



QUICK FACTS

HOST HOTEL - MARRIOTT ON THE FALLS

- **The CGC does not use third-party housing management companies to book hotel rooms.**
- **Please book your rooms only through our web links or by phone at the number provided below.**
- **Located at 6755 Fallsview Boulevard, Niagara Falls L2G 3W7.** The host hotel is located directly across the street from the NFCC.
- Direct Line for Reservations: **905-374-1077** & request the special convention rate for the CGC.
- OR book on-line through the CGC website - *Click on 'Exhibitors' button at the top of the home page > Travel & Accommodations*
- Rates: guaranteed until **September 8th OR SOLD OUT!** Book Early to Avoid Disappointment!
- **Conference rates available Monday, October 2nd to Thursday, October 5th, 2023.**
- **ROOM RATE** - \$165 per night based on single/double occupancy Additional cost of \$25 / per person / per day to a maximum of 4 per guestroom.

AIRPORTS & SHUTTLE SERVICE

4 Airports convenient to Niagara Falls Ontario:

1. **Toronto's Lester B. Pearson International Airport**
(YYZ) <http://www.torontopearson.com/>
2. **Buffalo-Niagara International Airport** (BUF)
<http://www.buffaloairport.com/>
3. **John C. Munro Hamilton International Airport** (YHM)<http://www.flyhamilton.ca/>
4. **Niagara Falls International Airport** (AIG)
<http://www.niagarafallsairport.com/>

Shuttle Service - Niagara Airbus from the 4 airports

- CGC rates arranged & book on line at Niagara Airbus
Canadian Greenhouse Conference - **2023 BOOKING CODE 068**
- Also book on line through the CGC website - *Click on 'Exhibitors' button at the top of the home page > Travel & Accommodations*
- Please note: You must choose **exclusive** or **shuttle** booking. "**Exclusive**" means that you & your group will have private service. A "**shuttle**" means that you share transportation with other people who are traveling to the same general area. Group shuttle transportation is less expensive but may have increased travel time.

2023 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

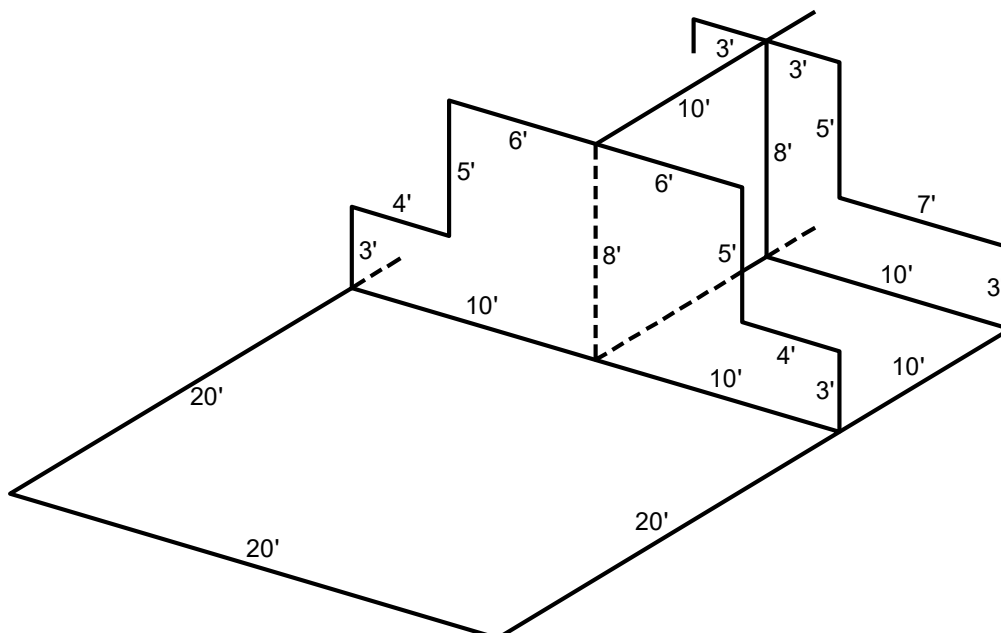
6. PURCHASE FOOD & BEVERAGES ON-SITE

- **"Syngenta" Food Court** - Prefunction Hall, near Stanley Avenue—snacks & lunches on Wednesday & Thursday
- **"Greenhouse Canada Garden Oasis"** - snacks, coffee, light lunches

7. 'HAPPY HOUR' RECEPTION - Wednesday, October 4th - 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



2023 EXHIBITOR IMPORTANT DEADLINES

- ◆ **July 1, 2023** - Floor plan & exhibitor names & booth numbers posted on the CGC website: www.canadiangreenhouseconference.com/attendee-information/industry-partner-directory
- ◆ **August 1, 2023**
 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, 2023** - **New Varieties Display** registrations due—see website
- ◆ **September 5, 2023** - 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 6, 2023** - **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 8, 2023** - **Marriott 'Gateway on the Falls'** CGC special rate cut-off date. In 2022, the room block filled up sooner - book early to avoid disappointment. Visit the CGC website for more information: www.canadiangreenhouseconference.com/attendee-information/travel-accommodation
- ◆ **September 11, 2023** - **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) - www.fallsconventions.com/exhibiting/order-services/ **Event # 4186**
 - Online forms sent to: orders@fallsconventions.com
 - All other exhibitor correspondence goes to: exhibitorservices@fallsconventions.com
- ◆ **September 12, 2023** - 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 22, 2023** - **Conexsys (for Lead Retrieval)** - discount price & order deadline & payment
- ◆ **September 26, 2023** - 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 CGC website - www.canadiangreenhouseconference.com/exhibitor-information/tradeshow-exhibitor-details)
- ◆ **October 3, 2023**
 1. **Trade Show move-in:** 8:00 am to 7:00 pm with specific times as designated by GES
 2. **Niagara Falls Convention Centre Show Site Shipping Acceptance.** **No advance shipments** accepted by NFCC prior to this date.
- ◆ **October 4 & 5, 2023** - **Canadian Greenhouse Conference**

2023 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 Phone: (October 2, 3, 4, 5, & 6 only)

Carol Pupo: 905-932-6143

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

Website: www.exhibitorinsurance.com/pub/srch/?e=CGC2023

3. EXHIBITOR SERVICES

GES - Global Experience Specialists

Contact: Robert Bos

5675 McLaughlin Road, Mississauga ON L5K 3K5

Phone: 905-283-0557 | Toll Free: 1-877-437-4247

Exhibitor Services Office: 905-283-0500

Email: torontoexhibitorservices@ges.com

Order forms on-line - <https://ordering.ges.com/CA-00063417>

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 5 - September 26, 2023 at GES Warehouse**

— **GES Advance Warehouse Location:** c/o North American Logistics Services Inc 49 Simpson Road, Bolton ON L7E 2R6

— **GES - Customs & Logistics Department**

Phone: 905.283.0505 or 1.877.437.4247

Email: torontocl@ges.com 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 3, 2023** between 8:00 am to 5:00 pm.

— Include on packaging:

Exhibitor's Name & Booth Number

Canadian Greenhouse Conference 2023

4. NIAGARA FALLS CONVENTION CENTRE EVENT #4186

Contact: **Laura Woods**

exhibitorservices@fallsconventions.com

Order forms on-line - www.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: CGC23E or on the CGC website. **'Early Bird'**

Pricing ends September 22nd

6. SIGN, BANNER HANGING, OVERHEAD LIGHTS

Encore- NFCC Exclusive contractor

Contact: **Geoff Dietrich**

Email: geoff.dietrich@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.