

Reserve your 2016 exhibit space today!



CANADA'S PREMIER GREEN INDUSTRY TRADE SHOW AND CONFERENCE FEATURING Fencecraft

JANUARY 12-14, 2016
TORONTO CONGRESS CENTRE
TORONTO, ONTARIO CANADA

Reserve your booth today
LOCONGRESS.COM

Partners and sponsors enhance the show experience.
Their support and generosity are appreciated.



BEAVER VALLEY STONE LTD. BOBCAT COMPANY VERMEER CANADA INC MEDALLION FENCE LTD.

Optimal Timing – Intense Activity

Where else can you meet so many customers and potential customers ready to see, touch and interact with your sales team and your products? Secure and solidify the relationships that will drive your sales.

Invest in Your Success – Book an Exhibit Today!

EXHIBIT RATE CARD:

\$17.25 per square foot
Plus 13% HST (reg. #R119005049)

EXHIBIT PACKAGE INCLUDES:

- 15 VIP Passes
- 1 Full Conference Registration Pass
- Admission to Tailgate Party
- On-line profile
- Conference Guide listing
- Show Preview listing
- Show Guide listing
- Cross-Product listing
- Press release distribution
- Sponsorship opportunities
- Promotional signage
- Exclusive advertising opportunity
- Materials Handling
- Crate storage
- Aisle carpeting
- Parking
- Pipe and drape booth upon request
- 24-hour security

To confirm your intention to exhibit, send a 20% deposit to secure your exhibit space. Call 1-800-265-5656 ext. 366/377/353 or email showinfo@LOcongress.com



SHOW DATES & HOURS:

Tuesday, January 12, 2016	9 a.m. - 5 p.m.
Wednesday, January 13, 2016	9 a.m. - 5 p.m.
Thursday, January 14, 2016	9 a.m. - 4 p.m.

MOVE-IN DATES:

Friday, January 8, 2016 Stone Exhibitors Only	8 a.m. - 12 noon
Saturday, January 9, 2016	8 a.m. - 5 p.m.
Sunday, January 10, 2016	8 a.m. - 4 p.m.
Monday, January 11, 2016	7 a.m. - 7 p.m.

MOVE-OUT DATE:

Thursday, January 14, 2016	4 p.m. - midnight
Friday, January 15, 2016	7 a.m. - 2 p.m.



BE PART OF CONGRESS 2016





CONGRESS 2016 REQUEST FOR EXHIBIT SPACE

JANUARY 12-14, 2016

TORONTO CONGRESS CENTRE, 650 DIXON ROAD, TORONTO, ON CANADA M9W 1J1

COMPANY NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ PROV./STATE: _____ POSTAL/ZIP: _____ COUNTRY: _____

TELEPHONE: _____ FAX: _____ CELL: _____

E-MAIL: _____ WEBSITE: _____

BOOTH NUMBER PREFERENCE: 1st _____ 2nd _____ 3rd _____

BOOTH DIMENSIONS: _____ feet x _____ feet = _____ sq.ft.*

FOR THE CONGRESS 2016 SHOWGUIDE: List our company name under the letter “___”

BOOTH PAYMENT CALCULATIONS:

Up to 400 square feet..... \$17.25/sq.ft.
 Between 401-999 square feet \$17.00/sq.ft.
 Over 1,000 square feet..... \$16.75/sq.ft.

Booth Cost: _____ square feet* x \$ _____ (Price per sq.ft.) = \$ _____

LESS: Landscape Ontario (associate/active) CFIA member discount of \$2.00 per sq. ft. — \$ _____

SUB-TOTAL \$ _____

13% HST (reg. #R119005049) \$ _____

TOTAL BOOTH COST (in Canadian dollars) \$ _____

I am interested in extending the promo power of my booth space with print or electronic advertising in the *Congress Show Guide*, *Landscape Trades*, *Landscape Ontario* magazine or LO's weekly enews.

