

October 24, 2009

TORONTO  
*Pen Show*

## **Exhibitor Guidelines**

**Tables:** There are a limited number of tables available on a first come, first served basis. (either 6 foot or 8 foot skirted)

Cost in Canadian funds:

Six-foot table: \$100

Eight-foot table: \$125

To confirm your table, please submit the exhibitor registration form (online or by mail) to:

Toronto International Pen Show

1155 Vanier Drive

Mississauga, Ontario

L5H 3W9

Please remit funds payable to: *Bridge Promotional Advertising Inc.*

A confirmation email will be sent once funds are received.

## **Security, Admission & Parking:**

On site Security will be in place throughout the show, continuously from 8 am until 6 pm.

Exhibitors will receive one FREE parking pass.

Move in will take place Saturday morning between 7 am and 9 am. Move out anytime after 6 pm. Volunteers will be available to assist with move in and out.

Parking is available on site. Discounted parking passes are available from the show committee.

Usual parking rates:

First ½ hour – free

\$2/hour

\$15 daily maximum

**Advertising:** Is via the show website, articles, and local media.

**Food:** There are both a restaurant and small convenience store located on site. Water and hot water, etc will be available throughout the show as well. The Hilton will also have sandwiches, etc available for purchase midday.

**Show entry:** \$5.00 per person. Children under 12 are admitted free.

**Speakers:** The opportunity exists for exhibitors and others to speak. Please email "bridgepromo@rogers.com" to arrange. We look forward to developing a comprehensive speakers' schedule over the next few years.

**Hotels:** We have arranged a discounted rate for you at the **Hilton Toronto Airport Hotel & Suites.**

**Social events:** We are arranging a gathering Saturday night. If you have a preference of venue, please let us know!