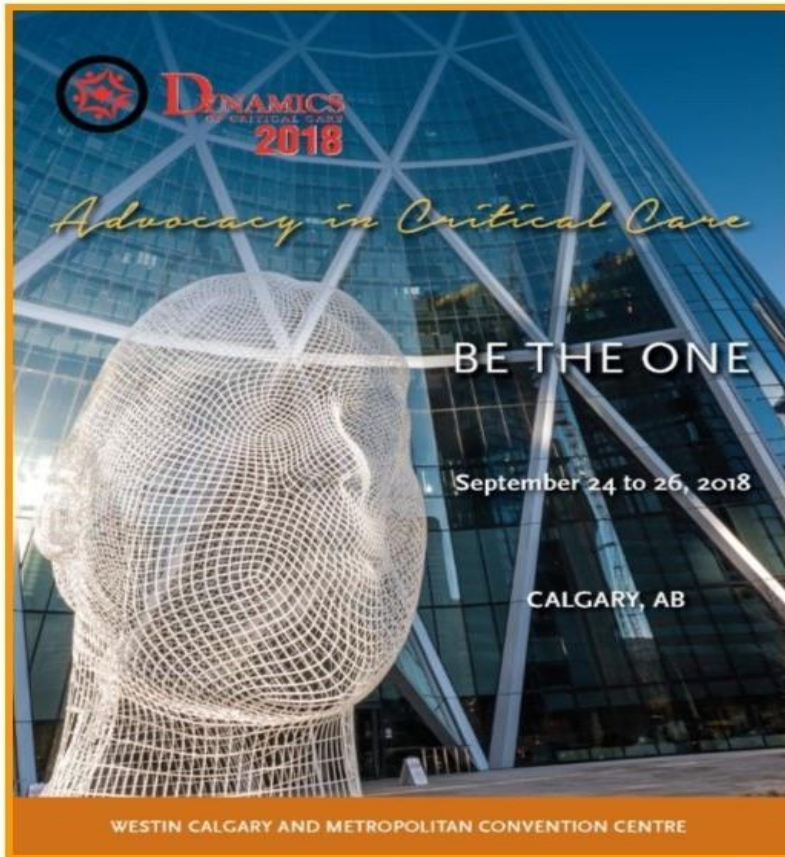


# CACCN Dynamics 2018 Exhibitor Bulletin

August 28, 2018



The Dynamics of Critical Care Conference is fast approaching.

The following information will assist you in planning your participation at the conference.

Should you have any questions, please do not hesitate to contact:

Christine Halfkenny-Zellas, COO  
CACCN National Office  
[caccn@caccn.ca](mailto:caccn@caccn.ca)

Onsite Contact # 519-709-7724  
(personal cell for C Halfkenny-Zellas)

## Set Up / Tear Down

- **Venue: Ballroom – Westin Calgary**
- **September 24:**
  - Commencing at 1000 hrs
  - Set up may commence earlier than indicated – we will notify you if that is the case
  - Booths must be fully set up by no later than 1800 hrs
- **September 26:**
  - Commencing at 1330 hrs

## Show Hours

- **September 24 – 1900 – 2100 hrs: Poster/Exhibit Reception**
  - All exhibit personnel registered for the exhibit days will receive complimentary access to the Poster/Exhibit Hall Reception, September 24 @ 1900 hours
  - Unfortunately, we cannot provide access to exhibit personnel who are not registered for the exhibit days.
- **September 25 – 0900 – 1530 hrs**
- **September 26 – 0900 – 1330 hrs**

## Registering Exhibit Personnel

**Information required by September 1, 2018:** Complete the form and return to [caccn@caccn.ca](mailto:caccn@caccn.ca): <https://www.caccn.ca/files/Dynamics2018Info/18Dyn2NameBadges.pdf>.

- Booth – 10 x 10 = 2 complimentary exhibit badges (2 booths = 4, 3 booths = 6)
- Table exhibits = 1 complimentary exhibit badge
- Additional badges = \$ 80.00 per day plus GST
- **Please advise of any medical/dietary/allergy requirements for your exhibit personnel, so we may attempt to accommodate for breaks/lunches**

## Insurance Certificate

**Information required by September 1, 2018:** Please provide your insurance certificate Insurance liability certificate showing insured for property-loss/damage and liability for injury. CACCN / Westin Calgary should be named on the certificate of insurance as additional insured, where possible.

## Lead Retrieval

- Quick and easy using your iPhone or Android device
- Save on the cost of lead retrieval **up to September 7!**
- Order Form: <https://www.caccn.ca/files/Dynamics2018Info/18DynLeadR.pdf>
- Return to [caccn@caccn.ca](mailto:caccn@caccn.ca) with payment information

## Delegate Bag Insert

- Order Form: <https://www.caccn.ca/files/Dynamics2018Info/18DynDBInsert.pdf>
- Return to [caccn@caccn.ca](mailto:caccn@caccn.ca) with payment information

## Wild West Fun Night – Social Event

- This will be the most fun you can have with your boots on!
- Plan to join us for this fabulous event – order your tickets today!!
- Order Form:  
<https://www.caccn.ca/files/Dynamics2018Info/2018VW2Social%20Ticket%20Order%20Form.pdf>
- Return to [caccn@caccn.ca](mailto:caccn@caccn.ca) with payment information

## Show Design

- Show package: <https://www.caccn.ca/files/2018EXGESKit2.pdf>
- Online Ordering: <https://e.ges.com/CA-00052488>

## Audio Visual / Additional Electrical

- PSAV: <https://www.caccn.ca/files/2018EXWestinElecAVForm.pdf>
- Return form to M Norrish - mnorrish@Psav.com

## Shipping Information

**There are a variety of shipping options available, however the most stress-free option is to book your shipping through Global Exposition Services (GES).**

### Options for Shipping:

#### 1. Use GES Advanced Warehouse & GES Material Handling:

- a. Ship it to the GES warehouse
- b. Order material handling services
- c. GES will take care of getting the items to the Westin and your booth

#### 2. Direct to Venue shipping & GES Material Handling:

- a. Westin Shipping Label is for direct to venue shipments.
- b. Exhibitors will need to ensure the dock restrictions are taken into consideration
- c. Exhibitors will need to order GES Material Handling to ensure the items get to the booth

#### 3. GES Material Handling Only – shipping with a different carrier:

- a. Exhibitors are only using GES material handling services (and shipping with another carrier), use the GES Direct Venue shipping label which states “C/O GES...” in the address line.

#### 4. All GES Forms: <https://www.caccn.ca/files/2018EXGESKit2.pdf>

#### 5. Shipping Direct / Managing Own Material Handling:

- a. Use the Westin Direct to Venue Shipping Label
- b. Be sure to read the Westin dock restriction information
- c. Storage at the Westin is very limited!
- d. **Westin Shipping:** <https://www.caccn.ca/files/18DynWestinShipping.pdf>

#### 6. Material Handling: If material handling is not ordered through GES, the exhibitor is responsible for moving materials to the booth

*We look forward to welcoming you to  
Dynamics 2018!*