Toronto Home Shows

Booth Regulations

NATIONAL HOME SHOW
presented by RE/MAX

GTA HOME SHOW
presented by RE/MAX

FALL HOME SHOW

What You Need to Know About Designing & Building Your Exhibit Booth.

We appreciate the efforts exhibitors demonstrate to design and build extraordinary booths for the Toronto Home Shows. However, to avoid potential obstacles on site, please refer to the following helpful hints and review these booth regulations. Occasionally we have found that exhibits need to be readjusted on site, so we would like to avoid this and make move-in and set-up efficient for all involved. If you are requesting an exception to the regulations, a diagram with dimensions must be submitted for approval.

Have questions? Reach out to us at
exhibitors@torontohomeshows.com

THIS IS A HARD WALL SHOW

What does that mean? Show Management doesn't provide drapery between booths (except for certain booths in our Marketplace Retail section). You are required to bring a self-supporting solid surface backwall for the full back of your booth. This can be a pop-up / accordion, a wooden wall, or other material. Back-bracing must fit inside your booth.

Here are some examples:













INLINE BOOTH

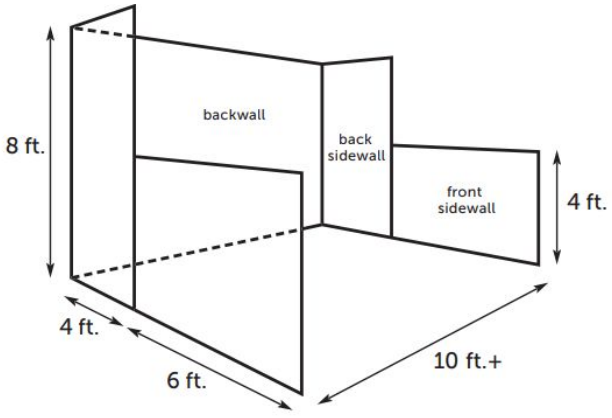
Inline booths are 10’ deep, arranged in a straight line, and have neighboring exhibitors on their immediate right and left, leaving only the front side exposed to the aisle. You cannot block your neighbour’s line-of-sight, meaning the front 6’ of your booth cannot have displays or materials higher than 4’. Refer to the diagram below.

The back wall maximum height is 8’. If your back wall is higher than 8’, you must first get this approved by show management and you are required to finish the back side of it so an unfinished/raw back is not seen from the booth behind you. A suitable finish could be paint, fabric, or other covering.

CORNER BOOTH

A Corner Booth is a Linear Booth at the end of a series of inline booths with exposure to intersecting aisles. In addition to the height and line-of-sight regulations for an inline booth, the exposed corner must be open to the adjacent aisle (no full side wall).

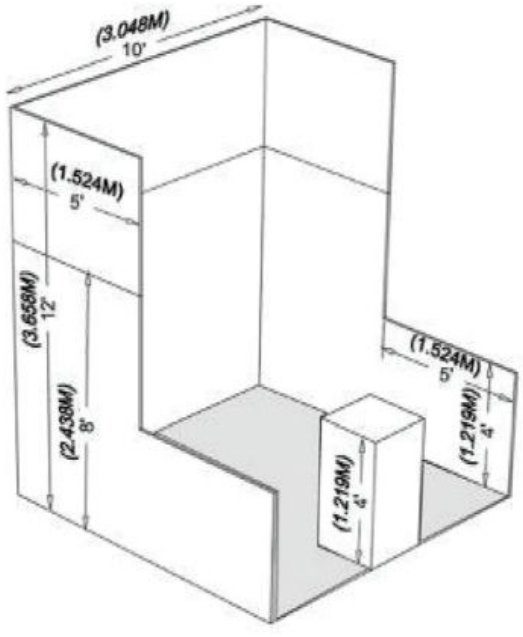
Inline & Corner Booth Diagram



PERIMETER BOOTH

A Perimeter Booth is an Inline Booth that backs to an outside wall of the exhibit facility rather than to another exhibit. All guidelines for Inline Booths apply, except the maximum back wall height is 12 ft. - you can go higher because you don’t have an exhibit booth behind you.

Perimeter Booth 3D



* side walls are not mandatory for inline, corner and perimeter booths, only back walls are mandatory.

