Exhibitor Information

Founded in 1976, Infection Prevention and Control Canada (IPAC Canada) is a multidisciplinary organization for health professionals and others who have an interest in Infection Prevention and Control. Over 1475 members strong, IPAC Canada’s mandate is to provide expert information and education opportunities, practice guidance, and networking opportunities.

IPAC Canada 2020 Conference Overview

The annual National Education Conference provides an excellent venue for Industry to showcase their products and services to Infection Prevention and Control Professionals. The IPAC Canada conference will attract nurses, physicians, epidemiologists, medical laboratory technologists, and other healthcare professionals across the spectrum of care. We are expecting 400 attendees comprised of Infection Control Professionals and industry partners to join us in Winnipeg. This is a premier event for companies providing hand hygiene products, antiseptics and antimicrobial agents, personal protective equipment, purification systems, software and healthcare construction and renovation products.


Benefits of Exhibiting and Sponsoring

- Direct Access to IPAC Professionals. IPAC Canada conference attendees are Infection Prevention and Control Professionals, epidemiologists, administrators, medical laboratory technologists, environmental services professionals and microbiologists in acute care, long term care, community health, public health, and specialized care
- Product promotion
- Take advantage of the opportunity to send sample products for inclusion in delegate tote bags
- Conference exhibitors and sponsors receive both a pre- and post-conference list of attendees, to promote their products
- Exhibit Hall hours over a three-day period – enjoy uninterrupted time with delegates. The Opening Reception is an exclusive networking opportunity to enjoy high traffic
- Attendee lunches held during show hours will be located in the Exhibit Hall, providing maximum contact between industry and attendees
- Exhibitor representatives may attend education sessions, on show dates, at no additional charge.

Date and Hours of Show

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<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>Sunday, May 3</td>
<td>11:00am – 6:00pm</td>
<td>Exhibitor Move-In</td>
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<tr>
<td></td>
<td>7:00pm – 8:30pm</td>
<td>Opening Reception</td>
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<td>* This is considered to be a valuable exhibiting time</td>
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<tr>
<td>Monday, May 4</td>
<td>12:00pm – 2:00pm</td>
<td>Dedicated Exhibit Hall Open</td>
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<td>(Exhibitor lunch to be served at 11am)</td>
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<tr>
<td>Tuesday, May 5</td>
<td>12:00pm – 2:00pm</td>
<td>Exhibit Hall Open</td>
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Exhibitor Information

<table>
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<tr>
<th>Exhibitor lunch to be served at 11 am</th>
<th>Exhibitor Tear-Down</th>
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<tr>
<td>2:00 pm – 5:00 pm*</td>
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*Any exhibit material left in the exhibit hall or on the loading dock after Tuesday May 5 5:00pm will be considered as forced freight by the official carrier, Central Display, at the exhibitor’s expense.

The Exhibit Hall will be closed between show times and unlocked at 11:00 am on Monday and Tuesday. Please advise your booth staff that there will be no admittance to the hall without an official conference name badge.

Registration opens on Saturday, May 2, 2020 (7:00 pm – 9:00 pm) on the 3rd Floor of the RBC Convention Centre and will thereafter be open daily from 7:00 am to 5:00 pm (12 noon on Wednesday).

**Products/Services to be Exhibited**

Displays for products and/or services should be appropriate to the practice of infection prevention and control. IPAC Canada reserves the right to decline exhibits for any products and/or services that are in conflict with the procedures or practices supported by IPAC Canada. The final authority rests with the Executive Committees of IPAC Canada.

Exhibitors are invited to use the conference logo on any items produced for the conference with the approval of the Executive Director of IPAC Canada, Ms. Gerry Hansen. (executivedirector@ipac-canada.org)

**Exhibitor and Guest Registration**

All exhibitor representatives will be required to wear official conference name badges in the exhibit area. No person will gain entrance without a proper badge. Each exhibitor will submit in advance a list of representative names. Name badges will be ready for exhibitors when they check in at the IPAC Canada Registration Desk.

