



16th International Symposium of Veterinary Epidemiology and Economics **Exhibitor Manual**

Halifax, Nova Scotia, Canada
August 7 – 12, 2022





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Exhibition Resume

A. Overview

ISVEE is held every three years in selected countries around the world and we are very fortunate that Canada is the next country to host this event. ISVEE was last held in Canada in 1991! We are expecting to bring between 600 and 800 delegates from around the world to Halifax, Nova Scotia and to Charlottetown, Prince Edward Island for the pre- and post-conference courses.

ISVEE is a global forum for postdoctoral fellows, junior and senior investigators, health policymakers, as well as graduate students to exchange information that can advance the fields of veterinary epidemiology and economics, and related disciplines in the health and social sciences. ISVEE provides a unique opportunity for experts in many disciplines to discuss, learn and propose solutions for a healthy world.

B. Date & Location

Date: August 7-12, 2022
Location: Halifax, Nova Scotia, Canada
Venue: Halifax Convention Centre
Room: Exhibit Hall - Ballroom Salon

C. Congress & Exhibition

Venue West Conference Services

PO Box 98144, Yaletown ROP, Vancouver, BC, V6Z 2Z7, Canada
secretariat@isvee2022.ca

Kindly note that Venue West does not accept any claim for loss, due to fire, theft or damage of exhibits, nor will it be held liable for any personal injury caused by the exhibit or exhibitor. Use of the facility is conditional in that the exhibitor accepts full responsibility for any damages caused to the facility by the exhibit and/or the exhibitor(s). We require that each exhibitor carry comprehensive/commercial general liability insurance for the duration of the event.

D. Exhibition Management Services

Global Convention Services

120 Crane Lake Drive, Bayer's Lake Business Park, Halifax, Nova Scotia B3S 1B4, Canada
info@globalconvention.ca

Global Convention Services will not be held responsible for concealed damage or loss of merchandise after delivery to booth before or during installation time, or at conclusion of show prior to delivery to common carrier. Shipments should be insured by the exhibitor for coverage when out of the care, custody and control of Global Convention Services. The condition, count and contents of the material found in the booth at the time of actual removal will be final and binding and the right is reserved to alter exhibitor's bill of lading to reflect actual condition, count and contents found.

Global Convention Services will not be responsible for damages incurred while handling loose exhibit material or those inadequately packed. Global Convention Services will not be responsible for failure or



delay in performing services when delay is caused by strike labour stoppage, or any other cause unavoidable or beyond their control.

Insurance

It is understood that Global Convention Services is not an insurer.

Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide Global Convention Services with a release of subrogation to the extent of any insurance settlement received.

1. Deadlines

Check	Mandatory Forms	Return to	Due Date
<input type="checkbox"/>	Exhibit Staff Registration	Exhibit Management	July 31, 2022

Check	Show Decorator	Return to	Due Date
<input type="checkbox"/>	Global Convention Services Order Forms	Global Convention Services	July 27, 2022

2. Contact Information

On-site Exhibit Managers

Blair Hiltz: isvee2022-sponsorship-exhibition@venuewest.com

Global Convention Services

Phone: 1-902-425-1400

Email: info@globalconvention.ca

Official Customs Broker

ConsultExpo Inc

John Santini

Phone: 1- 514-709-0781

Email: johns@consultexpoinc.com



3. General Information

A. Exhibition Schedule

	Date	Time
Exhibitor Move-In	Sunday, August 7	10:00 AM - 4:00 PM
Exhibitor Service Centre	Sunday, August 7	10:00 AM - 4:00 PM
Welcome Reception	Sunday, August 7	5:00 PM - 7:00 PM
<i>*All exhibits are to be staffed during the Welcome Reception. This is the best time to network with attendees.</i>		
Exhibition Show Hours	Monday, August 8	9:30 AM - 3:30 PM
	Tuesday, August 9	9:30 AM - 3:30 PM
	Wednesday August 10	9:30 AM - 1:30 PM
	Thursday August 11	9:30 AM - 3:30 PM
	Friday August 12	9:30 AM - 3:30 PM
Exhibitor Service Centre	Friday August 12	3:30 PM - 7:00 PM
Exhibitor Move-Out	Friday August 12	3:30 PM - 6:00 PM

B. Exhibit Staff Registration & Badges

Exhibit Staff Registration grants the Exhibitor access to the Exhibit area.

