



INTERNATIONAL
NEUROTRAUMA
SOCIETY



AANS/CNS Section On
NEUROTRAUMA &
CRITICAL CARE



CNS



NeuroTrauma2018

The 3rd Joint Symposium of the International and National Neurotrauma Societies and AANS/CNS Section on Neurotrauma and Critical Care

AUGUST 11-16, 2018

TORONTO, CANADA

EXHIBITOR MANUAL



www.neurotrauma2018.com



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1. Event Summary

A. Overview

Past INTS Meetings

Year	Venue	Attendance
2016	Cape Town, South Africa	670
2014	Budapest, Hungary	450
2011	Shanghai, China	1,000
2009	Santa Barbara, US <i>*Joint Meeting with NNS</i>	720

Past NNS Meetings

Year	Venue	Attendance
2017	Snowbird, Utah	740
2016	Lexington, Kentucky	650
2015	Santa Fe, New Mexico	600
2014	San Francisco, California	700

B. Date

Date: August 11-16, 2018
 Location: Toronto, Canada
 Venue: The Westin Harbour Castle, Toronto
 Venue Level: Conference Centre, 2nd Level
 Room: Metropolitan Ballroom
 Website: www.Neurotrauma2018.com

2. Deadlines

Check	Return to	Due Date
<input type="checkbox"/> Certificate of Insurance (Mandatory)	ICS	July 11, 2018
<input type="checkbox"/> Exhibit Staff Registration	ICS	July 11, 2018
<input type="checkbox"/> Logo & Company Description	ICS	July 11, 2018
<input type="checkbox"/> Approval for custom-built exhibit space	ICS	July 11, 2018
<input type="checkbox"/> Booth Entertainment Request Form	ICS	July 11, 2018
<input type="checkbox"/> Loading Dock Time Slot Request	ICS	July 11, 2018
<input type="checkbox"/> Giveaway Request Form	ICS	July 11, 2018
<input type="checkbox"/> Housing	ICS	July 11, 2018



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Check	Return to	Due Date
<input type="checkbox"/> Customs & Shipping Services	Stronco	Prior to shipping
<input type="checkbox"/> Advance Warehouse open for shipments	Stronco	July 13 - August 8
<input type="checkbox"/> Venue Services	The Westin Harbour Castle, Toronto	July 27, 2018
<input type="checkbox"/> Booth Services	Stronco	July 22, 2018

3. Contact Information

Exhibit Manager

Esther Meneses: [+34] 654 639 139

INTS2018-exhibits@icsevents.com

Sponsorship & Exhibit Sales Manager

Sarah Richards: [+1] 778 872 9745

INTS2018-Sponsorship@icsevents.com

Conference Manager

Andreas Hinnerth: [+43] 677 6163 1003

INTS2018@icsevents.com

Registration & Housing Manager

Tina Lobo-Hardick: [+1] 604 681 2153 - 118

INTS2018-registration@icsevents.com

General Services Contractor

Stronco

Exhibitor Services Centre 800-665-2621

exhibitorservices@stronco.com

Venue Services

The Westin Harbour Castle, Toronto

Maria Soultanoglou: [+1] 416 361 7442

Maria.Soultanoglou@westin.com

Food & Beverage Services

The Westin Harbour Castle, Toronto

Maria Soultanoglou: [+1] 416 361 7442

Maria.Soultanoglou@westin.com

AV Equipment Provider

PSAV: [+1] 416 304 0262

whcsales@psav.com

Neurotrauma 2018 Secretariat: International Conference Services Ltd.

