



CONFERENCE PLANNING DIVISION
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Exhibitor Information

**Internal Medicine Update Conference
March 10, 2018
Victoria Conference Centre, Level One
Victoria, BC**

Thank you very much for your involvement in our upcoming conference. Listed below is important information regarding your display booth.

You will have a display booth space which is 10 feet wide and 8 feet deep. Included with this booth is:

- One 8-foot table with drape and two chairs
 - Power -1500 Watt (15 Amp) Double Receptacle **you must inform us at Nova Clinical Services that you require this power two weeks prior to the conference. If we do not hear from you your booth will not have power.**
 - An 8-foot high back drape and 3 foot high side drapes.
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- If you will be supplying your own display booth, as will many of the exhibitors, and do not require this table or back drape please inform us as soon as possible. **Please note the exhibit area is carpeted.**
 - If you require floodlights or any additional electrical, these may be arranged, at your cost, through the Victoria Conference Centre. Please see the Electrical Order Form on this web page.
 - If you will be shipping your booth prior to the conference day, this is to be arranged through Events on the Move. If any shipments arrive at the Victoria Conference Centre, they will be re-routed to Events on the Move at the shipper's expense. Please see the files on this web page.
 - Your contact at the Victoria Conference Centre is Tara Parkinson. Tara can be contacted at: 250-361-1021 or email: TaraP@victoriaconference.com
 - The Victoria Conference Centre can also assist with any installation and dismantle services of your display booth. Please see the General Labour Form on this web page.
 - The earliest set up time for the conference is between 5:00 and 7:00 pm on the evening of Friday March the 9th 2018. Registration begins at 07:40 Saturday the 10th and the conference begins promptly at 08:25, ending at 5:00 pm. You can set up on the Saturday morning as well any time after 06:30 am but before 07:40 am.

- The display area will be locked down on Friday night and there will be security guards at the conference centre 24 hours a day. It is recommended that you do not leave any valuables unattended at your booth at any time.
- Take down can begin any time after 3:20 pm in the afternoon on Saturday.
- Please provide the names of the 3 representatives who will be attending from your company so we can create name tags and include them in our numbers. If you will have more than 3 representatives attending please contact our office for the reduced representative registration rate.
- When you arrive at the conference your exhibit space will be listed and marked and your conference package and nametags will be at your booth.
- The Fairmont Empress Hotel is offering a conference rate if you specify when booking that you are attending the Internal Medicine Update Conference. The Fairmont Empress Hotel is attached to the conference center.

At this point we anticipate having approximately 275 attendees. If you would like more accurate numbers do not hesitate to contact us closer to the conference date and we will be happy to update you at that time.

We will send you conference brochures at your request if you do not already have some. Or alternatively you can visit our web site at: www.novaclinical.com for program details such as break times and speakers.

I look forward to seeing you at the conference. If you have any further questions please do not hesitate to contact us at Nova Clinical Services at the number below or via email.

Regards

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