

# DXSPACE RENTALS GENERAL INFORMATION GUIDE 2018

THE TORONTO STOCK EXCHANGE

**DESIGN EXCHANGE**  
CANADA'S DESIGN MUSEUM



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# ABOUT DESIGN EXCHANGE

## EXPERIENCE DESIGN AT CANADA'S DESIGN MUSEUM

### **Supporting DX Youth Programs**

Design Exchange, a not-for-profit funded by its members and donors, is Canada's only cultural institution dedicated exclusively to the pursuit of design excellence. At the crossroads of multiple disciplines, from furniture and architecture to graphics and fashion, our education programs, talks, workshops, and youth education initiatives are curated to reflect the popular zeitgeist and contemporary culture while demonstrating the relevance and importance of design to everyday life. We are committed to delivering accessible design experiences and education and we aim to provide the tools necessary to connect design learning to the ordinary and extraordinary.

Under a renewed strategic vision launched in March 2012 and implemented by Shauna Levy, DX has hosted renowned traveling exhibitions from prestigious cultural institutions across the globe, including Stefan Sagmeister's The Happy Show and Design Museum London's Christian Louboutin retrospective, alongside its own This Is Not A Toy, guest curated by Pharrell Williams and Politics of Fashion | Fashion of Politics, guest curated by Jeanne Beker.

### **Preserving Our Heritage Building**

Design Exchange is located in the iconic former Toronto Stock Exchange. When you book your event at Design Exchange, your patronage supports our mission to act as a design hub in pursuit of design excellence and preservation of design heritage. Proceeds from rentals directly support the preservation of our historic building, DX programs, and exhibitions.



## VENUE RENTAL

### The Historic Trading Floor

Housed in the former Toronto Stock Exchange building the Historic Trading Floor is the centerpiece of this iconic building along with two exhibition areas, and three smaller meeting rooms.

A multi-million dollar restoration has returned the Trading Floor to its 1937 art deco splendor.

This breathtaking 40-foot high environment features eight murals by renowned artist Charles Comfort as well as the elegant INCO Grand Staircase.

The Trading Floor has become one of the pre-eminent spaces in North America for product launches, annual general meetings, press conferences, creative public events, and elegant receptions and dinners.

#### **The following are included in your rental fee for the Trading Floor:**

- + on-site DX Event Coordinator
- + Keilhauer Ripple chairs (to a maximum of 500)
- + registration desk supplied for Trading Floor events only
- + 25 round tables (72")
- + portable stage, 96 square feet (8' x 12'), 16" or 24" high
- + 1 stand-up lectern
- + 1 lectern microphone and sound system
- + custom designed directional signage
- + small temporary storage room
- + pre-set stage lighting
- + basic cleaning and porter services
- + 6 easels, 1 white board, 1 flip chart, 12 blue club chairs
- + multiple power outlets throughout the room
- + evening events include security and washroom attendants

Capacity: Reception 500, Theatre up to 500,  
Banquet 220-250, Classroom up to 300



## VENUE RENTAL

### Boardroom

#### William and Nona Heaslip Meeting Place

This sophisticated boardroom offers an extraordinary view of the heart of Canada's financial district. The room offers private meeting space equipped with a boardroom table seating up to 25 people, featuring a projection screen, a phone line for tele-conferencing purposes and is internet accessible. Adjacent is the breakout lounge with a kitchen that allows for private catering. The space is ideal for board meetings, workshops and presentations.

Capacity: Reception 50, Boardroom 24



### Patty Watt Room

This room is a mid-sized multi-purpose space that offers privacy and convenience and is adjacent to the The Exhibition Hall. This room includes a large projection screen and is internet accessible. Small press conferences, private lunches, cocktail receptions, and seminars are best suited for this meeting place.

Capacity: Reception 60

**Limited Availability**



## DX SERVICES

Design Exchange has a variety of rooms, settings and services to cater to your event. Partnering with service providers of excellence, Design Exchange provides you with the ultimate experience for your social or corporate function. Warm wood and cool marble finishes combine for a genuinely stunning physical setting. Mixing business meetings, conferences, product launches and a variety of social events, Design Exchange is a lively venue showered in style and focused on service. Our Award-winning Special Events team welcomes all inquiries and we look forward to fostering new partnerships with our valued clients.

