

EXHIBITOR QUICK FACTS

1. CGC TRADE SHOW HOURS

Wednesday: 9:00 am to 6:00 pm
Thursday: 9:00 am to 4:00 pm
Registration opens both days at 8:30 am

2. STANDARD 10' X 10' BOOTH includes:

- **Black Carpet in booth & Red Carpet in aisles**
- **Black Drapes:** see dimensions below. Structures must conform to exhibitor rules (see page 7)
- **4 All Access Exhibitor Passes per booth (for staff use only) to a maximum of 8 per company** (2 booths +). Additional exhibitor passes can be purchased through the exhibitor registration link.
- **Tow motors, drivers & pallet jacks** available to all exhibitors
- **Company information** listed in the on-site Show Guide
- **Complimentary Truck Parking** all 3 days
- **Complimentary coffee & muffins** in the morning & **sandwiches & cold drinks** at noon on move-in day.

3. EXHIBITOR RESPONSIBILITIES - Order forms on website (see page 4 & 5 for deadlines & contact information)

- Do **NOT** conduct **demonstrations, sales activities, distributions of promotional materials**, etc., in a way that interferes with or detracts from adjacent exhibits or annoys other exhibitors / patrons.
- Follow the 'Good Neighbour' Policy as outlined on page 7
- Order food & beverages to be served in your booth through **Niagara Falls Convention Centre (NFCC)**
- Order electrical outlets, Tuesday night pre-show cleaning, booth Wi-Fi connections through **NFCC**
- Ensure all electrical equipment meets Canadian Standards more details on page 8
- Order booth furniture, carpet underpadding, booth design through **GES**
- Arrange customs & transportation through **GES**
- Order AV equipment through **ENCORE**
- Order sign or banner or overhead lights hanging through **ENCORE**

4. NEW VARIETIES DISPLAYS - Pre-Function Hallway outside Exhibition Hall B

5. SPEAKER PROGRAM - Wednesday & Thursday

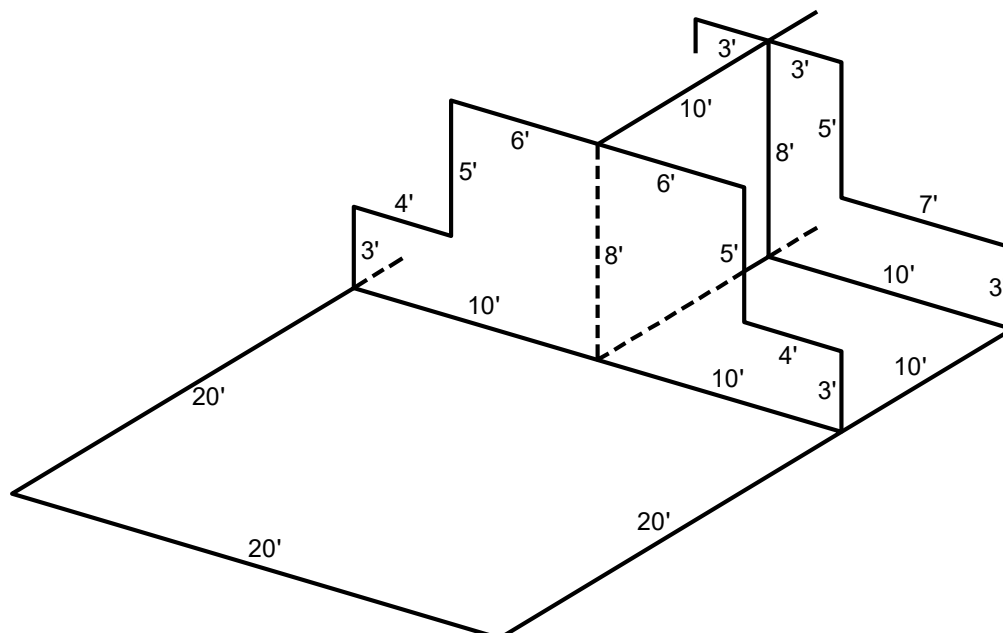
6. PURCHASE FOOD & BEVERAGES ON-SITE

- **"Syngenta" Food Court** - south east corner of the trade show floor—snacks & lunches on Wednesday & Thursday
- **"Greenhouse Canada Garden Oasis"** - snacks, coffee, light lunches

