

Wounds Canada 2020 Calgary Spring Conference

April 3–4, 2020 · Best Western Premier, Calgary Plaza Hotel & Conference Centre



EXHIBITOR EVENT INFORMATION

Move-In Date & Time:

- Friday, April 3, 2020
7:00 a.m. – 10:00 a.m.

All exhibits must be full installed, cleaned up and ready for attendee visits by 10:00 a.m. on Friday, April 3, 2020.

Exhibiting Dates & Times:

TABLETOP DISPLAYS ARE NOT IN A SEPARATE ROOM; they are all located in the main foyer of the Conference Centre. Exhibitor activity must only occur during the pre-determined exhibit times.

- Friday, April 3, 2020
10:35 a.m. – 11:20 a.m. (during a.m. break)
3:30 p.m. – 4:30 p.m. (during p.m. break)
- Saturday, April 4, 2020
10:15 am – 11:15 am (during a.m. break)
2:20 pm – 3:05 pm (during p.m. break)

Move-Out Date & Time:

- Saturday, April 4, 2020
3:15 p.m. – 5:00 p.m.

Exhibitors are responsible for removing ALL of their materials including any empty boxes or items for garbage/recycling.

Location:

Best Western Premier, Calgary Plaza Hotel & Conference Centre
1316 33rd Street NE
Calgary, AB T2A 6B6
www.calgaryplaza.com

- Tabletop displays are located in the Conference Centre foyer off of the main hotel lobby/entrance; THEY ARE NOT LOCATED IN A SEPARATE MEETING ROOM. There is flooring in the foyer space; no additional carpeting is permitted to be added by exhibitors.

Wounds Canada Conference Contacts

- Maureen Rego, Director of Events – 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 Event Information



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

Material Handling:

Exhibitors are required to hand-carry in all of their materials. There is NO onsite storage; boxes are to be placed under your table or exhibitors are required to dispose of any garbage/empty boxes. DO NOT leave empty boxes in the foyer.

If you do require assistance from the hotel staff, exhibitors are responsible for organizing this, and for any associated fees.

Exhibitor Move-in:

There are only two 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 venue to arrive **NO EARLIER** than Wednesday, April 1 using your own carrier. Please use the SHIPPING LABEL provided in the Exhibitor Kit.

2. HAND-CARRYING IN YOUR ITEMS

Exhibitors can hand-carry in the items needed for the tabletop displays through the main lobby/entrance.

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 5:00 p.m. on Saturday, April 4.** 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.

Tabletop Display Information:

THIS IS A TABLETOP SHOW - all displays are to be on top of the 8-foot skirted table provided (tables are 96" long by 30" high by 30" wide). NO ADDITIONAL SPACE IS AVAILABLE. Any special requests are to be submitted in writing to Maureen Rego (maureen.rego@woundscanada.ca) no later than March 1, 2020.

Tabletop exhibits are in the foyer area and the foyer is not carpeted. Carpet is not permitted to be put down by any exhibitors.



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 March 1, 2020.**

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Exhibitor Event Information



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.

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

Electrical Requirements:

Any electrical requirements are the responsibility of each individual exhibitor and can be ordered through the venue. Please contact Maureen Rego (maureen.rego@woundscanada.ca) by March 20, 2020 for additional information.

Sign and Banner Hanging:

Not available for this tabletop event.

Internet Access:

Internet and telephone services are provided by venue. Please contact Maureen Rego (maureen.rego@woundscanada.ca) by March 20, 2020 for additional 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 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, March 20, 2020**, 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.

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Exhibitor Event Information



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. **THERE IS NO OVERNIGHT EVENT SECURITY.**

Since tabletop exhibits are located in the foyer (public space), we advise that exhibitors remove all items from their tables overnight. It is at the discretion of the individual exhibitor if they wish to store any non-valuable items under their table, and it is understood that neither the venue nor Wounds Canada is responsible of any lost/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 2020 Spring Conference. We look forward to seeing you in Calgary!