

Every exhibitor will receive a reservation email.

Includes:

- Invoice & Rules and Regulations
- Your next steps
- Link to sign your contract
- How to get started
 - Confirming your booth
 - Making payments
- A unique exhibitor link for you to access and update your exhibitor profile

LO Show Team reservation for Congress Redefined 2022

External



Inbox x



noreply@expofp.com

to keri, showinfo

1:43 PM (0 minutes ago)



Hi Keri MacIvor,

We invite you to join us for Congress 2022 taking place January 11-13, 2022!

As a past exhibitor in our Congress 2020 show, we currently have put your booth space on hold. You can confirm your participation [by visiting our interactive floorplan](#), selecting your booth number (found on your invoice attached), selecting to pay your 20% deposit, or full balance. **PLEASE NOTE:** We have received a number of booth size increases, relocations and new exhibitor requests. To help us successfully plan, we have had to set a few new deadlines. We will be holding your current exhibit space until **June 25th**. If we have not heard from you by the deadline your space will be released. [If you would like to release your booth space, please complete this form](#).

So, you want to confirm your booth space? What's next?

- **Get started** by confirming your participation. [Visit our interactive floorplan](#), select your booth number (found on your invoice attached), select payment amount (20% deposit, or full balance.) If you are paying by cheque, please make payable to Landscape Ontario and mail to the address on your invoice. *If you are a Landscape Ontario Member, your discount will be applied during this process.*
- **Next**, we ask that once you have read through the attached rules and regulations (including our new cancellation policy), [please click and sign our official Exhibitor Contract and Agreement](#).
- **Finally, complete your exhibitor profile.**
 - We encourage you to start making updates to your profile as they will be visible on our [Congress Redefined](#) website via access of our interactive floorplan. You can upload images, video, links to social media, contact information and more.
- **Reminder:** [Please click and sign our official Exhibitor Contract and Agreement](#).

If you have received this invoice in error, or if you have any questions please do not hesitate to reach out to showinfo@locongress.com.

Please note for magazine ad purchases, you will be contacted by a member of our communications team with more details. All updates for Floorplan Sponsors and Featured Exhibitors are done automatically.

Supplier order forms will be available later this summer. Stay tuned for more details.

Thank you and we look forward to working with you!

The Congress Redefined Show Team

2 Attachments



Example: Attached Invoice along with Rules and Regulations



LANDSCAPE ONTARIO
7856 FIFTH LINE SOUTH
ON, MILTON, L9T 2X8
CANADA

Landscape Ontario
locongress.com
showinfo@locongress.com

Client
LO Show Team
Keri MacIvor
Ontario
Canada
6477235445
keri@landscapeontario.com

Invoice No 21366
May 13, 2021

Invoice

Booth 2351 – Up to 400 square feet (Early Bird until June 18) / 10 x 10 / 100 ft²	1,975.00 CAD
SubTotal	1,975.00 CAD
Sales Tax (VAT) 13%	256.75 CAD
Total	2,231.75 CAD

PAYMENT TERMS:

A 20% deposit must accompany the receipt of your invoice. Payments may be made on by logging into your ExpofP account, or by cheque. The full balance is to be paid in full no later than November 1st, 2021.

Please make cheques payable to: Landscape Ontario



EXHIBIT RULES AND REGULATIONS

1. SHOW MANAGEMENT: The words Show Management as used herein refers to the Landscape Ontario Horticultural Trades Association, its employees and agents. The enforcement and interpretation of the following rules and regulations is the responsibility of Show Management.

2. COVID-19 SAFETY PROTOCOL: Landscape Ontario is 100% committed to following The Ministry of Health regulations and guidelines in order to provide a safe environment for every exhibitor and attendee. The Toronto Congress Centre (TCC) has implemented full-scale enhancements to their already rigorous procedures through their [Customer Health & Safety Ensured Program, C.H.A.S.E.](#) The TCC has announced its commitment to the health and safety of its staff and guests by becoming the first venue in Canada to pursue the Global Biorisk Advisory Council's [GBAC STAR™](#) accreditation for outbreak prevention, response, and recovery. GBAC STAR™ is the gold standard of prepared facilities and provides third-party validation that facilities have rigorous protocols in place for thorough response to biorisk situations.

