

GENERAL EVENT INFORMATION

MOVE-IN DATE & TIME:

Thursday, October 3, 2019
12:00 p.m. - 6:00 p.m.
Friday, October 4, 2019
6:30 - 8:30 a.m. (Hand-carry only)

EXHIBITING DATES & TIME:

Friday, October 4, 2019
9:00 a.m. - 5:00 p.m.
Evening reception 5:00 – 6:00 p.m.
Saturday, October 5, 2019
9:00 a.m. - 4:00 p.m.

EXHIBIT HALL SCHEDULE

Please refer to the conference program for session times, coffee and lunch breaks to assist you in your staff scheduling.
Booths must be staffed at all times during show hours.

MOVE-OUT DATE & TIME:

Saturday, October 5, 2019
4:00 p.m. to 6:00 p.m.

LOCATION:

INTERNATIONAL CENTRE - HALL 5
6900 Airport Road
Mississauga, ON L4V 1E8
Phone: 905 677-6131
www.internationalcentre.com

EVENT PRODUCER:

MACGREGOR COMMUNICATIONS
110 Cochrane Drive, Unit 1
Markham, Ontario, L3R 9S1
TOLL FREE: 888-443-6786
FAX: 905-479-1364

EVENT PERSONNEL:

JENNIFER HIETT
Operations Coordinator

289-789-2253
jhiett@macgregorcom.com

LEE BAKER
Event Director

289-789-2241
lbaker@macgregorcom.com

BOOTH INCLUDES:

Booths are set with an 8' high back-wall drape and a 3' high side-wall drape (excluding island pavilions).

FREE MATERIAL HANDLING The cost for unloading, spotting and loading exhibit materials is included in the booth space cost. All incoming shipments must have a Bill of Lading or delivery receipt of the number of pieces and weight. Exhibitors that need special handling requirements are requested to contact Freeman Decorating.

THE EXHIBIT HALL IS NOT CARPETED. If you haven't ordered the **Booth PLUS Package**, please do not forget to order your carpet, tables, chairs and electrical for your booth space, as these arrangements are the responsibility of the exhibitor. You may order carpet, furniture and other decorating items from Freeman Decorating or from a supplier of your choice. Electrical can be ordered from Show Tech.

- OR -

PANEL DISPLAY INCLUDES:

4' draped table (30" high), chair,
Panel (3' x 8' high), company I.D. sign
Carpet
You have room for a 28" x 44" poster.

Electrical is not included.
To order power, please call
Showtech at 905-283-0550



FREE MATERIAL HANDLING The cost for unloading, spotting and loading exhibit materials is included in the booth space cost. All incoming shipments must have a Bill of Lading or delivery receipt of the number of pieces and weight.

ORDER EARLY AND SAVE MONEY!

In the event business, all suppliers charge a premium for on-site orders. When you order at the event it is necessary for our suppliers to go back to their warehouse and prepare the order. Ordering early will save you time and money.

All due dates on the **Deadline Checklist** reflect discounted price deadlines. Please take note of these deadline dates as ordering on-site can add at least 20% to your overall costs.

SHIPPING

No shipments will be received prior to NOON on Thursday, October 3, 2019. If your shipper cannot guarantee the time and date of your shipment, you can use the Advanced Warehousing services of Lange Transportation.

N.B. – Some couriers do not pick up on weekends. Lange transportation also has After Show Warehouse Services. Please see the *SHIPPING & CUSTOMS FORMS* section of the [online Exhibitor Kit](#) for all forms and information.

MARKETING

We have several ways to maximize your investment before, during and after the show.

Don't forget your directory listing:

If you haven't done so already get listed on VET 2019's web site and official on-site Event Guide FREE of CHARGE. [Click here](#) to change/update your listing. (maximum 500 characters)

Want MORE Exposure? There are still some affordable sponsorships available that can put your business in the spotlight, enhance your presence and put you ahead of the competition. [Email](#) or call Lee Baker for a quote 289-789-2241.

ORDER YOUR LEAD RETRIEVAL

Use this technology to collect Attendee information. You'll be able to follow-up with them immediately after the conference.

