

ATLANTIC PROVINCES VETERINARY CONFERENCE 2012

EXHIBITORS' PROSPECTUS

LOCATION - DATE

Halifax Marriott Harbourfront Hotel
1919 Upper Water St.
Halifax NS B3J 3J5
tel 1 800 943 6760
902 421 1700
fax 902 428 7850

April 20-22, 2012

(Exhibits April 20 & 21 Only)

BOOTH STORAGE

The Marriott Hotel maintains minimum storage space, therefore exhibits should arrive **no earlier than Apr. 17, and for departure the evening of Apr. 21** or the morning of April 22.

BOOTH SET-UP

Booth Set-up shall be the responsibility of company representatives. Arrangements can be made with a show company providing this service.

Commercial companies such as Global Convention Services (902) 425-1400 may assist with set-up and take-down.

Pipe and Drape are provided for each booth at no charge. (Full size booth - 10' W x 8' D)

Booth Set Up Time:

Thurs. - Apr 19, After 10:00 am

Fri. - Apr 20, 6:00 - 9:00 am

OFFICIAL CARRIER

It will be the responsibility of each company to arrange transport of their booth and supplies to and from the conference site. Storage space at the hotel is limited so please arrange times for arrival and departure of your booth that are acceptable to the hotel, as noted previously.

HOTEL ACCOMMODATION

Marriott Hotel APVC conference rate
(902) 421 1700 \$148.00 (single or double)

Rooms are blocked for Apr. 19, 20 and 21 under APVC until 30 days prior to the convention.

Reservations shall be held until 6:00 pm 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 \$19.95 per overnight for parking at hotel, alternative parking available at Casino Parkade and Purdy,s Wharf.

NOTE: The hotel has a minimum required quest room pickup, below this number 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.

EXHIBIT SCHEDULE

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

LUNCHESES

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 between 11:20 am and 11:45 am in the exhibit area.

REFRESHMENT BREAKS

Friday (Exhibit area) 9:45 am - 10:30 am
2:45 pm - 3:30 pm
5:00 pm - 7:00 pm
Saturday (Exhibit area) 9:45 am - 10:30 am
2:45 pm - 3:30 pm
5:00 pm - 6:30 pm
Sunday (Foyer) 10:00 am - 10:30 am

DRAW PRIZES

On behalf of the exhibitors prizes of value will be purchased by the conference committee. They will be drawn for on Friday and Saturday evening at 5:45 pm in the exhibit area during the reception, and Sunday at 2:30 pm in the conference hall, only those registrants present at the time will be eligible. **Note: A list of winners of individual booth draws will be read at the Saturday evening reception.**

Therefore those wishing to have individual booth draws may do so, an APVC committee member will collect the list of winners at 5:00pm on Saturday in the exhibit hall.

PROMOTIONAL & BOOTH - AIDS

Audiovisual Services:
Halifax Marriott Hotel - (902) 421 1700

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:

These may be attained from a number of decorating companies in the area. Global Convention Services is the official company for the APVC 2012 and they may be contacted at (902) 425 1400

Pipe and Drape:

As noted earlier each booth will be provided with pipe and drape as part of the registration fee.

BOOTH ENTITLEMENT

Base price of a Booth \$1200

Booth format will be (10' wide x 8' deep)

Booth accessories provided

1 Table - 6 ft, 2 Chairs

1 Electrical Outlet (110)

Please contact Keltie Daigle at the Marriott 902 428-7822 prior to the event if electrical, AV or other services are required.

Based on availability of space and request Double Sized Booth spaces may be made available (**Maximum of 20 ft.**). Price and size will be decided on by the Committee on Arrangements if the need arises.

Please ensure that flooring, promotional materials, etc., do not extend into the walk area, surpassing the 8 ft depth allotment. 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 \$100.00** each, to be enclosed with base registration fee.

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

Dr. Ernie Prowse
APVC Committee on Arrangements
106 Maple Blvd
Truro, NS
B2N 4N3
Tel 902 899 2233
Fax 902 897-2589

SPONSORSHIP

Sponsorship opportunities are still available. Attached is a copy of the sponsorship program. Please respond to Dr. Ernie Prowse at 902 899-2233 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 PASSPORT

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

All Exhibitors must register prior to the official start of the conference. Identification badges will be provided and should be worn at all times enabling representatives to enter the exhibit area.

Registration:

Foyer entry area in front of NS Ballroom
(Coffee and snacks provided)

Fri - 6:30 am - 8:30 am

EXHIBIT TAKE DOWN

Sat and Sun - 7:30 am - 8:30 am
Exhibit removal is **NOT** permitted before 6:30 pm Saturday, Apr. 21st.

Take down and shipping, as with set-up, will be the sole responsibility of the Exhibitor.

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

APVC COMMITTEE CONTACT

Steve Myette Tel (902) 899-1373
fax (902) 897-9600


APVC 2012 EXHIBITORS REGISTRATION FORM

Company Name:	
Names of Reps. Attending: (This must be completed)	
Address:	
Phone:	
Fax:	
Contact Person:	
Email Address:	
Fee Enclosed:	<input type="checkbox"/> \$1200.00 Additional reps. ___ x \$100.00 (above 2) 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 fee noted above.

Space available on a first come first serve basis.

Send to:

 **Dr. Ernie Prowse**
APVC Committee on Arrangements
106 Maple Blvd
Truro, NS
B2N 4N3

FAX (902) 897 2589