

## *Information for Trade Show Participants*

### **Location**

Loyola House at Ignatius Jesuit Centre, 5420 Hwy 6 just north of Guelph. Detailed driving directions can be found at <http://www.loyolahouse.com/contact.html>

### **Timing**

**The main timing for the tradeshow is 12-12:30, 1:30-2:00 and 4:30-5:30.** The tradeshow booth will be in a separate room from the panel discussion and key note and you are encouraged to partake in events of the afternoon with the other event participants.

### **Load In**

Load in starts at **10:30am and you are required to be set up by 11:45am.**

Loyola House is located at the end of the drive way of Ignatius Jesuit Centre. Once you are on the property, you can follow the signs to Loyola House.

Once at Loyola House, you will find the main doors at the back south side of the building. They are big wooden doors and there is a round-about located close to the doors. Drive right up to unload your trade show items. There will be volunteers to help you load in your items. Once you are done unloading you can find parking at the front of the building.

### **Set up**

Set up will take place between **10:30am-11:30pm.** Event registration starts at 11:45pm and all tradeshow set up needs to be done by that time. There will be 4 foot tables with your company name set up in the trade show area. You are responsible for your own table cloth. If you have asked for electricity you will also be responsible for your own extension cord.

### **Sampling Food**

Public health forms will not need to be completed by trade show participants that will be food sampling during the event. Below you will find some important guidelines and additional information.

- Food that is being served at the tradeshow can not be prepared in a home kitchen and must be prepared in a commercial kitchen or processing facility.
- All supplies to serve the food will be provided by trade show participant.
- Hot and cold running water are available for use in the kitchen facility of the Loyola House conference centre, but food preparation is not permitted in the kitchen.
- A hand washing area is also available in the kitchen and can be used at any time.
- Following the tradeshow, no garbage or mess will be left for Loyola House staff to clean up.

If you have any inquires or questions before February 27th feel free to contact:

Kate Vsetula  
Guelph Wellington Local Food  
519-821-6638 ex 335  
[info@guelphwellingtonlocalfood.ca](mailto:info@guelphwellingtonlocalfood.ca)

On February 27, Kate can be reached on her cell at 519-820-6773.