

TRIECA | 2017 
CONFERENCE

Exhibitor Guide
March 22 & 23





WELCOME

On behalf of the Toronto and Region Conservation (TRCA) and the Canadian Chapter of the International Erosion Control Association (IECA), we would like to thank you for participating in the 6th annual TRIECA Conference. TRIECA is a highly focused event designed to bring exhibitors and professionals in the stormwater and erosion and sediment control industries face-to-face to offer services and solutions!

Please refer to the following guide for all of the relevant information you will need to prepare for the conference, including booth specifications, set-up and take-down times, shipping and storage requirements, sustainability recommendations, insurance requirements as well as other pertinent details.

Once you have reviewed the enclosed information, please visit <http://trieca.trca.info/sponsors-exhibitors/> to complete the Sponsor and Exhibitor Participation Form, register your staff for the conference, and upload your insurance certificate.

The Sponsor and Exhibitor Participation Form must be submitted by March 1, 2017.

This year we are continuing to reduce TRIECA's impact on the environment. We encourage all our sponsors and exhibitors to participate by checking out our sustainability recommendations on page 11 and follow as many suggested practices as possible. Let's work together to make TRIECA a more sustainable event!

If you have any questions or concerns regarding sponsorship, advertising and exhibiting at TRIECA, please contact Alanna Fair at 289-268-3909 or afair@trca.on.ca.

Thank you,

Glenn MacMillan

Senior Manager, Water & Energy

Toronto and Region Conservation Authority

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WHERE & WHEN

Pearson Convention Center
(2638 Steeles Ave. East, Brampton, ON L6T 4L7)

The Exhibit areas will be located in Halls B to E and in the lobby. Please note that exhibit spaces in the lobby are reserved for sponsors. Exhibit booths are assigned on a first-come, first-served basis.

CONFERENCE DATES & OPERATING TIMES:

Day 1 – Wednesday, March 22, 2017

Registration	8:00 a.m. – 9:00 a.m.
Presentations	9:00 a.m. – 4:00 p.m.
Morning Break	10:30 a.m. – 11:00 a.m.
Lunch	11:45 a.m. – 1:15 p.m.
Afternoon Break	2:00 p.m. – 2:30 p.m.
Networking Reception	4:00 p.m. – 7:00 p.m.
Trade Show	8:00 a.m. – 7:00 p.m.

Day 2 – Thursday, March 23, 2017

Registration	8:00 a.m. – 9:00 a.m.
Presentations	9:00 a.m. – 4:00 p.m.
Morning Break	10:30 a.m. – 11:00 a.m.
Lunch	11:45 a.m. – 1:15 p.m.
Afternoon Break	2:00 p.m. – 2:30 p.m.
Trade Show	8:00 a.m. – 2:30 p.m.

SET UP AND TAKE DOWN

We request that all booths be set-up on Tuesday, March 21, 2017 between the hours of 2:30 p.m. and 6:00 p.m. (to be confirmed closer to date).

Take-down hours will be from 2:30 p.m. until 5:30 p.m. on March 23, 2017. Any items left at Pearson Convention Center after take down has been completed will be removed at the Exhibitor's expense.

Exhibits must remain open and intact for the duration of the event (March 22 at 8:00 a.m. to March 23 at 2:30 p.m.).

Fees & Benefits

CHOOSE YOUR PACKAGE	Total (tax not included)
Gold Sponsor Package - Single (10' x 10' exhibit space, trade show floor or lobby)	\$5,000.00
Gold Sponsor Package - Double (10' x 20' exhibit space, trade show floor only)	\$5750.00
Break Sponsor Package (two available)	\$1,000.00
Lunch Break Package (two available)	\$1,500.00
Networking Reception Package (one available)	\$1,500.00
Exhibitor Package - Single (10' x 10') Early Bird Price Before December 16, 2016	\$1,500.00
Exhibitor Package - Single (10' x 10') Regular Price On and after December 16, 2016	\$1,750.00
Exhibitor Package - Double (10' x 20') Regular Price	\$2,500.00

For more details about what is included in each of the above packages, please consult the TRIECA 2017 Exhibit, Advertising and Sponsorship Prospectus on our website <http://trica.trca.info/sponsors-exhibitors/>

ELECTRICAL REQUIREMENTS

Exhibitors are responsible for arranging all of their electrical requirements (i.e. power and lighting). Arrangements have been made with ShowTech Power and Lighting to provide these services.

