



CAS
2023
ANNUAL MEETING
JUNE 9-12
QUÉBEC CITY



EXHIBITOR MANUAL

The **Canadian Anesthesiologists' Society** is proud to host the CAS 2023 Annual Meeting in June.
We are pleased to welcome you as an Exhibitor!

LOCATION: Québec City Convention Centre, 1000 boul. René-Lévesque Est, Québec, QC G1R 5T8 | [Website](#)



HOST HOTEL: Hilton Québec [Hotel Website](#)

1100 René-Lévesque Est, Québec, QC

Meeting Rate:

\$272 - City/Parliament View / \$295 - Old Québec/River View

Online Reservations - [Click Here](#) Phone: +1 418-647-2411

Reserve by May 5, 2023

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 CAS Annual Meeting, nor have they been authorized to book hotel rooms on our behalf. We recommend booking directly with the hotel.

TRAVEL DISCOUNT CODES

WestJet

[Book Online](#)

Convention Discount Code: **7R5F8ZO**

VIA Rail Canada

[Book Online](#)

Convention Discount Code: **14363**

EXHIBIT HALL HOURS (subject to change)

MOVE-IN FRIDAY, JUNE 9 - 12:00 noon - 5:00 pm

Move-in must be complete by 5:00 pm in time for the Exhibitor

Reception at 5:30 pm.

Exhibitor Reception Friday, June 9 - 5:30 pm - 6:30 pm

Saturday, June 10 - 10:00 am - 4:00 pm

Sunday, June 11 - 10:00 am - 3:00 pm

TEAR-DOWN TO FOLLOW SUNDAY at 3:00 pm

INCLUDED IN YOUR 10 x 10 BOOTH

- 10 x 10 pipe and drape booth (8' high background and 3' high side dividers in flame retardant black drapes).
- One (1) 6' black skirted table (3 sides), two (2) side chairs in grey fabric and one (1) wastebasket.
- Wi-Fi is INCLUDED, hard-wired internet needs to be ordered through the QCCC online order through Encore.
- Non-carpeted rubber flooring - carpets can be rented through show services (carpet is optional, not mandatory).
- Two Exhibitor Badges* (per 10 x 10 Exhibit space). **Please complete the form on page 2** to add your exhibitor names.
 - ***Additional Exhibitor Badges can be purchased for \$200 plus tax each.**
 - Exhibitor Badges Include: Welcome Reception, Breaks and Lunch on Saturday and Sunday, no access to sessions.
 - All Exhibitor Badges will be picked up at the Exhibitor Registration Desk onsite.

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.

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



EXHIBITOR MANUAL

ADDITIONAL SERVICES - NOT INCLUDED IN YOUR BOOTH

Furniture / Show Services - [Online Ordering HERE](#)

Additional electrical, booth cleaning, sign hanging can be ordered through QCCC. Order before May 26 at 4:00 pm

to receive a 20% discount - [Online Ordering HERE](#)

Food Sampling at your booth must be pre-approved by QCCC. Please refer to the [QCCC Guidelines document](#).

EXHIBITOR MOVE-IN & MOVE OUT

Full QCCC Guidelines & Restrictions [HERE](#)

Exhibit Location: 400A Level

Move-In: Friday, June 9, 12:00 noon - 5:00 pm (Exhibitor Reception in the Exhibit Hall at 5:30 pm - 6:30 pm)

Move Out: Sunday, June 11, 3:00 pm

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

Materials Handling: Exhibitors can order material handling service through GES. For materials handling, visit [HERE](#).

SHIPMENT TO EXHIBIT SITE

DIRECT: Shipments must arrive on Friday, June 9, 2023. See shipping information [HERE](#).

ADVANCE: QCCC does not have storage. Exhibitors who wish to ship their booth materials/equipment in advance must ship to GES. See advance shipping information [HERE](#).

Delivery of Exhibit Material in your Car: Use QCCC loading dock, Level 4, 855 rue Jean-Jacques-Bertrand.

Hand Carry Items: Exhibitors can bring their own items (one single handcarry trip) during exhibitor set-up time only.

- No 4-wheel dollies and no multiple handcarry trips are allowed in the Main Hall or Main Entrance for security reasons.
- A single handcarry trip is allowed at the Main Hall (1000- René-Lévesque) (e.g.: a 2-wheel popup display case directly from your hotel, a light box or a roll-up case on your shoulder).
- The Greeting Staff at the entrance desk cannot be used as storage keepers or handlers.

Parking: The Convention Centre is located near several underground parkades: Place Québec (off Saint-Joachim street), Complex Marie-Guyart, Place Haute-Ville under the Delta Hotel, and Stationnement D'Youville (off Place D'Youville).

All parking areas are connected to the Convention Centre by indoor walkways and are open 24 hours, 7 days a week.

No parking is allowed at any time on Promenade Desjardins, which is a private driveway shared by the Convention Centre and the Hilton Québec hotel.

PLEASE PROVIDE THE INFORMATION BELOW to lori@bayleygroup.com NO LATER THAN MAY 29, 2023.

EXHIBITOR BADGES - Upon arrival, exhibitors must check in at the Exhibit Registration Desk in the Exhibit Hall to collect their badge and exhibitor information. Badges will not be mailed in advance.

If you have booked a 10 x 10 booth, please add your two (2) exhibitor names below:

	COMPANY NAME	EXHIBITOR NAME	EMAIL ADDRESS
1.	_____	_____	_____
2.	_____	_____	_____

If you have booked a 10 x 20 booth (or wish to purchase additional badges), please add your two (2) additional exhibitor names below:

3.	_____	_____	_____
4.	_____	_____	_____

Additional Exhibitor Badges can be purchased for \$200 plus tax each.