

2019
CANADIAN LEAGUE AGAINST EPILEPSY

EXHIBITOR MANUAL



**THE FORT GARRY
HOTEL, SPA AND CONFERENCE CENTRE**
WINNIPEG, MANITOBA | SEPTEMBER 20 - 22, 2019



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Host Hotel

The Fort Garry Hotel, Spa and Conference Centre
222 Broadway, Winnipeg, MB

CLAE Room rate: \$169 + tax (Queen); \$189 + tax (King)

This rate is available until August 19, 2019 and is based on availability. The room block will sell out so do not delay in making your travel arrangements.

Travel discounts and further hotel details can be found [here](#).

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 view the floorplan.](#)

Exhibit Hours

The exhibit hours are as follows:

Load-in: Friday, September 20th

1:00 p.m. – 3:00 p.m. Exhibitors Load In – *must be ready for 4:00 pm*

Exhibit Hours:

Friday, September 20th, 4:00 p.m. – 6:00 p.m.

Saturday, September 21st, 7:15 a.m. – 5:15 p.m. (during scheduled meals and breaks)

Sunday, September 22nd, 7:00 a.m. – 10:45 a.m.

Load-out: Sunday September 22nd after AM break

Exhibit Booth

Sponsor level: Diamond, Platinum, and Gold

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 (white)
- 2 - Fabric chairs

Exhibitor

The CLAE will supply the following with your exhibit space:

- 1 - 6' x 2' skirted table (white)
- 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](#). 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.
- A shipping label can be found online [here](#).
- Exhibitors are responsible for shipping costs, as well as arranging for pick-up of booth materials at the end of the meeting.
- Ship materials to the following address, including your company name for a booth reference:

The Fort Garry Hotel, Spa and Conference Centre
222 Broadway
Winnipeg, Manitoba
Canada R3C 0R3
ATTN: CLAE Exhibitor Hall
Booth Name: _____

Questions?

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