For more information and to order, please visit <http://trica.trca.info/sponsors-exhibitors/>
Please note that Exhibitors will be billed directly for any special requirements by the service provider as these (including electrical outlets) are not included in the sponsor and exhibitor packages.

EXHIBITOR POLICIES

Exhibit Standards

TRCA and The Canadian Chapter of the IECA reserve the right to prohibit any exhibit or part of an exhibit that, in the organizers' opinion, is not suitable to or in keeping with the character or purpose of the event.

Refund Policy

In the event that your company has registered for a booth at TRIECA and is unable to participate, a refund will be processed less the following administration fees. Refunds will not be issued after February 1, 2017.

Until December 31, 2016 - 10% administration fee

Until January 31, 2017 – 30% administration fee

No refunds after February 1, 2017

For more information on this policy, or to request a refund, please contact Alanna Fair at afair@trca.on.ca.

LIABILITY AND INSURANCE

Neither TRCA, the Canadian Chapter of the IECA, the event sponsors and partners, nor other organizations or persons connected with this event are to be held responsible for loss, damage or injury to the exhibitor or to the exhibitor's employees or property, from any cause whatsoever prior to, during or subsequent to the period covered by the TRIECA 2017 event.

Exhibitors agree to have in place and maintain such insurance that will fully protect the TRCA and the Canadian Chapter of the IECA and event sponsors from any and all claims, including personal injury and death, which may arise in connection with the installation, operation or dismantling of the exhibitor's display.

Exhibitors are required to provide commercial general liability insurance in a form satisfactory to TRCA in an amount of no less than two million dollars (\$2,000,000) and naming TRCA and the Canadian Chapter of the IECA, as an additional named insured to protect TRCA and the Canadian Chapter of the IECA from any and all claims, damages or actions arising from the exhibitor's actions during the event.

Please provide a certificate of insurance for TRCA which includes the following information:

Certificate Holder	Additional Name Insured
Toronto and Region Conservation Authority (TRCA) 5 Shoreham Dr. Downsview, ON M3N 1S4	Toronto and Region Conservation Authority (TRCA) The Canadian Chapter of the International Erosion Control Association (IECA)

Date of Event *(please ensure your insurance is covered during the following dates)*
March 21, 22 & 23, 2017

To ensure the accuracy of the liability insurance document please send the "Certificate Request Form" on the following page to your insurance provider:

Description of Operations (if applicable)

TRIECA 2017 Conference
Pearson Convention Center
2638 Steeles Avenue East
Brampton, ON, L6T 4L7

Limit of Liability or Amounts Insured

\$2,000,000 (two million)

Failure to provide the proper insurance documents by March 1, 2017 may result in exclusion from the list of exhibitors in the Conference Program, and participation from the event. Refunds will not be issued to exhibitors in this instance.

TRIECA 2017 – CERTIFICATE REQUEST FORM

Please submit this form to your insurance provider to ensure the accuracy of the insurance documents for TRIECA 2017

Certificate

GENERAL INFORMATION

Certificate Holder:
TORONTO AND REGION CONSERVATION AUTHORITY (TRCA),
5 SHOREHAM DRIVE, DOWNSVIEW, ONTARIO, M3N 1S4

COVERAGES REQUESTED

Commercial General Liability: \$2,000,000 REQUIRED LIMIT

COVERAGES REQUESTED

Toronto and Region Conservation Authority (TRCA) is also added as an Additional Insured

The Canadian Chapter of the International Erosion Control Association (IECA) is also added as an Additional Insured

