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# Art Toronto

Exhibitor Services Package 2023

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## Important Exhibitor Deadlines

Booth Design Submission.....	July 4, 2023
Premium Lighting Confirmation.....	July 4, 2023
Exhibitor Furniture Rental Order Form.....	August 4, 2023
Final Booth Design Changes.....	August 11, 2023
Fire Safety Reply Submission.....	September 26, 2023
Exhibitor Account Balance Due.....	September 30, 2023
Exhibitor Staff Badge Registration .....	October 3, 2023
MTCC Parking Pass Orders .....	October 11, 2023
Health and Safety Form Submission.....	October 13, 2023
Marketing Material.....	Ongoing

## ART TORONTO 2023 Event Schedule

**NEW in 2023:** please review the changed dates/times of Fair hours.

### Show Set-Up:

Wednesday, October 25, 2023 ..... 10:00 am-Midnight  
Thursday, October 26, 2023 ..... 7:00 am-10:00 am

### Show Hours General Public:

Thursday, October 26, 2023.....3:00 pm-4:00 pm  
*(RBC VIP Preview)*

Thursday, October 26, 2023.....4:00 pm-6:00 pm  
*(Collector's First Look, McMichael Canadian Art Collection benefit)*

Thursday, October 26, 2023.....6:00pm-10:00 pm  
*(McMichael Canadian Art Collection benefit)*

Friday, October 27, 2023.....12:00 pm-8:00 pm  
*(VIP only from 11 am – 12 pm)*

Saturday, October 28, 2023.....12:00 pm-8:00 pm  
*(VIP only from 11 am – 12 pm)*

Sunday, October 29, 2023.....12:00 pm-6:00 pm  
*(VIP only from 11 am – 12 pm)*

### Show Dismantling:

Sunday, October 29, 2023 .....6:00 pm-Midnight  
Monday, October 30, 2023 .....12:01 am-12 Noon

## Marketing and Communications Information

**Deadline:** Ongoing

Amplify your gallery's presence at the fair by taking part in Art Toronto's 2023 marketing and communications campaign.

### Images and Information for PR and Marketing

Exhibitors are invited to submit images and content that will be used for media requests as well as content for Art Toronto's website and social media channels.

What are we looking for?

- Hi-resolution artwork images of work that you plan to exhibit at Art Toronto. Images files must be a minimum of 1MB, 300DPI and a minimum width of 1080 pixels.
- Information about artists, special installations, gallery history or other interesting stories. Media are especially interested in covering stories about the price of artwork, famous artists, unusual media, Canadian artists (living/deceased; domestic/abroad) and other engaging topics. This information can be submitted as a Media/Press Release or info sheet.

In the past, galleries who have submitted clear project details and images have been featured prominently in the fair's public relations and marketing campaigns. Though we cannot make promises, we comb these submissions with our PR Firm for story leads and promotion angles.

This year we are happy to offer paid social posts & e-blasts to our newsletter subscribers. Please see costs & details below:

Facebook Post - \$360 *14,700 total audience, 600 to 1000 avg impressions per post with 42 to 22 avg engagements*  
Instagram Post - \$480 *44,800 total audience, 2500 to 3200 avg impressions per post with 100 to 120 avg engagements*  
Instagram Story - \$220 *44,800 total audience, 600 to 1200 avg impressions per story*  
Dedicated newsletter - \$720 *16,000 total audience, 43% avg open rate*

You may submit images and exhibition/project details directly to Mark Savoia, Marketing and Communications Manager at [mark.savoia@informa.com](mailto:mark.savoia@informa.com).

### Year-round Updates

We would like to continue to promote your gallery throughout the year. Please be sure to send updates on exhibition openings and exciting news about artists on your roster to Mark Savoia, Marketing and Communications Manager at [mark.savoia@informa.com](mailto:mark.savoia@informa.com).

