44th World Small Animal Veterinary Association Congress & 71st Canadian Veterinary Medical Association Convention 16-19 July, 2019 Toronto, Canada





WSAVA 2019 EXHIBITOR TECHNICAL MANUAL

Dear Exhibitor,

This Exhibitor Services Manual contains important information and is designed to assist you in preparing for the WSAVA 2019 Exhibition.

The Exhibition will be held as part of the 44th World Small Animal Veterinary Association Congress, jointly held with the 71st Canadian Veterinary Medical Association Convention, taking place in Toronto, Canada, 16-19 July 2019.

The floor plan has been designed to maximize the exhibitor's exposure to the delegates with coffee breaks and lunches taking place in the exhibition area.

Please read all the information in this manual. It will take you very little time now and could save you a great deal of time later.

Please forward this manual to everyone who is working on this project, including your stand builder, as it contains useful information about the congress.

For your convenience, the manual has been divided into sections:

- Section 1: General Information
- Section 2: Exhibition Floor Plan, List of Exhibitors
- Section 3: Exhibition Services
- Section 4: Technical Information
- Section 5: Orders via Kenes Portal
- Section 6: Official Contractors & Order Forms

Please do not hesitate to contact us for further information or assistance.

We look forward to welcoming you in Toronto and wish you a successful Congress and Exhibition.

Best Regards,

Hanna Safier

Exhibition Manager Tel: +972 54 678 7820 Email: <u>hsafier@kenes.com</u> Site: <u>www.kenes.com</u>

Table of Contents

Section 1: General Information

- Congress Secretariat
- Congress Dates
- Exhibition Dates
- Exhibition Manager
- Registration
- Hotel Accommodation
- Sponsorship and Exhibition Sales Contact
- Venue Address
- Website
- Exhibition Related Table
- Exhibition Timetable at-a-glance
- Opening Ceremony & Welcome Reception
- Closing Ceremony

Section 2: Exhibition Floor Plan, List of Exhibitors

- Exhibition Floor Plan
- List of Exhibitors

Section 3: Exhibition Services

- Exhibitors' Badges
- Access to the Exhibition Hall During Set-up and Dismantling
- Visas / Electronic Travel Authorization (eTA)
- Official letters of invitation
- Lead Retrieval Wireless Barcode Reader
- On Site Exhibition Management Desk

Section 4: Technical information

- Space Only Stands
- Pipes & Drapes Booth
- Exhibition Area
- Build Regulations
- Carpet
- Display / Drapes / Hangings
- Electrical Power
- Internet
- Getting to the MTCC
- Freight Delivery

- Move-In/Out Methods / Marshalling Yard
- Loading Dock
- Parking
- Animals
- Business Services Centre, South Building
- Hostesses & Temporary Staff Hire
- Refreshments
- Security
- Smoking Policy
- Stand Catering
- Stand Cleaning
- Waste Removal
- Rules and Regulations

Section 5: Order Forms Via Kenes

- Exhibitor Badges
- Lead Retrieval App
- Booth Plan & Details of Construction Company for "Space only" booths

Section 6: Official Contractors

- Booth Construction and Fittings, Furniture Hire, Carpet and Signage, Plants & Floral Arrangements,
- Electrical Fittings, Rigging, Stand Cleaning, Wired Internet, Telecommunication Exclusive Services at Facility
- Audio Visual
- Catering Services Exclusive Services at Facility
- Hostesses & Temporary Staff Hire
- Freight Handling & Customs Clearance
- Service Excellence Your MTCC Team
- Audio Visual Order Form
- Hostesses & Temporary Staff Hire Order Form

44th World Small Animal Veterinary Association Congress & 71st Canadian Veterinary

Medical Association Convention 16-19 July, 2019 Toronto, Canada

Section 1: General Information

Congress Secretariat / Organizing Secretariat Kenes Group Rue François-Versonnex 7, 1207 Geneva, Switzerland Tel: +41 22 908 0488 Site: www.kenes.com

Exhibition Manager Ms. Hanna Safier Tel: +972 54 678 7820 Email: <u>hsafier@kenes.com</u>

Meeting Planer Mrs. Gabriela Cankova Tel: +359 894450930 Email: gcankova@kenes.com

Industry Coordinator Mrs. Marine Attia Zohar Tel: +41 22 908 0488 ext. 539 Email: <u>mattia@kenes.com</u>

Registration Mrs. Maya Smith Tel: +359 2 465 2893 Email: <u>msmith@kenes.com</u>

Hotel Accommodation Ms. Shirley Raphaely Tel: +41 22 908 0488 ext. 586 Email: <u>sraphaely@kenes.com</u>

Special hotel rates are available to the congress participants Please book online: <u>https://hotel.kenes.com/en/congress/wsava19</u>

Sponsorship and Exhibition Sales Contact Ms. Charlotte Lim Tel: +31 20 763 01 00 Email: <u>clim@kenes.com</u>

Venue Address Metro Toronto Convention Centre (MTCC) - South building 222 Bremner Blvd., Toronto, Ontario, M5V 3L9 <u>mtccc.com</u> 16-19 July, 2019 Toronto, Canada

Exhibition Related Table

Submission of Exhibition Forms	Deadlines	Contact Person
Hotel Reservation for Staff https://hotel.kenes.com/en/congress/wsava19	As soon as possible	<u>tseoane@kenes.com</u>
Stand Cleaning, High-Speed Internet, Parking Passes, Telecommunication- Exclusive Services Please order online at: <u>www.mtccc.com/order</u>	Advanced Rate "Early Bird " Discount ends on June 29, 2019.	exhibitor-services@mtccc.com
Electrical Power & Rigging- Exclusive Services To order: <u>https://www.showtech.ca/</u>	A surcharge may be imposed on the basic rates for late orders. on- site orders are subject to a surcharge of 30%	sales@showtech.ca
Designed Stand Approval - Via KENES Portal	Friday, June 14 th	
Exhibitor Badge Order, Lead Retrieval App- Via Exhibitors Portal	Monday, July 1st a surcharge may be applied for orders accepted after the deadline	<u>Via Kenes Exhibitor's Portal:</u> <u>https://exhibitorportal.kenes.c</u> <u>om</u>
Hostesses – Via Order Form	Monday, July 1st	diana.williams@reillysecurity.c om
Booth Construction and Fittings, Custom Rental Exhibits, Furniture Hire, Carpet, Graphic, Labour Installation & Dismantling, Plants & Floral Arrangements. Order Forms : <u>https://e.ges.com/CA-00053363</u>	Tuesday, June 25, 2019 Discount Price Deadline Date (order must include full payment)	<u>torontoexhibitorservices@ges.</u> <u>com</u>
Audio-Visual - Pro-Staging Via Order Form	Saturday, June 15, 2019 Discount Price Deadline Date. A 25% premium will apply to orders placed less than 1 week prior to the show. Cancellations after July 8 will be billed at 100%.	<u>fsantin@pro-staging.com</u>
Stand Catering & Beverage. Exclusive Services. Access the Exhibitor Catering Daily Order Form <u>here</u>	To ensure availability of menu items, we encourage you to place your order two (2) weeks prior to your scheduled event.	<u>catering@mtccc.com</u>

