

Exhibitor Private Activities: Hospitality, Dine and Learn, Other

Notification of all private activities including hospitality rooms, cocktail events, dine and learn events and any other events offered by exhibitors outside of the official conference program must be provided to CACCN National Office prior to arrangement. Information regarding the date, time, event and venue is required. **To avoid conflicts with the official program, private activities may only be scheduled during the following days and times:**

- ⇒ Sunday, September 23 all day
- ⇒ Monday, September 24 between 4:30 pm and 6:30 pm
 - ⇒ **must not conflict with the Exhibit / Poster Reception**
- ⇒ Tuesday, September 25 between 4:30 pm and 6:30 pm
 - ⇒ **must not conflict with the conference social activity in the evening**

The deadline for providing notification to CACCN is August 1

CACCN will not be responsible for the arrangements or notification required for the private function, including arranging meeting rooms, catering, rental fees, issuing invitations, etc. NOTE: Exhibitors may not provide continuing learning hours for the private event if held on Monday/Tuesday. Exhibitors may purchase email notifications to delegates.

Exhibitor Private Activities Invitations or Visit Our Booth Invitations

CACCN does not provide delegate lists to exhibitors due to our privacy policy. Invitations for exhibitor private activities or visit our booth invitations may be completed through our National Office. The invitation will be sent via email upon receipt of the following information “print ready” (word document preferred, or PDF) information:

- ⇒ *Private Activities* invitations must include: exhibitor logo, event information, event description, date, time, place, contact information for RSVP and/or questions.
- ⇒ *Visit Our Booth* invitations must include: Exhibitor logo and booth number

Rates for email invitations:

- ⇒ One email notification @ \$ 60 plus GST
- ⇒ Two email notifications @ 100 plus GST (save \$ 20)
- ⇒ Three email notifications @ \$ 150 plus GST (save \$30)

National Office at caccn@caccn.ca and the exhibitor will determine the email schedule for the notifications. CACCN will not manage RSVPs for exhibitors.