



2016 EXHIBITOR MANUAL

May 21st & 22nd, 2016

International Centre – Entrance 5

www.halalfoodfestTO.com

PLEASE READ CAREFULLY

The time you take now to review this information will save you time and money at the show.

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GENERAL SHOW INFORMATION

Festival Producer

2356583 Ontario Inc. o/a Halal Food Fest TO
100 Consilium Place, Suite 200
Scarborough, ON M1H 3E3
info@halalfoodfestTO.com

Festival Dates & Times

	Date	Time
Move In	Friday, May 20 th , 2016	2:30 PM to 9:00 PM
Festival Day 1	Saturday, May 21 st , 2016	10:00 AM to 10:00 PM
Festival Day 2	Sunday, May 22 nd , 2016	10:00 AM to 8:00 PM
Move Out	Sunday, May 22 nd , 2016	8:00 PM to 12:00 AM

Location / Venue

The International Centre
Exhibit Hall 5
6900 Airport Road
Mississauga, ON L4V 1E8
Phone: 905-677-6131 / Fax: 905-677-3089

Festival Show Office

If you need to get in touch with someone from Festival Management, please visit the temporary show office desk setup at Door 73, during move-in. During the show days, Festival Management can be reached by visiting the Halal Food Fest booth 300. Please refer to **Appendix A: Important Locations** to view the location of the temporary show office as well as Booth 300. The office will be open during the following times:

Move-In (Temporary)	Friday, May 20 th	2:30 PM – 9:00 PM	Door 73
1 st Show Day	Saturday, May 21 st	9:30 AM – 10:30 PM	HFFTO Booth 300
2 nd Show Day	Sunday, May 22 nd	9:30 AM – 8:00 PM	HFFTO Booth 300
Move Out	Sunday, May 22 nd	8:00 PM – Midnight	HFFTO Booth 300

MOVE IN PROCEDURES

Move-in is scheduled from 2:30 PM to 9:00 PM on Friday, May 20th. Please follow the instructions below for move-in:

1. Parking personnel will direct exhibitors to loading doors located at the North side of Hall 5. Outdoor vendors will report directly to the outdoor area.

2. When your turn comes, you'll be asked to park in front of one of the loading docks between 65 and 72. BEFORE unloading, please proceed to Door 73 and report to the Festival Show Office (temporary desk) immediately upon arrival. If the mandatory damage deposit has not been paid online already, it will be collected at this time. Collect all necessary documents, badges and wrist bands and proceed to unload vehicle as quickly as possible.
3. You will have a maximum of 30 minutes to unload your vehicle.
4. Move vehicle from the door to a parking space. Please be considerate of others waiting to use loading doors.
5. Outdoor Vendors can drive up to their designated booth. Once parked, please check in at Festival Show Office (temporary desk) at Door 73 BEFORE unloading. Collect all necessary documents, badges and wrist bands. If the mandatory damage deposit has not been paid online already, it will be collected at this time.
6. Dollies can be rented from OPS Event Rentals for \$5 per half hour. Forklift services are also available through OPS for \$120+tax per hour but must be booked in advance. OPS will be at Door 73.
7. If you have hired help for move in, please ensure they are aware of the procedures above and can collect the package (badges, wristbands, etc.) and that the damage deposit has already been paid prior to the festival. If the damage deposit has not been paid, it is your responsibility to have the damage deposit paid by your hired help when they arrive. They will not be permitted to setup at the show until the damage deposit has been paid.
8. Vehicles will not be permitted in the building without prior consent from Festival Management.
9. ALL exhibits must be completed by 9:00 PM on Friday, May 20th. Exhibitors **WILL NOT** be permitted to setup booths on Saturday, May 21st as loading doors will no longer be available for use.
10. Only small items such as condiments, plates, cups, utensils, and small inventory, etc., should be left for setup in your booth on Saturday morning until 10AM, at which point public doors are open and no setup should be done.
11. Exhibitors will be allowed early entry at 8AM into the hall on Saturday and Sunday by entering from Door 73 with their badges and wristbands.

