



# ATMS MISSISSAUGA

## May 10 – 11, 2022

### THE INTERNATIONAL CENTRE

6900 Airport Rd, Mississauga, ON L4V 1E8, Canada

<https://www.internationalcentre.com/>

+1 800.567.1199 / +1 905.677.6131



## Exhibitor Handbook

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## CONTACT US

### **General Organization:**

#### **advanced business events**

35-37, rue des Abondances

92513 Boulogne Billancourt Cedex - France

Tel : +33 1 41 86 41 60

Website: [canada.ammeetings.com](http://canada.ammeetings.com)

E-mail: [atms\\_canada@advbe.com](mailto:atms_canada@advbe.com)

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#### **Margarita PARRA**



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### **LOGISTICS**

#### **Dang BUI**



[dbui@advbe.com](mailto:dbui@advbe.com)

+33 1 41 86 49 11

## EVENT SCHEDULE & AGENDA

The times below are subject to minor changes; the final timetable will be communicated as we get closer to the event.

### Tuesday, May 10<sup>th</sup> – HALL 1

07:00 am – 09:00 am: Booth setup & Check-in  
 09:00 am – 05:20 pm: Conferences (see the program [HERE](#))  
 12:30 pm – 02:00 pm: Lunch  
 02:00 pm – 06:00 pm: One-to-One Meetings  
 06:30 pm – 09:30 pm: Cocktail reception (optional)

### Wednesday, May 11<sup>th</sup> – HALL 1

07:00am: Opening of the front desk  
 08:30am – 12:30pm: One-to-One Meetings & Workshops  
 12:30pm – 02:00pm: Lunch  
 02:00pm – 05:00pm: One-to-One Meetings  
 05:00pm – 09:00pm: Post-event clean-up

## BOOTH SET-UP

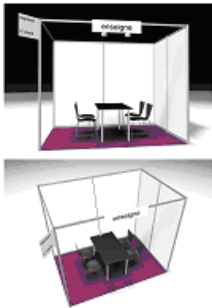



It is recommended to arrive at the International Center at **2:00 pm on Monday, May 9<sup>th</sup>** to complete the set up and personalization of your booth. Please bring all necessary materials to hang / paste your graphics (chains, adhesives, etc).

## BOOTH DETAILS – GRAPHICS – EXTRA FURNITURE

ATMS offers hard walled booths. Each wall panel measures 949 mm x 2292 mm (90-1/4" X37-3/8"). Exhibitors are welcome to bring pop-up stands, rollups and other graphics if they fit within the dimensions of the selected booth and do not stick out. Custom walls and fascia boards may also be easily ordered by using the link provided below. **It is strictly forbidden to drill into the panels.** Noisy machines or sound systems are **not allowed**.

Please note that your booth number will be provided the week before the event.

*\* Pictures are non-contractual*

Basic Package 4 sqm booth (43 sqft)	Deluxe Package 8 sqm booth (86 sqft)	Premium Package 12 sqm booth (129 sqft)	Executive Package 24 sqm booth (258 sqft)
			
<ul style="list-style-type: none"> <li>✓ Hard wall Structure</li> <li>✓ Table and chairs</li> <li>✓ Carpet flooring</li> <li>✓ Company sign/header</li> </ul> <p>Power and lighting not included – it may be ordered through Showtech via <a href="#">this link</a></p>	<ul style="list-style-type: none"> <li>✓ Hard wall structure</li> <li>✓ Table and chairs</li> <li>✓ Carpet flooring</li> <li>✓ Company sign/header</li> </ul> <p>Power and lighting not included - it may be ordered through Showtech via <a href="#">this link</a></p>	<ul style="list-style-type: none"> <li>✓ Hard wall structure</li> <li>✓ <b>Lighting included</b></li> <li>✓ Table and chairs</li> <li>✓ Counter and stool</li> <li>✓ Carpet flooring</li> <li>✓ Header with company name</li> <li>✓ <b>Electricity included</b></li> </ul>	<ul style="list-style-type: none"> <li>✓ Hard wall structure</li> <li>✓ <b>Lighting included</b></li> <li>✓ High table and bar stools</li> <li>✓ Counter and stool</li> <li>✓ Carpet flooring</li> <li>✓ Header with company name</li> <li>✓ <b>Electricity included</b></li> </ul>

### • EXHIBITION FURNITURE / TV MONITORS / PRINTED MATERIALS: must be ordered through our official supplier, DEE - Décor Experts Expo.

