

# ATLANTIC PROVINCES VETERINARY CONFERENCE 2020

## EXHIBITORS' PROSPECTUS

LOCATION - DATE	MATERIAL HANDLING
<p>Halifax Marriott Harbourfront Hotel 1919 Upper Water St. Halifax NS B3J 3J5 tel 1 800 943 6760 902 420 1700 fax 902 428 7850</p> <p>(For Reference Only, do not ship to this location)</p> <p>April 24-26, 2020</p> <p>(Exhibits April 24 &amp; 25 Only)</p>	<p>Exhibit materials should be shipped to either the Advanced Warehouse, up to one month in advance of the event, or directly to the conference hotel if scheduled to arrive during the defined set up times noted, and after being prearranged with Global Convention Services.</p>
EXHIBIT MOVE IN / OUT	HOTEL ACCOMMODATION
<p><b>Exhibit Move in / Set Up Time:</b> Thurs. - Apr 23, After 10:00 am</p> <p><b>Exhibit Move out / Take Down Time:</b> Sat. - Apr 25, After 6:00 pm</p>	<p>APVC room rate \$180.00 (single or double)</p> <p><b>Rooms are blocked for Apr. 23<sup>rd</sup>, 24<sup>th</sup> and 25<sup>th</sup>, under APVC, until 15 days prior to the convention.</b> Cut-off date for room rate is Mar 30<sup>th</sup> Reservations shall be held until 6:00 pm on the stated date of arrival unless guaranteed for late arrival.</p> <p>Check-in time is 3:00 pm. While every effort is made to accommodate guests arriving before the check-in time, rooms may not be immediately available.</p> <p>Check-out time is 11:00 am. Requests to retain rooms beyond that hour should be directed to the front office manager.</p> <p>Registered hotel guests pay \$25.00 per overnight for parking at hotel. Alternative parking is available at Casino Parkade and Purdy's Wharf, attached to the Marriott.</p> <p><b>NOTE:</b> The hotel has a minimum required guest room pickup. If the minimum room pickup is not achieved the conference will be charged for the full rental cost of the meeting rooms. Please plan to stay at the Marriott Hotel, and when reserving indicate you are part of the APVC convention. APVC reservation code is "vetveta" for on-line reservations.</p> <p>Hotel Halifax downtown is recognized as the alternative hotel.</p>
OFFICIAL CONVENTION COMPANY	
<p>The Marriott Hotel maintains minimum storage space, therefore exhibits should arrive <b>during exhibit move in time only and be scheduled for pick up during exhibit move out time only.</b></p> <p><b>Global Convention Services</b> is recognized as the official show company and may assist with set-up and take-down.</p> <p>Contact: Marina Gauthier Phone: (902) 425-1400 Fax: (902) 422-4129 email: mgauthier@globalconvention.ca</p> <p><b>Exhibitor Kit, found on the APVC website, must be completed</b></p>	

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## EXHIBIT SCHEDULE

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Friday 9:45 am - 6:30 pm  
Saturday 9:45 am - 6:00 pm

(Exhibitor pre-show meeting Thurs Apr 23<sup>rd</sup> at 5:00 pm in the exhibit hall, please have a representative attend, Exhibitor reception to follow in Sable Room 6:00 - 7:00 pm)

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## LUNCHES

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Lunch will be served in the Exhibit Area.

Friday (Exhibits) 11:45 pm - 1:30 pm  
Saturday (Exhibits) 11:45 pm - 1:30 pm  
Sunday (Halifax Blrm) 12:00 pm - 1:30 pm

Exhibitor lunches will be served 11:20 - 11:45 am in the exhibit area Friday and Saturday

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## REFRESHMENT BREAKS

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Friday (Exhibit area)	9:45 am - 10:45 am 2:45 pm - 3:45 pm 5:00 pm - 6:30 pm
Saturday (Exhibit area)	9:45 am - 10:45 am 2:45 pm - 3:45 pm 5:00 pm - 6:00 pm
Sunday (Foyer)	10:00 am - 10:30 am

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## DRAW PRIZES

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On behalf of the exhibitors, prizes of value will be purchased by the conference committee. Prizes will be drawn for on Friday and Saturday during the lunch breaks, as well as during the evening receptions at 5:45 pm in the exhibit area, and on Sunday at 2:30 pm in the conference hall. Only those registrants present at the time will be eligible.

Those wishing to have individual booth draws may do so, an APVC committee member will provide a form and collect the list of winners on Saturday afternoon. **Booth draw winners will be announced at the Saturday evening reception and it will be the responsibility of the exhibitor to distribute prizes.**

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## PROMOTIONAL & EXHIBIT AIDS

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### Promotional Materials:

- i. Unless previously authorized in writing nothing shall be posted on, nailed or otherwise attached to columns, walls, floors or other parts of the building or furniture. Distribution of gummed promotional stickers or labels is prohibited. Anything in connection therewith necessary or proper for the protection of the building and equipment will be charged at the expense of the convening organization and/or distributing exhibitor/delegate.
- ii. Requests to place promotional materials, signage, etc. in the main lobby area should be directed to the APVC committee.
- iii. Communication of the requirements noted above for the conference delegates and/or exhibitors is the responsibility of the conference coordinator.
- iv. The Marriott Hotel is not responsible for the loss or damage to any samples, displays, properties or personal effects brought to the Marriott Hotel for the purpose of your functions, except where the Marriott Hotel is directly involved.

