

IHC2017

18th Congress of the International Headache Society



New Horizons in Headache

EXHIBITION



Exhibition

Dates and Times

The exhibition will take place in the East Exhibition Hall A at the Vancouver Convention Centre. The exhibition hours are shown below:

Date	Hours	Restrictions
Wednesday, 6 September 2017	10:00 –16:00	SPACE ONLY: Access / Installation (load-in times for exhibitors will be communicated w/c 21 August 2017)
	16:00 –18:00	SHELL SCHEME: Access / Installation (load-in times for exhibitors will be communicated w/c 21 August 2017)
Thursday, 7 September 2017	09:00 –12:00	SPACE ONLY / SHELL SCHEME: Access / Installation continued
	12:00 –16:00	Final dressing of stands & tidying of aisles
	17:00 –20:00	Exhibition Open*
	18:45 –20:00	Welcome Reception
Friday, 8 September 2017	09:00 –17:30	Exhibition Open*
Saturday, 9 September 2017	09:00 –18:00	Exhibition Open*
Sunday, 10 September 2017	09:00 –11:00	Exhibition Open*
	11:00 –18:00	Shell Scheme and Space Only move out (load-out times for exhibitors will be communicated w/c 21 August 2017)

The above dates and times are correct as of Monday, 12 June 2017 but maybe subject to change.

*All Exhibitors will have access to the exhibit floor 30 minutes prior to opening.

IMPORTANT NOTE: PENALTY COSTS FOR LATE EXHIBITOR INSTALLATION

If any exhibitor/contractor over runs past the exhibition close time (18:00) during build-up on Wednesday, 6 September and have not vacated the Loading Bay by 18:00 hours, an immediate penalty of £1,000 + VAT per hour will be imposed from 18:00 until 23:59. After 23:59 access will be denied. This is non-negotiable.

IMPORTANT NOTE: PENALTY COSTS FOR LATE EXHIBITOR DISMANTLE

If any exhibitor/contractor over runs past the exhibition close time during breakdown on Sunday, 10 September 2017 and have not vacated either the exhibition floor by 18:00 an immediate penalty of £5,000 + VAT per half an hour will be imposed until 23:59. After 23:59 access will be denied. This is non-negotiable.

Shell Scheme

Included in the shell scheme package is:

Components	Description
Structure	aluminum metal structure with white infill panels
Panel Dimensions	<p>Each white infill panel is 964mm wide x 2267mm high, the viewable area of the panel, once inserted into the shell scheme structure, is 949mm wide x 2254mm high.</p> <div data-bbox="512 748 951 1120" data-label="Image"> </div> <p>NB: bespoke branded printed panels are possible, but are subject to an extra cost; they do not form part of the shell scheme package.</p>
Carpet	Pre-installed venue carpet
Branding	<p>1 x name board (showing company name) fascia NB: Your company name will be displayed on a white background using upper and lower case black characters (max 34) in font Arial. Unfortunately, we cannot accept any bespoke branded artwork.</p>
Furniture	2 x fabric chairs (grey), 1 x 4'x 2' skirted table (white), 1 x waste bin
Lighting	3 x spotlights
Power	1 x 15amp power supply (Canadian socket) with power bar

Extras (including printed panels)

Shell scheme extras; furniture and graphics can be ordered one of two ways; either via LEVY online exhibitor ordering portal; https://secure.levyshow.com/cgi-bin/lolo_exh.pl using the show code IHC2017 or alternatively by using the appropriate form. For the best price please make sure all orders are placed by Thursday, 24 August 2017. All ordering, payment and logistics should be coordinated directly with LEVY, our preferred partner for exhibition services.

Key Deadlines (shell scheme)

Deadline date	Area	Requirements
11 August 2017	Contacts	Submit Exhibitor Contact Form.pdf
11 August 2017	H&S	Refer to Exhibition section, H&S for further details and deadline dates
16 August 2017	Electrics	Submit VCC ~ Electrical Order Form.pdf
16 August 2017	IT	Submit VCC ~ Exhibitor IT Order Form.pdf
16 August 2017	Rigging	Submit VCC ~ Sign Banner Installation Form.pdf
16 August 2017	Cleaning	Submit VCC ~ Booth Vacuuming and Shampooing Request Form.pdf
24 August 2017	Name board	Submit LEVY ~ Exhibitor Kit Order Form.pdf
24 August 2017	Furniture	Submit LEVY ~ Exhibitor Kit Order Form.pdf
24 August 2017	Extras	Submit LEVY ~ Exhibitor Kit Order Form.pdf

Space Only

All space only stands are allocated on a space only basis; no stand services are included.

Build Height

Maximum constructible build height is set at 13 feet.

Stand components can be supported by overhead rigging (see Rigging Structures, below).

Double-decker Stands (two level stands) two level stands of any kind are not permitted at IHC 2017.

Use of Rented Space & Height Limitation

The use and branding of rented space may not exceed the rented surface and space in three dimensions. The height limitation as communicated here above, must be respected both for physical and visual devices (e.g. lasers, gobos etc.).

Rigging Structures

All rigging requirements need to be ordered prior to the conference through the Vancouver Convention Centre using the appropriate order form. Banners can be suspended between 16 to 20 feet high within your rented space. The venue and the event Exhibition Manager will need to approve all plans prior to commencement of anyone building in the exhibit hall. Rigging can be ordered one of two ways; either via the Vancouver Convention Centre website; <http://www.vancouverconventioncentre.com/services/exhibitor-services> or alternatively by using the appropriate form (VCC ~ Sign Banner Installation Form.PDF).

All supporting documentation must be submitted by Wednesday 16 August 2017.

Stand Transparency

For Island and Peninsular raw space stands, the line of sight through the stand must be possible from aisle to aisle for at least 30% of the stand width when viewed from each open side.

Adjacent Stands

The wall height between adjacent stands should not exceed 4.00m. It is the exhibiting companies' responsibility to build its own adjacent wall. Anything above 2.25m on the back of the wall has to be cleanly dressed and finished in flat white. All raw space stands must be neatly finished and closed on top.

General Requirements

Dismantling

Exhibition stands and structures can be dismantled between 11:00 – 18:00 hours on Sunday, 10 September 2017. Under no circumstances should you commence breakdown prior to this time, nor before all delegates have left the exhibition. Please do not leave any goods or equipment on the stand. Shell scheme cupboards must be emptied and any display materials on the walls and literature must be removed. The Organisers (MCI UK Ltd) cannot be held responsible for the loss. All goods must be cleared by 18:00 on Sunday, 10 September 2017. Any goods not cleared will be removed by Levy Logistics at the owner's expense.

Health & Safety

All stands must complete and submit the relevant Health and Safety documentation. For further information please refer to Health & Safety section.

Noise

Exhibitors may not produce noise and/or use amplification of music and/or voice which may be heard outside the space assigned to the exhibitors, or which may interfere with or be felt objectionable to attendees or other exhibitors. The volume level must not exceed 70dB (A) at the boundaries of the stand. The Organisers (MCI UK Ltd) reserve the right to require exhibitors to discontinue any such activity. Live presentations at the stand are not permitted without prior approval from the Organisers (MCI UK Ltd).

Sporting Events

Broadcasting of National, European or World Sporting events is NOT permitted in the exhibition.

Stand Activities

“Meet the Expert” sessions or press briefings at the stand are not allowed during the official scientific programme.

A round table for a maximum of 8 participants during coffee breaks is accepted. A request to hold such sessions must be submitted to the Organisers (MCI UK Ltd) for approval.