DEE offers a wide range of products. You may use your included furniture or choose to order additional furniture and equipment at your own cost.

### • How to place an order?

Simply click [this link](#) to order your additional furniture and/or printed graphics. **MAKE SURE TO PLACE YOUR ORDER BEFORE APRIL 26, 2022 TO TAKE ADVANTAGE OF THE DISCOUNTED PRICES!**

### DEE – Décor Experts Expo

778, rue Jean-neveu Longueuil, Québec, J4G 1P1 – Canada - T +1 (450) 646-2251 / Fax 450-646-6342

➔ **Contact** : Dominic GUAY (Décor Experts Expo)

Office : +1 450-646-2251 ext. 232 : Mobile : +1 514-444-2348 / [dominic.guay@dee-expo.com](mailto:dominic.guay@dee-expo.com)

## TECHNICAL SERVICES & INTERNET



### ELECTRICAL OUTLETS AND LIGHTING

The Basic and Deluxe packages do not include electrical outlets and lighting. Power and lighting for these packages, as well as additional power for other packages may be ordered through **Showtech Power and Lighting**:

To place an order please click [here](#)

**Contact:** Mandy Hawerchuk | Event Specialist

Mail: [mhawerchuk@showtech.ca](mailto:mhawerchuk@showtech.ca)

Phone +1 9052830565

When ordering power, you **do not** need to enter your booth number (just enter "TBD").

The organizers will not supply power strips/bars, electrical adapters, tape, or any other materials. Be sure to bring all necessary materials to set up your booth.

**ALL ORDERS MUST BE SUBMITTED BEFORE APRIL 21<sup>th</sup>, 2022 IN ORDER TO TAKE ADVANTAGE OF EARLY BOOKING PRICES.**

Services	Contact
<ul style="list-style-type: none"><li>* Electrical services</li><li>* Telecommunications</li><li>* Materials handling</li><li>* Banner installation</li></ul>	<p>Please click the link below for the International Centre's list of Exclusive Event Service Providers:</p> <p>→ <a href="https://www.internationalcentre.com/site_Files/Content/Resources/Forms-and-Guidelines/Event-Service-Providers.pdf">https://www.internationalcentre.com/site_Files/Content/Resources/Forms-and-Guidelines/Event-Service-Providers.pdf</a></p> <p>For any additional questions, contact the International Centre: T: +1 905.677.6131 / F: +1 905.677.3089 / TF: +1.800.567.1199</p>

### INTERNET & TELECOM

It is strongly recommended to order Wi-Fi if you want to ensure a good internet connection for your potential online B2B Meetings.

#### Service Providers:

##### Encore Canada (On-Site Office)

Phone: 905.678.5120 / Email: [TICC@EncoreGlobal.com](mailto:TICC@EncoreGlobal.com)

For Wi-Fi access and Telecom Frequently asked questions please consult the link below:

[https://www.internationalcentre.com/site\\_Files/Content/Facility/Services/Telecommunications/TIC\\_Telecommunications\\_FAQs.pdf](https://www.internationalcentre.com/site_Files/Content/Facility/Services/Telecommunications/TIC_Telecommunications_FAQs.pdf)

## CONFERENCES & WORKSHOPS

If you are hosting a workshop/pitching session, be sure to bring your own laptop or a flash drive (USB key) with your presentation. The conference room will be fully equipped: projector, screen, microphone...+-

For all queries and concerns please contact Rosanna QUIGLEY at: [rquigley@advbe.com](mailto:rquigley@advbe.com) or +44 7341 647 941

## REGISTRATION & BADGE

#### Before the event:

- Step 1: Please login to your account B2B matchmaking platform with your credentials [HERE](#)
- Step 2: Open and print your badge & meetings schedule from your home page.
- Step 3: Bring your badge & meetings schedule with you to the event for fast-track entry.

