

# EPTECH 2024

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TORONTO  
APRIL 17

QUEBEC CITY  
MAY 7

VANCOUVER  
JUNE 4

MONTREAL  
SEPT 10

CALGARY  
OCT 3

MISSISSAUGA  
OCT 22

## EXHIBITOR KIT



### Welcome to the 2024 Toronto Eptech Show

On behalf of everyone at [Eptech](#), we're truly looking forward to welcoming you in-person to our 2024 event at the Sheraton Parkway Toronto North on April 17.

#### SHOW LOCATION

600 HIGHWAY 7  
RICHMOND HILL  
L4B 1B2  
ONTARIO, CANADA

**GENERAL QUESTIONS?** Before the show, please contact Maria Parada, as listed on page 2 of this kit. Any on-site questions during the show can be directed to the staff at the registration desk.

# KEY CONTACTS



## **Sponsorships & Exhibits**

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## **Editorial & Content**

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## **Show Management and Logistics**

**Maria Parada, Events Manager, Annex Business Media**

Mobile: 226-931-6288

Email: [MParada@annexbusinessmedia.com](mailto:MParada@annexbusinessmedia.com)

## **Venue**

**Camille Biscocho, Event Planning Manager, Sheraton Parkway Toronto North**

Mobile: 905-881-2121

Email: [camillebiscocho@sheratonparkway.com](mailto:camillebiscocho@sheratonparkway.com)

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# SETUP SCHEDULE



## WEDNESDAY, APRIL 17, 2024

**7:00am - 10:00am**  
**Richmond Ballroom**

Exhibitors set up

**08:00 am**  
**Markham A&B**

breakfast - Exhibitors only. Please note that each exhibitor will receive 2 lunch tickets.

**10:00 am**  
**Richmond Ballroom**

Show floor opens

**12:00 pm**  
**Markham A&B**

Lunch - Exhibitors only. Please note that each exhibitor will receive 2 lunch tickets.

**4:00 pm**  
**Richmond Ballroom**

Show floor closes

**4:00 pm - 5:00 pm**  
**Richmond Ballroom**

Tear Down

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# VENUE



SHERATON PARKWAY TORONTO NORTH  
600 HIGHWAY 7  
RICHMOND HILL, ON L4B1B2  
MARRIOTT.COM/YYZSI

## WHAT'S INCLUDED

- Each space is 8' x 10'.
- Your space includes one 8' x 2' black skirted table with 2 chairs.
- 2 Lunch tickets
- Complementary WIFI
- The room is fully carpeted
- Exhibitors can bring any items like pull-up banners, etc.
- Exhibitors are welcome to bring any items such as pull-up banners, etc., As long as they fit within a 10-foot space width.

[CLICK HERE FOR MORE INFORMATION ABOUT THE HOTEL'S EVENT SPACES](#)

## WHAT'S NOT INCLUDED

- Power (**a Power connection will be available for your use, and it will be prepared upon advanced order**)
- Dedicated high-speed WIFI (for video streaming and product demos)
- AV equipment

