

Canadian Geriatrics Society
Annual Scientific Meeting
Exhibitor Information Kit
April 25-27, 2024
The Westin Calgary



Conference Venue

The Westin Calgary, 320 4 Ave SW, Calgary, Alberta

Exhibit Area

The exhibit area is located where refreshment breaks and meals will be held to assist with increasing traffic in the exhibit booth area.

Exhibitor Floorplan

The CGS reserves the right to make changes to the floorplan and the right to allocate exhibitor 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 location choice. Please contact partnerships@secretariatcentral.com if you have any questions with concerns to your exhibit space allocation.

To view the draft floorplan please [click here](#).

Exhibit Hours

The exhibit hours are as follows:

Exhibit Hall Set-Up	Thursday, April 25	9:00 a.m. – 1:00 p.m.
Exhibitor Load in	Thursday, April 25	1:00 p.m. – 4:00 p.m.
Exhibit Hours	Thursday, April 25 Friday, April 26 Saturday, April 27	4:00 p.m. – 7:00 p.m. 7:00 a.m. – 3:00 p.m. 7:30 a.m. – 1:40 p.m. <i>Please refer to the program for designated break times.</i>
Exhibitor Load out	Saturday, April 27	1:45 p.m. – 2:45 p.m.

All booths must be ready by 4:00 p.m. on Thursday, April 25. Please ensure your reps join us for the **Exhibitor and Delegate Welcome Reception**, which will be held in the exhibit hall and open the meeting.

Exhibit Table

The CGS will supply the following with your exhibit space:

- 1 - 6' skirted table (Platinum, Gold, Silver) or 4' skirted table (Exhibitor)
- 2 - fabric chairs

Electrical

Exhibitors are responsible for ordering their own electrical using the order form found [here](#).

Insurance

Please note all sponsors and exhibitors are required to be insured for a minimum of \$1 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 package. Additional registration for industry representatives starts at \$300 per person, plus applicable taxes, for early-bird. If you do not have the applicable codes to register your complimentary representatives, please contact registration@secretariatcentral.com

Exhibitors and sponsors are welcome to attend the CGS Gala dinner held on Friday evening. Please purchase tickets for each individual if your representatives are planning to attend. Tickets will not be available onsite.

To register your industry representatives, [please click here](#).

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

Shipping

If shipping to the hotel, the hotel shipping label must be used and can be found online [here](#). **Please ensure boxes do not arrive at the hotel more than 3 days prior to the start of the meeting.** The CGS is not responsible for any handling fees that may apply.

Return shipping is the responsibility of the exhibitor and must be arranged **in advance**. Shipping and handling fees are the sponsor/exhibitor's responsibility.

Code of Conduct

All industry representatives must comply with the CGS Code of Conduct, which can be found [here](#). Please ensure all representatives who will be attending the ASM have reviewed the Code of Conduct in advance.

Questions?

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