

ATLANTIC PROVINCES VETERINARY CONFERENCE 2024

EXHIBITORS' PROSPECTUS

LOCATION - DATE

Halifax Marriott Harbourfront Hotel
1919 Upper Water St.
Halifax NS B3J 3J5
Tel: 800 943 6760 / 902 420 1700
Fax: 902 428 7850

(For Reference Only, do not ship to this location)

April 19-21, 2024

(Exhibits April 19 & 20 Only)

EXHIBIT MOVE IN / OUT

Exhibit Move in / Set Up Time:

Thurs. - April 18, After 10:00 am

Exhibit Move out / Take Down Time:

Sat. - April 20, After 6:00 pm

OFFICIAL CONVENTION COMPANY

The Marriott Hotel maintains minimum storage space therefore exhibits should arrive **during exhibit move in time only and be scheduled for pick up during exhibit move out time only.**

Global Convention Services is recognized as the official show company and may assist with set-up and take-down.

Contact: Resmije Zogjani

Phone: (902) 425-1400

Fax: (902) 422-4129

email: rzogjani@globalconvention.ca

Exhibitor Kit, found on the APVC website, must be completed.

MATERIAL HANDLING

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.

HOTEL ACCOMMODATION

APVC Marriott room rate \$199.00 (single or double) **Rooms are blocked from April 17th to 22nd inclusive, under APVC, until 15 days prior to the convention.** Cut-off date for room rate is March 26th Reservations shall be held until 6:00 pm on the stated date of arrival unless guaranteed for late arrival.

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.

Check-out time is 11:00 am. Requests to retain rooms beyond that hour should be directed to the front office manager.

Registered hotel guests pay \$31.00 per overnight for parking at hotel. Alternative parking is available at Casino Parkade and Purdy's Wharf, attached to the Marriott.

NOTE: 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 stay the Marriott Hotel**, when booking indicate you are part of the APVC convention and utilize our www.apvc.ca site link to book. The Barrington Hotel Halifax is recognized as the alternative hotel.

EXHIBIT SCHEDULE

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

(Exhibitor pre-show meeting Thurs April 18th 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)

LUNCHES

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 - 1:00 pm

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

REFRESHMENT BREAKS

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

DRAW PRIZES

In support of exhibitors and delegates alike, prizes of value will be purchased by the conference committee. Prize draws will take place during Friday and Saturday evening receptions at 5:45 pm in the exhibit area, and on Sunday at 2:30 pm in the conference hall. In support of exhibit traffic, for most prizes, only those registrants present at the time of draws will be eligible.

Those exhibitors wishing to have individual booth draws may do so as well, 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.**

PROMOTIONAL & EXHIBIT AIDS

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.

EXHIBIT ENTITLEMENT / FEES

Base price of an exhibit space \$2450
**Exhibit space dimensions
(10' wide x 8' deep)**
Tradeshow Lead Retrieval App \$200

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 Cory Leach of Encore Global
(Cory.Leach@encoreglobal.com) (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 \$250.00** 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
Or email to: courtney.sherlock@apvc.ca

SPONSORSHIP

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.**

EXHIBIT BADGES

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
Friday - 7:00 am - 6:00 pm
Saturday - 7:00 am - 6:00 pm
Sunday - 7:00 am - 3:00 pm

EXHIBIT TAKE DOWN

Exhibit removal is **NOT** permitted before 6:00
pm Saturday April 20th

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.**

APVC COMMITTEE CONTACT

Steve Myette Tel (902) 899-1373

All Exhibitor documents are available at
www.apvc.ca, under the "Industry" tab.

APVC 2024 EXHIBITORS REGISTRATION FORM

Company Name:	
Names of Reps. Attending: <i>(This must be completed)</i>	
Address:	
Phone:	
Fax:	
Contact Person:	
Email Address:	
Booth Registration Fee Enclosed:	<input type="checkbox"/> \$2650.00 (includes lead retrieval program) x booth spaces (1 ___ or 2 ___) (1 st booth \$2650.00 & 2 nd booth \$2500.00) (2nd booth available to Gold level sponsors and above only) + additional reps. ___ x \$250.00 (above 2 per booth) Subtotal: \$ _____ + 15% HST = Total: \$ _____
<input type="checkbox"/> VISA or <input type="checkbox"/> Mastercard	Card No. _____ Card Holder _____ Expiry Date _____ CVC code _____
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 31st 2024 or risk not retaining booth space from previous year.**

Send to: Dr. Courtney Sherlock

APVC Committee on Arrangements

P.O. Box 310 Tel: (902) 483 2034

Eastern Passage, NS B3G 1M6

Email: courtney.sherlock@apvc.ca

(email is preferred communication)

Should it be necessary in 2024, Nova Scotia public health guidelines for Covid will be followed at all times during our conference.