



# Exhibitor Manual

Dear Exhibitor,

Thank you for exhibiting at the Thredz Show September 2025!

Please read over this information package carefully and share with all relevant staff.

Should you require additional information, please contact:

**Janice Fendley, CMP**

**Show Manager, Thredz Show Inc.**

Tel: 905-632-6165

Cell: 905-334-2967

Email: [info@thredzshowinc.com](mailto:info@thredzshowinc.com)

*Thank you for exhibiting at the September 2025 Thredz Show.*

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## 1. GENERAL INFORMATION

### Thredz Show Exhibit Hall Location

The Toronto Congress Centre  
South Building, Hall D  
650 Dixon Road, Toronto, ON M9W 1J1  
Tel: 416-245-5000

### Show Dates and Hours

Sunday, September 7, 2025	9:00 am – 6:00 pm
Monday, September 8, 2025	9:00 am – 6:00 pm
Tuesday, September 9, 2025	9:00 am – 4:00 pm

### Food & Beverage

The Toronto Congress Center will be offering the Sketch Café, starting at 7:30am with coffee/tea, breakfast pastries and fruit cups for the Exhibitors and the hot food being served between 11am – 3pm for breakfast & lunch.

The Thredz Show will once again be offering Java Junction on the show floor serving a variety of coffee and tea. These drinks are complimentary to all exhibitors and retailers.

Both the Sketch Café and Java Junction will be open during show hours, Sunday to Tuesday.

## 2. EXHIBITOR'S PACKAGE

Each 10' x 10' booth space includes:

- 8' high white drape walls
- Electrical outlet – one (1) 1500 watt, 12 amp, 120 volt duplex outlet
- Carpet – black matrix
- Wireless internet
- Booth number identification with custom carpet decal
- Exhibitor and Associate name badges

Your Exhibitor Package also includes:

- 24 hour perimeter security coverage
- Company, Brand and Category listing in the Retailer Show Book

The following services are not included in your Exhibitor Package and can be ordered from our service contractors:

- Booth Furnishings
- Advance warehousing
- Additional electrical requirements
- A/V
- Signage
- Banner hanging
- Booth cleaning

### 3. SERVICE CONTRACTORS

#### **Stronco Exhibitor Services**

Booth Furnishings, Racks, Signage, Labour, Customs Broker, Advance Warehousing, Storage, Transportation

1510 Caterpillar Road, Mississauga, ON L4X 2Y1

Tel: 905-270-6767 Fax: 905-270-6771

Toll Free: 1-800-665-2621

[exhibitorservices@stronco.com](mailto:exhibitorservices@stronco.com)

Visit Stronco at [www.stroncoonline.com](http://www.stroncoonline.com) to place, order and/or view their selection of products and services. Leading up to the show they may periodically touch base with you to make sure all your exhibiting needs are taken care of.

The Exhibitor Services team is available Mon-Fri from 8:30 am – 5:00 pm.

The show code for this event is: **527606108**

#### **CCR Solutions, Inc.**

Hard wired Internet, Telephone, AV Services

(On-site Office)

Contact: Stephanie Schilz, Account Manager, Toronto Congress Centre

Phone: 905-467-0415

Email: [stephanie@ccrsolutions.com](mailto:stephanie@ccrsolutions.com)

Exhibitors will need to create an account and search for “Thredz Show” in the search bar. Once in the store, you will find all AV options to place your order.

Link for the exhibitor store: [ccrsolutions.boomerecommerce.com](http://ccrsolutions.boomerecommerce.com)

#### **ShowTech Power & Lighting**

Additional Electrical Requirements, Hanging Overhead Signage, Lighting

5675 McLaughlin Road

Mississauga, ON L5R 3K5

Contact: Michelle Palkowski

Phone: 416-244-4899

Direct: 905-283-0568

Email: [mpalkowski@showtech.ca](mailto:mpalkowski@showtech.ca)

The online ordering site is live and ready to begin accepting orders. If you have not ordered from ShowTech's online ordering portal, you need to create a new account with a username and password to log in first.

Please access the direct online ordering link below with **Google Chrome** to view pricing and/or order online. To take advantage of the discount pricing, please order online by Friday, August 15<sup>th</sup>, 2025.

