

EnviroAnalysis – Exhibitor Information

Where is the exhibit?

Hilton Toronto Airport Hotel; 5875 Airport Road, Mississauga, Ontario L4V 1N1 [phone 905-677-9900; Fax: 905-677-5073]

Mississauga Ballroom, approx. 10,000 ft²

How many Booths?

>30 exhibitors are expected for the EnviroAnalysis exhibit May 10 – 11, 2010.

Exhibit Layout & Booth Facilities

In terms of booth location, our setup will be such that all booths are more-or-less equal. The hotel is drawing up a plan so that booth locations will form a rectangle, in the middle of which will be the morning and afternoon coffee stations and posters. There are no “bad” locations! Let us know who you wish to be beside, or who you do NOT wish to be beside.

All conference rooms are in close proximity to the exhibition room (60 seconds!).

You are supplied with a 10' (wide) x 10' (deep) booth, 6' skirted table, and 2 chairs. An 800 watt, 120 volt Quad Outlet will be provided to each booth. **If you need additional facilities, you may arrange to purchase them from Robinson Show Services by using the attached pdf order form.**

Setup & Tear-down

- Monday, May 10: setup between 10 a.m. and noon
- Tuesday, May 11: tear-down 4 p.m.

Shipping & Customs Services

The contact for our official customs broker is:

Livingston Event Logistics
1-800-665-4628

Main Viewing Periods

Monday, May 10

- 10:00 a.m. to noon; exhibit setup

- official poster/exhibit viewing period in exhibition area: 2:40 – 3:40 p.m.
1st round of draw prizes

Tuesday, May 11

- exhibit opens 9:00 a.m.

- 1st coffee 10:00 – 10:40 a.m.

- lunch: 11:40 – 1:20 p.m.

- official poster/exhibit viewing period in exhibition area: 2:40 – 3:40 p.m.; 2nd round of draw prizes; grand prize draw

- tear-down: 4:00 p.m.

½ – page Advertisement for Program Book

All exhibitors may submit an ad. for the abstract/program book (½ of a standard 8.5" x 11" sheet, portrait orientation). **I MUST HAVE YOUR COPY BY FRIDAY, APRIL 23, TO ALLOW SUFFICIENT TIME TO PRINT THE PROGRAM.** Sponsors are entitled to a full-page ad. Black & white only for all ads. NO PDF FILES! We cannot integrate pdf files with the other Word files of the program. We are using MS Word to produce a master, then will photocopy files for the program book.

Exhibitor Draws

Exhibitor draws will be held at about 3:30 p.m. (Monday) and 3:30 p.m. (Tuesday) in the exhibit area. Delegates must deposit a draw card in a box to be eligible. Monday and Tuesday cards will be combined for a special Grand Prize Draw Tuesday. The conference is purchasing a number of draw prizes, but we are also asking exhibitors to consider the donation of a prize (i.e. a GC or HPLC column from your catalogue, etc.). **Please contact me with any draw prizes you wish to contribute.** You may also conduct draws or other promotions at your booth, as you see fit.

Number of “Booth” Persons and Complimentary Registrations

All exhibitors receive two full conference registrations, and sponsors receive additional ones as requested. You may have as many additional staff at your booth as you wish – and these staff are welcomed to attend the technical program – but only the “named” staff will receive a registration package and lunch tickets Monday and Tuesday.

It is important that you fill in the names of all staff you expect to be by your booth and

especially which two staff are entitled to the complimentary registrations. We need these names by Friday, April 23 so we can send the hotel our final catering estimates and print registration badges. Send names to me by return email or fax.

Exhibits Open to the Public

To help you make the most of your time at EnviroAnalysis, we are allowing the exhibition to be open to non-registrants at no cost. However, we are not specifically promoting the exhibition, except to EnviroAnalysis delegates. By all means, let your customers know of this event, and encourage them to visit your booth.

What We Need From You NOW

- check our website to see if your logo is missing (a few have been sent to our webmaster for posting, but have not been posted at the time I prepared this message; even if you have communicated about this recently, please send your logo to ray.clement@ontario.ca
- send us your ad no later than **Friday, April 23** (MS Word or jpeg format ONLY)
- send us the names of staff who will be present, and identify which one(s) is(are) complimentary by **Friday, April 23**
- send Robinson Show Services requests for additional booth facilities
- contact Livingston Event Logistics for customs and/or shipping services (the hotel has almost no storage facilities)
- let us know if you wish to contribute exhibit draw prizes

Remember to check our web site for updates:

<http://www.enviroanalysis.ca>