### Social Media

Connect with us on Facebook, Twitter, and Instagram. Let audiences know you are participating in Art Toronto by tagging our accounts. Be sure to include #ArtToronto and tag our accounts so we can re-post your content.

### Art Toronto Logo, Web Banner

Exhibitors have access to the Art Toronto logo and web banner for use in e-mails, e-newsletters and on your website. This may be downloaded directly from the Exhibitor Portal which will be sent through at a later date.

## VIP Show Hours

Art Toronto will open for VIPs and Invited guests exclusively on **Friday October 27, Saturday October 28, and Sunday October 29 from 11:00 am – 12:00 pm**. We ask that at least one staff member is present in your booth during this time.

## Complimentary Ticket Information

Depending on their booth type and size, exhibitors will receive one or more of the following types of complimentary tickets.

Please see the charts below for the quantities you will receive. These tickets will be made available as online tickets. More information and details on receiving your complimentary tickets will be available in September.

### **OPENING NIGHT – Thursday, October 26<sup>th</sup> 6:00-10:00PM.**

In 2023, we welcome the McMichael Canadian Art Collection as host of Art Toronto’s Opening Night celebration. Ticket sales will benefit the largest institution in the country dedicated to collecting and exhibiting Canadian art. With the benefit structure, food and drink will be served all evening.

Your exhibitor badge will allow you entry, and additional tickets are for purchase only. Select booth types will receive a limited number of complimentary tickets, based on their booth size, that can be shared with valued collectors and clients.

#### **Number of tickets received with booth type**

Main Exhibitor Booth: 200 sq. ft., 300 sq. ft., Project Spaces, VERGE, Discover, Hybrid .....	2
Main Exhibitor Booth: 400 sq. ft., 600 sq. ft. ....	4
Main Exhibitor Booth: 800 sq. ft. ....	6
Main Exhibitor Booth: 1200 sq. ft. ....	8
Arts & Cultural Institutions Booth .....	4

### **COLLECTOR’S PASSES**

Each exhibitor will receive complimentary Collector’s Passes with their booth. Collector Passes allow for unlimited entry Friday through Sunday including the VIP Hour at 11:00am daily. These tickets do **not** include entry on Thursday, October 26.

#### **Number of tickets received with booth type**

Main Exhibitor Booth: Content .....	4
Main Exhibitor Booth: 200 sq. ft, Project Space, VERGE, Discover, Hybrid .....	6
Main Exhibitor Booth: 300 sq. ft. ....	8
Main Exhibitor Booth: 400 sq. ft. ....	10
Main Exhibitor Booth: 600 sq. ft. ....	14
Main Exhibitor Booth: 800 sq. ft. ....	16
Main Exhibitor Booth: 1200 sq. ft. ....	20
Arts & Cultural Institutions Booth .....	10

## Booth Allocation and Customization

**Deadline:** July 4, 2023

Each exhibitor will receive a package containing information on their booth allocation including their positioning on the Art Toronto 2023 floor plan. This package will also contain information regarding:

- How to submit your booth design
- Walls and doors specification
- Lighting specifications
- Power outlets and electrical work
- Rules and regulations on booth display and signage
- Booth customization options, including:
  - Painting walls
  - Flooring
  - Furniture

This package will also be available for exhibitors to download from the Exhibitor Portal.

As booth designs are central to the planning of the show, the deadline for submitting individual booth design, including booth customization is **July 4, 2023**. For questions regarding your booth allocation and any customizations please contact the Art Toronto Team at [info@arttoronto.ca](mailto:info@arttoronto.ca)

## Internet & Audio-Visual Services

### Complimentary Exhibitor Internet

Art Toronto will provide complimentary Exhibitor WIFI access on the show floor. Onsite in your Exhibitor Registration Package you will receive log-in instructions, we ask that you keep this information confidential with those working in your booth only.