PAYMENT TERMS:
 A 20% deposit must accompany this form
 The balance is due and payable in full to Landscape Ontario by **September 21, 2015**

THE ABOVE PAYMENT IS BASED UPON ACCEPTANCE OF LANDSCAPE ONTARIO. THIS APPLICATION BECOMES A CONTRACT AND IS NOT SUBJECT TO CANCELLATION EXCEPT BY THE CONSENT OF BOTH PARTIES. ON BEHALF OF THE ABOVE COMPANY, I AGREE TO ABIDE BY THE RULES AND REGULATIONS SET OUT IN THIS CONTRACT AND CONDUCT ALL BUSINESS AT THE SHOW IN ACCORDANCE TO THE OCCUPATIONAL HEALTH & SAFETY ACT AS OUTLINED BY THE MINISTRY OF LABOUR. AS AN EXHIBITOR, OUR COMPANY WILL HAVE PROPER INSURANCE FOR THE EVENT INCLUDING A \$2,000,000 COMPREHENSIVE GENERAL LIABILITY LISTING LANDSCAPE ONTARIO, THE CANADIAN FENCE INDUSTRY ASSOCIATION, THE TORONTO CONGRESS CENTRE AND RELATED COMPANIES AS ADDITIONAL NAMED INSURED.

AUTHORIZED SIGNATURE: _____ DATE: _____

If you wish to pay by American Express, Mastercard or Visa, please provide the following information: Deposit Only Deposit and balance when due

VISA/MC/AMEX#: _____ EXP. DATE: _____

CARDHOLDER NAME: _____

Product Categories - We will have the following products/categories on display: _____

Competitor Proximity Complete the following sentences:
 We would like a booth near: _____
 We do not want a booth near: _____

◆◆ PLEASE TAKE A PHOTOCOPY OF THIS CONTRACT FOR YOUR RECORDS ◆◆

OFFICE USE ONLY: Assigned Booth # _____ Date Manual Sent: _____

Deposit Received: _____ CDN US Cheque # _____ Date: _____

Balance Received: _____ CDN US Cheque # _____ Date: _____

Accepted by: _____ Date: _____

SEND TO: Landscape Ontario - 7856 Fifth Line South, Milton, Ontario, L9T 2X8
tel: 1-800-265-5656 ext 353 and 366 or (905) 875-1805 • fax: (905) 875-3942 • e-mail: showinfo@locongress.com

