

EXHIBITOR MANUAL

2024 SKILLS ONTARIO *COMPETITION*

MAY 6-8, 2024

***TORONTO
CONGRESS
CENTRE***



#SOC2024



SkillsCompétences
Canada **Ontario**

TABLE OF CONTENTS

Please ensure all individuals staffing your booth have received and read this package so as to be aware of the rules and procedures, including safety and equipment/materials handling, that are enforced at the Career Exploration Showcase.

SHOW SCHEDULE

Exhibitor Move In & Set Up	Page 3
Career Exploration Showcase Hours	Page 3
Exhibitor Move Out & Tear Down	Page 3

BEFORE THE SHOW

Show Checklist & Deadlines	Page 4
Incorporating Interactive Components	Page 4
Safety Requirements	Page 5
Structures Over 10' High	
Required Personal Protective Equipment (PPE)	
Hazardous Materials	
Emergency Procedures	
Electrical & Special Requirements	Page 6
Electrical Orders	
Connecting Electrical Equipment	
Large Item Delivery & Set-Up	Page 7
Additional Equipment Rentals	Page 8
Internet	Page 8
Show Services	Page 8
Accommodations	Page 9
Shipping Materials in Advance of the Show	Page 9
Shipping Label	Page 10

SET-UP & AT THE SHOW

Show Rules & Regulations	Page 11
Unloading and Loading Forklift Usage	
Trailers	
Post Show Shipments	
Security and Insurance	
Best Booth Awards	Page 12

SHOW SCHEDULE

Exhibitor Move In & Set Up | Career Exploration Showcase Hours | Exhibitor Move Out & Tear Down

EXHIBITOR MOVE IN & SET UP

DATE	HOURS	DETAILS
Wednesday, May 1, 2024	9:00 am - 4:00 pm	Large item delivery window only. No exhibitors onsite for setup.
Thursday, May 2, 2024	9:00 am - 4:00 pm	Large item delivery window only. No exhibitors onsite for setup.
Friday, May 3, 2024	9:00 am - 12:00 pm	Large item delivery window only. No exhibitors onsite for setup.
Saturday, May 4, 2024	7:00 am - 5:00 pm	Exhibitors can be onsite to set up booth space.
Sunday, May 5, 2024	7:00 am - 5:00 pm	Booths must be set up by 5pm.

Any material supplied by Skills Ontario will remain the property of Skills Ontario. Exhibitors are responsible for the loss of any Skills Ontario materials associated with their booths and shall compensate Skills Ontario in the event of loss or damage.

CAREER EXPLORATION SHOWCASE HOURS

Exhibitors and exhibits must be present for both days of the Career Exploration Showcase.

DATE	HOURS	DETAILS
Monday, May 6, 2024	9:00 am - 4:00 pm	Exhibits must be set up by 9:00 am or Skills Ontario reserves the right to re-assign your booth to another Exhibitor.
Tuesday, May 7, 2024	9:00 am - 4:00 pm	Exhibitors must NOT dismantle their booth before 4:00pm.*

Please note many competitions have sign in and orientation as early as 7:00am on Monday and/or Tuesday and the competitor and/or their advisors may be on site prior to the opening to the public at 9:00am.

EXHIBITOR MOVE OUT & TEAR DOWN

DATE	HOURS	DETAILS
Tuesday, May 7, 2024	5:00 pm - 8:00 pm	
Wednesday, May 8, 2024	8:00 am - 5:00 pm	Tear-down involving heavy equipment begins at 10:00am.

* Exhibitors must NOT dismantle their booth before 4:00pm on Tuesday, May 7, 2024. Forklifts can not be used to dismantle booth space until after 5:00pm. Failure to comply with this request could result in forfeiting the right to exhibit at the Career Exploration Showcase in future years. Items stored by Skills Ontario in contest sites during the show will not be accessible until after 6:30 Tuesday, May 7, 2024. Skills Ontario is not responsible for the loss or damage of any items left at the facility. All items/freight left as of 4pm on Wednesday, May 8, 2024 will be considered abandoned. All abandoned freight will be disposed of.