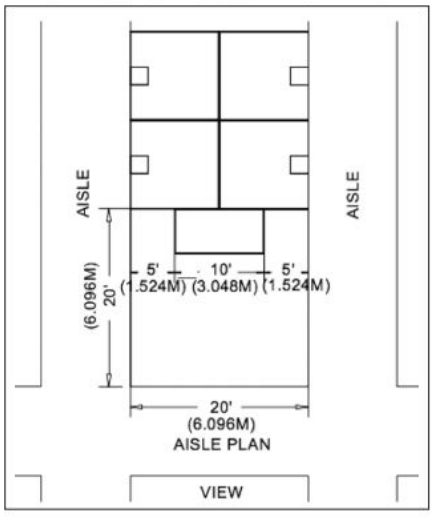
PENINSULA BOOTH

A Peninsula Booth is exposed to aisles on three sides. There are two types of Peninsula Booths:

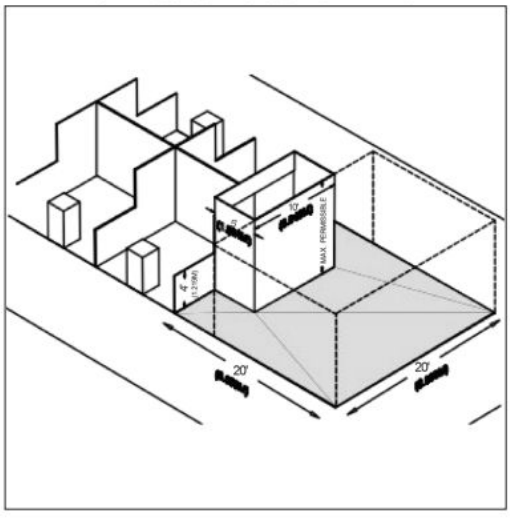
1. one which backs to Linear Booths
2. one which backs to another Peninsula Booth and is referred to as a “Split Island Booth.”

When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4 ft high within 5 ft of each aisle, permitting adequate line of sight for the adjoining Linear Booths. Double-sided signs, logos and graphics shall be set back 10ft from adjacent booths.

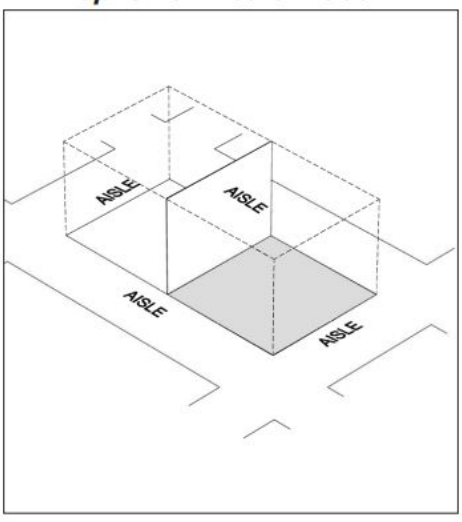
Peninsula Booth Plan View



Peninsula Booth 3D View



Split Peninsula Booth



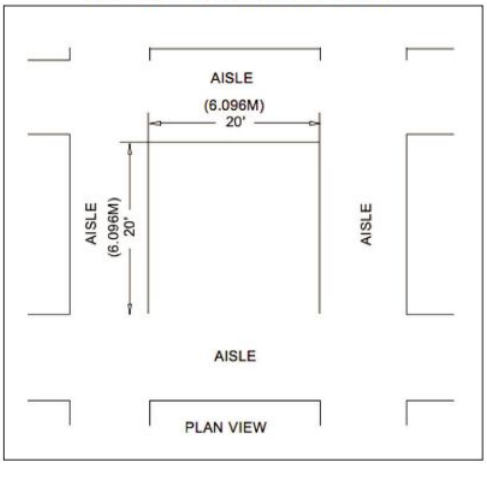
ISLAND BOOTH

An Island Booth is any size booth exposed to aisles on all four sides.

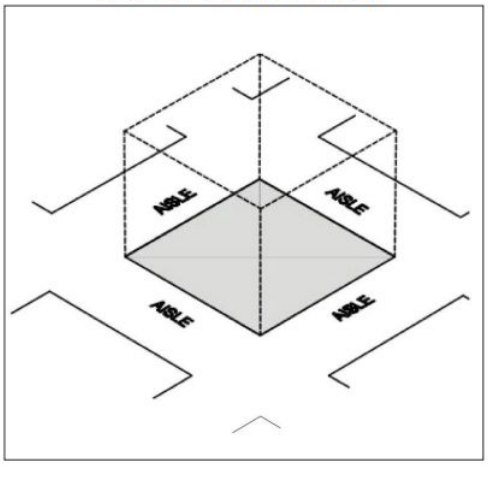
Backdrops: In most bulk areas, backdrops are not permitted. Exceptions may be permitted in some cases, but written approval must be obtained from Home Show Management in advance. Special consideration is given to spectacular centrepiece displays.

Exhibitors whose backdrops are approved are required to ensure that backdrops be finished on both sides to present an acceptable appearance to neighbouring exhibits and the public.

Island Booth Plan View



Island Booth 3D View



FULL SIDE WALLS

- If you require full side walls for your display (such as a shed, sunroom, display wall or other structure), discuss location placement with your Sales Representative to ensure that your booth location can accommodate.

Full Side Wall booths have a full wall to the edge of the aisle. When placed with an adjacent Full Side Wall booth, this isn't an issue. When placed next to an inline booth who is following the wall height regulations, it can become an issue for line-of-sight to all booths in that aisle.