<https://reg.unityeventsolutions.com/lr/ps?e=VETTOR2019>

CLEANING SERVICES:

It is the Exhibitors responsibility to order cleaning services for interior booth cleaning. See online exhibitor kit for cleaning order form. VET will provide cleaning for aisles, meeting rooms and common areas.

If you have empty boxes in your booth, please notify the VET staff at the Information Booth for recycling.

DECORATOR & DISPLAYS:

Veterinary Education Today and Freeman Decorating are offering a **Booth Special**. This rental package costs only \$1400.00 and includes installation and dismantling by Freeman Decorating. Your booth is ready before you arrive with no labour or trucking costs, and includes panels, carpet, company ID sign, draped table and chairs. See online kit for details.

Freeman Decorating is the official decorator for Veterinary Education Today. Freeman Decorating services include: furniture rental, carpet, drapes, signage, labour, plants and floral, plus design and set up of custom rental displays.

ENTRY TO THE EVENT:

Attendees must register before entering the exhibit floor.

Event Management reserves the right to refuse admission to the event to any visitor, exhibitor, or contractor who, in the opinion of Event Management, is unfit, intoxicated, or in any way creating a disruption to the event.

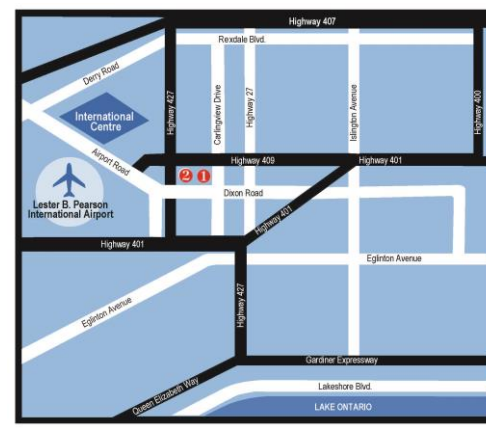
EXHIBITOR BADGES:

Please make sure to pre-register your booth staff prior to the show by clicking [HERE](#). **Please note that unique emails are required for each individual registration.** Badges will be available for pick-up at the Registration Counter during move-in and throughout the event. There are no restrictions to the number of exhibitor badges available per company.

For security reasons, you will be required to wear your exhibitor badge in a prominent location when entering the exhibit floor. Event Management reserves the right to control entry into the lecture rooms. Exhibitors will be admitted only if space is available.

No exhibitor is allowed to attend the Industry Sponsored Symposia sessions unless they are members of the sponsoring company or have permission from the sponsor.

HOTELS AND TRAVEL:



Reserve your room rates

1. Westin Bristol Place - \$169.00 - **BEFORE Friday, September 9th, 2019**
2. Holiday Inn - \$159.99 - **BEFORE Wednesday, September 4th, 2019**

For information on booking your hotel room and on **discounts to fly WestJet to this conference**, please click [HERE](#).

SHUTTLE SERVICE:

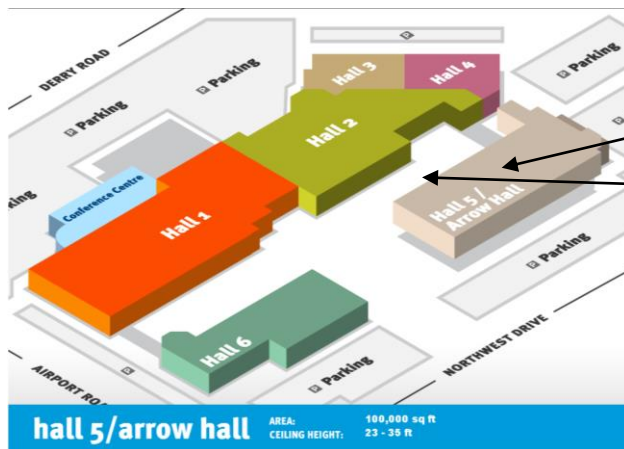
Complimentary Shuttle service will be provided between the International Centre and the above hotels at approximately half hour intervals. Schedule to be confirmed.

SECURITY:

Security will be provided throughout the event. It is your responsibility to exercise caution and to safeguard your property and belongings. For security reasons, no large equipment may be removed from the exhibit floor without Event Management authorization. Laptops and small items of value should be removed at the end of each exhibit day.