NEW FOR 2016: ONLINE BOOKING FORM

We have created an [Online Booking Form](#) to allow for a quicker procedure to fill out and book all important forms this year. By visiting this link, you will be able to book the following services (as needed) and pay the damage deposit, all in one quick transaction:

- 1- Pay the refundable damage deposit (**mandatory** for all vendors)
- 2- Pay for additional exhibitor badges and wristbands if needed
- 3- Pay for hand washing stations
- 4- Pay for a cooler or freezer storage space
- 5- Pay for tent rentals (for outdoor vendors only)
- 6- Reserve an outdoor prep area booth (for indoor food/sample vendors only)

The [Online Booking Form](#) **MUST** be completed by April 29th, 2016. It is mandatory for **ALL** vendors to complete this form.

IMPORTANT INFO FOR FOOD VENDORS:

1. **It is the exhibitor's responsibility to meet Peel Region's [Food Safety Guidelines for Special Events](#).** Peel Region also makes it mandatory for all food vendors to complete the [SPECIAL EVENTS](#)

[APPLICATION FOR FOOD VENDOR – ONLINE FORM](#) by May 4th, 2016 in order to participate at the Festival. Note: a Peel Health Inspector will be present on both days of the festival.

2. No open flame equipment is allowed to be used inside the International Centre. This means no BBQs, grills, gas appliances, deep fryers, or anything that creates flames or gives off grease and fumes. We have provided a complimentary outdoor prep area for any indoor sample/food vendor who will be cooking. This can be booked through the [Online Booking Form](#).
3. Indoor vendors can use electric griddles and electric ovens but Festival Management must be informed in advance.
4. Outdoor vendors can use BBQs and fryers but **MUST** have rubber floor coverings (BBQ mats) beneath to prevent grease from touching the asphalt. If grease marks are left on asphalt, the vendor will lose their damage deposit in order to pay for the cost of power washing.
5. All food vendors must have a temporary hand wash station inside their booth as per Peel Health. If you would like to purchase a Hand Washing Station Kit for your booth, you can purchase this through the [Online Booking Form](#).
6. Festival Management has arranged shared freezer and refrigerated storage for vendors to save costs. The freezer/cooler space can be purchased from us through the [Online Booking Form](#). Please refer to **Appendix A: Important Locations** to view the location of the trailers throughout show days.
7. Festival Management has provided a complimentary Large Wash Station which will be available for exhibitors to wash pots, pans and utensils. DO NOT dispose food/waste into the sinks. Do not use the public washrooms for utensil washing or food preparation. The location of the wash station is outlined in **A: Important Locations – Floorplan** at the end of this manual.
8. Ice will be available for purchase from the Aqua Ice Truck. The timings for the truck and prices of bags are listed below. Please note, the truck will not remain on site the entire time and will come back and forth twice each day. Please ensure that you plan your ice purchase accordingly. The location of the truck is outlined in **Appendix A: Important Locations** at the end of this manual.

Show Date	Truck Timings	Cost of Ice Bags
Saturday, May 21 st	9AM to 12PM / 4PM to 6PM	\$10 for 20 KG bag
Sunday, May 22 nd	9AM to 12PM / 3PM to 5PM	\$7 for 12 KG bag
Note: This service ONLY ACCEPTS CASH		\$2 for 3 KG bag

SAMPLE GUIDELINES FOR SAMPLE CITY

Any exhibitor who is sampling food at the show must comply with the following rules and regulations:

1. All sampling must be a part of the festival’s Sample Ticketing Program except for free samples that Festival Management has approved prior to the show.
2. Sample tickets should be valued between a minimum of \$0.50 to a maximum of \$2.00. Sample tickets are the official currency of Sample City and will be sold throughout the festival at a value of \$0.50 each. The **maximum** you can charge a guest is 4 sample tickets for any sample.
3. Do not change pricing of sample tickets once it’s set.
4. At the end of the festival, please submit all sample tickets to the Festival Management Office. Each sample ticket has a redemption value of 70% per ticket (\$0.35). The refund will be issued within 30 days of the festival.
5. Free samples will only be approved by Festival Management if they are small, bite sized samples which have less than a \$0.50 value.

