

LIVING LUXE

# DESIGN

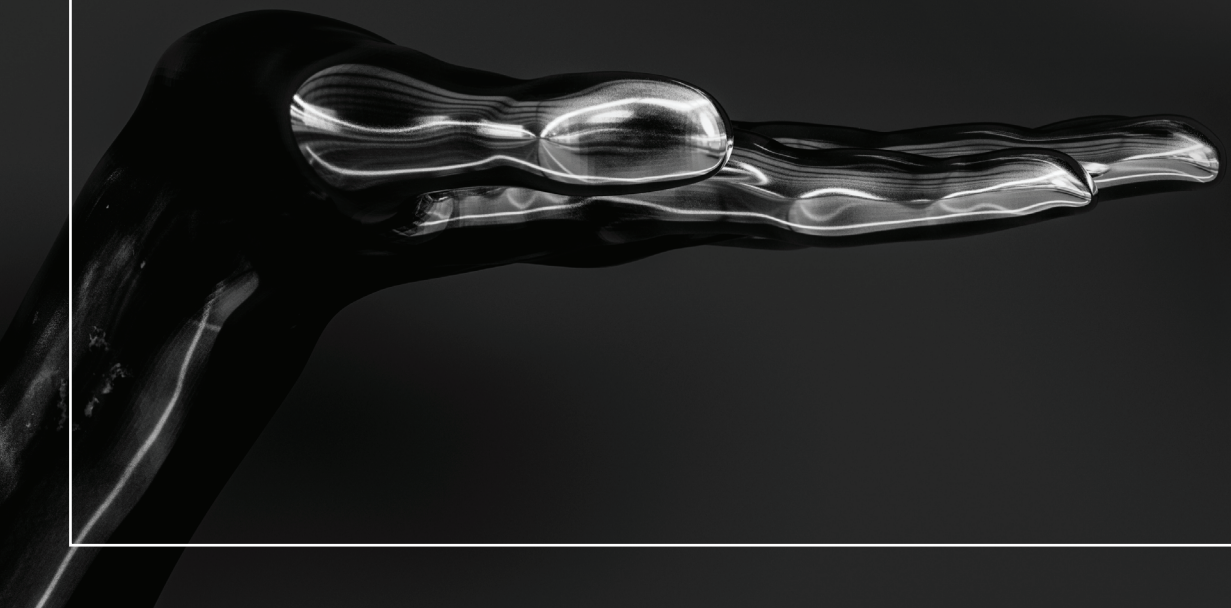
SHOW

PRESENTED BY



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APRIL 2025  
**EXHIBITOR KIT**



# SHOW INFORMATION

WWW.LIVINGLUXEDESIGNSHOW.CA



## SHOW DATES & TIMES:

Friday April 25th, 2025 - 10:00am-5:00pm

Saturday April 26th, 2025 - 10:00am-5:00pm

Sunday April 27th, 2025 - 10:00am-5:00pm

## LOCATION:

Toronto Congress Centre  
650 Dixon Rd, Etobicoke, ON M9W 1J1  
North Building, Halls H & I



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APRIL 2025  
**EXHIBITOR KIT**

## LIVING LUXE DESIGN SHOW

April 25th -27th, 2025 | Toronto Congress Centre | North Building, Halls H & I  
650 Dixon Rd, Etobicoke, ON M9W 1J1

# SHOW SPONSORS

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PRESENTED BY



OFFICIAL PLUMBING SPONSOR

**KOHLER**

APPLIANCE & STAGE SPONSOR



MEDIA SPONSOR

SPECIAL THANKS TO

LIVING LUXE

**TORONTO STAR**



THE ROSARIUM  
LUXURY ROSES



IN COLLABORATION WITH



DIANA | PIRES



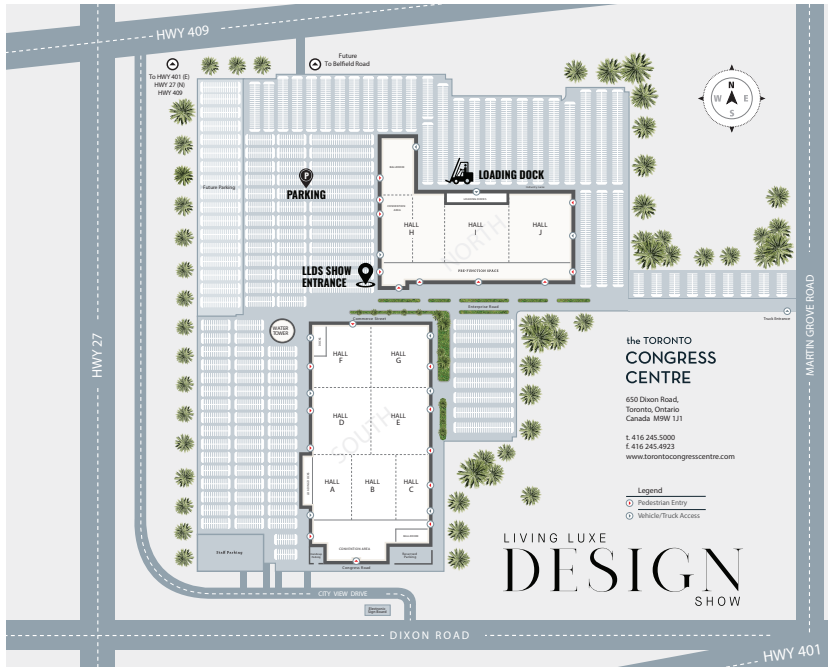
**LIVING LUXE DESIGN SHOW**

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# EXHIBITION SHOW TIMING & LOCATION

WWW.LIVINGLUXEDESIGNSHOW.CA



## SHOW DATES & TIMES:

Friday April 25th, 2025 - 10:00am-5:00pm  
Saturday April 26th, 2025 - 10:00am-5:00pm  
Sunday April 27th, 2025 - 10:00am-5:00pm

## PARKING:

- Ample complimentary parking is available onsite, located at the North Building by Hall H.