EVENT DESCRIPTION

Date:
MARCH 21 - 23, 2017

Location:
PEARSON CONVENTION CENTER, 2638 STEELES AVENUE EAST,
BRAMPTON, ON, L6T 4L7

ADDITIONAL COMMENTS / INSURANCE REQUIREMENTS

The certificate of insurance needs to reference the current policy period. If the policy is due for renewal prior to the event date, it is the participant's responsibility to ensure an updated certificate of insurance is provided to TRCA and the Canadian Chapter of IECA. Insurance certificate shall contain an obligation on the part of the underwriter, broker or agent to notify TRCA of any material change to the policy, within 30 days of such change being requested or made.

Please submit the completed Certificate of Insurance forms at <http://trieca.trca.info/sponsors-exhibitors/>

If you have any questions or concerns please contact Amanda Slaght at aslaght@trca.on.ca or 289-268-3917.

SHIPPING AND STORAGE

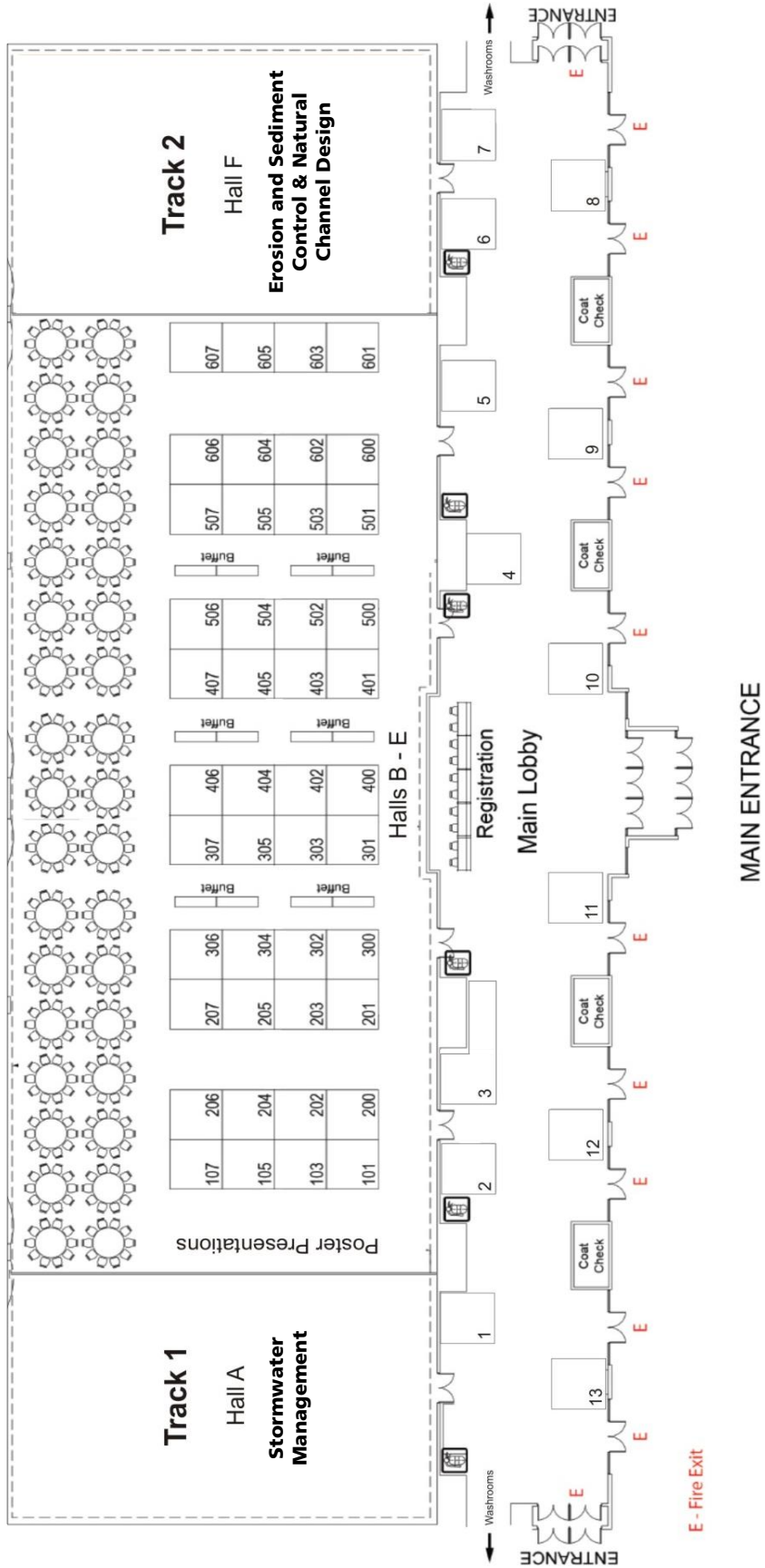
All major equipment and packages larger than 3 cubic feet must be delivered to the shipping loading docks, Door No. 2. Please ring the bell for service. Any delivery through the main entrance is strictly prohibited.

