

CSC Building Expo 2025

Exhibitor Guidelines

DATE: Wednesday, February 26, 2025

LOCATION: Metro Toronto Convention Centre, South Building

ADDRESS: 222 Bremner Blvd, Toronto, ON M5V2T6

1. Exhibitor Schedule and Move-in/out Schedule

Exhibitors may arrive anytime between the move-in times listed to set up their space. Exhibitors must be ready for attendees by 12:45 p.m. Doors open at 1 p.m. for attendees. Move-out begins at the end of the show at 6 p.m. Please review schedule and move-in/out times below

6:30 a.m. - 11:30 a.m. | Move-in and set-up

1 - 6 p.m. | Trade show

6 - 7 p.m. | Move-out and tear-down

Please Note: Exhibitors are responsible for removing all storage crates and boxes from the table top show floor prior to the show opening. Storage of crates and boxes are the responsibility of the exhibitor. IDC will not have space for storing these items.

2. Display of Products

Exhibitors' booth areas are approximately 4 feet in depth, with enough space for a pull up banner, chair, and table. Exhibitors' tables are positioned without gaps, and back-to-back with a black curtain in between.

Each exhibitor will be provided with two chairs. Exhibitors can choose to remove chairs and tables. If you know ahead of time that you would like to have a table removed, please let IDC know upon finalizing your participation in the show; IDC will forward your request to the show's crew members beforehand.

All products must fit on the table top provided and/or within your allotted space. Aisle tables are 30" high by 30" wide by 96" long. Displays are restricted to a maximum height of 60" from the finish floor that is provided. Displays higher than 60" will not be permitted. Tradeshow representatives reserve the right to measure at any time. Should your display be over 60" you will be requested to truncate it to the allowable height. If your display cannot be truncated, you will be told to remove it, in its entirety. White table cloths will be provided on all aisle tables. You are not permitted to remove the table cloth. You are permitted to add your own table cloth on top. If you are using a banner, the banner **MUST** be displayed within your booth space and be of modest size. **DO NOT** place any materials outside your booth area or disrupt your neighbour.

3. Table Location and Floor Plan

Exhibitors will have the opportunity to select their table location based on a table type, first come, first served basis. IDC will reach out after your registration. Priority is given to IDC members for selection of the table location. If a choice is not made by the designated deadline date, IDC will assign a table location to you.

4. Electrical Outlets and Resources

If you are in need of electrical, please advise [Barbora Krsiakova](#) with your requirements as soon as possible. IMPORTANT: Exhibitors are responsible for their own extension cords, power bars, etc. IDC will not have any extension cords, powers bars, etc. for exhibitor use.

5. Invite Your Clients!

We encourage you to invite your clients to this event. Attendance is complimentary to all in the design industry.

Questions?

Please contact Barbora Krsiakova, bkrsiakova@idcanada.org if you have any other questions.