## SHOW LOCATION:

- The show is taking place at Toronto Congress Centre in the North Building in Halls H & I
- Toronto Congress Centre is located at 650 Dixon Road, Etobicoke, Ontario, M9W 1J1

## LOADING DOCK:

The loading dock doors can be found on the North side of the building. All Exhibitor & Sponsorship Shipping & Deliveries for LLDS to be loaded through Docks 33 - 38.

## SHOW CONTACT INFORMATION:

### For Exhibitor Support & Show Logistics:

Please contact Diana Pires at  
[diana@dianapires.com](mailto:diana@dianapires.com) or (416) 670-1807

### For Exhibitor & Sponsorship Inquiries:

Please email [inquiries@livingluxeca.com](mailto:inquiries@livingluxeca.com)

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# EXHIBITOR RULES AND REGULATIONS

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## BOOTH REGULATIONS:

Exhibitor booths must be created, designed & executed within your allotted booth dimensions. All measurements must be exact & must include: furniture, flooring, cords, signage, and any other items you wish to present in your exhibitor booth space.

**All Exhibitors must submit their Booth Designs to Show Director Diana Pires at [diana@dianapires.com](mailto:diana@dianapires.com) for approval by January 30th, 2025.** Please also note that your booth design will automatically be submitted for consideration for the **Outstanding Booth Design Award** at the Living Luxe Awards Gala taking place on Saturday April 26th 2025.

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## BOOTH LIGHTING:

LLDS recommends exhibitors to look into elevating their booth design by incorporating feature lighting within your booth, which can be ordered directly through **SHOWTECH**. You can also provide your own fixtures and have **SHOWTECH** provide the electrical support & rigging for your booth.

## BOOTH DIMENSIONS, HEIGHTS & NEIGHBOURING EXHIBITORS:

All Exhibitors must communicate with their neighbouring exhibitor booth(s) to ensure that all parties are aware of the sides and back of each booth, as to not impede onto other booth designs.

If your booth is **back to back** with another booth, both exhibitors must maintain the same standard booth height of 8' H in order to promote visual cohesion, unless written approval has been provided by LLDS & the Show Director. This includes side walls, which must also extend all the way to the aisles. Should an exhibitor wish to extend their booth (in any direction), this must be cleared by the Show Director first to ensure this can be accommodated.

If your booth is an island (that is, it has no adjoining booths on any side), your booth height can be a maximum of 12' H.

Booth heights may not exceed a maximum of 12', unless written consent has been provided and approved by the LLDS organizers.

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# EXHIBITOR BOOTH DIAGRAM LAYOUT GUIDELINES

## LINEAR BOOTH

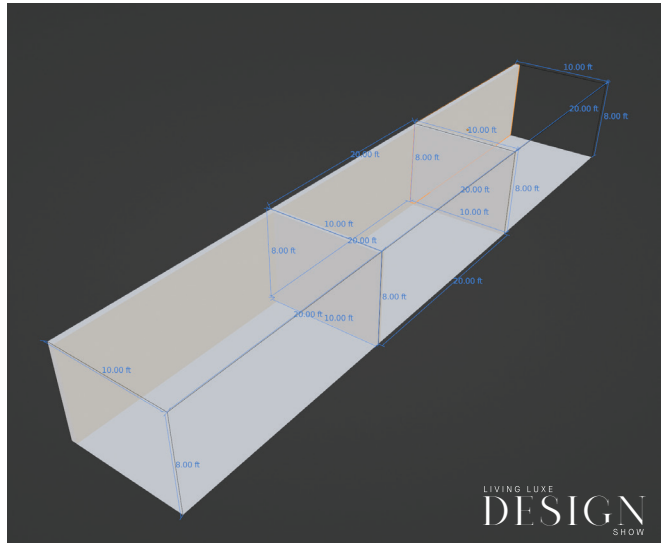
A **Linear booth** is open at the front and has exhibitors on 2 - 3 sides. Exhibitors must provide their own walls or rent them from the Show Decorator.

### HEIGHT:

All 3 Walls must be 8'H and fully finished on all sides. Exhibitors must communicate with their neighbouring booths should they wish to extend their booths higher than 8' and obtain written approval from the Show Director/Management.

### FLOOR COVERING:

Is mandatory and is to be provided by the exhibitor.



## CORNER BOOTH

The **Corner booth** is open at the front & one side. Exhibitors must provide their own walls or rent them from the Show Decorator.

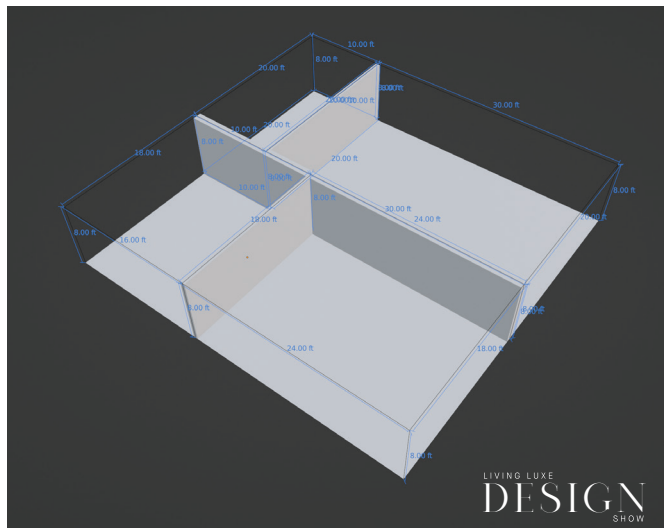
### HEIGHT:

Both walls must be 8' and fully finished on all sides. Exhibitors must communicate with their neighbouring booths should they wish to extend their booths higher than 8' and obtain written approval from the Show Director/Management.

### FLOOR COVERING:

Is mandatory and is to be provided by the exhibitor.

**NOTE:** No Show draping or Existing Show Wall is permitted as a wall divider or for decor purposes.



## BACK-TO-BACK BOOTH

A **Back-to-Back booth** is open at the front & 3 sides. Exhibitors must provide their own walls or rent them from the Show Decorator.

