



TRACCS RAIL DAY 2024 EXHIBITORS' MANUAL



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1. TRACCS contact information, social media and important event links:

Andrea Roncoroni Martins
Business Manager and Event Director
647-250-7280
andrear@traccs.ca

Website: www.traccs.ca

Facebook: <https://www.facebook.com/traccs.ca>

Twitter: <https://twitter.com/TRACCS5>

LinkedIn: <https://www.linkedin.com/company/15777836/admin/>

YouTube: <https://www.youtube.com/channel/traccstransitrail>

Instagram: <https://www.instagram.com/traccstransitrail/>

Event Page: www.traccs.ca/railday2024

Terms and Conditions:

https://www.traccs.ca/files/ugd/c59639_03b0b505abfa48818d5a0f84cd4d1823.pdf

Privacy Policy:

https://www.traccs.ca/files/ugd/c59639_a6b455454eff4994aa1cd81f96faacdf.pdf

Event Prospectus:

https://www.traccs.ca/files/ugd/c59639_857171f42eb34845b92929b62454688b.pdf

Online Store: <https://www.traccs.ca/category/all-products>

Exhibitors' Agreement:

Speaker Applications: <https://forms.wix.com/f/7130934606894728004>

Vendor Contact and Order Forms:

- a) SHOW DECORATOR & MATERIALS HANDLING (indoors only)
Freeman: <https://www.freemanco.com/store/show/contact?showID=530103>
You will need to sign in with the email provided as main contact for the event.

- b) POWER, LIGHTNING & RIGGING* – EXHIBIT SPACE:
Showtech Power & Lighting (On-Site Office)
Phone: 905.677.9546 - Fax: 905.677.8713
Email: rmele@showtech.ca
Awaiting Order Links

- c) INTERNET & TELEPHONE & AUDIO / VISUAL / STAGING:
Encore Canada (On-Site Office)
Phone: 905.678.5120
Email: TICC@EncoreGlobal.com
Awaiting Order Link

- d) Cleaning:
H&S Services Inc.
Tel: 416-548-7433 Fax: 416-548-7434
www.hsholdings.ca
Neil Moore, Vice-President, Marketing & Sales
Cell: 416-731-3477
E-mail: nmoore@hsholdings.ca

2. Important dates & information, Forms and Documents - and their submission due dates

- **Exhibitors Agreement** must be signed and submitted within a week of registration as Exhibitors
- **Exhibitor Registration Form** for Show Decorator must be signed and submitted within a week of registration as Exhibitors
- **Personnel Registration Form** (for the Exhibitors Badges) must be complete by May 30th
- All payments must be complete by June 14th 12 pm
- **Company Profile** at the Event App must be complete by June 1st, 2024
- **Booth Equipment Form** (What are you displaying, do you require forklift, etc.)
- **Insurance** Documentation due by May 15th
- Speaker Applications due by March 15th
- Exhibitors Second Info Session April 30th, 11 am - Focus: Move in/out, document completion, Event App

Links to these forms will be available on February 29th at 4 pm, after the Exhibitors Info Session.

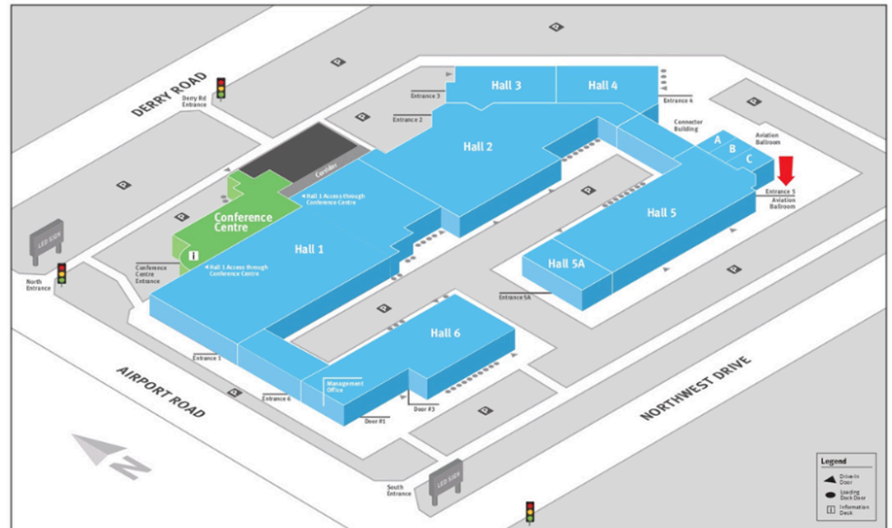
3. Date, Location and General Event Schedule

June 18-20, 2024

The International Centre, Mississauga
(Hall 5)
6900 Airport Rd.

