CLAE
LCCE

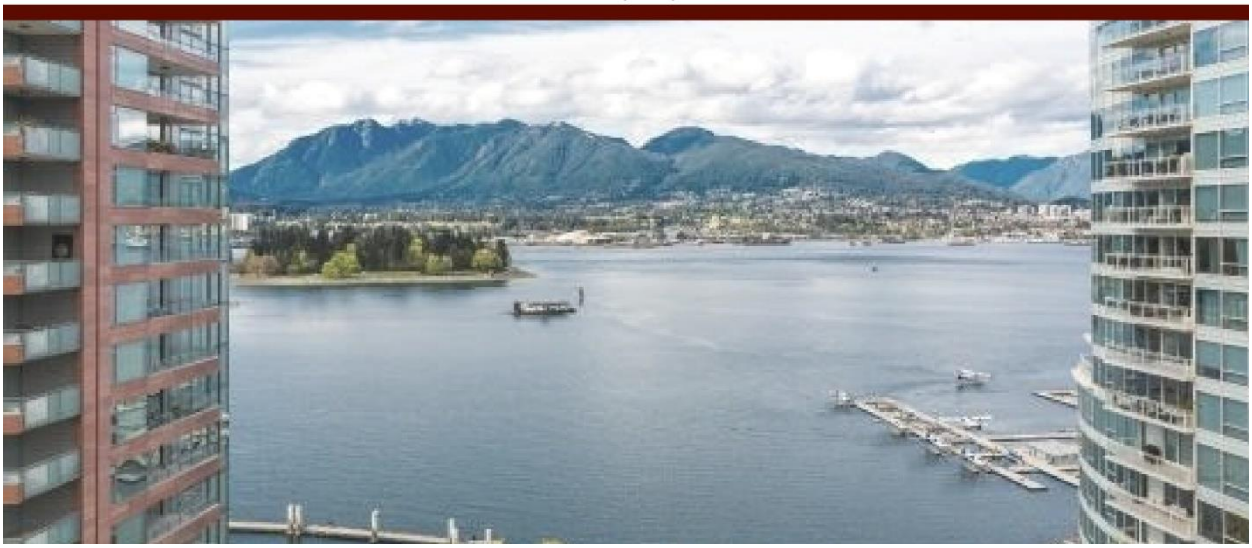
Canadian League Against Epilepsy

40TH SCIENTIFIC MEETING

EXHIBITOR MANUAL

Oct. 13th - 15th 2017

PINNACLE HOTEL
HARBOURFRONT
1133 WEST HASTINGS STREET
VANCOUVER, BC, V6E 3T3



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Host Hotel

Pinnacle Hotel Harbourfront
1133 West Hastings Street

CLAE Room rate*: $219.00 + tax*

This rate is available until **September 13, 2017**and is based on availability. The room block will sell out so do not delay in making your travel arrangements. Click here to book your room at the CLAE conference rate.

Exhibit Area

The exhibit area will be located in the Harbourfront Ballroom Foyer with refreshment breaks and meals to assist with increasing traffic in the exhibit booth area.

Exhibitor Floorplan

The CLAE reserves the right to make changes to the floorplan as needed and the right to allocate booth space. Every effort will be made to accommodate your company's request. Requests to not be located near a certain company may preclude chances of getting your top choice. Please contact events@secretariatcentral.com if you have any questions with concerns to your booth allocation. Click here to see the floor plan.

Exhibit Hours

The exhibit hours are as follows:

Exhibitor Load in	Friday, Oct. 13th,	1:00pm – 3:00pm
Exhibit Hours	Friday, Oct. 15th	4:00pm – 6:00pm**** New Opportunity!**
	Saturday, Oct. 14th	7:30am – 5:00pm
	Sunday, Oct. 15th	7:30am – 12:30pm
Exhibitor Load out	Sunday, Oct. 15th	1:00pm

****An extra date has been added to the exhibitor hours****

Exhibit Booth

Sponsor level: Platinum, Gold, & Silver

The CLAE will supply the following with your booth:

- 1 - 10’ wide x 8’ deep booth space
- 8’ high drapery back wall, 3’ high drapery sidewalls (black)
- 1 - 6' x 2' skirted table (black)
- 2 - Fabric chairs
- 1 - Wastebasket

Exhibitor

The CLAE will supply the following with your exhibit space:

- 1 - 6' x 2' skirted table (black)
- 2 - Fabric chairs
- 1 - Wastebasket

Exhibit Services Kit (Levy)

Click here to view Levy’s Exhibitor Kit.

Insurance

Please note all sponsors and exhibitors are required to be insured for a minimum of $2 million in general liability insurance.