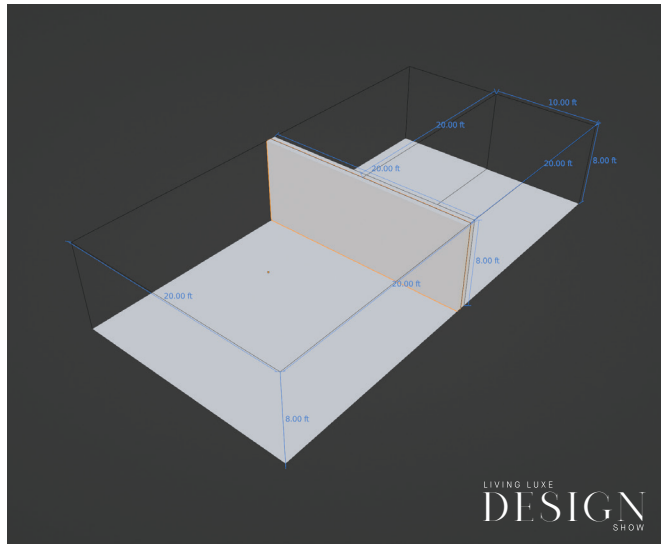
### HEIGHT:

Wall must be 8" H and fully finished. Exhibitors must communicate with their neighbouring booths should they wish to extend their booths higher than 8' and obtain written approval from the Show Director/Management.

### FLOOR COVERING:

Is mandatory and is to be provided by the exhibitor.

**NOTE:** No Show draping or Existing Show Wall is permitted as a wall divider or for decor purposes.



## END-CAP BOOTH

An **End-Cap booth** is open at the front & 3 sides with access to 3 aisles. Exhibitors must provide their own walls or rent them from the Show Decorator.

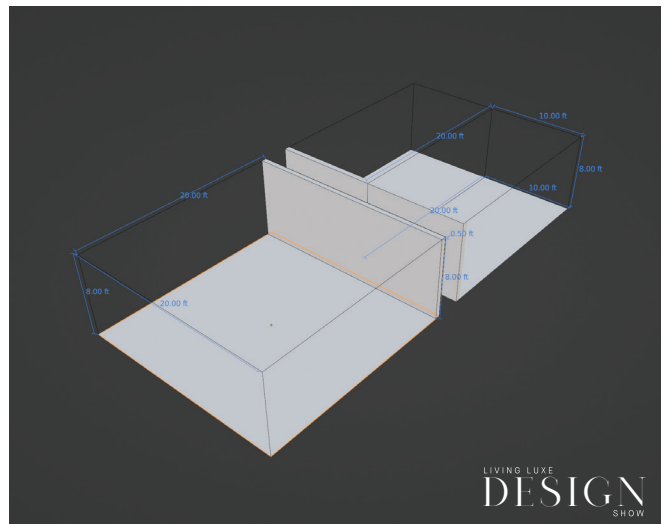
### HEIGHT:

Wall must be 8" H and fully finished. Exhibitors must communicate with their neighbouring booths should they wish to extend their booths higher than 8' and obtain written approval from the Show Director/Management.

### FLOOR COVERING:

Is mandatory and is to be provided by the exhibitor.

**NOTE:** No Show draping or Existing Show Wall is permitted as a wall divider or for decor purposes.



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## ISLAND BOOTH

An **Island booth** stands alone with no connecting neighbouring booths. All sides are open to the aisles. Exhibitors must supply their own walls should they incorporate them into their design.

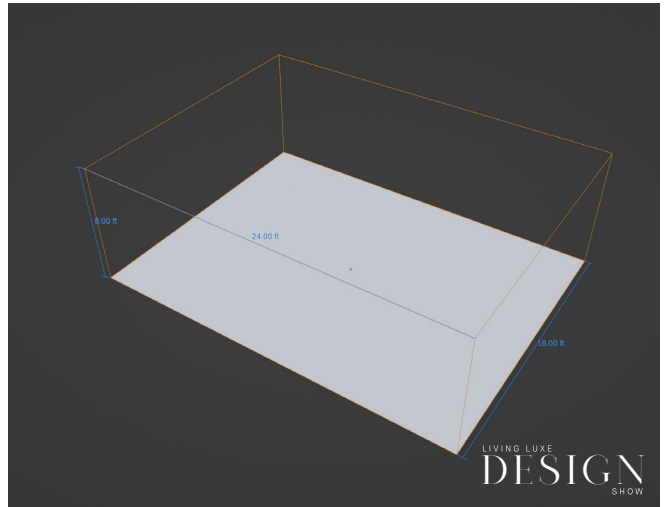
### HEIGHT:

Up to 12' H. Should Exhibitors wish to go higher than 12', they must obtain written approval from the Show Director/ Management.

### FLOOR COVERING:

Is mandatory and is to be provided by the exhibitor.

**NOTE:** *No Show draping or Existing Show Wall is permitted as a wall divider or for decor purposes.*



## FLOOR COVERINGS:

The cost of booth carpet/floor covering is not included in your booth rental, but it is mandatory that you have some kind of floor covering included in your design & contained within your allotted booth dimensions. Exhibitors can bring in their own or rent floor coverings directly from **Artam Design Inc**, the official Show Decorator. Exhibitors wishing to lay tile or other floor covering or build any structure, may not adhere it directly to the exhibition floor. It is required that plastic sheeting, or some other suitable protection be laid on the exhibition floor to avoid damage fees upon teardown inspection. Exhibitors must not use masking tape, clear packaging tape or duct tape to adhere the covering to the show floor. The only tape authorized for use on exhibit hall floors is black #174 high-adhesion double-faced tape for floor cable & wire. Charges will apply for all tape damage and/or adhesive removal following an inspection post-exhibition.

Exhibitors with raised floors are limited to a maximum of 6" H off the ground. If you plan on raising the floors in your booth higher than 13 mm, they must be wheelchair accessible by use of ramps. Ramps must be at least 36" wide and have a maximum slope of 1:12. Please note that any ramps required for your space must also fall within your assigned booth space (cannot extend into the show aisles).

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## VEHICLE FLOOR COVERINGS:

Vehicles which are approved for use in exhibition or display areas must be protected by Visqueen®, Masonite®, Homasote® tarpaulin, plywood, or comparable protective material to be used to prevent damage.