THE INTERNATIONAL CENTRE

Hall 5



Event Full Schedule

June 17, 2024 - Monday

MOVE-IN

Outdoors Exhibitors start at 9 am

Indoors Exhibitors start at 12 pm

(more details in section 5 of this document)

June 18, 2024 - Tuesday

Opening Remarks 9 am

Conference 9:45 to 5 pm

Safety Room

Construction Room

Show Room open: 1:00 pm - 7:00 pm

Cocktail 5:00 - 7:00 pm

June 19, 2024 - Wednesday

Expo 9 am - 6 pm

Conference 10:00 am to 1:00 pm

Room: **Innovation**

Room: **Operations**

Conference 3:00 pm - 5:00 pm

Room: **Sustainability**

Room: **Maintenance**

Keynote 5:00 pm

June 20, 2024 - Thursday

Expo 9:00 - 11:30 am

Keynote 11:30 am

Barbecue 12 - 1:30 pm

MOVE-OUT 1:30 - 9pm

4. Move-In and Move Out

MOVE-IN

Outdoors Exhibitors

- June 17, 2024 - 8:30 am to 5 pm
- We will offer one-hour windows to arrive, to avoid complications.
- Forklift is available to rent (30 mins move-in & 30 mins move-out)
- A detailed calendar will be provided, depending on placement on the floor and equipment to be displayed/demo.

Indoors Exhibitors

- June 17, 2024 - 2 pm to 7 pm
Detailed Schedule will be coordinated
- June 18, 2024 - 8 am to 9 am
The trade show floor will be closed and the conference starts at 9 am.

Where to go on Monday:

Truck Deliveries for **indoor exhibitors**



Truck Deliveries for **outdoor exhibitors**



MOVE-OUT

Outdoors Exhibitors

- June 20, 2024 - 1:30 pm to 9 pm
- We will offer one-hour windows to arrive, to avoid complications.
- Forklift is available to rent (30 mins move-in & 30 mins move-out)
- A detailed calendar will be provided, depending on placement on the floor and equipment to be displayed/demo.

