

Wounds Canada 2019 Fall Conference



WOUNDS CANADA 2019 FALL CONFERENCE

October 3–6, 2019, Fallsview Casino Resort, Niagara Falls, ON

EXHIBITOR EVENT INFORMATION

Move-In Date & Time:

- Thursday, October 3, 2019
12:00 noon – 6:00 p.m.
- Friday October 4, 2019
8:00 a.m. – 4:30 p.m.

All exhibits must be fully installed, cleaned up and ready for attendee visits by 4:30 p.m. on Friday, October 4, 2019.

Exhibiting Dates & Times:

- Friday, October 4, 2019
5:10 – 7:15 p.m.
- Saturday, October 5, 2019
10:30 – 11:30 a.m.
1:30 – 2:30 p.m.

Move-Out Date & Time:

- Saturday, October 5, 2019
2:30 – 10:00 p.m.

Exhibitors are responsible for removing ALL of their materials including any empty boxes or items for garbage/recycling. Appropriate receptacles are located in the Loading Dock area.

Location:

Fallsview Casino Resort
6380 Fallsview Boulevard
Niagara Falls, ON L2G 7X5
www.fallsviewcasinoresort.com

- Exhibits are located in **Grand Hall CDE**, and the space is carpeted.

Wounds Canada Conference Contacts

- Maureen Rego, Events Director – maureen.rego@woundscanada.ca
- Addie North, Business Manager – addie.north@woundscanada.ca

Throughout the conference, event management will maintain a Registration Desk to assist all exhibitors and attendees.

Wounds Canada 2019 Fall Conference

Niagara Falls Fall Conference • Exhibitor Event Information



Material Handling, Exhibitor Move-in and Move-out:

Material Handling:

For this event, the Fallsview Casino Resort is the exclusive provider of all Material Handling services. Please refer to the *Fallsview Casino Resort Order Form* in the Exhibitor Kit.

Exhibitor Move-in:

There are several ways in which exhibitors can get their materials into their display spaces:

1. SHIP DIRECTLY TO THE VENUE

You can only send direct shipments to the Fallsview Casino Resort to arrive NO EARLIER than Thursday October 3 using your own carrier. Exhibitors will be required to order Material Handling services from the Fallsview Casino Resort. Please use the SHIPPING LABEL provided in the *Fallsview Casino Resort Exhibitor Logistics* package.

2. ADVANCE WAREHOUSING THROUGH FREEMAN

If you prefer to take care of shipping ahead of time and not wait for delivery on move-in day, you can send your goods to Freeman a few weeks in advance and they will hold your boxes/crates and deliver them directly into your display space. Additional fees will apply, please refer to the *Freeman Exhibitor Services Manual* for details and pricing.

3. USING THE LOADING DOCK WITH YOUR OWN VEHICLE DURING MOVE-IN HOURS ONLY

Anyone using their own vehicle to drop off display space materials are required to do so through the Loading Dock at the Fallsview Casino Resort. Material Handling **MUST STILL** be ordered; please use the *Fallsview Casino Resort Order Form*.

4. HAND-CARRYING IN SMALLER ITEMS

If you plan on carrying in your display space materials by hand (small box, or rolling suitcase), there is no need to arrange for any type of shipping or material handling. You must park in a designated area; exhibitors are prohibited from pulling up outside one of the entrances to the building and offloading materials. Push carts, hotel luggage carts and other hand dollies/carts are **NOT** permitted on escalators, public passenger elevators or in any pre-function space. Anyone bringing in their materials on their own this way will be required to store any of your containers/boxes in your display space.

Exhibitor Move-out:

Move-out procedures are the same as loading in of materials, in reverse. **All materials must be removed from the exhibit area by 10:00 p.m. on Saturday October 5th.** Exhibitors are required to arrange for their own carriers to come and pick-up their materials. Wounds Canada will not take responsibility for any items left behind. For anyone requiring assistance with your shipments please visit the Freeman Service Desk at the back of the exhibit hall for information.

