



Being ME Conference
Marketplace Terms & Conditions

Saturday March 23rd, 2019
Metro Toronto Convention Centre

Women's Conference | Exhibition | Workshops

Welcome Letter

Assalamualaikum Wa Rahmatullah,

We would like to take this opportunity to welcome you to the Being ME Exhibition.

Please review the following:

- Review the **General Terms and Conditions** as you have agreed to in the Exhibition Package
- Review the important information on **Registration and Admission** (Appendix A)
- Carefully read the **Setup Instructions** (Appendix B)
- Review the **Loading Dock Map** and **Directions** (Appendix C)
- Review the **Floorplan** to ensure that you know where your booth is located
- Order your **booth services** :
 - i. **Additional Electricity:** Fill out the MTCC form for additional electricity that is required to be purchased. Please complete the request form <https://e.showtechordering.com/>
 - ii. **For Parking Passes, Internet or Cleaning services:** Please ensure you book your booth services by March 8th, 2019 and take advantage of the MTCC early bird discounts. Online order form is found here: <http://www.mtccc.com/online-ordering-tool/>
 - iii. **Other Exhibitor Forms:** <http://www.mtccc.com/exhibitors-forms-guidelines/>
- If you can assist with **selling tickets or distributing fliers** at your business location, please let us know. Also, please **share information about the event** on your own social media pages by following and sharing from the links below:
 - <https://www.facebook.com/BeingMeToronto>
 - <https://instagram.com/BeingMeToronto>
 - <https://twitter.com/beingmetoronto>
 - <https://being-me.org/toronto>
- Keep yourself informed by visiting the above pages. We are also featuring our vendors on our Facebook page. Email us at vendors.toronto@being-me.org for any further inquiries.

And, please get to know us! We'd love to hear your ideas and suggestions.

We thank you and appreciate your support in continuing to make this an inspiring and enjoyable experience for thousands of Muslim Women everywhere, Insha'Allah!

We hope that you and your business benefit from the conference Insha'Allah!

APPENDIX A – Registration and Admission

- Check in at the Exhibitor/Artists Registration Table inside the Exhibition Area (Hall F)
- Admission to the conference will be by official badge (or other mark or emblem) obtained upon registration, entitling the wearer to attendance in accordance with admission policies. The badge is not transferable.
- Each premium booth is entitled to 3 complimentary passes, and a standard booth is entitled to 2 complimentary passes.
- All female pass holders have access to all areas of the conference. The male pass holders are only permitted in the exhibition area and the washroom area.
- Operational Times. Exhibitors are only allowed to operate at the following times:
 - Please review the setup instructions in APPENDIX B
 - Exhibition hours are 9:00 am to 9:00 pm
 - All vendors must depart by 10:00 pm
- Booth Unit
 - A premium booth space includes one table, three chairs, drape backdrop, and three complimentary passes.
 - A regular booth space includes one table and two chairs, two complimentary passes.

Booths are identified by placing the assigned booth number or numbers on the table. Each booth rental also includes the right to purchase 4 additional passes at a discounted price.

APPENDIX B – Setup Instructions

Saturday, March 23rd, 2019 - EXHIBITION CHECK IN and SETUP (06:00 AM – 08:00AM)

All Exhibitors **MUST Check-in first before unloading**, as per their scheduled time.

Check-In

- All Exhibitors will enter from the South loading dock for Check-in.
(See review APPENDIX C for Loading Map and directions to Loading Dock)
- Check in at the Exhibitor Registration Table, at the loading dock entrance to the Exhibition (Hall F).
- Get your space assignment.
- Exhibitors will also receive their name badges /tickets (2 or 3 per space) when they check-in on Saturday morning.
- Exhibitors are required to **park in the Metro Toronto Convention Centre** parking garage once unloaded.

