

Dear Exhibitors & Sponsors,

On behalf of the Conference Planning Committee, we want to welcome you to the 43rd annual conference of the CHLA/ABSC. This year's conference theme is ***Big Ideas, Big Impact***. From June 4-7, 2019, delegates will have vital opportunities to meet, network, and learn about future trends and innovations.

The conference is shaping up to be an engaging meeting, with close to 175 delegates attending from all over Canada and the United States, as well as from further abroad. The program is dynamic, with plenty of opportunities for delegates to explore the exhibits and meet vendors.

This manual will assist you in preparing for this exciting event.

Your exhibitor/sponsor welcome package will contain information that will help orient you during the conference. Among this information, you will receive important contact information and dates, registration information, a floor plan, security information and more. At the event, we will provide you with wifi details, purchased event tickets and booth badges.

We want to thank you for your participation this year – it is our exhibitors and sponsors that help make our conferences so successful!

Sincerely,

Renée de Gannes-Marshall and Debbie Ayotte

Co-Chairs, Exhibits & Sponsorship

On behalf of the Organizing Committee for CHLA/ABSC 2019

CONFERENCE DETAILS

Show: 43rd Annual Meeting of the Canadian Health Libraries Association /
Association des Bibliothèques de la Santé du Canada (CHLA/ABSC)

Conference Homepage: https://www.chla-absc.ca/annual_conference.php

Location: Desmarais Building, Telfer School of Management
University of Ottawa
55 Laurier Avenue East
Ottawa, ON, K1N 6N5, Canada

IMPORTANT CONTACTS

Primary Contacts: Renée de Gannes-Marshall (renee.degannes-marshall@cma.ca)
Debbie Ayotte (Debbie.ayotte@cma.ca)
Co-Chairs, Sponsorship and Exhibits

Shipping Company: Freeman (613) 748-7180

Customs Clearance: Freeman Customs Services (Sueann Stewart Raffin) 1-877-478-1113
exhibittrans.canada@freemanco.com

MOVE-IN-PERIOD: Wednesday, June 5, 2019 08:00 – 11:00

DISPLAY PERIOD: Wednesday, June 5, 2019 12:15 – 15:30
Thursday, June 6, 2019 08:15 – 15:30
Friday, June 7, 2019 08:30 – 10:45

MOVE-OUT-PERIOD: Friday, June 7, 2019 11:00 – 13:00

EVENTS HELD IN THE EXHIBIT HALL

1 lunch, 1 breakfast, sponsored refreshment breaks, door prize draw



REGISTRATION DESK: Tuesday, June 4th 8:00am – 6:00pm
Wednesday, June 5th 7:00am – 6:00pm
Thursday, June 6th 7:00am – 6:00pm
Friday, June 7th 8:30am – 11:00am

CONFERENCE PROGRAM: https://www.chla-absc.ca/ac_program.php

EXHIBITOR ATTENDEE REGISTRATION

Please register all staff members attending the conference online by **May 24th**. Please use the discount provided to you via email.

https://www.memberleap.com/members/evr/reg_event.php?orgcode=CHLA&evid=12901555

Exhibiting Companies (for each booth booking) are entitled to:

- One (1) complimentary full registration (includes access to all events)
 - 1 ticket for the Opening Reception
 - 1 ticket for the Awards Banquet
 - Entry to all sessions and Exhibit Hall
 - Company name and booth number listed in Official Program

- One (1) Exhibit Hall pass for an additional booth staff (Exhibit Hall-only access; includes breakfasts, lunches & breaks)

Additional full conference registrations are available for a fee. Opening Reception tickets and Awards Banquet tickets are also available for purchase online.



SHIPPING & MATERIAL HANDLING

Freeman is able to provide advanced shipping and material handling for the conference. **Please see the attached Exhibitor Order Kit from Freeman.** The order kit includes Materials Handling instructions as well as information regarding Customs Brokerage services.

Freeman
940 Belfast Road
Ottawa, Ontario
K1G 4A2
Tel: (613) 748-7180
Fax: (613) 748-5977

Canadian Customs Clearance by:
Freeman Customs Services (Sueann Stewart Raffin) 1-877-478-1113
exhibittrans.canada@freemanco.com

WIFI LOGIN

Wifi login information will be provided when you check in at registration at the conference.

