



## Exhibitor Hours & Details

July 20 – 22, 2017  
Metro Toronto Convention Centre, Toronto, ON, Canada

Thank you for accepting our invitation to Exhibit at the AOSSM 2017 Annual Meeting in Toronto, ON, Canada, July 20-22, 2017 at the Metro Toronto Convention Centre.

We look forward to seeing you in Toronto, ON, Canada! The information below is helpful for your planning purposes.

### INSTALLATION of EXHIBITS:

Wednesday, July 19<sup>th</sup> 7:00am – 6:00pm

### EXHIBITOR REGISTRATION HOURS:

(hours subject to change prior to April 15th)

Wednesday, July 19<sup>th</sup> 2:00pm – 6:00pm  
Thursday, July 20<sup>th</sup> 7:30am – 12:30pm  
Friday, July 21<sup>st</sup> 7:30am – 5:00pm  
Saturday, July 22<sup>nd</sup> 7:30am – 12:30pm

### DISMANTLING of EXHIBITS:

Saturday, July 22<sup>nd</sup> 12:30pm

### EXHIBIT HOURS:

(hours subject to change prior to April 15th)

Thursday, July 20<sup>th</sup> 7:30am – 12:30pm  
Friday, July 21<sup>st</sup> 7:30am – 5:00pm  
Saturday, July 22<sup>nd</sup> 7:30am – 12:30pm

### BADGE REQUESTS – Due by June 1, 2016

Pick-up your badge(s) onsite at the AOSSM Exhibitor Registration desk outside the Exhibit Hall.

A maximum of 6 exhibit personnel, per booth space may be present in the Exhibit Hall at one time. We do not limit the number of badges a company can purchase. However, additional badges beyond 3 per booth will be available for purchase at a \$250.00 per badge charge beginning April 2017 through June 1<sup>st</sup>. After June 1<sup>st</sup>, you can purchase additional badges onsite. Onsite Badges are available for \$300.00 per badge.

Badges are non-refundable, non-transferable.

**We ask that you wear your badges at all times in the meeting space and Exhibit Hall.**

**PASSPORT Reminder** – Carry your passport if traveling from the USA or outside of Canada.

Renew early – Passports must not have an expiration date within six months of July travel dates

USA citizen passport information: <https://www.cbp.gov/travel/us-citizens>

### VARIOUS EXHIBITOR DETAILS

**Give-a-ways** Must be approved by AOSSM. Please send your request with complete information to [pat@aossm.org](mailto:pat@aossm.org) by June 1<sup>st</sup>.

**Food** No food is allowed for attendees at your booth.

**Raffle** Must be approved by AOSSM. Send your request to [pat@aossm.org](mailto:pat@aossm.org)

## CONTACTS:

### Hotel Door Drops & Ancillary Services:

Hotel Door Drops are available. Please contact the AOSSM office for more details.

**Contact:** Patricia Kovach E: [pat@aossm.org](mailto:pat@aossm.org)

**Request Due:** June 1<sup>st</sup>

### Electrical Contact

**Contact:** Available in the service kit (April, 2017).

### Wi-Fi/Internet

If you need internet at your booth you must order this service using the information in the exhibit service kit. Complimentary Wi-Fi is available in the Wi-Fi station in the Exhibit Hall (booths 717 & 719).

### Lead Retrieval

Lead Retrieval will be available for this meeting via the new AOSSM native App. All users must sign on to use the App Lead Retrieval. This service be available for \$250.00 per company, and will accommodate up to 3 users per booth space (example 4 booths = 12 users). Purchase will be made via the AOSSM website store beginning on April 19<sup>th</sup>. Once this is purchased, I'll send your information about how to the enter your Lead Retrieval users.

### AV Package - optional

Contact information available upon request to [pat@aossm.org](mailto:pat@aossm.org)

### Exhibit Services Contact: (signage, and movement of boxes)

Please contact after April 1, 2017

#### Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

### AOSSM Contacts

#### Manager Exhibits and Meetings

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#### Corporate Partnership Contact

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