## DX Event Coordinator

Your DX Event Coordinator will be the liaison between you, audio-visual companies, caterers, and any other services you may require. They will assist you in planning your event, and will be pleased to provide referrals regarding service requirements such as:

- |                 |                  |                     |
|-----------------|------------------|---------------------|
| + Caterers      | + Photographers  | + DJs               |
| + Entertainment | + Insurance      | + Decor             |
| + Floral        | + Bar            | + Signage           |
| + Valet Parking | + Ice Sculptures | + Balloons          |
|                 |                  | + Aerial Performers |

## On-Site Services

### Bar

Design Exchange is a fully licensed facility, as granted by the A.G.C.O. We offer a fine selection of alcoholic and nonalcoholic house product. For your event, DX will provide the beverage products of your choice and will charge you based on consumption following the event. Special wine requests are accommodated under our liquor license with delivery and return charges of the distributor applied. In the case of a cash bar, Design Exchange will provide ticket-sellers for the cost of \$20.00 per hour (4 hour minimum). Catering is required by the A.G.C.O. for all events serving alcohol and the caterer will provide the bar staff and glassware.

DX Event Coordinator will provide you with the house bar list and prices, as well as assist you in selecting the alcoholic products that you require for your event under our license.

### Coat Check

The coat check is located on the first floor of DX. A hosted coat check can be provided for \$25.00/hour (4 hour minimum) per attendant. We recommend one (1) attendant per 100 guests. If you prefer a cash coat check, please consult your DX Event Coordinator.

### Porter Services

Room rental fees include basic porter services for your event set-up and teardown. If you require additional assistance porters can be provided for \$21.00/hour (4 hour minimum).

### Security

Due to the nature of some events, special security provisions may be required for move-in, move-out and the event itself. Upon your request and prior to your event, your DX Event Coordinator can arrange for security officers. The cost of a security guard is \$37.00 per hour (4 hour minimum). Please note for evening events security is included.

### Washroom Attendants

Clients having events on the Trading Floor are directed to use the main washrooms facilities located on the first floor of DX. Any events held on the third floor and fourth floor, each have access to washrooms on their respective floors. For all evening events that include a bar on the Trading Floor, we provide both male and female washroom attendants at no extra charge. If you would like to add the service of washroom attendants to your daytime event, the service can be provided at \$50.00/hour (4 hour minimum), and that includes both male and female attendants.

## CATERERS

### Preferred Caterers

Our exclusive in-house caterers represent the best catering that Toronto has to offer. These companies have many years of experience and we are confident that they will enhance any event at DX. All of the caterers will be more than happy to submit a proposal for your event, and will invoice you directly for catering charges. A 15% Landmark Levy, based on food, staff and décor services will be added to your catering invoice on behalf of Design Exchange. Revenue generated from this levy allows DX to preserve, protect and promote Toronto's first Stock Exchange, for the benefit of present and future generations.

#### **Eatertainment Special Events and Catering**

Contact: Danielle Daoust  
Phone: 416.964.1162 ext. 260  
Email: [dxevents@eatertainment.com](mailto:dxevents@eatertainment.com)  
[www.eatertainment.com](http://www.eatertainment.com)

#### **EnVille Event Design and Catering**

Contact: Michele Jerome  
Phone: 416.533.8800 ext. 246  
Email: [michellej@enville.com](mailto:michellej@enville.com)  
[www.enville.com](http://www.enville.com)

#### **Daniel et Daniel**

Contact: Jake Curl  
Phone: 416.968.9275 ext. 31  
Email: [designexchange@danieletdaniel.ca](mailto:designexchange@danieletdaniel.ca)  
[www.danieletdaniel.ca](http://www.danieletdaniel.ca)

#### **McEwan Foods**

Contact: Ann Stolte-Butler  
Phone: 416.444.6262 ext. 243  
Cell: 905.727.5599  
Email: [ann@mcewanfoods.com](mailto:ann@mcewanfoods.com)  
Fax: 416.444.6212  
[www.mcewangroup.ca](http://www.mcewangroup.ca)

#### **Drake Commissary Ltd**

Contact: Andy Sennin  
Phone: 416.966.9155 x245  
Fax: 416.531.9493  
Email: [ashley@thedrake.ca](mailto:ashley@thedrake.ca)  
[www.thedrake.ca](http://www.thedrake.ca)

#### **The Food Dudes Inc.**

Contact: Lindsay Klein  
Phone: 647.340.3833 ext. 201  
Email: [lindsay@thefooddudes.com](mailto:lindsay@thefooddudes.com)  
[www.thefooddudes.com](http://www.thefooddudes.com)

#### **Marigolds & Onions**

Contact: Carol Jacobson Bearg  
Phone: 416.256.4882 ext. 323  
Email: [cjacobson@marigoldsandonions.com](mailto:cjacobson@marigoldsandonions.com)  
[www.marigoldsandonions.com](http://www.marigoldsandonions.com)

