



Exhibitor Handbook

October 21–22, 2026
Sheraton Centre Toronto Hotel
123 Queen St W, Toronto, ON
Grand East Large, Osgoode and Sheraton Hall A-F

*In keeping with our Green Meeting Strategy, this Exhibitor Handbook has been produced electronically.
Links to all order forms are imbedded throughout the document and many suppliers now offer secure on-line ordering as well*

*This manual is environmentally friendly and simple to use. If, however, you would prefer a hard copy,
you may download and print at your own discretion.*

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QUICK REFERENCE

Show Location:

Sheraton Centre Toronto Hotel
Grand East Large, Osgoode and Sheraton Hall A-F
123 Queen Street West
Toronto, Ontario, M5H 2M9
Tel: 416-361-1000

www.marriott.com/hotels/travel/yyztc-sheraton-centre-toronto-hotel

Trade Show Timings:

Move-in & set-up	20 October 2026, Tuesday	1:00 PM – 10:00 PM
	21 October 2026, Wednesday	7:00 AM – 11:00 AM
Trade Show open	21 October 2026, Wednesday	12:00 PM – 5:00 PM
	22 October 2026, Thursday	12:00 PM – 5:00 PM
Dismantle & Move-out	22 October 2026, Thursday	5:30 PM – 9:30 PM * Grand East Large will receive priority moveout

ACCESS AND MOVE-IN TIMES

- To facilitate access to the loading dock, exhibitors will receive a move-in schedule showing their scheduled move-in times. Each exhibitor will be assigned and contacted by a freight coordinator to discuss any freight services that may be required and book a dock time in and out.
- Exhibitors and Booth Set-up personnel will be allowed access to the Tradeshow during set-up hours. An exhibitor representative must be present for set-up unless your Exhibitor Appointed Contractor (EAC) is doing the set-up for you.
- All booths must be completely installed by **11:00 am on Wednesday, October 21, with booth inspection beginning at 11:00 am on Wednesday, October 21**. A company representative must remain at the booth from **11:00 am** until the booth is inspected.
- Exhibitors requiring access earlier or later than the official move in/ out window for technical reasons must make arrangements in advance with IBAO Events Team events@ibao.on.ca.
- All exhibits must be removed from the show floor **by 9:30 PM on Thursday, October 22**. If any display is not taken down by that time, Show Management reserves the right to dismantle the display and charge the Exhibitor accordingly.

HOTEL INFORMATION

The cost of accommodation is your personal responsibility. Hotel reservations will be available on a first-come first-served basis. An IBAO room block has been secured at the **Sheraton Centre Toronto Hotel and DoubleTree by Hilton Hotel Toronto Downtown**.

Book your group rate for IBAO Toronto via IBAO's Website under Hotels. Please see the booking link below for hotel details and booking deadlines:

[Hotel - IBAOcon](#)

YOUR BOOTH SPACE

ITEM	DEBUT SHOWCASE	SINGLE BOOTH	DOUBLE BOOTH
Fees	\$4,000.00	\$6,000.00	\$15,000.00
Carpeting	The show floor will be fully carpeted	The show floor will be fully carpeted	The show floor will be fully carpeted
Booth Size	5' wide and 5' deep	10' wide and 8' deep	20' wide and 8' deep
Included Booth Furnishing	8' high by 3' wide fabric backdrop with complimentary predesigned graphics	8' high backdrop drape and 3' high side rail drape	8' high backdrop drape and 3' high side rail drape
	One (1) 3 ft. Info counter	One (1) 6 ft. table skirted	Two (2) 6 ft. table skirted
	One (1) bar stool	Two (2) chairs	Four (4) chairs
	One (1) waste bin	One (1) waste bin	One (1) waste bin
	Company name printed on backdrop	Fascia board	Fascia board
Electrical Outlet	Add on service	Add on service	Add on service
Booth Height	To ensure that the display value of an adjoining booth is not unduly limited, the backdrop of any booth should not exceed 8 ft. The front of the sides of any exhibit booth must not exceed 4 ft. in height.		

Items NOT included with your booth space

- Additional booth furnishings and décor
- Customized booth design, flowers, and potted plants
- Power
- Booth cleaning during show hours
- In-booth security
- Shipping, Warehouse Services & Customs
- Material Handling
- Storage
- Audio visual equipment rentals
- Internet and telephone connections

Floor Resistance Capacity – 125 lbs. / sq.ft.

