



CJG Buying Show 2022

August 12-14, 2022

Exhibitor Manual

Delta Hotels Toronto Airport & Conference Centre
655 Dixon Road, Toronto ON

EXHIBIT DETAILS

Exhibitor Booth Rate – \$1,500 (single booth)

Booth spaces are available in a variety of sizes (single, double, triple, quad) and locations (corner and end caps). See chart for pricing.

Regular Booth		Corner Booth	
Size:	Price:	Size:	Price:
Single Booth	\$1,500	Corner/Single Booth	\$2,000
Double Booth	\$2,250	Corner/Double Booth	\$2,500
Triple Booth	\$3,375	Corner/Triple Booth	\$3,750
Quad Booth	\$4,500	Corner/Quad Booth	\$5,000

One booth space includes:

- 8' x 10' fully draped booth with table(s), chair(s), booth space, and show security.
- One Exhibitor Badge for entrance to the Buying Show, lunch on Saturday and Sunday.
- One ticket to each of:
 - o President's Social (Saturday evening)
 - o Gala Dinner (Sunday evening)
 - o Post AGM Cocktail Party (Friday evening)

Exhibit Dates & Times

Move in: Friday, August 12 from 12:00 (noon) – 7:00 pm

You must check in at registration before setting up your booth. Ensure that you and your staff have photo ID with you.

Move out: Sunday, August 14 at 5:00 pm.

Access to Buying Show floor:

Saturday, August 13 from 7:00 – 9:30 am

Sunday, August 14 from 7:00 – 9:30 am

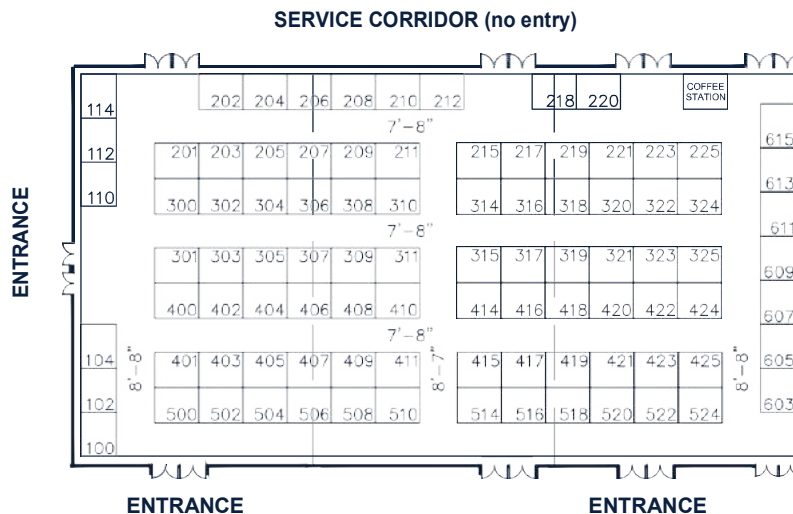
Buying Show Hours

Saturday, August 13 – 9:30 am to 5:00 pm

Sunday, August 14 – 9:30 am to 5:00 pm

EXHIBITOR FLOOR PLAN

Exhibitor space will be allocated on a first paid, first served basis. Please identify your top three preferred booth spaces in the registration form. We cannot guarantee availability of your preferred booth spaces.



STRONCO SHOW SERVICES

905-270-6767 | 1-800-665-2621

Stronco will be handling all show services, which is included in your booth cost. Your booth cost includes signage identifying your booth and tables. Any items, such as additional tables, showcases, etc. must be ordered through Stronco in advance of the show, will be charged to your company, and are payable directly to Stronco. **Orders cannot be accommodated at the show.**

Please see attached Stronco order forms for additional information. Submit your completed form to Sharon Ryan Sharon.R@stronco.com before June 30, 2022.

CUSTOM BROKER SERVICES

905-270-6767 | 1-800-665-2621

Information about customs brokerage and advance shipping is included in the Stronco Exhibitor Kit. Please see attached Stronco order forms for additional information.

Submit your completed form to Sharon Ryan Sharon.R@stronco.com before June 30, 2022.

ENCORE GLOBAL for LIGHTING and ELECTRICAL

905-366-9200 | 1-800-868-6886

Encore Global will be providing temporary electrical power and display lighting. **You must order in advance of the show.** Technicians will be on-site until the show begins. Lighting is not included in the booth price.

Please see attached Encore Global order forms for additional information. Submit your completed form to michael.luke@encoreglobal.com before June 30, 2022, for advanced discount pricing.

