



Exhibitor Logistics

International Association for Great Lakes Research
61st Annual Conference on Great Lakes Research
JUNE 18–22, 2018

REGISTRATION REQUIRED. Thank you for registering to exhibit at the 2018 IAGLR conference in Toronto. Depending on your exhibitor package, you will receive one or two full registrations at no additional cost. All exhibitors are **REQUIRED** to **PRE-REGISTER** online. To do so, please go to iaglr.org/iaglr2018/registration/. Do not pay the fee in step 2; instead, **note “Exhibitor” in the comments check payment section.** **IAGLR will manually waive the fee.**

Registration materials will be available at the registration desk in The Meeting Place located on the Lower Level of the Science Wing building. Your packet will contain a badge, receipt, and any event tickets you’ve indicated to attend. If you wish to bring additional help for your booth, they must pay registration fees for the conference at the regular conference rate. Hotel rooms are not included. We’ve suggested several area hotels listed at iaglr.org/iaglr2018/venue/accommodations/

EXHIBIT LOCATIONS. Exhibits will be located in the Meeting Place, lower level of the Science Wing building. See attached map. Specific exhibitor locations within the Meeting Place will be determined by the conference organizers, based on exhibitors’ needs, level of sponsorship, and venue safety codes. Exhibitors should look for the label with their organization’s name and only occupy that assigned space.

MOVE IN/OUT. Please check in at the registration desk in the Meeting Place upon arrival. Exhibitors can setup Monday, Noon–4 p.m. or Tuesday, 7:30–10 a.m. **Due to university policies, flatbed carts are NOT permitted inside the building.** All exhibits that cannot be carried must be processed through the loading dock area, which can access the venue easily. Please plan to move out by Friday, June 22, at noon.

PARKING. All exhibitors that can carry their materials may drive their vehicle up the campus roadway adjacent to the Science Wing building to unload and then return the vehicle to designated parking area in Lots G & H. (See map)

SECURITY. The Meeting Place is an area that has student, faculty, and staff traffic during the day; however, once the exhibitor space closes for the day there will be onsite security. It is your responsibility to ensure any equipment is safe during the conference sessions. IAGLR and the University of Toronto Scarborough are not responsible for any loss.

SHIPPING INSTRUCTIONS

The university can receive exhibit materials prior to a specified move in date depending on size or amount of boxes. Contact Frank Villiva, Manager Conference & Events, at fvilliva@utsc.utoronto.ca or **647-822-1740** to determine what is possible and receive precise instructions. Conference Services will receive and store freight at their warehouse up to 15 days in advance of scheduled exhibit load in. Freight will be transported to the exhibitor site on the first scheduled day of move in. Service includes delivery of freight to booth space, onsite storage of empties, and loading out outbound freight.

Mark and consign all shipments as follows:

COMPANY NAME & BOOTH NUMBER
IAGLR 2018 – Meeting Place
c/o Conference & Event Services
1265 Military Trail
Toronto, Ontario M1C 1A4
ATTENTION: Frank Villiva

This service is provided at \$50 per CWT (100 lbs.) with a 200 lb. maximum per shipment. All shipment weights are rounded up to the next 100 CWT. All shipments must be **prepaid**, unpaid shipments will not be accepted.

At the end of the conference, the vendor will be responsible for packaging their shipments and making sure the shipping documentation is in order. The conference services team will then make arrangements for the shipments to be transported to Central Stores where they can be released at the loading dock to the shipping company organized by the vendor.



