



CONNECTIONS
2025



EXHIBITOR MANUAL
FEI CANADA ANNUAL CONFERENCE
JUNE 10-12, 2025
NIAGARA FALLS CONVENTION CENTRE
NIAGARA FALLS, ONTARIO

**FEI Canada 2025 Annual Conference
June 10-12, 2025
Niagara Falls Convention Centre
Niagara Falls, Ontario**

Exhibitor Manual

LOCATION

Niagara Falls Convention Centre
6815 Stanley Ave,
Niagara Falls, ON L2G 3Y9
Phone: (905) 357-6222

FEI CANADA

Rita Plaskett, Director Programs
Cell phone: 416-436-5372
Email: rplaskett@feicanada.org

Contact: Amanda Perdue, Events Director
Mobile: 289-696-2599
Email: aperdue@fallsconventions.com

HOTELS

The Marriott on the Falls
6755 Fallsview Boulevard
Niagara Falls, Ontario L2G 3W7
Phone: 1-800-627-7468

Reserve your bedroom to not be disappointed. The Marriott on the Falls
[Book your group rate for Financial Executive International Canada](#)
Bedrooms rates are \$269/night Cityview Room and \$309/night Fallsview Room
Deadline for booking a bedroom at either hotel is May 16, 2025

CONFERENCE EXHIBIT SCHEDULE

Exhibit Hours

Tuesday, June 10	6:00 PM – 8:00 PM	Welcome Reception in Exhibit Hall
Wednesday June 11	7:30 AM – 8:45 AM 10:00 AM – 10:35 AM 11:40 AM – 12:40 PM 2:45 PM – 3:25 PM	Continental breakfast in Exhibit Hall Morning Networking break in Exhibit Hall Lunch in Exhibit Hall Afternoon Networking break in Exhibit Hall
Thursday, June 12	7:30 AM – 8:45 AM 11:05 AM – 11:20 AM 11:20 AM – 12:00 PM	Continental breakfast in Exhibit Hall Exhibitor prize draw to be held in plenary room Networking in Exhibit Hall

Exhibitor Move-In

Tuesday, June 10, 2025

Exhibit Hall: Peller Estates Ballroom A/B/C/D: 10:00 AM – 4:00 PM

** all exhibits MUST be finished setup by 4:00 pm for Sponsor/Exhibitor Appreciation Reception followed by Welcome Reception for all delegates in the Exhibit Hall.*

Exhibitor Move-Out

Thursday, June 12, 2025

Immediately following Networking Break: 12:00 PM – 5:00 PM

Dismantle and Move-Out Information

Stronco Show Services, the official show services contractor, will begin returning empty containers if you advanced with them as soon as the Thursday Networking Break is completed. All exhibitor materials must be removed from the exhibit facility by Thursday, June 12, 2025 at 5:00 PM

Exhibit Hall Passport Stickers

All exhibitors will be provided with stickers to be applied to the conference registrant's Exhibit Hall Passport when they visit each exhibit booth.

The stickers are available for pickup at the conference registration desk by the exhibitor's representative.

Delegates drop the Exhibit Hall Passport into the drum at registration by 12:30 PM on Thursday, June 12. The draw will be held at the Closing Lunch. Winner must be present to win.

Note – *Exhibit Hall Passports are only given to FEI Canada members*

Lead Retrieval

One barcode scanner will be provided by FEI Canada to each exhibitor through Conexsys Registration Ltd . Scanner service includes an electronic file of scanned leads retrieved onsite or emailed immediately after conference. There will be a Conexsys representative onsite to assist if needed.

Conference Bag Inserts

Will be accepted between May 12-16, 2025 at the FEI Canada office – NOTE NEW ADDRESS.

FEI Canada Conference 2025

c/o Stefan Kuzyk/Pat Todd

Indicate your company name

1655 The Queensway East

Unit 2

Mississauga, Ontario L4X 2Z5

SERVICE CONTRACTOR CONTACTS AND FORMS

Floor Plan: Attached is the most current Exhibitor Floor Plan

Below are the official suppliers for the 2025 FEI Canada conference.