7. 'HAPPY HOUR' RECEPTION - Wednesday, October 5th - 4 pm to 6 pm

In the **"Greenhouse Canada Garden Oasis"** of the Trade Show with WINE / BEER cash bar & complimentary snacks

8. BOOTH DIMENSIONS REMINDER



2022 EXHIBITOR IMPORTANT DEADLINES

- ◆ **July 1—31, 2022** - All exhibitors will be sent an email with important conference information.
- ◆ **August 1, 2022**
 1. **Exhibitor Listing** changes for the on-site Show Guide if different from the 'Exhibitor Application' form sent to Carol Pupo (Carol@CanadianGreenhouseConference.com)
 2. **Sponsorship Request** - only confirmed sponsors by this date will be included in the **CGC On-Site Show Guide**
 3. **Confirmed Exhibitors** after this date will not be included in the on-site Show Guide.
- ◆ **August 15, 2022**
 1. **New Varieties Display** registrations due—see website
- ◆ **September 6, 2022**
 1. First day for **Crated Customs Shipments** to arrive at **GES Advance Warehouse:** c/o **North American Logistic Services Inc.**, 49 Simpson Road, Bolton ON L7E 2R6 (forms available on the Exhibitor page, CGC website)
- ◆ **September 7, 2022 - Exhibitor Staff Registration** - individual exhibitor emails sent to the company contact person on file with instructions for registering staff on-line. If you don't receive the registration link, please check your junk folder.
- ◆ **September 9, 2022 - Marriott 'Gateway on the Falls' CGC special rate cut-off date.** In 2019, the room block filled up sooner - book early to avoid disappointment. Visit the CGC website for more information.
- ◆ **September 11, 2022 - Niagara Falls Convention Centre** - discount deadline to order food & beverage for your booth, electrical outlets, internet, phone, Tuesday night pre-show booth cleaning (forms on-line) - <http://www.fallsconventions/exhibiting/order-services/>. **Event # 4185**
- ◆ **September 13, 2022** - forms or website links on the **Exhibitor Page, CGC website unless noted below**
 1. **GES (Global Experience Specialists)** - discount deadline to order tables, chairs, easels, etc.
 2. **Encore**- discount deadline to pre-order sign / banner hanging. All signs must be hung by Encore AV prior to aisle carpet placement.
- ◆ **September 23, 2022 - Conexsys (for Lead Retrieval)** - discount price & order deadline & payment
- ◆ **September 27, 2022** - Last day for **Crated Customs Shipments** to arrive at **GES Advance Warehouse:** c/o **North American Logistic Services Inc.**, 49 Simpson Road, Bolton ON L7E 2R6 (forms available on the Exhibitor page, CGC website)
- ◆ **October 4, 2022 - Trade Show move-in: 9:00 am to 5:00 pm** with specific times as designated by GES
 1. **Niagara Falls Convention Centre Show Site Shipping Acceptance.** **No advance shipments** accepted by NFCC prior to this date.
- ◆ **October 5 & 6, 2022 - Canadian Greenhouse Conference**

OFFICIAL SERVICE PARTNERS

Canadian Greenhouse Conference

Forms & website links on [Exhibitor Page](#), [CGC website](#)

Website: www.canadiangreenhouseconference.com

On Site CGC Show Office

Registration area (north hallway pre-function area outside Exhibition Hall C). If problems arise, please contact CGC.

Please do not contact the NFCC!

On-Site CGC Phones: (October 4, 5, & 6 only)

Carol: 905-932-6143 **Glenna:** 905-966-3338

1. AUDIO VISUAL SERVICE

Red Tree Productions Inc.