3. SPACE RENTAL: The application for exhibit space, when duly signed by the exhibiting and Show Management, shall constitute a valid contract between the parties. If payment is not received within the prescribed time limit, the contract is considered null and void and the space will be re-assigned to another applicant. Should any rented space remain unoccupied on the opening day, Show Management reserves the right to rent such space to any other applicant or use it for any other purpose without refund to the original applicant. Each space comes with backdrop and sidereal drapery. **NO CARPET OR ELECTRICITY IS SUPPLIED.**

4. CANCELLATION OF DISPLAY SPACE: Based on COVID-19 and following The Ministry of Health regulations and guidelines, this year, if for any reason the event is unable to go live, or you no longer feel it is safe to exhibit, you can 100% allocate your funds or ask for a refund. **We do ask that you let us know your intentions no later than Wednesday, September 15, 2021.**

5. USE OF SPACE & RESTRICTIONS: The space contracted for is to be used solely by the exhibitor whose name appears on the application, as agreed to by both parties, and only products and/or services of the exhibitor may be exhibited. Any promotion of other products or services is strictly prohibited and will result in ejection from the exhibition without refund or other appeal. No exhibit will be permitted which interferes with the exhibits of other exhibitors or obstructs the visibility of other exhibits. Exhibits must be to the exact space allocated, and where an exhibitor's display is built beyond limitations set forth in the Exhibitor's Manual. Show Management reserves the right to correct such violations by having the exhibitor alter, remove or rearrange any or all of the display so that it will comply with the regulations or, if the exhibitor is not available, to make such corrections at the exhibitor's expense. Show Management reserves the right to restrict exhibits which, because of noise, operation of equipment, creation of safety hazards or any other reason, become objectionable or otherwise distract from neighbouring exhibits. No representation of the exhibitor, his products or services may be carried on in the aisles, corridors, feature areas or other designated common area of the facility.

6. INSTALLATION, EXHIBIT HOURS AND DISMANTLING: Dates and hours for installation, exhibiting and dismantling will be as by Show Management. Goods received after the opening of the exposition must be delivered to the booth and arranged at a time other than exhibit hours. Exhibits shall be staffed at all times when the exhibition is open. No exhibitor will be permitted to commence dismantling any portion of the exhibit whatsoever, to commence packing crates or cartons, or to abandon their display prior to the closing. Failure to comply with this regulation will result in the exhibitor being barred from participation at future exhibitions conducted by Show Management. All exhibits must be removed by 2 p.m., and all storage and handling charges for failure to remove exhibit and/or materials by that time shall be the responsibility of the exhibitor. Show Management reserves the right to remove any exhibit, any excess garbage, materials, packaging, sand, stone, etc., which is not removed by the conclusion of the exhibition and charge the expense to the exhibitor.

7. MATERIALS HANDLING: Dollies will be provided free of charge during move-in and move-out hours. Exhibitors should have their representatives on hand to supervise unloading and placing of exhibit material.
MANNED FORKLIFTS MAY BE RENTED FOR SPOTTING PURPOSES.

8. FIRE REGULATIONS: All exhibitors must comply with local regulations. Only materials may be used in displays and wiring must conform to C.S.A. or UL Fire exits and aisles must be kept clear at all times. The exhibitor assumes full responsibility for ensuring that exhibits meet these standards.

9. ELECTRICAL SAFETY CODE REQUIREMENTS: All exhibitors must comply with the Ontario Electrical Safety Code Requirements. The exhibitor assumes full responsibility for ensuring that exhibits meet these standards.

10. DAMAGE TO PROPERTY: Exhibitors are liable for all damage caused by them to the exhibit facility, booth equipment or to other exhibitors' property and shall indemnify the Facility Management, Show Management, and/or the Official Services Contractor against, and hold them harmless from, any complaints, suits or liabilities resulting from negligence of the exhibitor in connection with the exhibitors use of exhibit space.

11. CARE OF BUILDINGS: Painting, nailing or drilling of walls, ceilings or any other part of the building is not permitted. Exhibitors laying any covering must use an adhesive that will not damage the and is easily removed. No signs or other articles are to be fastened to ceilings, walls, pipes or electrical.

12. SECURITY: Show Management will employ reputable guards on a 24 hour basis for the duration of the exhibition and will take reasonable precautions to safeguard exhibitors' property. However, Show Management assumes no liability for loss or damaged, howsoever caused, of goods, exhibits, or other materials owned, rented or leased by the exhibitor.