## SIGNAGE & SOLICITATION:

You must keep all of your signage & marketing materials within your booth space and they must not block views of the rest of the show floor. All signage must be professionally printed, mounted & displayed; pop-up/ roll-up banners are also permitted. The use of nails, hooks, screws, staples or tacks on any existing TCC walls or flooring is forbidden. Failure to comply will result in a minimum charge per occurrence billed to you directly.

Please note that overhead banners/ ceiling-mounted display signage/ branding is permitted to be hung above your exhibitor booth, which includes ceiling-mounted decor. Under no circumstances shall any signs advertising "Sale/ Discount/ Show Specials" be permitted on the show floor, in order to keep the integrity of the luxury show branding & elevated clientele.

Distribution of samples, collateral, or any other promotional materials must be confined within your allotted booth space. Exhibitors intending to distribute food or beverage samples within their booth are required to comply with the guidelines on the Food Sample Form. Once completed, this form is to be sent to Daniel Dearlove at [ddearlove@torontocongresscentre.com](mailto:ddearlove@torontocongresscentre.com). Exhibitors may not solicit in the show aisles, entrances, or anywhere on the TCC grounds outside of your booth space.

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## FLOOR LOADS:

No materials handling equipment or objects weighing more than 500 pounds per square foot (2,441 kg per square meter) may be placed on the exhibition floor, unless authorized in writing by TCC.

## **BOOTH CLEANING:**

LLDS will be arranging for daily cleaning of the common areas & aisles of the exhibition hall on show days, however all exhibitors are responsible for the cleanliness of their booths. Cleaning services can be arranged directly through TCC, or you can opt to have your team tidy up your booth space personally after the show closes each day. As long as your booth is tidy before 9:00am the next show day, you are welcome to do this yourself. Please note that you are not permitted to outsource your own cleaning company, as cleaning services are exclusively provided by TCC. Also note that if any power is required for your cleaning (such as that to power a vacuum cleaner), you must make prior arrangements with **SHOWTECH**.

Once the LLDS 2025 concludes, all exhibitors are responsible for removing all of their own personal garbage and debris from their booth upon completion of their teardown. Please note that any exhibitors that leave garbage or debris behind will be charged a garbage removal fee once teardown commences.

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## **PERSONAL PROTECTIVE EQUIPMENT (PPE) - REQUIRED:**

Anyone working on the show floor during move-in & move-out regardless of their booth size or location on the show floor must wear the following:

- CSA approved hard hat
- CSA approved steel-toed safety shoes
- High visibility vest

## **BUILDING/ CONSTRUCTION RULES ONSITE AT TCC:**

All exhibitors must ensure to keep their area clean, contained and dust free when building their booths on site. Contractors must leave a clean work site, otherwise charges will be billed for cleanup. It is your responsibility to ensure that your contractors are taking necessary precautions to protect the TCC, including all carpeted areas, tiled flooring, walls and doors. This applies to areas receiving crates, pallets, freight, boxes, road cases, or other large/heavy materials likely to cause carpet/ wall/ floor damage.

### ***Please note the following with regards to Contractors:***

- All contractors must abide by Ontario Safety Standards on site. Anyone found operating equipment in an unsafe manner will be asked to leave the premises immediately.
- Contractors in “non-uniform” will receive a contractor badge while on-site.

# EXHIBITOR RULES AND REGULATIONS

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## TOOLS/ EQUIPMENT/ DOLLIES:

You must bring in all of your required tools, ladders, brooms, etc. as there are none available for use onsite. You must make arrangements for these items in advance if you require them. As a reminder, there is no storage available onsite so these items must be kept in your allocated booth area or taken offsite at the end of each day.

Please note that only rubber wheeled carts may be used to transport items from pre-determined staging areas for material to be off-loaded through pre-approved doors onto the show floor. Only polyurethane flatbeds/dollies are allowed in the convention area - no metal edged dollies. In addition, no hand-trucks, carts, or other devices to move equipment or freight will be allowed in meeting rooms or carpeted areas, without the use of Visqueen®, Masonite®, Homasote® or plywood.

Should you require access to a forklift or pallet jack, you can pre-book these prior to your move in, at an additional cost through Lange Transportation, by filling out **THIS FORM**

## PLEASE NOTE THE FOLLOWING WITH REGARDS TO EQUIPMENT USAGE:

- No pump trucks, skids or metal dollies are allowed in the convention area (front of house).
- No garbage, packing materials or storage cases may be left in the convention area at any time.
- Forklifts, electric carts, motorized equipment and other vehicles are not permitted on any carpeted areas throughout TCC.
- Exhibitors are not permitted to bring in and/or operate their own forklifts. Forklifts must be rented through Lange Transportation and a Licensed operator must be provided.
- No leaning of equipment/objects against walls (cinder block or drywall) in the trade halls or convention area. No equipment may be placed within 6 inches of a wall. This includes boxes, crates, pallets, drapery poles, tables, chairs, etc.
- If the use of power tools is required (battery chargers, corded tools, etc.), please ensure your booth is powered through **SHOWTECH** to have power available in your exhibitor space during installation.

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## EXHIBITOR RULES AND REGULATIONS:

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### PLEASE NOTE THE FOLLOWING WITH REGARDS TO CONSTRUCTION, MATERIALS & WASTE:

- Doors and walls require protective covering such as moving blankets or other material approved by TCC.
- No cutting of carpet, foam core or other materials is permitted at the TCC without proper floor protection.
- No hard cutting of wood, concrete, drywall, etc. on the show floor will be permitted. Please note there will be a designated area outside where this can be accommodated upon request. Further details will be sent to you with your load-in instructions.
- Painting, nailing or drilling of the show floor is not permitted.
- No materials handling equipment or objects weighing more than 500 pounds per square foot (2,441 kg per square meter) may be placed on the exhibition floor, unless authorized in writing by TCC.
- Exhibitors who wish to paint their booths onsite must ensure you remove all your own painting waste (cans, brushes, trays, etc.), or you will be subject to additional fees.
- You cannot utilize the washrooms for cleaning of materials or tools or for the disposal of any kind of waste.