BEFORE THE SHOW

Show Checklist & Deadlines | Incorporating Interactive Components

SHOW CHECKLIST & DEADLINES

Skills Ontario

By Friday, April 5, 2024

- ☐ Online Exhibitor Registration Form completed
- ☐ Extra table and chair requests submitted
- ☐ Requests for approval of hazardous materials to be brought onsite submitted
- ☐ MSDS for all material identified by WHIMIS submitted
- ☐ Requests for approval of structures over 10' high submitted

Showtech Power and Lighting

By Friday, April 5, 2024

- ☐ All electrical needs ordered through Showtech

Skills Ontario will not be providing any complimentary electrical outlets within the booth space
SHOWTECH order forms can be found online at www.skillsontario.com/exhibitors.

CCR Solutions Audio Visual

By Friday, April 5, 2024

- ☐ Internet ordered through CCR Solutions Audio Visual

Encore AV order forms can be found online at www.skillsontario.com/exhibitors.

Hahn Rentals

By Friday, April 5, 2024

- ☐ Carpet and equipment rentals ordered through HAHN RENTALS

HAHN Rentals Equipment & Show Rental Package can be found online at www.skillsontario.com/exhibitors.

INCORPORATING INTERACTIVE COMPONENTS

Exhibitors are required to incorporate at least one interactive component related to the skilled trades and/or technologies into their display.

When planning your booth and its interactive components, please keep in mind the age range of our participants. The majority of our expected attendees will be students in grades 5-12 as well as competitors from post-secondary and Training Delivery Agents.



Safety Requirements

SAFETY REQUIREMENTS

The tradeshow industry has stringent safety standards, which Skills Ontario adheres to. The following precautions must be followed by exhibitors:



STRUCTURES OVER 10' HIGH

By Friday, April 5, 2024

Approval from Skills Ontario must be obtained for any planned structure over 10 feet high.

All working at height safety standards must be adhered to when considering a structure over 10' high.

Skills Ontario will require any unauthorized structures to be disassembled. Specific times may be assigned for large structures to be built. During these times our sites will be designated as Construction Areas and will require all showcase exhibitors who are onsite to wear the personal protective equipment (PPE) described in the next section.

REQUIRED PPE (PERSONAL PROTECTIVE EQUIPMENT)

All individuals who plan to be onsite during setup or tear-down must provide their own PPE. Skills Ontario does not provide PPE.

As all Skills Ontario Competition sites are defined as Industrial Establishments, PPE (CSA approved steel-toed shoes/boots) must be worn at all times during set-up and tear-down, regardless of the complexity of your booth set-up. Especially in areas designated as Construction Areas, this will be strictly enforced. These times will be communicated to exhibitors prior to setup times.

BRINGING HAZARDOUS MATERIALS ONSITE

By Friday, April 5, 2024

Approval from Skills Ontario must be obtained for any hazardous materials that are to be brought onsite at any time. Any material (hazardous or not) identified by WHMIS must be accompanied by the appropriate Material Safety Data Sheets (MSDS).

EMERGENCY PROCEDURES

An Event Safety Manual will be provided to exhibitors before the show dates with detailed instructions in case an emergency situation should arise.

Exhibitors should familiarize themselves with the Event Safety Manual and the posted emergency exits. In the event of an emergency situation that requires evacuation, exhibitors are responsible to evacuate themselves and their staff from the building. All specific instructions will be included in the Event Safety Manual.

Electrical & Special Requirements

ELECTRICAL & SPECIAL REQUIREMENTS

By Friday, April 5, 2024

All electrical equipment must be CSA approved and have proof of approval present or it will not be hooked up. All electrical needs must be ordered through SHOWTECH.

Advanced pricing is available until April 5, 2024. Regular price is available from April 6 to April 28, 2024. ORDERS PLACED ON SITE (I.E. DURING MOVE-IN) WILL BE CHARGED 10% ADDITIONAL TO THE REGULAR PRICE.

SHOWTECH order forms are available online at www.skillsontario.com/exhibitors.

Skills Ontario is not responsible for damages or expenses incurred due to power surges, spikes or loss of power during, before or after the show.

