



10th Congress of the International Pediatric Transplant Association

Vancouver, BC, Canada | May 4–7, 2019 | www.ipta2019.org

EXHIBITOR GUIDE

VENUE/EXHIBIT LOCATION

THE WESTIN BAYSHORE

EXHIBIT HALL: GRAND BALLROOM SALON ABC

1601 Bayshore Dr.

Vancouver, BC V6G 2V4

<http://www.westinbayshore.com>

SHOW HOURS

Move-in & set-up:

Saturday, May 4, 2019 10:00 - 16:00

Official exhibit hours:

Saturday, May 4, 2019 18:30 – 20:00

Sunday, May 5, 2019 07:30 – 19:30

Monday, May 6, 2019 07:30 – 18:00

Move-out Hours:

Monday, May 6, 2019 18:15 - 22:00

EXHIBIT SPACE

Please note that the exhibit hall has wall-to-wall carpets. A pipe and drape booth is included in the exhibition fee. The maximum building height in the Exhibit Hall is 8 feet. There are no pillars in the room. Your booth package will be installed prior to your arrival on site.

Your regular 10' deep X 10' wide booth package includes:

- 8 ft. high black pipe and drape back wall (black)
- 3ft. sidewalls (black)
- 1 header fascia sign
- 2 fabric chairs
- 6ft x 2ft table with black skirt
- 1 electrical outlet
- 1 wastebasket
- Overnight security and general aisle cleaning

N.B. These furnishings are approved by IPTA 2019 and may not be returned or exchanged for a credit, reimbursement, or for alternative furnishings.

SHIPPING INFORMATION

Please note that shipments will not be accepted if they arrive before May 3, 2019. Packages should be received during regular business hours: Monday – Friday 7:30 am – 6:30 pm, and Saturday & Sunday 7:30 am – 3:30 pm. Payment for this service must be established prior to receiving your packages. All packages will be held in the

Business Center storage until a payment method has been confirmed. **If you are planning to send a shipment, please contact Morris Chu at The Westin for direct billing arrangements (Morris.Chu@westin.com).**

The following information must be included on your **shipping label**:

Westin Bayshore Vancouver
c/o IPTA 2019 – International Pediatric Transplant Association
hotel rep: Morris Chu
group rep: Isabel Stengler
1601 Bayshore Drive
Vancouver, BC V6G 2V4 Canada
Boxes ___ of ___
Phone: 514-991-3851 (Isabel Stengler)

FOR DELIVERY TO GRAND SALON ABC ON MAY 4

Service Fees - Charges incurred shall be applied to the receiver of material, thus, applied to either an individual. These charges cover the cost of labor, processing, receiving, tracking, storing, and delivering.

The price for receiving will be based on pounds and will include storage. If storage exceeds 3 days, a \$25 per item/day storage fee will be added. The weights will be taken off the FedEx, UPS or DHL boxes. These packages do not need to be weighed at the hotel. On rare occasions, packages may come from another source without weight information. In these cases, weights will be determined by the hotel scale.

Inbound Package Handling Fees - The fees are as follows:

<i>This is the standard range of pounds to be used at all Hotels</i>	<i>Minimum fee to be applied to all incoming packages</i>
0 to 5 pounds	\$ 7.50 each
6 to 20 pounds	\$ 15.00 each
21 to 50 pounds	\$ 25.00 each
Over 50	\$ 50.00 each
Crates	\$ 75.00 each
Pallets	\$ 175.00 each

Outbound Package Handling Fees

\$ 5.00 each box

DELIVERY INFORMATION

LOADING DOCK SPECIFICATIONS, FOR DIRECT DELIVERY: All vehicles unloading at the loading dock must display the Parking Passes provided by the Banquet Department. All vehicles must be removed from the loading dock right after the equipment or deliveries have been unloaded. Under no circumstances, should any vehicle be left in the loading dock. Vehicles being left in the loading dock will be towed.

- The loading dock cannot be used to store crates, boxes or exhibit displays.
- Loading dock hours are 8:00-16:00, Monday to Friday.

- Loading dock is located on the NW corner of the hotel off Bayshore Drive. If gates are closed, there is a keypad on the "right" side of the gate as you are facing the Hotel with dialing instructions to have the gate opened from the Command Centre.
- Loading dock is located outside. Height is not an issue until entering through the Hotel doors.
- The Salon C doors are 115" height and 119" width.
- There are two lanes, one must be left open for hotel deliveries (laundry, food, etc.).
- The loading dock runs parallel to the Bayshore Grand Ballroom and access into the Ballroom is across one service corridor. There are two entrances for off-loading - one directly onto the bay, and another which is referred to as the "garage door" for hydraulic trucks off-loading at ground level.
- Exhibitors are to provide their own labor for the unloading of their trucks (unless using Levy).
- No forklift is available. Pallet jacks are available.
- Moving ramp exists to allow easy access to any truck.
- The freight elevator is located close to the loading dock to access Level 4.
- Measurements for the freight elevator is 8' high x 7'3" wide x 9" deep

NOTE: The hotel's loading dock is a busy area serving all the needs of the hotel.

If a piece of your equipment is higher than 7' and **cannot** be tilted, please advise organizers or Levy Show Services so you can make arrangements and discuss alternative routes.

INSURANCE

The exhibitor should get proper liability insurance, being solely responsible for any physical loss or damage to, or any personal injury or other liability arising from exhibit material. All exhibitor property is in the care, custody and control of the exhibitor at all times. The period of liability of the exhibitor shall be deemed to run from the time the exhibitor or any of its staff first enters the exhibitor grounds, and to continue until all his exhibits and property have been removed.

The IPTA Organizing Committee, Congress Secretariat and Exhibit Office, The Westin or its agents assume no responsibility for bodily loss of, or damage to products, booths, and equipment of decorations, due to fire, water accident, theft or any other cause while they are on the premises or in any of its outbuildings.

Exhibitors must insure themselves against property loss/damage and liability for injury. Therefore, the exhibitor will provide IPTA by March 15, 2019, with satisfactory **proof of liability insurance in the limit of \$2,000,000 each and every occurrence.**

ONLINE EXHIBITOR PROFILE – please fill out by Monday, February 18

In order for you to update your exhibitor profile, please log in to your profile using the login details provided by Jennifer Patterson. If you are not able to locate your login details please email Jennifer Patterson at Jennifer.patterson@tts.org

Please update your profile with your company contact information, logo, 50-word company/product(s) or service description

REGISTERING USING YOUR COMPLIMENTARY FULL REGISTRATION PASS – Please register by Friday, March 15

Jennifer Patterson emailed you a promo code to use in order to activate your complimentary full registration. If you are unable to locate this email please email Jennifer Patterson at Jennifer.patterson@tts.org.

ORDER FORMS

The following forms can be downloaded from the IPTA website:

- Audiovisual equipment and extra electricity (PSAV)
- Catering – please contact Morris Chu at The Westin directly - Morris.Chu@westin.com