



## HOW TO USE THIS EXHIBITOR MANUAL

This manual has been designed to provide you with easy access to key logistical information. Please refer to the manual for Show Rules and Regulations which must be complied with by each exhibitor as stated in the terms of the Exhibitor Contract; the responsibilities of exhibitors and Show Management with respect to exhibiting; and Move-in and Move-out Procedures. **Please pay special attention to the *INSURANCE & RULES AND REGULATIONS SECTIONS!***

### WE WANT YOUR EXHIBIT EXPERIENCE TO BE SUCCESSFUL!

Listed below are some of the services and steps that we are taking to help ensure that your exhibit experience at Canadian Gaming Summit is a success.

- **AVOID LINE-UPS FOR EXHIBITOR BADGES**  
You and your staff can avoid line-ups for exhibitor badges on-site by pre-registering for staff badges through the Exhibitor Booth Personnel Registration page at <http://conexsysregistration.com/FormGenerator/LoginPages/CGS09Login.php>  
During move-in simply go to the Registration Desk and your badges will be ready for pick up.
- **SCHEDULED MOVE-IN AND MOVE-OUT**  
In an attempt to avoid delays while entering and exiting the building, Show Management has scheduled Move-In and Move-out times with special consideration for exhibitors with special materials handling requirements. Please refer to the Move-in Schedule in the Schedule of Operations section.
- **FREE SHOW PASSES**  
Complimentary trade show passes are available for you to distribute to your customers and prospective clients. This is a very important and proven marketing technique that can help bring quality traffic to your exhibit. 75 passes will be sent to you during the week of February 23, 2008. If you require more, please contact Phil Soltys at the coordinates below.

If you have any questions pertaining to this manual or any of these services, contact Phil Soltys at 416 512-8186 ext. 246 or by email at [philips@mediaedge.ca](mailto:philips@mediaedge.ca) or Chris Torry at 416 512-8186 ext 280 or email [christ@mediaedge.ca](mailto:christ@mediaedge.ca) .

Thank you.  
Chris Torry, Show Manager