Suite 300 - 1201 West Pender Street, Vancouver, BC Canada V6E 2V2

Tel: +1 604 681 2153 Fax: +1 604 681 1049 Email: INTS2018-exhibits@icsevents.com Web:

www.Neurotrauma2018.com



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Official Customs Broker & Transportation Service Supplier

Stronco

Exhibitor Services line 800-665-2621

exhibitorservices@stronco.com

CONFERENCE WEBSITE

www.Neurotrauma2018.com

4. General Information

A. Exhibition Schedule

	Date	Time
Exhibitor Move-In	Sunday August 12, 2018	15.00 - 20.00
	Monday August 13, 2018	08.00 - 09.45
Exhibitor Service Centre	Sunday August 12, 2018	15.00 - 20.00
	Monday August 13, 2018	08.00 - 09.45
Exhibition Show Hours*	Monday August 13, 2018	10.30 - 16.30
	Tuesday August 14, 2018	10.00 - 14.00
	Wednesday August 15, 2018	10.00 - 16.30
	Thursday August 16, 2018	10.00 - 14.00
Exhibitor Move-Out	Thursday August 16, 2018	12.00

* All exhibits are required to be staffed during the Exhibition Show hours - no exceptions.

B. Exhibit Staff Registration & Badges

Each exhibiting organization receives two (2) complimentary staff registrations for every exhibit space rental unit purchased in the event. Additional Exhibitor Staff Registrations are available for USD 250 up to a maximum of four (4) staff members per unit. Exhibit Staff Registrations grant access to the Exhibit Hall during Exhibition hours only and have the following privilege:

- Networking Breaks

An email with the registration information will be sent to each exhibitor. Please refer to the email and the link to register. Exhibitors may collect their badges on-site at the Registration Desk after a brief identification check during the exhibition move-in period.

C. Housing

Accommodation can be booked at time of registration. The Neurotrauma 2018 Secretariat (International Conference Services Ltd.) is the official housing bureau for Neurotrauma 2018 and will offer assistance with the coordination of housing requirements for the Conference. We have negotiated special room



rates with hotels in close proximity to The Westin Harbour Castle. Special rates and added complimentary amenities are only available to delegates who book through the official housing bureau.

Although the INTS, NNS, and The AANS/CNS Section on Neurotrauma and Critical Care and the housing bureau will do their due diligence and negotiate the lowest possible group rates, we cannot predict future specials hosted by competing hotels. However, we urge all sponsors, exhibitors and delegates to support the Conference and book through the official housing bureau. The success of the Conference and the supporting associations depends on you using the contracted hotels.

The Neurotrauma 2018 Secretariat and its supporting organizations cannot meet the contracted room obligations if sponsors, exhibitors and delegates book outside the official housing bureau. Rooms that are not filled because of that create an expense for the Conference in form of financial penalties (attrition charges) and place the financial success of the Congress at risk, which increases with each delegate, exhibitor and sponsor not booking through the official housing bureau.

If you have a group of 10 or more that you would like to register or book accommodation for, please contact us at INTS2018-Registration@icsevents.com.

WARNING: *We are aware that illegitimate companies are targeting our exhibitors, calling to 'offer' to set you up with accommodation. These companies are often fraudulent. Please note that they are not affiliated with us and that the only way to register & book accommodation will be only through the Congress website, with the dedicated link sent to you.*

D. Standard Exhibit Space Package

Each regular exhibit space rental unit includes the following:

- Floor space as assigned
- Pipe and drape exhibit space (100 sq ft / 9 m2)
- One table, two chairs, wastebasket (electricity not included)
- Panel sign with organization name

Exhibit space rental does not include any of the following: additional furniture, carpet, electricity, internet connection, labor, shipping or any other services. These items should be ordered through the forms provided at the End of this Exhibitor Manual.

E. Shipping & Customs

Stronco is the official customs broker and transportation service provider for Neurotrauma 2018. To ensure all shipments arrive on time, the use of the official customs brokers is highly recommended. The Neurotrauma 2018 Secretariat cannot be responsible for any delayed or lost shipments.

