



TORONTO NEWCOMER DAY

2018 Information Fair Exhibitor Information

Toronto Newcomer Day is an annual celebration to officially welcome newcomers to Toronto and celebrate and acknowledge their contributions to the city. The one-day event includes a formal stage program, an information fair, a citizenship ceremony, and many other interactive activities, held at Nathan Phillips Square and City Hall. In 2018, Toronto Newcomer Day will be held on Tuesday, May 29th from 11:30 a.m. to 3:30 p.m. For more information on Toronto Newcomer Day, please visit www.toronto.ca/newcomerday.

Information Fair Purpose:

The purpose of the information fair at Toronto Newcomer Day is to promote and enhance the knowledge of newcomers on various supports and programs available to them.

Important Dates:

- *Exhibitor applications open:* February 16th, 2018
- *Exhibitor application deadline:* April 5th, 2018
- *Exhibitor selection notification date:* April 18th, 2018
- *Materials approval deadline:* April 27th, 2018

Information Fair Details:

- **Location:** Nathan Phillips Square (100 Queen St. West, Toronto)
- **Date:** May 29th, 2017
- **Information Fair Hours:** 11:30 a.m. to 3:30 p.m., rain or shine

Please note: All selected exhibitors will be informed of the set-up and take-down schedule in the acceptance letter. Phased timing will be required for exhibitors wishing to bring a vehicle onto the Square.

Exhibitor Application Process:

To apply to be an exhibitor at Toronto Newcomer Day, please express your interest by completing the *Toronto Newcomer Day 2018 Information Fair Exhibitor Application* form and submit the form to Muna Gaye at maimuna.gaye@toronto.ca by end of day **April 5th, 2018**.

We strongly encourage applications that highlight collaboration and partnership. To minimize duplication of exhibitor content and to ensure the information fair reflects the goals of Toronto Newcomer Day, the Planning Committee will review all exhibitor applications using criteria that align with the City of Toronto Newcomer Office's mission and goals. *We regret that due to space limitations, not all applications submitted will be granted space at the information fair.*

Selected exhibitors will be notified via email of their acceptance on **April 18th, 2018**. Selected exhibitors will be required to submit all promotional materials that will be displayed within the booth for approval by Nathan Phillips Square staff by **April 27th, 2018**. Details on how to submit proposed materials will be provided to accepted exhibitors in the acceptance letter.



Exhibitor Waitlist:

Due to the high demand for exhibitor spaces at Toronto Newcomer Day, not all submitted applications will be accepted. A waiting list will be created and additional spots will be offered by the Planning Committee on a case by case basis to ensure the information fair is comprehensive and fulfills the stated criteria and goals.

Exhibitor Criteria:

Exhibitors will be identified based on agency alignment with the [Toronto Newcomer Strategy](#), [Refugee Resettlement Program](#) and the [Integrating Cities Charter](#). Priority will be given to applications that align with event theme of newcomer civic engagement.

For all questions regarding the 2018 Toronto Newcomer Day information fair, please contact Muna Gaye at maimuna.gaye@toronto.ca

