

Wounds Canada 2018 Fall Conference



WOUNDS CANADA 2018 FALL CONFERENCE

November 8–11, London Convention Centre, London, ON

EXHIBITOR EVENT INFORMATION

Move-In Dates & Times:

- Thursday, November 8, 2018
12:00 – 6:00 pm
- Friday, November 9, 2018
8:00 am – 3:30 pm

All exhibits must be fully installed, cleaned up and ready for attendee visits by 4:00 pm on Friday, November 9, 2018.

Exhibiting Dates & Times:

- Friday, November 9, 2018
4:45 – 7:30 pm (opening reception)
- Saturday, November 10, 2018
10:30 – 11:30 am (with refreshments) and
1:15 – 2:15 pm (during lunch)

Move-Out Date & Time:

- Saturday, November 10, 2018
2:30 – 9:00 pm

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:

London Convention Centre
300 York Street
London, ON N6B 1P8
www.londoncc.com

- Exhibits are located in **BALLROOM 1/2/7/8** on the Second Level of the London Convention Centre.
- The room is carpeted, and ceiling height is 25' (7.6 m).
- Booth spaces are multiples of 10'x10' (3 m x 3 m) in size.

Information on Loading Dock access and Parking can be found in the London Convention Centre Exhibitor Services Kit. Exhibitors must unload all their vehicles through Shipping/Receiving off of Wellington Street, and NOT through the main doors of the building.

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Wounds Canada Conference Contacts

- Maureen Rego, Events Director – maureen@cawc.net
- Addie North, Business Manager – addie@cawc.net

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

Shipping of Exhibit Materials:

Direct shipments to the London Convention Centre can arrive **NO EARLIER** than Thursday, November 8, 2018, using your own carrier. A shipping label is provided in the Exhibitor Kit materials. We recommend you use this in order to make sure your shipment is labelled properly.

You also have the option of arranging Advance Warehousing through Freeman. They will accept your shipment earlier than Thursday, November 8, 2018, and will deliver it to the London Convention Centre. Please refer to the Freeman Exhibitor Services Manual for details 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 booth space and re-loading at the end of the show. For this event, the London Convention Centre is the exclusive provider of all Material Handling services.

If you plan on carrying in your exhibit materials by hand, there is no need to arrange for any handling.

Anyone requiring assistance with Material Handling should refer to the *Form M102 Material Handling/Storage Services Order Form* in the London Convention Centre Exhibitor Services Kit.

Move-out procedures are the same as loading in of materials, in reverse. **All materials must be removed from the exhibit area by 9:00 pm on Saturday, November 10, 2018.** Exhibitors are required to arrange for their own carriers to come and pick-up exhibit materials. Wounds Canada will not take responsibility for any items left behind.

Height Restrictions and Display Limitations:

Each display area is roughly 10' x 10' (3 m x 3 m). Exhibitors are required to bring in their own display materials, or rent items from Freeman. Unless you have a pavilion/island booth, Wounds Canada supplies an 8' (2.44 m) high back wall drape.

The exhibit area is carpeted.

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The height restriction for all displays is 8' (2.44 m). 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 October 15, 2018.**

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

Storage and Removal of Boxes and Other Debris:

Exhibitors are responsible for removing any empty boxes, packing tape and all other debris from their display area. 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.

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 London Convention Centre's Fire and Safety Regulations. We ask that small items be stored in your booth, and if you do require additional storage space, exhibitors are required to arrange through the London Convention Centre (please refer to *Form M102 Material Handling/Storage Order Form*).

Electrical Requirements:

Any electrical requirements are the responsibility of each individual exhibitor and can be ordered through the London Convention Centre. Information and pricing is located on *Form E100 Electrical Services Order Form*.

Sign and Banner Hanging:

The London Convention Centre is the exclusive service provider for any banner hanging or rigging of lights from the ceiling. **The ceiling height is 25' (7.6 m).** More information is included on *Form S104 Sign and Banner Installation*.

Internet Access:

Internet and telephone services are provided by the London Convention Centre. Please refer to *Form T103 Data 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

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opinion of event management, is unfit, intoxicated, or in any way creating a disruption to the event.

Exhibitor Badges:

Each exhibitor must register. ***Included in your exhibit fee are three (3) complimentary exhibitor passes per 10' x 10' booth space (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 **October 26, 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.

Insurance:

Neither event management nor the venue 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 Fall Conference. We look forward to seeing you in London!