ESC PLATFORM EXHIBITOR TRAINING GUIDE

For Internal Usage

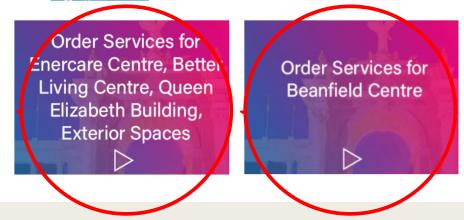
Updated March 2022

Exhibitor Services

Our Exhibitor Services team is ready to provide you with information about the many options our exclusive providers and service partners have to offer here at the centre. Our team is dedicated in serving your every need and answering any question or concern you might have. We look forward to hearing from you.

Telephone: (416) 263-3064

Email: es@explace.on.ca



STEP 1: Exhibitors can begin this process by accessing the 'Exhibiting Info' page:
https://www.explace.on.ca/exhibiting-info/. There will be two

'Calendar of Events' splash

options for them to choose
from – shows at the Enercare
Centre, Better Living Centre,
Queen Elizabeth Building, and
Exterior Spaces, <u>OR</u> the
Beanfield Centre. After they
select the appropriate option,
they will be directed to the ESC

page.

IMPORTANT NOTE: If old exhibitor service forms have already been completed and submitted, SHOWTECH will honour the old system. However, if forms have been dispersed and not yet submitted, clients are to inform their exhibitors to disregard the old process, as this new platform is being implemented. Clients (Show Managers) are also asked to remove old forms from their website(s) ASAP.

-Calendar of E Filters Type Building		xhibition Place Date 02/06/2022 © 02/07/2023	⊕ Default Language ➤ Search Clear	I →	ECC, BLC, QE Building, Exterior Page
-Calendar of Eve	nts-	hibition Place	⊕ Default Lar		→ BFC Page

STEP 2: Once on this page, exhibitors can use the search parameters to find the show they are attending (i.e. 'name' and 'date' fields will appear for BFC events, while 'name', 'date', 'type', and 'building' fields will be available for the other venue options). When the desired event appears, they will select the 'Go To Store' option and it will direct them to the account sign-in/creation page.

Exhibition Place I have previously registered and my password is:	ESC THE SHOW 2022
Email	
Email	Booth Information
Password	Please Select an Action
Password Password	
	Please Select an Action Select Existing Add Booth
	○ Select Existing
Password	 Select Existing Add Booth Booth - Enter TBD if unknown Booth Area
Password Remember me Sign In	 Select Existing Add Booth Booth - Enter TBD if unknown
Password Remember me Sign In	 Select Existing Add Booth Booth - Enter TBD if unknown Booth Area

STEP 3: Exhibitors will now be asked to create an account (left-hand side image). Once they have signed in, they will enter specific booth information (right-hand side image) such as booth number, area (in square feet), and number of open sides. If exhibitors have multiple booths at one event, they will need to complete this process for each separate booth in attendance.



Banner Hanging Order Deadline at 23:59 Due: Tue, May 10, 2022

Parking Passes Online Ordering Ends at 23:59. Exhibitors Pay Daily Rate Upon Entry Due: Tue, May 10, 2022

















Audio Visual Labour

Banner Hanging

Booth Cleaning

General Labour/Material Handling

Internet and Telecommunications

Parking

Food and Beverage Service

ShowTech Power & Lighting

Encore Canada Audio Visual

Frequently Asked Questions (FAQs)

Visiting Exhibition Place?

EXCLUSIVE SERVICES

- reat service starts with great people. Our am of seasoned professionals is mmitted to delivering unparalleled.
- mless service every step of the way.

Exhibition Place is proud to have industrying official suppliers in-house:

- neral Service Contractor (GES Global
- dio Visual Supplier (Encore Canada)
- stoms and Transportation (GES pal Experience Specialist)
- curity and Marshalling (Allied

e following exclusive services and oducts may only be obtained through xhibition Place and our partners:

- Electrical, Plumbing and Mechanical Services (Showtech Power & Lighting) · Food and beverage products and services (Cerise Fine Catering - Beanfield Centre,
- Spectra Food Services Enercare Centre, Queen Elizabeth Hall, Better Living Centre)
- · Housekeeping (Exhibition Place) · Internet Services & Telecommunications (Exhibition Place)

SAFETY DOESN'T HAPPEN BY ACCIDENT

Exhibit move-ins and move-outs typically involve heavy machinery and freight movement. All on-site work must comply with Ministry of Labour and Exhibition Place safety regulations, which includes the use of Personal Protective Equipment (PPE).

