LOCATION
Ottawa Conference and Event Centre
200 Coventry Road
Ottawa, Ontario K1K 4S3
Tel: 613-741-2300 OR 1-877-701-1281 / Fax: 613-667-9888
Website: www.ottawaconferenceandeventcentre.com/

Sponsor Room Location – Meeting Room 106 ABC
Lecture Room Location – Meeting Room 106 EFG

CONFERENCE DATES & TIME
Friday, June 9, 2017
Doctors will begin to arrive at 7:30 am
8:30 am – 2:50 pm - Conference

Saturday, June 10, 2017
Doctors will begin to arrive at 7:30 am
8:30 am – 2:50 pm - Conference

SPONSOR MOVE-IN DATE & TIME
Thursday, June 8, 2017
5:30 pm – 8:00 pm

SPONSOR MOVE-OUT DATE & TIME
Saturday, June 10, 2017
1:50 pm – 2:50 pm
Booth & materials must be removed by 2:50 pm
SPONSOR BADGES

Every sponsor’s representative is required to wear a badge. Please use the following link to register all booth personnel.


Badges will be ready for pickup on-site. There is no limit to the number of badges per location.

This information is to be entered by: Friday June 2, 2017

BOOTH SIZE AND LOCATION

Due to the nature of this event – there is no formal floor plan and your booth location will be assigned upon arrival. Additionally, 10X10 display booths are not allowed due to space limitations. Standard pop-up booths similar to the one pictured are permitted.

PARKING

Parking is available free of charge.

HOTEL RESERVATIONS

There are several hotels within close proximity to the Ottawa Conference and Event Centre, including but not limited to:

Courtyard Marriott Ottawa East
200 Coventry Road, Ottawa, 613.741.9862

Hampton Inn by Hilton Ottawa
100 Coventry Road, Ottawa, 613.741.2300
GIFT OR GIVEAWAY POLICY

Please note that gifts or giveaways to our delegate physicians are not permitted at Primary Care UPDATES with respect to the Rx&D Code of Conduct. Sponsor may only exhibit those products/services under which “Therapeutic Area” is sponsored.

Products/services displayed by Sponsor under any other therapeutic area are subject to Conference Management approval.

AUDIO VISUAL

Please contact Gerda Hockridge at ghockridge@divcomevents.com with any audiovisual equipment you require.

POLLED QUESTIONS

We provide the ability to include audience polling in your presentation. If you would like to include polling questions please include them directly in your presentation and identify exactly what slides they appear on to be sure we don’t miss any! We recommend no more than 5 answers to any question. And the answers can be labeled either 1,2,3,4,5 or A,B,C,D,E, whatever you prefer. Email your slide deck to bpeeever@divcomevents.com

ELECTRICAL REQUIREMENTS

Diversified Business Communications Canada will provide one 1500 duplex outlet to each sponsor at no charge. If you require more than one outlet, or do not require an outlet at all, please contact Gerda Hockridge at ghockridge@divcomevents.com

DECORATING & CARPET

Meeting Room 106 is carpeted. Draped tables and chairs will be supplied to all sponsors by Diversified Communications Canada. Please email Gerda Hockridge at ghockridge@divcomevents.com with your full requirements for tables, chairs and any other special requirements that you may have. If we can’t provide them we will be pleased to point you in the right direction.
INSURANCE

Neither Show 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.

Exhibitors must provide adequate insurance for their own personnel, exhibits, and materials against all such hazards. We recommend that Sponsors review their company insurance coverage before the conference. Most insurance companies will provide additional riders if extra coverage is desired.

SECURITY

The facility has standard security throughout the whole facility and meeting rooms will be locked at night. Do not leave any valuables or proprietary information in the room overnight or your vehicle (laptops, computers, etc.) that can easily be taken.

SHIPPING

If you require a shipping quote, please contact Nikki Cabral at Lange Transportation. Nikki can be reached at 800-668-5687 x278 or by email at nikkie@langeshow.com
Lange is also available to warehouse your exhibit for shipment to the next location, if required.

Materials may be shipped to arrive on Thursday, June 2, 2017. The shipments must be clearly marked with event title, contact name and address. All boxes should be addressed as follows:

KEY CONFERENCE CONTACTS

Steve Dempsey 905-948-0470 X2244
VP, Medical Group 416-722-1453 (cell)
sdempsey@divcomevents.com

Brady Peever 905-948-0470 X2226
Content Program Manager 416-877-1499 (cell)
bpeever@divcomevents.com

Trish MacNeil 905-376-0402 (cell)
Sales Associate tmacneil@divcomevents.com

Gerda Hockridge 905-948-0470 X2228
Registration & Customer Service 416-843-9394 (cell)
ghockridge@divcomevents.com
SHIPPING LABEL

Ottawa Conference & Event Centre
200 Coventry Road
Ottawa, Ontario K1K 4S3

SPONSOR ROOM LOCATION: 
Meeting Room 106 ABC
FACILITY CONTACT PERSON: Pamela DiNardo
FACILITY CONTACT PHONE #: 613-288-3455

NAME OF SENDER:______________________________
CONTACT NUMBER OF SENDER:_____________

EVENT NAME: PRI-MED UPDATES
C/O Diversified Business Communications
EVENT DATE: June 9 - 10, 2017
ON-SITE EVENT CONTACT: Gerda Hockridge
ON-SITE PHONE: 416-843-9394

BOX________________OF_________________

MATERIALS MAY NOT ARRIVE PRIOR TO 
THURSDAY, JUNE 2, 2017