Should you decide to not ship with the official transportation service provider and not take advantage of advanced materials handling, please request your time slot at the loading dock well in advance. Due to the loading dock capacities at The Westin Harbour Castle, Toronto, all exhibitors will be given scheduled times to unload their shipments, they will need to be unloaded via the dock and transported to the show floor. It is of extreme importance for all to strictly adhere to their scheduled unloading times to ensure the smooth and timely setup of each and every booth. The unloading schedule will be forwarded to all exhibitors prior to the conference.



If you need assistance bringing your materials up to the exhibit floor you will need to fill out and send in the material handling form before the event.

Order Form can be found here: www.stroncoonline.com (show code: 484573125). To place online orders you will be required to enter your Show Code and Booth Number.

F. Move-In & Construction Limitations

Move-in times must be adhered to and will be enforced. The exhibition hall will be closed evenings, during which time no one will have access to the hall. The exhibitor has to complete exhibit construction within the given move-in timeframe, which is specified in the Exhibition Schedule above.

Any exhibitor, who has not commenced exhibit construction/decoration one hour prior to event opening, is subject to removal by the Neurotrauma 2018 Secretariat at its own discretion. Moreover, the exhibitor is then liable to Neurotrauma 2018 for the agreed exhibit rental fee. The exhibitor is not entitled to damage claims.

The exhibitor and their affiliates are liable for any damage they cause to building, floors, walls, columns, and to standard exhibit equipment. Application 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 and/or their affiliates will require compensation for the cost of recovering any damaged facilities to the original state. Under no circumstances may the weight of any equipment or exhibit material exceed the maximum floor load weight of the exhibit hall. The exhibitor accepts full and sole responsibility for any injury or damage to persons or property resulting from failure, knowingly or otherwise, to distribute the load of his exhibit material to conform to maximum floor loading specifications. Floor loading is given as 125 pounds per square foot. No vehicles can be permitted in the main hall. All trucks unload at loading docks only.

Directions to the loading dock on the Conference Centre side can be downloaded here:

<https://bit.ly/2N3sfLW>

--Loading dock hours are 7:00am - 11:00pm Monday to Saturday and 9:00am - 11:00pm on Sunday.

--Trucks will require a lift gate truck. If any trucks are higher than the dock, there is a loading plate that can be used.

--Please inform the Symposium Secretariat of load in and out hours and freight elevator requests, as we will have to book a freight elevator operator.

All internal combustion engine vehicles must be $\frac{3}{4}$ full of gas and be fitted with locking gas caps. Vehicles must have seals under carriages or be equipped with ground sheets. Batteries must be disconnected.

All exhibits must comply with all regulation established by the safety authorities. All materials used for decorating must be fire resistant. The Neurotrauma 2018 Secretariat, The Westin Harbour Castle and/or local authorities can enforce an order of dismantling of booths and exhibits that have not been approved or do not follow the regulations. Frequent inspections will be held during the exhibition period. Please adhere to the regulations strictly, for safety purposes. 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.



All exhibitors planning a custom-built exhibit space are required to get approval on their booth layouts/designs from the Neurotrauma 2018 Secretariat in written. The layout, with measurements and building material specifications, needs to be submitted in detailed drawings to the Neurotrauma 2018 Secretariat. If exhibit plans are revised after approval has been send, the revised plans need to be re-submitted for approval as soon as possible. Please allow enough time for exhibit construction approval.

Deadline for submission of custom-built exhibit space: July 11, 2018

Maximum booth height restrictions are : 8'3''

The arrangement of displayed items or structures shall not disturb other booths or hinder passage of visitors. Displayed items should not create inconveniences to visitors and be kept at least 1'-0" (30cm) away from the exhibit space line. If exhibitors fail to conform to this rule, the secretariat office may demand those items to be relocated. This restriction is designed to give an equal opportunity to every exhibitor in terms of space and visibility.

No one under the age of 16 years may be allowed in the exhibit area during move-in/out. During move-in/out, exhibit halls and loading dock areas are considered hazardous work areas. As such, there shall be absolutely no drinking of alcoholic beverages, no horseplay and in general, any and all unsafe conditions or activities are to be corrected promptly.