**Upon arrival at the venue:** All participants must check in at ATMS reception desk.

## BUSINESS LUNCHES / COCKTAIL RECEPTION

**BUSINESS LUNCHES** A seated business lunch will be catered on May 10<sup>th</sup> and 11<sup>th</sup>. You must select the lunch option during the original registration process to participate. Access to the lunch area will be strictly reserved to those who have pre-purchased this option.

If you have not selected the lunch option and would like to do so, urgently email [atms\\_canada@advbe.com](mailto:atms_canada@advbe.com), and please specify the number of days and guests attending in your email. **\$75/person** (2 day-package). **It will not be possible to purchase lunch after April 29 2022.**

**COCKTAIL RECEPTION** A cocktail reception will follow the conference on May 10<sup>th</sup> - **Please do not forget to purchase your ticket by April 29 for any additional participants beyond the number included in your registration package (\$75/person).** This reception is open to ATMS participants only.

## SHIPPING : CUSTOM & TRANSPORTATION FORMS

**Be sure to have your materials delivered no earlier than 7:00 am on May 10<sup>th</sup>, 2022.** Any earlier deliveries **will not be accepted.** It is essential that the mailing address contains the following details:

Sender	Receiver
Name of Client contact:	Centre's contact name
Phone # of Client contact:	Centre's contact phone #
Mailing address of Client contact: including postal code:	The International Centre 6900 Airport Road Mississauga, ON L4V 1E8
Name of Event:	Receiving dock/door # Meeting Room(s)
Event Start Date:	

**Material Delivery date: Tuesday, May 10<sup>th</sup> from 07.00 am**

**Material Pick-up: Wednesday, May 11<sup>th</sup> - 09.00 pm**

**All deliveries of equipment for your booth should contain the indication of your company name and the name of the event "ATMS MISSISSAUGA 2022". Each exhibitor has to support individually shipment costs. We shall not be responsible for any shipment & transportation.**

The international Centre recommended service providers for ATMS Mississauga 2022 that they work with frequently who support their commitment to providing the best service, quality and expertise. To receive a price quotation, please contact them directly:

➔ [https://www.internationalcentre.com/site\\_Files/Content/Resources/Forms-and-Guidelines/Event-Service-Providers.pdf](https://www.internationalcentre.com/site_Files/Content/Resources/Forms-and-Guidelines/Event-Service-Providers.pdf)

Please complete the ConsultExpo forms prior to shipping your exhibit materials. They will need both the Order Form and the Canada Customs Invoice before your materials are sent. \*\*If you ship via your own carrier, please complete their respective Order Form and Canada Customs Invoice.\*\* For exhibitors traveling with their exhibit material by plane or car, please notify ConsultExpo 4 weeks prior to traveling so they can prepare your customs documentation.

Please fill in the Customs and Shipping forms [\[here\]](#) or online forms [\[here\]](#) before sending your materials to Mississauga.


## POST-EVENT CLEAN-UP

**Your materials and equipment must be picked up from the International Centre by your outbound carrier no later than 9:00 pm on May 11<sup>th</sup>.** Any materials or equipment left unattended after 09:00 pm on May 11<sup>th</sup>, will be taken to a storage location at the participant's cost and risk.

**NOTE:** Always attend to your belongings. Advanced Business Events is not responsible for any possible damage caused to your equipment or theft.