Show Rules, Regulations, and Deadlines

Page 10

Unloading and Loading Forklift Usage

Trailers

Post Show Shipments

Security and Insurance

Best Booth Award

Page 11

CONNECTING ELECTRICAL EQUIPMENT

Ensure you are following these guidelines when plugging in any piece of electrical equipment.

All outlets are supplied to the back of the booth unless otherwise specified. No electrical wires are permitted to run under the carpet or flooring. Permanent building receptacles and columns are not part of booth spaces and may not be used by exhibitors.

The Electrical Safety Code requires that any electrical equipment which is being displayed, offered for sale or used in the show must be approved and be marked with a CSA approval sticker (or approved alternate). Enforcement for this regulation is vested in the Electrical Safety Authority.

In the interest of public safety, exhibits and contest areas are inspected each year by the Electrical Inspector to determine if any violations exist. For additional information please visit www.esa-safe.com.

Skills Ontario and its agents reserve the right to inspect any and all equipment and materials which a vendor/exhibitor may wish to have connected to the facility's power sources and/or may wish to use while in the facility. Only those authorized by Skills Ontario are permitted to make a connection to any of the building's electrical or mechanical sources.

Large Item Delivery & Set-Up

LARGE ITEM DELIVERY & SET-UP

Confirmed and approved with Skills Ontario by Friday, April 5, 2024

If any items must be driven into your space to be dropped off, times must be arranged with the Career Exploration Showcase Coordinators prior to April 5, 2024.

All installations and connections to be made to the building's sources of water and/or all connections with drains, must be made by an authorized Toronto Congress Centre employee, or an individual authorized by the Toronto Congress Centre and Skills Ontario.

All requests must be submitted with documentation regarding preferred locations, specifications and any special requirements, and will be subject to additional charges pending approval by Skills Ontario*.

All large items must arrive between Wednesday, May 1, 2024 and Friday, May 3, 2024 at 12:00pm, unless otherwise specified. If delivery is delayed, we cannot guarantee any items arriving after noon on Friday, May 3, 2024 will be transported to your booth, unless arranged in advance with Skills Ontario.

All special requests are subject to review and are not guaranteed until confirmed by Skills Ontario. Skills Ontario reserves the right to inspect any and all equipment and materials which a vendor/exhibitor may wish to have connected to the facility's power sources and/or may wish to use while in the facility. Only those authorized by Skills Ontario are permitted to make a connection to any of the building's electrical or mechanical sources.

Additional Equipment Rentals | Internet | Show Services

ADDITIONAL EQUIPMENT RENTALS

EACH EXHIBIT IS SUPPLIED WITH:

- 8' back drape
- 3' side drapes
- Listing in the Competition Guide
- Listing and link on the Career Exploration Showcase webpage at www.skillsontario.com/showcase.

Booths are not carpeted. Carpet can be ordered through HAHN Rentals (www.skillsontario.com/exhibitors).

Extension cords and power bars are not provided. Please ensure you bring enough cords for your space.

LUNCHES

The SKETCH Restaurant within the Toronto Congress Centre will be open for Exhibitors only to purchase food and coffee. Vendors are available onsite and around the venue to purchase food from. Please visit <https://www.skillsontario.com/competition-visitors#Food> for more information.

Note: large attendance numbers may result in long line-ups, as such we encourage those who can, to bring a packed lunch. Limited seating will be available.

INTERNET

Free Wi-Fi is NOT available throughout the Toronto Congress Centre. If your exhibit requires a Wi-Fi or Direct Connection please order through CCR Solutions Audio Visual. CCR Solutions Audio Visual order forms can be found on our website at www.skillsontario.com/exhibitors.

SHOW SERVICES

Interested in renting carpet, TV's, specialty tables, or backdrops?

HAHN Rentals is the official show service provider of the Skills Ontario Competition and Career Exploration Showcase.

All show service options available through HAHN Rentals can be found in our Booth Accessories Rental Package, available on our website at: www.skillsontario.com/exhibitors.