6. All samples should be displayed in a presentable manner. All samples should be given to attendees in a presentable manner.
7. All food sampling must meet the standards of the Peel Health Department. Please refer to the **Health Department Requirements for Food Sampling and Sales** in the section below.

DAMAGE DEPOSIT – RULES & REGULATIONS

1. All vendors must pay a refundable damage deposit before setting up at the Festival. The damage deposit can be paid using the [Online Booking Form](#) and is due by April 29th, 2016. If the damage deposit has not been paid online, you will be required to pay it in the form of CASH ONLY during move-in when you arrive for setup on Friday, May 20th, 2016.
2. Outdoor food vendors must pay a refundable damage deposit of \$500.
3. Indoor food vendors (includes Sample and Indoor Food Sales) must pay a refundable damage deposit of \$200.
4. Bazaar vendors (non-food) must pay a refundable damage deposit of \$100.
5. If the exhibitor has a representative (other than themselves) that will be checking in during move-in, it will be their responsibility to ensure that the damage deposit has been paid prior to setup, and if not, then the representative has the full funds for the damage deposit payment at the time they check in. Exhibitors will not be allowed to setup booths, collect exhibitor badges or wrist bands without paying the deposit. **No exceptions will be made on this rule.**
6. In case of penalties, all charges will be deducted and remaining deposit (if any) will be returned to the exhibitor during move-out.
7. This deposit is to ensure:
 - The Festival maintains its standards as a professional event
 - The recovery of the fixtures and equipment assigned to the exhibitor in its original condition and
 - Adherence to the Halal Food Fest TO Terms and Conditions and Exhibitor Manual by all exhibitors.

Deductions from the damage deposit will be made as follows:

Reason for Deduction	Food Vendor	Non-Food Vendor
Booth is not setup by 9PM on Move-In day	\$200	\$100
Booth is not operational at 10AM on either or each festival day	\$200	\$100
Booth is not shut down by 10PM on Festival Day 1 or by 8PM on Festival Day 2	\$200	\$100
Booth is not staffed at any given time throughout show hours	\$200	\$100
Booth is left unclean on either or each Festival Day	\$200	\$100
Failure to use rubber floor coverings under BBQs (BBQ Mats) – Outdoor Vendors	\$200	-
Removal of Festival Management issued signage	\$200	\$100
Handwritten signs placed on any part of the booth	\$200	\$100
Food is disposed of in the Utensil Wash Station or public washroom sinks/toilets	\$200	\$100
Damage caused to building floors, walls, columns or ceilings	\$200	\$100
Missing items: Tables	\$100	\$100
Missing items: Chairs	\$30	\$30

* If damages amount to a sum greater than \$500 for outdoor food vendors, \$200 for indoor food/sample vendors, or \$100 for non-food vendors, the full amount of the damage will be billed to the exhibitor.

**Damages to fixtures and equipment will be assessed by the supplier for these items and any/all costs will be passed on to exhibitor. Damages to the International Centre property will be assessed by the International Centre and Festival Management and any/all costs will be passed on to exhibitor.

FESTIVAL CONTRACTORS

All forms are posted on our website at www.halalfoodfestTO.com under Exhibitor's Resources.

Exclusive Services

The International Centre does not allow exhibitors using outside vendors for the services below. If you require any of the services below, please contact them directly to make arrangements. You can download the forms for the services below at www.halalfoodfestTO.com under Exhibitor's Resources

Service	Company	Contact
Electricity, Lighting, Rigging	Showtech Power & Lighting	Tel. (905) 677-9546
Internet, Telephone	International Centre	Tel. (905) 678-5615
Maintenance, Cleaning	Caldas Building Services	Tel. (905) 672-2304

Additional Services

We have made arrangements with the following Festival Contractors for additional services at discounted prices. When booking services from our Festival Contractors, you will be dealing with them directly and all forms/contracts/payment must be sent to contractor directly.