PARKING:

Parking is **FREE** at the International Centre. Enter via Airport Road at the south entrance and follow the signs to Hall 5.



Hall 5

Loading:
Drive-In Door 74
Man Door 73
Loading Dock 72 and
Extra Exhibitor Parking

INTERNET:

Basic Wi-Fi is available to exhibitors at no charge, only to be used for low bandwidth personal use such as checking email. For high bandwidth use such as streaming content you must order additional access with the *Internet & Telecommunications* order form listed under *Other Forms* in the Online Exhibitor Kit.

INSURANCE:

Neither Event Management nor the building owners will accept responsibility for injury to persons, loss of or damage to products, exhibits, equipment, or decorations, by fire, accident, theft or any other cause while in the building or on the grounds. Laptops and small items of value should be removed at the end of each exhibit day.

Exhibitors must have adequate insurance for their own personnel, exhibits, and materials against all such hazards.

Exhibitorinsurance.com is the leading Exhibitor Insurance provider, offering “all risks” coverage with high limits and low premiums to thousands of exhibitors across Canada. In order to protect yourself, we strongly recommend contacting your insurance provider and adding Macgregor Communications as additional insured on your exhibit policy. Please note while exhibitorinsurance.com is the preferred insurer of VET, you are entitled to use your own insurance company. Please refer to the Insurance Requirement form located in the [Online Exhibitor Kit](#).



**Veterinary
Education Today
Conference &
Medical Exposition**

October 3 - 5, 2019
International Centre - Hall 5
Toronto, ON

MOVE-IN / MOVE-OUT INFORMATION

MOVE-IN DATE & TIME:

Thursday, October 3, 2019

12:00 PM TO 6:00 PM

FRIDAY, OCTOBER 4, 2019

6:30 AM TO 8:30 AM (Hand-carry only)

SHOW MANAGEMENT PAYS ALL MATERIAL HANDLING COSTS.

The International Centre will not accept shipments arriving before Thursday, October 3, 2019 at noon. Early shipments will be refused.

Exhibitors may begin erecting displays any time after 12:00 pm on Thursday, October 3, 2019 - access to Hall 5 ends at 6:00 pm. You are welcome to stay as long as you arrive before 6:00 pm – at that time all doors will be locked.

All persons, articles, exhibits, displays and property of any kind and description shall be moved into and out of the building only at and through those entrances and exits outlined below.

Drive In Door 74

Man Door 73

Loading Dock 72

All persons, articles, exhibits, displays and property of any kind and description shall be moved into and out of the building only at and through those entrances and exits designated by the International Centre. Exhibitors should bring their own tools, ladders, and other required items to assemble their exhibits.

Please write your booth number and company name on all packages. Number all boxes "BOX # ___ of ___". When unpacked, leave your empty crates (with permanent storage stickers filled out) in the aisle. Freeman Decorating will move your empty crates to the designated storage area late Thursday evening. Storage stickers will be available at the event from Freeman Decorating.



Veterinary
Education Today
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Medical Exposition

October 3 - 5, 2019
International Centre - Hall 5
Toronto, ON

MOVE-OUT DATE & TIME:

SATURDAY, OCTOBER 5, 2019

4:00 PM TO 6:00 PM

VET PAYS ALL MATERIAL HANDLING COSTS.

Exhibitors may begin dismantling displays at 4:00 pm on Saturday, October 5, 2019. **No earlier dismantling is permitted as a courtesy to your fellow participants.** The aisles must be clear of all freight until the carpet is pulled up. Handcarts and forklifts will not be available until the event officially closes and the aisle carpeting is removed.

Exhibitors should remove small cartons and open cases of products from the building immediately after the close of the event. While Event Management will take all reasonable security measures to safeguard small items, immediate removal of such items will minimize the possibility of loss from pilferage.

At the close of the event, if exhibitors fail to pick-up or couriers refuse shipments, Event Management reserves the right to reroute such shipments where no disposition is provided. **Lange Transportation & Storage will remove any freight left on the exhibit floor after 6:00 pm on Saturday, October 5th into the Lange warehouse storage at the exhibitors' expense.** These exhibits will only be returned upon receipt of full payment for storage charges, including time, labour and rental space.

