



## Information for Exhibitors

### Venue:

The 2024 Canadian Stewardship Conference will take place on **September 24 & 25, 2024** at the **Fairmont Royal York Hotel**, 100 Front St W, Toronto, ON Canada M5J 1E3

### Exhibit Space:

- Exhibit spaces in the Ontario Room accommodate standard 6' x 2' tables. If you have non-standard requirements, please contact us.
- If you require additional or unusual utilities, please contact us. Additional charges may apply.
- The hotel will provide exhibit space with basic tables and chairs. Cruiser/high-top tables are available on request.
- Electrical outlets and wifi is available.
- The Exhibitor is responsible for additional structures (i.e., display booth), goods and materials.
- For exhibit rental requirements such as stools or lounge chairs, please contact [Robinson Show Services](#). An Early Bird discount is available until September 9.

### For delivery of boxes shipped to the hotel:

- Exhibitors' materials shipped directly to the hotel need to be boxed and scheduled for delivery **1 or 2 days in advance** of the conference. Since the hotel has limited holding space, please ensure that the delivery date **does not exceed three days before the event**.
- To ensure accurate identification, shipping labels need to be attached to **all** boxes sent to the hotel. For clarity, if one exhibitor is sending five boxes, **each** of the five boxes must have a label attached. (Please see separate document for shipping labels).
- To ensure the hotel is prepared to receive the deliveries, please email the hotel's Event Manager, Akshay Obhan (Akshay.obhan@fairmont.com), in advance of the shipping date with the expected date of arrival and details of the material to be received.

- Please note that the hotel charges a fee of \$5.00 per box (plus applicable taxes) delivered within the hotel (i.e., directly to the exhibit room). To avoid this fee, please arrange to pick up your box(es) at the hotel's storage space.

### **Vendors' Entrance & Elevator Booking:**

Exhibitors are encouraged to set up their booths **early** on **Monday, September 23**.

Two elevators are available for delivery of exhibit materials:

- General Service elevator (access from Piper Street, at the rear of the hotel): Available on September 23 from 8:00 a.m. - 3:00 p.m. for load-in, and from 5:00 p.m. – 10:00 p.m. on September 25 for load-out. To avoid congestion at the elevators and on Piper Street, Exhibitors are asked to book the elevators **in advance** for both load in and load out. Please send an email to [Akshay.obhan@fairmont.com](mailto:Akshay.obhan@fairmont.com) to make the necessary arrangements. Note that elevator access is subject to availability so please book well in advance.
- Hydraulic elevator for larger booth items: Special deliveries requiring the use of the hydraulic elevator can be made from 11:00 a.m. – 3:00 p.m. on Monday, September 23 **only** for loading in and 5:00 p.m. – 9:00 p.m. on Wednesday, September 25 **only** for loading out. Any use of the hydraulic elevator outside this time window is subject to a delivery charge which will be billed to the Exhibitor. Due to the lack of parking, you will have 30-minute blocks to unload and load. Please contact Sarah Cotton ([sarah@sarahcotton.ca](mailto:sarah@sarahcotton.ca)) as soon as possible to reserve your time. Please contact Akshay Obhan ([Akshay.Obhan@fairmont.com](mailto:Akshay.Obhan@fairmont.com)) for additional details on elevator size and delivery instructions as needed.

### **Staffing of Exhibitor Booths:**

- Exhibitor booth staff who are registered for the conference have full delegate benefits.
- Staff who are on site only to attend the exhibitor booth are subject to a charge of \$100 per staff member. This covers food costs and administration (exhibitor staff will have access to all food and beverage) but does not give booth attendees access to the conference sessions.
- Non-delegate exhibitor booth staff will be identified as such on attendee name badges.
- Please register your exhibitor booth staff at [this link](#).

### **Security:**

- Neither the hotel nor the Canadian Stewardship Conference is responsible for materials left unattended on the premises. Valuable or sensitive materials should be removed from exhibitor booths when not under the watch of the Exhibitor's attendant (e.g., between conference days).

### **Additional Information:**

The attached documents will help you plan for exhibitor booth deliveries and setup:

- Hotel specifications for use of the Piper Street elevator

- Layout of the Conference's exhibit space (Ontario Room)
- Printable shipping labels for your use

### **Questions?**

For the hotel, please contact Akshay Obhan, Event Sales & Service Manager, Fairmont Royal York ([Akshay.Obhan@fairmont.com](mailto:Akshay.Obhan@fairmont.com)).

For the Canadian Stewardship Conference, please contact Sarah Cotton-Elliott ([sarah@sarahcotton.ca](mailto:sarah@sarahcotton.ca)) or Lisa Abraham ([labraham@pac.global](mailto:labraham@pac.global)).