EXHIBIT RULES AND REGULATIONS

- 1. SHOW MANAGEMENT:** The words "Show Management" as used herein refers to the Landscape Ontario Horticultural Trades Association, its employees and agents. The enforcement and interpretation of the following rules and regulations is the responsibility of Show Management.
- 2. SPACE RENTAL:** The application for exhibit space, when duly signed by the exhibiting firm and Show Management, shall constitute a valid contract between the parties. If payment is not received within the prescribed time limit, the contract is considered null and void and the space will be re-assigned to another applicant. Should any rented space remain unoccupied on the opening day, Show Management reserves the right to rent such space to any other applicant or use it for any other purpose without refund to the original applicant. Each space comes with backdrop and siderail drapery.
NO CARPET OR ELECTRICITY IS SUPPLIED.
- 3. CANCELLATION OF DISPLAY SPACE:** Display space may be cancelled up to 90 days prior to the opening dates of the exposition without penalty; except for \$150.00 per 10' x 10' booth administration charge; however, a cancellation charge equal to one-third the cost of the space will be made by Show Management for space cancelled from 90 days to 60 days prior to the opening date of the exposition; one-half the cost of the space if cancelled from 60 days to 30 days of the opening date; and the full cost of the space if cancelled within 30 days of the opening date of the exposition.
- 4. USE OF SPACE & RESTRICTIONS:** The space contracted for is to be used solely by the exhibitor whose name appears on the application, as agreed to by both parties, and only products and/or services of the exhibitor may be exhibited. Any promotion of other products or services is strictly prohibited and will result in ejection from the exhibition without refund or other appeal. No exhibit will be permitted which interferes with the exhibits of other exhibitors or obstructs the visibility of other exhibits. Exhibits must be confined to the exact space allocated, and where an exhibitor's display is built beyond limitations set forth in the Exhibitor's Manual, Show Management reserves the right to correct such violations by having the exhibitor alter, remove or rearrange any or all of the display so that it will comply with the regulations or, if the exhibitor is not available, to make such corrections at the exhibitor's expense. Show Management reserves the right to restrict exhibits which, because of noise, operation of equipment, creation of safety hazards or any other reason, become objectionable or otherwise distract from neighbouring exhibits. No representation of the exhibitor, his products or services may be carried on in the aisles, corridors, feature areas or other designated common area of the facility.
- 5. INSTALLATION, EXHIBIT HOURS AND DISMANTLING:** Dates and hours for installation, exhibiting and dismantling will be as specified by Show Management. Goods received after the opening of the exposition must be delivered to the booth and arranged at a time other than official exhibit hours. Exhibits shall be staffed at all times when the exhibition is officially open. No exhibitor will be permitted to commence dismantling any portion of the exhibit whatsoever, to commence packing crates or cartons, or to abandon their display prior to the official closing. **Failure to comply with this regulation will result in the exhibitor being barred from participation at future exhibitions conducted by Show Management. All exhibits must be removed by 2 p.m., Friday, January 15, 2016, and all storage and handling charges for failure to remove exhibit and/or materials by that time shall be the responsibility of the exhibitor. Show Management reserves the right to remove any exhibit, any excess garbage, materials, packaging, sand, stone, etc., which is not removed by the conclusion of the exhibition and charge the expense to the exhibitor.**
- 6. MATERIALS HANDLING:** Dollies will be provided free of charge during official move-in and move-out hours. Exhibitors should have their representatives on hand to supervise unloading and placing of exhibit material. **MANNED FORKLIFTS MAY BE RENTED FOR SPOTTING PURPOSES.**
- 7. FIRE REGULATIONS:** All exhibitors must comply with local fire regulations. Only fireproof materials may be used in displays and wiring must conform to C.S.A. or UL specifications. Fire exits and aisles must be kept clear at all times. The exhibitor assumes full responsibility for ensuring that exhibits meet these standards.
- 8. ELECTRICAL SAFETY CODE REQUIREMENTS:** All exhibitors must comply with the Ontario Electrical Safety Code Requirements. The exhibitor assumes full responsibility for ensuring that exhibits meet these standards.
- 9. DAMAGE TO PROPERTY:** Exhibitors are liable for all damage caused by them to the exhibit facility, booth equipment or to other exhibitors' property and shall indemnify the Facility Management, Show Management, and/or the Official Services Contractor against, and hold them harmless from, any complaints, suits or liabilities resulting from negligence of the exhibitor in connection with the exhibitors use of exhibit space.
- 10. CARE OF BUILDINGS:** Painting, nailing or drilling of floors, walls, ceilings or any other part of the building is not permitted. Exhibitors laying any floor covering must use an adhesive that will not damage the floor and is easily removed. No signs or other articles are to be fastened to ceilings, walls, pipes or electrical fixtures.
- 11. SECURITY:** Show Management will employ reputable guards on a 24 hour basis for the duration of the exhibition and will take reasonable precautions to safeguard exhibitors' property. However, Show Management assumes no liability for loss or damaged, howsoever caused, of goods, exhibits, or other materials owned, rented or leased by the exhibitor.
- 12. EXHIBITOR BADGES:** Exhibitor badges will be supplied by Show Management for exhibit personnel. These must be worn at all times while in the show building and exhibit area and are required for entry to the show. Exhibitor badges are to be worn by only those company representatives who will staff the booth.
- 13. FOOD AND/OR ALCOHOLIC BEVERAGES:** The preparation and/or serving of food or beverages of any kind without the written permission of Show Management and the facility is prohibited. Serving of alcoholic beverages on the exhibit floor is prohibited.
- 14. LIABILITY AND INSURANCE:** Neither the Landscape Ontario Horticultural Trades Association, the Canadian Fence Industry Association, Toronto Congress Centre, and related companies, the Canadian Fence Industry Association nor any of their officers, directors, employees or agents, nor the owners, employees, or representatives of the exhibit facility will be responsible for any injury, loss or damage that may occur to the exhibitor, or the exhibitor's employees or property from any cause whatsoever prior, during or subsequent to the period covered by the exhibit contract. The exhibitor, on signing this contract, expressly releases the foregoing Association, individuals and firms from, and agrees to indemnify same against, any or all claims for such loss, damage or injury.
- 15. EXCLUSIVE RIGHTS:** Participating exhibitors have the exclusive right to promote or sell goods or services in the show. All other parties who attempt to make any sales solicitations without the expressed written consent of Show Management will be permanently removed from the show area. Exhibitors are asked to report any infractions to the Show Office so that immediate remedial action can be taken.
- 16. ENTRY TO SHOW:** Show Management reserves the rights to refuse admission to any visitor, exhibitor, or exhibitor's employee who, in the opinion of Show Management is unfit, intoxicated, or in any way creating a disruption of the Show.
- 17. BOOTH ASSIGNMENT:** Landscape Ontario and the Canadian Fence Industry Association reserve the right to assign any and all booth space as it best determines. **As an exhibitor of the 2015 show, you have first right of refusal for exhibit space in Congress 2016 as long as you have completed and returned your contract with a 20% deposit of your total booth space by May 1, 2015.**

