



CONFERENCE PLANNING DIVISION
575 Brookleigh Rd. Victoria, BC V8Z 3K1
Telephone: [250] 658-6056
Fax: [250] 658-6109
Web Site: www.novaclinical.com

Exhibitor Information

Infectious Diseases Update Conference November 8 & 9, 2019 Victoria Conference Centre, Level Two Victoria, BC

Thank you very much for your involvement in our upcoming conference. You will find listed below 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.**
- **Electrical:** any additional electrical may be arranged, at your cost, through the Victoria Conference Centre. Please see the Electrical Order Form available on our web site.
- **Shipping:** shipping before the conference day must be arranged through Events on the Move. Please see the forms available on our web site.
- **Contact:** at the Victoria Conference Centre is Tara Parkinson. 250-361-1021 or TaraP@victoriainconference.com
- **Set Up Times:** 5-8 pm Thursday November 7th or 06:30- 07:30 am Friday November 8th.
- **Security:** 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. Do not leave any valuables unattended at your booth at any time.
- **Dismantle Time:** Take down can begin any time after 3:10 pm in the afternoon on Saturday November 9th.

- **What We Need From You:** the names of the reps who will be attending from your company. Platinum sponsors have 4 complementary registrations and Gold sponsors have 3 registrations. If you will have more representatives attending please contact our office for the representative registration rate.
- **When Arriving:** your table space will be listed and marked and your conference package and nametags will be at your booth.
- **Hotels:** 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 October 7, then as available.

At this point we anticipate having approximately 350-400 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
Co-Owner/ Director
Nova Clinical Services Inc.
575 Brookleigh Rd. Victoria, BC V8Z 3K1
Telephone: 250-658-6056 Fax: 250-658-6109
Email: clundy@novaclinical.com