Registration

Registration for industry representatives includes access to the exhibit hall, meals and refreshments as provided, and access to *educational sessions. A certain number of complimentary registrations are included with your sponsor and exhibit package. Additional registration for industry representatives is $600 per person.

To register your industry representatives, please click here, or contact events@secretariatcentral.com if you did not receive a code to register.

**Industry representatives are not allowed to participate in session Q&A or be identifiable as an industry representative.*

Shipping

If shipping materials to the hotel within 48 hours of the event please note the following receiving dock delivery instructions;

- Materials can be shipped to arrive no earlier than 48 hours prior to the event. If shipped before there will be a room rental fee to store large amounts.
- Please arrange for the pick-up of any items immediately following your event as the Hotel is not responsible for the damage or loss of any articles left on the premises before, during, or following the event.
- All deliveries must be properly labeled with the Event Name and date and on-site company contact with specific instructions whether it should be delivered to a Meeting room or Guestroom (include arrival date & Attention Front Desk for Guest Arrival). Please see the example label below for a shipment intended for delivery to your meeting room:

Pinnacle Hotel Vancouver Harbourfront
ATTN: BANQUET DEPARTMENT
1133 WEST HASTINGS STREET
VANCOUVER BC, V6E 3T3

Re: CLAE 2017
Onsite Company Contact: Andrea Smith
Event Manager: Lynn Chang

- Receiving Hours are 7:30AM to 3:30PM Monday to Friday, Deliveries will ONLY be received in these hours
- Please contact the hotel in advance if deliveries will be outside the above-posted hours
- The Hotel will not accept deliveries made at the front door or make any COD payments
- In the event that boxes will be sent from anywhere outside of Canada, please ensure they are shipped well in advance to avoid timely delays due to Customs
- Couriers/Vendors are responsible for taking materials to their exhibit area
- Service entrance is NOT the same as the main entrance, see below for more details

You are required to use the shipping label provided below.

PINNACLE HOTEL
VANCOUVER HARBOURFRONT

BOX # _____ of _____

RECEIVER:

NAME OF CONFERENCE: CLAE

CONFERENCE DATE(S): October 13-15, 2017

DELIVER TO CONFERENCE ROOM: Harbourfront A&B

NAME OF EVENT MANAGER: Lynn Chang

SENDER:

CONTACT NAME: _____

COMPANY NAME: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

For Hotel Purposes Only

This is NOT a Courier Shipping Label

Pinnacle Hotel Vancouver Harbourfront, 1133 West Hastings Street, Vancouver, BC, Canada, V6E3T3

(604) 689-9211

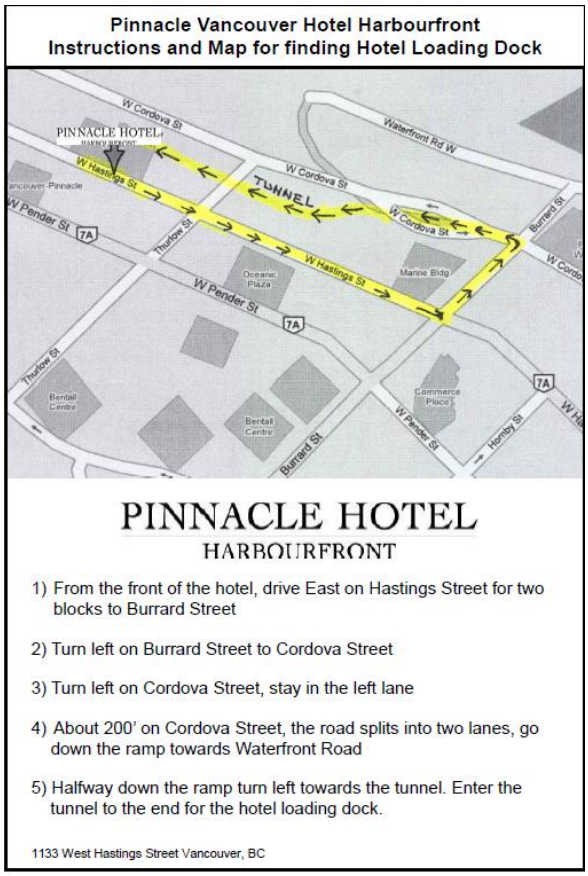
Loading Dock

Special event parking is located on Cordova St. New Extension (North side) MPark. This is where you will find the loading dock and service entrance.

Service elevator details are as follows:

Weight capacity	3500 lbs.
Elevator Door	3’5” x 7”
Depth	7’
Height	7’5”
Width	5’

See below for instructions on how to get to the service entrance and loading dock:



Questions?

For questions or further assistance please contact Andrea Smith, Conference Manager at events@secretariatcentral.com