

Wounds Canada 2017 Spring & Fall Conferences



EXHIBITOR EVENT INFORMATION

Move-in Dates & Times:

- Friday May 12, 2017
8:00 am – 11:00 am

Exhibiting Dates & Times:

- Friday May 12, 2017
12:15 pm – 1:00 pm (Lunch/Exhibits)
2:45 pm – 3:15 pm
- Saturday May 13, 2017
9:45 am – 10:00 am
12:15 pm – 1:00 pm (Lunch/Exhibits)
2:15 pm – 3:00 pm

Move-Out Date & Time:

- Saturday May 13, 2017
3:00 pm – 6:00 pm

Location:

Thompson Rivers University – Conference Centre
Campus Activity Centre Building
900 McGill Road
Kamloops, BC V2C 0C8

Venue Contact – Jenn Pallett (CA310)
conferencecentre@tru.ca
www.tru.ca

Exhibits are located in the MOUNTAIN ROOM on the 3rd Level.

Wounds Canada Conference Contacts:

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

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

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Exhibitor Event Information



Shipping of Exhibit Materials:

The venue has limited storage facilities, so they cannot accept anything prior to the move-in date of Friday, May 12, 2017.

For any boxes that need to be shipped directly to the TRU Conference Centre, please use the SHIPPING LABEL included in the exhibitor kit. Make sure that ALL INFORMATION on this label is clearly marked as the University has a large campus and we don't want boxes to go missing and not arrive in time for the event.

NO LARGE SKIDS of materials will be accepted.

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

Material handling is not included, and is the sole responsibility of the exhibitor.

Vehicles can unload at the third-floor main entrance and utilize the loading zone area for unloading of display items. **Once unloaded please move vehicle immediately to a parking space.** Do not park or block the loading dock located beside the building as there are deliveries being made throughout the day.

All vehicles left in the loading area for an extended period of time will be subject to towing or ticketing.

Limited carts are available for unloading, so please plan to bring a dolly or cart if you have a large amount of items to unload. A map of the loading zone is available on our website www.woundscanada.ca

Move-out procedures are the same as loading in of materials, in reverse. Exhibitors are required to completely remove all product, boxes and any garbage from the display room by 6:00 pm on Saturday May 13, 2017.

If exhibitors require assistance with shipping any materials back to their office, the University's shipping department can assist. Exhibitors will need to bring their own return shipping labels for their carriers (including account and billing information), and necessary customs paperwork if applicable.

Decorator & Displays:

For tabletop display events, a Show Decorator is not contracted by Wounds Canada.

The TRU Conference Centre will supply one skirted table (6 ft.) and two chairs per display table purchased. It is up to the individual exhibitor if you wish to make use of the table, or have it removed. PLEASE NOTE that only the space taken up by the table is to be used for display purposes (6 ft. long x 2.5 feet wide). No additional space is available to expand your display.

If you are not using the table supplied and wish to have it removed, please advise show management prior to May 1st.

All tables will be skirted in black linen.

The Mountain Room is carpeted.

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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 items must be stored under your table, or be completely removed from the venue. No on-site storage is provided.

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

Electrical Requirements:

As advised by Show Management during the table selection/placement process, only those display tables around the perimeter of the Mountain Room have access to power. Exhibitors are required to bring their own extension and power cords.

Internet Access:

No additional order forms are required for internet access. Feel free to use the University's high capacity Wi-Fi on a complimentary basis:

- Network: TRU
- Username: ConferenceCentre
- Password: Winter2017

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 hall 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 table purchased. All additional exhibit personnel must register for the conference at full price.

In order to register your exhibit personnel, please email the following information for **each individual** to maureen@cawc.net by Thursday April 13, 2017:

- Exhibiting Company Name
- First and Last Name
- Job Title
- Email
- Any related designation (PhD, RN, etc.)

All badges will be available for pick-up at the registration counter during move-in or during the event. 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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Rules and Regulations



Accommodations:

There are several options for accommodations during the 2017 Spring Conference:

Group Reservation for each property is under **CAWC – Canadian Association of Wound Care**

Ramada Inn – Kamloops

- Room Rate: \$110.00 plus applicable taxes
- Deadline to book for Conference Rate: April 26, 2017
- Toll free 1-800-663-2832 or local 250-374-0358
- Email: Joan Rannie at ramada.kam@shawbiz.ca
- Address: 555 West Columbia Street, Kamloops, BC V2C 1K7
- Website: <http://www.ramadakamloops.com/>
- Complimentary Wi-Fi available in all rooms, complimentary continental breakfast, check-in time is 3:00 pm and check-out time is 11:00 am.

Best Western Plus Kamloops Hotel

- Room Rate: \$139.00 – \$205.00 plus applicable taxes (depending on room type)
- Deadline to book for Conference Rate: April 10, 2017
- Toll free 1-888-302-7878 or local 250-374-7878
- Email: info@bestwesternkamloops.com
- Address: 660 Columbia Street West, Kamloops, BC V2C 1L1
- Website: https://www.bestwestern.com/en_US.html
- Complimentary Wi-Fi available in all rooms, complimentary hot breakfast buffet, check-in time is 3:00 pm and check-out time is 11:00 am.

Thompson Rivers University (TRU) Residence - great for sharing!

- Two-Bedroom Suite start at \$114.95 plus applicable taxes
- Four-Bedroom Suite \$169.95 plus applicable taxes
- Executive Loft Suite \$155.00 plus applicable taxes
- Deadline to book for Conference Rate: April 11, 2017
- Contact: 250-852-6296 or email info@trurez.ca
- Address: 950 McGill Road, Kamloops BC V2C 0E1
- Website: <http://www.stayrcc.com/properties/view/index/Kamloops/>
- Complimentary Wi-Fi available in all rooms, private kitchenettes in 2-bedroom and 4-bedroom suites (however kitchens are not stocked with utensils, etc.).

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Rules and Regulations



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:

The meeting room will be locked at the end of each day, however no additional security will be provided. Please make sure you take all valuables with you when you leave the room/venue. Wounds Canada does not accept responsibility for any lost or stolen items.