



PRI-MED CANADA 2018
 International Centre, Hall 2
 May 9 – 12, 2018

GENERAL EVENT INFORMATION

MOVE-IN DATE & TIME: **WEDNESDAY, MAY 9, 2018**
8:00 AM TO 8:00 PM
**Please note panelists may move-in after 5:00 pm*

EXHIBITING DATES & TIME: **THURSDAY, MAY 10, 2018**
7:30 AM TO 4:45 PM

FRIDAY, MAY 11, 2018
7:30 AM TO 4:45 PM

SATURDAY, MAY 12, 2018
7:30 AM TO 11:30 AM

Exhibit Hall Hours (all break times highlighted in blue)

THURSDAY & FRIDAY		SATURDAY	
7:30 am	Exhibit Hall Open	7:30 am	Exhibit Hall Open
8:30 am – 9:30 am	Opening Keynote	8:30 am – 9:30 am	Concurrent CME Sessions
9:30 am – 10:15 am	Exhibits & Networking Break	9:30 am – 10:00 am	Exhibits & Networking Break
10:15 am – 11:15 am	Concurrent CME Sessions	10:00 am – 11:00 am	Concurrent CME Sessions
11:15 am – 11:25 am	Exhibits & Networking Break	11:00 am – 11:30 am	Exhibits & Networking Break
11:25 am – 12:25 pm	Concurrent CME Sessions	11:30 am – 12:30 pm	Closing Keynote
12:25 pm – 1:50 pm	Exhibits & Lunch Break		
1:50 pm – 2:50 pm	Keynote		
2:50 pm – 3:35 pm	Exhibits & Networking Break		
3:35 pm – 4:35 pm	Concurrent CME Sessions		
4:35 pm – 4:45 pm	Exhibits & Networking Break		
4:45 pm – 5:45 pm	Concurrent CME Sessions		

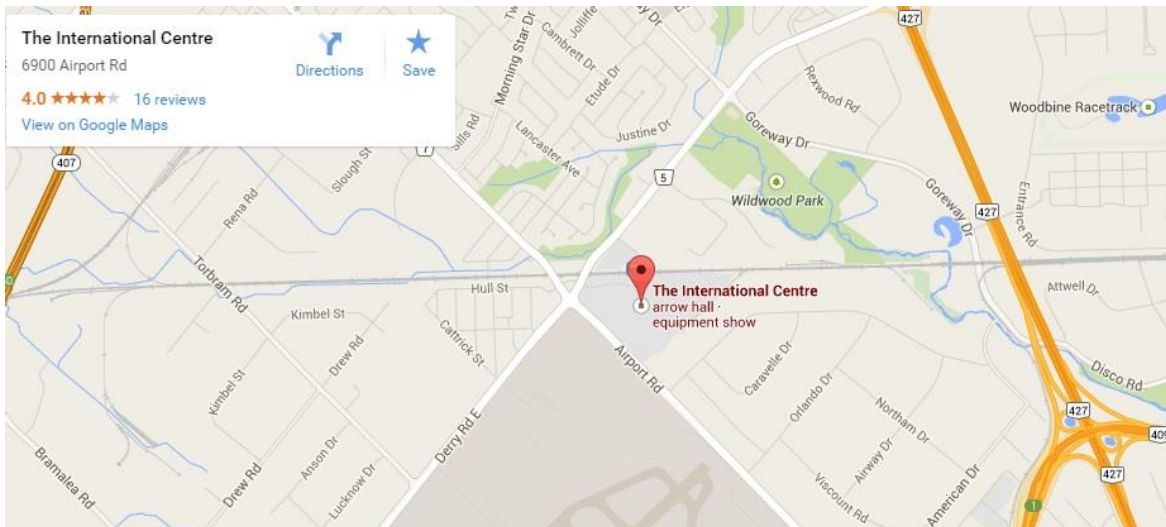
MOVE-OUT DATE & TIME: **SATURDAY, MAY 12, 2018**
11:30 AM TO 12:30 PM
(For pop-up and hand carried only)
1:00 PM TO 4:30 PM
(For all exhibit houses and any large exhibits)



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LOCATION:

INTERNATIONAL CENTRE - HALL 2
6900 AIRPORT ROAD
MISSISSAUGA, ONTARIO, L4V 1E8
PHONE: 905 677-6131
www.internationalcentre.com



EVENT PRODUCER:

DIVERSIFIED COMMUNICATIONS ULC
1101 Kingston Road, Suite 310
Pickering, Ontario, L1V 1B5
TOLL FREE: 888.443.6786
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EVENT PERSONNEL:

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EVENT MANAGEMENT:

Throughout the entire conference, Event Management will maintain an Information Booth near the entrance to Hall 2 to assist all exhibitors and attendees.

