



**CANADIAN MICROSCOPY & CYTOMETRY SYMPOSIUM
SYMPOSIUM CANADIEN DE MICROSCOPIE & DE CYTOMÉTRIE**

EXHIBITOR MANUAL

Date, Time & Location

Date & Time: May 10, 2017 08:00 – 19:30
May 11, 2017 08:30 – 16:00

Location: La Plaza
420 Sherbrooke Street West
Montreal, Quebec H3A 1B4

Parking: There is a parking at the La Plaza for \$10.00. An elevator from this underground parking leads right into La Plaza (first floor).

Exhibit Space

Exhibition space will be provided in the main foyer, Les Verrières, and Gouv. 1.

It includes:

- a 6' skirted table and two chairs
- Wi-Fi Internet access
- Electricity (**ONLY IF** you have requested it through the form provided at the end of this document)

Your table-top exhibit has been assigned. Please refer to the floor plan on the CMCS website.

Exhibit Timetable

Set-Up

If you are in booth 31-34 you will be required to set-up your exhibit area on Tuesday, May 9 from 18:00-21:00.

For all other exhibitors, you will be required to set-up on Wednesday, May 10 from 06:00-08:00. The freight elevator is only accessible as of 07:00.

All exhibitors must have the aisles cleared by 07:45.

Exhibit Hours

Wednesday, May 10, 2017

08:00 – 08:45	Registration and Exhibition	45 minutes
10:30 – 11:00	Break – Exhibition & Networking	30 minutes
12:30 – 14:00	Lunch – Exhibition, Poster & Lunch-n-Learn	90 minutes
15:30 – 16:00	Break – Exhibition & Networking	30 minutes
17:30 – 19:30	Cocktail Reception – Poster & Exhibition	120 minutes

Thursday, May 11, 2017

08:00 – 09:00	Registration and Exhibition	60 minutes
10:30 – 11:00	Break – Exhibition & Networking	30 minutes
12:30 – 14:00	Lunch – Exhibition, Poster & Lunch-n-Learn	90 minutes
15:30 – 16:00	Break – Exhibition & Networking	30 minutes

Dismantling

Thursday, May 11 between 16:00 and 18:30.

Exhibitors will not be permitted to dismantle prior to the end of the afternoon break at 16:00.

Staff & Registration

At least one representatives must staff the exhibition table during the symposium. Your level of sponsorship may also include additional registrations to the Symposium. Jennifer will send you a registration form by the end of February.

Badges may be picked up at the Registration Desk during set-up on Wednesday, May 10.

Shipping

Pre-event: In order to ensure your materials will be available to you on the first day of the exhibit, please make sure all materials are shipped pre-paid to the venue, include the name & date of the event (CMCS-SCMC May 9-10, 2017) as well as your company name, number of boxes and booth number. **You will find a printable version of the shipping label on the next page of this document. Please use the provided shipping label on EACH of your boxes.** The venue will accept shipments **one week prior to the event**, i.e. starting Tuesday, May 2, 2017.

Post-event: Boxes are the responsibility of the exhibitor at all times. Please note that you must complete your waybill and you are responsible for the packaging of your boxes and to call for pick up. The exact address of the venue is provided below.

The organizers have limited storage space. Please plan on hiding or disposing your boxes.

Loading Dock

The loading dock, marked with a green star, can be found on Rue de la Concorde located behind the main entrance of La Plaza and is available on a first come first served basis for move-in/out. Please note that Bleury and Concorde are one way roads.



Headquarter Hotel for CMCS

The official hotel for CMCS is the Delta Montréal. To make your reservations, please call or use the link provided by April 17, 2017.

Delta Montreal
475 President Kennedy
Montreal, QC H3A 1J7

Telephone Reservation: 1-844-860-3753
Online reservation: [Delta Montréal Online Booking](#)
Group Code: C50

Check-in: 15:00 Check-out: 12:00

The rate is \$167CAD/night plus tax and it is valid until April 17, 2017. Hotel parking available for \$26.50/day.

Shipping Label

SHIPPING YOUR EXHIBITION MATERIALS

Pre Event

Should you choose to ship your materials in advance, La Plaza (Holiday Inn Montreal Midtown) will accept shipment of your goods and materials for the Exhibition up to one week prior to the event (Tuesday May 2nd, 2017).

Boxes should be:

- Closed and sealed properly
- Identified with destination address on each box (please see below)
- Numbered, if more than one box (i.e., 1/3, 2/3, 3/3).

In order to insure your materials will be available to you on Tuesday May 9th, 2017, please make sure all boxes are labelled and include the following information:

La Plaza– Salle de reception
420 Sherbrooke Street West, Montreal, Quebec H3A 1B4
Attention: CANADIAN MICROSCOPY & CYTOMETRY SYMPOSIUM
(CMCS– SCMC 2017)
Tuesday May 9th 2017
1st floor

Your Boxes #_____

Your Name or Company Name _____