CLAE
LCCE

Canadian League Against Epilepsy

EXHIBITOR MANUAL

Sep. 21-23, 2018

DELTA HOTELS BY MARRIOTT
ST. JOHN'S CONFERENCE CENTRE

120 NEW GOWER STREET
ST. JOHN'S, NL, A1C 6K4

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Host Hotel

Delta Hotels by Marriott St. John's Conference Centre
120 New Gower Street St. John's, Newfoundland

CLAE Room rate*: $229.00 + tax*
This rate is available until August 20, 2018 and is based on availability. The room block will sell out so do not delay in making your travel arrangements.
https://canadianleagueagainstepilepsy.wildapricot.org/page-1816318

Exhibit Area

The exhibit area will be located in Salon A with refreshment breaks and meals to assist with increasing traffic in the exhibit booth area.

Exhibitor Floorplan

The CLAE reserves the right to make changes to the floorplan as needed and the right to allocate booth space. Every effort will be made to accommodate your company's request. Requests to not be located near a certain company may preclude chances of getting your top choice. Please contact events@secretariatcentral.com if you have any questions with concerns to your booth allocation. Click here to see the floor plan.

Exhibit Hours

The exhibit hours are as follows:

Exhibitor Load in:	Friday, September 21, 1:00 p.m. – 3:00 p.m.
Exhibit Hours:	Friday, September 21, 4:00 p.m. – 6:00 p.m.
	Saturday, September 22, 7:30 a.m. – 5:15 p.m.
	Sunday, September 23, 7:30 a.m. – 12:30 p.m.
Exhibitor Load out:	Sunday, September 23, 1:00 p.m.

Exhibit Booth

Sponsor level: Platinum, Gold, & Silver

The CLAE will supply the following with your booth:

- 1 - 10' wide x 10' deep booth space
- 8' high drapery back wall, 3' high drapery sidewalls (black)
- 1 - 6' x 2' skirted table (black)
- 2 - Fabric chairs

Exhibitor

The CLAE will supply the following with your exhibit space:

- 1 - 6' x 2' skirted table (black)
- 2 - Fabric chairs

Insurance

Please note all sponsors and exhibitors are required to be insured for a minimum of $2 million in general liability insurance.

Registration

Registration for industry representatives includes access to the exhibit hall, meals and refreshments as provided, and access to *educational sessions. A certain number of complimentary registrations are included with your sponsor and exhibit package. Additional registration for industry representatives is $600 per person.

To register your industry representatives, please click here, or contact events@secretariatcentral.com if you did not receive a code to register.

**Industry representatives are not allowed to participate in session Q&A or be identifiable as an industry representative.*

Shipping

If shipping materials to the hotel, please note the following receiving dock delivery instructions:

- Materials can be shipped to arrive no earlier than 24 hours prior to the event.
- Ship materials to the following address, including your company name for a booth reference:

  Delta Hotels by Marriott St. John's Conference Centre
  120 New Gower Street
  St. John's, NL
  A1C 6K4
  ATTN: CLAE Exhibitor Hall
  Booth Name: _____
- Please email events@secretariatcentral.com for shipping items that will arrive more than 24 hours in advance of the meeting.

Questions?

For questions or further assistance please contact Andrea Smith, Conference Manager at events@secretariatcentral.com.