#### **Paintbox**

Contact: Allison Gibson  
Phone: 647.748.0555 ext. 3  
Email: [allison@paintboxcatering.ca](mailto:allison@paintboxcatering.ca)  
[www.paintboxcatering.ca](http://www.paintboxcatering.ca)

#### **Oliver & Bonacini Events**

Contact: Kelli MacKinnon  
Phone: 416.597.5307  
Email: [events@oliverbonacini.com](mailto:events@oliverbonacini.com)  
[www.oliverbonacinievents.com](http://www.oliverbonacinievents.com)

#### **TOBEN Food by Design**

Contact: Elana Kochman  
Phone: 647.344.8323  
Email: [email@tobenfoodbydesign.com](mailto:email@tobenfoodbydesign.com)  
[www.tobenfoodbydesign.com](http://www.tobenfoodbydesign.com)

*A 20% landmark fee will be charged for external catering services.*

*A food and beverage minimum may apply*

## EVENT SERVICES

### Rental Suppliers

#### **Event Rental Group**

Exclusive Affair Rentals is the in-house rentals supplier for all catered and corporate events at Design Exchange. Orders should be arranged directly with your caterer. Please visit us at [www.eventrentalgroup.com](http://www.eventrentalgroup.com).

### Valet Parking

#### **Gatsby Valet Inc.**

Extend your welcome and decor beyond the interior to greet guests with white glove royalty services offered by Toronto's finest Valet performance company. Embellish a gala with 50 golden bowties and matching full-length cashmere coats, and enchant a corporate ball with exquisite pre-entry design. Adding prominence to your events has never been so easy. For more information please contact Greg Rzeplinski at 416.239.6998 or visit their website at [www.gatsbyvalet.com](http://www.gatsbyvalet.com).

### Special Event Options

#### **Zero Gravity**

Zero Gravity Circus is a full service creative production house and agency. Over a decade of experience and an extensive roster allows us the freedom and flexibility to produce ideal entertainment packages to suit all kinds of events, venue and objectives. We provide professional quality custom indoor and outdoor entertainment around the world for all seasons - roaming interactive characters, solo and group performances, and full scale productions - shows of all shapes and sizes! For more information, please visit [www.zerogravitycircus.com](http://www.zerogravitycircus.com), email [info@zerogravitycircus.com](mailto:info@zerogravitycircus.com) or call 416.469.1440.



## EVENT SUPPLIERS

### Décor

#### **Divine Furniture Rental**

Divine Furniture Rental has risen from the foundation built by its predecessor Furnishings By Corey. The company is a major player in rental furnishings, providing high-end contemporary items for an elegant and practical decorative setting for your special event. The experts at Divine Furniture Rental strive to provide the widest variety of product, in the best possible condition, at the best possible price with the most courteous and pleasant manner. An event knowledgeable staff is ready to assist you with event planning and design development. For more information please contact Steven Devine at 416.750.9272 ext.103 email [steve@divinefurniturerental.com](mailto:steve@divinefurniturerental.com) or visit [www.divinefurniturerental.com](http://www.divinefurniturerental.com).

#### **Iceculture Inc.**

Iceculture is recognized as a world leader in ice sculpture décor and has been responsible for many of the creative and technical innovations that the industry has experienced in recent years. Enhance your event with crystal clear ice designs including ice curtains and chandeliers, ice bars and drinks luges, table centerpieces and food displays to name only a few - the possibilities for custom designs are infinite. Iceculture prides itself on providing customers with a high quality product and impeccable service from order through to install. Explore ice to create a memorable impact for your event. For more information, please visit [www.iceculture.com](http://www.iceculture.com) or contact Christine Rose at 1.888.251.9967 or email [info@iceculture.com](mailto:info@iceculture.com).

#### **MB Designs Inc.**

Established over 20 years ago, MB Designs Inc. is a Toronto Trend Setter for Event Design, Décor Rentals and Fresh Florals. Having worked at the Design Exchange for many years creating stunning events of all sizes, we bring an immense amount of knowledge to clients on how to create their perfect event with lots of great ideas. From small events to large scale events, the MB Designs Design Team will take the stress out of your design and décor process and keep you on time and budget. Our services are A-La-Carte and you can choose to simply order Fresh Florals, or a few gorgeous Décor Rental Pieces, or you can hire us from start to finish Designing and Branding your Event. We look forward to meeting you and working with you on your next Design Exchange Event. For more info please contact : Marla Brown at 416-406-2122 x 29 | email [marla@mbdesignsinc.com](mailto:marla@mbdesignsinc.com) | DM Marla on Instagram @MBDesignsInc | or visit us at [www.mbdesignsinc.com](http://www.mbdesignsinc.com)