PLEASE MAKE A PHOTOCOPY OF THIS INFORMATION FOR YOUR RECORDS



EXHIBITORS FREQUENTLY ASKED QUESTIONS

Landscape Ontario's Congress trade show and conference team are available to take your questions. Take advantage of our industry and show experience that will transform your trade show experience from good to great!

Congress trade show and conference will take place January 12-14, 2016 in the South Building of the Toronto Congress Centre. Warm-up Monday events, held on January 11th, occur at both the Toronto Congress Centre and the International Plaza Hotel. Be sure to check the web site: LOcongress.com, the Conference Guide or the Preview Guide in *Landscape Trade's* November/December issue for specific locations and a full schedule.

Who do I contact for information about Congress 2016?

If you don't find the information you need in our frequently asked questions, feel free to call **1-800-265-5656** and speak with one of our team members or email: showinfo@LOcongress.com

Heather MacRae, Director of Events & Trade Shows **ext 323** or email: heather@landscapeontario.com

Darryl Bond, Exhibit Sales Specialist **ext 366** or email: dbond@landscapeontario.com

Steve Moyer, Sales Manager, Publications **ext 316** or email: stevemoyer@landscapeontario.com

Gregory Sumsion, Integrated Solutions Representative **ext 377** or email: gsumsion@landscapeontario.com

Linda Nodello, Trade Show Coordinator **ext 353** or email: lnodello@landscapeontario.com

For information on the education and event programs call:

Kristen McIntyre, CHT, Conference and Event Manager **ext 321** or email: kristen@landscapeontario.com

Shawna Barrett, Trade Show and Event Support Coordinator **ext 302** or email: sbarrett@landscapeontario.com

What are the dates and hours of the show?

Tuesday, January 12, 2016 9:00 am – 5:00 pm

Wednesday, January 13, 2016 9:00 am – 5:00 pm

Thursday, January 14, 2016 9:00 am – 4:00 pm

Exhibitors will be allowed on the show floor 1/2 hour before the show opens and 1/2 hour after it closes.

What are the move-in dates and times?

Friday, January 8, 2016 8:00 am – 12 noon – **Stone Exhibitors Only**

Saturday, January 9, 2016 8:00 am – 5:00 pm

Sunday, January 10, 2016 8:00 am – 4:00 pm

Monday, January 11, 2016 7:00am – 7:00 pm – **All exhibits completed by 8 pm.**

What are the move-out dates and times?

Thursday, January 14, 2016 4:00 pm – 12:00 midnight

Friday, January 15, 2016 7:00 am – 2 pm – **All exhibits removed from the building by 2 pm.**

What do I need to know about Ontario's new Workplace Health & Safety Programs in regards to Congress?

Landscape Ontario, the Toronto Congress Centre and all suppliers appointed by show management for the set-up and tear-down of your exhibit are governed by and follow the procedures defined by the Ministry of Labour's Ontario Occupational Health & Safety Act and Regulations. During move-in and -out, the Congress trade show floor has been designated as an industrial zone. Mandatory regulations that specify certain personal protection equipment (PPE), practices and regulations pertaining to how and by whom work can be performed are in effect.

All exhibit personnel and/or subcontractors involved in set-up and tear-down of your exhibit must complete and be prepared to submit upon request a certificate from the Ministry of Labour's Worker/Supervisor Awareness Training Program. You are advised to share this link with all staff and subcontractors. Save the completed certificates in a file to bring to the show site January 8-15, 2015.

<http://www.labour.gov.on.ca/english/hs/training/>

What additional regulations should I be aware of when constructing my exhibit?