SHOW SERVICES (Transportation, Booth Accessories, Signage, Advance Shipping, Material Handling, Furniture)

STRONCO SHOW SERVICES is the official show services supplier for the 2025 FEI Canada conference

PLACE YOUR ORDER ONLINE: click on link below and download form to complete

<http://www.stroncoonline.com/>

The show code for this event is: **525805953**

Stronco Exhibitor Services team is available Monday to Friday from 8:30 AM – 5:00 PM at 1-80-665-2621 or via email at: exhibitorservices@stronco.com

***The Niagara Falls Convention Centre will not accept deliveries of exhibit material until the day of load-in.
All shipments prior to June 10, 2025 must go through Stronco Show Services
All deliveries must be forwarded to advanced warehouse through Stronco portal information.***

AUDIO-VISUAL SERVICES: (TV monitor rental and equipment)

AV-CANADA is the official audio visual supplier for the 2025 FEI Canada conference.

PLACE YOUR ORDER ONLINE: click on link below and download form to complete

 [FEI 2025 AV-CANADA Tradeshow Order Form Jun 10-12 2025.xlsx](#)

AV-CANADA (Audio Visual Rentals)

Phone: 905-566-5500 or 1-866-667-2345

Fax: 905-566-5511

Email: gene.h@av-canada.com

POWER, LIGHTING AND INTERNET

Internet is not stable in the exhibit hall but available in the foyer area. If you wish internet at your booth please order through Niagara Falls Convention . If you require electrical connections please order your electrical needs through Niagara Falls Convention Centre.

Niagara Falls Convention Centre order forms: <https://fallsconventions.com/exhibit#exhibitor-services>

LEAD RETRIEVAL

Each exhibitor will receive one complimentary lead retrieval. To order more scanners:

Conexsys Registration Ltd.

Phone: 905-405-8415 or toll free 1-800-661-5319

Order online: order.conexsys.com **Event Code: FEI25**

Email: order_ca@conexsystem.com

Order online: order.conexsys.com and form is attached.

Event Code: FEI25

FOOD AND BEVERAGE

To order any food and beverage inside your booth contact Niagara Falls Convention Centre

Niagara Falls Convention Centre order forms: <https://fallsconventions.com/exhibit#exhibitor-services>

You may also reach out directly at exhibitorservices@fallsconventions.com.

LOADING DOC

The loading dock is on a first-come first-serve basis. Exhibitors will need to move their items from the loading dock down the back service hall to the Ballrooms. There will have signage to direct you. Exhibitors may want to load in through the main doors as it is closer to the ballroom. **THIS IS NOT ALLOWED.** Map of loading area is attached.

ALL FORMS FOR SUPPLIERS ARE ATTACHED:

Exhibitor Conference Forms

- 2025 Exhibitor Manual
- Trade Show Floor Plan (attached)
- AV-CANADA Audio Visual to be downloaded and completed online (link no attachment)
- Conexsys Lead Retrieval Form or online (attached)
- Stronco Show Services online order form (attached)
- Niagara Falls Convention Centre (link no attachment)
- Directions to NFCC loading dock (attached)
- NFCC booth catering order form (link no attachment)
- Bag insert instruction form (attached)
- Niagara Airbus instructions

GENERAL INFORMATION

BOOTH EQUIPMENT

Each 10' wide by 10' deep booth will include an 8' high back wall and 3' high side rails in black drape. One skirted table with two chairs will be included. The pipe and drape is black and the chairs are grey.

NOTE: The trade show floor is carpeted.

Please note: All outstanding invoices for booths paid in full at the start of the conference will be null and void.

DISCOUNT PRICE DEADLINE DATE

To receive advance discount rates listed on the order forms, you must submit your order with payment by end of day:

AV-CANADA	May 26,2025
Conexsys Lead Retrieval	N/A
Electrical, Internet	May 16, 2025
Stronco Show Services	May 19, 2025
Stronco Advance Shipments	Between May 8 – May 23, 2025
Convention Centre Services, catering	May 16, 2025
Bag Inserts	May 16, 2025

EXHIBITOR BENEFITS

- One complimentary registration (includes meals, reception, sessions, and conference materials).
- Two booth personnel passes (does not include meals and conference materials).
- Reduced rate of \$995 per person for additional full participants (includes meals, sessions and conference materials).
- Recognition in conference promotional material and website.
- Insertion of 1 page promotional material or product in the conference registration bag.
- see attached form – **must arrive at FEI Canada office between May 12-16, 2025 to be included**
- Delegate list, provided after the early bird registration cut-off, two weeks prior to the conference and final delegate list provided post conference.

