



## **EXHIBITOR KIT**

**The International Centre, Halls 4 & 5  
6900 Airport Rd. Mississauga, ON L4V 1E8**

<https://sportcardexpotoronto.com/>



## MOVE-IN TIMES

**WEDNESDAY April 19th**                      **FROM 3:00PM TO 8:00PM**

and,

**THURSDAY April 20th**                      **FROM 8:00AM TO 3:00PM**

- Wednesday move in is until 8pm but you may set up until 9pm.
- The hall will open for move-in as close to 3pm on Wednesday as possible. Please note that some Exhibitors will start moving in earlier on Wednesday – this is reserved for either Expo sponsors or dealers with 6 booths or more.
- There is no drive-in option to the hall but we will have staff on hand to assist you with your move-in. Please note that there will be no charge for the move-in staff but that you do need to rent a dolly from Show Decorator OPS (and leave photo i.d.).
- Our staff will help you unload your vehicle, transport you to your booth and return the dollies to the loading dock – they are not able to assist you with booth set-up.
- You **MUST** move your vehicle out of the loading dock as soon as it is unloaded – our staff will guard your product until you return.
- **No loading dock access after 12 noon on Thursday.**

## PUBLIC EXPO HOURS

<b>Thursday April 20th</b>	Preview Night – Open to all	
	VIP Entry (Gold & Silver):	3:30pm
	VIP Entry (Bronze):	3:45pm
	Public Entry:	4:00pm to 8:00pm
<b>Friday April 21st</b>	VIP Entry (Gold & Silver):	10:30am
	VIP Entry (Bronze):	10:45am
	Public Entry:	11:00am – 8:00pm
<b>Saturday April 22nd</b>	VIP Entry (Gold & Silver):	9:30am
	VIP Entry (Bronze):	9:45am
	Public Entry:	10:00am – 6:00pm
	<b>TRADE NIGHT</b>	<b>6:00pm - 10:00pm</b>
<b>Sunday April 23rd</b>	VIP Entry (Gold & Silver):	9:30am
	VIP Entry (Bronze):	9:45am
	Public Entry:	10:00am to 5:00pm
<b>Fri - Sun Dealer Access for Re-stock:</b>		8:00am - 9:30am
<b>Sunday Dealer Access for Re-stock:</b>		8:00am - 9:30am



**NOTE: VIP TICKET HOLDERS WILL BE ALLOWED ONTO THE SHOW FLOOR 15/30 MINUTES BEFORE OFFICIAL SHOW OPENING ON EACH DAY – PLEASE BE READY FOR THEM!**

## MOVE OUT TIME SUNDAY

The Expo closes at 5pm and move-out time is 5pm! That means that **you should not be packing up / moving out until that time**. If anyone is found to be substantially packing up their booth before then I reserve the right to NOT ALLOW YOU TO PRIORITY REBOOK! It is not fair to ticket holders, to your fellow Dealers or to Show Management to pack up early and looks very unprofessional!

### What's Included & NOT Included with booth space:

Each Booth (whether you have one or multiple) is 10'x10', comes with an 8' back curtain, a company sign, one-8' table & one-6' table per booth. Dealer Wristbands are allocated as follows:

- 1 booth = 2 wristbands
- 2 booths = 3 wristbands
- 3 booths = 5 wristbands
- 4 booths = 6 wristbands
- 5 booths = 8 wristbands
- 6 booths = 10 wristbands
- >6 booths contact show management

Extra dealer wristbands can be bought at Exhibitor Check-in for \$40 each for Thursday to Sunday or \$25 for Friday to Sunday. Cash only.

## EXHIBITOR BADGES & WRISTBANDS

You can pick up your Exhibitor wristbands & badges on Wednesday & Thursday (assuming your booth balance has been paid in full). If you have staff that are only there for move-in on, they will simply get a hand stamp for access to the Expo Hall. Back by popular demand, Upper Deck is once again branding collectible VIP, Exhibitor & Sponsor badges. They look amazing and will come with an Upper Deck branded lanyard as well (limited quantities available!). Thank you UPPER DECK!

### PLS NOTE:

These badges are meant to identify you to other Exhibitors, sponsors and customers etc. but ***you still need to wear your weekend wristbands*** for access to the building for all 4 days. If you buy additional wristbands beyond what comes with your booth, they do NOT include additional badges/lanyards.

## BOOTH ITEMS

If you want extra tables, chairs, carpet or other items for your booth that haven't been pre-ordered, you must order them from the OPS Exhibitor booth at the show or you can call them in advance at 905-624-6955 or through the link on the site . Any items beyond the 2 tables and chairs that come with



your booth are at your own expense. OPS will also have a limited number of cart's available. Exhibitors should bring their own move-in equipment if required. <https://sportcardexpotoronto.com/dealers/>

## FLOORPLAN

The floor plan will be attached at the bottom of your dealer kit email. Please note that the floor plan is subject to change and if there are any errors or concerns, please contact one of our team and we will work to get them resolved asap.

The floor plan is also available on the SCME website here: <https://sportcardexpotoronto.com/dealers/>

## SPORT CARD EXPO APP

The official SCME app will be available to exhibitors and attendees this year as well. In 2022, the exhibitor booths had over 5000 views. In order to have your booth displayed on the app, you would need to use this link: <https://mkem.typeform.com/to/JAgDgJrv> to submit your info. Once your info is uploaded to the app, you will receive a confirmation email.