## ACCESS TO THE VENUE

[www.internationalcentre.com/events\\_/21025/21143-trade-only/38382-advanced-transportation-manufacturing-summit--atms-](http://www.internationalcentre.com/events_/21025/21143-trade-only/38382-advanced-transportation-manufacturing-summit--atms-)

Entrance Hall 1:	Exhibit Space:
	
Capacity Chart and Floorplan of Exhibition Hall: <a href="https://www.internationalcentre.com/site_Files/Content/Facility/Exhibit-Space/Floorplans---Capacity-Charts/Capacity-Chart-and-Floorplan---Exhibit-Hall---Hall-1.pdf">https://www.internationalcentre.com/site_Files/Content/Facility/Exhibit-Space/Floorplans---Capacity-Charts/Capacity-Chart-and-Floorplan---Exhibit-Hall---Hall-1.pdf</a>	
For more details on Exhibition space, please visit: <a href="https://www.internationalcentre.com/facility/exhibit-space">https://www.internationalcentre.com/facility/exhibit-space</a>	

→ **DIRECTIONS** <https://www.internationalcentre.com/facility/directions>

→ **FLIGHTS**

**Toronto Pearson International Airport:**

Toronto is the capital of the province of Ontario and is Canada's largest city. More than 30 airlines link Toronto to over 180 destinations around the globe. The airport is located about 3 kilometers from the International Centre.

**Useful links:**

Website: [www.torontopearson.com/en/](http://www.torontopearson.com/en/)

Transportation & Parking: [www.torontopearson.com/en/transportation-and-parking](http://www.torontopearson.com/en/transportation-and-parking)

**Traveling to the International Centre from the airport:**

- ⇒ Limousines, taxis, and taxis for handicapped persons: [www.torontopearson.com/en/transportation-and-parking/taxis-and-limos](http://www.torontopearson.com/en/transportation-and-parking/taxis-and-limos)
- ⇒ Public Transit buses: [www.torontopearson.com/en/transportation-and-parking/public-transit-buses](http://www.torontopearson.com/en/transportation-and-parking/public-transit-buses)
- ⇒ Car rental: [www.torontopearson.com/en/transportation-and-parking/car-rentals](http://www.torontopearson.com/en/transportation-and-parking/car-rentals)

→ **TRAIN**

The Malton GO Station is located adjacent to The International Centre across the railway tracks. Please use the tunnel walkway between the Malton GO Station and The International Centre.

- ⇒ For current train transit times and locations, please call GO Transit at 1.888.438.6646 or visit [www.gotransit.com](http://www.gotransit.com).

→ **CAR & PARKING**

Parking located at the International Centre is free for all participants: <https://www.internationalcentre.com/facility/accessibility>

## HOTELS

We strongly recommend you make all your bookings through REVOLUGO or FOUR POINTS BY SHERATON TORONTO AIRPORT HOTEL.

**OPTION 1: REVOLUGO**

Preferential rates for ATMS 2022 attendees! We have negotiated the best rates for your accommodation with our partner REVOLUGO.

Advanced business events / BCI Aerospace has appointed Revolugo as the only official housing agency for ATMS 2022 to secure a large range of great accommodation solutions with exclusive discounts for the event.

**Book early through the platform below for the best deals via [this link](#)**

For any further information or group booking (9 rooms and more), please contact +33 (0)1-80-06-62-88 / [reservations@revolugo.com](mailto:reservations@revolugo.com)

**OPTION 2: FOUR POINTS BY SHERATON TORONTO AIRPORT**

ELEMENT BY WESTIN TORONTO AIRPORT

6257 Airport Road, Mississauga,

Ontario L4V 1E4 Canada

FOUR POINTS | [MARRIOTT.COM/YYZPA](http://MARRIOTT.COM/YYZPA)

ELEMENT | [MARRIOTT.COM/YYZEA](http://MARRIOTT.COM/YYZEA)

[VIRTUAL TOUR](#)

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## SAFETY MEASURES

Visitors are required to wear face masks while indoors, maintain 6' feet of physical distancing, adhere to capacity restrictions as posted outside each event entrance, submit contact information to the Event Organizer and partake in a health and safety screening assessment prior to entering the event. For a full list of Ontario's Phase 3 Guidelines, please [click here](#).

Find out about the latest public health measures, advice, and restrictions <https://covid-19.ontario.ca/public-health-measures>