Metropolitan Room West, Center & East at The Westin Harbour Castle is carpeted. However it is recommended to install carpet in the exhibit rental unit in order to visually confine booth dimensions. The Neurotrauma 2018 Secretariat will not carpet aisles in the Exhibit Hall.

The Neurotrauma 2018 Secretariat, The Westin Harbour Castle and/or local authorities can enforce an order of dismantling of booths and exhibits that have not been approved or do not follow the regulations. Frequent inspections will be held during the exhibition period. Please adhere to the regulations strictly, for safety purposes.

Custom exhibit equipment is to be pre-manufactured outside the area beforehand. Only the assembled equipment is allowed inside. Electrical tools such as compressor, welder, electrical saws, electrical grinders, and electrical planes are not allowed to be used inside the hall. Also, painting besides finishing is not allowed inside the hall (fire prevention safety rule). Due to electricity lines under the floor, exhibitors must be careful not to spill water or wash the floor with water.

G. Security & Safety

The Exhibition Hall will not be locked during non-Exhibit Service Centre hours. Security will be provided during the set-up, show and dismantling period. Although 24-hour security is provided, 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. Exhibitors will not be allowed to enter the Exhibit Hall during non-show hours without consent of the Secretariat. The Neurotrauma 2018 Secretariat and its affiliates will not be held responsible for the loss, theft or damage to exhibitor supplies at all times.



Exhibitors should take necessary safety measures prior to using dangerous equipment or parts during the show, in order to prevent accidents. Each exhibitor is responsible for the maintenance and safety of their equipment.

Please note that for any health and safety or first aid requests on site, any requests need to be directed to The Westin Harbour Castle security team on site. You can dial '0' from any of the venue house phones located in all meeting rooms or by asking any of the banquet managers to call security.

H. Liability Insurance

Neurotrauma 2018 does not bear any insurance risk for the exhibitor. The exhibitor is explicitly referred to their own insurance. Therefore Neurotrauma 2018 requires all its exhibitors to provide proof that liability insurance with a minimum of USD 2,000,000 for each accident or occurrence limit of liability is in place for the duration of the event. **Third party liability insurance certificate is mandatory** and must be provided to the Neurotrauma 2018 Secretariat **no later than July 11, 2018**. In case the exhibitor receives the invoice after July 11, 2018, the exhibitor is required to provide the certificate of insurance as soon as possible but **prior to move-in**. Full coverage has to be in effect for the event for which a contract exists.

Interest Insured: Commercial General Liability

- Inclusive Limit
- Covering Third Party Bodily Injury and Property Damage
- Including Non-Owned Automobile
- Including Host Liquor Liability, if planning on serving Liquor
- Including Cross Liability Clause

Additional insured to be named:

- International Conference Services Ltd.
- International Neurotrauma Society
- The National Neurotrauma Society
- The AANS/CNS Section on Neurotrauma and Critical Care
- The Westin Harbour Castle, Toronto

Insurance companies may submit their own form (must be in English). Please provide a copy of your own Certificate of Insurance.

I. Announcements/Messages

Announcements will not be permitted during the show.

J. Parking

The Westin Harbour Castle hotel offers valet or self-parking options from \$45; you can also take advantage of public parking, with rates varying from \$15-30 per day throughout downtown Toronto.



K. In-Booth-Catering

The exclusive caterer is The Westin Harbour Castle, Toronto. Catering can be ordered here: <http://harbourcastle.westinemenus.com/index.asp> or by using the link at the end of this Manual.

L. Cleaning

The Neurotrauma 2018 Secretariat 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. A vacuuming order form is included with the Exhibitor Order Forms - www.stroncoonline.com (Show Code: 484573125)

M. 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 the confines of their exhibit space. Exceptions may be given by secretariat office prior to show opening in writing. Please refer to the Booth Entertainment Request Form here: <https://bit.ly/2Mblwl>.