A representative from the exhibiting company should remain with the booth until the service contractor has picked up all goods and merchandise. Boxes, crates, signs or merchandise, especially paper brochures, being returned to the Exhibitor must be clearly marked so that they are not mistaken for garbage. At the end of move-out, all miscellaneous unmarked goods not in crates risk being disposed.

**Please ensure that your freight company will pick up the materials on
SATURDAY, OCTOBER 5, 2019, AFTER 4:00 PM.**

**PLEASE NOTE THAT COURIERS DO NOT
PICK UP ON SATURDAYS.**

**If using a courier or shipper unavailable on Saturdays, please
arrange for post-show warehousing
(see online exhibitor kit under shipping)**



**Veterinary
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October 3 - 5, 2019
International Centre - Hall 5
Toronto, ON

RULES & REGULATIONS

PAYMENT OF ACCOUNT:

Full and final payment for exhibit space is required before confirming assigned exhibit space. Event Management reserves the right to refuse entry to any exhibitor whose account is not paid in full.

BOOTH & DISPLAY INSTALLATION AND SET- UP:

Exhibitors are reminded that they may set up their own exhibits. The exclusive electrical contractor must do all permanent electrical connections. If an Exhibitor requires additional assistance in the movement and installation of his/her display, he/she should contact and use the services of a professional display company. Exhibitors are assured of meeting the above requirements by employing the services of the official show service contractor, Freeman Decorating.

BOOTH HEIGHT RESTRICTIONS:

Any booth that does not occupy an entire island or is not a perimeter booth cannot exceed the eight-foot height restriction. This is a standard courtesy to your fellow exhibitors. Please see the "Guidelines for Display Rules and Regulations."

BOOTH REGULATIONS:

All exhibits must be freestanding and self-supporting. Event Management reserves the right to refuse entry or to have removed at the Exhibitor's expense any display, which is not in accordance with these rules and regulations. If any doubt exists, the exhibitor must provide details and have such exhibits approved by Event Management prior to move-in.

Exhibits must not hinder or obstruct any fire equipment, emergency exits, display signage, windows or doors. Exhibits may only be installed in the designated licensed area as indicated on the floor plan.

Management may require Exhibitors to make such alterations to their displays as it deems necessary to the proper conduct of the event and, on failure to comply, may order the immediate removal of the entire exhibit without compensation and at the Exhibitor's expense.

CARE OF BUILDING:

Painting, nailing or drilling of floors, walls, ceilings or any part of the building is not acceptable. Exhibitors cannot attach signs or other articles to ceilings, walls, pipes or electrical fixtures. Attachment of any type to the walls or flooring is not permitted. Charges will apply for all tape damage and/or adhesive removal.



DESIGNATED ENTRANCES:

All persons, articles, exhibits, displays and property of any kind and description shall be moved into and out of the building only through those entrances and exits the Event Management and the International Centre have designated. Only hand carried items may be transported through any glass door of the facility.

EXHIBITING OFF-SITE:

No advertising, promotional, or demonstrative materials are permitted on trailers, trucks, corridors or any display devices on International Centre property or official hotel lobbies.

FIRE SAFETY REGULATIONS:

Please read the [“Exhibit Fire Prevention”](#) notice provided by the International Centre. The International Centre is equipped with sophisticated fire protection equipment including: automatic sprinklers, smoke and heat detection, fire alarm and voice communication systems. Upon arrival, familiarize yourself with the building, particularly as to the nearest exit, manual pull station and fire extinguisher.

If you see fire activate the nearest fire alarm manual pull station and leave the fire area closing all doors behind you. Do not attempt to fight a fire unless it is small enough to extinguish with one of the portable extinguishers located throughout the building. There are no fire hoses provided for use by occupants.

INDEMNITY AND HOLD HARMLESS AGREEMENT:

The Exhibitor will be liable for and will indemnify and hold harmless Management for any loss or damage whatsoever suffered by Management as a result of any loss or damages whatsoever occurring to or suffered by any person or company, including without limiting the generality of the foregoing Exhibitor, other exhibitors, Management, the owner of the building and their respective agents, servants and employees and members of the public attending the Show, either on the space or elsewhere if said loss or damages arose from or were in any way connected with the Exhibitor's occupancy of space.