Accommodations | Shipping Materials in Advance of the Show

ACCOMMODATIONS

Visitors and competitors of the annual Skills Ontario Competition visit at the Toronto Congress Centre from all over the province, and even outside Ontario! Sometimes, this means accommodations are required for overnight travel. Skills Ontario works with hotels close to the vicinity of the venue to secure several different group options and rates for visitors to book. The hotels and group rates are generally posted to the Skills Ontario website near the start of the school year/fall. Visitors can follow the instructions listed with each hotel on how to book. There is a deadline allocated with each hotel for when the group rate is no longer available. At that time, the hotel will be removed from the Skills Ontario website, or removed if and when a block has been filled.

For hotel specific information including locations and how to book, please visit our website at skillsontario.com/competition-visitors#Hotels

SHIPPING MATERIALS IN ADVANCE OF THE SHOW



Direct shipments may not arrive at the Toronto Congress Centre before Wednesday, May 1, 2024. Any material received prior to Wednesday, May 1, 2024 will not be received by Skills Ontario staff, and may not be accepted or held by Toronto Congress Centre staff.

Materials can be delivered during the following dates:

- Wednesday, May 1, 2024
- Thursday, May 2, 2024
- Friday, May 3, 2024
- Saturday, May 4, 2024 **before noon**

PLEASE SEE THE SKILLS ONTARIO SHIPPING LABEL ON THE NEXT PAGE OF THIS PACKAGE.

PLEASE NOTE, IT IS VERY IMPORTANT TO USE THIS LABEL AND FILL OUT THE LABEL ACCORDINGLY. THIS LABEL IS THE MAIN WAY TO ENSURE YOUR SHIPMENTS ARRIVE AND ARE DELIVERED TO THE CORRECT LOCATION WITHIN THE TORONTO CONGRESS CENTRE.

Onsite storage during the show is extremely limited. While we will have some limited storage space available, it is highly recommended to either incorporate storage space within your assigned booth area OR be prepared to store skids, packing containers, etc. in vehicles/trailers as we can not guarantee storage space. If you require space for an extremely large or oversized crate that can not be stored in a vehicle or trailer, you must notify Skills Ontario by May 1, 2024 so we can confirm if storage will be available.

Note: Skills Ontario reserves the right to invoice at a rate of \$50 per skid/packing container (up to a maximum of 3 skids/packing containers per organization) requiring storage space outside of your booth. If it is a large or oversized crate it will be invoiced at a rate of \$100 each if space is available.

****ATTACH THIS FORM TO EVERY SKID/LOAD (INCLUDING INDIVIDUAL BOXES THAT CAN EASILY BECOME LOST) BEING SHIPPED TO/FROM THE SKILLS ONTARIO COMPETITION****

CONTEST/SHOWCASE BOOTH NAME:

(example: Auto Service Contest or Centennial College Booth #58)

Brief Description of Contents: _____

<p><u>Ship to:</u> Toronto Congress Centre – South Building, 650 Dixon Rd., Etobicoke, ON, M9W 1J1</p> <p>Attention: Dan Cardinal – 613-898-2624 (for on-site ONLY communications from May 1-9, 2024) Skills Ontario Representative at TCC Loading Docks</p> <p><u>For pre-event COMPETITION Questions:</u> email competitions@skillsontario.com <u>For pre-event SHOWCASE Questions:</u> email cvollum@skillsontario.com</p> <p>Ship From: _____ _____ _____</p>	<p><u>Return Ship to:</u> _____ _____ _____</p> <p>Shipping Company: _____</p> <p>Attention: _____ _____ _____</p> <p>Ship From: Toronto Congress Centre, 650 Dixon Rd., Etobicoke, ON, M9W 1J1</p>
<p>Notes:</p>	<p>Notes:</p>

****ATTACH THIS FORM TO EVERY SKID/LOAD (INCLUDING INDIVIDUAL BOXES THAT CAN EASILY BECOME LOST) BEING SHIPPED TO/FROM THE SKILLS ONTARIO COMPETITION****

SET-UP & AT THE SHOW

Show Rules & Regulations

SHOW RULES & REGULATIONS

UNLOADING AND LOADING

Loading dock locations for unloading and loading of booth materials will be confirmed once your delivery has been coordinated with Skills Ontario. If you require unloading of materials on to a loading dock area, please arrange with Skills Ontario prior to Friday, April 5, 2024.

