Canadian Geriatrics Society (CGS)
Exhibit Information
Toronto, April 20 – 22, 2017, Chelsea Hotel
*CGS 37th Annual Scientific Meeting (ASM)*
*Integrating Care, Making an Impact*

**Exhibit Area**
The exhibit area will be located with refreshment breaks and meals to assist with increasing traffic in the exhibit booth area.

**Exhibitor Floorplan**
The CGS reserves the right to make changes to the floorplan as needed and the right to allocate booth space. Every effort will be made to accommodate your company’s request. Requests to not be located near a certain company may preclude chances of getting your top choice. Please contact events@secretariatcentral.com if you have any questions with concerns to your booth allocation.

To view the draft floorplan please click here.

**Exhibit Hours**
The exhibit hours are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Thursday, April 20</th>
<th>6:00 p.m. – 8:00 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freeman Load in</td>
<td>Thursday, April 20</td>
<td>8:00 p.m. – 9:00 p.m.</td>
</tr>
<tr>
<td>Exhibitor Load in</td>
<td>Friday, April 21</td>
<td>7:00 a.m. – 4:30 p.m.</td>
</tr>
<tr>
<td>Exhibitor Load out</td>
<td>Saturday, April 22</td>
<td>7:30 a.m. – 4:00 p.m.</td>
</tr>
<tr>
<td>Exhibitor Load out</td>
<td>Saturday, April 22</td>
<td>4:00 p.m. – 5:30 p.m.</td>
</tr>
</tbody>
</table>

**Exhibit Booth**
The CGS will supply the following with your booth:
- 1 - 10’ wide x 8’ deep booth space
- 8’ high drapery back wall, 3’ high drapery sidewalls (black)
- 1 - 6’ x 2’ skirted table (black)
- 2 - Fabric chairs
- 1 - Wastebasket
- 1 - 7” X 44” booth id sign – this is on a request basis only

**Freeman – Exhibit Services Kit** *(click here)*
For materials handling and to order additional items for your booth, please contact Freeman.

**Insurance**
Please note all sponsors and exhibitors are required to be insured for a minimum of $2 million in general liability insurance.
Registration
Registration for industry representatives includes access to the exhibit hall, meals and refreshments as provided, and access to *educational sessions. A certain number of complimentary registrations are included with your sponsor and exhibit package. Additional registration for industry representatives is $300 per person.

Dinner tickets are no longer included with sponsorship packages for representatives; however, you are welcome to attend! Please purchase tickets for each individual if your representatives are planning to attend. Tickets will not be available onsite.

To register your industry representatives, please click here.

*Industry representatives are not allowed to participate in session Q&A or be identifiable as an industry representative.

Shipping
For materials handling in advance of the conference, please contact Freeman (see above).

If shipping large materials to the hotel within 48 hours of the event please note the following receiving dock delivery instructions;

- Materials can be shipped to arrive no earlier than 48 hours prior to the event
- Receiving Dock Hours are 8AM to 4:30PM, Deliveries will ONLY be received in these hours
- Please contact the hotel in advance if deliveries will be outside the above-posted hours
- Couriers/Vendors are responsible for taking materials to their exhibit area
- The loading dock provides access to the freight elevators that will take vendors to the 2nd floor Mountbatten Salon, Windsor Room and Churchill Ballroom
- There are doorway height restriction of 6’6” from the receiving dock to the Mountbatten Ballroom, Windsor Room and Churchill Ballroom
- The height of the dock is 4 feet and does not have a ramp.
- If using the receiving dock after hours, please call the hotel switchboard at 416-595-1975 and have security paged to open the dock.
- The loading dock address is NOT the same as the hotel address.

You are required to use the shipping label here.

Questions?
For questions or further assistance please contact Andrea Smith, Conference Manager at events@secretariatcentral.com