13. EXHIBITOR BADGES: Exhibitor badges will be supplied by Show Management for exhibit personnel. These must be worn at all times while in the show building and exhibit area and are required for entry to the show. Exhibitor badges are to be worn by only those company representatives who will staff the booth.

14. FOOD AND/OR ALCOHOLIC BEVERAGES: The preparation and/or serving of food or beverages of any kind without the written permission of Show Management and the facility is prohibited. Serving of alcoholic beverages on the exhibit is prohibited without written permission.

15. LIABILITY AND INSURANCE: Neither the Landscape Ontario Horticultural Trades Association, Toronto Congress Centre, companies, nor any of their directors, employees or agents, nor the owners, employees, or representatives of the exhibit facility will be responsible for any injury, loss or damage that may occur to the exhibitor, or the exhibitor's employees or property from any cause whatsoever prior, during or subsequent to the period covered by the exhibit contract. The exhibitor, on signing this contract, expressly releases the foregoing Association, individuals and from, and agrees to indemnify same against, any or all claims for such loss, damage or injury.

16. EXCLUSIVE RIGHTS: Participating exhibitors have the exclusive right to promote or sell goods or services in the show. All other parties who attempt to make any sales solicitations without the expressed written consent of Show Management will be permanently removed from the show area. Exhibitors are asked to report any infractions to the Show Office so that immediate remedial action can be taken.

17. ENTRY TO SHOW: Show Management reserves the rights to refuse admission to any visitor, exhibitor, or exhibitor's employee who, in the opinion of Show Management is intoxicated, or in any way creating a disruption of the Show.

18. BOOTH ASSIGNMENT: Landscape Ontario reserves the right to assign any and all booth space as it best determines. As an exhibitor of the 2020 show, due to COVID-19, you have first right of refusal for exhibit space in Congress 2022 as long as you have completed and returned your contract with a 20% deposit of your total booth space by June 18, 2021. A 5% price increase will go into effect for new and returning exhibitors on June 18, 2021. To make payments please [visit our floorplan here](#), select your booth, and complete payment.

PLEASE INSURE YOU OFFICIALLY SIGN YOUR CONTRACT AND SAVE A PHOTOCOPY OF THIS

Exhibitor Contract and Agreement

Link is included in reserved booth email. Every exhibitor returning MUST complete this form.



Exhibitor Contract and Agreement

Booth and Payment Terms and Conditions:

I understand and authorize that by signing below and in accordance to the official invoice, that this contract becomes a contract and is not subject to cancellation except by the consent of both parties (details regarding cancellation are outlined in the rules and regulations).

In order for my booth(s) outlined in the attached invoice, to officially be confirmed a 20% deposit must accompany the receipt of this contract. Payments can be made [online](#) or by cheque. The final balance is due and payable in full to Landscape Ontario, online or by cheque, **no later than November 1st.**

On behalf of the company listed below, I have read and agree to abide by the rules and regulations and conduct all business at the show in accordance to the occupational Health and Safety act as outlined by the Ministry of Labour as well as all Covid-19 protocols.

Consent: *

- ☐ Yes
☐ No

Full Name *

First Name	Last Name

Signature *

[Clear](#)