Cargo deadline - Please note these important dates:

Service	Deadline
Advance Shipments May Begin Arriving at the Warehouse	Monday, June 24, 2019 9:00 AM To 4:00 PM
Last Day for Advance Shipments to Arrive at the Warehouse	Friday, July 12, 2019 9:00 AM To 4:00 PM
Direct Shipments May Arrive at the Show Venue	Sunday, July 14, 2019 8:00AM to 10 PM
For shipments originating outside of North America, please contact Merkur Expo Logistics for a quote and time table.	Ms. Zehavit Akerman Tel : +49 6173 966 95 28 Mobile : +972 52 511 4982 Email: <u>akerman@merkur-expo.com</u>

Exhibition Time Table At-A-Glance (subject to change)

Set-up-only for "space only" stands	Sunday, July 14, 2019	12:00-23:30
Set-up- for all Stands	Monday, July 15, 2019	07:00-23:30
Opening Hours	Tuesday, July 16, 2019	08:30-20:30
	Wednesday, July 17, 2019	08:30-17:00
	Thursday, July 18, 2019	08:30-17:00
	Friday, July 19, 2019	08:30-16:30
Dismantling / Breakdown	Friday, July 19, 2019	16:30-23:30

All exhibitors should be in their booth 30 minutes before the official opening hour.

PLEASE NOTE:

- Empty crates and packaging material must be removed no later than Monday, July 14 at 22:00 to enable cleaning of the halls.
- Any equipment, display aid or other material left behind on Friday, July 19, after 24:00 will be considered discarded and abandoned.

Opening Ceremony & Welcome Reception

You are kindly invited to the Opening Ceremony held in the plenary hall on Tuesday, July 16, at 17:30, followed by a Welcome Reception in the Exhibition Hall.

Enjoy a light buffet and drinks in a relaxed environment with your friends and colleagues.

Closing Ceremony

The Closing Ceremony will be held in the Exhibit Hall on Friday July 19th during the last coffee break.

44th World Small Animal Veterinary Association Congress & 71st Canadian Veterinary Medical Association Convention 16-19 July, 2019 Toronto, Canada

Section 2: Exhibition Floor Plan, List of Exhibitors

Exhibition Floor Plan (As of March 30)



44th World Small Animal Veterinary Association Congress & 71st Canadian Veterinary Medical Association Convention 16-19 July, 2019 Toronto, Canada

Exhibitor List (As of March 30)

For the most updated floor plan and exhibitor list please click here

Exhibitor	Booth No	Booth Type	Booth Size
AllAccem	30	Pipe & Drapes	100
Alphagreen Resources	79	Pipe & Drapes	100
Animal Dental Care	16	Pipe & Drapes	100
AVENTIX	26	Space	200
Biogal Galed Labs	50	Space	150
BLUCARELAB	16B	Pipe & Drapes	100
Boehringer Ingelheim Animal Health	10	Space	400
BSAVA	70	Pipe & Drapes	150
Canadian Animal Blood Bank	TT9	Space	1
Canadian Association of Veterinary Cannabinoid Medicine	TT11	Space	1
Canadian Veterinary Medical Association	06	Space	500
Canopy Animal Health	45	Pipe & Drapes	100
CanWest Veterinary Conference	TT10	Space	1
Central Sales	46	Pipe & Drapes	100
Christian Veterinary Mission	TT4	Space	1
Clarius Mobile Health	29	Pipe & Drapes	100
Clinician's Brief	78	Pipe & Drapes	100
Companion Animal Health	54	Pipe & Drapes	200
Concord Surgical Supplies	58	Pipe & Drapes	100
Credo Biomedical	80	Pipe & Drapes	100
CryoProbe	33	Pipe & Drapes	100
Dawnsail Biotech	39	Pipe & Drapes	100
Dechra	23	Space	200
Dispomed	49	Space	150
Dragon Veterinary	20	Pipe & Drapes	100
Eickemeyer	52A	Space	150
Elsevier	48A	Pipe & Drapes	100
Emeraid-Lafeber	17A	Pipe & Drapes	100

EXPERIENCE TORONTO: **DISCOVER THE WORLD**

44th World Small Animal Veterinary Association Congress & 71st Canadian Veterinary Medical Association Convention

16-19 July, 2019 Toronto, Canada

Exhibitor	Booth No	Booth Type	Booth Size
Euthabag	38	Pipe & Drapes	100
ezyVet	32	Pipe & Drapes	100
Fear Free	17B	Pipe & Drapes	100
FUJIFILM SonoSite	31	Pipe & Drapes	100
Galen MRI Systems	13	Space	300
Genia	53	Pipe & Drapes	150
Georgian Anesthesia	69	Pipe & Drapes	100
Grey Wolf Animal Health	22	Pipe & Drapes	100
Guangzhou Healfo Medical Technology	77	Pipe & Drapes	100
Guangzhou Wondfo Biotech	67	Pipe & Drapes	100
Hill's Pet Nutrition	14	Space	900
IDEXX Laboratories	08	Space	400
iFinance Canada	57	Pipe & Drapes	100
International Association for Animal Hospice and Palliative Care	TT3	Space	1
Karl Storz	42	Pipe & Drapes	100
K-Laser	41	Space	100
Kruuse	34	Space	100
Life learn	59	Pipe & Drapes	100
Mai Animal Health	36	Pipe & Drapes	100
McCarthy & Sons Service	43	Space	100
Medical Pet Shirts International	17C	Pipe & Drapes	100
Merck MSD	04	Space	900
Multi Radiance Medical	11A	Space	200
National Veterinary Associates	16A	Space	200
NAVC	15A	Pipe & Drapes	100
Pets Plus Us	40	Pipe & Drapes	100
Petsecure Pet Health Insurance	15B	Pipe & Drapes	100
Puppy Viewer	47A	Pipe & Drapes	100
Purina Institute	03	Space	1110
Purina ProPlan Veterinary Diets	09	Space	400
Registered Veterinary Technologists and Technicians of Canada	48	Pipe & Drapes	100

EXPERIENCE TORONTO: **DISCOVER THE WORLD**

44th World Small Animal Veterinary Association Congress & 71st Canadian Veterinary Medical Association Convention

