Form	Statler Lee 905-678-5120 ticc@encoreglobal.com
Security	TONE-GAR Security Services	Security Order Form	Treana Didine 416-885-1946 treana@tone-gar.com
Shipping / Transportation	ABF Freight	Order Form Shipping Label	Exhibitor Services 1-800-668-7888 canadiantradeshow@abf.com
Show Decorator/General Services Contractor In-booth Forklift Services and Labour	GES	GES Espresso	Exhibitor Services 905-283-0500 torontoexhibitorservices@ges.com

Vehicle Power Washing, Detailing & Transportation	Drive Star Shuttle Systems Ltd.	Contact by phone or email	Andrew Priest 289-285-3022 andrew@drivestardelivers.com www.drivestardelivers.com
Vehicle Washing & Detailing	Dr. Detail	Vehicle Washing Order Form	Della Barnes 1-877-790-7211

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
					Show Management <input type="checkbox"/> Free VIP registration form deadline	
21	22	23	24	25	26	27
28	29	30	31			

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
					Show Management <input type="checkbox"/> Exhibitor Installation Questionnaire (required for 400 sq.ft+ booths with display vehicles or heavy equipment)	
25	26	27	28	29		
				Show Management <input type="checkbox"/> New Product online form due		
				<input type="checkbox"/> GreenTECH online form due		

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
				Hotels - discounted rates expire <input type="checkbox"/> Sandman Signature Toronto Airport Hotel	Hotels - discounted rates expire <input type="checkbox"/> The Toronto Airport Marriott Hotel <input type="checkbox"/> The Westin Toronto Airport	Hotels - discounted rates expire <input type="checkbox"/> The EMBASSY Suites by Hilton
17	18	19	20	21	22	23
	ABF Freight <input type="checkbox"/> Advance Warehouse Open (Mar 18 - Apr 11)				Show Management <input type="checkbox"/> Purchase Exhibit Insurance OR <input type="checkbox"/> Submit Exhibit Insurance The International Centre <input type="checkbox"/> Food & Beverage Sampling	
24	25	26	27	28	29	30
	GES <input type="checkbox"/> Carpet, Furnishings, Floral, Graphics, Custom Booths SHOWTECH (Exclusive Service Provider) <input type="checkbox"/> Power, Lighting, Sign Hanging, Compressed Air, Water				TONE-GAR Security Services <input type="checkbox"/> Booth Security	
31						

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Shakedown Sound & Lighting <input type="checkbox"/> Audio Visual	2 Cross Connect Customs & Event Logistics <input type="checkbox"/> Customs Clearance	3	4	5 CONEXSYS <input type="checkbox"/> Lead Retrieval	6
7	8	9	10	11 ABF Freight <input type="checkbox"/> Advance Warehouse Closure	12	13 H&S Services Inc. <input type="checkbox"/> Booth Cleaning
14	15	16	17	18	19	20
Exhibitors Move-in (per targeted move-in schedule)				Show Days		
		Show Management <input type="checkbox"/> Direct to Show Site Receiving Start (per targeted move-in schedule)	Show Management <input type="checkbox"/> New Product Showcase-due onsite 2pm <input type="checkbox"/> GreenTECH New Product Showcase-due onsite 2pm			Move-out (per targeted move-in)
21	22	23	24	25	26	27
Move-out (Hall 2 only)						
28	29	30				

Exhibitor Quick Reference Guide

Truck World		
Date	Time*	Event
Monday April 15, 2024	8:00 AM – 12:00 PM	Hall 2 Move-in TRUCKS & TRAILERS ONLY (based on targeted schedule)
	12:00 PM – 8:00 PM	
Tuesday April 16, 2024	8:00 AM – 8:00 PM	Halls 1, 2 & 5 Move-in (based on targeted schedule)
	12:00 PM – 6:00 PM	Exhibitor Badge Pick Up
Wednesday April 17, 2024	8:00 AM – 8:00 PM	All Halls Move-in (based on targeted schedule)
	10:00 AM – 6:00 PM	Exhibitor Badge Pick Up
Thursday April 18, 2024	8:00 AM – 6:00 PM	Exhibitor Badge Pick Up
	10:00 AM – 5:00 PM	Tradeshaw OPEN
Friday , April 19, 2024	8:00 AM – 5:00 PM	Exhibitor Badge Pick Up
	10:00 AM – 5:00 PM	Tradeshaw OPEN
Saturday , April 20, 2024	8:00 AM – 4:00 PM	Exhibitor Badge Pick Up
	9:00 AM – 5:00 PM	Tradeshaw OPEN
	5:01 PM – 11:59 PM	All Halls Move-out (based on targeted schedule) Display vehicle move-out begins at 8pm
Sunday , April 21, 2024	8:00 AM – 2:00 PM	Hall 2 Move-out TRUCKS & TRAILERS ONLY (based on targeted schedule)

** Times are subject to change*

Move In & Out Information

Move In

- Monday, April 15 - Wednesday, April 17, 2024: 8:00 am - 8:00 pm - Hall 2 - TRUCKS & TRAILERS ONLY ***based on targeted move-in schedule**
- Tuesday, April 16 - Wednesday, April 17, 2024: 8:00 am - 8:00 pm - Halls 1, 2 & 5 ***based on targeted move-in schedule**
- Wednesday, April 17, 2024: 8:00 am - 8:00 pm - Halls 3 & 4 ***based on targeted move-in schedule**

PLEASE NOTE:

- Load-in and exhibit set-up is based on a targeted move-in schedule.
- Exhibitors will be notified of their exact time at minimum 2-3 weeks in advance of the show.
- Forklift services will end at 4:00 pm on Wednesday, April 17 in preparation for the installation of the aisle carpets.
- All crates and packaging must be cleared from the exhibit floor by 7:00 pm.
- The loading docks close at 7:00 pm, however exhibitors may continue to work in their booth until 8:00 pm.
 - Should you need to work after 8:00 pm please notify Show Management

Move Out

- Saturday, April 20, 2024: 5:01 pm - 10:00 pm - All Halls ***based on targeted move-out schedule**
- Saturday, April 20, 2024: 8:00 pm - 10:00 pm - Display Vehicle Move-Out
- Sunday, April 21, 2024: 8:00 am - 2:00 pm - Hall 2 - TRUCKS & TRAILERS ONLY ***based on targeted move-out schedule**

PLEASE NOTE

- Load-out and exhibit teardown is based on a targeted move-out schedule.
- Exhibitors will be notified of their exact time at minimum 2-3 weeks in advance of the show.

NOTE: Any freight left on the show floor will be removed by the official carrier and charged to the exhibitor at their expense.

Dismantling or removal of exhibits or exhibit material is NOT permitted before the show closes at 5pm on Saturday, April 20, 2024. Exhibitors are urged to remove small cartons and open cases of products from the building immediately after the close of the show. While show management will take all reasonable security measures to safeguard small items, immediate removal of such items will minimize the possibility of loss from pilferage.

**During move-in/move-out periods, you will NOT be permitted on the show floor without sturdy, closed toe footwear.
ABSOLUTELY NO CHILDREN DURING MOVE IN AND MOVE OUT UNDER THE AGE OF 18**