

Ocean Innovation 2009
Victoria Conference Centre, Victoria BC
October 20-22, 2009



Exhibitor Guidelines

What's included?

- (1) 10 x 10' booth with back & side drapery, 6' skirted table chair
- (1) 120V, 7 amp, 750 watt single receptacle (optional)
- (1) Full Access Conference/Exhibition Pass (\$575 value)
- (1) Icebreaker Reception Pass at the Maritime Museum
- (1) Gala Dinner Pass

Extras

- Individuals needing special services/furniture/set-ups are encouraged to contact the Victoria Conference Centre asap. Detailed information is located at <http://www.oceaninnovation.ca/Themes/2009/Content/ExhibitorHandbook.php>
- Extra tickets to the Gala (\$75 October 21st) and for the Workshop (\$60 October 20th) can be purchased on RegOnline <http://www.regonline.ca/Checkin.asp?EventId=733394>. Online registration for these two events will remain open until October 16th.
- If you need assistance before/after October 16th, please contact Nannette Plant, plant@camosun.ca or (250)370-3820.

Shipping

- Shipping directly to the Victoria Conference Centre should be done through "Events on the Move Shipping and Customs". Please visit our website for details: <http://www.oceaninnovation.ca/Themes/2009/Content/ExhibitorHandbook.php>

Set-up

- Date/time: October 20, 2009 12-6 PM
- Location: Victoria Conference Centre, 720 Douglas Street <http://victoriaconference.com/>
- Staff from Camosun will be on site that day and a guard will be on duty from 3-7 PM.

Want to Participate in the Workshop on the 20th or Need Late Set-up?

- If you'd like to participate in the day long workshop on the 20th and need to set-up your booth, arrangements can be made to extend set-up to 6:30 pm. You will also have a short period of time on October 21st, between 7-7:50 am for last minute changes/set-up.

- Important: **TO CONFIRM THAT YOU WILL NEED LATE SET-UP, please e-mail Nannette Plant plant@camosun.ca so that the necessary arrangements can be made.**

Loading Dock

- The loading dock is located on the Humboldt Street side of the building (corner Humboldt and Douglas).

Parking

- The entrance for parking at the Empress/Convention Centre is located on Douglas Street (entrance is in between the Convention Centre and the Bus Depot). When exiting the parking lot, choose the doors that say Convention Centre for the shortest walk.

October 20, 7:00 – 9:30 PM - Icebreaker

- The Icebreaker will begin at 7 PM at the Maritime Museum of B.C., located at 28 Bastion Square <http://www.mmbc.bc.ca/>. It is approximately a 5 minute walk from the Convention Centre.
- Hosted by Victoria Shipyards, this event will provide you with the perfect opportunity to mingle with fellow delegates and members over a drink and appetizers and visit all three floors of the museum.
- If you haven't already registered for this free event in RegOnline, please e-mail plant@camosun.ca for assistance.

October 21, 6:00-9:30 PM - Gala

- The Gala will take place at the CFB Wardroom located at 1586 Esquimalt Road. Guests are encouraged to arrive early since a surprise guest is scheduled to arrive at approximately 6:15 pm.
- Taxis from downtown Victoria to the Gala will cost approximately \$15 and participants are encouraged to carpool with other conference attendees.
- After the Gala, the Wardroom's lounge will remain open.

Start & End Times

- October 21st – 8:00 AM start – participants will be arriving for a Continental Breakfast which will occur in the exhibition area. The exhibition area will close at 4:30 PM.
- October 22nd – 8:30 AM start – participants will be arriving for a Continental Breakfast which will occur in the exhibition area. The exhibition area will close at 5:00 PM. Exhibitors are encouraged to stay until the end of the event. Assorted drinks/juices, flat breads and dips will be available for exhibitors during the take down.

Key Contacts

- Nannette Plant, Camosun College plant@camosun.ca (250)370-3820
- Victoria Conference Centre Event Manager: Leanna Hayes LeannaH@victoriaconference.com
(250)361-1026 Fax (250)361-1030
- Sara Leishman, Events on the Move

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