BOOTH INCLUDES:

Every 10' x 10' booth will be set with an 8' high back-wall drape and a 3' high side-wall drape (excluding island pavilions). The drape will be black.

FREE MATERIAL HANDLING. The cost for unloading, spotting and loading exhibit materials is included in the booth space cost. All incoming shipments must have a Bill of Lading or delivery receipt of the number of pieces and weight. Exhibitors that need special handling requirements are requested to contact Freeman Decorating.

THE EXHIBIT HALL IS NOT CARPETED. Please do not forget to order your carpet, tables, and chairs for your booth space, as these arrangements are the responsibility of the exhibitor and are **mandatory**. You may order these items from Freeman Decorating or from a supplier of your choice. Order early and save!

CLEANING SERVICES:

It is the Exhibitors responsibility to order cleaning services for interior booth cleaning. Please note that this is not mandatory and you may do your own booth cleaning if you prefer. Pri-Med Canada will provide cleaning for aisles, meeting rooms and common areas. Click [HERE](#) to order cleaning services.

If you have empty boxes in your booth, please notify the Pri-Med Canada staff at the Information Booth for recycling.

COAT CHECK:

A complimentary checkroom will be available throughout the event.

DECORATOR & DISPLAYS:

Pri-Med Canada and Freeman Decorating are offering a **BOOTH SPECIAL**. The rental package includes installation and dismantling by Freeman Decorating. Your booth is ready before you arrive with no labour or trucking costs, and includes panels, carpet, company ID sign, draped table and chairs.

Freeman Decorating is the official decorator for Pri-Med Canada. Freeman Decorating services include: furniture rental, carpet, drapes, signage, labour, plants and floral, plus design and set up of custom rental displays.



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ENTRY TO THE EVENT:

All booth staff must fully register before entering the exhibit floor.

Event Management reserves the right to refuse admission to the event to any visitor, exhibitor, or contractor who, in the opinion of Event Management, is unfit, intoxicated, or in any way creating a disruption to the event.

EXHIBITOR BADGES:

Please make sure to pre-register your booth staff prior to the show by clicking [HERE](#). **Please note that unique emails are required for each registration.** Badges will be available for pick-up at the Exhibitor Registration Counter during move-in and throughout the event. **There are no restrictions to the number of exhibitor badges available per company.**

For security reasons, you will be required to wear your exhibitor badge in a prominent location when entering the exhibit floor. Event Management reserves the right to control entry into the University of Toronto lecture rooms. Exhibitors will be admitted only if space is available.

No exhibitor is allowed to attend the Industry Sponsored Symposia sessions **unless** they are members of the sponsoring company and space is available.

SECURITY:

General security will be provided throughout the event. It is your responsibility to exercise caution and to safeguard your property and belongings. For security reasons, no large equipment may be removed from the exhibit floor without Event Management authorization. **Laptops and any items of value should be removed at the end of each exhibit day.**

HOTEL INFORMATION:

Reserve your room rates **BEFORE APRIL 4th, 2018.**

- Westin Bristol Place - \$159 /night
- Holiday Inn - \$164 /night
- DoubleTree by Hilton - \$159 /night