Exhibitors are requested to have their booth staffed during the Opening Reception, Sunday, May 3rd from 7:00 pm – 8:30 pm. This is considered to be a valuable exhibiting time. Booth staff attending this event must check in at the IPAC Canada Registration Desk to acquire a name badge, before 5:00 pm.

During show dates, exhibitor representatives may attend education sessions if there is sufficient seating left. Normal registration fees will apply for Wednesday, May 6th.

**Booth Allocation**

Booth space is assigned in the following order:
1. Corporate Members of IPAC Canada (according to 2019-2020 membership level)
2. Conference Sponsors (according to sponsorship level)
3. IPAC Canada 2019 Exhibitors
4. Application Submission Date

This year’s conference will be held in a single large space of the RBC Convention Center. The Conference Coordinator reserves the right to allocate space and reserves the right to alter the floor plan without notification. It cannot be guaranteed that all exhibitors will get their preferred booth space. **Booth space allocation will be announced by March 19, 2020.**

The committee reserves the right to restrict exhibitors to specific dimensions and reserves the right to allow particular dispensations from the established standards. Booth standards include one 10’x10’ booth, 1 6’ table, 2 chairs, and pipe and drape (black). **The exhibit hall is not carpeted.**

**Conference Location**

RBC Convention Centre
375 York Avenue, Winnipeg, MD Canada R3C 3J3
**Booth Space Fee**

Booth space is **CAD$1,900**, plus GST (5%) note: GST is not applicable for non-Canadian exhibiting companies. Two representatives per booth are included in this fee; additional representatives are $100 per person plus GST.

IPAC Canada will invoice you for your amount owing within 3 to 5 business days. Invoices will be made payable in Canadian Funds (advise Kelli Wagner admin@ipac-canada.org if you require your Invoice to be in US Funds). Payment in full is due by March 1, 2020, and can be made by cheque, bank draft, Electronic Fund Transfer, AMEX, Visa, Mastercard or Discover Card.

**Pre- and Post-Conference Attendee Lists**

You will be provided with 1 conference attendee lists:
- Pre-conference after the early bird deadline
- Post conference list

**Application for Exhibit Space**

The online application form can be found [here](#). Applications will continue to be accepted until the exhibit hall is sold out.

If you are paying by cheque, please make cheque payable to IPAC Canada, and forward to:

Kelli Wagner, IPAC Canada Administrator  
IPAC Canada  
PO Box 46125, RPO Westdale  
Winnipeg, MB R3R 3S3

**Material or Services Not Provided by the Conference**

1. Storage and placement of display equipment  
2. Decoration and related services  
3. Labour requirements to install, erect, drape or decorate exhibits or the exhibit area, and to move exhibit materials in and out of the exhibit premises or hotel  
4. Cleaning of interior booth space  
5. Gas, water, and electrical service  
6. Pre and post exhibit storage  
7. Receiving, packaging, and shipping  
8. Transportation, warehousing, customs brokerage charges, handling, set-up, and dismantling costs.  
9. Furniture  
10. Signage  
11. Special materials or services  
12. Carpet

**Electrical Service Provider**

Power and electrical services to booths is not included, it is provided by the RBC Convention Centre. To order electricity for your booth, please [click here](#) to access the online order form.
Exhibitors will receive a complimentary 25-word write-up in the spring 2020 issue of IPAC Canada Association News. You will be contacted by the publisher with more details regarding your company write-up.

Audiovisual and Computer Services

The official supplier of all audiovisual and computer equipment at the RBC Convention Centre is:
FREEMAN Audio Visual Canada
Doug Hawtin
Doug.Hawtin@freemanco.com
+1 (780) 699-0239

Shipping Exhibitor Materials

All exhibitor materials must be shipped to our show services provider, Central Display. Central Display will accept materials up to 21 days prior to the event and no later than Wednesday April 29th, 2020. Storage charges will apply for any exhibitor’s material received before that date. Please refer to the exhibitor package provided by Central Display for details on additional shipping information, weight limits, and reason for penalty charges.