Company Name *

Email *

example@example.com

Submit Form

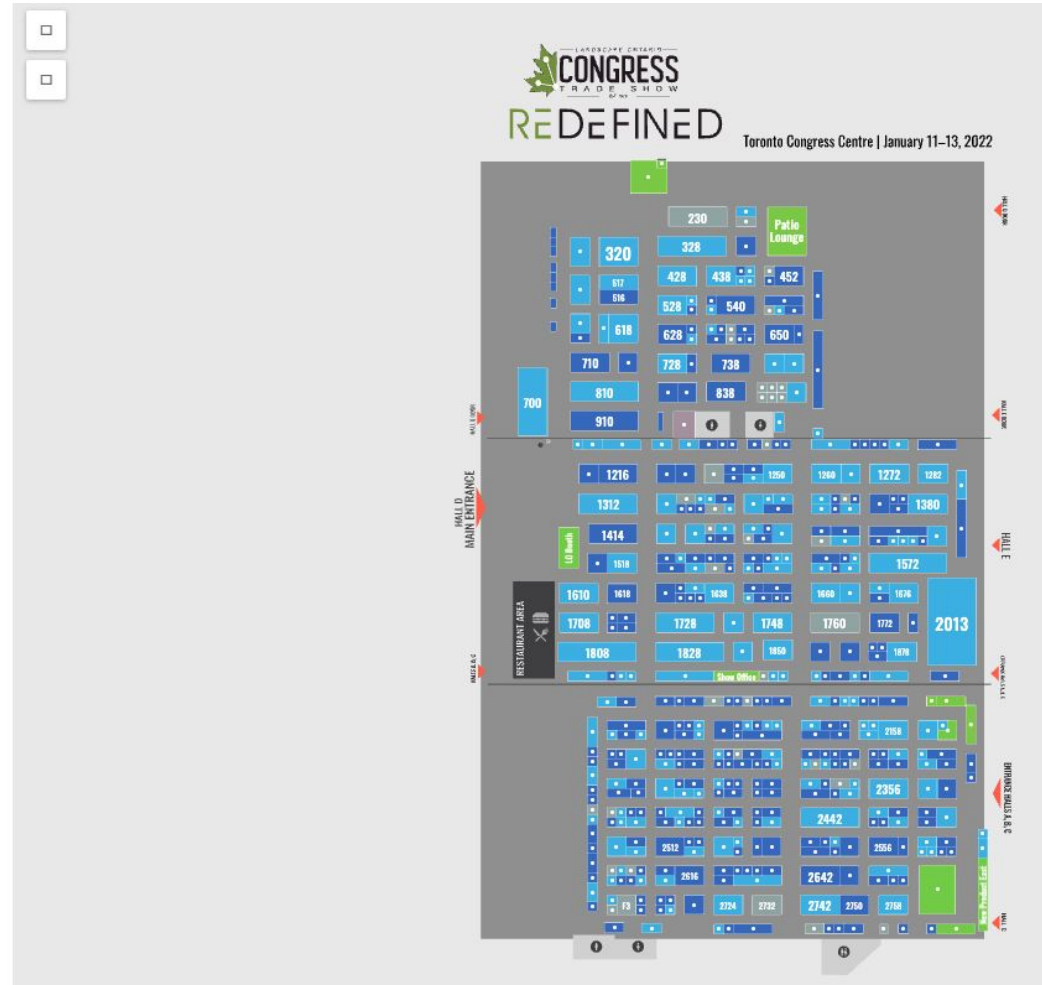
Exhibitor Reservation Portal

Exhibitor
Reservation Portal

Booth Details
Select a booth to view
it's information

Legend

- Booth On Hold
- Booth Reserved
- Booth Unassigned



1

Reserve your booth and set up your profile

Company Name

LO Show Team

First Name

Keri

Last Name

MacIvor

Email Address

keri@landscapeontario.com

Cancel

Continue

3

Please select any additional booth extras

Booth Extras

- ☐ Double Page Spread (DPS) \$ 2,030 CAD
- ☐ Double Page Spread (DPS) on inside back \$ 2,538 CAD
- ☐ Double Page Spread (DPS) on inside front \$ 2,538 CAD
- ☐ Outside Back Cover (OBC) \$ 2,640 CAD
- ☐ Show Guide Ad - Full Page \$ 1,195 CAD
- ☐ Show Guide Ad - Half Page \$ 895 CAD
- ☐ Show Guide Ad - Third Page \$ 597 CAD
- ☐ Special Gatefold Opportunity \$ 3,285 CAD

Sponsorship Opportunities

- ☒ Featured listing \$ 500 CAD
- ☒ Floor plan ad \$ 500 CAD

Back

Continue to Payment

2

Selected booth details

If you'd like to change booth sizes, please [contact us](#).

Booth Number

2351

Booth Size

10 x 10 / 100 ft²

Square Footage Rate

\$ 19.75

Square Footage Rate

\$ 1,975.00

LO Member Discount (less \$2 per sq.ft.)