Exhibitors may collect their badges on-site at the Registration Desk after a brief identification check during the exhibition move-in period. The Registration Desk will also be located in the Ballroom Salon.

C. Standard Exhibit Space Package

Each exhibit space rental unit includes the following:



- 10'x10' draped booth (backwall drape: black, sidewall drape: black)
- 8'ft high back wall
- 3'ft high side walls
- 1 - 6' Skirted Table with 2 chairs & waste basket
- ID sign

Exhibit space rental does not include any of the following: additional furniture, electricity, internet connection, labour, shipping or any other on-site services.

These items may be ordered through the forms provided in the Global Convention Services forms..

D. Move-In & Construction Limitations

Global Convention Services will be responsible for constructing and setting up all exhibition booths. As the exhibition area is located in a Ballroom Salon, there is no way for the area to be secured after the close of the exhibit hall hours. Exhibitors are responsible for ensuring anything of value is removed when the booth is not staffed.

The exhibitor and their affiliates are liable for any damage they cause to building, floors, walls, columns, and to standard exhibit equipment. Registration of labels, tape, paint, lacquer, adhesives or other coatings to building columns, floors and walls or to standard exhibit equipment is strictly prohibited. Any damages made by an exhibitor/exhibit will require compensation from the exhibitor for the cost of recovering any damaged facilities to their original state.

All exhibits must comply with all regulation established by the safety authorities. All materials used for decorating must be fire resistant. Cartons, boxes and crates may not be stored under tables, behind displays or in any part of the exhibit area. At the exhibitor's expense, empty crates, etc. will be picked-up, stored and returned to each exhibit space after the event.

E. Shipping & Customs

CUSTOMS - EXHIBITOR CONTACT INFORMATION

ConsultExpo Inc., has been selected as official Customs Broker and will be pleased to assist with the customs clearance and shipping of your display material. Please complete the **ConsultExpo Order Form** and **Canada Customs Invoice** and return to our John Santini johns@consultexpo.com (mobile 514-709-0781). John will review your forms for accuracy and provide a quote. If you accept the quote ConsultExpo will proceed with the services requested. ****If shipping via a courier you will still need customs clearance services please return the completed Order Form, Canada Customs Invoice and your carriers tracking number to ConsultExpo.****

Advanced Shipments to Warehouse Address (July 19 - August 2, 2022 only):

c/o Global Convention Services / ISVEE16

[Company Name & Booth #]

120 Crane Lake Drive, Halifax, NS, Canada B3S 1B4



F. Security & Safety

The exhibition area will not be locked during non-show hours. The ultimate responsibility for displayed exhibits and equipment lies with the individual exhibitor. Exhibitors must secure, at their own expense, appropriate liability/loss insurance at all times.

The ISVEE16 and its affiliates will not be held responsible for the loss, theft or damage to exhibitor supplies at all times.

G. Cleaning

The Halifax Convention Centre is responsible only for emptying baskets along the pathways and keeping the shared space clean. Exhibitors will be responsible to keep their booths clean at all times.

H. Advertisements, Sales Activities and Presentations

The exhibitor agrees to confine all products/service demonstrations and other sales activities to the limits of the contracted exhibit space and within the maximum height set. Distribution of any material is likewise limited to said exhibit space confines. Exceptions may be given by Secretariat office prior to show opening in writing.

The use of games of chance, lottery devices, musical instruments and other sideshow practices is permitted only with written permission of ISVEE16 Secretariat. The use of amplifiers, musical performances and any other sound generating equipment - even for advertising purposes - is not permitted. Any noise-generating demonstrations may be prohibited if such demonstrations are considered to be a disruption in the general order of the event.