Wearing the appropriate equipment is the responsibility of each worker. This list includes, but is not limited to, hard hats, steel toe boots, protective glasses/goggles, and high-visibility vests. Exhibitors are also encouraged to follow these guildelines.

SPECTRA

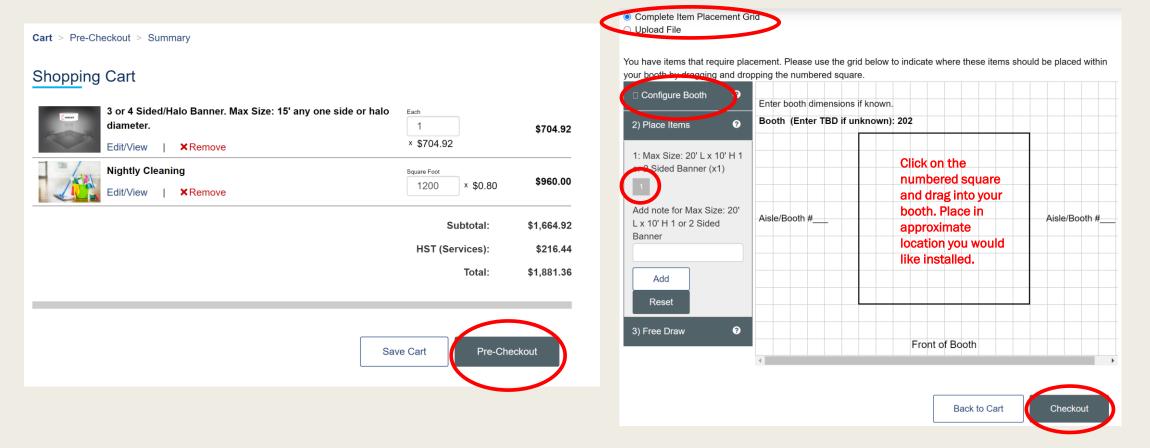
Spectra Food Services is the exclusive caterer for Enercare Centre, Queen Elizabeth Building and Better Living Centre. With an innovative food and beverage approach, our culinarians are committed to crafting fresh creative high-quality menus with an emphasis on authentic regional flavours that are infused with locally sourced ingredients. Our team has the background to manage events of any size or complexity such as banquets as large as 20,000 guests, plated gala for 6,000 or multiple day events serving up to 25,000

We at Spectra look forward to working together to make your event come to life with an unforgettable culinary experience

For more information, please contact: Kseniya Dekker General Manager -Spectra Food Services & Hospitality kseniya.dekker@spectraxp.com Tel: 647-806-2462

STEP 4: Exhibitors will now have access to the main page of the ESC platform! Their 'Cart' button is located at the top-right corner (this will compile all services they order), and ordering 'Deadlines' are located on the far left-hand side. This section highlights when advanced pricing ends, along with general cut-off dates for Banner Hanging, Parking, and F&B services. A 'CONTACT US' BUTTON WILL BE AVAILABLE AT THE TOP OF THIS PAGE THROUGHOUT THE ORDERING PROCESS. PLEASE CLICK FOR ASSISTANCE.

Below the 'Deadlines' section, exhibitors will find the 'Navigation' panel – this outlines all services they can choose from. If exhibitors would like to scroll through each section in a straight sequence, they can simply press the 'continue' button located in the bottom-right corner. With no 'back' button currently available, exhibitors can easily re-visit certain sections by selecting them on the Navigation panel.



STEP 5: Once exhibitors have placed their orders and are ready to checkout, they will have a chance to review all requested services in their cart. They will then click the 'Pre-Checkout' button. This will direct them to the final step – configuring their booth and 'placing items' as required. Not only are exhibitors able to identify the shape of their area (under 'Configure Booth'), they can also drag-and-drop their ordered services (i.e. banner hanging placement, specific internet line drops, etc.) under the 'Place Items' tab. This feature will ensure ordered items are installed specifically where the exhibitor wants them. If exhibitors would rather upload a file outlining their booth configuration, they are able to select the 'Upload File' option at the top of the page (under 'Complete Item Placement Grid'). All that's left to do is 'Checkout' and the ordering process is complete. Once processed, a confirmation email will be sent to the exhibitor! *Upon checkout, exhibitors will be asked to accept 'Terms and Conditions' and be reminded that payment will be accepted via credit card only*