The WIFI provided is gauged at a transfer rate of 3 Mbps up and down per user which is suitable for:

- Internet browsing
- Sending and receiving e-mails
- Browsing online image galleries/catalogues
- Updating social media

NOTE: For access to outside servers, large file transfers, VPN's, remote desktops or playing video content, you will need to order additional internet access through the MTCC directly as outlined below.

### Additional Internet Access

- Wireless Internet access for exhibitors is \$395.00 + HST and includes unlimited wireless access for one computer or device from anywhere within the Metro Toronto Convention Centre for the duration of the event.
- Exhibitors must provide their own 802.11 WIFI capable equipment.
- Wired Internet Access is also available. For more information, visit the [Metro Toronto Convention Centre website](#).
- Show Management, exhibitors and attendees are prohibited from providing or distributing any wired or wireless (including cellular-based and 3G/4G wireless access points) Internet access within the facility without permission from the MTCC. Any installations that have not been granted permission in advance will be subject to removal without compensation.

**Orders for all telecommunication services are to be submitted by October 11, 2023 at [www.mtccc.com/order](http://www.mtccc.com/order)**

**NOTE:** Orders can also be placed on-site at the Exhibitor Services booth in the exhibit hall. Additional service charges may apply to orders placed after October 11.

### Audio Visual Rental Services

Please note the following for audio visual rental services:

- In-house audio/visual services are provided by Encore Canada [www.encore-can.com](http://www.encore-can.com).
- For pricing and information, please contact the audio/visual representatives at +1 416 585-8110 or e-mail [info-ca@encoreglobal.com](mailto:info-ca@encoreglobal.com).

## Booth Set-Up Hours and Procedures

### Booth Set-Up Dates and Hours:

Wednesday, October 25, 2023 from 10:00 am–midnight\*

Thursday, October 26, 2023 from 7:00 am–10:00 am

Shipments will not be accepted at the Metro Toronto Convention Centre prior to Wednesday, October 25 at 10:00 am.

Please instruct your shipper that due to space limitations, shipment by vehicles larger than 30ft will not have access inside the hall and therefore will be subject to delay.

**\*Your move in time depends on your booth size and location and will be sent to you in early October by Show Management.**

### Booth Set-up Shipper or Delivery Access Procedure

The MTCC offers a free, fast track online reservation system called Voyage Control for booking a guaranteed offloading time.

The benefits of registering and booking through Voyage Control include:

- The ability to drive directly to the West ramp for your allotted time slot.
- Your online booking will give you a dedicated space and time slot for your vehicle.
- You can schedule a Move-In or Delivery time for of your show items from anywhere and choose an available time convenient for your needs.
- Receive Up to date communication from the MTCC Dock Staff.

**Move-In registration opens in early October. Detailed instructions will be e-mailed to you when the voyage control portal is live and ready to accept bookings for your designated move-in time.**

**Please note: All exhibitors must book using the online registration process as there is no marshalling yard.**

Exhibitors arriving without a vehicle and not carrying any large items will report to the security at the entrance of 255 Front Street West, North Building, Exhibit Hall B. The security personnel will direct you to the exhibitor registration desk.

### Exhibitor Registration Desk

Before entering the facilities during the Set-up, all related personnel must stop at the exhibitor registration desk to receive their exhibitor package including their passes and other important exhibitor information. Exhibitors will be required to sign the Release of Liability Agreement before having access to the show floor. Upon registration you will be directed to your booth. The exhibitor registration desk is located in the lobby level 200, next to the Hall B escalators.