Flashing lights and revolving light equipment are prohibited. Lights from one exhibit should not disturb neighboring exhibitors or damage other exhibit booths.

Exhibitors are not allowed to carry items, sign boards and brochures for recruitment purposes.

I. Non-Smoking

Smoking is prohibited in the exhibition area and Halifax Convention Centre.

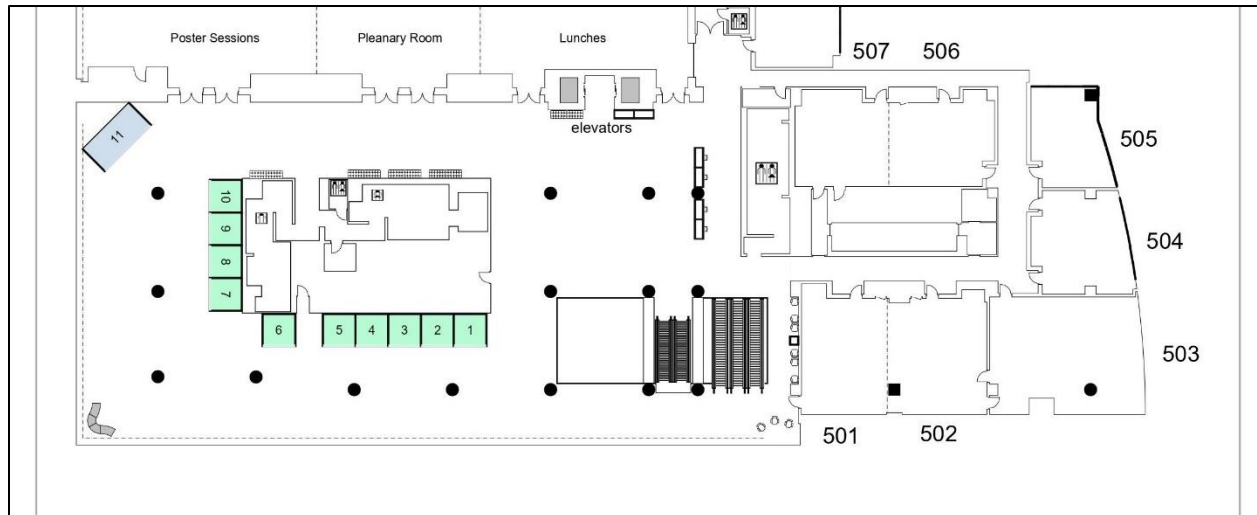
J. Move-out & Removal

Dismantling of exhibit construction and décor may only commence at the last day of the event after the close of the event. The ISVEE16 Secretariat reserves the right to charge the exhibitor a contract penalty fee if this clause is violated. The exhibit space has to be left in its original condition no later than outlined in the Exhibition Schedule.

4. Floorplan

The main entrance to Halifax Convention Centre is on 1650 Argyle Street. There is another entrance on 1675 Grafton Street.

The exhibition will be located on the Ballroom Level near the Plenary Session room located in the Ballroom Salon.



5. Liability Insurance

ISVEE16 does not bear any insurance risk for the exhibitor. The exhibitor is explicitly referred to their own insurance.

6. Exhibitor Order Forms

In an effort to become increasingly Environmentally Responsible, Global Convention Services has chosen to forego the production of hard copies of Exhibitor Kits and will instead continue to provide PDF copies of all kits along with a link for online ordering.

Show information, important dates, shipping addresses, shipping labels and order forms can all be found below.

Forms included below:

- Power
- Payment and Credit Card Authorization
- Third Party Billing Form
- Electronic Funds/Wire Transfer Form
- Furnishings Order Form
- Specialty Furniture Order Form



- Exhibit Systems Order Form
- Exhibit Accessories Order Form
- Graphics Order Form
- Installation and Dismantle Order Form
- Material Handling Order Form
- Shipping Order Form

Please note that all of the forms listed above in this section can be found online. Exhibitors may order directly through those forms/links.