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### FOOD & BEVERAGE

#### DISTRIBUTION/SAMPLING:

**No other food or beverage items from other suppliers will be allowed into the facility without the written consent of LLDS & TCC management.**

TCC is a Hazard Analysis Critical Control Point accredited facility, thereby meeting one of the highest standards in food safety practices in the world. All food & beverage guidelines must be in compliance with the HACCP requirements and TCC Food Sample Guidelines. If you wish to showcase food and/or beverage at your booth, you must adhere to all City of Toronto health requirements ([www.toronto.ca/health](http://www.toronto.ca/health)) & you must **fill out the Food Sample Form.**

### COMBUSTION ENGINES:

Vehicles or other flammable fueled engines displayed shall conform to the following requirements:

**A. Fuel tanks containing fuel or which have ever contained fuel must not be more than 3/4 full and the gas cap must be locked shut or otherwise secured.** Caps for fuel tank fill shall be taped shut.

**B: The electrical system shall be de-energized by either:**

- The Battery must be disconnected {once positioned}.
- **Disconnecting both battery cables and covering them with electrical tape or other similar insulating material**
- There must be a floor covering of some sort beneath the engine bay.
- The vehicle can only be turned on when being positioned (or re-positioned).

**Tanks** containing propane shall be maintained less than ¾ full. Vehicles may be driven in and positioned. The engine should remain running, with the valve shut off. Allow the engine to run until all of the fuel in the fuel line is used up. Turn the ignition off.

Cylinders for barbecues and/or appliances within a vehicle such as stoves, refrigerators, etc., must be empty.

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### FORKLIFT ACCESS:

All Forklift operators working on TCC property must belong to 'LIUNA! Local 506'. If you require the use of forklifts, you can contact Lange Transportation directly to book using the form linked here and sent to [sales@langeshow.com](mailto:sales@langeshow.com).

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# EXHIBITOR RULES AND REGULATIONS

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## PLEASE NOTE THE FOLLOWING GENERAL RULES TO NOTE:

- Smoking is not permitted anywhere within TCC, including the loading dock.
- All involved parties with any show exhibit must comply with Federal, Provincial and Municipal building and fire codes.
- All fire & emergency equipment located in the building may not be hidden/ obstructed in any way. Emergency exits and aisles must be kept clear and unobstructed. Vehicles parked on fire routes will be removed at the owner's expense.
- Boxes, packaging and other unused exhibitor material must not be stored on top of, or around any electrical connections, fittings, or transformers.
- Wooden pallets and shipping crates are not permitted on the show floor, carpeted lobby, Pre-function and Registration Areas during event days.
- There is no storage provided onsite so please ensure you make any necessary accommodations to store your items off site, if applicable.
- LLDS & TCC will not be held responsible for the admission of any exhibits which do not come within the dimensions, weight, or loading capacity of the entrances.
- No fireworks may be brought into the TCC at any time without the express written permission of TCC management. In addition, no fireworks or pyrotechnic devices may be discharged on the premises without the written permission of TCC management.
- Confetti, helium tanks & balloons are not permitted in any area of TCC.

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# EXCLUSIVE SHOW SUPPLIERS

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## 1. POWER, LIGHTING, CEILING HANGER, RIGGING, PLUMBING & GAS:

**SHOWTECH Power & Lighting** is the exclusive supplier for electrical, feature lighting, rigging air, gas and plumbing. Your 2025 exhibitor booth includes 1x 1500 watt power outlet for your use. **Please confirm where you would like this placed when submitting your booth design layout.**

Please contact – **Michelle Kalpakis-Palkowski**, mpalkowski@showtech.ca, or you can access the direct online ordering link with Google Chrome to view pricing and/or order online.

To take advantage of the Early Bird Pricing, please **ORDER HERE** by March 31, 2025.

## 2. AUDIO VISUAL:

**EPIQ Vision** is our exclusive Audio Visual supplier.

For service costs and to coordinate any audio visual for your exhibitor booth, please fill out the form by April 7, 2025 to take advantage of Early Bird Pricing and send it to Jordan Benson at [jbenson@epiqvision.com](mailto:jbenson@epiqvision.com) for your exhibitor booth inquiries.

COMING SOON

## 3. CUSTOM BUILDS AND BOOTH DECOR:

**Artam Design Inc.** is our preferred vendor for all Custom Builds & Booth Decor needs.

For service costs, custom builds, 3D rendering and booth decor, please contact Marta via email at [marta@artamdesign.com](mailto:marta@artamdesign.com) for your exhibitor inquiries no later than **March 28, 2025**.

## 4. INTERNET & NETWORKING:

**CCR Solutions Inc.** is our exclusive supplier for all Internet Requirements. Please fill out **THIS FORM** to place your order and you can contact Stephanie Schilz at [stephanies@ccrsolutions.com](mailto:stephanies@ccrsolutions.com) with any questions. Order by March 21, 2025 to take advantage of Early Bird Pricing.

Exhibitors will need to create an account by clicking “Register Now”, then “Create a New Company”. If you already have an existing account, simply login and search for Living Luxe in the search bar. Once in the store, you’ll find all AV available listed under departments. If applicable, please select the dates and times for delivery and pickup for when a representative from your company will be onsite at the booth. Add the items to your cart and continue through the checkout process. Be sure to include your booth number when checking out.

## 5. ADVANCE WAREHOUSE STORAGE, FORKLIFT RENTALS, FREIGHT & LABOUR:

**Lange Transportation** can assist exhibitors with Advance Warehouse Storage for any items. All products must be shipped to Lange no later than 21 days before the show begins. To take advantage of this opportunity & their early bird pricing, please fill out **THIS FORM** and send it to [sales@langeshow.com](mailto:sales@langeshow.com) for quoting and any questions you may have no later than April 4, 2025. After Show Warehousing is also available – **CLICK HERE** to learn more. Lange Transportation can also assist exhibitors with Forklift Rentals, Labour, Advance Freight and Transportation – click each link above to learn more

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# IMPORTANT EXHIBITOR INFORMATION

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## BOOTH COMPLETION DEADLINE

Your booth must be completed no later than 2:00pm on Thursday April 24, 2025 for final walkthrough by Show Management & final exhibition hall cleanup prior to the Opening Night Party event that evening.

