First – Time Exhibitors

We are thrilled to welcome our first-time exhibitors to the 2017 edition of HealthAchieve. As you organize your company’s debut at our show, we want to make sure that the experience is as successful for you as possible.

This Guide has been created especially for first time exhibitors like your company as a way of providing you with the basic information you will need in order to prepare for your first exhibition at HealthAchieve 2017.

Your first and most important action is to decide what your company wants to accomplish by exhibiting at HealthAchieve 2017. The following are a few objectives that you may wish to consider:

- Are you exhibiting to Generate Leads?
- Are you exhibiting to Build Awareness for your Company & Products?
- Are you exhibiting to Enter New Markets/Regions?

What is Included with your Exhibit Space?

- Exhibit space, as further defined herein, without furniture (the “Exhibit Space”).
- Initial and daily cleaning of the Exhibit Space. Such cleaning shall be limited to vacuuming, dusting, cleaning of tables and emptying of wastebaskets.
- A draped display exhibit (pipe and drape) that will consist of: back wall 8 feet high, side walls 8 feet high for 4 feet out from back wall, and side rails 3 feet high.
- Electrical outlet/s which will be provided as follows: 100 to 200 sq. ft. – 1 outlet, 201 to 400 sq. ft. – 2 outlets, 401 or more sq. ft. – 3 outlets. All electrical outlets are 800 watt, 120 volt duplex outlets.
- Five complimentary badges for Exhibitor’s personnel for each 10’ x 10’ exhibit space reserved.
- Complimentary registration for Exhibitor’s personnel to all educational sessions except for events by invitation or ticket only.
- A pre-convention and post-convention list of registered attendees in an electronic format. The list will only provide the mailing address of those convention delegates’ who agreed to the release of such information in accordance with the Personal Information Protection and Electronic Documents Act.
- Free listing on HealthAchieve’s website and a link to the Exhibitor’s website.

Exhibitor Registration

Each exhibiting company for every 10 x 10 (based on the exhibit space) will be entitled to 5 complimentary exhibit space personnel badges – for example, a 10 x 10 exhibit space would receive 5 complimentary badges. A 20 x 10 exhibit space would receive 10 complimentary badges. The badges will entitle the exhibitors to access the exhibit floor and attend all educational sessions except for the ticketed breakfasts and the luncheon on the exhibit floor. Exhibitors must register their own staff for exhibitor badges online. An email with the registration link will be sent out to all confirmed exhibitors.

To purchase additional exhibitor badges, the registration fee is $75.00 ($75.00 plus $9.75 HST = $84.75), and a maximum of 5 extra badges can be purchased. After the allotted 5 exhibitor badges at $84.75 are used, exhibitors are entitled to purchase the badge at the delegate “discounted member” rates.

The pre-registration deadline date to register for the exhibitor badges is October 20, 2017 in order to receive your badges on-site at the show.

Registration

Exhibitor badges will not be mailed to you. Be sure to pre-register for your exhibitor badges. Click on the registration link below when you are ready to start registering for your badges:

http://www.healthachieve.com/register

HealthAchieve Show Management is committed to protecting and safeguarding the privacy and security of customer and member personal information, and we do not sell or share participant contact information with anyone.
Password

Please note, before registering, you will be prompted to choose your company name and put in a password. The password is the company's postal code (no spaces) or zip code. For example, if the postal code is M8W 4H6, the password is M8W4H6. Please note that if you change your password, it changes for the entire company and not the individual's profile.

Badges can be picked up on-site at the Exhibitor Registration Desk of the Metro Toronto Convention Centre (MTCC). Registration Hours are as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
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<tbody>
<tr>
<td>November 3 (Friday)</td>
<td>2:00 p.m. to 6:00 p.m.</td>
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<tr>
<td>November 4 (Saturday)</td>
<td>8:00 a.m. to 4:00 p.m.</td>
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<tr>
<td>November 5 (Sunday)</td>
<td>8:00 a.m. to 4:00 p.m.</td>
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<tr>
<td>November 6 (Monday)</td>
<td>7:00 a.m. to 5:00 p.m.</td>
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<tr>
<td>November 7 (Tuesday)</td>
<td>7:00 a.m. to 7:00 p.m.</td>
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Hotel Information

HealthAchieve Show Management has negotiated special hotel room rates at various hotels.