## AUDIO-VISUAL/TELECOMMUNICATIONS

### Audio-Visual

#### CCR Solutions

With a dedicated in-house team, CCR Solutions will not only assist you with your A/V requirements but will also provide and manage all of your internet and phone line needs. Whether it is providing these services for a Webcast, Video Conference, Internet Streaming or Audio Conference, the CCR team will ensure all connections are set and ready to go for your event! To help enhance your meeting experience, CCR Solutions can also arrange for services such as Webcasting, Video Conferencing and/or Audio Conferencing and will work with you to guarantee that all of your needs are successfully met. For inquiries or pricing regarding any of these services please contact the CCR AV Coordinator - Glenn Steinhoff at 416.216.2130 or by email at glenns@ccrsolutions.com.

### Licensing Fees

#### Socan Services

On behalf of the Society of Composers, Authors and Music Publishers of Canada (SOCAN), DX is required by Federal Law to collect a fee from the Licensee if any music, live or pre-recorded, is played at any event at DX. The tariff for an event without dancing is \$87.40, an event with dancing \$174.79. For more information, call 1.800.55.SOCAN, or visit [www.socan.ca](http://www.socan.ca).

#### Re:Sound Fee

Re:Sound is the Canadian not-for-profit music licensing company dedicated to obtaining fair compensation for artists and record companies for their performance rights. On behalf of its members, representing thousands of artists and record companies, Re:Sound licenses records music for public performance, broadcast and new media. For more information, call 1.877.309.5770, or visit [www.resound.ca](http://www.resound.ca).

### Electrical Services

#### Freeman Electrical Services

Freeman Electrical Services is DX's electrical show service contractor, to provide all special electrical connections for your event. Please note that only an authorized FES qualified Electrician is permitted to make a connection to any of the facility's temporary electrical power sources. For further information regarding services and fees, please phone: 416.503.7284, fax: 416.252.2365 or via email to [floyd.gillam@freemanco.com](mailto:floyd.gillam@freemanco.com).

### Telecommunication Services, Videoconferencing, Audioconferencing and Web Casting

#### Resolve Collaboration Services Corp.

Resolve Collaboration Services brings together the best in collaboration technology and service. Their mission is to enable companies to work together simply and easily at any distance. Their live event production team is experienced in creating exciting interactive meetings that enable participation from virtually anywhere. Design Exchange's partnership with Resolve Collaboration Services allows you to expand the reach of your meeting using live streaming video or webcasting. A team of dedicated technicians provide hands-on complete end-to-end planning and technology management so your event is a success. To order or discuss webcasting for your live event please feel free to call 1.866.519.5160.

## ADDITIONAL SERVICES AND DX POLICIES

### Additional Services

#### Signage

During museum hours: Registration for events should be behind the front counter and lobby signage will be DX branded and directional. All other client branded signage should only be in the space they have rented.

Outside of museum hours: Registration tables may be set up in the lobby and we can be more flexible with signage in the lobby.

#### North Door Access

DX's North Door, located at 234 Bay Street, may be used for load-ins with a \$500.00 charge per usage. Load in time restrictions apply.

#### No Smoking Policy

We are pleased to offer a non-smoking environment. It is recommended that your guests be made aware of this prior to your event.

### DX Policies

#### Directions and Parking Map

Design Exchange is located in the Toronto-Dominion Centre. Underground parking is accessible at 66 Wellington Street and has indoor passage available from P1 parking lot to the lobby of Design Exchange following directional signage. Parking rates are available upon request.

Please contact Jason Kuz at the Parkom Systems office at 416.366.1423. See page 8 for valet service options. See page 13 for detailed directions and map.

#### Deliveries

DX must be notified prior to the delivery of all objects, to ensure their acceptance and storage in the most secure and convenient location. Please include your name, your company, shipment quantity, and your DX contact(s) on the package. Further delivery information on shipment instructions can be provided upon request from your DX Event Coordinator.

Small package courier address: 234 Bay Street, Toronto, ON, M5K 1B2, Ground Floor Reception.

Large package deliveries: arrangements are to be made through your DX Event Coordinator.

Business Hours: 10:00 am to 5:00 pm, Monday through Friday. Design Exchange assumes no liability for damaged or misplaced goods.

South Elevator: 100" high, 54" wide, 76" long

North Elevator: 100" high, 56" wide, 76" long

#### Licensee Responsibilities and Unique Requests

DX will accommodate all requests; however, we require at least two weeks notification, in writing, to ensure a safe and successful event. Due to Life Safety concerns, complete details on items such as fog machines, strobe lights, rigging points, etc. must be provided in writing at least two weeks before the event. Pyrotechnics are prohibited. If DX is not notified, we will not allow their use.