### Booth Aids:

May be attained from a number of decorating companies in the area or contact Global Convention Services (902) 425 1400, or order from the Exhibitor kit downloaded from the APVC site and a required part of exhibitor registration.

### Pipe and Drape:

Each booth will be provided with pipe and drape as part of the registration fee.

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## EXHIBIT ENTITLEMENT / FEES

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Base price of an exhibit space \$2000  
**Exhibit space dimensions  
(10' wide x 8' deep)**  
Tradeshow Lead Retrieval App \$150

Exhibit accessories provided per booth space  
1 Table - 6 ft, 2 Chairs  
1 Electrical Outlet (110)

(Additional electrical capacity can be ordered as part  
of the Exhibitor Kit Completion)

Pipe and Drape covers back drop to 8ft  
and booth sides to 3ft high.

Additional furnishings can be ordered on site  
if needed.

Please contact Frankie Mason of Freeman  
Decorating (902) 428-7808 prior to the event  
if additional AV services are required.

**Please ensure that flooring, promotional  
materials etc., do not extend outside your  
allotted exhibit space depth of 8 ft or  
beyond the width of 10 ft.**

**No construction over 42" in height is  
permitted in the front half of the booth**

All meals listed in the APVC Program will be  
included in the registration fee unless  
otherwise noted.

Base price will include registration for two (2)  
representatives. **The fee for any additional  
representatives will be \$150.00** each + HST,  
to be enclosed with base registration fee. **Each  
booth space is limited to 4 exhibitors**

**The attached registration form and  
accompanying fee must be sent to the  
following location.**

Dr. Courtney Sherlock  
APVC Committee on Arrangements  
P.O. Box 310 Eastern Passage, NS  
B3G 1M6  
Tel: (902) 483 2034 / Fax: (902) 463 3004  
Or email to: courtney.sherlock@apvc.ca

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## SPONSORSHIP

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Attached is a copy of the sponsorship  
program. Please respond to Dr. Courtney  
Sherlock at (902) 483-2034 before the  
indicated deadlines.

**If you are planning to both sponsor and  
exhibit please make sure you forward the  
attached registration form and fee, in order  
to reserve your exhibit space.**

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## EXHIBIT BADGES

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Exhibit area passes will be issued only to  
those Company Representatives and  
Veterinary Staff registered for the APVC.

Personal identification badges will be  
provided and must be worn at all times  
enabling representatives to enter the exhibit  
area and cannot be shared.

### **Delegate Registration:**

Foyer entry area in front of NS Ballrooms  
Fri - 7:00 am - 6:30 pm  
Sat - 7:00 am - 6:00 pm  
Sun - 7:00 am - 3:00 pm

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## EXHIBIT TAKE DOWN

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Exhibit removal is **NOT** permitted before 6:00  
pm Saturday, Apr. 13<sup>th</sup>.

Take down and shipping, as with set-up, will  
be the sole responsibility of the Exhibitor.  
**Global Convention Services** will also be  
located in the Exhibit Hall during take down

**Please respect the take-down time shown  
above, failure to do so will have an effect on  
your future acceptance to the conference  
exhibit area.**

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## APVC COMMITTEE CONTACT

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Steve Myette Tel (902) 899-1373  
fax (902) 673-3434

All Exhibitor documents are available at  
[www.apvc.ca](http://www.apvc.ca), under the "Industry" tab

**APVC 2020 EXHIBITORS REGISTRATION FORM**

<b>Company Name:</b>	
Names of Reps. Attending: <i>(This must be completed)</i>	
<b>Address:</b>	
<b>Phone:</b>	
<b>Fax:</b>	
<b>Contact Person:</b>	
<b>Email Address:</b>	
<b>Booth Registration Fee Enclosed:</b>	<input type="checkbox"/> \$2150.00 (includes lead retrieval program) x booth spaces (1 ____ or 2 ____ ) (1 <sup>st</sup> booth \$2150.00 & 2 <sup>nd</sup> booth \$2000.00) + additional reps. ____ x \$150.00 (above 2 per booth)  Subtotal: \$ _____ + 15% HST = Total: \$ _____
<input type="checkbox"/> VISA or <input type="checkbox"/> Mastercard	Card No. _____  Card Holder _____  Expiry Date _____
Cheque Payable to:	APVC

**In the case that your booth is provided at no charge as part of a Gold or Platinum sponsorship please complete this form and submit without enclosing the booth registration fee noted above unless you require additional rep badges beyond those allocated.**

Space available on a first come first serve basis, **submit by Jan 31<sup>st</sup> 2020 or risk not retaining booth space from previous year**

**Send to:** (email preferred)

► **Dr. Courtney Sherlock**  
**APVC Committee on Arrangements**  
**P.O. Box 310**  
**Eastern Passage, NS**  
**B3G 1M6**

**FAX: (902) 463 3004**  
**Email: [courtney.sherlock@apvc.ca](mailto:courtney.sherlock@apvc.ca)**  
**Tel: (902) 483 2034**