<https://e.showtechordering.com/ST-00069344>



Please note the following is supplied in your booth space:

1 – 6 booths = 1 electrical outlet

6 – 12 booths = 2 electrical outlets

Exhibitors are not permitted to go over the 8 foot height of the booth drapery. Please contact ShowTech if you require anything hung over the 8 foot limit (banners, posters, lights, etc.).

#### 4. CHECK LIST

- Order additional booth requirements from service contractors (see section 3)
- Note Move-in and Move-out times (see section 6)
- Book Hotel Accommodations, if required (see section 5)
- Book ad(s) in Retailer Show Book – use this link:  
[https://thredzshowinc.com/exhibitor/advertisement\\_contract/541355](https://thredzshowinc.com/exhibitor/advertisement_contract/541355)
- Order Mannequin(s) – use this link:  
[https://thredzshowinc.com/mannequin\\_application/541355](https://thredzshowinc.com/mannequin_application/541355)
- Order Exhibitor and Associate name badges (see section 7)

#### 5. HOTEL – GUEST ROOMS / RESERVATIONS

The Thredz Show has reserved a limited number of hotel rooms at the following hotels. If calling in be sure to ask for the Thredz Show preferred rate when booking.



Embassy Suites by Hilton Toronto Airport  
262 Carlingview Drive  
Toronto, ON M9W 5G1

King One Bedroom Suite/ Two Queen Bedroom Suite - \$219.00 per night + applicable taxes

- Check in time 3:00 pm
- Discount parking rate of \$20 per vehicle/ per day
- Complimentary high-speed internet in all guestrooms
- All accommodations feature mini fridge, microwave and coffee maker
- Complimentary hot breakfast buffet and evening reception with alcoholic beverages, soft drinks and snacks
- Cut-off date for booking at the preferred rate is Wednesday, August, 6<sup>th</sup>, 2025

Booking Link: <https://group.embassysuites.com/kti5zd>



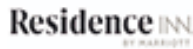
Delta Hotels by Marriott Toronto Airport & Conference Centre  
655 Dixon Road  
Toronto, ON M9W 1J3

Deluxe Queen Guestroom - \$205.00 per night + applicable taxes

- Check in time 3:00pm
- Discount parking rate of \$22.00 per vehicle/ per day
- Complimentary basic wireless internet in all guestrooms
- Complimentary shuttle to and from Pearson International Airport (every 30 minutes)
- Cut-off date for booking at preferred rate is Friday, August 15<sup>th</sup>, 2025

Booking Link:

[Book your group rate for THREDZ SHOW](#)



Residence Inn  
17 Reading Court  
Toronto, ON M9W 5E8  
416-798-2900

One Bedroom Suite/One King or Queen Bed - \$189.00 per night + applicable taxes

- Check in time 3:00pm
- Rate includes hot buffet breakfast
- Complimentary WiFi
- Overnight parking rate of \$25.00 per day
- Cut-off date for booking at preferred rate is Thursday, August 7<sup>th</sup>, 2025

Booking Link: <https://www.marriott.com/event-reservations/reservation-link.mi?id=1743790257096&key=GRP&guestreslink2=true&app=resvlink>

## 6. MOVE-IN / MOVE-OUT

### General Information

Hall D at The Toronto Congress Centre is equipped with 15 loading docks and one drive-in door. The operation of the loading bay's overhead doors is restricted to the Dock Manager. The Dock Manager carries complete authority regarding the operation of the docking facilities and dock area. The Dock Manager's decision is final. Any damage caused as a result of a person other than the Dock Manager operating the overhead doors will be responsible for those damages.

Once unloaded ALL vehicles must be removed immediately. Drivers of vehicles must stand by vehicles at all times. No wheeled vehicles, whether powered or not, are to be driven in the Toronto Congress Centre without authorization.



**The Toronto Congress Centre does not allow exhibitors to Move-in OR Move-out of Hall D through the Main Show Entrance Glass Doors.**

**Contact Show Management if you require the use of a tow motor for moving your booth in!!**

**Move-in and Setup:** Saturday, September 6<sup>th</sup>, 2025 starting at 10:30 am

Please ensure your booth is set-up and ready to go by 9:00 pm on Saturday, September 6<sup>th</sup>, 2025 allowing time to place the aisle carpets.