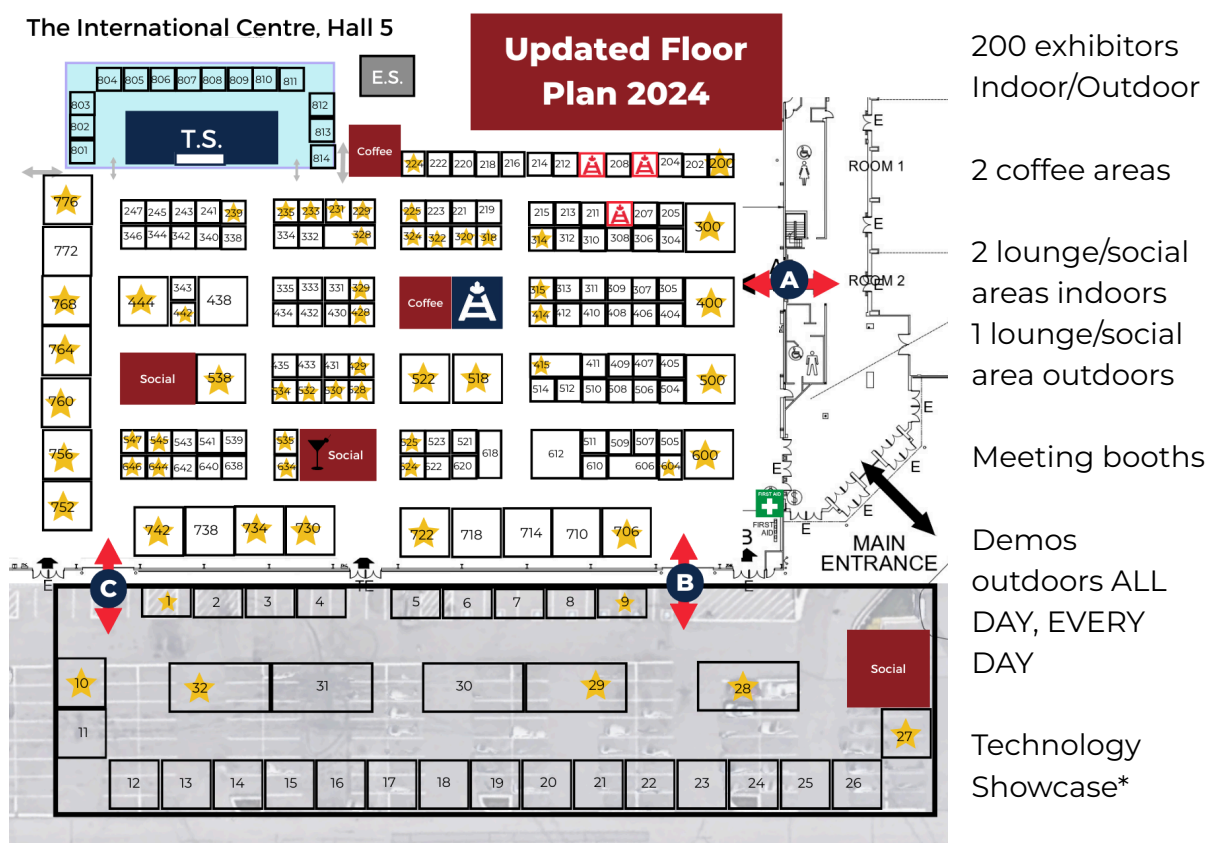
Indoors Exhibitors

- June 20, 2024 - 1:30 pm to 9 pm
- Simple tear down, at your own pace.
OR
Must arrange crates being brought back to your booth and the loading dock time with Freeman.

5. Conference

- Two Conference Rooms - Themed Rooms
- Two full days (Tuesday and Wednesday)
- Free to attend, must register for the event online before June 14th.
- Speakers:
 - Apply online
 - Abstract & Bio
 - Presentations of contribution to the industry on the six areas
 - Brand and Product pitches and descriptions will not be considered for the two main stages
 - Determined by the Rail Day Committee

6. Floor Plan & Confirmed Booths



The star refers to Preferential Placement (\$300+tax, included for sponsors)

All confirmed booths will be updated on our event page: www.traccs.ca/railday2024

7. Venue Services & Rules

Rules and guidelines stipulated in the Exhibitors' Agreement must be followed at all times.

→ *Safety* (section 6 of the Exhibitors' Agreement)

TRACCS is committed to the safety of everyone attending and exhibiting at our event.

Please follow the rules stipulated in the Agreement, and follow the instructions given by our Safety Officials on site.

→ *Insurance* (section 7 of the Exhibitors' Agreement)

We wish to ensure a positive experience for everyone involved.

→ *Schedule* - We request that all exhibitors are respectful of the time windows allotted to them for move in/out and the opening hours of the Show floor and Conference Rooms

This event is both a trade show and conference.

→ *Clearance* (section 6 of the Exhibitors' Agreement)

The venue's maximum height clearance is 23 ft indoors, the doors' clearance is 20'.

→ *Good Neighbours* (furnishings, blocking, etc)

We request that you respect the boundaries of the booth space you purchased. We do not have any limitations on how high your booth displays can be, within the clearance limits of the venue.

We request that you consider decorating/marketing your booth in a fashion that will not block or obscure the surrounding booths. TRACCS reserves the right to make changes or request you take down any materials which do not respect this rule.

→ *NO Outside Food or Beverages*

The venue does not allow outside food or beverages. Please do not ask for exceptions, as they will not be granted. You may consult the International Centre Food and Beverage department for your catering needs.

There will be a Food section inside Hall 5 offering pizza, paninis, salads, baked goods and all kinds of non-alcoholic beverages.

There are several restaurants on Airport Road, right next to the venue, if you wish to get a different type of meal.

→ *Payment in full before June 14th EOD*

Exhibitors with an outstanding balance will not be permitted to set up on Monday June 17th, 2024. Please confirm that everything is in order by the Friday before.

→ Privacy Policy & List

Our current Privacy Policy and event Terms and Conditions stipulate that TRACCS will be able to share the contact list of attendees and exhibitors with our exhibitors. We do not sell your information,

Note: Please do not entertain any offer from any third party claiming to have the list of attendees for sale. This is counterfeit, and we will appreciate your notice if any come to your attention, so we can protect our industry from scammers.

8. Order Online

Our event booths and sponsorships are available for purchase online.

If you wish to make any changes to your current order, please contact our team to determine if it is possible and what is the best way to proceed with the change.