LABOUR & TIPPING:

Exhibitors are required to abide by the prevailing labour conditions and rates effective in the exhibit hall. All employees of Event Service Contractors are adequately paid and there is no need to tip. Please report immediately to Show Management any discourtesies or attempts to imply that service will be sped up or improved by tipping.



LIMITATION OF LIABILITY:

Management reserves the right at its sole discretion to change the date or dates upon which the show is to be held and shall not be liable in damages or otherwise by reason of any such change. In addition, Management shall not be liable in damages or otherwise for failure to carry out the terms of the Agreement in whole or in part where caused directly or indirectly by or in such consequence of fire, storm, flood, war, rebellion, insurrection, riot, civil commotion, strike or by any causes whatever beyond the control of Management whether similar or dissimilar from the causes enumerated herein. In the event that the exhibit space to be used by the Exhibitor should in any way be rendered unusable, the Exhibitor shall pay for such space only for the period during which it was or could have been used as determined within the sole discretion of Management. Management will make a refund of all monies paid by the Exhibitor to Management in the event that the event is not held as proposed by Management.

MECHANICAL CONVEYANCES:

Mechanical conveyances such as electric carts, scooters or bicycles are not allowed in the aisles during the exhibit hours. The exceptions would be disabled persons visiting the show or authorized show personnel.

MOTORIZED VEHICLES:

Vehicles powered by an internal combustion engine must not contain more than one quarter (1/4) tank fuel and once in position must not be operable (e.g. battery must be disconnected). Fuel caps must be locked or taped shut. Vehicles must have drip pans underneath them and pads under all tires. Building management must grant special permission for vehicles to operate in the International Centre.

Please contact Jennifer Hiatt at 905 948-0470 ext. 2253 if a motorized vehicle is part of your exhibit.

RE-ASSIGNMENT OF EXHIBIT:

Event Management shall have the right to change, if necessary, the assignment of space to be occupied by the Exhibitor in order to create an effective exposition.

EVENT MANAGEMENT:

Event Management reserves the right to make changes, amendments and additions to the rules and regulations without notice as considered necessary for the efficient and proper conduct of the event. Interpretation of these rules and regulations shall rest with Event Management, and non-compliance of these regulations can result in ejection of the offending Exhibitor or the closing of his/her Exhibit.



SOLICITING & SAMPLES:

Only Exhibitors and Sponsors have the exclusive rights to promote or sell goods and services in this show. All other parties who attempt to make any sale solicitations without the expressed written permission of Event Management will be permanently removed from the show area.

Distribution of samples and promotional material and soliciting of business must be confined to the Exhibitor's own booth space. Such activities are not permitted in the aisles, restaurants, registration areas, hallways or other exhibits. Exhibitors wishing to enter another Exhibitor's booth may only do so if invited.

SOUND LEVELS:

Electrical and other mechanical apparatus must be muffled so that noise does not disturb other Exhibitors. In booth presentations and audio-visual aids must keep sound level to an acceptable volume for neighbouring exhibitors.

STAFFING OF EXHIBITS:

Exhibitors are required to maintain staff in their exhibits at all times during the hours of the event. We suggest you retain staff in your booth until Management has had time to clear the aisles of attendees each day at the closing of the show. Security is an added problem when booths are not manned.

STORAGE OF CRATES:

Please carefully identify every empty case, skid, crate or carton you wish returned to you by affixing and completing the storage labels. Storage labels are available from Event Management or from Freeman Decorating.

Crates will be removed from the aisles to the designated storage areas prior to the event opening and returned to the exhibit area after the closing of the show. Exhibitors are advised that storage areas are not, and cannot be, secured. Therefore, no valuable materials of any kind, products or exhibits, should be consigned to storage.

All crates, crating materials, equipment and containers must be removed from the show building and grounds on the move-out dates. **Lange Transportation & Storage will remove any freight left on the exhibit floor after 6:00 pm on Saturday, October 5, 2019 into the Lange warehouse storage at the exhibitors' expense.** These exhibits will only be returned upon receipt of full payment for storage charges, which will cover time, labour and rental space.