HOTEL ACCOMMODATIONS

A block of rooms has been reserved at The Marriott on the Falls at a group rate of \$269 for Cityview Room and \$309 for Fallsview Room respectively. Any reservations received after the cut-off date of May 16, 2025, rates will be on a space and rate availability basis.

Reserve your bedroom to not be disappointed. The Marriott on the Falls
[Book your group rate for Financial Executive International Canada](#)
Bedrooms rates are \$269/night Cityview Room and \$309/night Fallsview Room
Deadline for booking a bedroom at either hotel is May 16, 2025

AIR AND GROUND TRANSPORTATION:

FEI Canada has partnered with Corporate Traveller to provide you with the best travel experience. There are also corporate discounts with Porter Airlines and VIA Rail. Transfers from Pearson Airport to Marriott on the Falls Hotel are also available. To make travel arrangements at discount FEI Canada rates contact:

Corporate Traveller Canada

Amanda Callaghan
905-747-2501 or 416-665-5383
Email: Amanda.callaghan@coporatetraveller.ca

Porter Airlines

10% discount to FEI Canada conference for delegates from June 6 – 16, 2025
To book your airline ticket: <https://www.flyporter.com/en-ca%20> Promo Code: FEIC25

VIA Rail

10% discount to FEI Canada conference for delegates from June 5 – 17, 2025
To book your VIA Rail ticket: <https://www.viarail.ca/en%20%20%20> Promo Code: 15696

Niagara Airbus

10% discount on bus transfer and 5% discount on private exclusive services.
Take advantage of a bus transfer service from Toronto Pearson Airport to Marriott on the Falls Hotel in Niagara Falls. To order your transfer: www.niagaraairbus.com. The FEI Canada discount code: **814**. *Code is valid online only and booked at least 84 hours or more in advance of pickup and 8 days or more in advance for Private Services.* Location of pickup in terminals at the airport will be included in your confirmation. See attached instructions.

Exhibitor Inquiries:

Rita Plaskett, Director Programs
FEI Canada
Cell: 416-436-5372
Phone: 416-366-3007 x 5116
Email: rplaskett@feicanada.org

Sponsorship Inquiries:

Brad McCabe, Director of Sponsorship
FEI Canada
Phone: 416-727-6324
Email: bmccabe@feicanada.org

Stephen Ilkiw, Director Business Development & Growth
FEI Canada
Phone: 416-877-0325
Email: jperry@feicanada.org

Registration Inquiries:

