

Wounds Canada 2018 Spring Conference



WOUNDS CANADA 2018 SPRING CONFERENCE

May 11–12, Winnipeg, MB

EXHIBITOR EVENT INFORMATION

Move-In Dates & Times:

- Friday, May 11, 2018
8:00 am – 3:00 pm

All exhibits must be fully installed, cleaned up and ready for attendee visits by 3:00 pm on Friday, May 11, 2018.

Exhibiting Dates & Times:

- Friday, May 11, 2018
3:30 pm – 6:00 pm
- Saturday, May 12, 2018
11:05 am – 12:05 pm

Move-Out Date & Time:

- Saturday, May 12, 2018
1:00 pm – 5:00 pm

Location:

RBC Convention Centre Winnipeg
375 York Avenue
Winnipeg, MB R3C 3J3
1-800-565-7776
www.wcc-mb.ca

Tabletop Displays are located in **Meeting Rooms 1 and 2.**

Wounds Canada Conference Contacts

- Maureen Rego, Conference Manager – maureen@kawc.net
- Addie North, Business Manager – addie@kawc.net

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

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Height Restrictions and Display Limitations:

The height restriction for all tabletop displays is 8 feet 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@cawc.net) no later than April 15, 2018.**

Shipping of Exhibit Materials:

If you plan on carrying in your tabletop materials by hand, there is no need to arrange for any type of shipping or material handling. You will be required to store any of your containers under your display table. **THERE IS NO SEPARATE AREA FOR ON-SITE STORAGE.**

The RBC Convention Centre will not accept ANY DELIVERIES at ANY TIME.

DO NOT send anything to the venue – your shipment will be refused.

All boxes and exhibit materials need to be sent directly to Central Display (unless you are hand carrying in your own materials on move-in day).

Central Display offers advanced warehousing, in-bound and out-bound material handling services. Please refer to their information package for information and pricing.

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

Material Handling is the movement of goods over a short distance, in particular, receiving exhibit materials at the dock, off-loading from a vehicle, moving and storing empty crates, taking materials to your tabletop space and re-loading at the end of the show.

For anyone requiring assistance with Material Handling, please refer to the order forms from Central Display (fees do apply).

Move-out procedures are the same as loading in of materials, in reverse. **All materials must be removed from Meeting Rooms 1 and 2 by 5:00 pm on Saturday May 12.** 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.

Decorator & Displays:

Each display area is roughly 8' x 6'. A skirted 6' table and two folding chairs can be provided **AT NO CHARGE** for each space, however you **MUST** order these in advance. On-site orders will not be accepted; if you do not complete the order form included in the Exhibitor Kit information, your space will be left completely empty.

If you wish to rent any additional display items for your tabletop display, please contact Central Display for availability and pricing.

Meeting Rooms 1 and 2 are carpeted.

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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. Additional regulations are outlined in the RBC Centre's *Fire and Safety Regulations* information sheets. All materials **MUST** be stored under your own display table; there is **NO** additional storage space available for this tabletop event.

Please also note that nothing can be affixed to the walls, doors or carpeting (no nails, screws, staples or tape). More details are provided in the RBC Centre's *Rules and Regulations* section of the Exhibitor Kit.

Electrical Requirements:

Any electrical requirements are the responsibility of each individual exhibitor, and can be ordered through the RBC Convention Centre. Information and pricing is located on the *Electrical Order Form*.

Sign and Banner Hanging:

The RBC Convention Centre is the exclusive service provider for any banner hanging or rigging of lights from the ceiling. **The ceiling height is 14 feet in Meeting Rooms 1 and 2 (12.5' under chandeliers).** More information is included on the *Sign and Banner Installation* form.

Internet Access:

Internet and telephone services are provided by the RBC Convention Centre. Please refer to the *Internet Service Order Form* for pricing and 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 two (2) complimentary exhibitor passes per table 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 **May 1, 2018**.

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.

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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 booth 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@cawc.net) or **Addie North** (addie@cawc.net) and one of us will be pleased to assist you.

Thank you again for your participation in the Wounds Canada 2018 Spring Conference. We look forward to seeing you in Winnipeg!