16-19 July, 2019 Toronto, Canada

Exhibitor	Booth No	Booth Type	Booth Size
ROI Corporation	19	Pipe & Drapes	100
Rolf C. Hagen	17	Pipe & Drapes	100
Royal Canin	05	Space	900
RWD Life Science	68	Pipe & Drapes	100
Sanwa Biotech	15	Pipe & Drapes	100
scil animal care	60	Pipe & Drapes	100
Scotiabank	18	Pipe & Drapes	100
Serona Animal Health	37	Pipe & Drapes	100
Shanghai Bojin Medical Instrument	11B	Pipe & Drapes	100
Shanghai GlinX Intelligence Technology Co.	73	Pipe & Drapes	150
Smart Flow - IDEXX Laboratories Inc.	52	Pipe & Drapes	100
Solic Medical Equipment	71	Pipe & Drapes	100
Sound	24	Pipe & Drapes	200
Universal Imaging	15C	Pipe & Drapes	100
URIT Medical Electronic	63	Pipe & Drapes	100
VCA Hospital Acquisitions	72A	Pipe & Drapes	100
Veterinary Emergency and Critical Care Society	75A	Pipe & Drapes	100
Veterinary Equipment Exchange Network	56	Pipe & Drapes	100
VetNow	35	Pipe & Drapes	100
VetPlus	12	Space	400
Vetrex Group	71A	Pipe & Drapes	100
vets without borders	TT1 - TT2	Space	2
VetStrategy	21	Pipe & Drapes	100
Vetstream	18C	Pipe & Drapes	100
Western Financial Group Insurance Solutions	44	Pipe & Drapes	100
World Small Animal Veterinary Association	07	Space	500
World Small Animal Veterinary Association	18A	Pipe & Drapes	100
Zoetis	02	Space	900

Section 3: Exhibition Services

Exhibitor Badges

- All Exhibitors are required to be registered and will receive a badge displaying the exhibiting company's name. Individual participant names will not appear on badges and may be used interchangeably between staff members.
- **Two complementary exhibitor badges** will be given for the first 9 sqm booked, and one additional for each 9 sqm thereafter. Any additional exhibitor badges will be charged an exhibitor registration fee of **250 CAD**.
- To place an order of additional badges, please complete the form in the exhibitor's portal. We will send you a link to the Exhibitors' Portal, including your personal login details. Deadline for ordering badges: Monday, July 1st, 2019.
- Exhibitors' badges give free access to the exhibition area only, including refreshments for registered exhibitors.
- All personnel are required to wear badges to access the venue. Company representatives not wearing their badges will not be allowed to access the exhibition.
- Company name badges are for the use of company personnel for booth staff purposes only and should not be used by companies to bring visitors into the Exhibition.
- Exhibitor's badges will **not** be mailed in advance and may be collected at the **Registration Desk** on arrival.

Access to the Exhibition Hall During Set-up and Dismantling

There is no need for a special pass onsite for stand builders and exhibitors during set-up and dismantling times.

Visas / Electronic Travel Authorization (eTA)

Some participants may need a vis or a new eTA to enter Canada. Please check on the <u>Canadian Government</u> <u>Website</u> or with your local Canadian Embassy. It is the responsibility of the congress participant to obtain a vis if required.

Official letters of invitation

Official letters of invitation designed to help overcome administrative difficulties in certain countries will be sent on request. It must be understood that such letters do not represent a commitment on the part of the Organizing Committee or Congress to provide any financial assistance. For an invitation letter, please send your request via the <u>Contact Us page</u> on the WSAVA 2019 website. Please make sure to send us your full name (as printed in your passport), full postal address and passport number. An official invitation letter will be created and sent to you by e-mail within 5-7 working days.

Lead Retrieval App

Lead Retrieval Wireless Barcode Reader is a helpful tool for collecting participants contact information.

Lead Retrieval App (no device is included)

The Application should be installed on your company/personal device.

The advantages of the new application:

- Effortless process using registration badge barcode.
- Ability to insert exhibitor's comments for each lead.
- Immediate information retrieval online.
- Application is available for download from Apple store or Google play: "Kenes K-Lead App".
- Cost per unit USD 400 + 4% CC charges
- Online user guide for lead retrieval App https://kenes.com/videos/klead_video.mp4

Lead Retrieval App + Device

• Cost per unit – USD 550 + 4% CC charges

Please Note:

- Attendee data is supplied by each participant or agency responsible for the registration process of that participant. We regret that in some cases data may be incomplete, such as when group registration is completed by a third party, we may not be in possession of the full contact details.
- Data provided will only include the information of participants who have agreed to share their details with 3rd parties. The data of participants, who have not agreed to this, will not be provided.
- Kenes Group and the Organizing Committee encourage attendees to provide thorough information, however cannot be responsible for the quality and content of such data.

To **reserve your Lead Retrieval App and device** please complete the order form in the **Exhibitor's Portal**. We will send you a link to the Exhibitors' Portal, including your personal login details.

Please approach the Exhibition Manager Desk on-site to install the App on your device.

Deadline for ordering scanners: Monday, July 1st, 2019

Onsite orders are possible but must be paid by credit card or Cash.

On-Site Exhibition Management Desk

The Exhibition Management Desk will be open throughout the Exhibition set-up, opening and dismantling period. The desk will be located within the Exhibition area.

Prior to this time, if you have any queries regarding your participation at WSAVA 2019 please feel free to contact **Ms. Hanna Safier** at: <u>hsafier@kenes.com</u>; +972-54-6787820

Section 4: Technical Information

Space Only Stands

Exhibitors using **independent contractors** are required to submit a copy of the booth design including measurements for the organizer approval, along with Risk Assessment Form. If you need the RA Form in a word format, please contact Hanna at: <u>hsafier@kenes.com</u>

- 1. A scaled drawing (including elevation views) of the proposed booth to be built.
- 2. A list of all Electrical / gas powered devices / appliances to be installed in the booth.
- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining booths, or damaging the premises.
- Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits.
- **Construction finish** must be perfect in all the stand's visible areas, including rear sides.
- If you have floor platform at your booth higher than 4.5 cm, you are required to provide a ramp for handicapped access.
- Advertising on the boundary with other stands is prohibited.
- All raw space booth to install plywood underlay for construction.
- Any part facing neighbouring stands that is above 2.50 m in height needs to be designed with neutral surfaces (white or grey).
- Double Storey Booths on two levels are not allowed.
- Please submit your booth layout for approval via the Kenes Exhibitors Portal by **Friday, June 14th, 2019.**
- The Organizers will not approve stands that do not comply with the accepted standards until the necessary changes have been made.
- Each exhibiting company should submit the name and **details of their construction company**. Please submit it via the Kenes Exhibitors Portal by **Friday**, **June 14th**, **2019**.