International Shipping

Customs paperwork, and any associated charges, are the sole responsibility of the exhibitor. Your company must provide a Commercial Invoice (and any other required forms) with all shipments into and out of Canada and must check that the courier is clearing your goods free domicile, and the shipper is responsible for all customs duty. Hiring a customs broker is recommended. Your company must be the importer on record for your shipment. For any questions regarding international shipping, please contact:

Stefanie Lane
Operations Manager
Consult Expo Inc.
Tel: 514.482.8886 Ext. 9
Email: stefaniel@consultexpoinc.com

Access, Shipping, Drayage and Storage

Access within the RBC Convention Center
Merchandise will not be accepted at the Centre’s entrances and must be delivered to the loading docks.

Loading Dock/Ingress
The Show is situated in Hall CD on the 3rd floor of the RBC Convention Centre. Access to Hall CD is from the “Truck Ramp Entrance” on the south end of the RBC Convention Centre with access off Edmonton Street. Vehicle exhibitors MUST arrive earlier than the ingress time 15 minutes so the vehicles can be positioned prior to exhibition booth assembly.

Unloading of equipment and supplies will occur at the loading docks at the “Vehicle Bays”. Once unloaded, please exit the loading dock area immediately to allow access of other exhibitors.

There will the RBCCC Service Desk located on the show floor to direct where your booth should be, or any further Event Services orders.

Egress
Egress Hours: Dismantling of displays is not permitted until the trade show area is closed at 2:00 PM on Tuesday, May 5th, 2020. Exhibitor egress must be completed by 5:00 PM on Tuesday.
Please note that move-out will begin once the show has closed and the aisles are cleared. If you are able to hand carry your supplies out to your car, we encourage you to do so.

All material must be removed by **5:00 PM.**

If you need help with shipping, please contact the Central Display Service Desk

Items left on the show floor after move-out time will be forced removed off the floor by Central Display at your (the exhibitors’) expense.

Show Management reserves the right to reroute shipments that are not picked-up or refused by carriers. Should this occur, you will be responsible for any charges incurred.

1. Children/ minors (under age 16) are not allowed on the show floor during move-out as it is considered a construction zone.
2. Exhibitors are not allowed to remove any exhibit material or dismantle exhibits until the official closing announcement.
3. Keep aisles clear until the Central Display removes aisle carpet. No dollies, carts or other items are permitted on aisle carpet.
4. Dismantle your booth completely.
   a. Only booths that are completely ready for loading will be given permission to send their vehicle to the loading dock.
   b. Simply have your driver/vehicle waiting elsewhere and you can call them from the Convention Centre once your booth is dismantled and you’ve been given permission by the egress table to send your vehicle to the loading dock.
   c. Be sure to have your driver’s phone number on hand.
5. Remove all small items and valuables that can be easily removed at show closing to ensure their security. Bring all of your items to the loading dock
6. Once you have finished loading your items into your vehicle, the dockmaster will direct your vehicle to leave the loading dock to make room for the next vehicle.

Thank you for understanding that we need to keep the loading docks moving!

**IF YOU HAVE ANY ISSUES ACCESSING THE LOADING DOCK PLEASE CONTACT SECURITY AT 204-957-4523**

**Conference Tote Bag Inserts**

You may include an item such as swag or a company brochure/product information in our delegate conference tote bags for a fee of $500 plus GST.