IMPORTANT PLANNING NOTES

- When you arrive on-site, pay close attention to the booth numbers and markings on the floor which designate your space. Ensure you build your exhibit within the designated markings. Carpets, flooring, decking, etc. must be placed within the floor markings. Any floor covering outside of these marking and/or encroaching into the aisle or neighbouring exhibit space is not permitted.
  If you are not sure if you're in the right spot - please ask before you build!
- You are renting space at the event. Your booth rental does not include display material, flooring, power, or other services. All items are to be planned and arranged by the Exhibitor.
- You must not damage the building floor or walls. There is absolutely no hanging, drilling or securing anything to the floors or walls of the building. Penalty fees may be incurred for damage to the building.
- Cutting wood, stone or other materials should be done off-site as much as possible. For onsite construction, cutting must be done in designated areas outside the building. Ask staff for the specific location for cutting materials.
- Booth regulations also refer to any display materials (i.e. TV monitors, banners, shelving, product, etc.) located immediately next to sidewalls that would block the sightline to a neighbouring exhibit.
- All backwalls and sidewalls visible to the public must be finished on **both sides**, including product.
- Floor covering is required for 100% of your booth space. The removal of flooring adhesive and any remaining residue is the responsibility of the exhibitor. Failure to do so properly will result in additional charges for removal. The only tape recommended by Show Management is SCAPA 174 (double sided cloth tape). Raised flooring should be beveled or caution-taped for safety.
- All product, booth material and working staff must remain within the confines of your allocated booth space and square footage. Your staff are not allowed to advertise within the aisles or outside your booth.

MATERIAL HANDLING

Material handling equipment (forklifts) and labour for crated material will be provided free of charge by Toronto Home Shows during move-in/move-out. If you have any special requirements, please contact Toronto Home Shows. Dollies are loaned at no charge; a piece of ID is required to borrow, and is given back when the dollie is returned.

GES is the exclusive provider of material handling equipment. Exhibitors may not bring their own forklifts or mechanized equipment to move materials.

UNION LABOUR AT ENERCARE CENTRE

Exhibitors are permitted to use their own staff to set up their display. If you are hiring outside labour (i.e. a display company, a carpenter, a painter) to build or fabricate your your display onsite, union labour may be required. Contact Show Management to discuss if your booth plans require additional labour to install/remove

SIGNAGE

- Hand written signs are not permitted.
- Signage hanging is permitted for booths larger than 200 sq. ft.

Inline Booths

- Signage must be hung in the centre of your booth (depth-wise) rather than the back or side, where it will impact your neighbouring exhibitor.
- Height - 4ft max for the sign, hanging height bottom of the sign max 12ft from the ground.
- Width - Signage must be at least 2ft' shorter in length than your booth size.
- You are not permitted to attach a sign to the top of any wall for inline booths.
- Signage must be single-sided. You are not permitted to attach a sign to the top of any wall in the booth. Signs must be inside the booth.
- Banners and flags must be inside the booth at the same height as the walls. They cannot block the sightlines of your neighbours' booth

Peninsula/island Booths (greater than 20' depth)

- Sign should be no more than 4' in height and the width must be 2' less than the size of your booth to a maximum of 18'. For most booth types the bottom of the sign must be 12' off the floor.
- Double sided signs, halos or cube signs are only permitted in peninsula booths or island booths that are 20 x 20 or larger, They are not permitted in inline (standard) or corner booths

Sign hanging services are provided exclusively through the building not show management. See exhibitor kit for the forms to place your order. Orders will be either through Showtech Services or Enercare Exhibitor Services.

All hanging sign orders will be reviewed and approved by show management before it can be hung. Have questions?

Ask Show Management before you print your sign.

GENERAL GUIDELINES

Lights: No strobe or flashing lights are permitted as part of any exhibit display. Lights and illuminations may not be displayed on aisle carpets, walls or airspace.

Sound Levels: Exhibitors must monitor their own booths to be sure that noise levels from sound systems or any other device/activity are kept to a minimum and do not interfere with others. Show Management will be monitoring the sound levels of all booths and may require that an exhibitor turn down the sound level in their booth. Failure to comply may result in any sound system in the booth being turned off.

Helium: Helium balloons are not allowed, including distribution and sale.

Popcorn: Distribution of popcorn from booths is prohibited. Any exhibitor who distributes popcorn may incur an aisle cleaning fee from the venue.

STORAGE

- Ensure all product and display materials remain within the confines of your booth and do not “spill out” into the aisle. Encroaching upon the aisles is a safety risk that could cause accidents or annoyance for attendees, exhibitors and staff alike. Any exhibitor that encroaches onto the aisle will be required to move into their proper spacing.
- Accessible storage can be arranged through GES at the material handling desk onsite.
- Show Management has some storage rooms available and can be organized in advance through your Sales Representative. We cannot guarantee that we will have space for everyone.
- Security cages are available for rent through GES. See the exhibitor kit for details.

Written permission must be received from Show Management for any exceptions to these regulations, including signage and peaks. Onsite at the show, Show Management will request revisions to booths that do not adhere to these regulations.