



Sheraton[®]
TORONTO AIRPORT
HOTEL & CONFERENCE CENTRE

Canadian Black Business Expo Inauguration Event

EXHIBITS IN HOTEL

Each exhibitor will have one six foot table top, 1 chair & complimentary wireless internet.

Our address is

SHERATON TORONTO AIRPORT HOTEL & CONFERENCE CENTRE
801 Dixon Rd, Toronto, ON M9W 1J5

STORAGE & MATERIALS HANDLING

Materials being delivered to the Hotel must not be delivered more than 48 hours prior to the Exhibit start date. All materials should be **clearly labelled** with the function name, function date, function room (Ambrosia), and Event Managers name (Giuseppe Secchiano).

Arrangements must be made with the Group's Customs Broker for shipments arriving from outside the country. The Hotel will arrange to have the function room locked. **The Hotel will not be responsible for the exhibit, displays and products locked in the function room.**

Materials being shipped out of the hotel at the conclusion of the event must be properly labeled with courier bill. It is the responsibility of each exhibitor / vendor to complete courier waybill and arrange for courier pick up. All materials must be shipped out on the same day exhibits end as the hotel does not provide storage.

SIGNAGE

No signs or other articles are to be fastened to wall brackets or other electrical fixtures. The use of thumbtacks, double sided tape (rubber backing type), scotch tape, nails, screws, bolts, hand spikes or any tool or material which could damage the floor or walls is prohibited by The Sheraton Toronto Airport Hotel. Only a material that can be easily removed without damage to walls or surfaces can be used for affixing signs, banners, etc, the hotel recommends Adhesive Putty. Charges will be incurred should hotel staff be required to hang banners.

GARBAGE DISPOSAL AND CLEANING

It is the responsibility of each exhibitor / vendor to remove any and all cardboard, packaging, garbage associated with their booth setup. Charges will be incurred should hotel staff be required for the removal of such items.