

Exhibit Booth Regulations & Policies

Introduction

In order to make the exhibition a success all exhibitors who occupy booth space agree to conform to the full rules and regulations outlined in the previously issued Sponsor and/or Exhibit Invitation as well as in this document. These rules and regulations also apply to the representatives, employees and/or guests of all exhibitors/sponsors.

If you have any questions regarding the Regulations and Policies or any other matters relating to the exhibit, please contact:

Conference Secretariat

Christy Jacobs/Shawn Cheng

Email: ehealthlogistics@mci-group.com

Phone: 416-621-2727 x 2013

Items Included in the Exhibit Space (per 10'x10' space)

The following shall be provided to the Exhibitor by e-Health:

- One 6' x 2' skirted table and 2 fabric chairs
- 8' high back wall, stepping down to 3' high side wings
- One company sign booth header panel (22 characters maximum – no logos)
- One waste basket
- Overnight security in the exhibit area for the duration of the move-in/move-out
- Daily vacuuming of aisles and general housekeeping of the exhibit common areas.
- General show lighting for all the event areas
- A company listing in the Conference Program
- Access to all Conference Plenary sessions, Lunches and Refreshment Breaks
- Access to the Welcome Reception (cash bar)
- Two Exhibit Area Only passes per 10' x 10' booth space
- Exhibitor rates for any additional conference registrations

Booth Rules & Regulations

1. Assigned exhibit/display space must be staffed at all times throughout designated show hours.
2. No background may be placed to obstruct, block or interfere with the lighting or visibility of an adjacent booth. Booth and display structures shall not exceed the given size requirements. Aisle space may not be used for exhibit purposes or for solicitation of business. Sidewalls of a single “inline” or corner booth may be no higher than 3 feet to ensure there is no obstruction of an adjacent booth.
3. Distribution of materials outside the booth is expressly forbidden.
4. Distribution of samples, etc. is permitted providing it does not interfere with an adjoining Exhibitor and is conducted in a dignified manner. Noisemakers, blinking lights or any action which, in the opinion of the Conference Management, may be a source of annoyance or danger to the health or safety of others will not be permitted. A list of samples should be submitted to the Conference Management prior to the commencements of the Conference/Exhibit.
5. All Food and Beverage Samples must be approved by the MTCC. Please send your completed form to Elizabeth Lee; elee@mtccc.com.
6. The Exhibitor shall not close or remove the exhibit until the conclusion of the entire Trade Show, unless otherwise directed by the Conference Management.
7. Prizes, drawings and contests are permitted, in accordance with Ontario lottery guidelines.
8. No signs or other articles are to be fastened to the walls, drapes, ceilings, etc. by any method whatsoever. The use of thumbtacks, scotch or double sided tape, nails, screws, bolts or any tools or material which could mark the floor or walls is strictly prohibited. Robots, or other remote control devices, should be limited only to the Exhibitor’s space. If you have any such devices that may not fit in your assigned space, please contact Conference Management prior to the trade show and we will try to accommodate your needs.
9. The Exhibitor shall be responsible for all damage to structures, furnishings, etc. which may be caused by their representatives, employees or guests. All exhibits not in accordance with booth regulations and any proposed structural changes must be forwarded to Conference Management for written approval prior to May 1, 2015.
10. The recording, either audio or video, of any event is not permitted without prior written authorization by e-Health 2015.

11. Exhibitors may not assign, sublet or apportion all or any part of the space contracted for/by them, and may not advertise or display goods or services other than those manufactured, distributed, or sold by them in the regular course of their business. Space contracted for/by an exhibitor is for the sole use of that exhibitor.
12. Exhibitors wishing to make special security arrangements for their exhibit are required, at their own expense, to utilize the services of the official security firm for this event. Please notify the Conference Management of any special requirements.
13. Only exhibitor personnel wearing official show badges may enter the exhibit hall one hour prior to the opening of the exhibition and may remain in the exhibit hall one hour after the close of the exhibition each day. If extra access is required, exhibitor personnel will need to receive prior approval from e-Health.
14. Exhibitors with a 20' x 20' exhibit space are permitted to hang signage to a maximum height range of 16' to 20' from the top of the sign and must work with the conference's Exclusive vendor Showtech Power and Lighting for rigging. Exhibitors with a smaller exhibit space must have all signage supported from below to a maximum of 16'.

Terms & Conditions:

Quality of Display

Agents, solicitors, and representatives of firms promoting commercial products in connection with the Conference will not be permitted to use rooms and space elsewhere at the Metro Toronto Convention Centre for display of their products, without the permission of the Conference Management. Advertising, solicitation and distribution of literature for commercial products will not be permitted except in the booth space assigned in the Exhibit Hall and then only with the prior written approval of the Conference Management and in accordance with such rules, regulations or conditions as the Conference Management may impose in that regard.