Complete details concerning the set-up and tear-down of your booth will be found at LOcongress.com in the Exhibitor Information sections: Exhibit Rules and Exhibitor Manual. You, your staff and subcontractors

PRODUCED BY **LANDSCAPE ONTARIO**

7856 FIFTH LINE SOUTH, MILTON, ONT. CANADA L9T 2X8

PHONE: 1-800-265-5656 OR 905-875-1805 FAX: 905-875-3942 SHOWINFO@LOCONGRESS.COM LOCONGRESS.COM



must complete and submit the Health and Safety Policy and Declaration. Here are some of the highlights you'll want to be aware of:

1	Complete Ministry of Labour's Worker/Supervisor Health & Safety Training Program
2	All staff come to show with full complement of personal protection equipment (PPE) & steel-toed shoes
3	For their safety leave children under the age of 16 at home during move-in and -out
4	Wear hard hats and use yellow caution tape when performing overhead work
5	Wear appropriate personal protection equipment (PPE) (goggles & gloves) when operating hand/power tools
6	Comply with with the mandatory Fall Protection/ Working from Heights training requirements when working at heights over 3 metres.
7	Use proper extension devices (i.e. ladders) must be used. Ladders must meet all safety requirements as set out by the OHSA.

Do I have to schedule a move-in?

Yes. Refer to the Move-in Request Form. A vehicle marshalling yard is available for vehicles over 5 tons.

Can I drive my truck right onto the main floor?

No. Unless the vehicle is part of your display booth. You will be required to make special arrangements to drive to your booth in the building. Call Darryl Bond, Exhibit Sales Specialist at 1-800-265-5656 ext 366 or email: dbond@landscapeontario.com. Truck washing service is available.

Will forklifts be available for move-in and move-out?

Yes. Pallets and crates will be unloaded from your truck and delivered to your booth at no charge. Forklifts, if required for work within the confines of your booth, can be rented from Stronco Group of Companies. Order this service prior to move-in.

Where can trucks park during the show days?

Arrangements have been made at the International Plaza Hotel, 655 Dixon Rd, Toronto, ON, Canada. The hotel's parking lot can accommodate up to 10 - 24' trailers and 5 - 40' trailers. Parking fees are \$14 times the number of spots required (i.e. 5 spots X \$14 = \$70 X 3 (number of days)) = \$210 for 3 days and include overnight parking. There is a special concession for 18 wheeler trucks at a rate of \$50.00/truck/day. Reservations should be made at least two (2) weeks prior in writing to Mathew Allenby at mallenby@internationalplazahotel.com and include an indication on the length of time the vehicle will be parked and length of the trailer. For more information call Mathew on [647-209-8528](tel:647-209-8528).

How do I order my exhibitor badges?

Badges can be ordered by using the online Exhibitor Badge service or by printing the Exhibitor Badge Order Form, faxing it to 905-405-9870 or emailing the form to troy@conexsys.com. You are advised to place your badge order by December 18, 2015. For security reasons, we recommend that you only order exhibitor badges for staff that will work in your booth. Any other company representatives should be issued visitor badges.

Where can I pick up my exhibitor's badge?

Badges will be mailed to exhibitors from November 27 until December 18, 2015. After that date all exhibitor badges will be held for pick up at the Exhibitor's Desk from 12:00 noon – 5 p.m. on Monday, January 11th. This desk is located at the main show entrance in Hall F.

How many exhibitor badges is my company entitled to?

A maximum of 5 badges per 10 X 10 booth.

What does my badge entitle me to?

An exhibitor badge entitles you to enter the trade show all 3 days, plus the Tailgate Party in the Plaza Ballroom of the International Plaza Hotel, Wednesday, January 13, 2016. **Please note: A separate fee applies to all educational events including pre-conference** events taking place Monday, January 11, 2016 and **Conference** programs, **January 12 - 14, 2016**. Exhibiting companies are entitled to one (1) complimentary conference pass; available for pick-up on-site.



How many VIP passes is my company entitled to?

15 passes per 10 X 10 booth. Additional passes can be ordered as long as supplies last.

Can I order booth furnishings and electrical services on-site?

