LOCATION

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

Sponsor Room Location – Meeting Room 118 ABC
Lecture Room Location – Meeting Room 118 D

SPONSOR MOVE-IN DATE & TIME

Thursday, November 2 6:00pm – 7:30pm

CONFERENCE DATES & TIME

Friday, November 3 Doctors will begin to arrive at 7:00am
8:00am – 3:40pm - Conference

SPONSOR MOVE-OUT DATE & TIME

Friday, November 3 2:40pm – 3:40pm
Booth & materials must be removed by 4:00pm
SPONSOR / SPEAKER BADGES

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

https://unity.divcomevents.com/se/PMUF2017/EXH/

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, October 27, 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.

ONSITE CONFERENCE CONTACTS

Trish MacNeil 905-376-0402 (cell) tmacneil@divcomevents.com
Operations and Registration

Steve Dempsey 416-722-1453 (cell) lvella@divcomevents.com
Moderator

KEY CONFERENCE CONTACTS

Steve Dempsey 905-948-0470 X2244 SDempsey@pri-med.com
General Manager

Nancy Gelette 905-948-0470 X2232 ngelette@divcomevents.com
VP Canada

Brady Peever 905-948-0470 X2226 bpeever@divcomevents.com
Content Program Manager

Laine Vella 905-948-0470 X2204 lvella@divcomevents.com
Event Manager

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

The Ottawa Conference & Event Centre has complimentary onsite parking.

HOTEL RESERVATIONS

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

Courtyard Marriott Ottawa East
200 Coventry Road, Ottawa
Phone: 613.741.9862

Hampton Inn by Hilton Ottawa
100 Coventry Road, Ottawa
Phone: 613.741.2300

GIFT OR GIVEAWAY POLICY

Please note that gifts or giveaways to our delegate physicians are not permitted at Pri-Med 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 the Sponsor under any other therapeutic area are subject to Conference Management approval.

AUDIO VISUAL

Please contact Laine Vella at lvella@divcomevents.com for any audiovisual equipment you require.

POLLLING 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 bpeever@divcomevents.com.

ELECTRICAL REQUIREMENTS

Please let us know if you will require an electrical outlet for your tabletop before Friday, October 27th. We will provide one 1500 duplex outlet to each sponsor at no charge. Please contact Laine Vella at lvella@divcomevents.com.
DECORATING & CARPET

Diversified Communications Canada will provide each sponsor with one complimentary draped table and two chairs. If you do not require these, please contact Laine Vella at lvella@divcomevents.com before Friday, October 27th. The sponsor area is already carpeted.

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 nikkic@langeshow.com. Lange is also available to warehouse your exhibit for shipment to the next location, if required.

Materials may be shipped to arrive for Thursday, November 2, 2017. The shipments must be clearly marked with event title, sponsor name and contact information. Please use the corresponding shipping label, which can be attached directly to all boxes.
SPONSOR SHIPPING LABEL

Ottawa Conference and Event Centre
200 Coventry Road
Ottawa, Ontario K1K 4S3
Tel: 613-741-2300

SPONSOR ROOM LOCATION: Room 118 ABC
FACILITY CONTACT PERSON: Pamela DiNardo
FACILITY CONTACT PHONE #: 613-288-3455

SPONSOR NAME: ________________________________
SPONSOR PHONE #: ______________

EVENT NAME: Pri-Med UPDATES
C/O Diversified Communications Canada
EVENT DATE: Friday, November 3, 2017
EVENT CONTACT: Trish MacNeil
PHONE: 905-376-0402

BOX _________________ OF ________________

MATERIALS MAY NOT ARRIVE PRIOR TO
THURSDAY, NOVEMBER 2, 2017.