**OPENING
WELCOME
RECEPTION**

Environmental Studies Building
and the Instructional Centre

**EXHIBITOR
TRADE SHOW
Meeting Place**

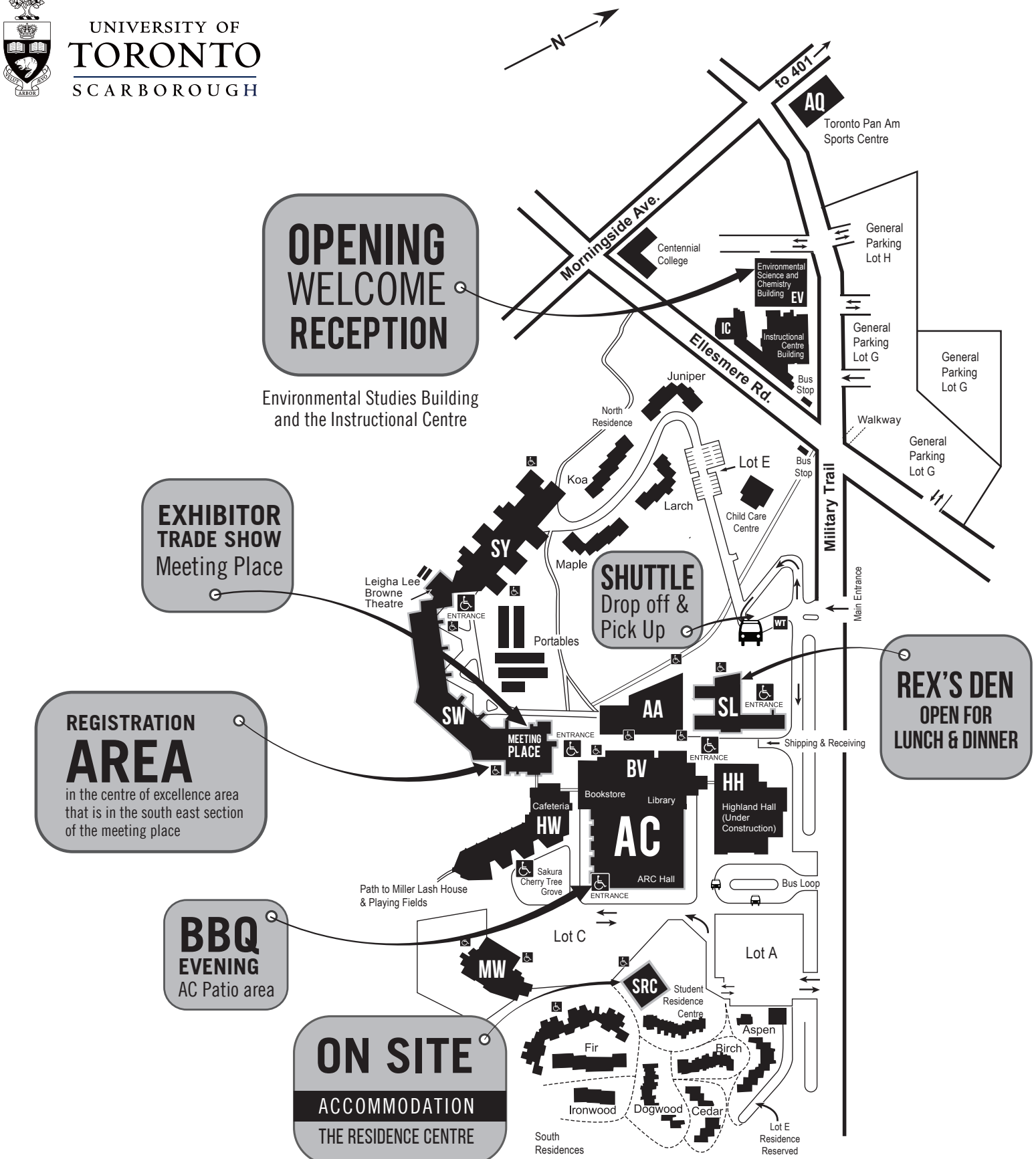
**REGISTRATION
AREA**
in the centre of excellence area
that is in the south east section
of the meeting place

**BBQ
EVENING**
AC Patio area

**ON SITE
ACCOMMODATION**
THE RESIDENCE CENTRE

**SHUTTLE
Drop off &
Pick Up**

**REX'S DEN
OPEN FOR
LUNCH & DINNER**



LEGEND

AA - Arts & Administration Building
Admissions & Student Recruitment
Registrar's Office
Financial Aid & Awards
Welcome Hall

AC - Academic Resource Centre (ARC)
Academic Advising & Career Centre (AA&CC)
Centre for Teaching & Learning (CTL)

BV - Bladen Wing
Bookstore
Doris McCarthy Gallery (DMG)

HW - Humanities Wing
MW - Management Wing
RC - Recreation Centre

SL - Student Centre
International Student Centre
Student Affairs & Services
SCSU - Student's Union
Health & Wellness

Variety Store - TTC Tokens
SRC - Student Residence Centre

Accessible Entrance
SW - Science Wing
AccessAbility Services
Police & Parking Services
Leigha Lee Browne Theatre
SY - Science Research Building