PASSES

	DEBUT SHOWCASE	SINGLE BOOTH	DOUBLE BOOTH
Complimentary Exhibitor Passes	Two (2)	Four (4)	Six (6)

Add-ons:

	Exhibitor Pass	All-Access Pass	Day 1 Access Pass	Day 2 Access Pass	Industry Night Pass
Sessions		☒ Both days	☒ Day 1 Only	☒ Day 2 Only	
Tradeshow	☒ Both days	☒ Both days	☒ Day 1 Only	☒ Day 2 Only	☒ Day 2 Only at 3 PM
Hospitality Night	☒	☒		☒	☒
After Party	☒	☒		☒	☒
Awards of Excellence Gala					
Early Bird Registered & paid by Sep 11 EXTENDED	/	\$799.00	\$ 499.00	\$ 650.00	\$300.00
Regular	\$400.00	\$950.00	\$ 575.00	\$ 775.00	\$350.00
Onsite Starting October 20	\$500.00	\$1,050.00	\$675.00	\$875.00	\$450.00

Awards of Excellence Gala Tickets

A night of celebration in honour of #OntarioBrokers. Dress up and recognize our peers for their outstanding achievement with us.

	Awards of Excellence Reception and Gala
Early Bird Registered & paid by Sep 11 EXTENDED	\$250.00
Regular	\$275.00
All-Access Pass Holders	\$100.00

Get your add-on passes [HERE](#)

EXHIBITOR IDENTIFICATION

- As an exhibitor at the IBAOcon 2026, it is mandatory to have at least one representative staffing the booth at all times during exhibit hours. Should your booth be vacant during the exhibit times as outlined in this Exhibitor Handbook, you will jeopardize your participation in future IBAO events.
- All exhibitor personnel must register to booth set-up and wear an identification badge to gain admittance to the Trade Show area.
- Identification badges can be collected from the Registration Desk.

TERMS OF EXHIBITOR PARTICIPATION

By participating as an exhibitor at IBAOcon, you agree to comply with the [IBAO Event Code of Conduct](#) and all rules and guidelines outlined in this handbook. Failure to adhere to these requirements may impact your eligibility to participate in future IBAO events.

CANCELLATION

Booths and sponsorship opportunities may be cancelled in writing up to Friday, August 21, 2026. Access passes may be cancelled in writing up to **Friday, September 11, 2026**. After Friday, cancellations are non-refundable.

ASSIGNMENT OF SPACE

Applications will be handled in priority of previous Convention participation, as well as receipt of payment. Sponsors and affiliated partners of IBAO are given prime locations.

INSURANCE AND CERTIFICATE OF INSURANCE

Exhibitors are required to obtain liability insurance for IBAOcon 2026. This coverage must be specific to the event and meet the requirements outlined in the link below.

[Click [HERE](#) to view the full Certificate of Insurance requirements.]

You must upload your COI to your registration or email it to events@ibao.on.ca by **12:00 PM on September 7, 2026. Failure to do so will result in cancellation of the exhibitor's contract and booth fees will not be refunded.**

Upload your COI by logging in to your [Exhibitor Portal](#).

VERY IMPORTANT: Please ensure that the Certificate of Insurance indicates the Exhibitor's name and that the policy is extended to cover you during your participation at IBAOcon. Your booth personnel need to have a copy onsite.

BOOTH MAINTENANCE

Exhibit booths must be maintained in a neat and tidy condition at all times. Empty coffee cups, dirty plates and other unsightly garbage detracts from the exhibit area in general, and individual booths, in particular. **Exhibitor individual In-booth Cleaning Services** can be ordered directly from Robinson Exhibitor Services on its Online Portal: [HERE](#)

PRIZE DRAWS, HANDOUTS AND GIVEAWAYS

If you plan to have a prize draw from your booth, each exhibiting company will be responsible for providing their own ballot box, ballots and orchestrating the draw. You will also be responsible for advising the winner and delivering a prize to them within 2 weeks following the Convention. **Only INSURANCE BROKERS registered for the Convention will be eligible to win prizes.** All contests must produce a winner. **Exhibitors are not eligible to win.**