### Empty Crate Storage

After installation, your crates are to be removed for storage during the exhibition. All crates must be completely empty. For identification, we require that you securely affix one EMPTY crate label to each crate. These labels must be completely filled out to include your gallery name, booth number, contact name and phone number. Crate labels are to be picked up at the exhibitor registration desk during the set-up. **You will not have access to these crates until they are returned to your booth upon show conclusion.**

### Onsite Art Handling, Storage & Shipping

As the official art installation supplier to Art Toronto, *museumpros* offers on-site storage, handling and installation services, as well as shipping and crating. For more information, please contact Matt. (P) +1 416 588-0568, (E) [info@museumpros.com](mailto:info@museumpros.com)

## Booth Dismantling Hours and Procedures

### **Booth Dismantling Dates and Hours:**

Sunday, October 29, 2023 from 6:00 pm–midnight

Monday, October 30, 2023 from 12:01 am–12 noon\*

\*Any loading after Monday, October 30 at 12 noon, will be at the exhibitor's own expense.

All artwork must be crated and/or clear of the booth area before midnight on Sunday, October 29.

Please be aware that during show dismantling, security guards are not able to check what artwork is being crated and for whom. Please be alert and do not leave the premises until all of your artwork is crated, packaged, labeled and ready for shipping.

Further dismantling information will be delivered to your booth on Sunday, October 29, 2023.

### **Booth Dismantling: Shipper and Delivery Access and Procedure:**

Once exhibitors have completely dismantled, packed up and are ready for loading, they are instructed to visit the Art Toronto staff at the West Ramp Desk (south/west corner of the exhibit hall) where a Voyage Control booking will be created for them and a pass will be generated.

Between 8:30 pm – 9:30 pm depending on floor readiness, the overhead loading door will be opened and vehicles with Voyage Control passes will have access to the venue via the West Ramp. Once you have your Voyage Control Pass, you may proceed to bring your vehicle directly to the West Ramp for your assigned time. The driver will have the pass scanned at the bottom of the West Ramp to be checked in.

All crated artworks and exhibit materials must be removed by 12:00 pm on Monday, October 30. Please ensure you have made arrangements with your shipper to remove your goods from the floor at this time. The official carrier will remove all materials left on the floor past 12:00 pm, at the owner's expense.

## Shipping Guidelines

Art Toronto operates using Tariff Item 9993.00.00.00 / Customs Memorandum D17-1-5 which gives the fair exhibitors a special status of being able to bring artworks duty-free temporarily across the border for on-site clearance by Art Toronto's official customs must be re-exported within the required time frame (prior to Friday, December 9<sup>th</sup>, 2023). For sold artworks remaining in Canada, HST (13% Harmonized Sales Tax) will apply.

To simplify the import process and ensure a smooth entry process, international exhibitors should follow the requirements outlined in the Customs Letter of Recognition. To receive a copy of this letter, please contact Emma Fried at [Emma.Fried@informa.com](mailto:Emma.Fried@informa.com).

For any specific scenarios such as driving artworks across the border, or hand-carrying artworks on plane, please contact our office directly for further information about trouble-free entry into Canada.

## Shipments

Please ensure shipments are clearly addressed to:

Art Toronto

c/o Metro Toronto Convention Centre, North Building, Halls A,B 255 Front Street West Toronto, ON M5V 2W6 Canada

All shipments must include your exhibitor company name, booth number, mobile phone number, and cannot arrive at the MTCC prior to your assigned move-in date. Shipments can be sent early, but they'll be held in a bonded warehouse with additional charges due.

## Customs and Shipping Information

For the convenience of exhibitors requiring customs clearance services, arrangements can be made with Academy Customs & Traffic Inc. Exhibitors requiring transportation and freight services, arrangements can be made with Museumpros, the Officials for Art Toronto. Museumpros will be contacting exhibitors to see if and how they can assist with transporting exhibitors' goods to the fair.

For more information, please review the [Museumpros Import / Export Rate Sheet \(PDF\)](#). To receive additional information or obtain quotes, please email either [info@museumpros.com](mailto:info@museumpros.com) or [logistics@museumpros.com](mailto:logistics@museumpros.com) or call +1 416 588-0568.

