

EXHIBITOR MANUAL

We are pleased to welcome you as an Exhibitor to the 2019 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

CCCF Rate: \$235 single / \$255 double (book by Thursday, October 17)

**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

Exhibit Hall Location – Sheraton E, Lower Concourse

Monday, November 11

Exhibitor Set Up – 7:00 am - 10:00 am (short set up)
Exhibits Open – 10:00 am - 3:30 pm

Tuesday, November 12

Exhibits Open 10:00 am - 3:30 pm
Tear down to follow

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, set-up, dismantle and remove the display. For unloading assistance with skids/large equipment, 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:

- Pipe and drape (black back and side drapery)
- 6' skirted table (white) & 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 - If you have not please contact 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 THURSDAY, OCTOBER 31ST, 2019.

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.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

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 or self-parking (one block away) **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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