



Dear World Conference Sponsor -

Thank you for choosing to sponsor IABC's World Conference 2026, held in person 14-16 June 2026. The conference will take place in Toronto at The Westin Harbour Castle Hotel! Our goal is to offer a valuable conference with dynamic learning sessions, community networking, and one-on-one conversations with solution providers such as your organization.

We want World Conference attendees to be fully immersed in your organization's products and services, so we have created an online services manual that provides all the information needed for a successful experience. In this manual you will find general event information, travel & hotel details and order forms for audio visual, catering, shipping and electrical needs.

We have found it most efficient if this sponsor kit is provided to the person directly responsible for your company's participation at World Conference 2026. If you will not be onsite in Toronto, please send us the contact information of the person who will be, so that we can ensure your company has all the important information for a successful show.

On behalf of IABC, thank you for your support. If there is anything that we can do to assist you, please contact Emma Barrington (312.673.4883 or [ebarrington@iabc.com](mailto:ebarrington@iabc.com))

We look forward to seeing you in Toronto!

Sincerely,

Emma Barrington  
Sponsorship Coordinator

Michael Sanders  
Sales Manager

# **GENERAL INFORMATION & INSTRUCTIONS**

## **LEAD RETRIEVAL**

Lead Retrieval can be ordered through our registration team, via this [link](#) provided further down in this Sponsor Service Kit.

**Note: If lead retrieval is included in your sponsorship package, IABC will place this order on your behalf and send you details closer to World Conference.**

## **RULES AND REGULATIONS**

Sponsors are responsible for compliance with all pertinent regulations which may be applicable in their sponsorship during the event. Sponsors must comply with all of the policies, rules, terms and regulations contained in this Sponsor Service Kit. Our rules & regulations can be reviewed here per your signed agreement with IABC: [Rules & Regulations](#)

## **TRAVEL AND HOTEL**

For Travel and Hotel information, please reference the “Travel and Hotel” section provided further down in the Sponsor Service Kit. You will find the booking link for The Westin Harbour Castle Hotel, as well as directions to the hotel on this [page](#).

## **REGISTRATION**

Registration details have been sent to the primary contact on file. If you need this email resent, please let us know.

## **CATERING ORDERS**

To place orders, review the [The Westin Harbour Castle Hotel menu](#).

Contact [Dwayne Penney](#) at the hotel with the following details to place your order –

- Time/date
- Company Name
- Billing Address
- Item and quantity

## **SHIPPING DETAILS**

Please see the hotel business center shipping instructions below:

- **Handling & Storage:** All advance shipments are handled by CheckT and subject to handling and storage fees. Inbound and outbound shipments are billed separately.
- **Delivery Window:** Schedule deliveries Monday-Friday, 8:30 AM – 4:30 PM.
- **Shipping Timeline:** Do not ship more than 5 business days prior to the event. Items arriving early or uncollected more than 5 days post-event will incur long-term storage fees.
- **Pickup:** Packages may be collected from the CheckT Business Centre during business hours (Mon–Fri, 8:30 AM–4:30 PM).
- **Special Deliveries:** Room deliveries or off-hour deliveries (weekends or after 5:00 PM) must be requested in advance at [westin@checkt.ca](mailto:westin@checkt.ca) and are subject to additional charges.

- **Labels & Tracking:** A CheckT shipping label is mandatory on all packages (SEE BELOW IN KIT FOR LABEL). If not using a CheckT courier, tracking details must be provided. Ensure the correct conference room label/address is used.
- **Customs:** CheckT does not provide customs brokerage. International exhibitors should contact ConsultExpo ([heatherj@consultexpoinc.com](mailto:heatherj@consultexpoinc.com)).
- **Fees:** Charges are based on item quantity, weight, and category.

**Advance Shipping Notice Required:**

Email [westin@checkt.ca](mailto:westin@checkt.ca) (or call +1 (647) 678-6583) with shipper/recipient names, number of pieces & weight, tracking number, courier, delivery location & date, delivery window, and billing email.

*Please note – per the Toronto Fire Marshal, companies may only bring the following if you have a sponsored tabletop:*

- *Pull up banners that do not block any table, hallway or entrance.*
- *Collateral equal to brochures, flyers, small signs with QR codes, etc.*

## **TRAVEL AND HOTEL INFORMATION**

### **Hotel Accommodations & Rates**

World Conference 2026 will be held at The Westin Harbour Castle Hotel, in the heart of downtown Toronto.