## Shipping Guidelines (continued...)

Museumpros together with Academy Customs & Traffic Inc. can provide the following services:

- All modes transportation rate quotations
- All transportation arrangements, door-to-show site
- Post the required bonds and securities with Canada Customs
- Customs clearance
- Co-ordinate and supervise delivery of your materials to the show site on the designated move-in day
- Provide on-site staff to advise and assist you on all aspects of customs and freight from move-in, for the event's duration, to move-out
- Prepare all customs and freight documentation for re-export
- Arrange and supervise outbound transportation from show
- Arrange Customs clearance and delivery, if required, at ultimate destination

## Customs Regulations

Each exhibitor is responsible for the payment of any duties and taxes on their own shipment unless arrangements are made with the customs broker prior to the show. Exhibitors are responsible to Museumpros for all customs and freight charges incurred on their behalf.

For all sales at Art Toronto, exhibitors should charge their clients the full HST (Harmonized Sales Tax) amount of 13%. Exhibitors should avoid charging clients a flat, "tax included" rate on sales. It is important that your buying clients clearly understand the price of the artwork itself as well as the 13% tax that is due on top of the purchase price. The final sale price of an artwork should not be less than the value listed on the original import customs paperwork. Museumpros can answer any questions regarding the HST, as well as assist with remittance of this tax at the conclusion of the fair.

For the duration of the event, the exhibit premises are a Customs-bonded area. Therefore, no display items may be removed from the show area without the knowledge and consent of Museumpros, Canada Customs and Event Management. All international shipments will be customs cleared at the show site.

## Exhibitor Staff Badge Registration

**Deadline:** October 3, 2023

Exhibitor staff badges are exclusively for gallery staff. If you wish to bring a gallery artist, collector or family member please use one of the complimentary admission tickets provided by Art Toronto.

**Exhibitor staff badges are used for security purposes and restrict unauthorized persons from facility access and must be worn at all times and be clearly visible to security personnel.**

Exhibitor staff badges allow the bearer access to show facilities during show set-up, VIP hours, public days and dismantling hours.

The chart below outlines how many exhibitor staff badges are received with each booth. Information on how you will register for the exhibitor staff badges will be provided to you by July 21, 2023, and registration will close on October 3, 2023.

### Number of Exhibitor Staff Badges Included per Booth Size

Content .....	2
Project Space, VERGE, Discover, Hybrid .....	3
Main Exhibitor Booth 200, 300 & 400 sq. ft. ....	4
Main Exhibitor Booth 600 sq. ft. ....	6
Main Exhibitor Booth 800 & 1200 sq. ft. ....	8
Arts & Cultural Institutions .....	3

### Lost or Additional Exhibitor Staff Badges

The quantity of additional exhibitor staff badges that a gallery may purchase in addition to the amount already provided is outlined in the chart below.

### Number of Additional Exhibitor Staff Badges that may be Purchased per Booth Size

Content .....	2
Project Space, VERGE, Discover, Hybrid .....	2
Main Exhibitor Booth 200, 300 & 400 sq. ft. ....	2
Main Exhibitor Booth 600 sq. ft. ....	3
Main Exhibitor Booth 800 & 1200 sq. ft. ....	4
Arts & Cultural Institutions .....	2

**Lost and additional badges are subject to a \$50 CAD replacement or purchasing fee. Please note additional badges will only be available to purchase starting on Friday, October 27 at 10:00am at the onsite Show Office in room 204.**

If you require more exhibitor staff badges, please contact Emma Fried at [emma.fried@informa.com](mailto:emma.fried@informa.com).

Please note these badges are issued subject to the written or attending authorization of the gallery director or representative in your exhibit space. Upon arrival, exhibitors may be asked to show ID. Please come prepared.

**Exhibiting Artist Admission Passes** Each exhibitor can register up to four complimentary admission passes for artists. Artist Passes will be available for booking after September 1 via an online order form. Artist Passes do not act as exhibitor staff badges and are valid for entry any one day Friday, Saturday or Sunday (they do not permit re-entry).