Yes. There will be an additional cost for ordering booth furnishing or services on-site. To save money, review the deadlines for service contractors in the Exhibitor Manual and then order your carpet, drape, tables, chairs, power, lighting and lead retrieval no later than December 31, 2015.

Do I have to have carpet or other flooring material in my display space?

Yes. Carpet or another suitable flooring material is mandatory for this show. You can supply your own or rent carpet from Stronco Group of Companies. All exhibits are required to have flooring of some nature covering the cement.

Are there any services included in the cost of my booth space purchase?

No. Carpet or other floor coverings and insurance are mandatory additional costs. Other optional additional costs include: booth furnishings, signage, lead retrieval, power, lighting, personal protective equipment, staffing, hotel accommodation and transportation and in booth materials handling. See the online Exhibitor Manual for preferred suppliers and service providers.

Do I need proof of liability insurance?

Yes. Exhibitors must provide a minimum of \$2 million liability insurance certificate. A certificate of insurance protects you, other exhibitors, attendees, and show management should an incident occur. A copy of your certificate of insurance, from your current business insurance provider or a new policy must be sent to show management no later than December 18, 2015.

Will security be available on a 24-hour basis?

Yes. However, Landscape Ontario, the Canadian Fence Industry Association and the Toronto Congress Centre will not assume any responsibility for lost, stolen or misplaced materials. Exhibitors are urged to contact their insurance companies to ensure that their exhibits and products are insured during this period. This can be done by placing a rider on your existing business contents insurance or by purchasing a new liability insurance policy. Landscape Ontario suggests the services of Exhibitorinsurance.com.

What is the name and address of the facility where Congress and Fencecraft are held?

Toronto Congress Centre, South Building, 650 Dixon Road, Toronto, Ontario M9W-1J1
Phone: 416-245-5000.

Where is the Show Office?

The Show Office is located on aisle 1900 and will be operational from January 8 to 15, 2016.
Phone: 416-848-4141.

How should I label material for shipping to the show site?

Packages for delivery to the Landscape Ontario's Congress show site should be labeled as follows:

Name of Exhibiting Company

Booth #

Landscape Ontario's Congress / CFIA's Fencecraft

South Building, Door 4

Toronto Congress Centre

650 Dixon Road, Toronto, Ontario, MW9 1J1

Cell # of your onsite company representative

Show Office Tel: 416-848-4141

Can I ship my freight to the building prior to the move-in?

No. Freight will only be accepted by the Toronto Congress Centre during the specified move-in time period.

Advance warehousing is available through Stronco Group of Companies. Shipments are accepted in the warehouse Monday to Friday between 8:00 a.m. and 4:00 p.m.. No shipments will be accepted after December 28, 2015. Call: 905-270-6767 for a quote and to make arrangements.

How should I label my advanced warehouse crates and skids?

Advanced Warehouse

Name of Exhibiting Company

Booth #

Landscape Ontario's Congress / CFIA's Fencecraft

STRONCO LOGISTICS

15 Strathearn Avenue

Brampton, ON L6T 4P1

Name of Carrier

Number of pieces ____ of ____

PRODUCED BY LANDSCAPE ONTARIO

7856 FIFTH LINE SOUTH, MILTON, ONT. CANADA L9T 2X8

PHONE: 1-800-265-5656 OR 905-875-1805 FAX: 905-875-3942 SHOWINFO@LOCONGRESS.COM LOCONGRESS.COM



Direct Ship To

Name of Exhibiting Company

Booth #

Landscape Ontario's Congress / CFIA's Fencecraft

South Building, Door 4

Toronto Congress Centre

650 Dixon Road, Toronto, Ontario, MW9 1J1

Name of Carrier

Number of pieces ____ of ____

Where can I access the Rules & Regulations, service order forms and information for Congress 2016?

Once you have confirmed your exhibit space in the show, all the information and order forms are available in the online Exhibitor Manual and can be downloaded from the Congress 2016 website –

www.LOcongress.com

An initiative of:



In partnership with:



PRODUCED BY **LANDSCAPE ONTARIO**

7856 FIFTH LINE SOUTH, MILTON, ONT. CANADA L9T 2X8

PHONE: 1-800-265-5656 OR 905-875-1805 FAX: 905-875-3942 SHOWINFO@LOCONGRESS.COM LOCONGRESS.COM