Copy michelle@canadianjewellerygroup.ca with any orders placed with Encore or Stronco. This will help us facilitate

MALCA-AMIT ONSITE SHOW SECURITY / SECURE LOCK-UP ARRANGEMENTS

416-362-9643

Malca-Amit will be providing onsite security during show hours and lock-up facilities/security overnight beginning Friday, August 12 at 12:00 pm until Sunday, August 14 at 11:00 pm at no extra charge for all suppliers.

To allow Suppliers to attend the Gala on Sunday evening, lock-up onsite storage will be available until 11:00 pm at no additional cost.

Upon request Malca-Amit will store jewellery overnight at a secure offsite location and provide return delivery to the hotel at 8:00 am on August 15 or client pick-up at Malca-Amit Toronto Downtown office by 11:00 am on August 15. Please contact Malca-Amit directly for secure lock-up and delivery information.

ENCORE GLOBAL for LIGHTING and ELECTRICAL

905-366-9200 | 1-800-868-6886

Encore Global will be providing temporary electrical power and display lighting. **You must order in advance of the show.** Technicians will be on-site until the show begins. Lighting is not included in the booth price.

Please see attached Encore Global order forms for additional information. Submit your completed form to michael.luke@encoreglobal.com before June 30, 2022, for advanced discount pricing.

Copy michelle@canadianjewellerygroup.ca with any orders placed with Encore or Stronco. This will help us facilitate the set up of the room.

SHOPPING INCENTIVES

We expect all Suppliers to participate in buying incentives to promote attendance and sales at the show.

Here are some of the incentives:

Show Specials:

these should be specific to the CJG Buying Show 2022 and only available at the CJG Buying Show 2022.

Thermometer Event:

creates excitement and drives sales of particular item(s); as sales of the particular item(s) increase, so does the discount.

Booth Giveaways:

attract Retailers to your booth with a giveaway that will grab their attention. Add signage to your booth outlining the prize, how to enter, and when the draw(s) will take place (daily at 4:45 pm or on Sunday at 4:45 pm?).

Free Shipping:

no additional shipping charges for orders placed at the CJG Buying Show 2022.

ADDITIONAL INFORMATION

Hotel & Travel

Delta Hotels Toronto Airport & Conference Centre

655 Dixon Road, Toronto ON

Book your room under the group name, Canadian Jewellery Group or CJG or CJG Buying Show, before May 31, 2022, to receive the group rate of \$149 per night for a standard room.

Reservations Department:

Hotel Direct Line: 416-244-1711

Reservation Line: 1-800-668-3656

Identify yourself as being with the Canadian Jewellery Group or CEG or CEG Buying Show.

Air Travel

Air Canada

Save up to 10% on your flight to the CJG Buying Show 2022!

Use this code when booking your flight on AirCanada.com: UTNHJEE1

WestJet

Save up to 10% on your flight to the CJG Buying Show 2022!

Use this code when booking your flight at www.westjet.com/conventions: OD5T8SD

If booking via a Travel Agent, please also use Promo Code YBB79

Event Information

Education Day

Featuring speakers on hot topics generated from our CJG nationwide survey. The survey data will be revealed showcasing CJG Retailer answers to a spectrum of survey question. This will be presented and discussed so that members get the most benefit from their participation.

Please note that Education Day will take place BEFORE the show floor opens. You will not be missing out on any floor time by attending Education Day!

President's Social – "It's 5 O'clock Somewhere!"

Can't find the time to get to the beach... we'll bring the beach to you. Join the good vibrations and a change in latitude where appetizers and funky cocktails will wash all your cares away! Ideal dress includes your summer finest... shorts and Hawaiian shirt or your favourite sundress. Don't forget your flip-flops, sunglasses, or favourite beach hat.

Gala Dinner

Enjoy a fabulous sit-down dinner to conclude the weekend and to celebrate award recipients!