Pat Todd, Office Manager

FEI Canada

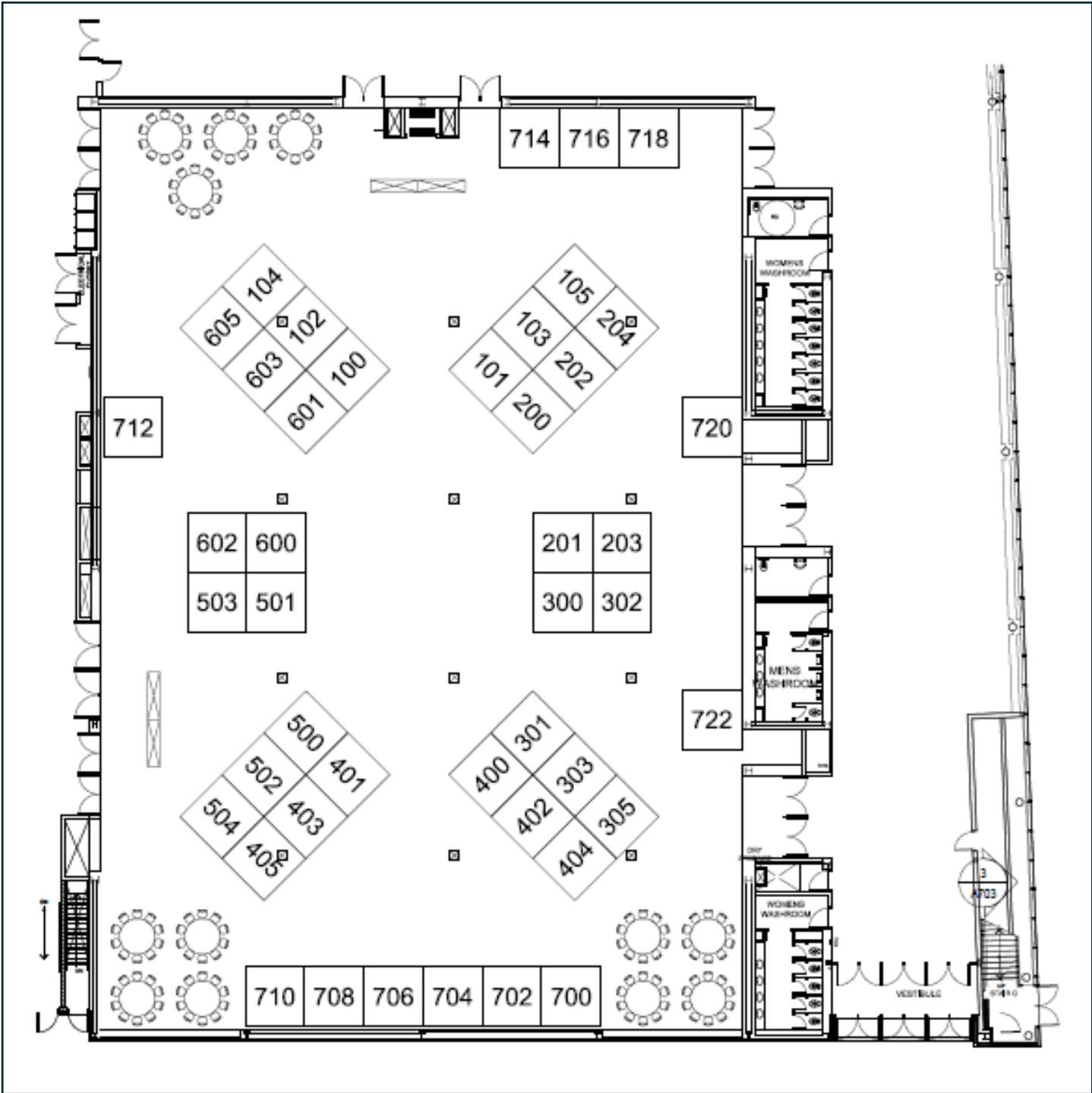
Phone: 416-366-3007 x 5113

Email: ptodd@feicanada.org

For Full Conference Information

Go to the website at: www.feicanadaconference.ca

FEI Canada Exhibitor Floor Plan



FEI CANADA CONFERENCE 2025
 JUNE 10-12 2025
 NIAGARA FALLS CONVENTION CENTRE – BALLROOM C,D

Exhibitor Ordering Information

We are pleased to be appointed Official Service Contractor for:

FEI Canada Conference
Niagara Falls Convention Centre
June 10 - 12, 2025

PLACING YOUR ORDER

Whatever your exhibiting needs, we have the products and services to give you a professional appearance and increased visibility. Place your order online by visiting www.stroncoonline.com

The show code for this event is: **525805953**

STRONCO EXHIBITOR SERVICES CENTRE

Our team is here to make your exhibiting experience as easy and seamless as possible. Leading up to the show we may periodically touch base with you to make sure all your exhibiting needs are taken care of.

Our Exhibitor Services team is available Mon-Fri from 8:30 am – 5:00 pm at 800-665-2621 or via email at exhibitorservices@stronco.com.

We hope you have a successful show and look forward to working with you.

Stronco Exhibitor Services



2025 FEI Canada Annual Conference
 June 10 – 12, 2025
 Niagara Falls Convention Centre
 Niagara Falls, ON

Exhibitor Information

Company		Booth #
Address		
City	Onsite Contact	
Prov/State	Phone (Office)	
Postal/Zip Code	Phone (Onsite contact)	

MyLeads – Standard

Quantity Amount

A small, light weight & easy to carry scanner, equipped with just one key, allows for easy and straight forward use. Equipped with 128 kB of memory, it provides an economical method of collecting leads. An electronic file is provided within one business day after the show closes.
No electrical power required.

FIRST SCANNER:



FREE

Additional Scanner **\$310.75**
 (\$275.00 + \$35.75 HST)



\$

Email To: _____

** No electrical outlet required **

Payment



Paying by Cheque

Cheque Payable to
 CONEXSYS Registration Ltd.

13% HST included in all prices
 HST# 134 737 477

TOTAL

\$

Account #	Expiry Date	CVV #
Cardholder <i>Please Print</i>	Signature	
Ordered By <i>Please Print</i>	Email address for receipt	

CANCELLATION POLICY: No refunds after May 23, 2025. All refunds subject to a 20% administration fee.

