

EXHIBITOR'S GUIDE



Hilton

TORONTO

Hilton Toronto Hotel (Downtown)

145 Richmond St. West, Toronto

www.hilton.toronto.com

416-869-3456

ARRIVAL AT THE HOTEL BY THE LOADING DOCK

Below, you will find the loading dock entrance to the hotel. Access to this entrance is through the alleyway off either Richmond St. or York St. No deliveries are to be made through the main Hotel lobby.



LOADING DOCK DOORS MEASUREMENTS

- Dimensions are: Length: 31', Width: 5'
- Height from grade or street: 1'-7"
- A truck may not be higher than 13'. The loading dock does not have a hydraulic lift and if one is required it is recommended using a truck equipped with its own platform.

(NOTE: Larger/valuable shipments can be delivered NO SOONER than Friday AFTER 2PM and stored in the Varley Room on the Conventions Level. Smaller items (i.e. box) can be delivered NO SOONER than 48 hours prior - weekdays, 8:30am – 4:30pm.)

FREIGHT ELEVATOR AND ELEVATOR DOOR MEASUREMENTS

Once you enter the loading dock entrance, you will see the freight elevator on your left. The dimensions of this elevator are Height – 7'; Width – 4'; Depth – 7' 10"; Maximum load – 4000 pounds. Please coordinate the usage of these elevators with your Event Services Manager. In-house transportation of exhibits must be on rubber wheeled dollies and must be supplied by the exhibitor. Escalators are not to be used for transporting freight or equipment including easels, chairs, tables, etc.

LABOUR/DRAYAGE

Exhibitors must provide their own labour for the unloading of trucks and transportation of equipment and display materials to and from the exhibit area. The Hotel does not provide labour for this purpose. To avoid damage to flooring, wooden skids must be placed under all heavy pieces of equipment. Bolts or other fastenings must be countersunk below the surface of such skids, and sharp edges or nails that might scratch into the floor must be eliminated. The Hotel will hold exhibitors liable for any damage to Hotel property.

SHIPPING/STORAGE/CANADA CUSTOMS

Conference materials shipped to the Hilton Toronto must be clearly labeled, each box to be numbered and should include the following information:

22nd OAGS Annual Meeting

Saturday, November 5, 2016

Lori Quilty – OAGS Coordinator

c/o Banquet Manager / (Sam Sedra, Event Manager)

Deliver to Hilton Toronto, 145 Richmond Street West, Toronto, ON, M5H 2L2

(Box 1 of __) - Varley Room Storage/ Conventions Level after 2pm, Friday

Return address should state a contact name, company name, address and phone number.

Due to limited storage facilities, the Hotel is unable to store display materials or show merchandise. Should guests require delivery of crates, boxes, or display material, it must first be coordinated with the Event Services Manager. **Larger shipments can be stored in the Varley Room courtesy of the OAGS on the Conventions Level AFTER 2PM on Friday.** Smaller deliveries will not be accepted more than 48 hours prior to the start of the meeting. Handling charges may be incurred based upon size, weight, and storage of conference materials. Deliveries from outside Canada must have a Customs Broker in order to ensure proper clearance over the border. The Hotel is not responsible for clearing shipments held at the border and reserves the right to refuse any shipments that arrive with duties and taxes outstanding. Please consult the Hotel for recommendations on Customs Brokers.

EXHIBIT SET-UP AND TEAR-DOWN

Set-up and tear-down times must be blocked in advance as part of your initial conference requirements or the Hotel will not be able to guarantee availability. The conference organizer is responsible for informing exhibitors of set-up and tear-down times. All arrangements for the return of convention materials are to be confirmed by the client/exhibitors directly. However, smaller materials can be left in the Banquet office, located on the Convention Level of the Hotel. **Any materials remaining at the conclusion of the event without instruction will only be held to a maximum of 24 hours, then disposed of.**

(Note: Refer to OAGS Terms & Conditions document for set-up and tear-down times.)

REGISTRATION SPACE/FOYER

Registration space other than directly outside a specified function room held by a Group on a 24-hour basis should be reserved at the time of booking the Convention. Foyer areas cannot be deemed exclusive to a group. The Hotel will provide free of charge a reasonable number of tables and chairs for your registration area.

SIGNAGE

In an effort to maintain a quality appearance in the public areas of the Hotel, all display signage must be professionally prepared and be pre-approved by the Hotel prior to being displayed. Signs and/or posters cannot be affixed on any walls within the Hotel. Signage must not interfere with walkways is not permitted on guest floors. Signage within the lobby is allowed on a limited basis only and must be pre-approved by the Hotel.