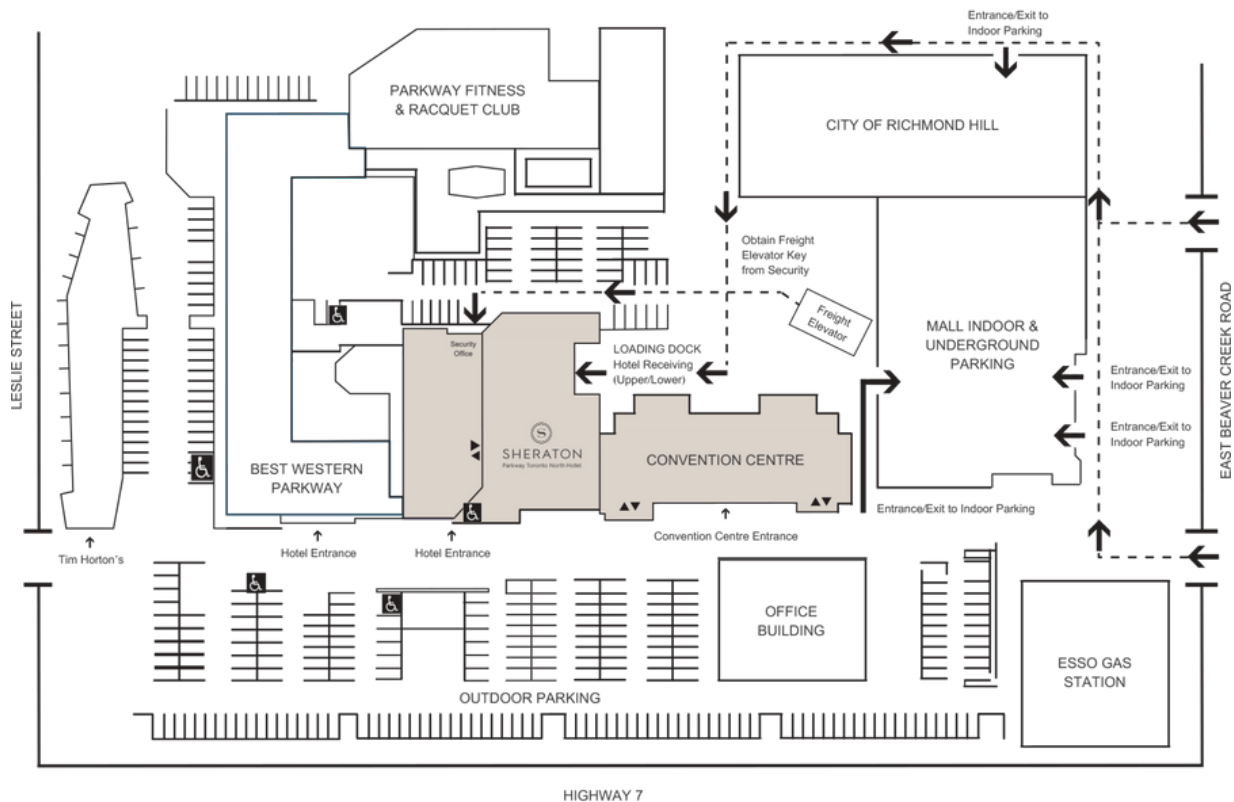
## SEMINAR ROOM

- Classroom-style sitting
- Screen and Projector with HDMI connection (Please ensure to bring suitable converters for your laptop to facilitate seamless connectivity)
- Water Station
- **Food or snacks for attendees are not included.** If you wish to organize catering for your seminar, please contact Maria Parada. These provisions can be arranged based on availability and will incur an additional cost.

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# LOADING DOCK



- There is one loading dock located at the rear of the complex. This upper dock is situated behind the Richmond Ballroom. It can be accessed off Highway #7 to East Beaver Creek around the City of Richmond Hill building. It is ramped and can accommodate one vehicle at a time (4-foot loading dock height).
- Immediately prior to proceeding to the exhibit hall for setup, exhibitors must remove their vehicles from the loading dock. Keys should remain in the ignition of the vehicle at all times while in the loading dock area. Should the vehicle not be removed within the permitted time, hotel personnel will move the vehicle at the exhibitor's risk and expense.
- The hotel does not provide dollies, carts, etc. for move-in or move-out (Eptech will have a dolly available for your use; please come see us at the registration desk.)
- Follow the dotted line below to reach the Hotel Loading Dock.

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# SHIPPING



Delivery of materials can only be accepted 24 hours prior to the function's setup day.

- All deliveries must be clearly labeled
- All items must be removed from the hotel within 24 hours after the event's conclusion.
- Please note that Hotel will not be responsible for items left on the premises after 24 hours, and daily cartage and storage fees may apply.
- Special arrangement must be made in advance if you are shipping over 5 packages, large crates/pallets or any single package that is over the limit of 100 pounds. For quantities over 5 packages or weight limit, a storage and delivery fee will applied
  - Small box up to 50 lbs - \$10 each
  - Medium box up to 75 lbs - \$15 each
  - Large shipment or package over 100 lbs is \$50 each
- All materials shipped to the hotel should be addressed as follows:

- i. **Sheraton Parkway Toronto North Hotel & Suites**
- ii. **Name of the Exhibition/Organization**
- iii. **Contact Name/Company Name**
- iv. **600 Highway 7 Richmond Hill, Ontario L4B 1B2**
- v. **Attention: Contact Name**
- vi. **Hold for Arrival Date/Function Room Name**
- vii. **Box # \_\_\_ of \_\_\_ Boxes**

## SHIPPING BACK

- At the conclusion of the event, kindly ensure that your items are appropriately packed and placed on top of your designated table. We can facilitate pickup according to the label information provided by you. It is imperative that each box is correctly labeled for efficient handling.
- Please arrange for your return label in advance, as we will not be responsible for generating return shipping labels on your behalf. Should you have any queries or require assistance regarding this process, feel free to reach out to us.

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# ACCOMMODATIONS

**EPTECH**  
CANADA'S COAST-TO-COAST  
**ELECTRONICS**  
**TRADE SHOWS**

**SHERATON PARKWAY TORONTO NORTH**  
**600 HIGHWAY 7**  
**RICHMOND HILL, ON L4B1B2**  
**MARRIOTT.COM/YYZSI**

## ACCOMODATIONS

EPTECH Toronto 2024 is scheduled as a one-day event on April 17, 2024. However, we are pleased to announce that we have secured a special discount of 15% per night for delegates who plan to stay between Tuesday, April 17, and Thursday, April 18, 2024.

[Book your group rate for Eptech Toronto](#)

### Event Summary:

- Eptech Toronto - April 17 2024
- Start Date: Tuesday, April 16, 2024
- End Date: Thursday, April 18, 2024
- Last Day to Book: March 20, 2024

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## BEWARE OF FRAUDULENT CALLS AND EMAILS!

We have recently received several emails alerting us to unauthorized calls and emails from a party claiming to be associated with Eptech. These individuals are falsely offering databases and other deceptive marketing opportunities to exhibitors.

We want to clarify that these calls do not originate from the Annex Business Media / Eptech team. We kindly urge you to disregard any such messages and refrain from providing any personal or financial information. Our official communication channels are exclusively through our recognized email addresses and official contacts.

If you have any concerns or questions, please reach out to us directly.  
<https://www.eptech.ca/contacts/>

## PARKING

- FREE parking will be available.
- No special requirements for parking are needed.



# INSURANCE & STAFFING



## INSURANCE IS MANDATORY

We must collect each exhibitor's certificate of insurance that proves exhibitors attending our show have coverage. Most exhibitors should have this readily available, in that case, please email it to [mparada@annexbusinessmedia.com](mailto:mparada@annexbusinessmedia.com).

If you cannot find it or don't have coverage for exhibiting, we offer exhibitors the opportunity to buy insurance for the show.

[CLICK HERE TO PURCHASE INSURANCE](#)

## STAFFING

Please fill out the spreadsheet attached and email back to [mparada@annexbusinessmedia.com](mailto:mparada@annexbusinessmedia.com) for attending staff (as you would like it to appear on the name badge) by March 11th. Badges must be always worn.

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