Upon arrival, specify to the shipping/receiving staff that you are unloading material for the Career Exploration Showcase. If you have any questions or concerns, please approach anyone with a radio and ask them to contact Paul Clipsham or Caitlin Vollum, Career Exploration Showcase Coordinators.

FORKLIFT USAGE & TRAILERS

If you require the use of a forklift, please connect with the Marshal or Skills Staff in your area. They will arrange for someone with a forklift to assist you. Forklifts do not need to be scheduled ahead of time, however please note there are a limited number of forklifts available. Do not operate the forklifts, as we have trained and certified forklift drivers onsite.

Parking for large trucks and trailers will be specifically marked in the back lots of the Congress Centre Parking Lots.

POST-SHOW SHIPMENTS

Exhibitors are responsible for arranging all aspects of post-show shipments, including placing labels, way bills, and scheduling the pick up of any equipment and materials brought in. **Please continue to use the Skills Ontario provided shipping label (located on Page 10 of this package) for return shipments.**

If your departing materials are being returned to you via a third party - booth staff must provide the appropriate bills of lading and any necessary paperwork to Skills Ontario staff. The shipment must be packaged appropriately for pick-up. Your shipments must be shipped pre-paid on your own account, including all applicable customs and freight charges.

All items must be picked up by 5pm on Wednesday, May 8, 2024. Skills Ontario will not hold any material in storage past 12pm on Thursday, May 9, 2023 and will not be responsible for any lost or damaged items.

SECURITY AND INSURANCE

Exhibitors are required to provide a staff member in their booth during the show hours listed in the Show Schedule. It is the exhibitors responsibility to attend to their booth's security during show times.

Outside of show times, the entire venue will be secured, and after hours security will be provided. Skills Ontario does not accept responsibility for the goods and equipment left at exhibitor booths. Exhibitors are reminded that insurance for goods and services should take effect from the day the goods are delivered to the venue and should remain in effect until the exhibit materials are removed.

Best Booth Awards

BEST BOOTH AWARDS

Winning Booths will be awarded between 2:00pm-3:30pm on Tuesday, May 7, 2024. Every booth at the Career Exploration Showcase will be evaluated by a panel of judges on Monday May 6, 2024.

ELIGIBILITY & CRITERIA

To qualify for this award, booths must have registered with Skills Ontario as part of the Career Exploration Showcase, and must adhere to the outlined 2024 Career Exploration Showcase hours of operation.

Booths will be judged by the following criteria:

- 1) Interactivity - Is the booth able to balance skilled trades and technology education with entertainment through an interactive activity?
- 2) Educational Value - Can the visitor walk away with new knowledge of skilled trade or technology skills?
- 3) Relevance to Skilled Trades and Technologies - Is the booth promoting careers in the skilled trades or technologies?
- 4) After Effect - Will the visitor remember the booth and the skilled trade or technology activity they experienced?
- 5) Bonus Point - Does your booth have at least one bilingual staff member?

CATEGORIES

First and second place awards will be awarded to exhibitors in three categories:

- Large Booth category
(Four or more 10'x10' spaces)
- Medium Booth category
(Two to three 10'x10' spaces)
- Small Booth category
(One 10 x 10 space)

AWARDS

First place booths will receive:

- One free booth at the 2024 Career Exploration Showcase.

First and Second place booths will receive:

- A trophy to display in the booth during the 2024 Career Exploration Showcase
- Recognition in the Skills Ontario Newsletter, Summer 2024



CONTACT INFORMATION

PAUL CLIPSHAM

Director of Stakeholder Relations

416-388-6711

pclipsham@skillsontario.com

CAITLIN VOLLUM

Stewardship & Engagement Coordinator

905-334-3598

cvollum@skillsontario.com

CAITLIN VOLLUM

Stakeholder Engagement Coordinator

519-616-1721

jcurran@skillsontario.com

FIND US ON SOCIAL MEDIA



@skillsontario