Pipes & Drapes Booth:

To ensure the smooth and efficient installation and dismantling of your booth, an official Stand Builder has been appointed (See Section 6: Official Contractors). Booth furniture and accessories are available for rent. Please refer to the online catalogue and order forms:

Booth Package includes the following:

- Standard pipes and drapes system
- 8' back drape, 3' side drape blue
- Exhibitor's names banner
- Carpet black
- Skirted Table 6' blue
- Wastebasket
- (2) Chairs

Booth Package does not include:

• Electricity, lighting, and Stand cleaning



Furniture Hire, Carpet, Graphic, Labour Installation & Dismantling, Plants & Floral Arrangements: **GES Order Forms**: <u>https://e.ges.com/CA-00053363</u>

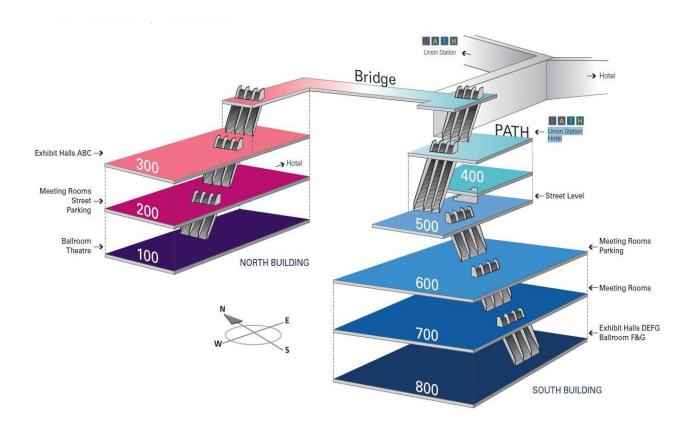
Exhibition Area

The South Building, housing Exhibit Halls D, E, F, & G, is located at 222 Bremner Boulevard.

The Exhibition will be held at exhibit Hall E located on Level 800 in the South Building.

Please note that Level 500 is the street Level. See image below.

Additional info about the hall is found in this link: http://www.mtccc.com/imapdata/mtcc.html



Floor Finish: Concrete

We recommend covering the floor of your booth with carpet or any other floor covering.

We will provide a carpet for the some of the aisles, and for the "pipe & drapes" booths booked via Kenes only.

Power supplies, network and telephone cables, if ordered, will run into your stand via the floor.

44th World Small Animal Veterinary Association Congress & 71st Canadian Veterinary Medical Association Convention

16-19 July, 2019 Toronto, Canada

Build Regulations

Build-Up Height

<u>The maximum building height</u> for the top of all structure in the booths is **5 meter** (subject to MTCC approval of booth plan).

Ceiling Hangings

Rigging is permitted. The maximum rigging heights allowed is **6 meter**, measuring from the floor to the top of the suspended banner/ lighting truss. MTCC must approve any rigging project; the exhibitor must provide his project at least 12 business days before the congress.

Subject to compliance with the conditions of use of the steel structure.

All rigging must be done by SHOWTECH

Please find relevant information in MTCC Guidelines for Rigging Service Here.

Clearance limits

Stand structures must consider the following clearance Limits: *Clearance limits from aisles*

• Items between 0 to 5-meter-high: clearance limit 1 meter.

Clearance limits from partitions

- Items between 0 and 2.5-meter-high: no clearance limit.
- Items between 2.5 m and 5-meter-high: clearance limit 1 meter.
- Lighting trusses at a height of 6 meter: clearance limit 1 meter.

Partitions

Partitions overlooking neighboring stands must be smooth, plain, painted white or covered in white or grey wall fabric, without signs of any kind.

Openings onto aisles

Stand sides opening onto an aisle must have a minimal opening of 50%. Each open stand side must comply with this requirement. Decoration and installations must be designed to allow a full access to aisles and to avoid visibility troubles for neighboring stands as well as allowing a maximum amount of the visibility of the show through the stands.

Stand boundaries

No items of decoration, furniture, signage, floor covering, or light fittings may project beyond the boundaries of the stand.

Signage/ Structure

By sign, the organizers mean an open-work superstructure featuring the exhibitor's illuminated name or logo. Signs must be suspended from a sling or attached to the stand framework with a light frame. The sign structure may not exceed a height of 6 meters from the ground and must be set back at least one meter from the edges of the stand.

Events, sound systems and illuminated signs

All forms of stand events and the distribution of advertising materials outside the stand boundaries are strictly prohibited, unless the exhibitor has prior authorization from the organizer.

44th World Small Animal Veterinary Association Congress & 71st Canadian Veterinary Medical Association Convention

16-19 Any advertising using lighting or sound must be submitted for the approval of Kenes, who may withdraw such permission once granted if the item in question causes a nuisance to neighboring exhibitors, causes an obstruction or mars the appearance of the exhibition.

Flashing signs and the like are not permitted. Illuminated signs are permitted but they must, under no circumstances, be of an intermittent or flashing nature.

Double Story Booths

Double-Decker stands on two level are not permitted.

Decorations

The following materials require prior authorization:
Helium balloons, glitter and confetti
Decals on floors, escalators, windows, walls and pillars.
Helium Authorization Request - <u>Download Now</u>

Raised Flooring

Low-rise platform flooring is allowable in standard booths, islands and peninsula islands for covering utility lines (wiring, cabling, piping, etc.), for elevating product displays and for other purposes. All concealed wiring must be quickly accessible for emergency service. **Raised floors are limited** to a maximum height of **6 inches (15 cm**). If people will be standing on raised areas, they must be non-hazardous and wheelchair accessible. Wheelchair ramps must be at least 3 feet wide (915 mm) with a maximum slope of 1:12 (a 6 inch rise would require a 6 foot run). Landings must be provided at tops and bottoms of ramps and must be at least 36 inches (915 mm) wide by 60 inches (1525 mm) and free of obstructions. Ramps must be curbed or guarded at their edges and surfaces must be firm and slip-resistant (if carpet is used, it must be unpadded, low pile carpet). There must be a ramp at every 100 feet. Edges of raised floors must be ramped or guarded sufficiently to prevent people from tripping or falling at the transitions. Exhibits 600 square feet or more must have wheelchair access ramp.

Rigging Installation

Rigging installation affixed to any facility structure is an exclusive service provided by SHOWTECH Power & Lighting.

Rigging Policy - **Download Now**

Personal Protective Equipment During move-in and move-out

During move-in and move-out, the show floor is regarded as "construction zones". Please note that any one on the show floor need to be properly protected with Personal Protective Equipment (see below), for safety reasons.