**Move-out:** Tuesday, September 9, 2025, at 4:00 pm.

You do not need to wait for the aisle carpeting to be removed before moving out of your booth.  
Tow motors and vehicles are NOT permitted on the aisle carpet.



NO exhibits may be dismantled earlier than 4:00 pm unless authorized by the Show Manager.

### **Advance Deliveries**

The Toronto Congress Centre cannot accept deliveries prior to the beginning of move-in on Saturday, September 6<sup>th</sup>, 2025. Deliveries arriving before that time will be returned to exhibitors at their expense. Stronco Logistics Service offers Exhibitors who wish to pre-deliver their exhibit materials an Advance Receiving service. Please see section 3 for Stronco's order link.

### **7. EXHIBITOR AND ASSOCIATE NAME BADGES**

Exhibitor and Associate name badges will NOT be mailed. All badges will be held for pick up on-site.

Please click on the link below to order your name badges:

<https://reg.unityeventsolutions.com/se/THREDZF2025/EXH>

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The Registration counter at the Toronto Congress Centre will be open during the following hours for the pick-up of Exhibitor Badges, however Show Management reserves the right to modify this schedule once on-site.

Saturday, September 6	12:00 pm to 6:00 pm
Sunday, September 7	8:00 am to 6:00 pm
Monday, September 8	8:30 am to 6:00 pm
Tuesday, September 9	8:30 am to 4:00 pm

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## 8. NOISE

The Thredz Show reminds everyone that the goal of the show is commerce, and you cannot properly promote your products or services if there is excessive noise. We expect all exhibitors to cooperate.

## 9. SECURITY

The Thredz Show and the Toronto Congress Centre will not be responsible for theft/damages at the Exhibit Hall site.



DO NOT leave computers, cell phones or personal bags/purses unattended at any time.

### Exhibitors Property – Responsibility

All property of the exhibitor remains under their custody and control in transit to and from the exhibit hall, and while it is in the confines of the exhibit hall.

Neither the Thredz Show, its service contractors, the facility, the management of the exhibit hall, nor any of the officers, staff members or directors of any of the same are responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes, and the exhibitor expressly waives and releases any claim or demand they may have against any of them by reason of any damage to or loss of any property of the exhibitor.

## 10. EXHIBIT BOOTH & AISLE CLEANING

Show Management will provide aisle cleaning as follows:

- A pre-show clean before the trade show floor opens on Sunday morning will include vacuuming of aisles along with bulk trash removal. All bulk waste should be placed in containers and set in the aisles by Saturday at 8:00 pm.
- The aisles will be vacuumed each day after the trade show floor closes. To ensure any garbage is removed at the end of each day, it should be placed in the aisle for pick-up.
- Aisle garbage removal will be done on a continuous basis during move-in, and move-out.
- Exhibit booth cleaning can be ordered from the Toronto Congress Centre. Please contact Mike Russell, Senior Director, Trade Show & Events at [mrussell@torontocongresscentre.com](mailto:mrussell@torontocongresscentre.com)

## 11. PARKING

The Toronto Congress Centre has free parking on outdoor lots. Parking attendants will direct traffic and maximize lot capacities.



NO overnight parking is permitted!

## 12. TORONTO CONGRESS CENTRE REGULATIONS

The following regulations must be adhered to:

1. UNDER NO CIRCUMSTANCES may banners, decorations or signs and similar material be nailed, stapled, screwed, taped or attached to ceilings, walls, or other painted surfaces without prior written approval of Show Management and the Toronto Congress Centre. Failure to comply will result in a \$50 minimum penalty per occurrence to the exhibitor plus any additional cleaning costs incurred.
2. The only tapes authorized for use in the building are: Doublestick V (2-sided paper), and masking tape or on the exhibit floor #174 high-adhesion double-faced tape (authorized tapes can be modified at the Toronto Congress Centre's discretion).
3. Acceptable Wall adhesives are Lepage Fun Tak or similar putty adhesive. All adhesive products must be removable without damage to the surfaces. All other tapes or adhesives are strictly prohibited.
4. Helium balloons, Glitter and Confetti are not permitted.
5. Animals, birds, or pets require prior authorization by Show Management and the Toronto Congress Centre. Trained Working Guide dogs are permitted.
6. The Toronto Congress Centre reserves the right to apply any other building regulation as deemed necessary.