Please note that you, as the Licensee, are responsible for ensuring that your contracted suppliers provide accurate and complete information to DX, and conduct themselves responsibly while in the building. As required in the License Agreement, liability for any damage or actions caused by outside contracted suppliers is the responsibility of the Licensee. Additional insurance may be requested at the discretion of DX.

## ROOM CAPACITY

| LOCATION                          | OVERALL DIMENSIONS        | USABLE SQUARE FOOTAGE | CEILING HEIGHT | CAPACITY                      |           |         |           |         |
|-----------------------------------|---------------------------|-----------------------|----------------|-------------------------------|-----------|---------|-----------|---------|
|                                   |                           |                       |                | Theatre                       | Reception | Banquet | Classroom | U-Shape |
| <b>Second floor</b>               |                           |                       |                |                               |           |         |           |         |
| Trading Floor                     | 106' x 57'                | 6,042                 | 40'            | up to 500                     | 500       | 220-250 | up to 300 | TBD     |
| <b>Third floor</b>                |                           |                       |                |                               |           |         |           |         |
| Exhibition Hall                   | 24' x 46'<br>+ 110' x 20' | 3,500                 | 12'            | Please inquire about capacity |           |         |           |         |
| Patty Watt Room<br>Limited Access | 24' x 36'                 | 864                   | 12'            | 50                            | 60        | 48      | 48        | 25      |
| <b>Fourth floor</b>               |                           |                       |                |                               |           |         |           |         |
| Boardroom                         | 15' x 40'                 | 600                   | 10'            | —                             | 50        | 24      | —         | —       |
| Green Room                        | 17' x 19.5'               | 331.5                 | 10'            | —                             | —         | 10      | —         | —       |
| Lounge                            | 19' x 24'                 | 456                   | 10'            | —                             | 30        | —       | —         | —       |