## Set-up and Dismantling Pass Information

For exhibitors requiring outside set-up and dismantling assistance you will receive temporary passes on-site for additional staff that **do not already possess an exhibitor staff badge**. These temporary passes will only be valid on the following days and hours:

### **Move In/Set-Up Pass:**

Wednesday, October 25, 2023 from 10:00 am–Midnight

### **Move Out/Dismantling:**

Sunday, October 29, 2023 from 6:00pm-Midnight

Monday, October 30, 2023 from 12:01 am – 12 noon

\* Exhibitor passes grant the bearer access during the move in/set-up and move out/dismantling dates and times.

\* There is no entry to the show floor for anyone who does not have an exhibitor staff badge or set up/ dismantling pass visible.

## Merchandise Pass Information

Merchandise passes will be distributed to the gallery director or representative at exhibitor registration during show set-up. These passes are required for removal, client pick-up or shipping of any artwork during the show. Please ensure this form is filled out in its entirety.


**Art will not be permitted to leave the show facilities without the accompaniment of a fully completed and signed merchandise pass.**

A completed merchandise pass must include:

- date
- booth number
- gallery name
- description of artwork
- client information
- signed representative name

The pink copy of the merchandise pass is retained by the exhibitor. Upon exiting, the client submits the yellow and white copies of the merchandise pass to security. The merchandise pass is for security purposes only and does not function as a sales receipt. Additional merchandise passes are available in the show office.

During the show, exhibitors wishing to remove artwork must also submit a merchandise pass for any item(s) leaving the facilities. **Please note that some printed materials (such as catalogues, magazines, and books) will also require a merchandise pass.**

		<b>Merchandise Pass</b>	
Client Information			
Name		Date	
Address		City	
Prov/State		Postal/Zip	
Description		E-mail	
<small>[Artist and Media]</small>			
Shipper Information			
Name			
City/State			
No. of Pieces:	Gift Shop	Box	Painting(s)
			Sculpture(s)
			Other
Exhibitor Information			
Booth Number			
Gallery			
Gallery Representative			
Signature			
Please print unless otherwise stated.		White Copy	Art Toronto Client
		Yellow Copy	Exhibitor
		Pink Copy	

All art displayed, and/or sold at Art Toronto is the sole responsibility of the individual exhibitor. Art Toronto representation, guarantee, or warranty concerning the authenticity or value of any individual artwork presented at the fair.

All buyers, and/or prospective buyers are advised to seek the appropriate authentications, proveniences, warranties, and/or guarantees from the specific exhibitor prior to, or at the time, each purchase is made. Art Toronto disclaims liability for any defects in the sale of works of art by any of the exhibitors at the fair.

## Payment Information

**Second Payment:** July 1, 2023

**Final Payment:** September 1, 2023

Please note the following information when issuing payment to Art Toronto:

- Your Payment Plan can be found on page 2 of your Exhibitor Contract.
- As stated on your Exhibitor Contract the credit card/cheque provided will be charged/ deposited on each payment plan date.
- All payments are to be made to Informa Canada Inc.
- All payments are to be made in Canadian funds. Wire transfer is preferred for galleries located outside of Canada. Please note the wire transfer fee must be paid by the exhibitor in addition to the payment amount.
- US cheques and/or other foreign payments will be converted to Canadian dollars at the rate current at the time of receipt. Cheques issued by a bank located outside of North America will not be accepted.
- Art Toronto accepts credit card payment by Visa, MasterCard and American Express.
- Credit card information that is submitted via e-mail will not be deemed valid due to data insecurity and PCI compliance.

For information about your payments, please contact:

[arinformaexhibitions@informa.com](mailto:arinformaexhibitions@informa.com)

## Other Useful Information

### Restaurants

Art Toronto takes place at the Metro Toronto Convention Centre located in the Entertainment District of downtown Toronto. This area is well known for its variety of restaurants which showcase world cuisine that vary from casual to extravagant dining experiences, lounges to nightclubs. More information will be available from the Show Office on-site.