Complete both sides and return to:

Please note:

Order Online: order.conexsys.com
 Event Code: FEI25

Order By Mail: CONEXSYS Registration Ltd.
 34-7050B Bramalea Road
 Mississauga, ON L5S 1S9
 Order By Email: order_ca@conexsys.com

For additional Information
 Toronto: (905) 405-8415 Toll Free: (800) 661-5319

Barcode Scanners must be picked up at the Lead Retrieval Services desk located at the registration area. On-site orders see CONEXSYS at the Lead Retrieval Services desk.

CONEXSYS will take reasonable precautions to ensure the safety and integrity of the data produced from this service and does not accept liability for any losses incurred resulting from missing or invalid information.



Exhibitor Lead Menu (Optional)

Exhibitor: _____

Booth: _____

REFERENCES: (MAXIMUM 8)

Ex. Sales Reps, Territories, Divisions, etc.

1		5	
2		6	
3		7	
4		8	

PRODUCTS / SERVICES:

1		14	
2		15	
3		16	
4		17	
5		18	
6		19	
7		20	
8		21	
9		22	
10		23	
11		24	
12		25	
13		26	

FOLLOW UPS: (MAXIMUM 8)

<input type="checkbox"/>	1. Phone call		OTHER
<input type="checkbox"/>	2. Sales visit	<input type="checkbox"/>	
<input type="checkbox"/>	3. Demonstration	<input type="checkbox"/>	
<input type="checkbox"/>	4. Quotation	<input type="checkbox"/>	
<input type="checkbox"/>	5. Send literature	<input type="checkbox"/>	
<input type="checkbox"/>	6. Hot lead (urgent)	<input type="checkbox"/>	
<input type="checkbox"/>	7. See notes	<input type="checkbox"/>	
<input type="checkbox"/>	8. Ready to purchase	<input type="checkbox"/>	
<input type="checkbox"/>	9. Makes purchasing decision	<input type="checkbox"/>	
<input type="checkbox"/>	10. Order placed at show	<input type="checkbox"/>	

PLEASE TYPE OR PRINT





CONFERENCE BAG INSERT

Delivery between Monday, May 12, 2025 – Friday, May 16, 2025

Please ship to:

**FEI CANADA
PAT TODD/STEFAN KUZYK
CONFERENCE KIT INSERTS
1655 Queensway East, Unit 2
Mississauga, ON L4X 2Z5**

Sponsors and Exhibitors are invited to include one (1) insert into the conference bags that each attendee will receive when they arrive at the conference. Please follow the guidelines listed below.

Quantity: 325 inserts

Dimensions: Maximum – 8.5” x 11.5”

Weight: Maximum 1- 2 pages or one small item.

Other: **Glass or other fragile material will not be permitted.**

Deadline: **Inserts not received by the deadline will not be included in the conference kits.**

Delivery: Please attach this sheet to the outside of the box of inserts for tracking purposes. Please also send a scan of this sheet to ptodd@feicanada.org.

SENDER:

Company Name: _____

Company Address: _____

Description of insert: _____



ON LINE BOOKING INSTRUCTIONS

For all On-line AIRPORT reservations, please use the following information:

In your internet browser, simply go to www.niagaraairbus.com

Please have the following ready:

- Dates of travel
- Airline and Flight number information—we require the Airline and flight number of the flight that arrives/departs
- Name of the Hotel you are staying at in Niagara
- Valid Credit card number and expiry date and CVV security code.

In order to receive your special pricing, on the first page, make your choice in the service type called Airport Service Choose “shuttle shared ride” or “ Exclusive” Choose your origin and destination and click on One way or round trip , then enter your conference code assigned specific to your group and click on “book now” . Pricing for this choice will automatically be discounted, based on the code you are using.

The next few screens gather information we require to provide you with the appropriate pickup times etc. The pickup and drop off information pages contain list boxes from which you can simply choose your hotel Our system will then fill in the address information.

On the Payment screen, choose to pay for your reservation with a credit card. Simply ensure “credit card” is ticked off, and enter the information.

Please then click (only once) the “Submit” button. It will provide a confirmation number, which you can print as your receipt, or choose to receive an email confirmation of the reservation.

Should anyone require further assistance with the on-line system, they should contact our Support Desk at airsales@niagaraairbus.com or call our reservations agents at 905-374-8111.