Service	Company	Contact Info
Booth Cleaning (Individual)	Caldas Building Services Inc. 6900 Airport Rd. PO Box 32 Mississauga, ON L4V 1E8	Tel: (905) 672-2304 Fax: (905) 672-5670 Email: info@caldas.ca
Cooking Equipment Rentals	D&D Party Rentals 40 Shaft Rd. Unit 10 Toronto, ON M9W 4M2	www.ddpartyrental.com Tel: (416) 665-9570 Ask for Tony Reference: Halal Food Fest TO
Decorating, Tables & Chairs, Furniture Rental, Booth Carpet Rental, Hard-Wall Booths, Forklift Service	OPS Event Rentals Inc. 5440 Maingate Drive Mississauga, ON L4W 1R8	www.ops-eventrentals.ca Tel: (905) 624-6955 Fax: (905) 624-8025
Hotel	Four Points by Sheraton Toronto Airport 6257 Airport Road Mississauga, ON L4V 1E4	ONLINE RESERVATION LINK Reservation 1-800-565-5769

In-Booth Refrigeration Rental	Arctic Refrigeration & Equipment 401 Victoria Ave N Hamilton, ON L8L 5G7	www.arcticfoodequip.com Tel: (905) 528-8528 Fax: (905) 521-1516
Printing / Designing Services	Print Pros	www.printpros.ca Tel: (647) 291-8072 sales@printpros.ca

EXHIBIT RULES AND REGULATIONS

All exhibits and exhibitors are required to abide by all rules and regulations included hence forth in addition to the exhibitor rules and regulations as stipulated on the Exhibitor Terms of Agreement. All exhibits and exhibitors must also comply with the International Centre Rules & Regulations. Halal Food Fest TO may add, adjust or amend these rules and regulations as necessary to ensure the safety and security of the event, its property and all exhibitors, staff and guests associated with the event and venue. In all cases interpretation of the rules and regulations shall rest with Festival Management and its decision shall be final. International Centre, Halal Food Fest Toronto, along with all subsidiary and parent companies and all staff, are not liable for any damages or losses incurred as a result of participation or association with the Halal Food Fest TO.

- 1) **Aisle Space** - Aisle space may not be used for exhibit purposes, or for general solicitation of business. Distribution of literature or other exhibit material is forbidden outside your immediate exhibit booth area.
- 2) **Announcements** - Exhibitor announcements will not be made over the P.A. system. The P.A. system is reserved solely for general show announcements and emergencies.
- 3) **Booth Design Rules** - Please be sure to follow the rules & regulations stipulated below that pertain to your specific booth type. Following these rules will enhance the overall appearance of the show, allowing all exhibitors the same opportunity to market themselves.
 - I. **Indoor Booths**
 - Exhibit height is restricted to 8'. No part of the booth is permitted to extend more than 8' above the floor unless Festival Management has given written approval in advance of the festival.
 - Exhibits that have floor coverings (carpet), are required to use double-sided adhesive cloth tape. Duct tape is not permitted.
 - Exhibitors planning to use their own prefabricated display should advice Festival Management. They reserve the right to refuse entry or to have removed at the exhibitor's expense any display which is not in accordance with these rules and regulations.
 - Handwritten signs are NOT permitted. All signage should be printed or it will be removed. Should you require any print or graphic design services, please contact Print Pros at (647) 291-8072, the recommended printer for Halal Food Fest TO 2016. For a list of their services and pricing, please download the "**Print Pros Pricing for HFFTO 2016**" flyer located on our website, www.halalfoodfestTO.com, under Exhibitor's Resources.
 - All exhibitors sampling or selling food will be required to display certain signage issued by Festival Management. All signage issued by Festival Management must remain displayed at **ALL TIMES** throughout the show and cannot be removed.

