

## EXHIBITOR MANUAL

The OLTC is proud to host *This is Long Term Care 2023* at the Beanfield Centre in Toronto. We are pleased to invite you back in person as an Exhibitor for this year's conference. The theme this year is Hallowe'en! You are invited to get into the spirit by showcasing your products and services with a touch of Hallowe'en décor, SWAG and costumes!

**Beanfield Centre** – Exhibition Place, 100 Princes' Blvd., Suite 1, Toronto, ON M6K 3C3 | [Website](#)

Please review the [Beanfield Centre Venue Guidelines](#) carefully.

### HOST HOTEL

**Hotel X Toronto**, 111 Princes' Blvd., Toronto, ON  
Conference Rate – \$335 per single/double room - signature room  
Phone Reservations: 647-943-9300 and advise you would like to book within the "Ontario Long Term Care Association" room block to reserve at the special conference rate. Booking deadline is **Monday, September 18, 2023**.

**PLEASE NOTE:** Should you get a phone call from a housing management company, be aware that they have no relationship with OLTC or This is Long Term Care, nor have they been authorized to book hotel rooms on our behalf. [We recommend booking directly with the hotel.](#)

### EXHIBIT HALL HOURS (hours subject to change)

**Sunday, October 22, 2023**

**EXHIBITOR SET-UP** - 1:00 pm – 6:00 pm

**Monday, October 23**

**EXHIBIT HALL OPEN** - 11:00 am – 5:00 pm

**Tuesday, October 24**

**EXHIBIT HALL OPEN** - 10:00 am – 1:00 pm  
**TEAR-DOWN TO FOLLOW**

### INCLUDED IN YOUR 10' x 10' EXHIBIT SPACE (see page 2 for additional services)

- 10' x 10' pipe and drape area (8' high black back drape and 3' high side black drape)
- One (1) 6ft table (white table cloth/skirt), two (2) chairs and one (1) corrugated waste basket
- Wi-Fi is included for exhibits (no password required)
- Fully carpeted Exhibit Hall (floor cover on top of existing carpet is not permitted in this building)
- Exhibitors receive a delegate list one week pre-event (list includes delegate name, company and country only)  
*Note: if you get an e-mail from a company offering to sell the delegate list, do not purchase. This is a scam.*
- Two (2) Exhibitor Badges\*
- Exhibitor Badges include: Monday and Tuesday lunches/breaks, access to concurrent sessions including keynotes, and the Sunday Scaries Kick-Off Party. Does not include access to Recognition Gala dinner.
  - Additional Exhibitor Badges and social event tickets can be purchased (an additional Exhibitor Badge is \$200 +HST) online through your confirmation email.

**\*All Exhibitor Badges will be picked up at the Exhibitor Registration Desk inside the Exhibit Hall.**



## EXHIBITOR MANUAL

### EXHIBITOR MOVE-IN & MOVE-OUT

**Exhibit Hall Location:** The Ballroom B, Ground Floor and Preconference A

**Move-In:** Sunday, October 22, 1:00 pm – 6:00 pm & Monday, October 23, 8:00 am – 9:30 am (hand carry only)\*

**Move-Out:** Tuesday, October 24, 1:00 pm – 6:00 pm (please do not start to tear down prior to 1:00 pm)\*

\*Please provide your own dollies for move-in and move-out.

**Exhibitor Entrance:** Roll up door on the East side of the building (ground floor, access to Exhibit Hall).

**Parking:** Underground parking at the Beanfield Centre on Sunday, October 22nd is complimentary for move-in, after that parking passes for the Beanfield Centre can be purchased [here](#).

**Display Restrictions:** Booth/signage cannot extend more than 3ft from the back on either side of the booth to avoid blocking sight lines for other exhibitors.

**Ballroom Ceiling Height:** 30ft

### ADDITIONAL SERVICES • NOT INCLUDED IN YOUR EXHIBIT • ORDER IN ADVANCE

All additional items (i.e. hydro, furnishings, decor) need to be ordered in advance directly with the supplier.

ADDITIONAL SERVICES	SUPPLIER & CONTACT	DISCOUNT PRICING DEADLINE
<b>Audio Visual</b> <a href="#">Download &amp; Email Form</a>	<b>Encore</b> - Contact: Christopher Lem Phone: 647-393-1057 Email: Christopher.Lem@Encoreglobal.com	October 12
<b>Electrical</b> <a href="#">Online Ordering</a>	<b>Showtech</b> - Contact: Margarita Tupino Email: mtupino@showtech.ca	September 29
<b>Booth Cleaning / Wired Internet</b> <a href="#">Order Online</a>	<b>Beanfield Centre</b>	October 8
<b>Furniture / Show Services / Advanced Shipping Forms</b> <a href="#">Order Online &amp; Form</a>	<b>Freeman</b> - Contact: Dianne Castanheiro Email: <a href="mailto:Dianne.Castanheiro@freeman.com">Dianne.Castanheiro@freeman.com</a>	September 25, 11:59 pm EST
<b>Exhibitor Enercare Parking Pass</b> <a href="#">Form</a>	<b>Beanfield Centre</b>	N/A
<b>Certificate of Insurance REQUIRED</b>  Please submit your completed Certificate of Insurance electronically to <a href="mailto:TiLTC@brokerlink.ca">TiLTC@brokerlink.ca</a> For more information, please visit the <a href="#">website</a> .	<b>Note:</b> Your organization must submit its Certificate of Insurance no later than 60 days out from the show. Your Certificate of Insurance must name the Ontario Long Term Care Association as additional insureds with respect to your attendance and exhibition at <i>This is Long Term Care</i> . Other insurance requirements may be imposed if you intend to display automobiles or provide professional services on the Exhibit Hall floor.	N/A