\$ 0.00

Sub-total

\$ 1,975.00

HST

\$ 256.75

Total

\$ 2,231.75

Minimum 20% Deposit

\$ 446.35

Back

Pay 20% Deposit

Pay Full Amount

4

Complete the payment form to complete your reservation

Name on Card

Keri MacIvor

Credit Card Number

4242424242424242

Credit Card Expiry Date

0225

Card Verification Code

222

Street Address

7856 Fifth Line S

City

Milton

Province/State

Ontario

Postal/ZIP Code

L9T2X8

Back

Review Reservation

5

Confirm details below to complete your booth reservation

Booth 2351 - Up to 400 square feet (Early Bird until June 18) / 10 x 10 / 100 ft²

\$ 1,975.00

Featured listing

\$ 500.00

Floor plan ad

\$ 500.00

LO Member Discount (less \$2 per sq.ft.)

\$ 0.00

Subtotal

\$ 2,975.00

HST

\$ 386.75

Invoice Total

\$ 3,361.75

Payment Today

\$ 1,576.35

Back

Complete Reservation

6

Reservation complete

Check your email to find your invoice and payment summary, you may need to look in your spam/junk folder. The email will also include a link to set up your booth profile.

Thank you for your reservation, we look forward to seeing you in person in January!

Close

Payment confirmation

Transaction added to the bottom of invoice once payment has been added

If you are paying by cheque, once we have received the payment, we will be apply it to your account and you will receive an updated invoice.



LANDSCAPE ONTARIO
7856 FIFTH LINE SOUTH
ON, MILTON, L9T 2X8
CANADA

Landscape Ontario
locongress.com
showinfo@locongress.com

Client
LO Show Team
Keri MacIvor
Ontario
Canada
6477235445
keri@landscapeontario.com

Invoice No 21366
May 13, 2021

Invoice

Booth 2351 - Up to 400 square feet (Early Bird until June 18) / 10 x 10 / 100 ft²	1,975.00 CAD
Featured listing	500.00 CAD
Floor plan ad	500.00 CAD
LO Member Discount (less \$2 per sq.ft.)	0.00 CAD
SubTotal	2,975.00 CAD
Sales Tax (VAT) 13%	386.75 CAD
Total	3,361.75 CAD

PAYMENT TERMS:

A 20% deposit must accompany the receipt of your invoice. Payments may be made on by logging into your ExpoFP account, or by cheque. The full balance is to be paid in full no later than November 1st, 2021.

Please make cheques payable to: Landscape Ontario

Date	Description	Total
May 13, 2021	Card Info: 4*****4242 Transaction ID: 140069 Reference Number: 660148420015226820 Response Code: 027 Response Message: APPROVED *	1,576.35 CAD

Total paid 1,576.35 CAD

Balance 1,785.40 CAD

Once an exhibitor has confirmed, a copy of the paid invoice is automatically emailed to the exhibitor.

Exhibitor Profile

Exhibitors can update all of their details by following their profile link.

Congress Rec

There are a few issues with this profile that you may want to correct:

- Add company location
- Add website
- Add links to social media profiles
- Add company phone
- Add company logo

Company name

LO Show Team

Category

Company description

B I @ := :-

Location

Country

Canada

Country

Canada

Address 1

Address 2

Zip/Postal code

City

State/Province/County

Ontario

Web & Social media

Website

https://www.facebook.com/yourusername

https://twitter.com/yourusername

https://www.linkedin.com/company/yourcompany

https://www.instagram.com/yourusername

https://www.youtube.com/channel/yourchannel

https://www.xing.com/company/yourcompany

Company Phone

Company Email

Contact

Contact Name

Contact Email

Contact Phone

VAT No

Media

Logo

Video

Gallery

- 2351 - Show Guide Ad - Full Page
- 2351 - Show Guide Ad - Half Page
- 2351 - Show Guide Ad - Third Page
- 2351 - Special Catfold Opportunity

Reserve more

Preview

LO Show Team

Booth 2351

See your profile on the floor plan

https://locongress22.expofp.com/?ba=68350

Share this link with your customers and they'll have your company bookmarked automatically

Media

Logo

Video

Gallery

Choose a file or drag it here.

Leading image on top of profile

Leading image link

Action buttons

Button 1 title

Button 1 link

Button 2 title

Button 2 link

Button 3 title

Button 3 link

Preview

Logo

Video

Gallery

Choose a file or drag it here.