SUPPLIERS, CONTACTS & DEADLINE DATES

SUPPLIER	CONTACT	DEADLINE
Exhibition Inquiries	IBAO Events Tel: +1 (416) 488-7422 x 203 Email: events@ibao.on.ca	N/A
Registrations - Complimentary Exhibitor Pass Registrations - Add-on Passes - Lead Capture Services - Sponsorship Opportunities Click HERE to purchase your passes.		Early Bird: Sep 11 EXTENDED Cancellations/ Substitutions/ Change of Registration: Sep 11
Show Services - Booth Equipment & Accessories Rentals - Booth Cleaning Services Click HERE to place your orders. Use Early Bird Code IBAOEB10 for 10% off your order.	Robinson Exhibitor Services Tel: +1 (289) 326-3865 Andrea Lymer, Event Coordinator Email: andrea@robinsonshowservices.ca / Exhibitorservices@robinsonshowservices.ca / docks@robinsonshowservices.ca	Advance Orders: Sep 11 EXTENDED <i>Orders placed between Oct 13 – 20 are subject to a 10% surcharge. Onsite orders are subject to a 30% surcharge.</i>
Transportation & Storage Services - Advanced Warehouse Storage - Material Handling - Customs & Transportation Click HERE to place your orders. Click HERE to book your Dock Times. Use Early Bird Code IBAOEB10 for 10% off your order.		Small Advance Shipments to Sheraton CheckT Business Centre: Oct 12 - 16 Advance Shipments to Robinson's Warehouse: Sep 28 - Oct 16

Recommended Customs Broker Shipping materials from outside the country	Consult Expo Inc Diane Labbe Tel: +1 (514) 482-8886 Email: dianel@consultexpoinc.com	N/A
Food & Beverage - Order extra F&B at your booth - Outside food & beverage is not permitted.	Sheraton Centre Toronto Hotel Lynn Howse, CMP Tel: +1 (437) 427 9173 Email: Lynn.Howse@sheraton.com	Sep 28
Audio Visual Equipment - Power - Internet - Rental for Monitors, televisions, data projectors, etc.	ENCORE Exhibitor Services Tel: +1 (416) 717-8034 Email: sctexhibits@encoreglobal.com	Oct 10

SHIPPING AND DELIVERIES

Sheraton Centre Toronto Hotel will not accept any shipments.

Small Parcels can be shipped to the Sheraton CheckT Business Centre. Storage fees apply for deliveries more than 5 days in advance of the event.

Items larger than pop-up displays (2ft. x 3ft.) should be shipped to the Robinson Show Services Advanced Warehouse. Please arrange to have your shipment arrive at the Advanced Warehouse from **Monday, September 28, 2026. No shipments will be accepted at the Advanced Warehouse after Friday, October 16, 2026.**

Exhibitors are responsible for advanced shipping services. Material Handling and Storage fees will need to be ordered separately.

Small Advance Shipments to Sheraton CheckT

- Small Parcels:** Up to regular-sized (2 ft x 3 ft) can be delivered to the Sheraton CheckT Business Centre for pick-up or delivery to your booth/conference room.
- Storage and Handling Fees:** [CheckT Handling & Storage Fees](#)
- Steps:**
 - Provide advanced notice of shipment by emailing sheraton@checkt.ca
 - Email the Business Centre with your tracking number upon shipping.
 - Parcels can be picked up from the Business Centre during business hours (9 AM - 4 PM weekdays) or delivered to your booth/conference room.
 - Delivery Acceptance: Monday, October 12, 2026 -Friday, October 16, 2026

Items should be addressed as follows:

NAME OF EXHIBITING COMPANY

BOOTH NUMBER

IBAOcon 2026– October 21 and 22, 2026 – Grand East Large, Osgoode and Sheraton Hall A-F
Sheraton CheckT,
c/o Check T Business Centre,
100 Richmond ST West,
Toronto, Ontario, M5H 3K6

Shipping Labels

- [CHECKT - Show Manager](#)
- [CHECKT - Exhibitor](#)

Advance Shipments to Robinson's Warehouse

- **Larger Items:** Items larger than pop-up displays (2ft. x 3ft.) should be shipped to the Robinson Show Services Advanced Warehouse.
- Warehouse Acceptance: **Monday, September 28, 2026 -Friday, October 16, 2026**
- Book dock time if items are larger than three regular-sized skids (4 x 4 x 4).
- Dock Time: Shipments sent directly to the advanced warehouse without a dock time (greater than 3 skids) are subject to receipt/rejection based on dock availability.
- **Material handling charges** will apply for delivery to your booth space. For information and costs, contact Robinson Show Services.
- **Steps:**
 - Complete Advanced Warehouse Form & Payment on the Robinson Exhibitor Services Online Portal: [HERE](#)
 - Book Dock Time by emailing lori@robinsonshowservices.ca (for large shipments greater than 3 skids).
 - Dock times for Advanced warehouse can also be booked directly: [dock booking portal](#)
 - Smaller shipments will be accepted weekdays between 9:30 AM - 4 PM without a dock booking.
 - Early Deliveries: Subject to storage fees. All costs will be the responsibility of the exhibitor/vendor.