TABLES, CHAIRS & SKIRTING

Tables, covers, skirting and chairs to be used in your exhibit area must be obtained from your exhibit service company. The Hotel can provide up to a maximum of five (5) six-foot tables. The Hotel may be able to provide additional tables based on availability at \$55.00 per table per day which includes linen and skirting. Any requirements beyond Hotel's inventory must be obtained from an exhibit service company. If you do not yet have such a company your Event Services Manager would be pleased to provide recommendations on qualified organizations.

(NOTE: Refer to the contract. The OAGS will offer 1 6-foot skirted table and 2 chairs per standard Silver Level exhibitor. Robinson Show Services will be our exhibit company and will be happy to accommodate additional orders from exhibitors in advance.)

ELECTRICITY REQUIREMENTS, INTERNET, A/V ETC.

Any additional power requirements beyond what the Hotel is able to provide must be organized through the Hotel's exclusive supplier, PSAV. They can be reached by phone at 416-367-8487, rlvine@psav.com.

For exhibitions, the electrical, internet and A/V requests must be made in advance through the Event Services Manager. The Hilton Toronto will send you technical forms to be completed and returned to the hotel at least 72 hours before the event.

(NOTE: Refer to the contract. The OAGS will offer access to power up to 15amps per booth ONLY UPON REQUEST as per the OAGS Exhibitor Contract. Internet access is not included. Exhibitors will have to arrange for this separately with the hotel directly.)

SECURITY

Please note that the Hotel Convention foyer is a public access area. Any special security arrangements, controlled access or overnight security for exhibits and displays will require additional security guards to be arranged at a cost of \$35.00 per hour with a minimum of 4 hours, per security personnel. Please contact the Event Services Manager to arrange this service if needed. *(Note: OAGS will not be securing the Conventions Foyer on the eve of the event. Exhibitors are discouraged from setting up valuable equipment the night before. Large/valuable shipments can be stored in the Varley Room until the morning of the event.)*

FIRE REGULATION

All display materials including banners must be flame-retardant and are subject to inspection by the Toronto Fire Department. No flammable fluids or substances may be used or displayed in booths.

APPROVED FLOOR PLANS

Detailed plans, showing the layout of the stands and including the material to be hung from the ceiling, or above the structure, must be submitted 72 hours prior to arrival for approval. The aisles must be cleared as much as possible during set-up and teardown. During exhibition hours, walkways should be kept clear at all times. Stalls, stands, curtains and other materials should never block the access to the exits and should not obscure exit signs. The exhibition companies and audio-visual panels must provide their emergency exit light even if the exit is partially hidden by a curtain, for example. A display must not block the access to fire equipment or interfere with the normal operation of the sprinkler systems or fire detection and smoke. The exhibitor must not interfere in the aisles and must remain within his allotted space. All additional fire equipment provided by the exhibitor must be placed within sight and be reachable. Dead-end corridors are not permitted.

MOTOR VEHICLE EXHIBITS

Motor vehicles for display within the Hotel must have the gasoline tank locked and the battery disconnected at all times. The exhibitor must provide a protective floor covering below the vehicle at all times. The Group will be responsible for any damages that are a result of automobile exhibits. Arrival and departure schedules and procedures must be established in advance with the Event Services Manager and strictly adhered to. Propane tanks must be maintained less than $\frac{3}{4}$ full. Ensure that the fuel line is cleared by shutting the valve off with the engine running. Ensure the fuel line is cleared of any excess propane before turning the ignition off. The hotel does not accept any responsibility regarding the vehicle.

Sender's Name: _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Via Shipping Company: _____

Phone #: _____

Waybill #: _____

SHIP TO: The Hilton Toronto Hotel
145 Richmond Street West
Toronto, ON M5H 2L2

Attention: Sam Sedra – Hilton Event Manager

Conference Name: 22nd OAGS Annual Meeting

(Ontario Association of General Surgeons - Lori Quilty, Coordinator)

NAME OF EXHIBITOR: _____

Date of Conference: Saturday, November 7, 2015

Name of Function Room: Toronto Ballroom Foyer

Box _____ of _____ ** (**=Total # of Boxes in Shipment)

Table #: _____ (OAGS Registration Desk - Varley Room)

Please Hold in Banquet Storage **C/O – Banquet Manager**