**If you have already submitted this info and have an account on the app, you don't need to fill out the form.**

## ELECTRICAL & INTERNET

Can be ordered from the 'Dealer' page of our website or via this link <https://e.showtechordering.com/ST-00063741>. You must place your order before the show – no orders will be accepted on-site. There is free wifi in the ticketing area and by the main entrance but not in the majority of Halls 4 or 5.

### Height & Booth Restrictions:

Exhibitors are provided with a standard 8' high draped exhibit back wall (blue & white). Only some booths have dividers for the sides of their spaces but all booth spaces are 10' deep x 10' wide and can be measured by the distance between the bars that are spaced 10' across the back of the booth.

The maximum height for the back of an exhibitor's display, including signage, is 8 feet.

All exposed areas must be finished to the satisfaction of show management.

All exhibit material and personnel must remain within their allocated space as contracted

## HOTEL ROOMS

We have Special Rates at the Crowne Plaza and the Doubletree. You can find the information and discount codes on our website at: <https://sportcardexpotoronto.com/hotels/>



## **Parking, Security & Soliciting:**

Free parking on-site is available throughout the show for exhibitors and visitors.

There will be designated accessible parking available to visitors in front of Hall 4 & 5.

Exhibitor Parking is available in designated areas on the north side of hall 5 and on the south side of Hall #4 but please do not park in the marked off area. Vehicles parked here OR in front of the loading docks will be towed at owners' expense.

## **OVERNIGHT TRUCK / TRAILER PARKING ONSITE**

If you plan to leave your truck/trailer overnight at the International Centre you **MUST** register it with the ITCC Parking department either online at [ticcparking.com](http://ticcparking.com) or call **416.723.0451**

## **SECURITY & UNIFORMED POLICE**

We recommend that you lock up or place expensive articles out of sight at night. We are not responsible for any losses! Do not expect to gain access to the exhibit hall at any time without your exhibitor pass & wristband. Security staff will not allow you to enter the building without it: this is for the protection of everyone's valuable property! Our Security provider is MAIN EVENT SECURITY however we will also have UNIFORMED POLICE OFFICERS on the show floor throughout Expo hours. If you see any suspicious behavior or suspect any shoplifting, please report directly to Security or to the Police – do not attempt to confront them on your own.

The exhibit halls will be secured and locked every night on closing. It takes approximately 10 minutes to clear the hall of customers. Do not leave your booth unattended and open to theft. For the security of your goods, we suggest you stay in your booth until 10 minutes after the show closes. You must vacate the halls no later than a half-hour after closing each show night. Exhibitor property remains exclusively the exhibitor's responsibility. Show management cannot assume responsibility for any loss or damage to the exhibitor's property. We will have a full-time security officer on-site, day and night, from 12pm Wednesday to Sunday at 11:59pm.

## **SHOWCASE & SENTRY BAG RENTALS**

If you pre-ordered showcases, they will be delivered to you on Wednesday or Thursday (you will need to have paid for your case rentals in full before they are delivered to your booth) – please advise our team at the Dealer Registration table when you would like your cases delivered.

You can find more information here:

<https://sportcardexpotoronto.com/wp-content/uploads/2023SENTRYtorontoA3.pdf>.

**Each show we have a significant demand for showcases and sentry bags, so make sure you pre-order them in advance. For more information, please contact Anthony - [anthony@mkem.ca](mailto:anthony@mkem.ca).**

## **EMERGENCY DOORS**

Are clearly marked. **DO NOT USE THEM - THE ALARM WILL GO OFF!**



## **SPORT CARD EXPO SHIPPING ADDRESS**

**ATTN: SPORT CARD & MEMORABILIA EXPO  
C/O INTERNATIONAL CENTRE  
HALL #4 & 5  
6900 AIRPORT RD., MISSISSAUGA ON L4V 1E8**

NO SHIPMENTS BEFORE 12:00 PM Wednesday April 19<sup>th</sup>

ALL SHIPMENTS MUST BE PICKED UP SUNDAY NIGHT AFTER 5:00PM - NO EXCEPTIONS.

FOR FORK LIFT AND LABOURERS CALL OPS @ 905-624-6955

**SORRY WE ARE UNABLE TO ACCEPT ANY U.S. WAX BOX AND CASE SELLERS**

## **PLAYER AUTOGRAPHS**

Many of our autograph guests are no longer under contract with the NHL, all photographs reproduced without the written consent of the Player are unlicensed and CAN NOT be sold at the show. The players will only sign photos that have been licensed by the League and authorized by the individual player.

## **COUNTERFEIT MERCHANDISE POLICY**

One of the comments I have heard most frequently from dealers about how to improve this Expo is re: counterfeit merchandise and/or signatures. As I have discovered, this is a very difficult area to understand and manage let alone to police. That said, our livelihoods depend on the trust that fans and collectors place in us to provide them with authentic merchandise and while it is not my role (or expertise) as the Expo promoter to assess what is/isn't authentic, we are responsible to self-police and to manage this from within the business while the license holders and police/RCMP fraud departments decide how and when to address it. While I have not yet defined a more specific policy regarding the exhibiting of counterfeit merchandise at Expo, it is not something that I am prepared to allow. For now, I can say that we don't allow replicas, counterfeit items/signatures to be sold at the Expo – period. Please make sure that the items you sell are authentic and if they aren't it/they and your booth may be removed from the Expo without refund, and you may be subject to a range of other actions up to and including permanent suspension from the Expo and reporting to the appropriate Licensor and/or legal authorities.

If you have any further questions please call the show office at 866.466.7116 or by email at [noah@sportcardexpo.com](mailto:noah@sportcardexpo.com). See you at the show!

Thank you & have a great Expo!

Steve Menzie

Sport Card & Memorabilia Expo