Setup

- All Exhibitors **MUST Check-in FIRST** before setting up.
- Once you receive your space assignments, please proceed to unload.
- **UNLOAD QUICKLY** and then park your car
(Leave your items inside the loading dock with someone from your group, the Being ME team is not responsible for your personal items)
- Return to the loading dock and bring your goods into Hall F to your booth.
- Setup must be completed by 08:30 AM

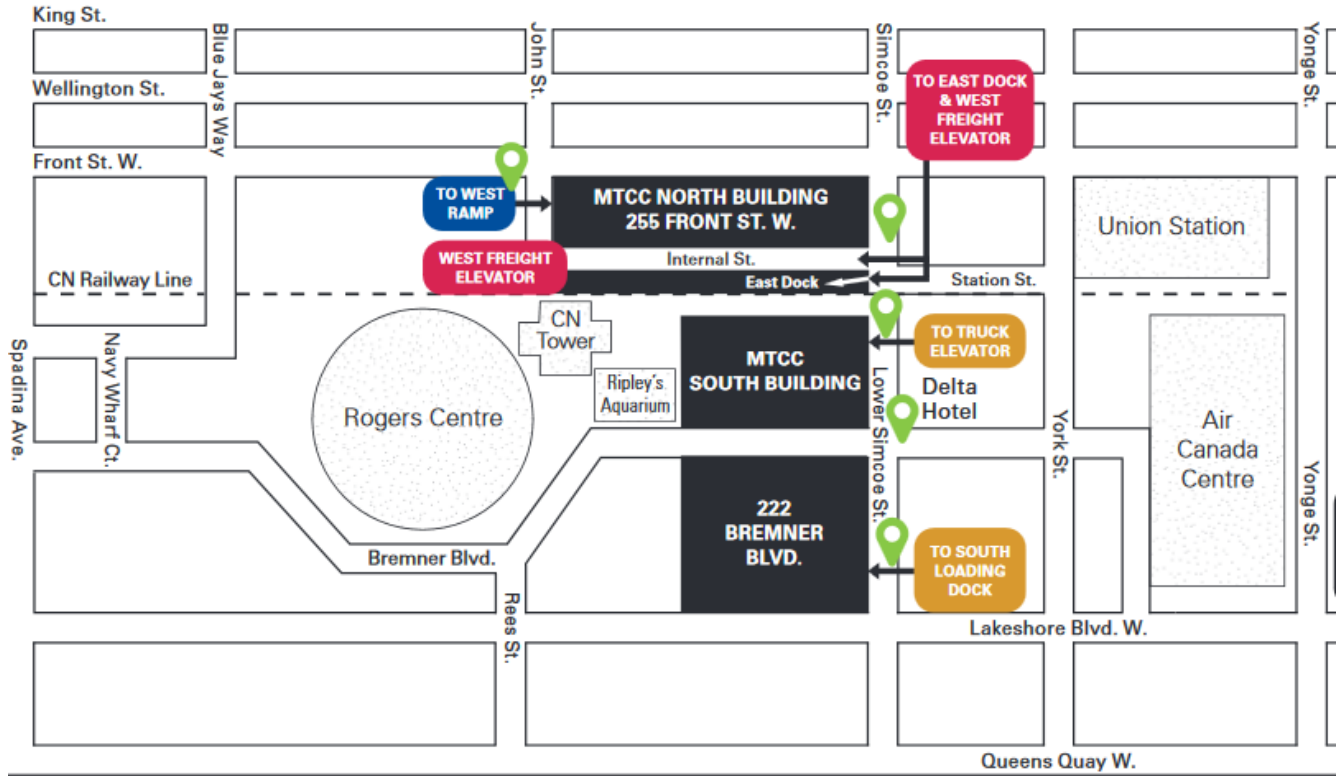
It is the Exhibitors responsibility to make arrangements if someone is to relieve them during the show or leaving your space. Badges or tickets will be held at the door. No Exhibitor/worker will be admitted to the show without a badge or an admission ticket

Any changes to the Exhibition Check-In and Setup or the Loading Dock directions will be confirmed with all exhibitors 3 days before the event day.

For questions related to Exhibition: please email us at vendors.toronto@being-me.org

APPENDIX C - LOADING DOCK, MAP & DIRECTIONS

Metro Toronto Convention Centre is located at 222 Bremner Blvd, Toronto, ON M5V 3L9



Directions from the Gardiner Expressway (headed east)

South Building

- Exit at Spadina Avenue
- Proceed north towards Bremner Blvd.
- Turn right on Bremner Blvd.
- Turn right on Lower Simcoe St.,
- Pass the parking garage, then turn right into the South Loading Dock

** Don't go too far. The entrance to the Loading Docks is right beside the entrance to the Parking Garage. Turn right into the loading dock and drive slowly. When you get to the bottom, you can proceed to find a place to park and unload your merchandise.