Leading image on top of profile

Leading image link

Action buttons

Button 1 title

Button 1 link

Button 2 title

Button 2 link

Button 3 title

Button 3 link

See your profile on the floor plan


https://locongress22.expofp.com/?ba=68350

Share this link with your customers and they'll have your company bookmarked automatically


Exhibitor Profile

This is what attendees will see when accessing the floorplan



LO Show Team



EDUCATION OFFERS SERVICES

 CONGRESS
REDEFINED

Congress, Canada's largest horticultural trade show and conference delivers - people, professional development, products and services that help your business grow. You will meet over 15,000 green professionals from all sectors. It's without question the best opportunity to meet potential buyers, establish relationships and make sales. Being at Congress increases awareness of your product and strengthens your position as an innovative and key supplier in the industry.








7886 Glen Lane S
Milton Ontario L9T 2G8
Canada

647 723 6466

www.congressredefined.com

info@landscapetrade.ca



[Contact Us](#)

[Join the virtual experience!](#)

[LO Magazine](#)

LANDSCAPE ONTARIO
CONGRESS
TRADE SHOW
REDEFINED

Toronto Congress

HALL D
MAIN ENTRANCE

HALL E
MAIN ENTRANCE

HALL F
MAIN ENTRANCE

230

320

328

344

411

511

517

518

528

540

512

618

628

650

710

720

728

738

750

754

810

828

832

838

856

910

1216

1250

1312

1414

1518

1610

1618

1638

1708

1728

1748

1808

1828

1850

2512

2616

2724

2732

274

264

F3

Patio Lounge

LO Booth

RESTAURANT AREA

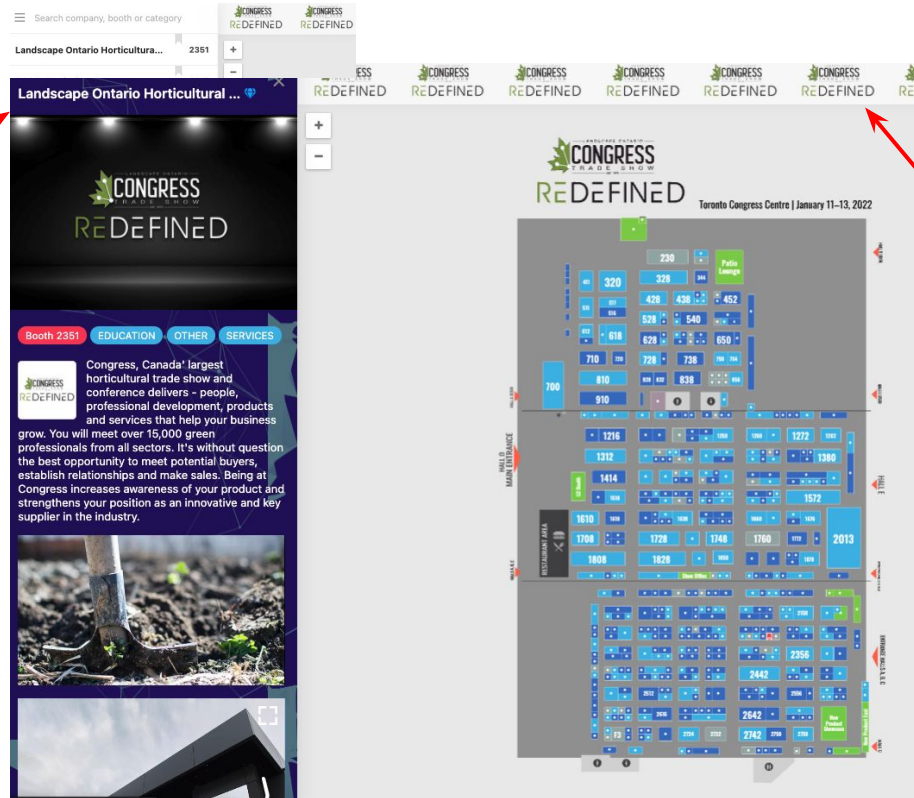
Exhibitor Profile with add-ons

This is what attendees will see when accessing the floorplan.

Please note: You can purchase these add-ons and Show Guide ads during the online confirmation process.

If an exhibitor has purchased the Featured Exhibitor add-on. They are listed at the top of exhibitor listing in bold.

Colourful background is also applied for virtual profile



All exhibitors who have purchased the Floorplan sponsor add-on. Their logo will be featured on the top and rotate with all other exhibitor logos



REDEFINED



*Planning today, so we can safely
see you all inside the TCC again soon!*

*Questions? Please reach out to
showinfo@locongress.com*