CJG BUYING SHOW 2022 SCHEDULE

Friday, August 12, 2022

10:00 am – 4:00 pm	Loading Bay and freight elevator appointments will be assigned.
12:00 pm – 7:00 pm	Move-in for Exhibitors Suppliers may access the floor for set up. Please be sure all staff are registered and have badges to access the show floor.
1:00 pm – 5:00 pm	Education Day
5:00 pm – 7:00 pm	Dinner on own
7:00 pm – 8:00 pm	Annual General Meeting for the Canadian Jewellery Group
8:00 pm – 11:00 pm	AGM Cocktail Reception

Saturday, August 13, 2022

7:00 am – 9:30 am	Access to Buying Show for Exhibitors only! Please be sure all staff are registered and have badges to access the show floor.
8:00 am – 9:30 am	Breakfast(name badge required to access food services)
9:30 am – 1:00 pm	Espresso Bar
9:30 am – 5:00 pm	Buying Show opens!
11:30 am – 1:30 pm	Lunch (lunch will be provided for all registered attendees)
4:00 pm – 5:00 pm	Wine Sampling
5:00 pm	Show Floor closes
6:00 pm – 7:00 pm	Cocktail Reception
7:00 pm – 10:00 pm	President's Social – "It's 5 O'clock Somewhere!"
10:00 pm – 12:00 am	After Party Cocktails

Sunday, August 14, 2022

7:00 am – 9:30 am	Access to Buying Show for Exhibitors only! Please be sure all staff are registered and have badges to access the show floor.
8:00 am – 9:30 am	Breakfast(name badge required to access food services)
9:30 am – 1:00 pm	Espresso Bar
9:30 am – 5:00 pm	Buying Show opens!
11:30 am – 1:30 pm	Lunch (lunch will be provided for all registered attendees)
4:00 pm – 5:00 pm	Wine Sampling
5:00 pm	Show Floor closes and Booth tear down
6:00 pm – 7:00 pm	Cocktail Reception
7:00 pm – 10:00 pm	Gala Dinner Enjoy a fabuloussit-down dinner to conclude the weekend and to celebrate award recipients!
10:00 pm – 12:00 am	After PartyCocktails Dancing & Cocktails

TERMS AND CONDITIONS

- Exhibitors will be required to abide by all rules and regulations as established by the Canadian Jewellery Group (herein called Management).
- Management reserves the right to reject or prohibit exhibits, or exhibitors whom management considers do not meet the goals of the CJG Buying Show, or to relocate exhibitors when in management's opinion such moves are necessary to maintain the quality, traffic flow, character and good order of the show. Exhibitor agrees to abide by all rules adopted by management, and that management shall have the final decision in adopting any rules and regulations deemed necessary prior to, during and after the show.
- Exhibit space may not be transferred or sublet without the written permission of management.
- Exhibits must be wholly contained within the exhibit space. Sales activity, demonstrations and distribution of any printed matter, souvenirs, or any other materials shall be confined to exhibitor's booth.
 - All exhibit items are to be placed within your designated booth space and must not encroach or obstruct the aisle or the neighbouring booths; and/or each exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of exhibit.

All display fixtures over 4'0 (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoin exhibit, must be confined to that area of the exhibitor's space which is at least 5'0" (1.52m) from the aisle line; and/or
 - Your exhibit must not block the sight line of neighbouring exhibitors. Any display materials over 3ft (0.91m) in height must be placed at the rear of the booth, not more than 3ft (0.91m) from the back wall. These guidelines apply regardless of the number of linear booths you occupy.
- In the event that the exhibitor fails to make all payments at the time appointed herein, all rights of the exhibitor shall cease and terminate and any and all payments on account hereof prior to said time may be retained by Management as liquidated damages and not as penalty, and Management may rent the space to other exhibitors.
- Outside food and beverage products are not permitted into the Hotel's function rooms.
- The exhibitor shall not conduct him/herself or operate any equipment at a level of sound that is determined at the sole discretion of management to be detrimental to the welfare of the show or other exhibitors.
- No displays or exhibit materials will be accepted by the Hotel more than 48 hours prior to your set-up date. The Hotel reserves the right to refuse delivery of any such materials shipped without prior consent. Should prior consent be given, the Hotel will NOT accept any liability for goods while in storage. The Hotel WILL NOT be liable for any additional costs for shipments that are refused due to lack of prior approval. Arrangements for the above must first receive approval in writing from the Convention Services Manager. As storage is limited, exhibit, display or goods for large shows must have additional storage space arranged prior to arrival. All the clients are to have facility approved Floor Plans with the actual measurements prior to set up or move-in, if any required.
- Merchandise will be accepted by the Hotel on August 10-11 only. The Hotel reserves the right to refuse delivery of any materials shipped without prior consent. The Hotel will **not** accept liability for goods while in storage and will **not** be liable for any additional costs for shipments that are refused due to lack of prior approval. Arrangements must receive approval in writing from the Convention Services Manager.
- Materials shipped to the Hotel must be clearly labelled as follows:**

