



Regulations for Meeting Planners & Outside Companies for Exhibits & Production

Dear Valued Vendor,

Congratulations on reserving your booth space, and thank you for choosing to work with the Canadian Black Chamber of Commerce. We look forward to having you at our 1st Canadian Black Expo!

As your host, we will be providing you with the space to showcase your business in front of hundreds of community supporters, venture capitalists and business development consultants. The Venue we've selected is the Sheraton Toronto Airport Conference Centre & Hotel, 801 Dixon Rd, Toronto, ON M9W 1J5.

We want to ensure your success at our upcoming event, and hope to conduct as seamless an event as possible. In order to work in harmony with you, we ask that you take the time to carefully review the following CBCC and Sheraton Hotel Exhibitor Guidelines prior to your arrival.

Please feel free to share this document with any one assisting you with your expo preparations.

For any questions or concerns, please contact Michelle Meghie at events@canadianblackchamber.ca.

MOVE IN DAY

Monday March 27, 2023, between 7:00 AM to 9:00 AM EDT

MOVE OUT DAY

All materials must be shipped out on the same day exhibits end as the hotel or CBCC does not provide storage.

ELECTRICAL SERVICE

Electrical Service is not included in the Vending price. All electrical services and equipment are to be supplied and/or coordinated through the CBCC. Full information on the current cost of connections and special wiring, as well as the charge for the rental or addition of lighting can be acquired through the CBCC. Please contact: Michelle Meghie at events@canadianblackchamber.ca or our main (855) 687-6222 Ext. 5222 for more information.

TELECOMMUNICATIONS SERVICE

The CBCC through the Hotel & Conference Centre can provide both wireless & wired internet service to exhibit booths. Order forms can be provided outlining the various services available and charges that apply.

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. No signage is to obstruct fire exit signs or doors.

CANADIAN BLACK EXPO LOCATION:

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 labeled with the function name, function date, function room (Ambrosia), and Event Managers name (Giuseppe Secchiano).

STORAGE & MATERIALS HANDLING CON'T

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 or CBCC 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 a courier bill. It is the responsibility of each exhibitor / vendor to complete courier waybill and arrange for courier pick up.

GARBAGE DISPOSAL AND CLEANING

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

The Canadian Black Expo is designed to promote diversity and empower our inclusive business community. We believe our cross-cultural demographic will assist in the growth of your business. We appreciate your consideration, and we look forward to supporting your business. Please do not hesitate to contact us if you have any questions or require additional information.

Thank you for your consideration. We look forward to partnering with you.

Best regards,

Michelle Meghie | Consultant
Canadian Black Chamber of Commerce
5000 Yonge Street Suite 1901 Toronto, ON, Canada M2N 7E9
Toll Free: 1 (855)-687-6222 Local Tel: (416) 613- 6206
E: events@canadianblackchamber.ca www.blackchamber.ca

Cc: Michael Forrest - Founder, CBCC
Cc: Dr. Jamila Aman - Executive Director, CBCC

Canadian Black Chamber of Commerce
5000 Yonge Street suite #1901
Toronto, Ontario M2N 7E9
416-613-6206 Ext. 5222 | Toll: (855)687-6222
Email: events@canadianblackchamber.ca



CANADIAN BLACK EXPO - VENDOR APPLICATION FORM

COMPANY / FIRM NAME		VENDOR ID. if applicable	
ALTERNATE NAME if applicable / (doing business as)		TAX ID NUMBER	
POINT OF CONTACT NAME	TITLE		
VENDOR ADDRESS			
PAYMENT ADDRESS if different from address above			
PHONE	FAX	COMPANY EMAIL & WEBSITE	
TAX EXEMPT? Y or N	INDUSTRY / SECTOR TYPE / COMPANY TYPE		
ORGANIZATION TYPE (Please Check the box that is applicable)			
<input type="checkbox"/>	Corporation	<input type="checkbox"/> Individual / Sole Proprietor	<input type="checkbox"/> Joint Venture
<input type="checkbox"/>	LLC	<input type="checkbox"/> Partnership / Limited Partnership	<input type="checkbox"/> Non Profit

PAYMENT OPTIONS

If by Email: Payment can be made by email to accounting@canadianblackchamber.ca

If by EFT / Direct Deposit or Wire Transfer:

Beneficiary Name: Canadian Black Chamber of Commerce

Direct Deposit/ Wire Payment Instructions (CAD)

Bank Name: National Bank

Address: 3175 Rutherford Road Unit C82 Vaughan, Ontario, Canada, L4K 5Y6

Beneficiary Name: Canadian Black Chamber of Commerce

Account # 0180620 / Transit #03631 / Institution # 006

Swift# BNDCCAMM1NT / ABA # 021-0000-21

If Payment by Credit Card: Please contact our Accounting Department or Michelle Meghie at

events@canadianblackchamber.ca



REQUESTOR / VENDOR'S NAME	SIGNATURE	DATE REQUESTED / SENT
	Shipping Labels If Required	

Please complete and attach a copy of the following form to each box being sent.

Attention: Event Manager (Giuseppe Secchiano) C/O Sheraton Toronto Airport Hotel & Conference Center 801 Dixon Road, Toronto, ON M9W 1J5 (416) 675-6100		
Company/Event Name: (Name that appears on contract)		CANADIAN BLACK CHAMBER OF COMMERCE CANADIAN BLACK EXPO 2023
Date of Function:		MARCH 27, 2023
Meeting Room Name:		AMBROSIA ROOM
On-site contact for the group:		MICHELLE MEGHIE or KERRY LEE CRAWFORD
<i>The Receiving Dock is Located on the Southwest Side of the Building</i> Due to storage restriction, please do not ship materials more than 24 hours prior to the event.		
	BOX	_____ of _____