- Safety shoes
- Safety vest (When vehicle traffic is present, forklifts included)
- *Hard hat (Only when rigging, use of a lifting device, overhead work where an exhibit is being built and tools/material are at risk of falling). When rigging occurs, the area should be cornered off to prevent workers from walking underneath and a spotter<u>must</u> be present.

MTCC Exhibitor Services / Business Centre sell hard hats at CAD\$25 (HST included), and safety vest at CAD\$25 (HST included). Exhibitors can buy the personal protective equipment onsite.

Display / Drapes / Hangings

All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame retardant to the satisfaction of the Centre. Canvas, cloth, cardboard,

16-19 leaves,10r time combustible materials shall be completely flame retardant. Oilcloth, tarpaper, sisal paper, nylon, and certain other plastic materials cannot be made flame retardant and hence, their use is prohibited. <u>An</u> <u>Official Fire Resistance Certificate must accompany all materials</u>.

Electrical Power

SHOWTECH Power & Lighting provides all electrical, display-feature lighting, mechanical, plumbing, gas and air services on an exclusive supplier basis. SHOWTECH also exclusively hangs all decorative material, signs and banners that are required to be attached to the facility structure.

For questions or to place your electrical order, please contact SHOWTECH directly. To order: visit https://www.showtech.ca/; Phone: (905) 283-0550; Email: sales@showtech.ca

Internet

Free Wi-Fi is available in the Exhibit Hall. However, there is limited bandwidth supporting the network. We advise that if you do require constant and dependable internet for programs, apps and websites, to order a dedicated wired network for your stand.

Internet and Telecommunication services are available from the MTCC on an exclusive basis. Wireless and Wired internet services are available to every exhibitor based on the requirements of each exhibit space. The MTCC strongly recommends using only 5GHz devices to reduce connection problems. Please contact one of our specialists to discuss your requirements or for any technical questions. Discounted services are available for orders placed ONLINE ONLY up to 14 days prior to the first contracted day. To order please visit:

http://www.mtccc.com/wpcontent/uploads/2016/10/11_Wireless_Internet_Access_Form_2018.pdf Phone: (416) 585-3596 Email: telecommunications@mtccc.com

The provision, installation and use of wireless routers and access points (including cellular based personal hot spots) by exhibitors, exhibition companies and Audio Video suppliers is strictly prohibited within the Metro Toronto Convention Centre facility. This prohibition applies to all devices that broadcast an 802.11 (Wi-Fi) or other signal in either the 5 Ghz or 2.4 GHz radio spectrum regardless of whether the exhibitor has ordered Internet services or not. An application for an exception to the prohibition can be made to Technology Services Department and will be considered on a per case basis. Devices that are discovered within the MTCC that have not been approved will be shut down and / or have their Internet services disconnected.

Getting to the MTCC

Getting to the MTCC from both within and outside Toronto is easy. Simply choose the option that best suits your travel plans:

http://www.mtccc.com/locations/getting-here/

Freight Delivery

Access to the Level 800 exhibit floor (in halls DE) is through fourteen loading docks with a drive-on floor capacity of 1,000 lbs per sq ft.

The South Building has 2 Truck elevators located on Lower Simcoe Street. One can service Levels 600, 700 and 800. And the other one can service level 100 and 800 only, with a capacity load of 5000 lbs each. These elevators will accommodate vehicles that has a maximum length at 38 feet.

Loading and unloading of materials via the main entrances to the facility i.e. Front Street, Internal Street or Bremner Boulevard is prohibited. All material must be delivered and/or received through the designated loading areas. GES has been appointed to provide Material Handling services for the WSAVA Congress. Exhibitors must use GES to perform this service which includes:

44th World Small Animal Veterinary Association Congress & 71st Canadian Veterinary Medical Association Convention

16-19 July, 2019 eterming, Caradamenting and inspecting your shipment(s) on arrival

- unloading of shipment(s) at the show site dock & delivery to booth
- removing of empty containers from booth to storage area
- storing your empty containers in the storage area
- returning of empty containers to booth after show closing
- moving your outbound shipment to the loading dock
- reloading of shipment(s) from dock on to your carrier

Move-In/Out Methods / Marshalling Yard

The Licensor does not permit the movement of freight, equipment, materials, etc. via the passenger elevators and escalators. To assist in the move-in process and unless otherwise stated, all exhibitors are required to report to the marshalling yard, located at 100/120 Cherry Street, prior to moving in to any of the exhibit halls. Please visit <u>www.mtccc.com/exhibitors-forms-guidelines</u> to download Vehicle Marshalling Yard Information PDF. Move-in/out of Level 800, Halls DE will be conducted through the South Loading Docks. The entrance to the docks is located on Lower Simcoe Street, south of Bremner Boulevard.

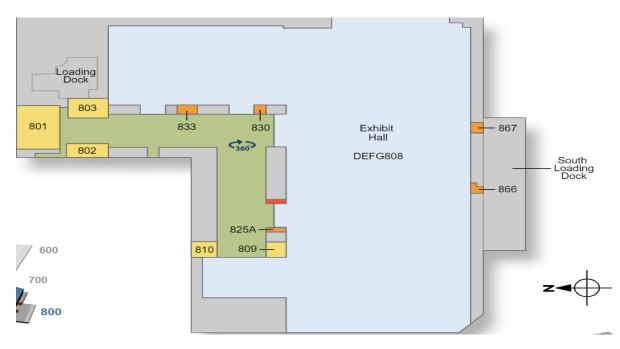
The South Building has 2 Truck elevators located on Lower Simcoe Street. One can service Levels 600, 700 and 800. And the other one can service level 100 and 800 only, with a capacity load of 5000 lbs each. These elevators will accommodate vehicles that has a maximum length at 38 feet.

A marshalling yard has been established to facilitate move-in and move-out of events.

The marshalling yard is provided to the Licensee, free of charge during move-in and move-out times. Arrangements for vehicle storage during events can be arranged through the Docks department. All vehicles requiring access to the exhibit floor must first report to the marshalling yard at their scheduled times. Refer to exhibitor forms for procedures and rates.

Loading Dock

To unload exhibition material please access South Loading Dock, as seen in the below map. For private cars, they are not required to apply for vehicle passes online as they are not allowed to access the back area. Only lories or trucks can access the back area.



Parking

The facility has 1,700 indoor parking spaces between the North and South Buildings. Express-Pay (credit card) parking makes getting into and out of the parking garage a breeze! Visa, MasterCard and Amex are accepted in parking as well as cash. We encourage credit card payment as our high-speed line is quick and Express Lanes are available.

The Convention Centre is committed to providing <u>a fully accessible environment</u> for people with disabilities, from special elevators and parking to custom phones and washrooms.

