

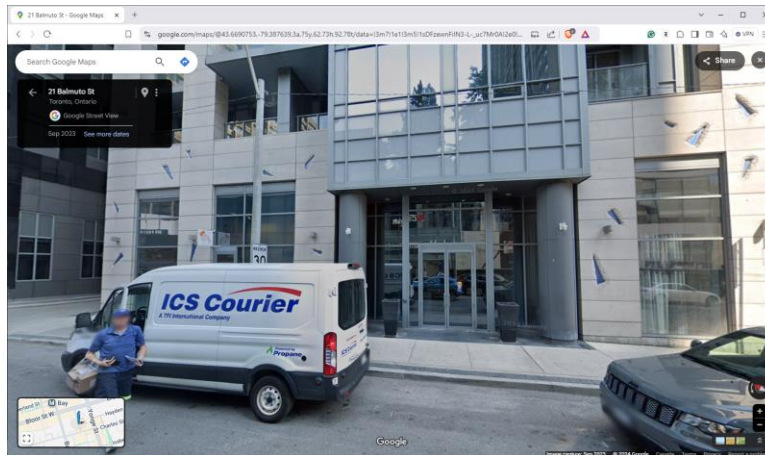
Christmas Party Directions Cheat Sheet & Information:

If you have any problems on Saturday at the event - Call Arthur at (647) 717-6051

Important! Use the Manulife entrance on Balmuto St!—do **not** go to the entrance on 44 Charles St W (as pictured on the poster) or the entrance on Bay Street. *44 is a general address for the back of the Manulife Center, with three different entrances!*

Step 1: Locate the correct entrance

- **Uber/Taxi:** Use “21 Balmuto St, Toronto”. The entrance is opposite this building – (*do not use 44 Charles St for Uber; it will take you to the wrong place*)



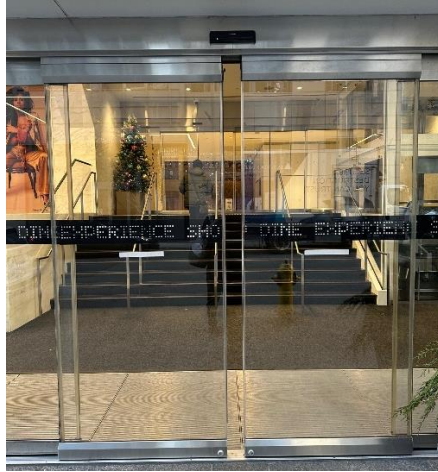
21 Balmuto St drop off for Uber/Taxi (*do not go into this building turn 180 for Manulife entrance*)

- **TTC:** Go to Bay St OR Yonge; both are similar distances. Head towards the Manulife Center entrance on Balmuto St



Balmuto Main Entrance- You've found it!

Step 2: Enter and go up one small flight of stairs



Step 3: Meet/wait for a Spearhead member host to escort you to the event space!



This is the meeting spot at the top of the stairs- wait here!

You may have to wait a few minutes, but a host will shuttle people between the event spaces.

Problems? Call Arthur at (647) 717-6051

Building Requests & Considerations: This is a private building, and a tenant has made the space available. The rental has been significantly discounted. It is different from a commercial space. The building has a few very reasonable asks. This is why we have a host to shuttle people to and from the event space.

- **Tenant awareness:** Saturday, Dec 14th, is one of the building's busiest foot traffic days. Be hyper-aware of the tenants and common lobby area space. Avoid blocking entrances, making requests of the concierges, loitering, or accidentally having conversations in the main lobby.
- **Smoking:** You must go to the Balmuto St entrance. Do not loiter, exit, or smoke outside the main tenant entrance on Charles St. We will be banned if this occurs.
- **Noise in common areas:** Be aware of collective group volume during the escort to/from the meeting point, especially after a beer or two. It is easy to be loud in smaller areas such as in or waiting for an elevator.