- Electricity for your booth must be purchased from Showtech. Save money by booking before May 5th, 2016. The “**Showtech Power Order Form – INDOOR VENDOR**” can be downloaded from our website, www.halalfoodfestTO.com, under Exhibitor’s Resources.

II. **Outdoor Booths**

- All Outdoor Street Fest exhibitors using grills and barbeques **MUST** have rubber floor coverings (BBQ mats) beneath to prevent grease from touching the asphalt.
 - Outdoor Street Fest booths are recommended to be covered with a 20’ by 20’ tent or canopy to safeguard equipment from weather. Festival Management has secured a preferred rate of \$400 plus tax from a tent supplier and includes all labour and water barrels. The tent rental can be booked using the [Online Booking Form](#) and is due by April 29th, 2016. If you plan to bring your own tent, the tent must be secured with adequate water barrel weights to prevent them from moving due to high winds. Tents without water barrel weights in each corner will not be permitted and asked to be removed immediately.
 - Handwritten signs are NOT permitted. All signage must be printed or it will be removed. Should you require any print or graphic design services, please contact Print Pros at (647) 291-8072, the recommended printer for Halal Food Fest TO 2016. For a list of their services and pricing, please download the “**Print Pros Pricing for HFFTO 2016**” flyer located on our website, www.halalfoodfestTO.com, under Exhibitor’s Resources.
 - All exhibitors sampling or selling food will be required to display certain signage issued by Festival Management. All signage issued by Festival Management must remain displayed at **ALL TIMES** throughout the show and cannot be removed.
 - Outdoor vendors may bring their own generators for power or purchase outdoor electricity by contacting Showtech. Save money by booking before May 5th, 2016. The “**Showtech Power Order Form – OUTDOOR VENDOR**” can be downloaded from our website, www.halalfoodfestTO.com, under Exhibitor’s Resources.
- 4) **Cleanliness** – Please keep the aisles and your own booths clean at all times. It is your responsibility to dispose all waste, cardboard, papers, etc. directly at the closest waste dump site and **MUST NOT** be dumped in the garbage cans of the aisles. The dump site location will be given to all exhibitors when they check in during move-in. Should you require janitorial services for your own booths (vacuuming, carpet shampooing, dusting and garbage removal), please contact Caldas Building Services at (905) 672-2304. The “**Caldas - Individual Booth Cleaning Order Form**” can be downloaded from our website, www.halalfoodfestTO.com, under Exhibitor’s Resources.
- 5) **Courier and Shipping Instructions** - Deliveries must be made before the festival opens each day. Please advise Festival Management of any expected deliveries. Exhibitor’s material should arrive on Friday, May 20th and not before. Shipments will **not** be accepted at the International Centre unless it is **ON** or **AFTER Friday, May 20th, 2016**.

All shipments should be consigned to:

Halal Food Fest TO
 Company Name / Exhibitor Name / Booth Number
 The International Centre
 Exhibit Hall 5
 6900 Airport Road
 Mississauga, ON L4V 1E8