- The North garage has 12 disabled parking spaces located on Level 4A
- The South garage has 9 disabled parking spaces

View our <u>map</u> page to see locations and directions to the North and South parking facilities, as well as alternate parking lots close by.

Additional information and parking rates can be found in the following link:

https://www.mtccc.com/locations/parking-garage-rates/

To take advantage on an exhibitor exclusive early bird pricing that expires on June 29 please visit: <u>www.mtccc.com/order</u> Contact: Exhibitor Services Centre Email: <u>exhibitor-services@mtccc.com</u>

Animals

Animals or pets are not permitted at the exhibit hall.

Business Services Centre, South Building

The Licensor's Business Centres are conveniently located on Level 800 in the South Building. Services include photocopying, faxing, printing, outbound courier service, Internet access and a selection of office supplies and tools for purchase.

Please contact our Business Centre to arrange for large, customized printing projects well in advance. Services Hours South Building (Level 800):

Mon – Fri: 8:30am – 4:30pm

Phone: (416) 585-8387 Email: businesscentre@mtccc.com

Hostesses & Temporary Staff Hire

Reilly offers a full range of services including professionally uniformed security, hosts, hostesses, models, crowd gathers, mascots and much more. Reilly can source the most unique and talented people across Canada who are perfect to staff your next event.

Reilly Event Management - Diana Williams T: (416) 256-3199; C: (416) 564-8244; E: <u>diana.williams@reillysecurity.com</u>

Refreshments

Coffee/Tea & Lunches will be served in the exhibit hall during official coffee breaks.

Security

The organizers will provide security guard services in the Exhibition hall during closing hours. Neither the organizers nor the MTCC can accept responsibility for security of the stands and their contents or damage to and theft of any goods. Exhibitors are responsible for the security of their stand and equipment. To order security for the booth, please contact Reilly Security: <u>reilly.mtcc@reillysecurity.com</u>

Smoking Policy

Smoking is NOT PERMITTED anywhere inside the Convention Centre, including e-cigarette and vaporizing.

Stand Catering

The Metro Toronto Convention Centre (MTCC) retains the exclusive right to provide, control and retain all food and beverage services throughout the facility for events.

All food and beverage items must be supplied and prepared by MTCC's Food & Beverage Department. This includes bottled water.

No food, beverage or alcohol will be permitted to be brought into or removed from MTCC's facility by the licensee or any of the licensee's guests or invitees without the written approval of the Food & Beverage Department; this includes any "food sponsorship" and/or "food vendors" within the premises. Sample food or beverage products may be distributed within an exhibit area with written authorization. Access the Exhibitor Catering Daily Order Form here

Please contact the Catering department for further information. Tel: (416) 585-8144 Email: <u>catering@mtccc.com</u>

Stand Cleaning

The Organizers will arrange for general floor cleaning of the Exhibition premises (excluding exhibits and displays) prior to the opening of Exhibition and daily prior to opening thereafter.

Interior booth cleaning is available from the MTCC on an exclusive basis from our highly efficient Cleaning Services Department. Interior booth cleaning services include: vacuuming, dusting, emptying wastebaskets and cleaning of tables. Additional exhibit booth cleaning options are available upon request. Please speak to one of our knowledgeable Exhibitor Services Representatives for further information. Discounted cleaning rates are available for orders placed ONLINE ONLY up to 14 days prior to the first contracted day.

*Note: The Metro Toronto Convention Centre is the exclusive provider of all cleaning services. External companies (including display houses) area prohibited from performing any type of janitorial services within the building.

To order: <u>www.mtccc.com/order</u>

Shipment in Advance to the Venue

As the venue has no storage facilities, no deliveries will be accepted **PRIOR** to the congress.

Storage

Accessible storage during the congress – if you need accessible storage during the congress, please contact <u>hsafier@kenes.com</u>

Storage of empties – If you require the storage of empties, please contact GES.

44th World Small Animal Veterinary Association Congress & 71st Canadian Veterinary Medical Association Convention 16-19 July, 2019 Toronto, Canada

Storage Procedures

Should the Licensee elect to use leased space for storage, the following regulations must be adhered to: • Combustible materials and waste shall not be permitted;

• Materials shall not be permitted to accumulate in any part of an elevator shaft, utility ports, stairwells, fire escapes or other means of exit, or to obstruct access panels or fire protection equipment, including sprinkler control valves, fire hose stations, portable extinguishers and fire alarm stations;

• The clearance between an exhibit and a sprinkler head shall be a minimum of 36 inches;

• Each individual storage area must not exceed 900 square feet (30 ft x 30 ft), with 8-foot aisles every 30 feet. Storage piles shall not exceed 10 feet in height;

• Wall clearance of 2 feet shall be maintained where stored commodities may swell or expand with the absorption of water;

• Access to the storage area will be limited to persons designated by the management of the Licensor or the Show Manager;

• Storage of loose scrap materials, packing materials, etc. is not permitted unless contained in sealed crates;

- Smoking is not permitted in storage areas or within the facility;
- Pallets will not be stored more than 4 feet high;
- Storage of propane or any other types of fuel is not permitted.

Waste Removal

Exhibitors are responsible for the removal of all refuse/waste from the exhibition area. Any discarded waste, including promotional material, left behind will be removed by the organizers at the expense of the exhibitor concerned.

Rules and Regulations -Binding for all exhibitors and their subcontractors

Build-Up & Dismantling Period

During the period of build-up and dismantling, it is prohibited to consume alcoholic beverages in the working area as well as to perform work under the influence of alcohol and drugs.

The Exhibitors and contractors are required to wear the necessary personal protective equipment such as safety footwear, protective helmets, eye protection, and hand protection required by the specific work activity.

Display / Drapes / Hangings

All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame retardant to the satisfaction of the Centre. Canvas, cloth, cardboard, leaves, or similar combustible materials shall be completely flame retardant. Oilcloth, tarpaper, sisal paper, nylon, and certain other plastic materials cannot be made flame retardant and hence, their use is prohibited. An Official Fire Resistance Certificate must accompany all materials.

Damage to the Building

Exhibitors are liable for all damage caused to floors, walls, and pillars during the installation, Exhibition, and dismantling periods. No adhesive stickers and fixtures of any kind are allowed on floors, walls, and pillars.

Disposal of Material

It is obligatory to collect and dispose of all material during the build-up or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind. Any costs incurred by the venue in removing this property will be charged to the exhibitor.

Hanging of Posters, Banners etc.

Hanging of posters, banners or decals, stickers or similar items, on the walls, floors, ceilings, or pillars within or outside the installations of the venue are not allowed without a prior written authorization.

Insurance \ Liability

Protect yourself against theft and accidents – We recommend that you take out the necessary insurance coverage for your own property, as this will not be covered by MTCC insurance. MTCC cannot be held liable for exhibitors' property (private or company property), even in the case of simple theft.