Please visit [http://www.healthachieve.com/plan-your-visit/Pages/Hotel-Information.aspx](http://www.healthachieve.com/plan-your-visit/Pages/Hotel-Information.aspx) for more information.

Note: onPeak is the official housing provider for HealthAchieve 2017. Outside housing companies offering their services for hotel bookings are not endorsed by nor affiliated with HealthAchieve.

Move – In Procedures

In order to create an efficient move-in for all, the move-in time for each company has been pre-scheduled by GES, HealthAchieve’s official show services contractor. Please click here to see your colour coded move-in schedule. General move-in hours are:

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Exhibitors are responsible for having their packaging materials and crates moved to and from the designated exhibit storage area located on the exhibit floor. They have the option of doing it themselves or utilizing the services of the show services contractor for this event. All material for the exhibit storage area is to be properly labeled. Exhibitors putting their own material in storage must do so in the areas designated “Self Storage”. Self-Storage labels will be available on-site from the show services contractor.

Move-Out Procedures – Dismantling of Exhibits

November 7 (Tuesday) 3:30 p.m. to 10:00 p.m.

MTCC's "Rules and Regulations" state that Show Management is responsible for “ensuring that dismantling does not commence for at least one hour after the end of the show”. This time period is for the purpose of allowing the delegates to leave the Exhibition Hall in safety, and for the removal of all aisle carpeting. Therefore, the following policy applies to this event: Dismantling of exhibits all or in part may not start until 3:30 p.m. on Tuesday, November 7th. Early move-out will be considered in violation of HealthAchieve 2017 Rules and Regulations.

All the handling of the materials will be charged directly to the exhibitor. Please review the general move-out times carefully and alternatively you can also arrange with the official show services contractor GES to pick up your materials.

All materials must be out of MTCC by 10:00 p.m., Tuesday, November 7th, 2017. HealthAchieve 2017 reserves the right to have materials which are left on the exhibit floor after this deadline, removed from the floor at the exhibitor’s expense. If forced removal of exhibitor’s material is necessary, your materials will be removed from the floor by the show services contractor. The exhibitor will then be contacted to make arrangements for delivery or pick-up. All of the above mentioned handling of materials will be charged directly to the exhibitor.

For a detailed version of the Move-in and Move-out Guidelines, please click here.
Vehicle Marshalling Area

A marshalling yard has been established at 100/120 Cherry Street in order to facilitate move-in and move-out of events at the Metro Toronto Convention Centre. All vehicles will report first to the vehicle marshalling area. This lot is 3.8 km from the Convention Centre. To get details and view a map to this area, please click here.

Badge Procedure Regarding Move-in and Move-out

Due to security reasons, all personnel working on the show floor during the move-in, move-out and show hours are required to wear a badge. If you are an exhibitor, ensure you register prior to the event so you can print your badge on-site at the Exhibitor Registration Desk before proceeding to the exhibit floor. If you are using an Exhibitor Appointed Contractor (EAC) to install your exhibit space display, it is very important that you inform the staff from your EAC that they need to sign in at the Registration Desk and obtain a badge before proceeding on to the exhibit floor.

Social Media

Let's stay connected all year long, send us the Twitter handle for your company and we'll follow you on Twitter. And don't forget to follow us @HealthAchieve!

We have over 6,600 delegates and exhibitors following us already. Stay connected, get the latest information and conference promotions, as well as tips and tools for building the best booth.

Extend the conversation beyond the trade floor. Join our HealthAchieve community online today!

- Twitter - Real-time conversations and the most-up-date information. #HealthAchieve
- Facebook - Be a part of the HealthAchieve community.
- Linkedin - Continue learning and keep the discussion going before and after the conference.
- YouTube - Share the highlights and watch what you missed.

Exhibitor Manual

The Exhibitor Manual is available to provide you with more detailed information concerning the trade show that you will be exhibiting in.

Please click on the link below to access the online Exhibitor Manual:

Exhibitor Manual

Please do not hesitate to contact us for any further questions or inquiries.

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