### Accommodation

Art Toronto has secured preferred rates at nearby hotels, please see rates & booking links below:

[Ace Hotel 25% off Classic Rate](#)

[Hyatt Regency \\$289](#)

[Intercontinental Hotel \\$299](#)

If you have questions about accommodation, please e-mail [savannah.morin@informa.com](mailto:savannah.morin@informa.com)

### Transportation

There are a variety of ways in which to get around downtown Toronto. Subway, bus and streetcar are all maintained by the Toronto Transit Commission (TTC). An express train from Pearson International Airport (YYZ) to Union Station is available. Visit [upexpress.com](http://upexpress.com) for ticket and schedule details.

Beck Taxi: +1 416 751-5555

Airport Taxi Service: +1 416 246-1111

Diamond Taxicab: +1 416 366-6868

Uber and Lyft are also available in the Metro Toronto area.

**\*Please note – there are a multitude of construction works happening in and around the city – expect traffic to be heavier than usual\***

### Parking

The Metro Toronto Convention Centre provides pay parking facilities at two locations:

255 Front Street, Toronto ON, M5V 2W6

222 Bremner Boulevard, Toronto ON, M5V 3L9

Exhibitors who park two days or more can guarantee space in the MTCC garage by pre-purchasing an exhibitor pass prior to the event. A form at [www.mtccc.com/order](http://www.mtccc.com/order), may be completed and submitted online and the pass picked up upon show move-in and set-up. Order by October 11, 2023, to qualify for the advance pricing.

Other pay parking facilities can be found along: Front Street; Wellington Street; and York Street. Look for the Green-P symbol for Parking.

### Accessibility

The Metro Toronto Convention Centre is fully accessible to persons with disabilities and complies with the requirements of the Accessibility for Ontarians with Disabilities Act (AODA).

### Business Services

museumpro is our dedicated art handler. They will be available on-site to assist with installation, storage, and shipping among other services. We can also direct you to priority shipping companies, grocery stores and pharmacies located within walking distance.

## Insurance

AXA is the preferred art insurer for Art Toronto, and we thank them for their support of the show.

AXA XL, a division of AXA, is one of the largest mono line fine art carriers in the world. We have the knowledge and expertise to help you better protect treasured possessions. Our fine arts professionals have built a solid foundation based on years of industry experience in understanding the value, both financial and sentimental, when it comes to safeguarding a collection. We partner with those who move the world forward.

To learn more, please visit [www.axaxl.com](http://www.axaxl.com).





## Important Contacts

### **For Inquiries about Billing and Payments:**

Billing: [informaexhibitions@informa.com](mailto:informaexhibitions@informa.com)

Payments: [arinformaexhibitions@informa.com](mailto:arinformaexhibitions@informa.com)

### **For all other Inquiries about Show Participation:**

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## Occupational Health and Safety Declaration

**Deadline:** October 13, 2023

Show floor safety is everyone's responsibility. All participants at Art Toronto 2023 must comply with the legislation contained in the *Occupational Health and Safety Act* and its applicable regulations, which is governed by the Ontario Ministry of Labour, Training and Skills Development. Each gallery is required to submit a declaration stating that they have read and understand the health and safety regulations. This declaration will be available on the [Exhibitor Portal](#).

