

Wounds Canada 2017 Spring & Fall Conferences



WOUNDS CANADA 2017 FALL CONFERENCE

November 16–19, Mississauga, ON

EXHIBITOR EVENT INFORMATION

Move-In Dates & Times:

- Thursday, November 16, 2017
2:00 pm - 6:00 pm
- Friday, November 17, 2017
8:00 am – 3:30 pm

All exhibits must be full installed, cleaned up and ready for attendee visits by 3:30 pm on Friday, November 17th.

Exhibiting Dates & Times:

- Friday, November 17, 2017
Opening Reception
4:30 pm – 7:00 pm
- Saturday, November 18, 2017
9:30 am – 11:00 am
4:00 pm – 5:00 pm

Move-Out Date & Time:

- Saturday, November 18, 2017
5:00 pm – 9:00 pm

Location:

The International Centre
6900 Airport Road
Mississauga, ON L4V 1E8
(905) 677-6131
www.internationalcentre.com

Exhibits are located in **Hall 1** of The International Centre.

Wounds Canada Conference Contacts

- Maureen Rego, Conference Manager – 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.

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Shipping of Exhibit Materials:

The venue will not accept anything prior to 2:00 pm on Thursday, November 16, 2017.

If you wish to ship materials prior to this date, you can use the Advanced Warehousing service provided by Freeman (information is included in the Freeman Exhibitor Services Manual)

For any boxes that need to be shipped directly to The International Centre, please use the SHIPPING LABEL included in the exhibitor kit. The International Centre is a large convention facility with multiple events that happen simultaneously. **Please make sure that ALL INFORMATION on this label is clearly marked so that boxes do not go missing.**

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

Exhibitors are welcome to hand-carry their own materials into the exhibit facility. There is no charge for this, but please note that anyone bringing in their own freight will be required to arrange their own storage of empty containers during the event.

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 the booth and re-loading at the end of the show.

For anyone requiring assistance with Material Handling, please refer to the order forms in the Freeman Exhibitor Services Manual (fees do apply). **Freeman will accept deliveries starting at 2:00 pm on Thursday, November 16.**

Vehicles can unload at Docks 37–42 (trailers) or drive-in Door 43 (regular vehicles). Please **DO NOT** drive up to the main entrance of the building with your exhibit materials.

Move-out procedures are the same as loading in of materials, in reverse. If Freeman has stored your empty crates/boxes, they will be returned to your booth space. **All materials must be removed by the exhibit hall by 9:00 pm on Saturday, November 18.** Exhibitors are required to arrange for their own carriers to come and pick-up their materials, and we advise that you instruct your carrier to check in by 8:00 pm. Freeman can assist with shipping of your goods, please contact them in advance of the show to make the necessary arrangements.

Decorator & Displays:

Freeman is the official decorator of Wounds Canada. Freeman services include: furniture rental (skirted tables and chairs), carpet, drape, signage, plants, and labor, including design and set up of custom rental displays.

THE EXHIBIT HALL IS NOT CARPETED – Booth carpeting information and rental pricing are in the Freeman Exhibitor Services Manual.

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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.

On-site storage is available but must be coordinated with Freeman.

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

Electrical Requirements:

Provided by Showtech Power & Lighting, any electrical requirements are the responsibility of each individual exhibitor. Information, pricing and order forms are included in the Exhibitor Kit information. Online orders can also be placed using the following link: <https://e.showtechordering.com/ST-00049789>

Rigging and Banner Hanging:

Showtech Power & Lighting is the exclusive service provider for any banner hanging or rigging of lights from the ceiling. **The ceiling height is just over 30 feet (9.1 m) in Hall 1.** More information is included in their exhibitor forms.

Internet Access:

Internet and telephone services are provided by the International Centre. Please refer to the order forms for pricing and information.

Cleaning Services:

It is the exhibitor's responsibility to order cleaning services for the interior of their booth. Wounds Canada will provide cleaning for aisles, meeting rooms, and common areas. Order forms can be completed and sent to Caldas Building Services (see link to order form on our website under Exhibitor Kit 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 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.

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Exhibitor Badges:

Each exhibitor must register. *Included in your exhibit fee are three (3) complimentary exhibitor passes per booth 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 **November 1, 2017**.

Exhibiting Company Name

First and Last Name of Exhibitor

Job Title

Email Address

Any related designation (e.g., PhD, RN, etc.)

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:

Wounds Canada will provide security in the exhibit hall however, 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. Wounds Canada does not accept responsibility for any lost or stolen items.

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 2017 Fall Conference. We look forward to seeing you in Mississauga!