Items should be addressed as follows:

NAME OF EXHIBITING COMPANY

BOOTH NUMBER

IBAOcon 2026

c/o Robinson Show Services
2066 Concession Road 3,
Palgrave, Ontario, LON 1P0

Shipping Labels

- [Show Manager](#)
- [Exhibitor](#)

Customs & Transportation Services

- For International shipping and all transportation needs, contact Consultexpo and complete their online form: www.consultexpoinc.com/onlineforms/

MOVE-IN

SETUP:

It is the responsibility of the exhibitor to unload their trucks, transport their materials/displays to the exhibit hall, set-up, dismantle and remove the display from the building at the conclusion of the show. Sidewalk deliveries will not be accepted.

Move-in and move-out may be conducted from the loading dock only.

In order to avoid damage to the flooring we request that heavy pieces of equipment be placed onto of skids. These skids should consist of pieces of wood to which machinery or other pieces of equipment would be fastened.

All bolts or other fastenings must be countersunk so as not to project beyond the surface of such skids, and sharp edges or nails that would cut into the floor must be eliminated. The hotel will hold exhibit companies (decorators)/exhibitors/production companies responsible for any damages to hotel property.

ELEVATORS AND ESCALATORS:

The exhibit space is located on the same level as the loading dock. Elevators will not be needed.

Escalators are not to be used for moving or transporting material from level to level.

LOADING DOCK INFORMATION

Please be advised this event operates a **closed dock**. Robinson Show Services will be the exclusive provider of material handling services.

If you hired an external carrier or exhibit house, kindly inform them so they can arrange shipments and pre-order any required handling services.

Due to compressed move in times, we suggest use of the advanced warehouse for shipped items over 4 'x4' x4' and the Check T Business Centre for small items (less then 2 ft x 3 ft)

DOCK TIMES BOOKING

Dock times must be pre-booked by emailing Lori@robinsonshowservices.ca. Requests will not be considered until **Material Handling orders** are completed online on the Robinson Exhibitor Services Online Portal: [HERE](#). All dock deliveries are subject to **Material Handling** by Robinson Show Services. Availability of dock times will be based on a first signed up basis, scope of build and size of booth upon completion of submitted Material Handling order & Move-In order forms. Due to limited move in times use of advanced shipment is recommended.

Hand-carry items are limited to one trip through venue, pump trucks and dollies will not be available at this location.

LOADING DOCK ENTRANCE:

The loading dock entrance is at **100 Richmond Street West – between Bay Street and York Street on the north side (Richmond is a one-way street running west). Trucks are restricted to 13' in height and 40' in length bumper to bumper.** Drivers and/or exhibitors must unload and then remove their vehicle right away before setting up their booth. It is the responsibility of each exhibitor to unload their trucks,

cars, transport trucks to set up and dismantle and remove the display from the building at the conclusion of the show.

Click [HERE](#) for Sheraton Centre loading dock map with loading dock location and dimensions.

Marshalls will be stationed on the Street Level to control traffic and also on the Loading Dock. Anyone with light items to take back (that can fit in a van or a car), are to have their vehicles parked at the City Hall Underground Parking and they can exit from there.

DOCK GUIDELINES:

- Unloading and loading at the docks are considered “live load/unload.”
- Drivers must turn off their engines once in the docks.
- Drivers must remain in the vicinity of their vehicles during load/unload.
- Vehicles must be removed from the dock immediately after they are loaded/unloaded.
- No long-term or overnight truck/car parking is allowed in the underground loading dock area.
- The maximum truck size to access dock is 26’ but highly recommended to use no bigger than a 24’ long x 13 ft high truck

VEHICLE REGULATIONS

When a motor vehicle is brought into the hotel, it is required by the Fire Prevention Bureau that the gasoline tank be drained prior to entering the premises, taped and/or locked shut, and that the battery be disconnected and taped. In addition, a tarpaulin or drip sheet must be placed under each vehicle to protect the floor. The hotel will hold exhibit companies (decorators)/exhibitors/production companies responsible for any damages to hotel property

Vehicles are not to be driven within the complex and all vehicles must be pushed into the exhibit area.

It is permissible to demonstrate or display only one pressurized container, not exceeding one-pint capacity of each product classified as an inflammable liquid. Empty product cans may be displayed. Non-flammable products are not restricted.

