



CONFERENCE PLANNING DIVISION
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Exhibitor Information

**Infectious Diseases Update Conference
October 27 & 28, 2017
Victoria Conference Centre, Level Two
Victoria, BC**

Thank you very much for your involvement in our upcoming conference. You will find listed below important information regarding your display booth.

You will have a display booth space which is 10 feet wide and 8 feet deep. Platinum sponsors will have a 20' X 8' booth.

- 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.
- 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 available on our web site.
- 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 forms available on our web site.
- 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 available on our web site.

- Due to a late event running before ours the **earliest set up time for exhibitors is 05:00 am on the morning of Friday October 27**. Registration begins at 07:30 Friday morning and the conference begins promptly at 08:30, ending at 5:00 pm Saturday.
- The display area will be locked down on Thursday and 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 3:10 pm in the afternoon on Saturday October 28th.
- We would appreciate having the names of those who will be attending from your company so we can create name tags and include them in our numbers and catering plans. Platinum sponsors have 4 complementary registrations and Gold sponsors have 3 registrations. If you will have more representatives attending please contract our office for the representative registration rate.
- When you arrive at the conference your table space will be listed and marked and your conference package and nametags will be at your booth.
- The Fairmont Empress hotel and the Chateau Victoria are offering conference rates if you specify when booking that you are attending the Infectious Diseases Update Conference. Rooms and rates available until September 29, then as available.

At this point we anticipate having approximately 350 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.

I look forward to seeing you at the conference. If you have any further questions please do not hesitate to contact us.

Regards

Cindy Lundy BScN, MA
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