The loading dock is located on the North West side of the facility. Please ensure your trucks have the proper ramp to unload your delivery.

Please note: Pearson Convention Center does not permit the use of forklift trucks on the show floor. One pump lift will be available for exhibitors to use on a first come, first served basis. Please also note that entrance doors to the exhibit space are four feet wide.

Please follow the instructions below if you need to ship items to Pearson Convention Center for your exhibit to ensure your shipments will be received and delivered to the correct staging/storage area within the centre.

- Shipments will be accepted by Pearson Convention Center starting from March 20, 2017. Any packages received prior to the event will be stored in the shipping area.
- Neither Pearson Convention Center nor TRCA will be liable for packages delivered to the venue.
- Pearson Convention Center reserves the right to refuse delivery for any such shipments arriving without Pearson's prior consent.
- Pearson Convention Center will not be liable for additional costs for shipments that are refused due to lack of prior approval.
- Storage space is limited; large shipments may require the rental of a storage room.
- The exhibitor must process cross border shipments through Canada Customs before delivery; Pearson Convention Center will not assume responsibility for clearing any such shipments and the exhibitor is responsible for pre-paying any duties, taxes and other expenses on such shipments.
- The shipping label is provided on page 15 in this document. Please use this label for all shipments.
- All deliveries must be made via the designated docks and receiving door during Pearson Convention Center's regular business hours (9:00 a.m. to 7:00 p.m., Monday to Friday).
- Exhibitors are responsible to ensure that any items being shipped after the event need to be wrapped, labeled and returned to the shipping area. Conference staff will be available to assist, if necessary.



E - Fire Exit

GUIDELINES FOR PEARSON CONVENTION CENTER

- Fire exits must not be blocked by booths, the storage of materials, etc. Use of forklifts, golf carts and tow motors in function rooms and on carpeted or tiled common areas is not permitted.
- Only dollies with rubber wheels are permitted to move materials into and onto the function rooms and common areas.
- Only handheld items may be carried through the main entrance doors to the facility.
- All other materials shall only be brought into the facility through designated loading docks and designated doors (see Facilities Floor Plan on page 10).
- Masking, duct or scotch tape, drilling of holes, nails, screws, tacks, staples, and hooks are not permitted on walls, ceilings, floors, windows. Damages caused by any of these actions will be billed directly to the Exhibitor.
- Signs, banners, decals and similar materials may not be nailed, stapled, taped, glued or attached to ceilings, walls, windows, doors, floors or other surface. Signs must be placed on easels or in sign holders. Handwritten signs are not permitted.
- No items may be suspended from any ceiling in the facility without the prior written permission of Pearson Convention Center.
- Exhibitor must provide protective floor covering under any exhibits, or staging and storage of materials that may damage the permanent carpeting in Pearson Convention Center.
- Food or beverage products may not be distributed or sold or given away as samples by organizations without prior written authorization of Pearson Convention Center.
- All materials, boxes, equipment, signs etc., brought into Pearson Convention Center by the Exhibitor must be cleaned up and removed by 5:30 p.m. on March 23, 2017 .
- If any materials or garbage are left behind, the Exhibitor may be subject to additional charges.