STORAGE:

Dock operations are restricted to loading and unloading only. No storage is available on the dock level or hotel front/back of house areas. All load-in and load-out must flow from the truck to the show floor. Storage is also not permitted in the back hallways of the hotel. At no time will freight be allowed to block egress on the dock level. It is the responsibility of the exhibitor or Show Service Company to remove all pallets, crates, trash, and shipping materials associated with their shipment from the dock area. The hotel’s dumpsters are reserved for collection of our normal operating trash deposits.

All material handling equipment must be supplied by the Show Services.

Onsite storage is limited to underneath your Exhibit table. Should you have larger storage needs, please contact Robinson Show Services, for offsite options.

For any questions please contact: Exhibitorservices@robinsonshowservices.ca

MOVE-OUT

- Exhibits must not be disturbed, dismantled, or removed before 5:30 pm, Thursday, October 22, 2026.
- Exhibits must be completely cleared **no later than 9:30 pm on Thursday, October 22, 2026.**
- **If longer dismantling time is needed, please advise Show Management in advance.** If any display is not taken down within the move-out window, Show Management reserves the right to dismantle the display and charge the Exhibitor accordingly.

OUTBOUND SHIPPING

All Exhibitor freight/materials must be cleared from Show Floor on **Thursday October 22, 2026 - 11:59 pm**

Overnight storage is not available at the Sheraton Centre. The Facility does not allow any freight to be left on the show floor once Robinson has left the site, therefore, Robinson will consider any freight remaining on the floor as Post Show freight, transport it and store it at their warehouse. *All costs will be the responsibility of the exhibitor/vendor.*

Please make the appropriate arrangements with your carrier for shipping following the close of the show. You are responsible for clearly marking and labelling each piece of freight to be shipped.

Robinson Service Desk on the Tradeshow Floor can arrange for your outbound shipment at cost if your courier cannot guarantee pick-up on Thursday, October 22 during the Move-out window.

NOTE: FedEx, UPS and Purolator will not guarantee pick-up after business hours. Therefore, someone must be designated to wait with the shipment until your courier arrives.

For Exhibitors who have ordered Material Handling Services with Robinson, empty crates/cases will be returned: **Thursday October 22, 2026 - 5:00 pm.**

IBAO, Robinson and the Sheraton Centre will not be held responsible for the security of items left following the show.

- No equipment, such as dollies or other transport devices, may be used in the common and public areas of the Sheraton Centre.
- Only vehicles designated to transport the material/equipment will be admitted to the loading dock once the material is ready to be loaded.

EXHIBITOR APPOINTED CONTRACTOR (EAC)

Exhibitors are permitted to use the services of an Exhibitor Appointed Contractor (EAC). [EAC Form](#) must be completed and submitted no later than **September 25, 2026** with appropriate documentation.

It is the responsibility of the exhibitor to ensure that representatives of the Exhibitor Appointed Contractor abide by the official rules and regulations for this event. EAC are limited in services provided, as outlined on EAC form.

Certificate of Insurance (COI) Requirements for Exhibitor Appointed Contractors (EACs) -All Exhibitor Appointed Contractors (EACs) working on behalf of exhibitors must provide a valid Certificate of Insurance (COI) before accessing the show floor. COIs must meet the requirements outlined below and must be submitted no later than **12:00 PM on September 7, 2026.**

AV EQUIPMENT, INTERNET ACCESS, ELECTRICAL and OVERHEAD SIGN HANGING

ENCORE is the exclusive provider of Power Distribution, HSIA (High Speed Internet Access), and Telecommunications. Please click [HERE](#) for **Encore Exhibit Order Form for AV, Internet, and Power.**

Rigging and Overhead Sign Hanging is prohibited.

SIGNS & DISPLAYS

No signs, or other articles are to be fastened to the wall brackets or other electrical fixtures. The use of thumbtacks, scotch tape, nails, screws, bolts, crowbars, hand spikes, or any tools or material that could damage the floor or walls is prohibited by the Sheraton Centre Toronto Hotel. No adhesive backed (stick-on) decals or similar promotional items are permitted. No signage is to obstruct fire exit signs or doors. No signage is permitted in the main lobby of the hotel.

All display materials including banners must be flameproofed and are subject to inspection by the Toronto Fire Department. No inflammable fluids or substances may be used or shown in booths.

Please see that all exhibitors are advised that any illuminated display booths and/or electrical equipment on display must be CSA approved or inspected by Ontario Hydro before the equipment may be lawfully displayed.

