



EXHIBITOR MANUAL

We are pleased to welcome you as an Exhibitor to the 2018 Critical Care Canada Forum at the Sheraton Centre, Toronto. Please review the following details for all your exhibiting needs.

CONFERENCE VENUE

Sheraton Centre Toronto
123 Queen Street West
Toronto, ON M5H 2M9
Ph: (888) 627-7175 Fax (416) 947-4854

CCCF Rate: \$230 single / \$250 double (book by Monday, October 15)

**Please Note: Companies may be soliciting participants by offering to book their hotel rooms for the Critical Care Canada Forum. CCCF has no arrangement with any external organizations and we recommend you book directly with the hotel.*

EXHIBIT HALL HOURS

Set Up:

Wednesday November 7 7:00 am – 10:00 am (please note the short set up time – no Tuesday set up)

Exhibit Hall Hours:

Wednesday November 7 10:00 am – 4:00 pm
Welcome Reception in the Exhibit Hall – following sessions on Wednesday

Thursday November 8 10:00 am – 4:00 pm – tear down to follow (must be completed by 8:00 pm)

* Breaks will be held at 10:00 am and 3:00 pm each day

* Lunch is from 12:30 – 1:30pm - Lunch buffets are located in the Exhibit Hall - these will be peak times.

LOADING DOCK

All move-in and move-out must go through the loading dock:
100 Richmond Street West, Toronto, Ontario, M5H 3K6

It is the responsibility of the exhibitor to unload, transport to the Exhibit Hall, set-up, dismantle and remove the display. For unloading assistance with skids and large equipment, please contact Stronco. Move-in and move-out may be conducted from the loading dock only – please provide your own dollies/carts.

INCLUDED IN YOUR BOOTH

Each 10 x 10 Exhibit Space includes:

- Draped back and sides (black drapery)
- 6' draped table (white table cloth)
- Two chairs
- Ballroom is fully carpeted

- Four Exhibitor Passes (passes include; Welcome Reception, Lunch and Breaks) *See page 2
- One Complimentary Delegate Registration (full conference registration to attend sessions) *See page 2

All additional items (i.e. hydro, furnishings, decor) need to be ordered in advance directly with the supplier.

NOT INCLUDED IN YOUR BOOTH

| ADDITIONAL SERVICES | SUPPLIER & CONTACT | FORMS |
|---|--|--|
| AV, Hydro, HSIA (High Speed Internet Access) and Rigging Services | PSAV – Contact – Sheraton PSAV Sales Team Phone: 416.304.1354 Email: sctsales@psav.com | Order ONLINE HERE . You will receive login info from PSAV directly. |
| Furniture, Materials & Shipping | Stronco Show Services - Contact: Jeff Drover Phone: (905) 270-6767 ext. 2236 Email: jeff.d@stronco.com | Complete and return form to Stronco |



EXHIBITOR NAME BADGES

Included in each 10 x 10 Exhibit Space is the following:

- Four Exhibitor Passes (*passes include; Welcome Reception, Lunch and Breaks, sessions NOT included*)
- One Complimentary Delegate Registration (*full conference registration to attend sessions*)

Please provide the information below no later than Monday, October 15, 2018.

EXHIBITOR BADGES – FIRST NAME, LAST NAME, EMAIL ADDRESS

Upon arrival, exhibitors must check in at the Exhibit Registration Desk in the Exhibit Hall to collect their badge and exhibitor information. Badges will not be mailed in advance.

FIRST NAME

LAST NAME

EMAIL ADDRESS

1. _____

2. _____

DELEGATE REGISTRATION – FIRST NAME, LAST NAME, EMAIL ADDRESS

Upon arrival, delegates must check in at the Delegate Registration Desk in the Coat Check area on the lower concourse level of the Sheraton Centre to collect their badge and delegate package. Badges will not be mailed in advance.

FIRST NAME

LAST NAME

EMAIL ADDRESS

1. _____

SECURITY SERVICES

It is the Exhibitor’s responsibility to secure and insure own display material, merchandise and equipment. CCCF will not accept responsibility for any loss, damage or injury. Overnight security guard is NOT on duty at the Exhibit Hall.

PARKING

There are multiple downtown Toronto parking options available at the hotel and throughout the local area.

- Hotel Valet parking at a fee of \$50 per day
- Self-parking (one block away)
- Municipal Parking

Click [HERE](#) for full parking details

FULL POLICIES

For a full breakdown of Critical Care Canada Forum Policies and Sheraton Center Polices, please click [HERE](#).

CONFERENCE SECRETARIAT

The Bayley Group
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Hensall, ON N0M 1X0

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