## EXHIBITOR BADGES:

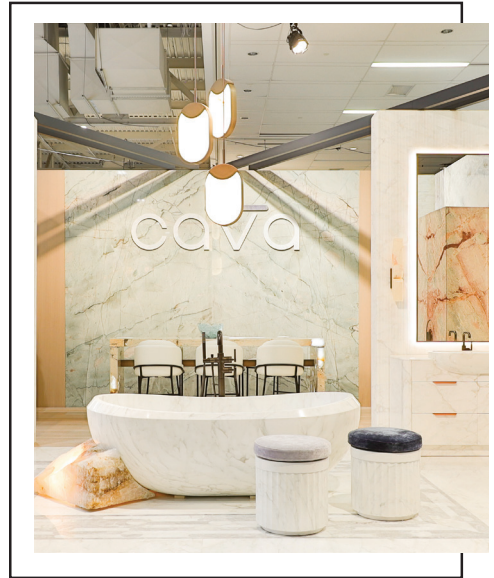
All exhibitors will be required to send in a request for exhibitor badges for their team. Each exhibitor can request a maximum of 5 badges. Requests must be made via our website no later than **March 28th, 2025** with the number of badges required for your company, and the name of the person who will collect them. If you require additional or replacement badges, please advise Diana as soon as possible at the above email address. Please note additional/ replacement badges are available for an additional fee.

COMING SOON

Badges can be picked up from the **LLDS Exhibitor Registration Booth from Thursday April 24, 2025 - Sunday April 27, 2025**. It is your responsibility to distribute these to your team when they arrive onsite for each show day.

## COMPLIMENTARY SHOW TICKETS:

We are happy to offer Exhibitors complimentary tickets that can be shared with your clients to attend the show. Exhibitors will be emailed a unique code which you can pass along to your clients to redeem up to 50 complimentary tickets



**PLEASE NOTE:** Your exhibitor badge is your ticket to enter into the Exhibition Hall; you will need to distribute these badges to each member of your team onsite each day so that they can gain access to the show floor.

All exhibitors must show their passes upon entry each show day, and they must be worn for the duration of the show in order to gain access to the exhibition areas.

All exhibitors are required to have at least one representative at their booth at all times for the duration of the show hours on each day.

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## INSURANCE DETAILS:

All contractors working on the TCC premises must supply proof of insurance. The insurance coverage required is:

- \$5,000,000 bodily injury or death
- \$5,000,000 third party property damage & damage to building

LLDS, TCC and its related companies are to be shown as an “additional named insured” in all such policies, listed as: Living Luxe Exhibition, Living Luxe Inc., Toronto Congress Centre (a Division of Congress Centres Inc.). All insurance policies shall contain a cross liability and a waiver of subrogation clause in favour of LLDS & TCC.

It is understood and agreed that the coverage provided by these policies will not be changed or amended in any way which reduces the coverage nor canceled nor be allowed to lapse until thirty (30) days after written notice by registered mail or personal delivery of such change, cancellation, or lapse shall have been given to LLDS & TCC.

A copy of the insurance policy or certificate of insurance is required to be submitted to the Living Luxe Team no later than one month prior to the event to [diana@dianapires.com](mailto:diana@dianapires.com). The insurance policy will be held by LLDS until an inspection of the premises is made after the event and applied, as required, at the discretion of LLDS in order to repair any damage caused during the event period (including set up & teardown, if applicable).

## LIVING LUXE DESIGN SHOW

# EMERGENCY PROCEDURES

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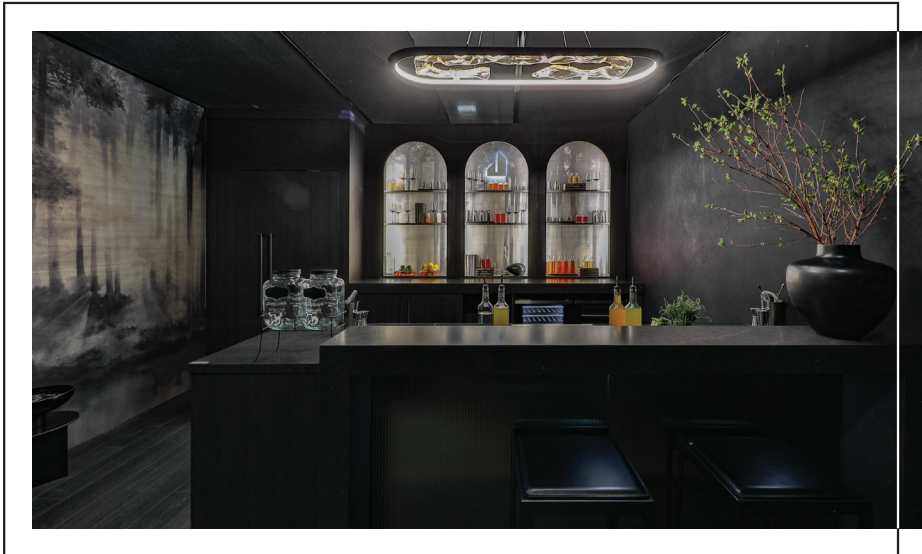
- The TCC Fire Alarm system is a single stage pulse tone. All persons must evacuate the building immediately when the alarm is sounded.
- If it is positive, an announcement will be made to evacuate via the nearest fire exit.
- After hours, the evacuation will be led by TCC Security, in conjunction with contracted Security staff.
- During office hours, TCC has appointed Fire Wardens who will conduct sweeps of the respective areas and aid in the evacuation process.
- Fire drills, audibility tests and evacuations are conducted regularly by TCC Security.
- In the event of an emergency where 911 is called, the onsite contracted event security will notify TCC security. A security representative from TCC will wait outside for ambulance, police and fire to respond and direct them to the location of the emergency.
- A contracted on site event security representative will remain at the scene of the emergency, to ensure that order is maintained.
- TCC is located across the street from the local fire department; their response is very prompt and they are staffed by trained paramedics.
- Never impede access to a Fire Exit or Fire Extinguisher.
- Evacuation Location: West Hydro Parking Lot

## TCC EMERGENCY PROCEDURES

[CLICK HERE](#)

## TCC FIRE REGULATIONS

[CLICK HERE](#)



