

EXHIBIT HALL HOURS

	Date	Time
Exhibitor Move In – heavy equipment setup must be wrapped up no later than 4:30 pm	Sunday May 31 st	9:00 am – 4:00 pm
Extended Exhibitor Set Up (low noise restrictions, no heavy equipment due to Welcome Reception)	Sunday May 31 st	4:30 pm – 9:00 pm
Welcome Reception	Sunday May 31 st	5:30 pm – 7:30 pm
Exhibit Hall Open	Monday June 1 st	10:00 am – 7:00 pm
Exhibit Hall Open	Tuesday June 2 nd	9:30 am – 5:00 pm
Wine Reception	Tuesday June 2 nd	4:00 pm – 5:00 pm
Exhibitor Move Out	Tuesday June 2 nd	5:30 pm – 11:00 pm

DATES TO REMEMBER

√ - when completed		Due Date
	Exhibitor Corporate Profile for on-site program – 50 words	Immediately
	Company Logo – Hi-res jpeg (sponsors only per your agreement)	Immediately
	Onsite Program Advertisement (sponsors per your agreement or purchased only) *Please note that advertisements will be reviewed and approved by e-Health Communication	April 15 th
	Submit your Insurance Certificate as indicated in the agreement	March 31 st
	Delegate Bag Insert Sample for Approval	May 1 st
	1 Complimentary, premium give-away or promotional item to be placed in the delegate bag (Sponsors only per your agreement)	May 15 th
	Material Handling Order – GES	May 11 th
	Labour Service – GES	May 11 th

√ - when completed		Due Date
	Exhibit Rentals - GES	May 11 th
	Graphic Design & Production – GES	May 11 th
	Carpet - GES	May 11 th
	In-Booth Forklift - GES	May 11 th
	Booth Furnishings – GES	May 11 th
	Plant Rental - GES	May 11 th
	Advanced Warehousing – Events on the Move	May 15 th
	Telecommunications and Internet -MTCC	May 15 th
	MTCC Parking Passes – MTCC	May 15 th
	In Booth Food and Beverage - MTCC	May 15 th
	Booth Cleaning – MTCC	May 15 th
	Sign & Banner – Showtech	May 19 th
	Electrical Requirements - Showtech	May 19
	Lead Management Solutions – Conexsys allows you to capture complete and accurate information from each delegate visiting your booth. Click here to order and enter code EHLTO0515W.	May 22
	Computer & Audio Visual – to be confirmed	May 22