

Exhibitor Manual

JUNE 19 – 23, 2020
HALIFAX CONVENTION CENTRE, NS



The **Canadian Anesthesiologists' Society** is proud to host their **Annual CAS 2020 Meeting** in June. The largest anesthesia meeting in Canada with over 1,100 physicians and healthcare professionals attending. We are pleased to welcome you as an Exhibitor to the CAS Annual Meeting!

INCLUDED IN YOUR 10x10 BOOTH

[FOR ADDITIONAL SERVICES SEE PAGE 2](#)

- 10x10 pipe and drape area (8' high black back drape and 3' high black side drape)
- One (1) 6ft table (white table cloth/skirt), two (2) chairs and one (1) corrugated waste basket
- Wi-Fi is included for exhibits
- Fully carpeted Exhibit Hall (floor covering on top of existing carpet is not permitted in this building)
- Delegate list sent one-week pre-meeting (list includes delegate name, company and country only)
Note: If you get an email from a company offering to sell the delegate list, do not purchase. This is a scam.
- Two (2) Exhibitor Badges (per 10x10 Exhibit Space) *additional exhibitor badges are \$200+ HST each
Badge Includes: Friday Welcome Reception, Lunch & Breaks (Sat/Sun) and access to sessions.
Send exhibitor names and email addresses to Rebecca@bayleygroup.com
Social event tickets can be purchased [HERE](#).
****All Exhibitor Badges will be picked up at the Exhibitor Registration Desk inside the Exhibit Hall onsite.**

EXHIBITOR MOVE-IN & MOVE OUT

Full HCC Guidelines & Restrictions [HERE](#)

Exhibit Hall Location: Ballroom 1-3, 5th Floor

Move-In: Friday, June 19 - 10:00 am - 4:00 pm (Welcome Reception in the Exhibit Hall at 6:00 pm)

Move Out: Sunday, June 21 – 2:30 pm – 5:00 pm *Please provide your own dollies for move-in and out

Display Restrictions: Booth/signage cannot extend more than 3 ft from the back on either side of the booth

Ballroom Ceiling Heights: 24'

Loading Dock: Market Street Entrance.

STRICT Materials Handling: All exhibitor materials MUST enter through the Market Street loading dock entrance with Global. * Exhibitors must order material handling service with Global whether shipping direct to the HCC or to the Global Advanced Warehouse.

Shipping: We encourage ALL exhibitors to ship to the Global Advance Shipping Warehouse rather than to HCC direct. If materials arrive to HCC outside the exhibitor set-up hours your materials may be turned away.

***Hand Carry Items:** Argyle Street / Grafton Street parking entrances can be used for hand carry items only (a single box, suitcase or portable display on wheels). NOT dollies or carts. The HCC is VERY strict on this.

Parking: If parking a vehicle used for load-in, you must unload at Market Street, then find street or parkade parking. *If you go to the HCC parking garage to unload using guest elevators, you'll be asked to exit the and unload via the loading bay on Market Street. **This results in paying twice for parking, so should be avoided!**

EXHIBIT HALL HOURS

Friday, June 19 – 6:00 pm - 8:00 pm

MOVE-IN – Must be complete by 4:00 pm in time for the Welcome Reception in the Exhibit Hall at 6:00 pm

Saturday, June 20 – 10:00 am - 3:15 pm

Sunday, June 21 – 9:30 am – 2:30 pm

TEAR-DOWN – After lunch 2:30 pm – 5:00 pm

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HALIFAX CONVENTION CENTRE, NS



MEETING LOCATION

Halifax Convention Centre (HCC)

1650 Argyle Street
Halifax, NS B3J 0E6

[Website](#)

Shipping to HCC

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HOST HOTELS [Full list available online.](#)

The Sutton Place

1700 Grafton Street, Halifax, NS

Meeting Rate – \$249 per single/double room

Online Reservations – [Click Here](#)

*Available until Saturday, May 16 at midnight EST

The Marriott Halifax Harbourfront

1919 Upper Water Street, Halifax, NS

Meeting Rate – \$227 per single/double room

Online Reservations – [Click Here](#)

Phone – 1-888-627-7175

*Available until Saturday, May 16 at midnight EST

WARNING – HOTEL SCAM: Should you get a phone call from a Housing Management company, be aware that they have no relationship with CAS, The Bayley Group or the Annual CAS Meeting, nor have they been authorized to book hotel rooms on our behalf. We recommend booking directly with the hotel.

TRAVEL DISCOUNT CODES

Air Canada

[Book online.](#)

Promotion Code: **JQ6HUYR1**

WestJet

[Book online.](#)

Promotion Code: **U23BR21**

VIA Rail Canada

[Book online.](#)

Discount Code: **14042**

For full details and full discount rules please visit the CAS website [HERE](#).

ADDITIONAL SERVICES

NOT INCLUDED IN YOUR BOOTH

- Furniture / Show Services / Electrical / Booth Cleaning / **Shipping Forms** (Global)

- [Audio Visual](#) (Freeman)

- [Food Sampling](#) (HCC has exclusive rights to F&B services; pre-authorization of sampling is required) [Page 9](#)
For approval, contact the HCC by Friday, May 29 - andrewt@halifaxconventioncentre.com

- Additional Exhibitor Passes (\$200 + HST)

Please contact Rebecca@bayleygroup.com if you would like to purchase an additional badge.

- Social Event Tickets (purchase [HERE](#))

WARNING – DELEGATE LIST SCAM: We do not sell or provide delegate lists to exhibitors. Should you be contacted by a company offering to sell you a delegate list or any list, please be aware that they have no relationship with CAS, The Bayley Group or the CAS Annual Meeting, nor have they been approved to promote the sale of our lists.

EXHIBITOR NAMES AND EMAILS SHOULD BE SENT TO REBECCA@BAYLEYGROUP.COM

For questions or assistance, please contact Rebecca Darling at 519-263-6001 or rebecca@bayleygroup.com