### **General Show Floor Safety Regulations:**

- All incident/accidents that occur on-site must be reported to security and show management immediately. Show Management will be located in on Level 200.
- Galleries must avoid the use of hammers to limit vibration that may dislodge neighbour's artwork.
- For fire and medical emergencies, you must follow the facility's emergency response procedure (see next page).
- No persons under 16 years of age are allowed on the show floor during move-in/move-out.
- Freight free aisles and emergency exits must be kept clean and clear of any materials at all times.
- Only authorized vehicles are allowed on the show floor. Vehicles require a spotter to escort the vehicle and for all reversing vehicles. Maximum speed is walking speed. Keep vehicle idling to a minimum.
- Do not stand on tables, chairs, boxes, etc.
- Proper fall protection equipment (i.e. CSA approved tether and safety harness) must be worn when working at heights over 3 meters (10 feet).
- Ladders are not to be used as working platforms for work over 3 meters high (10ft).
- All work areas/booth spaces are to be kept clean and in reasonable order. Please put your garbage in the appropriate waste containers.
- All booth personnel involved with the move-in and/or move-out process (especially material handling) must wear personal protective equipment wherever exposure to head or foot injury is possible. Proper footwear must be worn during both move-in and move-out.

## Emergency Procedures

For fire and medical emergencies, the contact phone number at the Metro Toronto Convention Centre is +1 416 585-8160 or 8160 from the nearest house phone. **DO NOT CALL 911** as responding emergency staff (police, ambulance, and fire department) will not know the precise location required. Emergency numbers are posted at all house phones.

**If you see fire or smoke** leave the area immediately (close the doors behind you) and pull the nearest fire alarm.

**If you hear a fire alarm** be aware the fire alarm system in the MTCC has a two-stage alarm.

### Stage One “Alert Signal” (Slow Beeping) – Investigation of Alarm

- Admittance to the show to be halted.
- Overhead announcements will inform the public that building security is aware of the alarm and they are investigating the problem. Exhibitors should prepare to evacuate.
- Once Toronto Fire Department (TFD) is satisfied that no danger exists, the Fire Captain will instruct building security to silence the alarm.

### Stage Two “Fast Beeping” – Evacuation

- If the TFD determine the facility must be evacuated, the alarm tone will change/quicken. Overhead announcements will be made to exit the facility in an orderly fashion via the nearest exit.
- Do not use elevators to exit the building. If you encounter smoke in the stairway, use an alternate exit.
- Do not attempt to remove vehicles from parking garage or loading docks.
- Coat check will be closed until the emergency is over and the “All Clear” announcement has been made.
- If you require special assistance in evacuating the building, you are to report to an *Area of Refuge*. If you are located on the Show Floor, Level 300, meet the MTCC personnel at the top of the main escalator in front of the Information Desk. If you are located on Level 200, meet the MTCC security personnel at either the west side of the building by the Second Cup entrance, or on the east side of the building, just before entering the Intercontinental Hotel.
- Exhibitors should gather in the park across from the venue on Front Street on the east side of the CBC building and wait for further instructions.
- Once the TFD advises it is safe to re-enter the facility, the following re-entry procedure will occur: MTCC staff and security will return to their posts.
- Show Management staff will return to their duties.
- Exhibitors will return to their booths
- Attendees will be permitted to re-enter the exhibit hall (if it is a show day).

## Event Security Services

Show management will provide 24-hour uniformed security guard service, from the beginning of booth set-up on Wednesday, October 25, 2023 at 10:00 am and will cease upon conclusion of dismantling on Monday, October 30, 2023 at 12 noon.

**Please be aware that during show set-up and dismantling security guards are not able to check what artwork is being brought in or out, what is being crated and for whom. Therefore, please be alert and make sure you do not leave the premises until all of your artwork is either hung, stored, crated or packaged, labeled and ready for shipping.**

Upon show opening nothing can be removed from the show facilities unless accompanied by a merchandise pass.

After booth set-up, exhibitors will not have access to the show floor after close of show until 1 hour prior to show open the following day. Exhibitors needing to access the show floor earlier in the morning may sign up for access through the Show Office. Security will refuse access to all personnel who do not have show management permission to access the show floor prior to 1 hour before the show opening. Exhibitors may access the show floor at 10am on Friday, Saturday and Sunday.

Exhibitors wishing to obtain additional security services, please contact the Art Toronto office.