The use of games of chance, lottery devices, musical instruments and other sideshow practices is permitted only with written permission of the Neurotrauma 2018 Secretariat. The use of amplifiers, musical performances and any other sound generating equipment - even for advertising purposes - requires an advanced written approval as well. Noisy demonstrations may be restricted or prohibited after permission if such demonstrations are considered a disruption of the general order of the event. Flashlights and revolving light equipment are prohibited. Lights from one exhibit should not disturb or damage other booths. The exhibitors are not allowed to carry items, signboards and brochures for recruitment purposes.

N. Giveaways

Giveaways should be educational in nature and must be pre-approved. Distribution of pre-approved educational material is limited to contracted exhibit space only. It is recommended to await approval from the Congress Secretariat prior to production and shipment of any congress related giveaways. Permission to hand out Giveaways may be restricted or prohibited after permission if such giveaway is considered a disruption of the general order of the event. Please refer to the Giveaway Request Form, here: <https://bit.ly/2tfm27g>.

O. Non-Smoking

Smoking is prohibited in the Exhibition Hall and The Westin Harbour Castle, Toronto.

P. Move-out & Removal

Dismantling of exhibit construction and décor may only commence at the last day of the event after the end of the event. The Neurotrauma 2018 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 not later than outlined in the Exhibition Schedule. After the exhibition, when the subcontractors remove the furniture, exhibitors should pay attention not to leave behind any belonging in the drawers and the shelves.



The Neurotrauma 2018 Secretariat does not take the responsibility for any damages and losses as a consequence. All of the participants must return the equipment and tools that are leased from Neurotrauma 2018.

5. Floorplan

The Floor Plan is a “working draft” and changes may be made up until one (1) week prior to the event. Every effort has been made to ensure the accuracy of all information contained on the Floor Plan. However, no warranties, either expressed or implied are made with respect to the Floor Plan. It is the sole responsibility of the exhibitor to verify all dimensions and locations. This includes the location of building columns, utilities or other architectural components of the facility.

“Freight-Free” aisles may be shown on the Floor Plan and will be strictly enforced due to logistic and safety reasons.

For an up-to-date Exhibit Floor Plan, please view here: <https://bit.ly/2MzBhiT>.

6. Exhibitor Order Forms

Please find the official Order Forms of Neurotrauma 2018 using the links provided below:

A. Booth Services

Furniture | Equipment | Material Handling | Accessories

Stronco

- Link to order online: www.stroncoonline.com (Show Code: 484573125)
- Instructions for online ordering: <https://bit.ly/2loxkC0>

B. Audio Visual Services

Electrical | Rigging | Telecom | Internet

PSAV

- For ordering enquiries, please contact: whcsales@psav.com

C. Venue Services

Catering | Booth Security | Booth Cleaning

The Westin Harbour Castle, Toronto

- Food & Beverage menus online ordering: <http://harbourcastle.westinemenus.com/index.asp>
- For ordering booth security or booth cleaning, please contact:
Maria.Soultanoglou@westin.com

D. Customs & Shipping Services

Stronco

- Online ordering: www.stroncoonline.com (Show Code: 484573125)
- Instructions for online ordering: <https://bit.ly/2loxkC0>
- Shipping Label: <https://bit.ly/2lnWqkz>



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- Advance Warehouse receiving information: <https://bit.ly/2yqbPKc>
- Material Handling information: <https://bit.ly/2lkH1kl>

E. CBSA Letter of Recognition

Border-to-Show privileges have been granted for Neurotrauma 2018. The CBSA (Canada Border Services Agency) has advised its ports of entry to allow your goods to move directly to the show site (once they have been reported to CBSA at the first port of entry) where officials will perform the necessary clearance procedures.

Please attach a copy of the letter to any boxes or packages being shipped to Canada for this event.

Download here: <https://bit.ly/2LaFmN9>