## LIVING LUXE DESIGN SHOW

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# EXHIBITOR FORMS

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## TORONTO CONGRESS CENTRE

**ICE  
DELIVERY FORM**

[CLICK HERE](#)

**BOOTH  
CLEANING FORM**

[CLICK HERE](#)

**FOOD & NON-  
ALCOHOLIC BEVERAGE  
SAMPLE FORM**

[CLICK HERE](#)

**BOOTH  
SECURITY FORM**

[CLICK HERE](#)

**POWER, LIGHTING  
& RIGGING**

[CLICK HERE](#)

**FORKLIFT SERVICE  
ORDER FORM**

[CLICK HERE](#)

**ADVANCE  
WAREHOUSE  
STORAGE**

[CLICK HERE](#)

**ADVANCE  
WAREHOUSE  
FREIGHT STORAGE**

[CLICK HERE](#)

**TRANSPORTATION  
ORDER FORM**

[CLICK HERE](#)

**AFTER SHOW  
WAREHOUSE  
ORDER FORM**

[CLICK HERE](#)

**INTERNET  
ORDER FORM**

[CLICK HERE](#)

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# EXHIBITOR CHECKLIST

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## LLDS SHOW 2025 - EXHIBITOR CHECKLIST

DUE DATE	TASK	INFO TO BE SENT TO
January 30, 2025	Booth Design Submissions Due	<a href="mailto:diana@dianapires.com">diana@dianapires.com</a>
March 21, 2025	Early Bird Pricing Ends - CCR Solutions	<a href="mailto:stephanies@ccrsolutions.com">stephanies@ccrsolutions.com</a>
March 23, 2025	Food & Non-Alcoholic Sample Form Due	<a href="mailto:ddearlove@torontocongresscentre.com">ddearlove@torontocongresscentre.com</a>
March 24, 2025	Proof of Insurance Due	<a href="mailto:diana@dianapires.com">diana@dianapires.com</a>
March 28, 2025	Exhibitor Badge Requests Due	
March 28, 2025	Early Bird Pricing Ends – ARTAM Design Inc.	<a href="mailto:marta@artamdesign.com">marta@artamdesign.com</a>
March 28, 2025	Early Bird Pricing Ends for Advanced & After Show Warehouse Storage – Lange Transportation	<a href="mailto:sales@langeshow.com">sales@langeshow.com</a>
March 29, 2025	Forklift Order Early Pricing Ends – Lange Transportation	<a href="mailto:sales@langeshow.com">sales@langeshow.com</a>
March 31, 2025	Early Bird Pricing Ends - SHOWTECH	<a href="mailto:mpalkowski@showtech.ca">mpalkowski@showtech.ca</a>
April 7, 2025	Early Bird Pricing Ends – EPIQ Vision	<a href="mailto:jbenson@epiqvision.com">jbenson@epiqvision.com</a>
April 14, 2025	Booth Cleaning Orders Due	<a href="mailto:BuildingAesthetics@torontocongresscentre.com">BuildingAesthetics@torontocongresscentre.com</a>
April 14, 2025	Booth Menu Order Form Due	<a href="mailto:boothorders@torontocongresscentre.com">boothorders@torontocongresscentre.com</a>
April 14, 2025	Booth Ice Order Form Due	<a href="mailto:ddearlove@torontocongresscentre.com">ddearlove@torontocongresscentre.com</a>

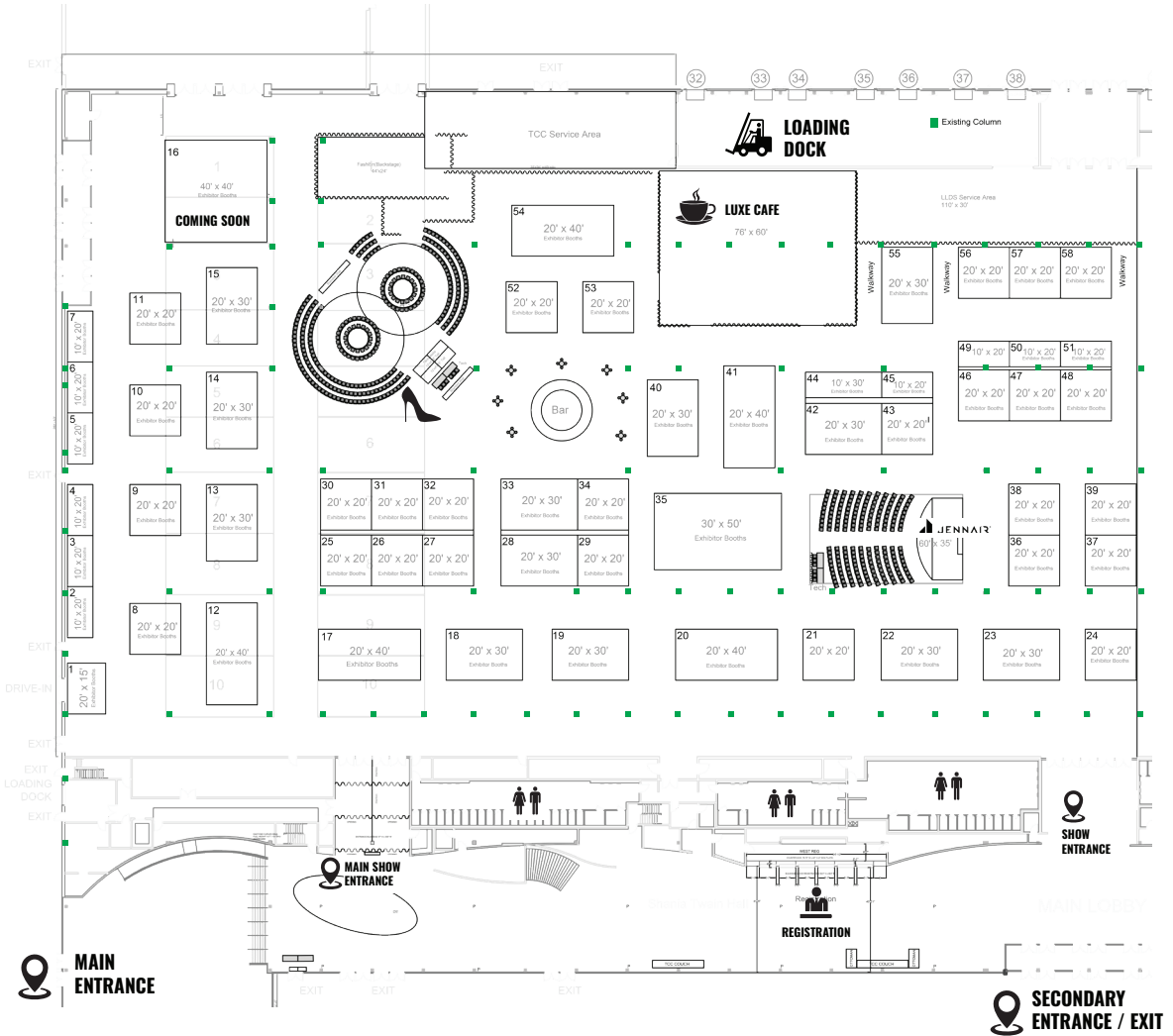
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# FLOOR PLAN