- 6) **Decorating / Furniture Rental / Tables & Chairs / Carpet / Plants / Forklift** - OPS Event Rentals is the official decorator for Halal Food Fest TO. Display rentals such as carpeting, furniture, plants, hard-wall booths, additional tables and chairs etc. can be rented through OPS Event Rentals directly by viewing the “**OPS Exhibitor Rental Package**” online at <http://www.ops-eventrentals.ca/kits>. You will be required to input a User Name and Password to view the document and this can be obtained by contacting OPS Event Rentals directly at (905) 624-6955.
- 7) **Default in Occupancy** – If an exhibitor fails to attend and setup their booth on Move In day (May 20th) and consequentially by 10am on Day 1 (May 21st) of the festival, Festival Management may reallocated or assign the space as they see fit.
- 8) **Exhibitor Badges / Wrist Bands** - Badges and wrist bands must be worn at all times by all exhibitors/representatives. Badges and wrist bands will allow exhibitors access before and after regular show hours, as well as to specific areas including wash stations and the outdoor food prep area. You or your staff may be refused entry without a badge and wristband. The number of complimentary exhibitor badges and wrist bands provided is based on the type, and number of booths purchased. Details on complimentary badges/wristbands as well as purchasing additional ones can be done through the [Online Booking Form](#). This must be completed by April 29th, 2016.
- 9) **Facility Care - Floor & Wall Damage** - Use of nails, screws, glue or any material that can mark floors, walls, columns or ceilings is prohibited. Exhibitor is liable for any damage caused to building floors, walls, columns or ceilings or to standard booth equipment. Any damage caused due to exhibitor negligence will be billed to the exhibitor and a deduction will be made from the exhibitor’s damage deposit. Building Management strictly prohibits the following:
- the fastening of material to concrete floors by means of ramset fasteners or masonry nails
 - the fastening of nailing strips to any of the building walls, by any means
 - the painting of floors or walls in any part of the building
- 10) **Fire Regulations** - No combustible or flammable liquid or material may be used in any exhibit or display. All materials used for decorative purposes must be flame-proofed. All exhibit, display or demonstration installations must meet the requirements of all regulations and inspections enforced by local Fire Department and the International Centre. Please read the enclosed document titled “**City of Mississauga Fire Regulations**” located on our website at www.halalfoodfestTO.com under Exhibitor’s Resources.
- 11) **Helium Balloons** - Helium balloons are not permitted at the show.
- 12) **Hotel Accommodation – \$99.00/night** - The official hospitality partner for Halal Food Fest TO is the Four Points by Sheraton - Toronto Airport, located just 2kms away at 6257 Airport Rd., Mississauga, ON. The hotel offers free shuttle service to and from the International Centre (shuttle service timings can be confirmed by contacting the hotel directly). To make reservations and take advantage of the special discounted rate of \$99.00 per night, simply call 1-800-565-5769 and mention the “Halal Food Fest TO” or book online using this link:
- <https://www.starwoodmeeting.com/events/start.action?id=1602122369&key=26E54DE5>. In order to receive the discount, rooms must be booked by or before April 29th, 2016.

- 13) **Insurance** - Exhibitors must have adequate event insurance for their own booth. Most insurance companies will provide additional riders if extra coverage for events is desired. If providing your own insurance, please download the “**Certificate of Insurance Requirements**” form from our website at www.halalfoodfestTO.com under Exhibitor’s Resources which lists all details of insurance requirements for the festival. A copy of your insurance certificate must be emailed to exhibitor@halalfoodfestTO.com by April 29th, 2016. You may also book temporary event insurance by contacting any insurance company that provides special event insurance coverage.
- 14) **Lighting** - General house lighting is provided inside Hall 5. Additional lighting for your booth can be rented directly from Showtech. Outdoor Street Fest vendors should keep in mind that sunset is at 8:43PM on May 21st, 2016 and the show remains open until 10PM on that day. You may want to consider bringing/renting lighting as there are no street lights in the outdoor area.
- 15) **Music** - Music is **NOT** permitted to be played within the festival. This includes indoor and outdoor exhibitors. Nasheeds (Islamic vocal music) may be played with pre-approval from Festival Management. If approved, all audio must be kept to a minimum within their own exhibit. Festival Management reserves the right to control the sound level in the event it becomes a nuisance to other exhibitors.
- 16) **Non-Compliance with Rules & Regulations** - Festival Management reserves the right to make changes, amendments, and additions to the rules and regulations without notice, as considered necessary to the efficient and proper conduct of the show. Interpretation of these rules and regulations shall rest with Festival Management and non-compliance can result in the ejection of the offending exhibitor or in the closing of his or her exhibit.
- 17) **Parking** - All parking for exhibitors and visitors at the International Centre is FREE of charge.
- 18) **Payment of Account** - All booths must be paid in full prior to move in. Festival Management reserves the right to refuse entry to any exhibitor whose account has not been paid in full. For questions regarding payments to your account, please contact Khalid Patel at khalid@halalfoodfestTO.com or (416) 834-2050.
- 19) **Photography / Videography** - Festival Management reserves the right to reproduce all photographs, images and likeness taken during the show by a staff photographer or videographer for future purposes.
- 20) **Security** - Uniformed security personnel will be on duty 24 hours a day from opening time on move in until closing time of move out. It is still your responsibility to secure your booths and prevent theft. Halal Food Fest TO, the International Centre, and official appointed contractors and/or their employees, and/or agents, will not accept liability for losses of any kind.
- 21) **Staffing of Exhibits** – You must have staff at your booth at all times. No exhibits should be left unattended at any time.
- 22) **Telephone / Internet Services** - Telephone/internet services can be ordered through the International Centre Telecommunications Department. The IC – Telecommunications Form can be downloaded from our website at www.halalfoodfestTO.com under Exhibitor’s Resources.

