



EXHIBITOR MANUAL

The **OLTCA** is proud to host **This is Long Term Care 2018**, a fourth year running, must-attend hybrid conference and we are pleased to welcome you as an exhibitor.

CONFERENCE VENUE

The Westin Harbour Castle

1 Harbour Square, Toronto, ON, M5J 1A6
Phone: 416-869-1600 [Website](#)

Hotel Reservations

Conference Rate - \$242 per single/double room
*Available until Friday, October 12 at 5:00 pm EST.

PLEASE NOTE: Should you get a phone call from a Housing Management company, please be aware that they have no relationship with OLTCA or This is Long Term Care, nor have they been authorized to book hotel rooms on behalf of either organization or the show. We recommend booking directly with the hotel.

BOOTH DETAILS

What is Included in Your Booth?

- 10 x 10 pipe and drape area (black drape)
- One (1) 6ft table (white table cloth)
- Two (2) chairs
- Fully carpeted Exhibit Hall "Marketplace"
- Two (2) Exhibitor Passes
(Incl. lunches, CEO Series, Innovator's Den & Marketplace Mixer)
- *Does not include access to sessions

What Items/Services Need to be Ordered?

- [Hydro / Audio Visual / Internet](#) (PSAV)
- [Furniture / Show Services](#) (Stronco)
- [Advance Shipping Services](#) **pg. 6-9** (Stronco)
- [Lead Retrieval](#) (Connexys)
- Additional Exhibitor Passes
(Can be purchased for \$200 + HST. Exhibit Passes do not include access to sessions)

Please Note: Exhibitors are NOT entitled to receive the delegate list. It is a sponsor only benefit. To discuss sponsorship, contact [Rebecca](#).

EXHIBITOR MOVE-IN & MOVE OUT

Exhibit Hall "Marketplace" Location: Metropolitan Ballroom

Move-In: Wednesday, Nov. 14 - 4:30-8:00 pm & Thursday, Nov. 15 - 7:00-11:30 am

Move Out: Friday, Nov. 16 - 2:00 pm - 3:30 pm

Full Move-In / Move-Out
Guidelines & Restrictions
[HERE](#).

Loading Dock: Accessible from Harbour St. (one street north of Queens Quay) just east of Bay St. Turn right into the Conference Centre laneway. You've gone too far if you get to Yonge St.

EXHIBIT "MARKETPLACE" HOURS

Conference Kick-off Reception - Wednesday, November 14 - 5:30 pm - 7:00 pm (Amsterdam Brewhouse)

Thursday, November 15 - 11:30 am - 4:00 pm

- MOVE-IN - Complete by 11:30 am
11:00 am - 11:30 am - Exhibitor Lunch (in Marketplace)
11:30 am - 1:30 pm - Delegate Lunch (in Marketplace)
5:30 pm - 6:30 pm - Awards Gala Cocktail Reception
in Marketplace

Friday, November 16 - 10:00 am - 1:30 pm

- 10:00 am - 11:00 am - Networking Break (in Marketplace)
11:00 am - 12:30 pm - Innovators Den (session is for exhibitors in Frontenac)
12:00 pm - 12:30 pm - Exhibitor Lunch (in Marketplace)
12:30 pm - 2:00 pm - Delegate Lunch (in the Marketplace)
TEAR-DOWN - Following lunch, complete by 3:30 pm

EXHIBITOR NAME BADGES

Please send your Exhibitor Name Badge information to [Rebecca](#) by **Monday, November 5, 2018**.

First name and last name are required. Additional passes can be purchased as well.

**All Exhibitor Passes will be picked up at the Exhibitor Registration Desk inside the Marketplace.

For questions or assistance, please contact Rebecca Darling at 519-263-6001 or rebecca@bayleygroup.com