**The Westin Harbour Castle Hotel, Toronto**  
**1 Harbour Square, Toronto**  
**M5J 1A6, Canada**

IABC is pleased to offer the below special room rates for World Conference Attendees:

- Traditional Room (North Tower): \$459.00 CAD + tax
- Premium Room (South Tower): \$499.00 CAD + tax

*Cancellation Policy: Hotel requires all reservations to be guaranteed with a deposit equal to one night's room and tax. Should a Guest cancel a reservation, the Hotel shall refund the deposit, provided notice of cancellation is given 72 hours prior to arrival.*

Book your hotel stay [HERE](#) by **21 May 2026** to receive the discounted room rate for IABC's World Conference attendees!

We recommend booking your housing as soon as possible, as the 2026 World Cup will be happening at the same time and accommodations may sell out quickly.

*Please note that no other group represents IABC in the sale of sleeping rooms except The Westin Harbour Castle Hotel, Toronto. Beware of any scams and only book your hotel via the links listed on the World Conference website. For questions, contact [member\\_relations@iabc.com](mailto:member_relations@iabc.com) or [registration@iabc.com](mailto:registration@iabc.com).*

### **Getting to the Hotel**

Once you arrive in Toronto, you have several options for getting to The Westin Harbour Castle Hotel, Toronto.

#### **From Toronto Pearson International Airport (YYZ):**

- **Ride Share or Taxi** (approximately 25–40 minutes, depending on traffic)
- **Public Transportation** (approximately 45–60 minutes)
- **Train (UP Express):**
  - o From Toronto Pearson Airport, take the UP Express to Union Station (approximately 25 minutes).
  - o From Union Station, the hotel is about a 10–15 minute walk along the waterfront, or a short taxi or streetcar ride south to 1 Harbour Square.

#### **From Billy Bishop Toronto City Airport (YTZ):**

- **Taxi or Ride Share** (approximately 5–10 minutes)
- **Public Transportation:** Take the 509 Harbourfront or 510 Spadina streetcar eastbound and exit at Queens Quay Ferry Docks Terminal. The hotel is a short walk from the stop.



# encore<sup>SM</sup>

EVENTS THAT TRANSFORM

## EXHIBITOR SERVICES

EMAIL: [whcsales@encoreglobal.com](mailto:whcsales@encoreglobal.com)

NAME OF CONFERENCE	START DATE	END DATE	# OF EVENT DAYS
COMPANY NAME	ON-SITE CONTACT NAME & NUMBER	ROOM/ BOOTH	
BILLING ADDRESS	CITY & PROVINCE	POSTAL CODE	
DELIVERY DATE	DELIVERY TIME	PICKUP DATE	PICKUP TIME
ORDERED BY: NAME	EMAIL	PHONE	

Advanced rates are available if order is placed 10 days or more before show opening.

Email the completed form to the Encore Representative listed above.

Once this request form is submitted, an Encore Representative will contact you for an official order review and signature & payment details.

**Labor charges, sales tax, loss damage waiver, and service charges will apply.**

**CUSTOM ORDERS:** Please reach out to the Encore representative to place a custom order for items and services not included on this form. Our office number is 416.361.7449.

AUDIO VISUAL	QUANTITY	ADVANCED DAILY RATE	STANDARD DAILY RATE
24" Monitor with Table Stand		\$ 133.80	\$ 167.25
46" Monitor 1080P LCD Monitor c/w Stand		\$ 410.00	\$ 512.50
52"-55" Monitor 1080P LCD Monitor c/w Stand		\$ 582.40	\$ 728.00
60" Monitor 1080P LED Monitor c/w Stand		\$ 652.00	\$ 815.00
Laptop with Microsoft Office		\$ 240.60	\$ 300.75
Powered Personal Monitor Speaker (Mackie SRM150)		\$ 53.60	\$ 67.00

INTERNET	QUANTITY	ADVANCED SHOW RATE	STANDARD SHOW RATE
Exhibitor Wi-Fi Basic (5mbps), Shared Bandwidth		\$ 264.60	\$ 330.75
Exhibitor Wi-Fi Plus (7mbps), Shared Bandwidth		\$ 370.40	\$ 463.00
Exhibitor Wi-Fi Enhanced (10mbps), Shared Bandwidth		\$ 1,269.80	\$ 1,587.25
Exhibitor Single Wired Simple (5mbps) Shared Bandwidth		\$ 317.60	\$ 397.00
Exhibitor Single Wired Plus (7mbps), Shared Bandwidth		\$ 423.40	\$ 529.25
Exhibitor Single Wired Enhanced (10mbps), Shared Bandwidth		\$ 1,587.40	\$ 1984.25