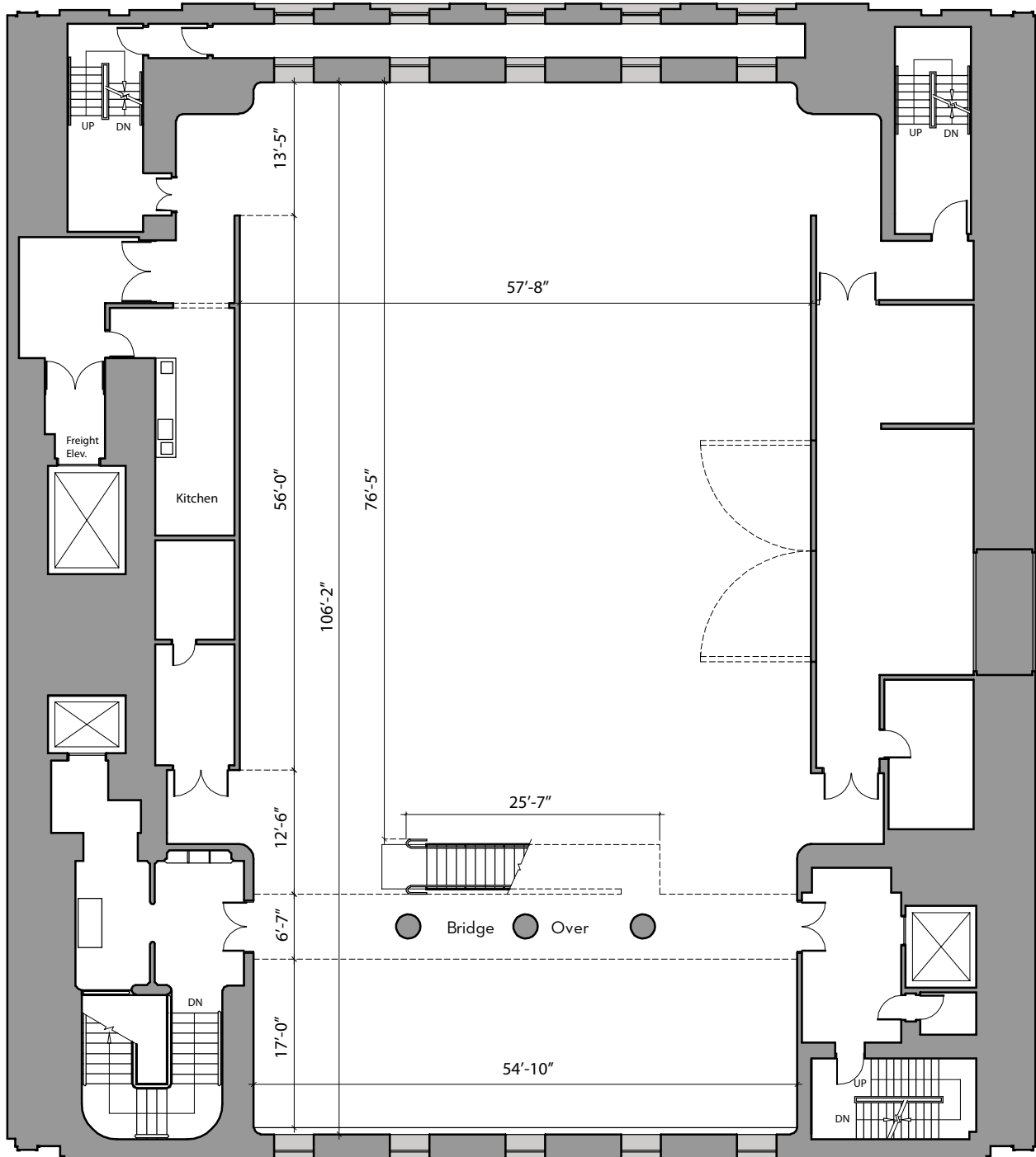


# FLOOR PLANS

## The Historic Trading Floor

Capacity: Reception 500, Theatre up to 500,  
Banquet 220-250, Classroom up to 300

Ceiling height (unobstructed) = 40'

