

Show Management

Cottage Life Media, a division of Blue Ant Media Inc.
99 Atlantic Ave. 4th Floor, Toronto ON, M6K 3J8
Tel: 416-599-2000
Email: clshow@cottagelife.com
Website: shows.cottagelife.com

Show Location

International Centre Halls 1,2,3,4
6900 Airport Rd (at Derry Rd)
Mississauga, ON L4V1E8

Show Dates and Hours

- Thursday, April 7 12 pm–7 pm
- Friday, April 8 10 am–7 pm
- Saturday, April 9 9 am–7 pm
- Sunday, April 10 10 am–5 pm

Show Office Location and Hours

Meeting Room 101, Hall 1 (across from Showtech office)

- Tuesday, April 5 8 am–8 pm
- Wednesday, April 6 8 am–8 pm
- Thursday, April 7 8 am–7:30 pm
- Friday, April 8 9 am–7:30 pm
- Saturday, April 9 8:30 am–7:30 pm
- Sunday, April 10 9:30 am–8 pm
- Monday, April 11 8 am–12 pm

Show Staff

- *Show Administrator/
Main Point of Contact for Exhibitor Kit Questions*
Nicole Nicolson
416-646-6597 | nnicolson@cottagelife.com
- *Director, Consumer Shows*
Greg McLeod, Ext. 237
- *Manager, Consumer Shows*
Erinn Wright, Ext. 224
- *Manager, Consumer Show Engagement*
Steph Solda, Ext. 4443
- *Account Representatives*
Wendy-Ann Derbyshire
780-690-4472 | waderbyshire@cottagelife.com
- Paul LeGuerrier**
613-236-0888 | pleguerrier@cottagelife.com
- Roberta Smith**
647-278-7620 | rsmith@cottagelife.com

Marketing Materials

[Materials](#) for use on your social channels and website.

Publicity Information

Our show publicist will be in attendance to promote new and interesting products to the media. If you have a media release, send to:

- *Senior Publicist* **Jakki Roussel**
905-484-1787 | jakki.roussel@blueantmedia.com

To Be Completed Before Show

- [Booth Regulations Form](#) (February 11)
- [Logistical Requirement Form](#) (February 11)
- [Show Directory Listing](#) (March 4)
- [Register Exhibitor Badges](#)
- [Send out Guest Ticket Links](#)

ONLY IF you have not purchased insurance on application.
[Please follow these guidelines](#) when requesting a COI from your broker:

- Upload Certificate of Insurance (COI) to ExhibitorInsurance.com (March 18)

ONLY IF you are sampling or selling food:

Peel Region Health Forms

- [Special Event Application for Food Vendors](#) (mandatory—to be submitted by March 11)
- [Food Safety Guidelines](#) (to be read)
- [Food & Beverage Sampling Authorization](#) (mandatory—to be submitted by March 11)
- [International Centre Food & Beverage Guidelines](#) (to be read)

Show Services (optional)

| Company | Services |
|--|---|
| Holiday Inn (due March 23) | • Host hotel |
| Stronco Show Services (due March 14) | • Rentals: carpet, tables & chairs, exhibits, and accessories • In-booth material handling and labour services • Sign and banner production |
| Showtech Power & Lighting (due March 17) | • Electrical, sign hanging, mechanical, and lighting services |
| Encore Canada (due March 31 to avoid additional fees) | • Audio/Visual needs • Internet/Telecommunications |
| Caldas Cleaning (due March 21) | • In-booth cleaning services |
| ABF Freight | • Shipping |
| North American Logistics Services | • Customs |

Other Things to Know

[Cautionary Notice to Exhibitors](#)
[Contest/Draw Approval](#)
[Exhibitor to Exhibitor Promotions/Discounts](#)

[Carpet/Flooring Tape Notice](#)
[Fire Regulations](#)

MOVE-IN

- Tuesday, April 5..... scheduled times
- Wednesday, April 6..... scheduled times

Children under the age of 16 are not permitted on the show floor during move-in. This is legislation from the Ontario Ministry of Labour. There will be no exceptions made for any reason.

Schedule

Tuesday and Wednesday are designated move-in days. In order to minimize congestion during move-in, **all exhibitors will be notified in late February/early March of a specific move-in time.**

Exhibits

All exhibits must be fully completed and operational by **8PM on Wednesday**. This allows for aisle carpet installation and pre-show media review. Exhibits must remain intact and staffed until show closing at 5PM on Sunday. Failure to adhere to this regulation will affect future participation in the Cottage Life Shows.

Vehicle Access

Exhibitors with booths that are 500 Sq.Ft. or larger may have vehicle access, subject to a scheduled move-in time and approval from show management. Booths that are under 500 Sq.Ft. do not have vehicle access.

Material Handling

Full forklift services and dollies will be made available to exhibitors on the Tuesday and Wednesday before the show from 8AM-6PM. For any additional requirements, please contact **Cottage Life** by April 4. Forklift service is provided for materials delivery only. If you require forklift service for booth construction purposes, please refer to the "In-Booth Forklift Services Form" from Stronco, found in your exhibitor kit.

Storage

Exhibitors must obtain storage stickers from the show office during move-in with which to clearly identify their empty crates and containers. This packaging will be moved from the aisle to the designated storage area prior to show opening. Unfortunately, due to space restraints, we cannot store exhibitors' product stock.

