



## EXHIBITOR PACKAGE

We are pleased to welcome you as an Exhibitor at the **Canadian Critical Care Review Program (CCCRP)** being held at the Old Mill in Toronto, Ontario. Your partnership and support is greatly appreciated and every effort will be made to ensure your participation is successful. Please review the following details and be sure to let us know if additional information is needed.

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### *Exhibitor Schedule*

#### **Registration & Set Up**

**Thursday, June 6, 2019**

**3:30 pm – 5:00 pm or**

**Friday, June 7, 2019**

**7:00 am – 8:00 am**

#### **Trade Show Hours – Friday, June 7, 2019**

**7:00 am – 1:00pm**

**7:00 am – 8:00 am (Breakfast)**

**9:45 am – 10:15 am (Morning Break)**

**11:45 am – 12:45 pm (Lunch)**

#### **Tear Down**

**After 1:00 pm – Friday, June 7, 2019**

### **Your Sponsorship includes the following:**

- **Complimentary 10' x 10' booth space in a prime central location, on Friday, June 7, 2019**
- **6' skirted table, two chairs with access to power and two conference passes**
- **Complimentary breakfast, lunch and nutrition breaks**
- **Logo recognition on the Canadian Critical Care Review Program website with a link to your homepage**
- **Prominent logo visibility on all conference material**
- **Acknowledgement at opening and closing sessions**

**Upon your arrival, please proceed to the Conference Registration Desk located in the foyer outside Brule B. This foyer is located on the 1<sup>st</sup> floor at the Old Mill Toronto.**

## FOR FURTHER INFORMATION, CONTACT

Andrea Smith, Conference Manager, Canadian Critical Care Review Program

Phone: (905) 604-0166 Email: [events@secretariatcentral.com](mailto:events@secretariatcentral.com)

## **VENUE**

The program will be held at the Old Mill Toronto, 3<sup>rd</sup> floor, Guildhall A&B rooms, 21 Old Mill Road, Toronto, Ontario, M8X 1G5

## **BOOTH DETAILS:**

Each booth measures: 10' x 10' and includes a 6' skirted table and 2 chairs with reasonable access to power. There is a maximum limit of 2 representatives per day (unless otherwise outlined according to the level of sponsorship chosen). All participants can enjoy a complimentary breakfast, lunch and nutrition breaks. CCCRP will announce final booth assignments closer to the event.

## **MOVE IN/OUT & USE OF LOADING DOCK & ADVANCED SHIPMENT**

**Move in:** between the hours of 1:30 pm – 5:00 pm on Thursday, June 6, 2019 **or** between 7:00 am – 8:00 am on Friday, June 7, 2019

**Move out:** between the hours of 1:00 p.m. – 4:00 p.m. – Friday, June 7, 2019

Move in & move out must go through the loading dock at the Old Mill Toronto. The Loading Dock Entrance is located behind the Old Mill Toronto hotel off Old Mill Trail road.

The exhibitor will be responsible for dismantling, crating, and arranging shipping at the exhibitor's expense. Items that require payment upon arrival will not be accepted. Shipments must be clearly labelled with the name "Canadian Critical Care Review Program," the name of the exhibitor, and dates of the conference (June 6 – June 7, 2019). Please use the attached shipping label and let us know how many boxes you anticipate being shipped so that we can provide adequate storage. CCCRP assumes no responsibility for loss or damage to goods belonging to exhibitors.

## **POWER & INTERNET**

Power must be ordered in advance and electrical equipment used must have CSA or equivalent provincial power authority approval. Complimentary Wi-Fi is available.

## **EXHIBITOR NAME BADGES**

Upon arrival, please check in at the registration desk located in the foyer outside Brule B. This foyer is located on the 1<sup>st</sup> floor at the Old Mill Toronto. Upon check-in, you will be provided with your badge, agenda, and conference material. Badges will not be mailed in advance.

## **HOTEL AND TRANSPORTATION**

For hotel and transportation information, [please visit us online](#).

## **SECURITY SERVICES**

It is the exhibitor's responsibility to secure and insure own display material, merchandise, and equipment. CCCRP will not accept responsibility for any loss, damage or injury.

## **PARKING**

Onsite paid parking is available and located directly across from the Old Mill Hotel entrance. Pay parking is in effect at all times. Vehicles not displaying a valid parking pass, a purchased ticket from the meter, or registered with the front desk will be ticketed.

## **DRESS CODE**

The dress code for the conference is business casual.