



IMPORTANT EXHIBITOR INFORMATION

OPENING CEREMONIES – Friday, August 18

All conference delegates are invited to the Opening Ceremonies which will take place in Halls F & G on the 800-level located right next to the trade show, from 10:00 AM – 11:30 AM.

TRADE SHOW HOURS

Friday, August 18 11:30 AM – 7:00 PM

Saturday, August 19 9:00 AM – 5:30 PM

Please note the trade show opens at 11:30 AM. All exhibitors are asked to be in their booths and ready by 11:00 AM.

MOVE-IN SCHEDULE

To avoid overcrowding during load-in, a load-in schedule has been arranged for Wednesday, August 16th and Thursday, August 17th. A scheduled time slot will be e-mailed to you weeks prior to the event. For more information on move-in, visit the Move-In, Move-out menu in the Exhibitor Hub page.

SET-UP & TEAR DOWN

Exhibitors **must** check-in at the canfitpro Exhibitor Registration Desk (found on level 800 outside the Trade Show) prior to setting up.

Exhibits must be fully assembled by Thursday, August 17th at 8:00 PM. Move-out is on Saturday, August 19th from 5:30 PM – 10:00 PM.

The trade show will be open for booth prep prior to the show opening as of 9:00 AM on Friday, August 18th and 7:30 AM on Saturday August 19th.

EXHIBITOR BADGES

To register your booth staff in advance, please register them through your exhibitor portal which will be sent to the main contact for your company. If you have not seen the login email, please contact Santiago at smartinez@canfitpro.com to have the link re-sent.

All staff working your booth **must** have an exhibitor badge for entry to the show. Badges are available for pickup at the Exhibitor Registration Desk. *Please note: Exhibitor badges are for booth staff only. Failure to comply with these regulations will result in penalty and possible prohibition from exhibiting in the future. In the event that you have rotating staff throughout the weekend, use "Booth Staff" as a badge identifier to avoid having to order a large number of badges.*

EXHIBITOR REGISTRATION DESK

The Exhibitor Registration desk (located on level 800 outside of the Trade Show) hours are:

Wednesday, August 16th 2:00 PM – 6:00 PM

Thursday, August 17th 7:00 AM – 8:00 PM

Friday, August 18th 9:00 AM – 7:00 PM

Saturday, August 19th 7:30 AM – 5:30 PM

LOAD-OUT PROCEDURE

- Aisle carpeting must be removed prior to any exhibitors loading out. Please do not put any boxes or booth materials on the aisles. Dollies are available on a first come first served basis. They will be released in the loading dock area for exhibitors use after the aisle carpeting is removed.
- You will need a dock pass for loading dock access. Passes are available from the dock staff when you are fully

packed and ready to leave.

•To ensure all exhibitor materials are removed from the exhibit facility by the exhibitor move-out deadline, please have all carriers check-in at the Marshalling Yard no later than **8:30 PM on Saturday, August 19th, 2023 (if needed)**.

SESSION BREAK SCHEDULE

Friday, August 18th

Opening Ceremonies/Keynote	10:00 AM – 11:30 AM
Trade Show Opens	11:30 AM
Session Break	11:30 AM – 1:30 PM
Session Break	3:00 PM – 4:00 PM
Session Break	5:30 PM – 7:00 PM
Trade Show Closes	7:00 PM

Saturday, August 19th

Trade Show Opens	9:00 AM
Session Break	9:00 AM – 9:30 AM
Session Break	11:00 AM – 1:00 PM
Session Break	2:30 PM – 3:15 PM
Session Break	4:45 PM – 5:30 PM
Trade Show Closes	5:30 PM

ON-SITE TRADE SHOW STAFF (Email, text, or call)

Santiago Martinez – smartinez@canfitpro.com – 416-648-5312

Christina Leeming – cleeming@canfitpro.com – 905-531-4312