Shipping

All shipments should be consigned to:

2022 SPRING COTTAGE LIFE SHOW
(Exhibitor's Company Name)
(Hall #, Booth #, and number of pieces in shipment)*
International Centre
6900 Airport Road

Mississauga, ON L4V 1E8

*This information will follow in the coming weeks

Crates and packages should be clearly marked indicating the show name, exhibitor's name, hall and booth number. Shipments will not be accepted at the International Centre prior to the actual move-in period of Tuesday, April 5 and Wednesday, April 6. Exhibitors should therefore arrange for shipments to arrive during their scheduled move-in date and time period (C.O.D. shipments will not be accepted by Cottage Life).

SHIPPING IN ADVANCE: ABF has facilities in its own warehouse to receive advance shipments for shows. Freight can be received in their warehouse up to 30 days prior to show move-in with delivery to the show building for one all-inclusive price. Should you wish to utilize this service, please contact ABF for details:

ABF
15 Strathearn Ave.
Brampton, ON L6T 4P1
Tel: (905) 458-5888
Toll-free: 1-800-668-7888
mromanowicz@freight.abf.com
abf.com

MOVE-OUT

- Sunday, April 105pm–11pm
- Monday, April 11 8am–12pm

Children under the age of 16 are not permitted on the show floor during move-out. This is legislation from the Ontario Ministry of Labour. There will be no exceptions made for any reason.

Schedule

For the benefit and safety of the consumer, no removal or dismantling of exhibits or material is permitted before 5pm on Sunday, April 10. Violation of this regulation may result in a fine and/or affect future participation.

Exhibitors are asked to remove small cartons and open cases of products from the building immediately after the close of the show. While **Cottage Life** will take all reasonable precautions to safeguard small items, immediate removal will minimize the possibility of loss from theft.

Vehicle Access

Vehicle access will not be possible until exhibits obstructing drive-in doors are removed and aisle carpet has been rolled up. These tasks will be completed promptly at show close.

Material Handling

At show closing, all aisle carpets will be removed. Distribution for dollies will be determined on site. We ask that you leave a driver's license or credit card to ensure against loss. Please keep aisles free of material.

Storage

Crates and containers will be returned to exhibitors' booths promptly once all aisle carpet is removed. Please note all exhibit material left on the show floor after move-out dates will be removed by ABF Transportation at the owner's expense. Please ensure you have made proper arrangements as there will be no exceptions.

SHOW RULES & REGULATIONS

These rules are designed to ensure safety and fairness to all exhibitors. All exhibits must be free standing and self-supporting. Please read our booth regulations for further information. Management reserves the right:

- a. To restrict exhibits which, because of noise or any other reason, become objectionable;
- b. To close, without indemnity, the exhibit of any exhibitor who refuses, after notice, to conform to the rules which apply to all other exhibitors

Entry To Show

Cottage Life reserves the right to refuse admission to any visitor or exhibitor who, in the opinion of **Cottage Life**, is unfit, intoxicated, or in any way creating a disruption to the show.

Alcoholic Beverages

The use of alcoholic beverages in exhibitors' booths is prohibited and may only be consumed in designated lounge areas.

Deliveries

Deliveries must be made before the show opens each day, **not** during show hours. Please clearly indicate **company name, booth #, and hall #**. Please note **Cottage Life** and Show Office staff are **not** able to sign for any deliveries. Please plan your delivery time to coincide with when your booth is staffed.

Latecomers & No Shows

Any space not claimed and occupied, or for which no special arrangements have been made, may be resold or reassigned by Cottage Life without obligation or any refund whatsoever.

Security

Exhibitors are required to have their exhibit area staffed at all times during the hours of the show. Exhibitors are reminded that **Cottage Life** does not assume any responsibility for losses. Exhibitors should take all reasonable precautions to protect their own property.

Security guards will be on 24 hour duty from move-in until the end of move-out. The **Spring Cottage Life Show** and the building owners cannot assume responsibility for losses incurred.

Safety

It is the exhibitors' responsibility to ensure the safety of show visitors, their own operators and exhibit personnel at all times during the show. Show management highly recommends all staff involved in constructing and dismantling exhibitors during move-in and move-out be wearing safety footwear.

Pets

Pets are not permitted at the **Spring Cottage Life Show**. The only exceptions to this are in the case where an exhibit directly relates, or registered service animals.

Smoking

Please note that smoking in the International Centre is not permitted.

Soliciting, Samples, & Souvenirs

Distribution of samples, souvenirs, and promotional material, as well as the soliciting of business, must be confined to the exhibitor's own space. Aisle space must not be used for exhibit purposes or for solicitation of business. Exhibitors wishing to enter another exhibitor's area may do so if invited. The sole exception will be for **Cottage Life** and representatives of any official show publications.

Only participating exhibitors have the exclusive rights to promote or sell goods and services in this show. All other parties who attempt to make any sales solicitations or distribute written material without the express written permission of **Cottage Life** will be permanently removed from the show area. Exhibitors are asked to report any infractions to the show office so that immediate action can be taken. The building owners warn that exhibitors handing out adhesive-backed promotional material will be charged for removal of this material from the walls, floors, and other structures in the building.

Subletting

No exhibitor may sublet any portion of its allocated exhibit space to another company, supplier, and/or dealer without the express written consent of **Cottage Life**.

Tools

Out of respect for fellow exhibitors, please note that power tools used during booth construction must be equipped with dust bags.