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Exhibitor Updates #1

Dear Exhibitor,

This email contains important information about The Buildings Show 2019 Exhibitor Manual. Please review this information to ensure you are prepared for the show.

Exhibitor Manual

The Buildings Show 2019 [Online Exhibitor Manual](#) is now live. The manual is the go-to resource for service order forms, move-in and move-out procedures, booth regulations and promotional opportunities.

Booth Standards

- Exhibitors must carpet the entire expanse of their contracted floor space.
 - Exhibitors must provide a back drop display that is minimum eight (8) feet in height; pop-up structures are permitted, provided they are finished where exposed to view.
 - All equipment and booth materials displayed must be maximum ten (10) feet in height unless approved by Show Management prior to **October 10, 2019**. To secure approval, forward full details of the request to Tori Grant at victoria.grant@informa.com.
 - 400-Sq. Ft. + exhibit spaces must submit booth designs including dimensions and weights to Tori Grant at victoria.grant@informa.com and obtain written approval prior to **October 10, 2019**.
 - All exhibitors must comply with all [booth standards and show regulations](#) noted in the exhibitor manual.
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Supplier Services

To take advantage of discount pricing of supplier services, order these early by referencing the [supplier service order forms page](#).

Unauthorized Suppliers

Beware of [unauthorized suppliers](#) and unaffiliated housing agencies claiming to be with the show. Only official show suppliers receive exhibitor contact information from Show Management authorizing them to contact you.

Marketing Opportunities

Promote Your New Products at the Discovery District!

Selected innovative products will be featured on the show floor at the Discovery District, and through our communication channels before, during and after the show. [Learn more and apply today!](#)

Exhibitor Referral Program

Do you know a business who would benefit from exhibiting at The Buildings Show 2019? Help us spread the word about the enhancement and changes to the show and **earn a \$350 - \$500 incentive payment for each referral!** Learn more about this program in the [Online Exhibitor Manual](#).

Exhibiting Tips Video Series Begins in June!

Quick Tips to maximize your ROI and have the best show experience.

Tip #1 starts right here...Communication is Key!

- Meet with all members of your team regarding your participation: marketing, sales, set-up crew, etc.
 - Explain your reasons for exhibiting and set goals.
 - Assign who has what role and set timelines (refer to the Exhibitor Manual for important dates).
 - Send the appropriate communications you receive from The Buildings Show to your team so you're all on the same page. Well planned and organized leading into the show creates better results!
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Please reach out with any other questions you may have!

Warm regards,

Tori Grant
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If you do not wish to receive further information about **The Buildings Show** please [click here](#).
Alternatively, to contact our data services team to have your details updated or removed entirely from our database
please phone +1 480-281-6094 or email events@informacanada.com.

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