Our Show Decorator and Material Handling Vendor has an online ordering system, which includes a price calculator depending on the weight of your materials. Please use it before placing your order. Consult their team prior to placing the order.

TRACCS is not responsible for the ordering systems and platforms used by the vendors, or the way in which said vendors conduct business.

9. Sponsorships

All sponsorships available, Classic and Premium, are described in the Event Prospectus.

Note:

- Final details will be agreed upon in a meeting between TRACCS and the sponsor.
- The availability and suitability of sponsorships will be discussed offline with TRACCS' team.
- For more information, email andrear@traccs.ca or call +1 (647) 250-7280
- Any company who wishes to be a sponsor for TRACCS Rail Day 2024 must:
 - Be a TRACCS member for the calendar year 2024
 - Host a booth, any size.
 - Participate in the promotion of the event through their social media platforms at the moment of joining and once a month until the event takes place.

10. Technology Showcase

A new sector of our expo, dedicated to technology developments, where new exciting products will be presented to the audience.

The Technology Showcase, a dedicated 4000 sq ft village of technology vendors & professionals with its own audio/video stage hosting a full schedule of discussions on the 2024 theme 'The Digital Rail Enterprise'.

The Premium booths in this space include 45 minutes of product or brand presentation at the Technology Showcase Stage.

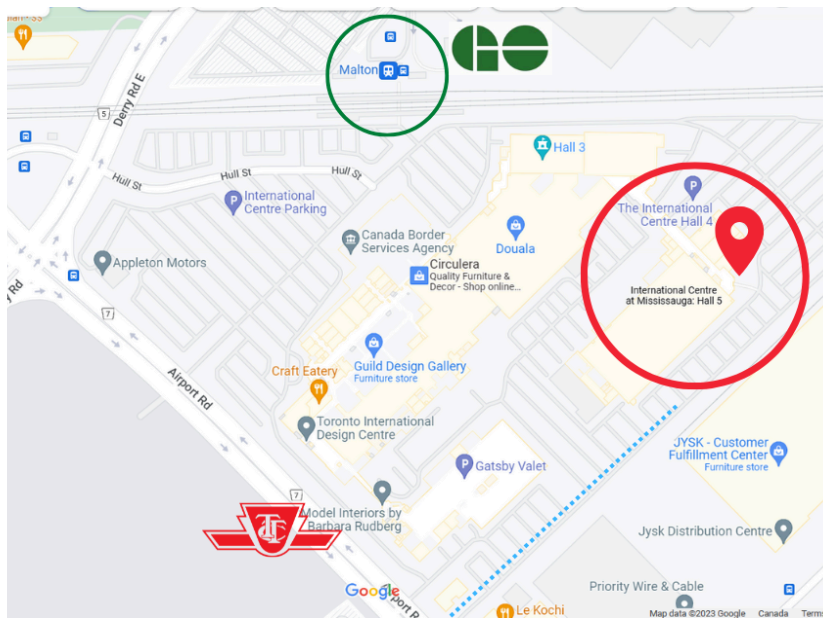
11. Parking

Exhibitors and Visitors can enjoy free parking in the parking lot of The International Centre. TRACCS encourages all of us who are able to use public transit to do so. (See map for further details)

Exhibitors will be asked to park in a specific area. Parking attendants will see that you find that area easily.

Accessible parking is available at the venue.

12. Accessibility to the venue



The venue is located at 6900 Airport Rd., Mississauga, ON L4V 1E8

TRACCS is making every effort to secure shuttle buses to facilitate access to the venue. More information will be provided as soon as it becomes available. Malton GO Station is within walking distance. TTC buses stop on Airport Road.

TTC Stops on Airport Rd directly in front of the venue and Malton Go Train Station is behind The International Centre.

The WheelTrans service offered by the TTC does not reach this address.

This is an accessible venue.

13. Hotels

As always, TRACCS has reached agreements with a variety of hotels for our guests from other parts of Canada and the world, both in the area near the venue and in the downtown core of Toronto. Take your pick from the Hotel Blocks available here: www.traccs.ca/hotelcourtesyblocks (This page will be available on March 1st)

14. what's new: the Event App

A new feature that allows everyone to be connected and informed every step of the way, the app will be used by all our visitors and exhibitors at the event.

The event Schedule and announcements will be posted in the app, as well as a full guide including the contact information of all exhibitors and sponsors, and an option to offer incredible networking opportunities through the app itself.

There will be a tutorial on April 30th, during the Exhibitors' Second Info Session