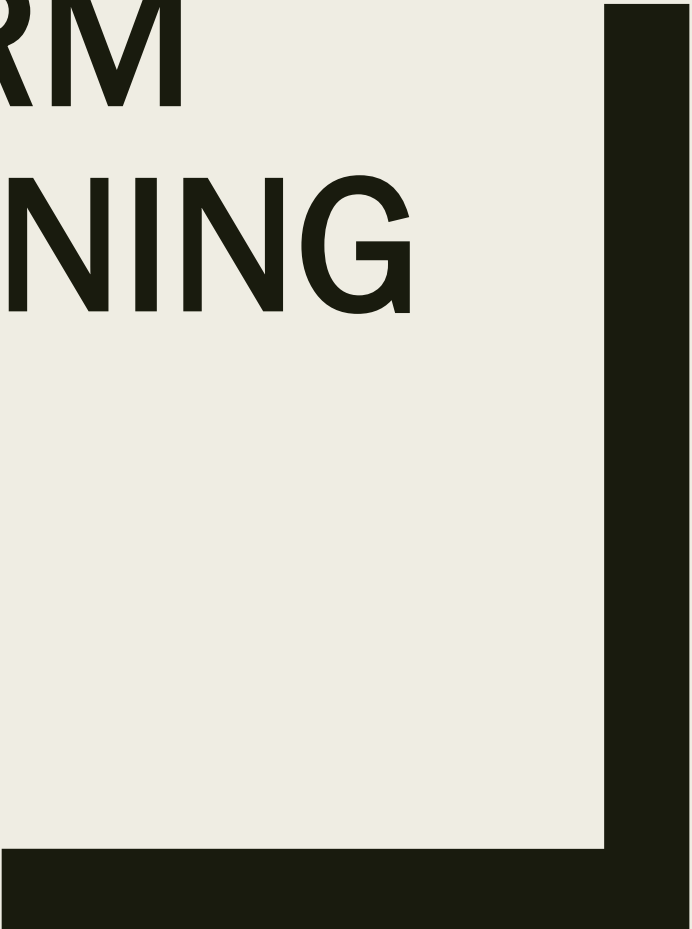




ESC PLATFORM EXHIBITOR TRAINING GUIDE

For Internal Usage
Updated March 2022

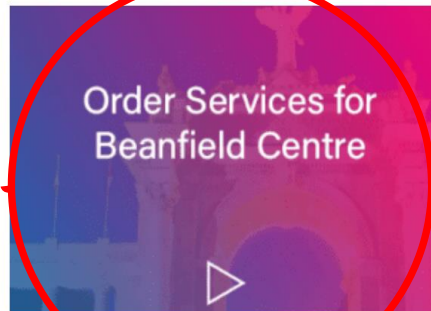
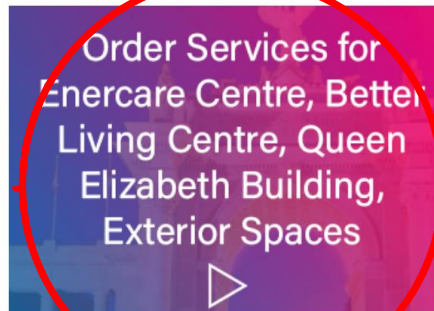


Exhibitor Services

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 options for them to choose from – shows at the Enercare Centre, Better Living Centre, Queen Elizabeth Building, and Exterior Spaces, OR the Beanfield Centre. After they select the appropriate option, they will be directed to the ESC 'Calendar of Events' splash 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.



Exhibition Place

Default Language ▼

-Calendar of Events-

Filters

Type

Building

Name

Date

02/06/2022

02/07/2023

Search

Clear

→ ECC, BLC, QE
Building,
Exterior Page



Exhibition Place

Default Language ▼

-Calendar of Events-

Name

Date

02/06/2022

02/07/2023

Search

Clear

→ 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.



I have previously registered and my password is:

Email

Password

☐ Remember me

[Forgot your password?](#) | I have never registered [Sign Up](#)