Promotional Activities

All demonstrations or instructional activities must be confined to the limits of the Exhibition stand. Advertising material and signs may not be distributed or displayed outside the exhibitor's stands.

Sound equipment must be regulated and directed into the stand so that it does not disturb neighboring exhibits.

Exhibition Management reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.

Helium balloons require written authorization. You may find these forms in Exhibitor Forms Package www.mtccc.com/exhibitors-forms-guidelines

Noise Control

The use or testing of any noise-generating equipment in any part or parts of the Licensed Area or elsewhere at the Center shall at all time not cause the maximum permitted noise level at 50dB (A) to be exceeded. Any exception to this shall be subject to prior approval from the Center. This includes the use of public address and video / audio reply system.

16-19 July, 2019 Toronto, Canada

Noise Levels in Meeting Rooms

MTCC retains the rights to regulate the volume of any sound, whether it be music, voice, or special or artificial effects to the extent that the same does not interfere with other licensees within the facilities or is determined to be offensive or otherwise violates the terms, or the rules and regulations, or license agreement.

Special Effects

Special effects lighting, live music, smoke and laser projection may not be used in the stands. No permission will be given for projection in the aisles or on the walls of the hall. Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.

Section 5: Order Forms via Kenes Portal

The following order forms are to be filled and submitted Via the Kenes Exhibitors Portal:

https://exhibitorportal.kenes.com

- Exhibitor Badges
- Lead Retrieval App
- Booth Plan & Details of Construction Company for "Space only" booths

If you require any additional services which do not appear in this manual, please contact: **Ms. Hanna Safier**

Exhibition Manager

Tel: +972 54 678 7820

Email: hsafier@kenes.com

Section 6: Official Contractors

Booth Construction and Fittings, Custom Rental Exhibits, Furniture Hire, Carpet, Graphic, Labour Installation & Dismantling, Plants & Floral Arrangements.

GES - Exhibitor Services Department Tel: 905 283 0500 Email: <u>torontoexhibitorservices@ges.com</u> Exhibitor Order Forms: https://e.ges.com/CA-00053363

Stand Cleaning, High-Speed Internet, Parking Passes, Telecommunication. MTCC - Exhibitor Services Center Tel: (416) 585-8387 Email: <u>exhibitor-services@mtccc.com</u> Website: <u>www.mtccc.com/order</u> Exhibitor Order Forms: <u>http://www.mtccc.com/exhibitors-forms-guidelines/</u>

Stand Catering & Beverage. Access the Exhibitor Catering Daily Order Form <u>here</u>

Electrical Power & Rigging SHOWTECH Tel: (905) 283-0550 Email: <u>sales@showtech.ca</u> To order: visit <u>https://www.showtech.ca/</u>

Audio-Visual Pro-Staging Mr. Frank Santin Tel: 514-332-3272; Toll free: 1-888-302-3272 Email: <u>fsantin@pro-staging.com</u>

Hostesses & Temporary Staff Hire Reilly Event Management Mrs. Diana Williams T: (416) 256-3199; C: (416) 564-8244 E: diana.williams@reillysecurity.com W: www.reilly-group.com

Freight Handling in North America & Onsite Logistic

GES - Customs & Logistics Department Tel: 905.283.0500 or 1.877.437.4247 Email: torontocl@ges.com International Freight Handling Merkur

Mrs. Zehavit Akerman Tel: +49 6173 966 95 28 Mobile: +972 52 511 4982 Email: <u>akerman@merkur-expo.com</u>



Service Excellence - Your MTCC Team

EXHIBITOR SERVICES CENTRE

The Exhibitor Services team can assist with placing orders or for last-minute needs at our on-site service desk. Online ordering is available for parking, booth cleaning and internet/telecommunications services, as early as six months in advance and up to 3 days prior to the event move in. Please visit <u>www.mtccc.com/order</u> for more details. Advance purchase discounted rates are available ONLINE ONLY up to 14 days prior to the first contracted day.

Phone: (416) 585-8387Email: exhibitor-services@mtccc.comFax: (416) 585-8388Website: www.mtccc.com/order

PARKING SERVICES

Exhibitor parking passes are available for each event in our easy access, security-patrolled indoor parking garages. With space for over 1,700 cars and available 24 hours a day, 7 days a week, our garages are steps away from the show floor. Discounted parking rates are available for orders placed ONLINE ONLY up to 14 days prior to the first contracted day.

To order: visit www.mtccc.com/order OR complete the fillable PDF form included in this package.

JANITORIAL SERVICES

Interior booth cleaning is available from the MTCC on an exclusive basis from our highly efficient Cleaning Services Department. Interior booth cleaning services include: vacuuming, dusting, emptying wastebaskets and cleaning of tables. Additional exhibit booth cleaning options are available upon request. Please speak to one of our knowledgeable Exhibitor Services Representatives for further information. Discounted cleaning rates are available for orders placed ONLINE ONLY up to 14 days prior to the first contracted day.

*Note: The Metro Toronto Convention Centre is the exclusive provider of all cleaning services. External companies (including display houses) area prohibited from performing any type of janitorial services within the building.

To order: visit www.mtccc.com/order OR complete the fillable PDF form included in this package.

INTERNET / TELECOMMUNICATIONS SERVICES

Internet and Telecommunication services are available from the MTCC on an exclusive basis. Our Technology Specialists are available to provide you state-of-the-art services directly to your booth. Wireless and Wired internet services are available to every exhibitor based on the requirements of each exhibit space. The MTCC strongly recommends using only 5GHz devices to reduce connection problems. Please contact one of our specialists to discuss your requirements or for any technical questions. Discounted services are available for orders placed ONLINE ONLY up to 14 days prior to the first contracted day.

To order: visit www.mtccc.com/order OR complete the fillable PDF form included in this package

Phone: (416) 585-3596 Email: telecommunications@mtccc.com



Service Excellence - Your MTCC Team

FOOD & BEVERAGE/CATERING SERVICES

Our award-winning culinary team provides a full range of catering solutions to create a unique experience at your booth. Please contact our experienced food and beverage team to discuss your catering requirements. Food and beverage services are exclusive to the Metro Toronto Convention Centre. Our team can also provide guidance on food sampling requests as well.

To order: Complete the fillable PDF forms included in this package OR contact our team at: (416) 585-8144

Phone: (416) 585-8144 Email: catering@mtccc.com

BUSINESS CENTRE SERVICES

Our Business Centres are conveniently located on levels 300 & 800. Services include photocopying, faxing, printing, outbound courier service, internet access and a selection of office supplies and tools. Please contact our Business Centre to arrange for large, customized printing projects well in advance.