POWER	QUANTITY	ADVANCED SHOW RATE	STANDARD SHOW RATE
120V – 10 AMP Dedicated Circuit		\$ 175.50	\$ 195.00
120V – 15 AMP Dedicated Circuit		\$ 232.25	\$ 257.75
120V – 20 AMP Dedicated Circuit		\$ 325.25	\$ 361.00
Extension Cord & Power Strip (Power Service/Circuit not included)		\$ 16.00	\$ 20.00

PLEASE SELECT THE FOLLOWING (Additional charges may apply)		PLEASE SELECT (Mandatory)	
	CARPETED BOOTH (Requires under carpet cable run)	YES	NO
	BOOTH WITH HARD WALL (Requires through, around or under wall cable run)	YES	NO

If You Are Experiencing Technical Difficulties On Site: 416-892-8848

BUSINESS CENTRES BY:

CHECKT

SHIPPING LABEL FOR

Exhibitor

<b>BILL TO:</b>
<b>NAME:</b>
<b>EMAIL:</b>
<b>TEL:</b>

<b>EXHIBITING COMPANY:</b>
<b>BOOTH #:</b>
<b>SHOW NAME:</b>
<b>SHOW DATE:</b>
<b>ONSITE CONTACT NAME:</b>
<b>PHONE #:</b>

**CARRIER:**

# OF PIECES:  OF

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS

**HOTEL DOCK:**

C/O CHECKT BUSINESS CENTRE  
1 HARBOUR SQUARE  
TORONTO, ONTARIO M5J 1A6  
(647) 678-6583

CALL DELIVERIES LIMITED TO 9 A.M - 4 P.M.  
BY APPOINTMENT ONLY ANNOT BE  
DELIVERED BEFORE:

5 BUSINESS DAYS PRIOR TO THE  
EVENT

**DELIVERY OPTIONS**

- I will pick up items at Business Centre prior to event.  
CheckT Business Centre hours: Monday- Friday, 9 a.m. - 4 p.m.
- Please, deliver items to my booth during Exhibitor move in.\*  
\*By choosing this option, you accept additional charges for this (see rates sheet).
- Please, deliver items to an alternate location.\*  
\*Exhibitor responsible for providing details 5 (five) business days prior to event.

The above label is provided for your convenience. Place one on each piece being shipped to ensure proper delivery. Please ensure the label on the package reflects the correct delivery details.

BUSINESS CENTRES BY:

CHECKT

SHIPPING LABEL FOR

Exhibitor

<b>BILL TO:</b>
<b>NAME:</b>
<b>EMAIL:</b>
<b>TEL:</b>

<b>EXHIBITING COMPANY:</b>
<b>BOOTH #:</b>
<b>SHOW NAME:</b>
<b>SHOW DATE:</b>
<b>ONSITE CONTACT NAME:</b>
<b>PHONE #:</b>

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## PACKAGE HANDLING & STORAGE FEES

Package Weight	In & Outbound handling and receiving*	Delivery or Pick-ups
Flat Envelopes	\$5.00	\$5.00
0.0 - 1.0 lbs	\$5.00	\$5.00
1.1 - 10.0 lbs	\$15.00	\$5.00
10.1- 20.0 lbs	\$20.00	\$5.00
20.1- 30.0 lbs	\$30.00	\$10.00
30.1- 50.0 lbs	\$50.00	\$15.00
50.1- 70.0 lbs	\$75.00	\$20.00
Over 70.0 lbs	\$100.00	\$20.00
Pelican Cases	\$150.00	\$20.00
Pallets	\$350.00**	\$30.00
Crates	\$400.00**	\$30.00

\*Inbound & Outbound handling & receiving requires pick up by Customer from Business Centre during stated hours of operation . For delivery to your meeting space or booth Add-on: delivery / pick up fees will apply.

\*\*Additional charges may apply for dismantle/break-down of pallets as well as for fragile, temperature sensitive and or oversized shipments ( larger then 4 ft x 4 ft x 4 ft )

Package Weight	Storage fee after every 5 business days
Flat Envelopes	No charge
0.0 - 1.0 lbs	\$5.00
1.1 - 30.0 lbs	\$10.00
31.1 - 60.0 lbs	\$20.00
Over 60.1 lbs	\$30.00
Pallets & Crates	\$125.00
Over 6.5'	\$25.00 - PER DAY

Packing	Fees
Packing Small - up to 11" x 11" x 11"	\$10.00
Large - above 11" x 11" x 11"	\$20.00
Fragile - any size	\$25.00

**ADDITIONAL LABOUR**  
[ SETUP/ TEARDOWN ]

**\$70/hour**

**Contact us:**

+1 647-678-6583 or  
westin@checkt.ca