1. All items to be stuffed into the 2020 conference tote bags must be pre-approved by the Conference Coordinator and the Executive Director of IPAC Canada. Use of the 2020 conference logo on products is permitted, but the product must be pre-approved. Use of the IPAC Canada logo is not permitted. If you are unsure of the status of your materials to be stuffed, contact the Conference Coordinator, Amrit Jones, at ipaccanada@buksa.com or (780) 436-0983 ext. 233.
   a. Provide Amrit Jones with a contact name in the event we cannot locate your tote bag materials. That individual will be contacted so that we can begin tracking your shipment.
   b. Provide Amrit Jones with a complete list of all tote bag materials you will be sending so we can verify they have arrived on site.
c. Do NOT send any other items/samples that you intend to hand out on site at your booth, in case they are inadvertently stuffed into the tote bags. Items of this nature must be shipped with your regular booth supplies.

d. Boxes/containers must be clearly marked on the outside: IPAC Conference Tote Bag Inserts.

2. You must provide 500 items or copies of your tote bag item. The organizer will only distribute what is available at the time of stuffing. Tote bags will be stuffed on Friday May 1st, 2020. Anything received after that time will not be stuffed into the tote bags. All items should be shipped in advance to the 2020 Conference no earlier than Thursday April 30th, 2020 to:

   2020 IPAC Conference Office
   RBC Convention Centre
   375 York Ave, Winnipeg, MB
   R3C 3J3

3. Documents must not be larger than 8.5”x11” and .5” thick. If you are providing a physical item, please ensure that the item does not pose any safety concerns to delegates including cuts, burns, choking etc. Items should be small and lightweight. All swag items are subject to approval.

4. If your items are shipped to the wrong address, not addressed exactly as directed above, or arrive past the April 30th deadline, there will be NO refunds. It is your responsibility to ensure that your inserts arrive on time, to the correct destination and are labelled correctly. If your items are unintentionally left out of the tote bag in spite of being received at the correct address, the refund will be limited to the fee paid to IPAC Canada – there will be no refunds for printing or shipping costs.

Shipping information, address, and labels for the RBC Convention Centre will be provided closer to the date of the conference.

Hotel Accommodation

IPAC Canada has secured a hotel within walking distance of the RBC Convention Centre.

**Delta Hotels by Marriott Winnipeg**

350 St Mary Ave, Winnipeg, MB R3C 3J2

Standard Room: $210 plus fees and taxes

***rates are based on availability

Reservations can be secured by calling 1-204-944-7212 or 1-888-311-4990 (toll free). Use group code "IPAC2020" to receive our negotiated group rate.

Deadline date for Reservations: March 16, 2020

NOTE: There is an early departure fee. Cancellations cannot be accepted after 24 hours before scheduled arrival.

Food and Beverage Services

RBC Convention Centre is the Convention Centre’s exclusive food and beverage service provider. Only RBC Convention Centre is authorized to hold or serve alcoholic products inside the Centre. Any alcohol coming from outside the Convention Centre, even for personal purposes, is prohibited.

If you would like to distribute, sell, or hand out food samplers in your booth area, you must request beforehand an authorization from RBC Convention Centre management.
Cancellation Policy/Failure to Occupy Space

In the event that the balance due for booth rental is not remitted by March 1, 2020, the committee has the exclusive right to cancel the agreement with the exhibitor.

In the event of the committee receiving written notification on or before March 8, 2020, IPAC Canada shall refund the entire exhibitor payment, less an administration fee of $500 per booth plus applicable tax. For cancellations received after March 8, 2020, the entire payment shall be forfeited by the exhibitor unless the committee is able to re-sell the booth space under similar terms and conditions, in which case the exhibitor shall only forfeit an administration fee of $500 plus applicable tax.

In the event that space is not occupied per agreement at the close of exhibit installation, the exhibitor shall forfeit all payments.

Special Events

Opening Ceremonies
Date: Sunday, May 3 [6:00 pm – 8:30 pm]
Location: Plenary, Hall D
Followed by the Opening Reception in the tradeshows, Hall C – City View

IPAC Canada Manitoba Chapter - Meet and Greet
Date: Monday, May 4 [5:00 pm – 8:30 pm]
Location: Canadian Museum for Human Rights
Gather with friends and colleagues as you are hosted by IPAC Canada's Manitoba Chapter. Cash bars and light snacks.

