



WOUNDS CANADA 2019 SPRING CONFERENCE **April 12–13, 2019, Halifax Convention Centre, Halifax, NS**

EXHIBITOR EVENT INFORMATION

Move-In Date & Time:

- Friday, April 12, 2019
10:00 am – 3:00 pm

All exhibits must be full installed, cleaned up and ready for attendee visits by 3:30 pm on Friday, April 12, 2019.

Exhibiting Dates & Times:

- Friday, April 12, 2019
4:00 – 6:00 pm
- Saturday, April 13, 2019
9:35 – 11:05 am

Move-Out Date & Time:

- Saturday, April 13, 2019
11:05 am – 3:00 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:

Halifax Convention Centre
1650 Argyle Street
Halifax, NS B3J 0E6
www.halifaxconventioncentre.com

- Tabletop Displays are in **Ballroom B2** on the Ballroom Level, 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.

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Exhibitor Move-in:

There are THREE ways that you can get your exhibit materials to your display table space:

1. HAND CARRY YOUR 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. Exhibitors may use the Argyle Street, Grafton Street, or parking entrances to transport materials they can carry in one trip to their booths (please note you cannot just pull up outside of the building and unload your vehicle; you must park in a designated lot).

Examples of acceptable hand-carry materials include: boxes, suitcases or fiberboard shipping cartons, portable displays on wheels and small luggage racks. You will be required to store any of your containers under your display table. Please be advised that if you try to hand carry too much through the Argyle or Grafton Street entrances, you will be stopped and redirected to the loading dock where your materials will be weighed and you will be charged for material handling (\$64/100 lbs, 200 lb minimum).

2. ADVANCE WAREHOUSING WITH GLOBAL CONVENTION SERVICES

Ship materials directly to the Global warehouse in advance of the conference, and they will deliver everything to your display space by 10:00 am on move-in day (Friday April 12). Additional fees to apply for advance warehousing and material handling; please refer to the Global Convention Services information package, specifically for the *Material Handling* info and order forms. Shipping labels are also provided for your use. Need assistance with this? Please contact Marina at info@globalconvention.ca for more information.

3. DROP OFF MATERIALS USING YOUR OWN VEHICLE TO THE LOADING DOCK DURING MOVE IN

(Friday April 12 from 10:00 am to 3:00 pm only)

The Halifax Convention Centre loading dock area is located on Market Street in downtown Halifax and is comprised of five (5) docks. Loading dock areas are for temporary pick-up and delivery only. Parking is prohibited. You will be required to pre-arrange with Global Convention Services your material handling of your items, even if you are dropping materials off with your own vehicle. For anyone requiring assistance with Material Handling, please refer to the order forms from Global Convention Services (fees do apply) and contact Marina at info@globalconvention.ca.

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

DO NOT send anything to the venue; your shipment will either be refused completely or redirected to Global Convention Services and additional fees will be charged for Material Handling.

Exhibitor Move-out:

You can either hand carry your materials out, or you can pre-arrange with Global Convention Services using the *Return to Warehouse* form to have your goods brought back to their warehouse when your carrier of choice can come and pick them up on Monday. Exhibitors are still responsible for organizing that Monday pick-up (including all forms and payments) from the Global Convention Services warehouse. Please contact Marina at info@globalconvention.ca to make arrangements for this.

All materials must be removed from the exhibit area by 3:00 pm on Saturday. Wounds Canada will not take responsibility for any items left behind.

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Tabletop Display Information:

Each display area is roughly 8' wide x 6' deep. A skirted 6' table and two folding chairs can be provided AT NO CHARGE for each space, however you MUST order these in advance through Wounds Canada. 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. Order forms to be returned to Maureen Rego maureen.rego@woundscanada.ca no later than Friday, March 15.

The exhibit area is carpeted.

If you wish to rent any additional display items for your tabletop display, please contact Global Convention Services for availability and pricing.

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.rego@woundscanada.ca) no later than Friday, March 1.**

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 under your own display table; there is NO additional storage space available for this tabletop event unless material handling has been ordered through Global Convention Services.

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 Global Convention Services. Please refer to their exhibitor information for the order form.

Sign and Banner Hanging:

If you are interested in hanging a banner above your tabletop space, please contact Maureen Rego (maureen.rego@woundscanada.ca) for more details. **The ceiling height in Ballroom B2 is 24 feet (7.3 m).** Additional charges will apply.

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Internet Access:

Internet and telephone services are provided by the Global Convention Services. Please refer to their exhibitor package 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 **Friday, March 29** 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 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.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 Spring Conference. We look forward to seeing you in Halifax!