SECURITY

Please be aware that the University of Ottawa does not provide extra dedicated security for the conference rooms and exhibits area. Neither the Conference nor the University of Ottawa will be responsible or liable for anything stolen or lost from the Exhibits Hall.

Exhibitors should not leave valuables, such as laptops or personal belongings, in the hall when you are not in attendance.



VENDOR UPDATES (for participating Exhibitors)

Date and Time: 10:30 – 11:15am, June 6, 2019

Time Limit: 15 minutes

Presenters must use the computer provided to facilitate fast transition between speakers. Presenters usually do a live demo (there will be wireless internet). If you do have slides, please email them to Monika Mierzwinski-Urban monikam@cadth.ca by **May 29th**.

A microphone and laptop will be available for your presentation. Each presentation will be a maximum of fifteen (15) minutes. There will be a time-keeper to keep the demonstrations on schedule. Presenters must use the computer provided to facilitate fast transition between speakers. Deadline for presentations slide submission is **May 29th**. No presentation slides will be uploaded on the morning of the Vendor Updates. The line-up will be published in the program.

EXHIBITOR DRAW PRIZES AND BEST SWAG CONTEST

Exhibit door prize draws will be held during the final break in the Exhibits Hall. Each Exhibitor will have the opportunity to draw the winner for their respective prizes. Please advise us by emailing Monika Mierzwinski-Urban at monikam@cadth.ca by **May 20th** if you are planning to contribute a door prize.

Conference attendees will have the opportunity to vote for the ‘Best Swag’ or promotional materials from Exhibitors. The Exhibitor voted to have the Best Swag will receive bragging rights and \$500 off their Exhibitor booth fee at next year’s conference!



EMAIL BLASTS

For those of you who have purchased email blasts; we'll send the message on your behalf through our registration system. Each email blast will contain content exclusively from an individual vendor to ensure that your message is not competing with other content. Send us your email blast message (text-based - no HTML, colour & italics/bolding are okay, but no graphics), plus one attachment (e.g. PDF - 5MB maximum size). **Deadline for submission: May 20th**. Please send your email blast message to Renée de Gannes-Marshall (renee.degannes-marshall@cma.ca).

ADVERTISING

Conference Program will be available on the conference website in pdf format (8 ½" x 11"). **Deadline for submission for Conference Program: March 29th**. Please send your ad submission to Monika Mierzwinski-Urban (monikam@cadth.ca).

Ad dimensions:

- ¼ page - 4 ¼ " x 5 ½ "
- ½ page - 8 ½ " x 5 ½ "
- full page - 8 ½ " x 11 "

File type: JPEG, PNG, or TIFF

File size: 25 MB maximum

Resolution: At least 300 dpi to ensure a sharp image

LOGOS

Send us your logo(s)! **Deadline for submission: May 20, 2019.**

Please email your logos to Monika Mierzwinski-Urban (monikam@cadth.ca).

- File type: JPEG, PNG, TIFF
- File size: 25 MB maximum
- Resolution: high (at least 300 dpi to ensure a sharp image)

TERMS & CONTRACT FOR EXHIBITS

Please refer to the final page of the Prospectus:

