


**Celebrating Innovations in Health Care Expo 2008**  
**Exhibitor Guidelines**

<b>Date:</b>	April 22, 2008
<b>Venue:</b>	Metro Toronto Convention Centre Hall C (North Building) 255 Front Street West Toronto ON M5V 2W6 <a href="http://www.mtccc.com">www.mtccc.com</a>
<b>Schedule:</b>	<ul style="list-style-type: none"> <li>• The expo opens at 9:00 AM</li> <li>• You will be required to staff your booth at these times: <ul style="list-style-type: none"> <li>○ 9:00 AM – 10:00 AM</li> <li>○ 11:00 AM – 12:30 PM</li> <li>○ 1:00 PM – 2:30 PM</li> </ul> </li> <li>• Key note address <ul style="list-style-type: none"> <li>○ April 22 at 10:00 AM</li> </ul> </li> <li>• Minister's Award Ceremony <ul style="list-style-type: none"> <li>○ April 22 at 2:30 PM</li> </ul> </li> <li>• Final event program and expo details will be available online at <a href="http://www.health.gov.on.ca/innovations">www.health.gov.on.ca/innovations</a></li> </ul>
<b>Registration:</b>	<ul style="list-style-type: none"> <li>• Registration and attendance to the Expo is free</li> </ul>
<b>Booth Dimensions/Design:</b>	<ul style="list-style-type: none"> <li>• Exhibitors will be provided with display space as follows: <ul style="list-style-type: none"> <li>○ Booth dimensions: 8 feet deep by 8 feet wide</li> <li>○ Poster board back wall 8 feet wide by 4 feet high</li> <li>○ Materials can be tacked, stapled and pinned to poster board back wall</li> <li>○ One six foot skirted table with two chairs</li> <li>○ One booth ID sign</li> </ul> </li> </ul>
<b>Set-Up Time:</b>	<ul style="list-style-type: none"> <li>• April 21 from 1:00 PM to 7:00 PM</li> <li>• Light items can be carried through the main entrance on 255 Front Street West or through the elevators in the North Building parking garage on Simcoe Street, just south of Front Street West</li> </ul>
<b>Move-Out Time:</b>	<ul style="list-style-type: none"> <li>• April 22 from 4:00 PM to 6:00 PM</li> </ul>

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<p><b>Onsite Support and Resources:</b></p>	<ul style="list-style-type: none"> <li>• An Exhibitor Support Team will be onsite to facilitate set-up and help with any special requirements</li> <li>• The MTCC Business Centre provides the following services:             <ul style="list-style-type: none"> <li>○ Photocopying</li> <li>○ Faxing</li> <li>○ Office Supplies, etc.</li> </ul> </li> <li>• Hours of Operation:             <ul style="list-style-type: none"> <li>○ April 21, 10:00 AM to 5:00 PM</li> <li>○ April 22, 9:00 AM to 5:00 PM</li> </ul> </li> </ul>
<p><b>Internet:</b></p>	<ul style="list-style-type: none"> <li>• A free Internet Café will be available on-site April 22</li> <li>• Booth Internet access is available through the Metro Toronto Convention Centre (wireless Internet access \$395, wired high speed Internet access \$795)</li> <li>• To coordinate Internet access, please contact Rebecca Crittenden at <a href="mailto:rcrittenden@strategicobjectives.com">rcrittenden@strategicobjectives.com</a> or Bina Nayak at <a href="mailto:bnayak@strategicobjectives.com">bnayak@strategicobjectives.com</a></li> </ul>
<p><b>Electricity:</b></p>	<ul style="list-style-type: none"> <li>• Booth electricity is available through exhibitor services at a cost of \$109 per outlet (To be confirmed with Steering Committee)</li> <li>• To obtain a Metro Toronto Convention Centre electricity request form, please contact Rebecca Crittenden at <a href="mailto:rcrittenden@strategicobjectives.com">rcrittenden@strategicobjectives.com</a> or Bina Nayak at <a href="mailto:bnayak@strategicobjectives.com">bnayak@strategicobjectives.com</a></li> </ul>
<p><b>Parking:</b></p>	<p>North Building Parking (255 Front Street West):</p> <ul style="list-style-type: none"> <li>• The entrance to the North Building parking garage is on Simcoe St. just south of Front St. West.</li> <li>  12 parking spaces located on Level 4A of the garage             </li> <li>• Direction map available at <a href="http://www.mtccc.com">www.mtccc.com</a></li> </ul>
<p><b>Loading Dock:</b></p>	<ul style="list-style-type: none"> <li>• The MTCC North Halls are serviced by 10 loading docks inside at the lower level</li> <li>• All vehicles requiring access to the exhibit floor must first report at the MTCC marshalling yard (24 Bathurst St.) for move-in and move-out</li> <li>• Direction map available at <a href="http://www.mtccc.com">www.mtccc.com</a></li> </ul>
<p><b>Directions/Hotels:</b></p>	<ul style="list-style-type: none"> <li>• Please visit <a href="http://www.mtccc.com">www.mtccc.com</a> for maps, hotel recommendations and other helpful information</li> </ul>
<p><b>For further assistance please contact:</b>          Celebrating Innovations in Health Care Expo Hotline at 1-866-366-7733 x 297</p>	