

## Exhibit & Signage Rules for Island Exhibit Spaces

An Island Booth is any size booth exposed to aisles on all four sides. To ensure a successful show for all exhibitors at MJBIZCON INTL, please familiarize your team with these important exhibit and signage rules which follow the IAEE guidelines for Island Exhibit Spaces. These rules and regulations have been implemented to ensure that all exhibitors are treated fairly and have equal opportunity to present their brand and products in a compelling fashion.

### Island Exhibit Space Rules

- Please submit renderings for approval to [events@mjbizdaily.com](mailto:events@mjbizdaily.com) no later than **Thursday, July 11**.
- All hanging signs must be submitted and approved by Show Management no later than **Thursday, July 11**. Email design to [events@mjbizdaily.com](mailto:events@mjbizdaily.com) for approval.
- Exhibitors are responsible for producing the hanging sign and all related costs, including rigging and labor.
- Rigging request must be made by **Thursday, July 11**. (60 days prior to show) through official show providers that can be found in the Exhibitor Service Manual (ESM).
- Hanging signs cannot exceed a maximum height of 4'. Maximum hanging height from the top of the sign to the floor, for all signs is 20' unless further restricted by the venue.
- Hanging signs must be placed above contracted exhibit space only.
- Signs should be centered within the exhibit space and cannot encroach on the aisle or any neighboring company's exhibit space.
- Hanging signs must be sent to the Freeman Advance Warehouse using the Hanging Sign label before **August 26**.
- The entire cubic content of the space may be used up to the maximum allowable height, which is 20ft, including signage.
- For all suspended structures a Structural Integrity form must be filled out and sent to Freeman. This form must be included with your hanging sign order form.
- Variances may be issued at the Show Organizer's discretion, if a variance is issued it will need to be in writing and approved from Show Organizer 60 days prior to the show.
- If an EAC (Exhibitor Appointed Contractor) has been contracted for set up/ tear down of your space you must submit an EAC form with the EAC's insurance to [events@mjbizdaily.com](mailto:events@mjbizdaily.com) no later than **Thursday, July 11**. If EAC insurance is not submitted, they will not be allowed to perform work on show site.
- Electrical is NOT included with your island space and will need to be ordered by **August 19** through the Metro Toronto Convention Centre/Showtech.
- Island spaces come with carpet, if you are wanting to add padding or order a different style/ color of carpet you can do so through Freeman Online.

## **Metro Toronto Convention Centre Responsibilities**

- Assembly and disassembly of electrical hanging signs, including rotating and header signs
- Lighting without dimmers
- Programmable theatrical lighting, production, related rigging and audio-visual
- Suspended trusses with or without legs that contain dimmable or programmable lighting, studio or motion picture lighting, sound system projectors and/or video wall
- Hoist ground-supported stand-alone truss whose sole purpose is overhead distribution of electrical
- Suspended truss with motorized hoist and non-dimmable and non-programmable lights
- Installing chain hoist
- Special effects equipment
- Laser lighting
- Video monitors and plasma screens including units fed by a live camera or are part of multi-screen coordinated image.

**Exhibits which are not in compliance with the above guidelines will be asked to adjust on-site. Failure to comply will impact future opportunities to exhibit at MJBizCon events.**

# Island Booth

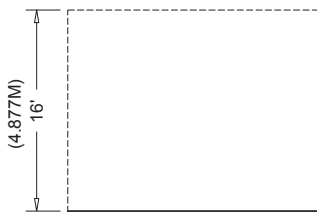
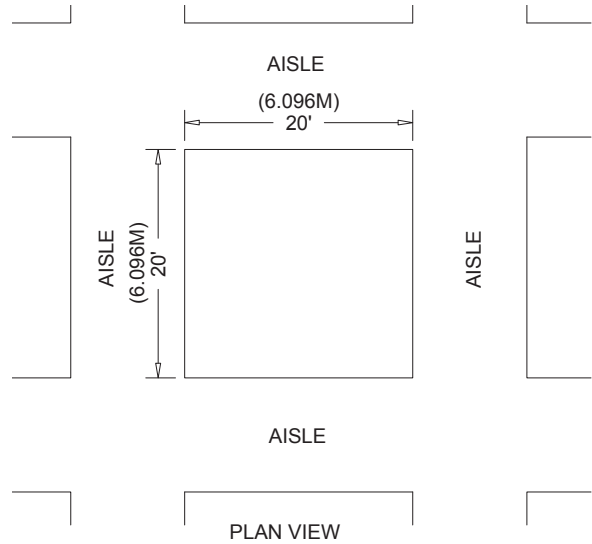
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## Dimensions

An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently.

## Use of Space

The entire cubic content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.



FRONT VIEW