Attention: Convention Services Manager
Delta Hotel by Marriott Toronto Airport & Conference Centre
655 Dixon Road, Toronto, Ontario M9W 1J3
Hold for: CJG Buying Show 2022 and Plaza ABC
Dates: August 12-14, 2022
Number of pieces: 1 of 4
- Exhibitor Company, Contact Name, Address (in full) and Phone Number
- All displays, exhibits, materials, and merchandise must be brought into the Hotel via the Receiving entrance on the southeast side of the building.
- Loading bay and freight elevator appointments will be available by request and scheduled on Friday, August 12 between 10:00 am – 4:00 pm. Please be on time for your loading bay and freight elevator appointments. Late arrivals will be slotted in later **if possible**. Freight elevator measurements are as follows: 6' wide x 12' deep x 7½' high.
- Transportation of materials in-house must be on rubber wheeled dollies supplied by the exhibitor. Material handling is also the responsibility of the exhibitor. Contact Stronco at 905-270-6767 or 1-800-665-2621 for more information.
- The Escalator and Passenger Elevator are not to be used for transporting freight or equipment. This includes easels, chairs, tables, etc.
- The exhibitor agrees that no display may be dismantled, or goods removed during the entire show run, and must remain intact until closing on the last day. Dismantling, loading and departure of displays and exhibits must be accomplished immediately following the conclusion of the function. If exhibits have not been removed from the Hotel by the time agreed upon, the Hotel will have them removed at the expense of the exhibitor, and the Hotel will not be responsible for any loss or damage done during the removal. Contact Stronco for more information. (905-270-6767)
- After the show exhibitors must arrange for the pick-up of their exhibit materials immediately following the end of the show. All paperwork and phone calls are the responsibility of the exhibitor. The Hotel does not have facilities to store exhibit materials.
- The exhibitor agrees to comply with all applicable privacy laws, including the Personal Information and Electronic Documents Act (Canada, the "Privacy Laws") and particularly in respect to any personal information about an identifiable individual collected, used or disclosed during or in connection with the show.
- Reasonable security shall be always provided on the show premises, primarily to assure public safety. Exhibitor's property shall be placed on display at its own risk and Management assumes no liability for loss of damage thereto. The exhibitor shall assume all responsibility for loss or damage to his property due to theft, fire, flood or any other cause beyond the control of management.
- The exhibitor agrees to indemnify and save Management and any of its agents, partners, employees or sponsors, harmless from any damage, liability, claim, cost or expense (including legal fees) whatsoever arising from any injury or damage to said exhibitor, their agents, employees or invitee, or to other exhibitors or their property, and/or from any breach by said exhibitor, their agents or employees of any applicable Privacy Laws. Exhibitors shall be liable for any damages to the building or furniture and fixtures contained therein, or the approaches and entrances therein, or the approaches and entrances thereto, by virtue of the terms of this agreement. This also extends to any materials used for management's demonstration and sales activities.
- Exhibitors shall provide to Management a Certificate of Insurance issued by their insurance agent/broker (this Certificate is generally available at no additional cost). This Certificate must certify that the Exhibitor has General Liability Insurance that is effective between the Move-In and Move-Out dates and that the amount of this insurance is no less than \$1,000,000. Exhibitors who have not supplied this Certificate will not be allowed to Move-In.
- In the event the building should be destroyed by fire or the elements, or if any other circumstances whatsoever should occur which might make it impossible for Management to permit exhibitors to occupy the premises or if the show is cancelled, the exhibitor shall pay for space only for the period the space was or could have been occupied, and Management will in no way be responsible for any claims or damage which might arise in consequence thereof.
- Exhibits must comply with fire regulation. All display materials must be fireproof.
- The sale of articles is prohibited unless articles bear the label of a recognized testing laboratory, such as C.S.A., C.G.A., or U.L. of C. or has been locally approved by the Minister having jurisdiction and must abide by all copyright and trademark laws as they may apply. In Manitoba, contact the Department of Labour, or the Canadian Standards Association at 204.632.6633.
- Management reserves the right to appoint all show services and will make all information available to exhibitors. Such items as carpets, furniture, etc. may be rented from display contractors. **SUCH ITEMS ARE NOT COVERED BY THIS CONTRACT.**
- This contract may only be cancelled by either party provided notice in writing is received by the other, at least ninety (90) days prior to move-in day of the show. If the exhibitor cancels after this date, they are liable for full payment of their space rental.