Wounds Canada 2019 Fall Conference

Niagara Falls Fall Conference • Exhibitor Event Information



Exhibit Display Information:

Each display space is 10 feet x 10 feet (3.05 x 3.05 m). Any furniture/display materials, signage, power, cleaning services, etc. are the responsibility of the individual exhibitor to order and provide payment for. Please refer to the Exhibitor Kit for more details.

The exhibit area is carpeted and the ceiling height in Grand Hall CDE is 17 feet (5.2 m).

Height Restrictions and Display Limitations:

The height restriction for all displays is 8 feet (2.44 m) high. Exhibitors are not permitted to block sightlines of any neighbouring displays; we ask that you respect those around you and keep your display materials ONLY within your allotted space. Aisles are to be kept free and clear at all times. No materials are allowed within any of the "public" areas (displays or signage at entrance, handouts on tables, people handing out samples, etc.), and regulation of this is at the discretion of Event Management. **If you have any questions about your display set-up, details must be submitted in writing to Maureen Rego (maureen.rego@woundscanada.ca) no later than Tuesday, September 3, 2019.**

Storage and Removal of Boxes and Other Debris:

Please be advised that exhibitors are responsible for removing any empty boxes, packing tape and all other debris from their display area. The venue staff can assist in showing you where garbage receptacles are located to dispose of any items. It will be the responsibility of the exhibitor to do so on their own.

Fire regulations prohibit storage of boxes, crates or products in the aisle area or in front of emergency exits. All materials MUST be stored within your own display space; there is NO additional storage space available for this event unless material handling has been ordered through the Fallsview Casino Resort.

Please also note that nothing can be affixed to the walls, doors or carpeting (no nails, screws, staples or tape).

Electrical Requirements:

Any electrical requirements are the responsibility of each individual exhibitor and can be ordered through the Fallsview Casino Resort. Please refer to their exhibitor information for the order form.

Sign and Banner Hanging:

If you are interested in hanging a banner above your display space, please contact Maureen Rego (maureen.rego@woundscanada.ca) for more details. **The ceiling height in Grand Hall CDE is 17 feet (5.2 m).** Additional charges will apply.

Internet Access:

Internet and telephone services are provided by the Fallsview Casino Resort. Please refer to their exhibitor package for pricing and information.

Wounds Canada 2019 Fall Conference

Niagara Falls Fall Conference • Exhibitor Event Information



Entry to the Event:

All attendees and exhibitors must be registered before entering the exhibit floor. Event Management reserves the right to refuse admission to the conference and exhibit space to any visitor, exhibitor, or contractor who, in the opinion of event management, is unfit, intoxicated, or in any way creating disruption to the event.

Exhibitor Badges:

Each exhibitor must register. ***Included in your exhibit fee are three (3) complimentary exhibitor passes per display space purchased*** (some exceptions do apply). All additional exhibit personnel must register for the conference at full price.

To register for your exhibitor badges, complete the form included with the Exhibitor Kit materials and return it no later than **Friday, September 20, 2019**, to Addie North addie.north@woundscanada.ca.

All badges will be available for pick-up at the main registration counter. For security reasons, you will be required to wear your exhibitor badge in a prominent location at all times during the conference.

Insurance:

Neither event management nor the building owners will accept responsibility for injury to persons, loss or damage to products, exhibits, equipment, or decorations by fire, accident, theft or any other cause while in the building or on the grounds. Exhibitors must have adequate insurance for their own personnel, exhibits, and materials against such hazards. It is recommended that display space personnel have a copy of their insurance certificate at the event.

Security:

Exhibitors are solely responsible for their own exhibit materials and should insure exhibits against loss or damage from theft, accident, vandalism, fire, or other causes. All property of an exhibitor is understood to remain in his/her care, custody, and control in transit to/from and within the confines of the exhibit area. Laptops and small items of value should be removed at the end of each exhibit day. The meeting rooms will be locked during non-exhibit hours, and overnight however Wounds Canada does not accept responsibility for any lost or stolen items.

Additional Questions?

For any additional questions you may have, please contact **Maureen Rego** (maureen.rego@woundscanada.ca) or **Addie North** (addie.north@woundscanada.ca) and one of us will be pleased to assist you.

Thank you again for your participation in the Wounds Canada 2019 Fall Conference. We look forward to seeing you in Niagara Falls!