



Source It Here Local Food Networking Event: Monday, February 8 Information for Market Place (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 timing for the tradeshow is **10:30-11:00 am (registration), 12:30-2:00 pm (lunch/networking) and 3:30-4:30pm**. The tradeshow booths 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.

Arrival & Unloading

Load in starts at **9:30 am**. Loyola House is located at the end of the driveway of Ignatius Jesuit Centre. Once you are on the property, you can follow the signs to Loyola House. The main doors of Loyola House are 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. Once you are done unloading you **must remove your car right away** from the entrance area. There is **no parking in the round-about** as this is a fire lane.

If you need assistance unloading your items, please let the registration desk volunteers know.

Please allow extra time to find a parking spot on one of the other lots on the property. Expect up to 10 minutes walking time to Loyola House.

Set up

Set up will take place **9:30 am-10:30 am**. Event officially begins at 11:00 am and we recommend that the tradeshow set up will be completed before then. There will be four foot tables with your business name set up in the trade show area. Please bring your own tablecloth. If you have asked for electricity in the tradeshow sign up form, please bring along your own extension cord.

Sampling Food

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

- Food that is being served at the tradeshow cannot be prepared in a home kitchen and must be prepared in a licensed 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, 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.
- You are to follow all other Public Health regulations pertaining to food preparation and serving.

Following the tradeshow, please pick up and take with you all garbage produced by your booth.

If you have any inquires or questions before the day of the event feel free to contact:

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