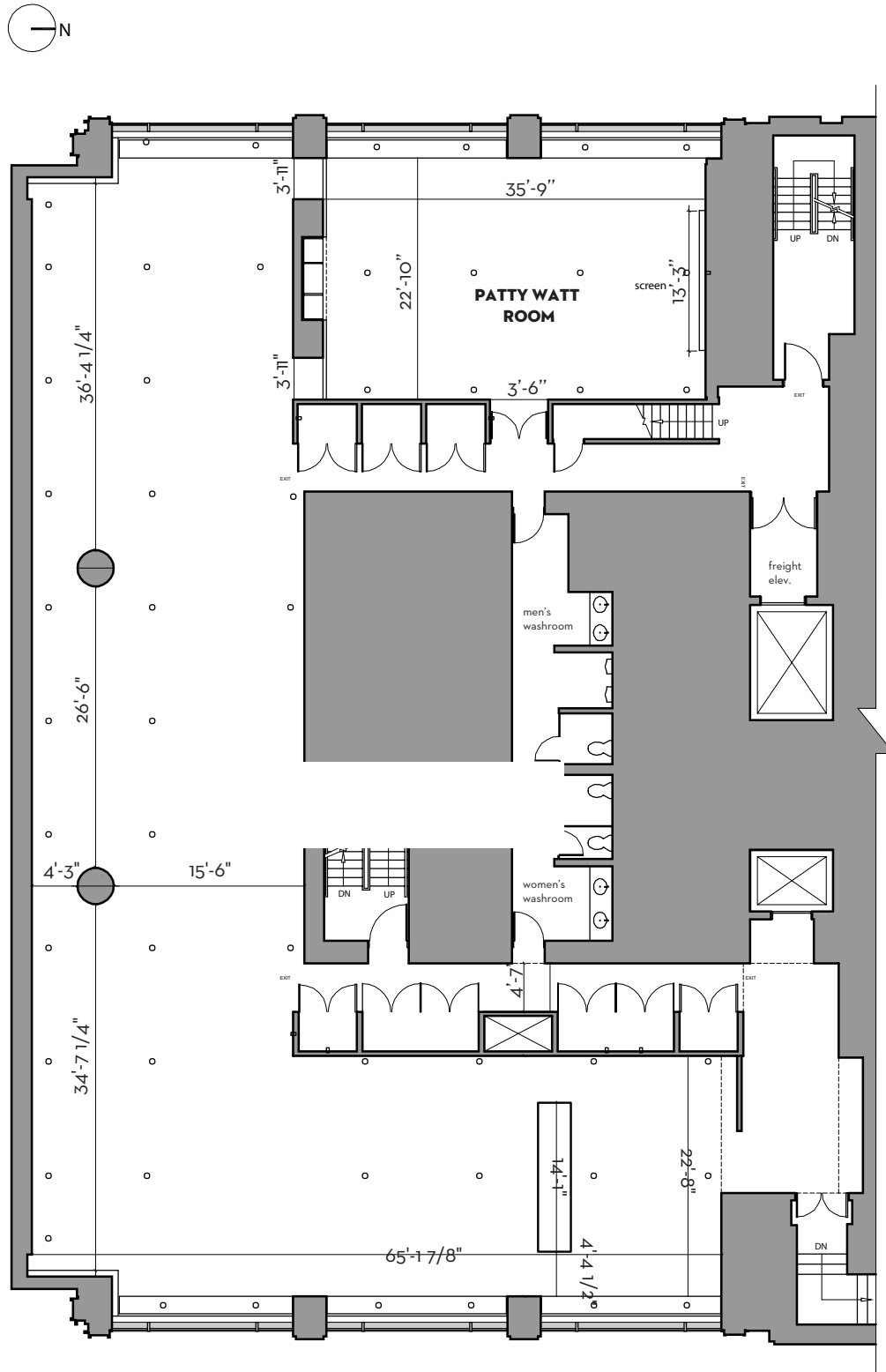


# FLOOR PLANS

## The Exhibition Hall

Please inquire for capacity.

Ceiling height (unobstructed) = 12'

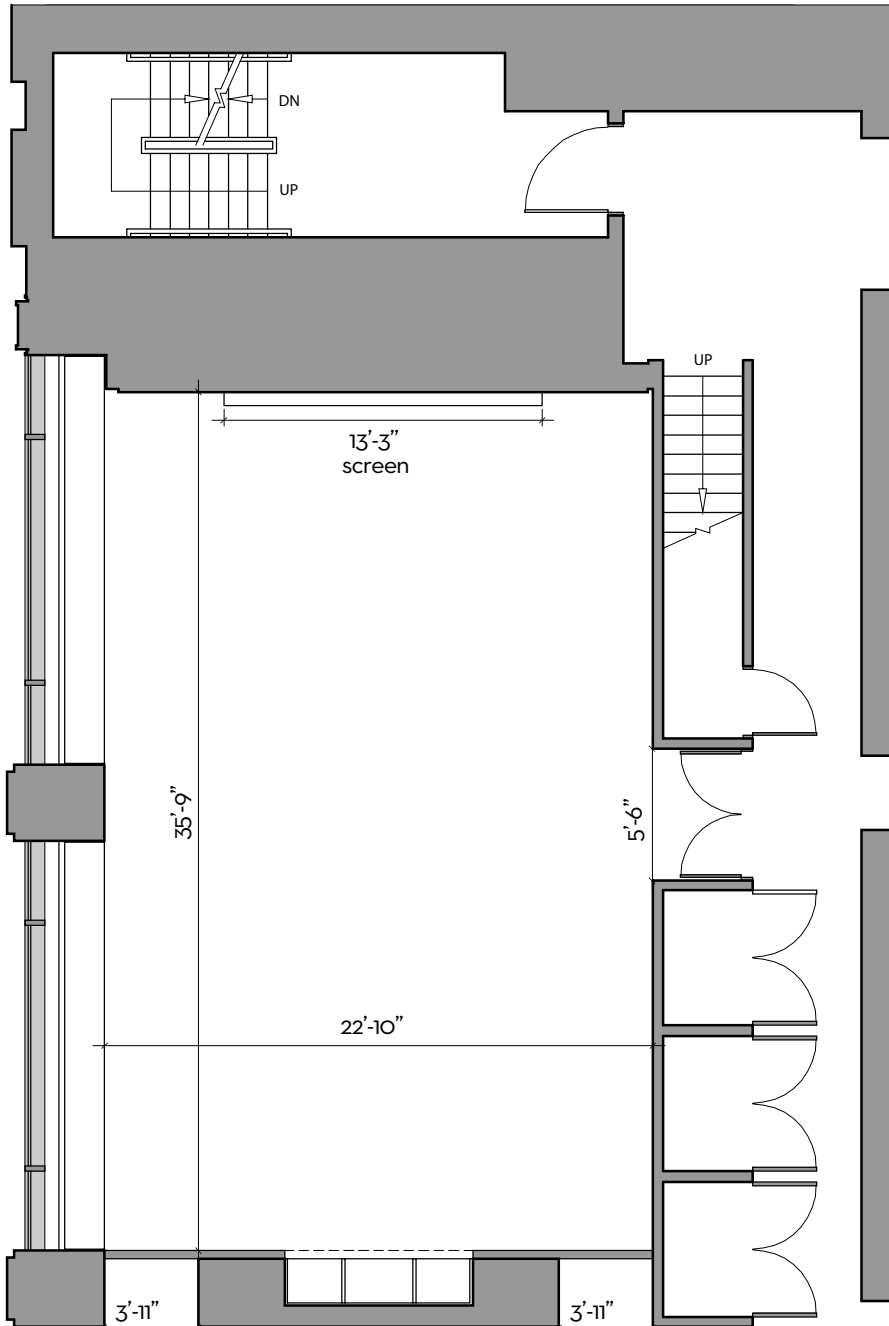


# FLOOR PLANS

## Patty Watt Room

Capacity: Reception 60, Theatre 50,  
Banquet 48, Classroom 48, U-Shape 25

Ceiling height (unobstructed) = 12'