ESC THE SHOW 2022

Monday, February 14, 2022 - Monday, February 28, 2022

Booth Information

Please Select an Action

☐ Select Existing
☒ Add Booth

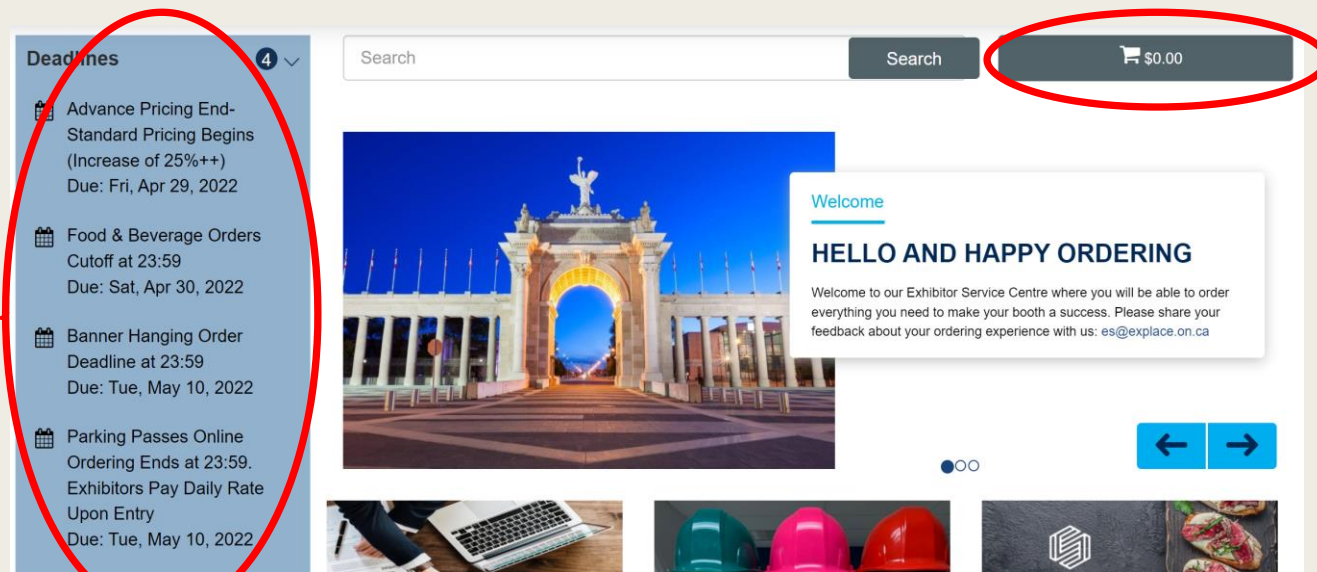
Booth - Enter TBD if unknown

Booth Area

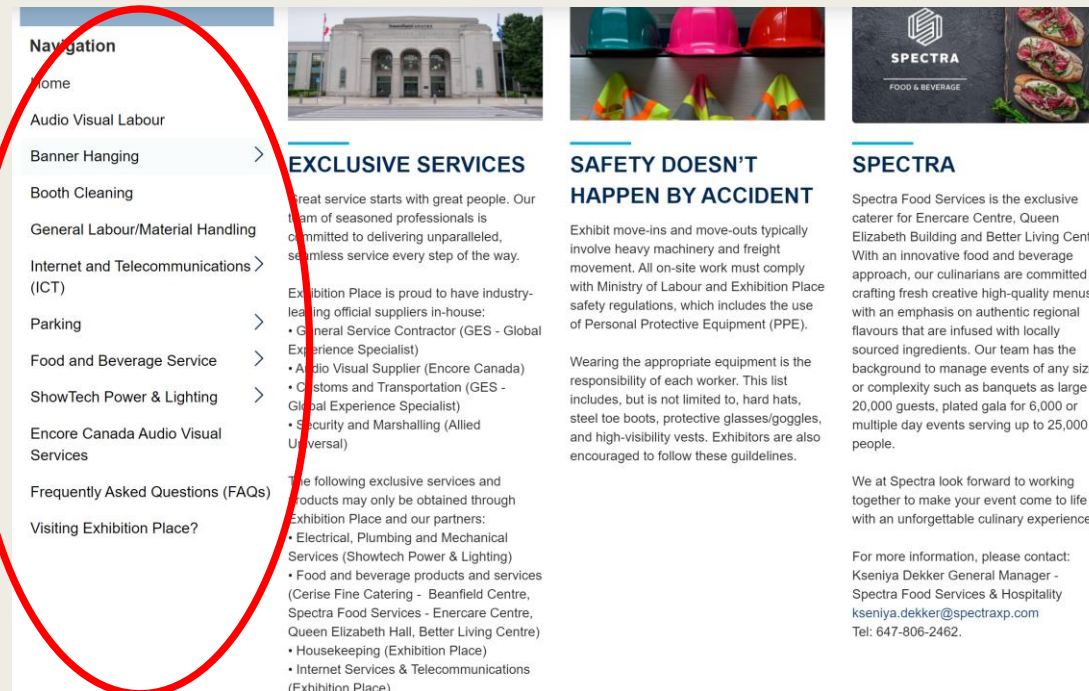
 Feet²

Open Sides

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.





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.

Shopping Cart

	3 or 4 Sided/Halo Banner. Max Size: 15' any one side or halo diameter.	Each	<input type="text" value="1"/>	\$704.92
Edit/View		✖ Remove	x \$704.92	
<hr/>				
	Nightly Cleaning	Square Foot	<input type="text" value="1200"/>	\$960.00
Edit/View		✖ Remove	x \$0.80	
<hr/>				
Subtotal:				\$1,664.92
HST (Services):				\$216.44
Total:				\$1,881.36

[Save Cart](#)

[Pre-Checkout](#)

- ☒ Complete Item Placement Grid
- ☐ Upload File

You have items that require placement. Please use the grid below to indicate where these items should be placed within your booth by dragging and dropping the numbered square.

☐ Configure Booth

2) Place Items

1: Max Size: 20' L x 10' H 1
3 Sided Banner (x1)

Add note for Max Size: 20'
L x 10' H 1 or 2 Sided
Banner

[Add](#)

[Reset](#)

3) Free Draw

Enter booth dimensions if known.

Booth (Enter TBD if unknown): 202

Aisle/Booth #

Aisle/Booth #

Click on the
numbered square
and drag into your
booth. Place in
approximate
location you would
like installed.

Front of Booth

[Back to Cart](#)

[Checkout](#)

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