All mechanical exhibits shall have a drip sheet to prevent oil damage to the floor.

All motors over 3 h.p. shall have a magnetic starter and manual disconnect switch (wired), furnished by the exhibitor.

Exhibitors/Production Company please note that the Sheraton Centre Toronto Hotel cannot permit the use of any display or equipment containing water, other than in Sheraton Hall. Experience has taught the hotel that water damage can mean expensive repairs, particularly to wooden or broadloom floors.

FOOD & BEVERAGE AT YOUR BOOTH

Food & Beverage items must be ordered from the Sheraton Centre – Lynn Howse at Lynn.Howse@sheraton.com.

The chef at the Sheraton Centre is always open to creating customized options. **Outside Food & Beverage are not permitted.**

PARKING

Parking is available at the Green P parking lot under Nathan Philips Square, opposite the Sheraton Centre Toronto on Queen Street East.

SECURITY

- Security personnel will be onsite 24 hour from Wednesday, October 21 at 7:00 am to Thursday, October 22 at 9:00 pm. They will not be responsible for your booth security unless you book separately with them.
- It is especially important that you exercise due and proper care of your own personal effects.
- Do not leave personal items of value (e.g., laptop computers) in your booth overnight, even in locked offices or hospitality areas.
- Lost and found enquiries should be addressed to hotel security at their service desk located at the PATH on the concourse level.
- Should any theft or loss occur, it must be reported immediately to IBAO Events Team so that security can be notified.
- Please remember that IBAO, Robinson and Sheraton Centre Toronto **are not** responsible for lost or stolen, equipment, goods, and personal effects

MARKETING & PROMOTION RESOURCES

IBAOcon is offering both pre-show and on-site promotion opportunities to help you connect with customers and build buzz around your presence.

EXHIBITOR PROFILE ON IBAOcon APP

IBAOcon is excited to introduce a brand-new, one-stop platform — designed to elevate our partners' experience end-to-end, from registration all the way through to onsite engagement!

Be sure to complete your profile by **Oct 12 Monday** so you're ready to make the most of every opportunity. Login details and step-by-step instructions will be shared as we get closer to the event.

PRE-SHOW PROMOTIONAL ASSETS

Download this Media Kit [HERE](#) and start making some buzz before the show even begins! Inside, you'll find everything you need to shine:

- IBAOcon Logos
- Email Banners
- Social Media Post Templates

Jump in and use these assets to let everyone know you'll be at IBAOcon! Don't forget to link your posts and banners to our homepage <https://ibao.org/event/ibaocon/about> so your audience can easily explore all things IBAOcon and get just as excited as we are.

ON-SITE PROMOTION OPPORTUNITIES

Explore our Sponsorship Packages [HERE](#) to discover all the exciting ways you could elevate your presence at IBAOcon. Our long-standing sponsors enjoy priority access, and any remaining opportunities are available on a first-come, first-served basis—so don't wait. Let's team up and create something impactful together!

CHECK LIST

Here's a simple tool to help you plan your IBAOcon experience with success. Please check and see if you have everything you need booked and confirmed.

	ITEM	DEADLINE
☒	Certificate of Insurance (COI)	Sep 7 Monday
☒	Badge Registrations & Add-ons	Sep 11 Friday
☒	Accommodation	Doubletree: Sep 21 Monday Sheraton Centre: Sep 28 Monday
☒	Booth Equipment & Services Orders	Sep 25 Friday
☒	Exhibitor Appointed Contractor (EAC) Hire	Sep 25 Friday
☒	Payment Authorization Form for EAC	Sep 25 Friday
☒	Shipping & Material Handling	Sep 25 Friday
☒	Dock Times Booking	Sep 25 Friday
☒	Food & Beverage Orders	Sep 28 Monday
☒	Warehouse Acceptance	Sep 28 – Oct 16
☒	Travel Arrangements & VISA Requirements	/
☒	Complete your Exhibitor Profile on IBAOcon App	Oct 12 Monday
☒	Promote your presence with IBAOcon Media Kit	/
☒	Power & AV Orders	Oct 10 Saturday

Need a hand? The team at the IBAO is here to help—just reach out anytime!

Insurance Brokers Association of Ontario
events@ibao.on.ca | 416 488 7422 x 203 | 800 268 8845
 700-1 Eglinton Avenue East, Toronto, ON M4P 3A1
www.ibao.org | [IBAO](#) | [@IBAOntario](#)