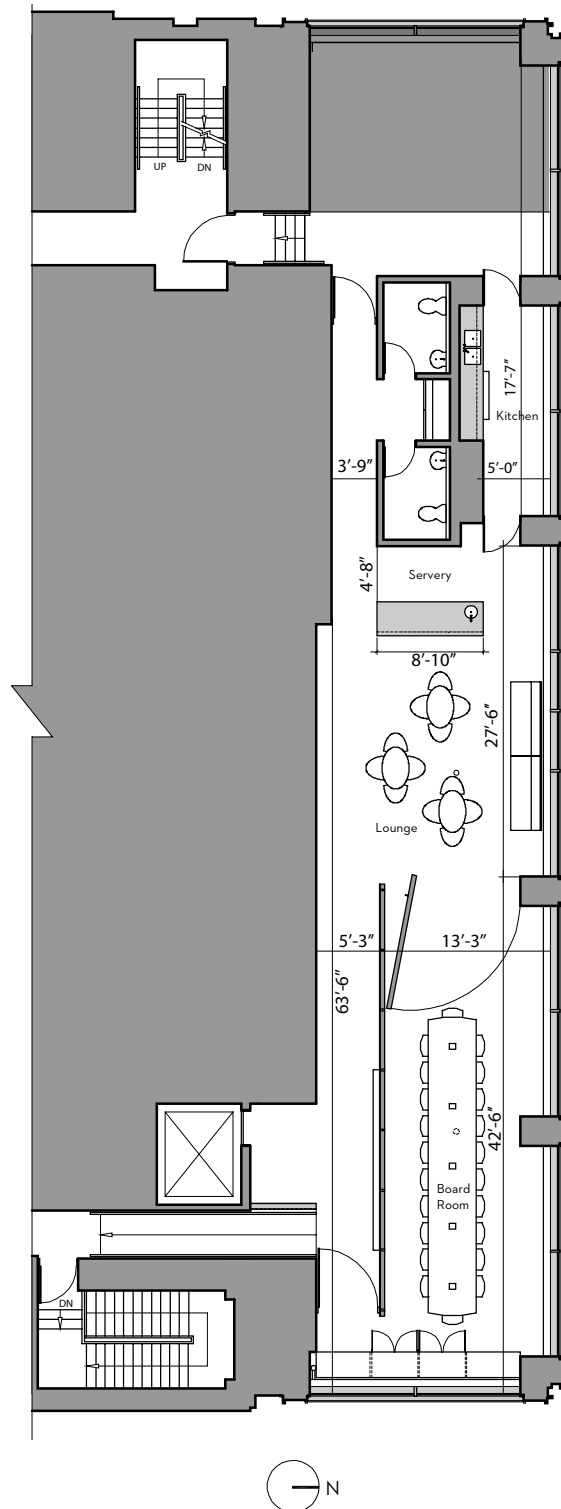
# FLOOR PLANS

## The Boardroom

William and Nona Heaslip

Meeting Place

Capacity: Reception 50, Boardroom 24





## GETTING HERE

### Driving

#### From the Gardiner Expressway, Don Valley Parkway, or QEW

1. Take the Gardiner Expressway to the Bay St. exit
2. Go north on Bay St. to Wellington St. and turn left
3. Take Wellington St. to the TDC Underground Parking Entrance

#### From within the city

1. Go south on Bay St. to Wellington St. and turn right
2. Take Wellington St. to the TDC Underground Parking Entrance

#### Parking

Proceed to the Ernst & Young Tower, following signs for DX

The accessible entrance is off Wellington St., west of Bay St. beside The Duke of Devon Pub.

### Public Transit

#### From the Yonge Street Subway Line

Exit at King Station and walk west one block to Bay St.

#### From the University Avenue Subway Line

Exit at St. Andrew Station and walk east two blocks to Bay St.

#### From Union Station

Walk north on Bay St.

#### From the Bloor-Danforth Subway Line

Exit at Bay Station and take the Bay St. South bus to King St.

- 1** TD Centre parking entrance
- 2** TD Centre loading dock
- TTC 1** St. Andrew Station
- TTC 2** King Station
- TTC 3** Union Station
- TTC 4** Bay bus stop

#### DESIGN EXCHANGE

234 Bay Street  
Toronto, M5K 1B2

