

# GENERAL INFORMATION

## QUICK FACTS

### Exhibition

Thursday, October 24	09:30 – 17:00
Friday, October 25	09:30 – 16:30
Saturday, October 26	09:30 – 16:30

## Dedicated Exhibit Times (Community Forum)

In recognition of the importance that industry and product introduction play in research and clinical practice, part of each day's program has been dedicated to allow participants unopposed time to visit the Exhibition without missing conference sessions.

**Note: It is mandatory that your booth be staffed throughout the operating hours of the exhibition, including the Welcome Reception and ePoster Receptions.**

### THURSDAY\*

- ▶ Community Forum & ePoster Viewing. ....09:30 – 17:00
- ▶ Health Breaks, ePoster Presentations and Moderated Presentations .....10:00 – 10:30
- ▶ Community Forum Lunch .....12:00 – 14:00
- ▶ CCC Welcome and ePoster Reception and Moderated Presentations.....15:30 – 16:30

### FRIDAY\*

- ▶ Community Forum & ePoster Viewing .....09:30 – 16:30
- ▶ Health Breaks, ePoster Presentations and Moderated Presentations .....10:00 – 10:30
- ▶ Community Forum Lunch .....12:00 – 14:00
- ▶ CCC ePoster Presentation Reception and Moderated Presentations .....15:30 – 16:30

### SATURDAY\*

- ▶ Community Forum & ePoster Viewing .....09:30 – 16:30
- ▶ Health Breaks, ePoster Presentations and Moderated Presentations .....10:00 – 10:30
- ▶ Community Forum Lunch .....12:00 – 14:00
- ▶ CCC ePoster Presentation Reception and Moderated Presentations .....15:30 – 16:30

#### ▶ Please Note

Food and beverages are provided in limited quantities and on a first-come, first-served basis.

\* Hours subject to change

## LEAD RETRIEVAL

This bar code reader system is user friendly and enables the user to track booth traffic quickly and efficiently. The system can also be customized to track more specific criteria at no additional cost. At the end of the CCC, all your collected data will be downloaded and the information will be sent to you electronically for further follow-up, and to support your ROI.

Please view the [CONEXSYS Lead Retrieval form](#) for more details or contact them directly to learn more about the benefits of this system.

## BOOTH OUTLINE

**The following is included in the purchase price of each exhibit space:**

- Standard 10' x 10' exhibit space (3m x 3m), delimited with black backwall set at a height of 8 feet (240 cm) and grey sidewalls set at a height of 3 feet (90 cm);
- 24-hour professional perimeter security;



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## MOVE-IN

Tuesday, October 22 08:00 – 18:00 (GES Scheduled move-in only)  
Wednesday, October 23 08:00 – 21:00

**Move-in and installation of exhibits must be completed by 21:00, Wednesday, October 23.**

Dollies will not be permitted on the exhibition floor after 17:00, Wednesday. All crates and cartons must be unpacked and labeled for storage by 21:00, Wednesday. After this time, any exhibits, crates or cartons not in the process of being erected will be removed from the exhibition floor. An additional materials-handling cost may be applied for the return of material for after-hour completion of installation of exhibits.

CCC reserves the right to schedule a move-in sequence and to set target installation dates and times for individual exhibits. Exhibitors agree to abide by instructions given by GES Canada pertaining to the move-in of exhibits.

### What to Do When You Arrive On-site

- ▶ Exhibitors arriving before 12:00 on Wednesday, October 23 should proceed directly to the exhibit hall to set up. Show services staff will direct Exhibitors to collect their badges when registration opens. Exhibitors arriving after 12:00 should check in at the registration desk to pick up their badge(s). Remember to wear your badge at all times. For security reasons, only badged personnel will have access to the Community Forum once the registration desk is open. Every person working your booth must also wear his/her own name badge at all times during CCC.
- ▶ If you have used an Official Carrier to ship your freight, and have paid in advance for materials handling, all material should be in your exhibit space. If your material is not in your space, check with the Exhibitor Service Desk.
- ▶ If you shipped materials with a company other than the Official Carriers, did not order materials handling, or require assistance to unload your material, contact the Exhibitor Service Desk.

### Protective Footwear

Approved safety footwear must be worn by Exhibitors, service providers and display contractors that work on the exhibit floor during move-in and move-out. Additionally, high-visibility vests are mandatory for anyone working in the exhibit hall during move-in and move-out times. Vests will be available free of charge at a dedicated facility service desk.

### Materials-handling

GES Canada has been appointed by CCC as the exclusive contractor for materials-handling, forklifts and other materials-handling equipment. Unless you can hand-carry your material, you must reserve materials-handling services with GES Canada. For more information please review the [Shipping and Material Handling Services](#) section of the Exhibitor Toolkit.

### Booth Installation

Exhibitors are allowed to unpack their own products and erect their own exhibits using the services of their own regular employees. Please complete and submit the Exhibitor-Appointed Contractor Form.

Should Exhibitors require additional assistance in the erection of their display, the use of the Official Service Contractor, GES Canada, is strongly recommended.

### **If using the services of a display contractor other than the Official Service Contractor, please note:**

- The Exhibitor must identify this company by returning the Exhibitor-Appointed Contractor Form to the Exhibition Coordinator no later than September 20;
- The Exhibitor-Appointed Contractor must provide a certificate of insurance to the Exhibition Coordinator before access to the Exhibition is granted and no later than September 20; and,
- Representatives of the Exhibitor-Appointed Contractor must present themselves to the Registration Desk to pick up their work badges before access is granted to the Exhibition.

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For additional information on using Exhibitor-Appointed Contractors, please review the [Booth Display Structure](#) section of the Exhibitor Toolkit.

## Storage of Crates

All crates and cartons must be unpacked and labeled for storage by 21:00, Wednesday, October 23. "Empty Crate" labels will be available at the Exhibitor Service Desk.

Exhibitors are advised that storage of crates is not secure; therefore, valuable materials and products should not be consigned to storage. Additionally, stored crates and material might not be accessible during the event. Lock-up cages are available for rental from GES Canada.

### ► Please Note

For those Exhibitors who hand-carry their booth material, complimentary storage will be provided.

## MOVE-OUT

Packing of display material and dismantling of exhibits will not be permitted until the close of the Exhibition at 16:30, Saturday, October 26. Your booth must stay intact until this time.

Saturday, October 26	17:00 – 23:59
Sunday, October 27	08:00 – 22:00

## Booth Dismantling

Exhibitors are allowed to pack their own products and dismantle their own exhibits using the services of their own regular employees.

Should Exhibitors require additional assistance in the dismantling of their displays, the use of the Official Service Contractor, GES Canada, is strongly recommended.

## Return of Crates

Immediately following the close of the Exhibition, as soon as delegates leave the Community Forum and it is safe to do so, the delivery of hand-carried freight will commence, followed by the return of larger crates.

## Removal of Exhibit Material

CCC reserves the right to schedule a move-out sequence and set target dismantling dates and times for individual exhibits. Exhibitors agree to abide by instructions given by GES Canada pertaining to the move-out of exhibits.

**At the close of the Exhibition (Saturday 16:30), if an Exhibitor has failed to arrange for shipment of its material, CCC reserves the right to route the shipment via GES Canada and the Official Carriers to a warehouse, pending advice from the Exhibitor. The Exhibitor will be charged accordingly.**