

## Exhibitor Services Centre

The Exhibitor Services team can assist with placing orders or for last-minute needs at our on-site service desk. Online ordering is available for parking, booth cleaning and internet/telecommunications services, as early as six months in advance. Please visit [www.mtccc.com/order](http://www.mtccc.com/order) for more details. Advance purchase discounted rates are available up to 14 days prior to the first contracted day.

Phone: (416) 585-8387 | Email: [exhibitor-services@mtccc.com](mailto:exhibitor-services@mtccc.com) | [www.mtccc.com/order](http://www.mtccc.com/order)

## Parking Services

Exhibitor parking passes are available for each event in our easy access, security-patrolled indoor parking garages. With space for over 1,700 cars and available 24 hours a day, 7 days a week, our garages are steps away from the show floor. Discounted parking rates are available for orders placed up to 14 days prior to the first contracted day.

To order visit: [www.mtccc.com/order](http://www.mtccc.com/order)

## Booth Cleaning Services

Interior booth cleaning is available from the Metro Toronto Convention Centre (MTCC) on an exclusive basis from our highly efficient Cleaning Services Department. Interior booth cleaning services include: vacuuming, dusting, emptying wastebaskets and cleaning of tables. Additional exhibit booth cleaning options are available upon request. Please speak to one of our knowledgeable Exhibitor Services Representatives for further information. Discounted cleaning rates are available for orders placed up to 14 days prior to the first contracted day.

**Note:** The MTCC is the exclusive provider of all cleaning services. External companies (including display houses) are prohibited from performing any type of janitorial services within the building.

To order visit: [www.mtccc.com/order](http://www.mtccc.com/order)

## Internet / Telecommunications Services

Internet and Telecommunication services are available from the MTCC on an exclusive basis. Our Technology Specialists are available to provide you state-of-the-art services directly to your booth. Wireless and Wired internet services are available to every exhibitor based on the requirements of each exhibit space. The MTCC requires that exhibitors ordering our wireless Internet service use 5 GHz (802.11 a/n ac) capable devices to ensure an exceptional experience. Please contact one of our specialists to discuss your requirements or for any technical questions. Discounted services are available for orders placed up to 14 days prior to the first contracted day.

Phone: (416) 585-3596 | Email: [technology@mtccc.com](mailto:technology@mtccc.com) | [www.mtccc.com/order](http://www.mtccc.com/order)

## Service Excellence - Your MTCC Team

### Food & Beverage / Catering Services

Our award-winning culinary team provides a full range of catering solutions to create a unique experience at your booth. Please contact our experienced food and beverage team to discuss your catering requirements. Food and beverage services are exclusive to the Metro Toronto Convention Centre. Our team can also provide guidance on food sampling requests as well.

To order: Complete the fillable PDF forms included in this package OR contact our team.

Phone: (416) 585-8144 | Email: [catering@mtccc.com](mailto:catering@mtccc.com)

### Business Centre Services

Our Business Centres are conveniently located on levels 300 & 800. Services include photocopying, faxing, printing, outbound courier service, internet access and a selection of office supplies and tools. Please contact our Business Centre to arrange for large, customized printing projects well in advance.

#### Services Hours:

North Building (Level 300): Mon – Fri: 8:00am – 5:00pm

South Building (Level 800): Mon – Fri: 8:30am – 4:30pm

Phone: (416) 585-8387 | Email: [businesscentre@mtccc.com](mailto:businesscentre@mtccc.com)

### Emergency Contact

Should you experience an emergency during your time at the MTCC, please contact our Security Centre at (416) 585-8160. Please also review our emergency procedures document included in this package.

### Electrical Power

SHOWTECH Power & Lighting provides all electrical, display-feature lighting, mechanical, plumbing, gas and air services on an exclusive supplier basis. SHOWTECH also exclusively hangs all decorative material, signs and banners that are required to be attached to the facility structure. For questions or to place your electrical order, please contact SHOWTECH directly.

To order visit: [www.showtech.ca](http://www.showtech.ca) | Phone: (905) 283-0550 | Email: [info@showtech.ca](mailto:info@showtech.ca)



## Your MTCC Team Contacts

### Exhibitor Services Centre

Exhibitor cleaning, parking, internet & telecommunication services.

Email: [exhibitor-services@mtccc.com](mailto:exhibitor-services@mtccc.com)  
Phone: (416) 585-8387  
[www.mtccc.com/order](http://www.mtccc.com/order)

### Parking Services

Parking passes available for 2 MTCC lots 1,700 spaces available, open 24/7.

Email: [exhibitor-services@mtccc.com](mailto:exhibitor-services@mtccc.com)  
Phone: (416) 585-8387  
[www.mtccc.com/order](http://www.mtccc.com/order)

### Catering Services

Catering services available for your booth, exclusively by the MTCC. Consult one of our experienced Catering Specialists to place your order.

Email: [catering@mtccc.com](mailto:catering@mtccc.com)  
Phone: (416) 585-8144

### Business Centre Services

Available services include: Printing, photocopying, outbound courier services, stationary supplies and faxing.

Email: [businesscentre@mtccc.com](mailto:businesscentre@mtccc.com)  
Phone: (416) 585-8387

### SHOWTECH Electrical

Exclusive provider of electrical services, display lighting and banner hanging.

Email: [info@showtech.ca](mailto:info@showtech.ca)  
Phone: (905) 283-0550

### Internet & Telecommunication Services

In-house Telecommunications Specialists

Email: [technology@mtccc.com](mailto:technology@mtccc.com)  
Phone: (416) 585-3596  
[www.mtccc.com/order](http://www.mtccc.com/order)

### Booth Cleaning / Janitorial Services

Interior booth cleaning services (vacuum, dust, mop, wastebasket removal) are exclusive to the MTCC.

Email: [exhibitor-services@mtccc.com](mailto:exhibitor-services@mtccc.com)  
Phone: (416) 585-8387  
[www.mtccc.com/order](http://www.mtccc.com/order)

### Fire Safety Officer

Exhibits are to meet the Ontario Building & Fire Code as outlined in the enclosed forms.

Email: [FireSafetyReply@mtccc.com](mailto:FireSafetyReply@mtccc.com)  
Phone: (416) 585-8135

### Emergency Services

For immediate assistance in case of emergency, please contact MTCC Security open 24 /7.

Phone: (416) 585-8160