Services Hours: North Building (Level 300) Mon – Fri: 8:00am – 5:00pm

South Building (Level 800) Mon – Fri: 8:30am – 4:30pm

Phone: (416) 585-8387 Email: businesscentre@mtccc.com

EMERGENCY CONTACT

Should you experience an emergency during your time at the MTCC, please contact our Security Centre at (416) 585-8160. Please also review our emergency procedures document included in this package.

ELECTRICAL POWER

SHOWTECH Power & Lighting provides all electrical, display-feature lighting, mechanical, plumbing, gas and air services on an exclusive supplier basis. SHOWTECH also exclusively hangs all decorative material, signs and banners that are required to be attached to the facility structure. For questions or to place your electrical order, please contact SHOWTECH directly.

To order: visit www.showtech.ca

Phone: (905) 283-0550 Email: sales@showtech.ca



Your MTCC Team Contacts

Exhibitor Services Centre

Exhibitor cleaning, parking, internet & telecommunication services Email: <u>exhibitor-services@mtccc.com</u> Phone: (416) 585-8387 Fax: (416) 585-8388 Website: <u>www.mtccc.com/order</u>

Parking Services

Parking passes available for 2 MTCC lots 1,700 spaces available, open 24/7 Email: <u>exhibitor-services@mtccc.com</u> Phone: (416) 585-8387 Fax: (416) 585-8388 Website: <u>www.mtccc.com/order</u>

Catering Services

Catering services available for your booth, exclusively by the MTCC. Consult one of our experienced Catering Specialists to place your order. Email: <u>catering@mtccc.com</u> Phone: (416) 585-8144

Business Centre Services

Available services include: Printing, photocopying, outbound courier services, stationary supplies and faxing. Email: <u>businesscentre@mtccc.com</u> Phone: (416) 585-8387

Showtech Electrical

Exclusive provider of electrical services, display lighting and banner hanging. Email: <u>sales@showtech.ca</u> Phone: (905) 283-0550

Internet & Telecommunication Services

In-house Telecommunications Specialists Email: <u>telecommunications@mtccc.com</u> Phone: (416) 585-3596 Fax: (416) 585-8275 Website: <u>www.mtccc.com/order</u>

Booth Cleaning / Janitorial Services

Interior booth cleaning services (vacuum, dust, mop, wastebasket removal) are exclusive to the MTCC. Email: <u>exhibitor-services@mtccc.com</u> Phone: (416) 585-8387 Fax: (416) 585-8388 Website: <u>www.mtccc.com/order</u>

Fire Safety Officer

Exhibits are to meet the Ontario Building & Fire Code as outlined in the enclosed forms. Email: <u>fsr@mtccc.com</u> Phone: (416) 585-8135

Emergency Services

For immediate assistance in case of emergency, please contact MTCC Security open 24 hours a day, 7 days a week Phone: (416) 585-8160 44th World Small Animal Veterinary Association Congress & 71st Canadian Veterinary Medical Association Convention 16-19 July, 2019 Toronto, Canada EXPERIENCE TORONTO: DISCOVER THE WORLD

514-332-3272 Toll free: 1-888-302-3272



Contact: Frank Santin fsantin@pro-staging.com

		Ex	chibi	tor A	udi	0	Visual Rer	ntal F	orm		
Date		Quantity	Specifications			y Rate	Daily Rate	Extended Price			
						Before	June 15	After June 15	(X # exhibit days)		
DATA MONIT 17" / 18" / 20" / 23"								¢	50.00	\$ 75.00	
42" LCD Monitor								\$ \$	100.00	\$ 75.00 \$ 150.00	
55" LCD Monitor								э \$	150.00	\$ 200.00	
70" / 75" LCD Mc		-						\$	375.00	\$ 425.00	
Monitor Stand								\$	100.00	\$ 150.00	
COMPUTE	RS										
PC Thinkpad								\$	100.00	\$ 150.00	
MAC								\$	200.00	• • • • • •	
Printers (b/w)			L					\$	150.00		
Printers (color)			<u> </u>					\$	250.00	\$ 300.00	
AUDIO SYST								^	100.00	* 450.00	
Powered Speakers Audio Mixer + 1Mic								\$ \$	100.00 100.00		
LCD PROJEC								φ	100.00	\$ 150.00	
3000 Lumens		-						\$	150.00	\$ 200.00	
4000 Lumens		-						\$	250.00		
Payment							_	Sub	-total	Α	
Information:		MasterCard				VISA		Installation (minimum)		В	\$ 400.00
Card #:							Expiry Date:	-	ax 13%	С	
Name on Card:								Т	otal	A+B+C	
Signature:											
orgnataro.					Exh	ibitc	or Information				
Company Name:						Sł	now Name:				
Ordered By:						Pl	ace:				
Address:						Вс	ooth/Number:				
City:			State:			Delivery Date: Time:					
PC/Zip:						Sł	now Start Date:				Time:
Phone #						Sh	now End Date:				Time:
Fax # :						Or	n-site Contact:				
Email Address:						Or	n-site Phone #:				
		Please e		-			n to complete ec ailability of unlis			tion.	
show until Pro-St	aging emp	ployees arrive	y is the to remo the	day pric ove it at e recepti	or to t t the e ion &	the s end c retu	how. Customer of the show. A co rn of equipment	is liable ompany ordered	for loss o represent I.	tative must be in	equipment during the the booth to sign for
A 25% premi	ium will ap	oply to orders	placed	less tha	an 1 w	/eek	prior to the show	w. Cance	ellations a	fter July 8 will be	e billed at 100%.

WSAVA 2019 - HOSPITALITY ORDER FORM Reilly Event Management
Date
Company
Name
Contact person
Email
Tel
Mobile number
Booth #/Meeting Room

	date	start	end	hours	number of hostesses	total hours	Costs per hostess CAD 31,50 (+ 13% HST)	Total costs
Day 1								
Day 2								
Day 3								

Type hostess:	
Languages:	
Skills:	
Activities:	

Rates:

Working hour hostess	CAD	31,50 (+13% HST)
Working hour supervisor	CAD	35,00 (+13% HST)

The rates are based on the current price level and apply with a minimum of 4 consecutive working hours.

Credit Card details to be charged:

C Number:
piration date:
ame of Card holder:
ddress: (as per Credit card records):
elephone number:
ecurity digits (on the back of the credit card):
ate:
GNATURE of Card holder:
ame of Card holder:ddress: (as per Credit card records): elephone number: ecurity digits (on the back of the credit card): ate:

Contact information:

Reilly Event Management

DIANA WILLIAMS

T: (416) 256-3199 | C: (416) 564-8244

E: <u>diana.williams@reillysecurity.com</u>

W: <u>www.reilly-group.com</u>