Special Event – Fort Gibraltar - Dinner and Entertainment
Date: Tuesday, May 5 [6:00 pm – 10:00 pm] Price: $90 plus taxes
Location: Fort Gibraltar, Transportation Provided

Breakfast of Champions
Date: Tuesday, May 5 [7:00 am – 8:30 am] Price: $35 plus applicable taxes
Location: RBC Convention Centre

IPAC Canada Annual General Meeting and Breakfast *For members of IPAC Canada only
Date: Wednesday, May 6 [6:30 am – 8:30 am]
Location: RBC Convention Centre

Note: IPAC Canada will contact all exhibitors regarding any special event tickets available for purchase, at a later date.

Contact Information

Amrit Jones, IPAC Canada Conference Coordinator
BUKSA Strategic Conference Services
Suite 307, 10328-81 Avenue
Edmonton AB T6E 1X2
Email: IPACCanada@buksa.com
Tel: 1-780-436-0983 ext. 233
LIABILITIES AND RESTRICTIONS

The following liabilities and restrictions apply to exhibitors and their employees during exhibition setup and teardown.

Insurance
Exhibitors must have their own liability insurance. In the event of fire, flooding or theft, no matter how it’s been caused, the Centre and its representatives assume no liability for any bodily harm or material damage to products, booths, equipment or decorations occupying any rented space within the building or being moved in or out of the building.

Recycling and Residual Waste Management
The exhibitor has the obligation to use the equipment provided for recycling for the duration of the event. Additional selective collection may be added to those mentioned. Each evening, at the closing of the exhibition, trash bins should be placed outside the stand in the alleyway. They will be emptied by the Convention Centre’s staff at no charge. Any bins inside the booth will not be emptied.

Restrictions
As per Centre policies, nothing can be adhered to the walls at the convention centre, including tape and 3M wall mounts.

Alcohol drinking during Setup and Teardown
To minimize the risks of accidents, and unless otherwise agreed with the Convention Centre, the Centre’s caterer will not sell alcohol during the setup and teardown activities.

Animals
With the exception of assistance dogs, the client must not bring any animals into the Centre without prior written authorization, nor allow any to be brought in.

Balloons and Confetti
The use of helium balloons must be preauthorized by the venue. Charges will apply for taking balloons down from the ceiling after the event. The use of confetti and sequins is prohibited.

Children
For safety reasons, the presence of children at the loading dock is not advised during set-up and dismantling.

Common Areas
Exhibitors must keep hallways, elevators, escalators, entrances, halls, lobbies, plasma screens, stairways, video monitors, and building emergency exits free from obstruction at all times.

Cooking Appliances
The exhibitor must comply with the fire prevention rules. Please refer to “Security Measures and Fire Prevention” document on the convention center website for full details.

Fire
Exhibitors must comply with the fire prevention rules. Please refer to “Security Measures and fire prevention” for full details. Also, please note that the Convention Centre is a non-smoking establishment.

Food Services
RBC Convention Centre has an exclusive agreement to sell and distribute food and beverages inside the Centre. No food or beverages may be sold or distributed without the written permission of Convention Centre management.
**Motorized Vehicles**
The exhibitor must comply with the fire prevention rules. Please refer to “Security Measures and Fire Prevention” document on the convention center website for full details.

**No smoking policy**
The RBC Convention Centre provides a totally smoke-free environment to its clientele, including e-cigarettes and e-vapourizers.

**Noise Limits**
Equipment or devices producing noise or odors that disturb exhibitors or visitors will not be tolerated. The Convention Centre has sole authority in this matter.

**Security**
The Centre offers general site security on a 24-hour basis. However, neither the Centre or IPAC Canada is responsible for goods and property belonging to the exhibitors in rented spaces. Any additional security is a chargeable expense. Please contact the RBC Convention Centre to make your request.

**Stickers**
Stickers of any kind are strictly prohibited at the Convention Centre.