

Exhibitor Info and Check-list

The Online Exhibitor Kit contains all the information needed to make your Royal show experience a success.

All mandatory forms, booth & signage guidelines, show service suppliers and other key information is provided online, including The Royal, Exhibition Place and Union rules & regulations.

Please review the [pre-show checklist](#) below to ensure all important deadlines are met.

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

Show Information

Commercial Exhibits Mandatory Hours*

Tuesday – Saturday: *9:00 am - 9:00 pm
Sundays & Monday *9:00 am - 6:00 pm NEW

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

Main Office Number:	416 - 263-3400	
Manager , Commercial Exhibits	Heather Sommer	416-263-3455
Commercial Exhibits Office (show dates only)	Salon 102B	416-263-3145
Security – Show (show dates only)	Salon A2	416 263-3099
Exhibition Place – Showtech	416-263-3594	After Hours on-call : 647-457-8011
Exhibition Place - Exhibitor Services	416-263-3064	
Exhibition Place - Building Security	416-263-3333	
Energcare 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 closes 1 hour prior to show close.

Commercial Exhibitor Lounge: - Salon 102A, Main Entrance – Inside Hall A.

Open during all show floor hours. Closed during move-in and move-out dates.

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 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