https://chla-absc.ca/docs/Prospectus_2019_v.6.2.pdf

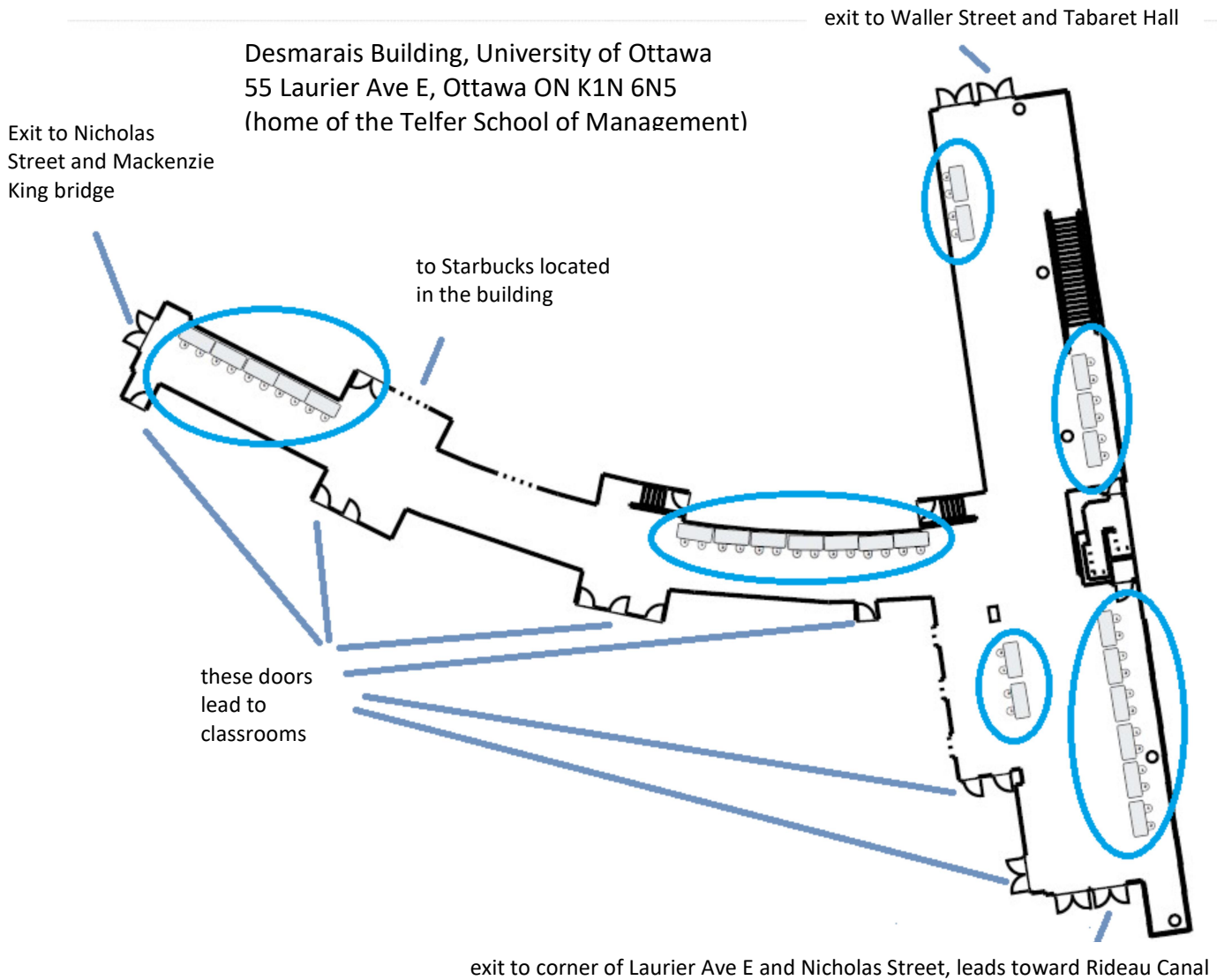


EXHIBITOR CHECKLIST

CHECKLIST	IMPORTANT DATES
<input type="checkbox"/> Ship materials	May 3: Freeman will accept advanced materials handling shipments May 29: Deadline to receive advanced rates After May 29: deadline charges will apply
<input type="checkbox"/> Book hotel	Please note CHLA 2019 does not have an official conference hotel.
<input checked="" type="checkbox"/> Send us information for door prize <ul style="list-style-type: none"> <input type="checkbox"/> Company logo <input type="checkbox"/> Notice of providing door prize notice 	May 20: Deadline for-door prize event
<input type="checkbox"/> Send us contents for conference program advertisement	March 29: Deadline for receiving conference program advertisements
<input type="checkbox"/> Send us your email blast message	May 20: Deadline for receiving email blast messages
<input type="checkbox"/> Register attendees	May 24: Deadline for completing staff attending online registration form
<input type="checkbox"/> Submit vendor update presentation slides	May 29: Deadline for vendor update submission slides
<input type="checkbox"/> Booth move-in	June 5: 8:00-11:00



FLOOR PLAN OF THE EXHIBITS



Note: Floor plan for illustration purposes only, may be subject to change.

Booth locations will be allocated by sponsorship level together with a first-come, first-served basis, based on the date the payment received and confirmed by the CHLA/ABSC 2019 Exhibits and Sponsorship Co-Chairs.