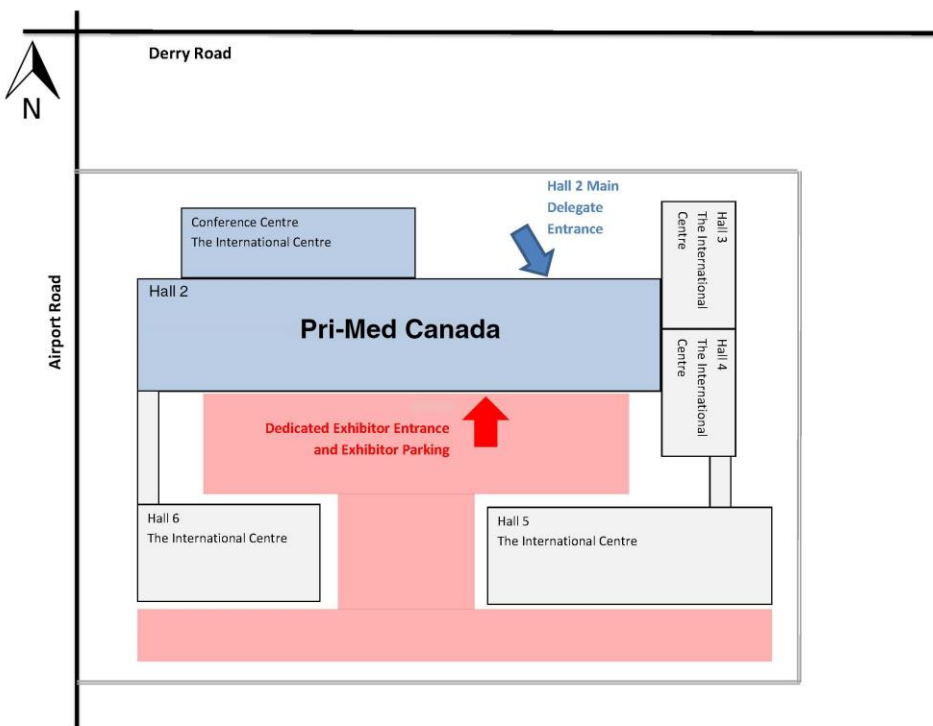
Click [HERE](#) to choose your hotel and reserve online or by phone.

SHUTTLE SERVICE:

Complimentary Shuttle service will be provided between the International Centre and the above hotels at half hour intervals.

PARKING:

Parking is **FREE** at the International Centre. Enter via Airport Road at the south entrance and follow the signs to Hall 2.



INTERNET:

Basic Wi-Fi is available to exhibitors, only to be used for limited personal use. It is advised you order additional access for any Exhibit Display needs. Click [HERE](#) to order.

Want MORE Exposure?

Click [HERE](#) to check out affordable sponsorship opportunities to enhance your presence during the exposition and after.



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INSURANCE:

Neither Event Management nor the building owners will accept responsibility for injury to persons, loss of or damage to products, exhibits, equipment, or decorations, by fire, accident, theft or any other cause while in the building or on the grounds. Laptops and small items of value should be removed at the end of each exhibit day.

Exhibitors must have adequate insurance for their own personnel, exhibits, and materials against all such hazards.

Exhibitorinsurance.com is the leading Exhibitor Insurance provider, offering “all risks” coverage with high limits and low premiums to thousands of exhibitors across Canada. In order to protect yourself, we strongly recommend contacting your insurance provider and adding Diversified Communications ULC as additional insured on your exhibit policy. Please note while exhibitorinsurance.com is the preferred insurer of Pri-Med Canada, you are entitled to use your own insurance company. Please refer to the Insurance Requirement form to help with this process, located [HERE](#).

MANDATORY HEALTH & SAFETY DECLARATION (Deadline is April 6, 2018)

Everyone on the show floor is responsible for ensuring a healthy and safe working environment. A signed copy of the Ontario Health and Safety Rules must be submitted to Show Management by every exhibiting company. Click [HERE](#) to complete the form.

FREE COMPANY LISTING

Free company listing is offered to all exhibitors. We will be sending a separate email with the instructions on completing your listing shortly.

ELECTRICAL

Showtech Power & Lighting is the exclusive supplier for all your electrical needs at The International Centre. Showtech also offers Sign & Banner hanging for your booth. Click [HERE](#) to place your order.

LEAD RETRIEVAL ONLY ORDER IF YOU HAVE NOT PREVIOUSLY ORDERED ON THE BOOTH SPACE CONTRACT. IF YOU HAVE ALREADY ORDERED ON THE SPACE CONTRACT YOU DO NOT NEED TO ORDER AGAIN.

Use this technology to collect delegate information and follow-up with them immediately after the conference. Click [HERE](#) to order your lead retrieval APP. Once the page opens, click on Order Online located at the top right hand corner.