

**Anaphylaxis in the Community: Balancing Risk with Expectations**  
**Grant MacEwan College - City Centre Campus**  
**Robbins Health Learning Centre**  
**Atrium – 2<sup>nd</sup> Floor**  
**10910-104 Avenue**  
**Edmonton, Alberta T5K 2Y9**  
**April 4<sup>th</sup>, 2009**

## **Exhibitor Guidelines and Rules**

### **Exhibit**

Each exhibit is one 8' x 10' space, including the following:

- One 6' table draped and skirted (white)table
- Two chairs
- Lunch and breaks on exhibit day

### **Exhibit Hours**

**Set up:** Friday April 3<sup>rd</sup> from 8:00 p.m. - 10:00 p.m.  
Saturday, April 4<sup>th</sup> from 7:00 a.m. - 8:00 a.m.

### **Exhibit Hall Hours**

- Registration: 8:00 a.m. - 9:00 a.m.
- Break: 10:30 a.m. - 11:00 a.m.
- Lunch: 12:00 p.m. - 1:00 p.m.
- Break: 2:30 p.m. - 3:00 p.m.

### **Dismantle**

- Saturday, April 4<sup>th</sup> from 4:30 p.m. - 5:30 p.m.

Exhibits must be set up by 8:00 a.m. on Saturday, April 4<sup>th</sup>, 2009. Exhibits must be staffed at all times during the Exhibit Hall hours. No packing of materials or dismantling of the booth will be allowed prior to closing time.

### **Registration**

One representative will receive complimentary exhibitor registration badge.

Additional representatives may register at a rate of \$65.00 each. Lunch and breaks are included with registration.

### **Badges**

Exhibitor registration badge can be picked up at the registration table located at the entrance of the Kule Health Lecture Theatre, third floor. All exhibitors must wear their badges at all time.

### **Accommodations**

Hotels located in the vicinity of Grant MacEwan College are as follows:

Coast Edmonton Plaza Hotel

10155 105 Street NW Edmonton, Alberta T5J 1E2

Reservations: 780.423.4811

[www.coasthotels.com](http://www.coasthotels.com)

Comfort Inn & Suite

10425 100<sup>th</sup> Avenue

Edmonton, Alberta T5J 0A3

Reservations: 1.888.384.6835

[www.comfortinn.com](http://www.comfortinn.com)

### **Security**

Anaphylaxis Canada shall take precautionary steps to protect the interests of the exhibitors. However, exhibitors are responsible for their display and materials. Anaphylaxis Canada and Grant MacEwan College assume no responsibility for losses or damages. Exhibitors should take precautions, including insurance, to protect their property.



## Exhibitor Guidelines and Rules (continued)

### Exhibit Space

All exhibitors must complete the application form for exhibit space. Completion of the application indicates the applicant's willingness to abide by the guidelines and rules. No subletting of exhibit booth is permitted. The exact location of exhibit space will be given day of event.

### Terms of Payment

Full payment must accompany the application form.

### Cancellation of Space

Cancellation request must be submitted in writing to Anaphylaxis Canada. Cancellation made prior to March 7, 2009 will be refunded 50% of the total exhibit fee. No refunds will be given on cancellation received after March 7, 2009.

### Selling of products

Selling of products is permitted; all exhibitors must provide Anaphylaxis Canada a list of their products for sale. Exhibitors can display products at their booth. Samples can be given out to conference delegates but food products **must be pre-packaged** and clearly labeled.

### Exhibit Material Handling

Grant MacEwan College will accept shipments for the conference from April 1 until April 3<sup>rd</sup> for a fee of \$25.00 per box. **Please inform Anaphylaxis Canada prior to shipping as we must invoice the exhibitors directly.** If delivering materials to Grant MacEwan College, please clearly label your box(es) as follows:

Shipping & Receiving

10611-105 Avenue

Edmonton, AB T5H 0K3

Each box must include your company name and contact person.

Loading docks are located at the Robbins Health Learning Centre, first entrance at the back of the RHLC on the right after you enter campus via 110th Street north. Carts will be available upon arrival.

### Facility

The conference is located at Grant MacEwan College - City Centre Campus, Robbins Health Learning Centre located on 104 Avenue between 106 Street and 111 Street in the heart of downtown Edmonton. The exhibitors are located in the Atrium, 2<sup>nd</sup> floor.

### Parking

Public parking is available around the perimeter of the City Centre Campus, with a variety of pay for time options. Robbins Underground Parkade, is located off 109 Street West side or 104 Avenue North side. The West Parkade, is located off 104 Avenue & 112 Street.



Grant MacEwan College, City Centre Campus, 10700-104 Avenue

March, 2008