SUSTAINABILITY RECOMMENDATIONS

Pearson Convention Center is committed to hosting a sustainable environment by setting high standards of environmental stewardship. The TRIECA Conference has incorporated a number of sustainability practices and exhibitors are encouraged to incorporate as many of these practices as feasible during planning, set up and on the day(s) of the event. The following is a list of suggested recommendations Exhibitors can perform to help make TRIECA 2017 a more sustainable event.

- Direct attendees to your website to access electronic materials
- Minimize the amount of print material
- Double side print materials and use recycled 100% post-consumer content paper
- Print all material on Energy Star certified printers and use vegetable based inks
- Limit the use of paper that is difficult to recycle, such as glossy paper, goldenrod and florescent
- Avoid printing dates on exhibit materials so they can be reused
- Utilize social media to get your message out
- Select giveaways that are made of recyclable materials or reusable items
- Minimize giveaway packaging
- Select suppliers that demonstrate their environmental commitment
- Use local suppliers to reduce emissions created during transportation and importing
- Purchase event supplies in bulk, give preference to easily recyclable or reusable products
- Save and reuse the boxes sent to the event to repack with
- Use reusable containers to transport items to and from the event
- Use public transit or car-pool to and from the conference
- Print only the required number of marketing materials to accommodate the expected number of attendees

TRANSPORTATION

Parking is free to all exhibitors and attendees at Pearson Convention Center. There are many ways to get to Pearson Convention Center and we encourage exhibitors and attendees to consider using public transit or to car pool.

GO Transit:

For current train transit times and locations contact GO Transit at: 1-888-438-6646 or visit www.gotransit.com.

Brampton Transit:

For current transit times and locations, please call 905-874-2999 or visit: www.brampton.ca/en/residents/transit/Pages/Welcome.aspx.

ACCOMMODATIONS

For those who are travelling to the conference and would like to be within walking distance to Pearson Convention Center, a block of rooms has been reserved at the Hilton Garden Inn. Please reference "TRIECA/TRCA" when booking your accommodations.

Hilton Garden Inn Toronto/Brampton

2648 Steeles Ave. E, Brampton, ON L6S 6J9 | 905-595-5151

PROMOTING TRIECA

We ask for your assistance with our marketing efforts to increase traffic to TRIECA and drive attendance to your exhibit. Below are the ways in which you can help us promote TRIECA 2017.

1. Post the TRIECA logo on your website and link it to www.trieca.com.
Please request the logo from Alanna Fair at afair@trca.on.ca
2. Add TRIECA to your website Calendar of Events - March 22 & 23, 2017
3. Include key TRIECA information in your upcoming newsletters or emails
4. Follow us on Twitter @TRCA_TRIECA and @TRCA_LCC
5. Participate in our LinkedIn Group, www.linkedin.com/groups/TRIECA-4583755

Appendix A – Shipping Form

Shipping Company Information Delivered By	
Name of Company	
Name of Client	
Phone # of Client	
Mailing Address of Client	
City/ Prov/ Postal Code	


Delivery Contact Person:

Silvana Di Matteo
Email: silvana@pearsonconvention.com
Office: 905-494-0444 x108
Toll Free: 1-877-494-1414

Event Information

Event Name: TRIECA 2017
Event Date: March 22 & 23, 2017
Event Name: TRIECA 2017
Delivery Entrance: Loading Dock #2
Number of pieces delivered: _____

Please attach this form to the items shipped!



TRIECA will help shape the future
direction of the stormwater and erosion
and sediment control industries.

Be part of the future.

CONTACT:

Alanna Fair

289-268-3909

afair@trca.on.ca

Exhibit, Advertising &
Sponsorship Opportunities