Matt Fudge

30 Edinburgh Road North, Unit B1

Guelph, Ontario N1H 7J1

Phone: 519-837-0000 | Email: info@redtree.ca

Website: www.redtree.ca

2. EXHIBITOR INSURANCE.COM

John Neo

2780 Highway 7, Suite 103, Concord ON L4K 3R9

Phone: 905-695-2971 | Fax: 905-760-2260

Email: johnn@exhibitorinsurance.com

www.exhibitorinsurance.com

<https://www.exhibitorinsurance.com/pub/srch/?e=CGCS2022>

3. EXHIBITOR SERVICES

GES - Global Experience Specialists

Contact: Robert Bos

5675 McLaughlin Road, Mississauga ON L5K 3K5

Phone: 905-283-0557 | Fax: 905-283-0501

Toll Free: 1-877-437-4247

Exhibitor Services Office: 905-283-0500

Email: torontocl@ges.com

Order forms on-line - <https://ordering.ges.com/CA-00060038>

On-Site Service Desk: Loading Dock Area

A. Services to Exhibitors

- EXPRESSO Online Ordering
- GES Exhibits & Accessories
- Graphics & Design
- Furnishings & Specialty Furnishings
- Accessories & Product Displays
- Plants & Floral
- Labour Services for Install & Dismantle
- In-Booth Forklift Service

B. Customs, Transportation & Storage Services

• **Advance Shipments to Warehouse must be received: September 6 - September 27, 2022 at GES Warehouse**

- **GES Advance Warehouse Location:** c/o North American Logistic Services Inc., 49 Simpson Road, Bolton ON L7E 2R6
- **Hours:** 9:00 am - 3:00 pm.
- **24-Hour Tracking** of exhibitor shipment at toll free: 1-877-437-4247
- Canada Customs has not granted its Border-to-Show clearance system as it is **not authorized for this location**. This means exhibitors goods must be cleared at the border, international warehouses, or Pearson International Airport.

- For the duration of the show, the exhibit premises area bonded area. No display items may be removed from the show area without the consent of GES.
- Exhibitors may ship their materials for display duty & tax free, provided they will be exported from Canada at the end of the show.

C. Direct Shipments to Show Site

- Arrive on **Set-Up day, October 4, 2022** between 8:00 am to 5:00 pm.

- Include on packaging:

Exhibitor's Name & Booth Number

Canadian Greenhouse Conference 2022

4. NIAGARA FALLS CONVENTION CENTRE EVENT #4185

Contact: **Laura Woods**

lwoods@fallsconventions.com

Order forms on-line - <http://fallsconventions.com/exhibiting/order-services/>

On-Site Service Desk: Loading Dock Area

Exclusive provider of

A. Electricity

B. Compressed Air

- Due to noise & power drain, no personal compressors are allowed.

C. Water, Drain

D. Telephone

E. Wi-Fi connections

F. Tuesday night Pre-Show Booth Cleaning

G. Food Service - Centre Plate

- If you are planning any kind of food or beverage services (popcorn, snacks, coffee, etc.), is it necessary to make the appropriate arrangements with NFCC in advance.

H. Fax & Photocopy Service

- NFCC Business Centre & Box Office
- Phone: 905-357-7008
- Email: BoxOffice@fallsconventions.com

5. REGISTRATION & LEAD RETRIEVAL SYSTEM

Conexsys - Kyle Dugan

34-7050B Bramalea Road, Mississauga ON L5S 1S9

Phone: 800-661-5319 | Fax: 800-628-8838

Email: order_ca@conexsys.com

Pre-Register for Staff Badges on-Line by September 23rd

On Site Location: Registration area, north hallway pre-function area, outside Exhibition Hall C

Lead Retrieval Order forms: www.conexsysleads.com with **event code: CGC22E** or on the [CGC website](#). **'Early Bird'**

Pricing ends September 23rd

6. SIGN, BANNER HANGING, OVERHEAD LIGHTS

Encore- NFCC Exclusive contractor

Contact: **James Abbott** | M +1 416-553-6264

Email: james.abbott@encoreglobal.com

www.encoreglobal.com

On-Site Service Desk: Loading Dock Area

- Exhibitors will need to obtain permission from their neighbouring exhibitors, if they wish to order **overhead lighting** & that lighting equipment will infringe on the neighbouring booth space.