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## LIVING LUXE DESIGN SHOW

- MAIN ENTRANCE
- SHOW ENTRANCE HALL H
- REGISTRATION
- WASHROOMS

- THE MAIN STAGE
- LUXE CAFE
- RUNWAY
- LOADING DOCK
- EXISTING POSTS/COLUMNS

### LIVING LUXE DESIGN SHOW

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# LOAD IN & LOAD OUT INSTRUCTIONS

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**You will be assigned a time for your dedicated delivery from the below 3 weeks prior to the show:**

**DOCK DOORS: 33 – 38**

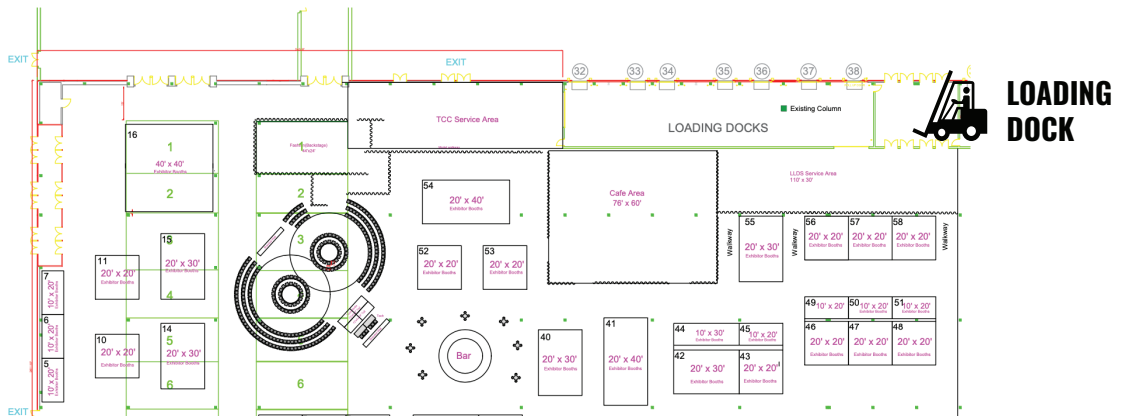
**MONDAY, APRIL 21, 2025 BETWEEN 6:00AM – 7:00PM**

**TUESDAY APRIL 22, 2025 BETWEEN 6:00AM – 7:00PM**

**WEDNESDAY APRIL 23, 2025 BETWEEN 6:00AM-7:00PM**

**THURSDAY APRIL 24, 2025 BETWEEN 6:00AM – 2:00PM**

**Should you require a large loading dock door, please let the Show Director know by January 30th, 2025**



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# LOAD IN & LOAD OUT INSTRUCTIONS

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- All exhibits must be brought into the North building via the designated move-in doors from the loading docks.
- All service vehicles must be parked in the West “Hydro” Parking lot
- All equipment is to be cleared, moved in and moved out through Door #4, Security.
- Suppliers must sign in and out at Door #4 at Security
- Most TCC doors are magnetically locked. An access card may be signed out at Door#4 Security & must be returned there at the end of the day.
- All wooden pallets and shipping crates must be removed from the show floor as soon as possible.
- All vehicles must be removed immediately, once unloaded.
- Exhibits must not hinder or obstruct any fire equipment, emergency exits, display signage, windows or doors.
- LLDS & TCC will not accept advance exhibit shipments. Goods must be scheduled to arrive at the facility during the specific move-in period you have been allotted. You must have a company representative onsite to receive the shipment of goods. Please note that LLDS & TCC has the right to refuse any items being delivered which owe taxes/duties and LLDS & TCC is not responsible for clearing any shipments via Canada customs.



## WHEN SHIPPING TO TCC, THE FOLLOWING INFORMATION MUST BE CLEARLY LABELED ON ALL ITEMS BEING DELIVERED:

Name & Phone Number of Event Contact:  
**Living Luxe Design Show | 416 - 670 – 1807**

Name & Phone number of TCC Contact:  
**Daniel Dearlove | 416 -717 – 5645**

Name of the Event:  
**Living Luxe Design Show**

Date of Events: **April 25th-27th, 2025**

Hall: **H & I**

Full address of TCC including receiving

**Toronto Congress Centre  
North Building  
1020 Martin Grove Road  
Toronto, ON  
M9W 4W1**

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# LOAD IN & LOAD OUT INSTRUCTIONS

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## TEARDOWN/ MOVE-OUT:

Teardown can start on Sunday April 27, 2025 following show hours from 5:30PM – 11:59PM. Teardown must be completed by Monday April 28, 2025 between 6:00AM – 11:59 PM. You will be assigned a load-out window for your company in order to facilitate a smooth load out for all.

## PERSONAL BELONGINGS:

Any items left behind after teardown has ended, is not the responsibility of Living Luxe Design Show or Toronto Congress Centre. You will be subjected to a penalty and your items will be disposed of accordingly.

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APRIL 2025  
**EXHIBITOR KIT**

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THANK YOU FOR EXHIBITING WITH US!

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LIVING LUXE  
**DESIGN**  
SHOW