23) **Unpacking of Boxes and Crates** - During move-in, exhibitors must unpack crates and boxes within their own booth areas and keep aisles clear for the benefit and safety of others. Please dispose all your cardboard and waste in the appropriate garbage disposal site located in the hall.

MAP & DIRECTIONS:

The International Centre is located at:

6900 Airport Road
Mississauga, ON L4V 1E8

Halal Food Fest TO is being held in **HALL/ENTRANCE 5**

Visit the International Centre website for more details by [CLICKING HERE](#).



Travelling by Bus:

A bus stop is located near the Main Entrance of The International Centre on Airport Road. For current bus transit times and locations, please call Mississauga Transit at 905.615.4636 or visit www.mississaugatransit.com.

Travelling by Train:

The Malton GO Station is located adjacent to The International Centre across the railway tracks. Please use the tunnel walkway between the Malton GO Station and The International Centre. For current train transit times and locations, please call GO Transit at 1.888.438.6646 or visit www.go-transit.com.

Travelling by Car:

QEW (Travelling EAST)

1. Take QEW EAST to Hwy. 427 NORTH.
2. Follow Hwy. 427 NORTH and exit at Dixon Road.
3. Turn LEFT at the traffic lights at Dixon Road.
4. Follow Dixon Road (which becomes Airport Road) for approximately 4 kilometers.
5. The International Centre will be located on your RIGHT.

Gardiner Expressway (Travelling WEST)

1. Take GARDINER WEST to Hwy. 427 NORTH.
2. Follow Hwy. 427 NORTH and exit at Dixon Road.
3. Turn LEFT at the traffic lights at Dixon Road.
4. Follow Dixon Road (which becomes Airport Road) for approximately 4 kilometers.
5. The International Centre will be located on your RIGHT.

401 (Travelling WEST)

1. Take 401 WEST to Hwy. 409 WEST.
2. Follow Hwy. 409 WEST and exit at Airport Road.
3. Turn RIGHT at the traffic lights at Airport Road.
4. Follow Airport Road for approximately 3 kilometers.
5. The International Centre will be located on your RIGHT.

401 (Travelling EAST)

1. Take Hwy. 401 EAST to Hwy. 427 NORTH.
2. Follow Hwy. 427 NORTH and exit at Dixon Road.
3. Turn LEFT at the traffic lights at Dixon Road.
4. Follow Dixon Road (which becomes Airport Road) for approximately 4 kilometers.
5. The International Centre will be located on your RIGHT.

407 (Travelling EAST OR WEST)

1. Take Hwy. 407 EAST OR WEST and exit at Airport Road.
2. Turn SOUTH at the traffic lights at Airport Road.
3. Follow Airport Road for approximately 5 kilometers.
4. The International Centre will be located on your LEFT.

**APPENDIX A:
IMPORTANT LOCATIONS**

