

Welcome to the Royal Agricultural Winter Fair

Please review the pre-show checklist listed below to ensure all important deadlines are met.

Should you require further information, please email commercial@royalfair.org.

Show Information

Commercial Exhibits Mandatory Show Hours*

Monday – Saturday:	9:00 am - 9:00 pm
Sunday, Opening Weekend	9:00 am - 8:00 pm
Sunday, Closing Weekend	9:00 am - 6:00 pm

**The Royal's Agriculture and Horse competitions often begin earlier; Exhibitors are not intended to open prior to 9am.*

Royal Agricultural Winter Fair

39 Manitoba Drive, Exhibition Place, Toronto, ON M6K 3C3

Manager, Commercial Exhibits	Heather Sommer	416-263-3455
Commercial Exhibits Office (Show dates only)	Salon 102B	416-263-3145
Security (Show dates only)	Salon A2	416 263-3099
Exhibition Place – Showtech	416-263-3594	
Exhibition Place - Exhibitor Services (Enercare)	416-263-3064	
Exhibition Place - Building Security	416-263-3333	
Enercare Centre Main Switchboard:	416-263-3000	

Commercial Exhibits Show Office: - Salon 102B, Main Entrance - Galleria (Hall A)

Show office opens 1 hour prior to show opening and stays open until 8:00pm. Sundays have revised schedules, and will be posted at the office.

Commercial Exhibitor Lounge: - Salon 102A, Main Entrance – Inside Hall A. Open during show hours only.

PRE-SHOW CHECKLIST

SEND TO THE ROYAL OFFICES:

- Signed license agreement and any outstanding balance for booth space.
Exhibitors will not be able to set up unless full payment is received.

- Liability Insurance.
Ensure you email a copy of your insurance to: commercial@royalfair.org
Exhibitors will not be able to set up unless coverage is provided.

- *Storage Requests, until storage space is sold out.*

- Exhibitor Photo Identification Passes.
 - Online (MicroSpec)
 - Commercial Exhibits Office during Move-in and through the Fair

- Food Court and Artisanal Exhibitors
 - Toronto Public Health Forms
 - Hand Washing Sinks (Artisanal, refer to sampling standards /requirements)

- **SEND TO ENERCARE CENTRE or SHOWTECH**
 - Parking, Wi-Fi, Cleaning, Telecommunications
 - Electrical and Plumbing (Mechanical)
 - Call their offices at 416-263-3594

- **SEND TO OFFICIAL SHOW DECORATOR – STRONCO SHOW SERVICES**
 - Carpet, furniture, rentals.
 - Booth Signage
 - Call Stronco Show Services 800-665-2621 or 905-270-6767

- **SEND TO LANGE TRANSPORTATION**
 - Shipping & Transportation