

## Exhibitors Logistics

### **Conference Registration**

Thank you for exhibiting at the 67<sup>th</sup> Annual Conference on Great Lakes Research at Caesars Windsor, May 20–24, in Windsor, Ontario. Exhibitor badges grant access for two people from your organization to the exhibit area and the Welcome Mixer (May 20), but do not grant access to conference sessions or other events. To gain complete access to the conference, exhibitors will need to [purchase full registration](#). To purchase tickets to specific events, use [this form](#).

### **Exhibit Locations and Dimensions**

Exhibits will be located in the Meeting Level (see attached floor plan). Exhibit booths are 10' x 10'. Tables are 8' x 2.5', and come with skirting and two chairs.

### **Move In/Out**

All exhibitors must check in at the registration desk in the Meeting Level Lobby upon arrival. Please plan to set up on Monday (May 20) between 3:00 and 7:00 p.m. or Tuesday (May 21) after 7:00 a.m., and move out by 4:40 p.m. on Friday (May 24) when the conference ends. To request a helper, contact Brianna ([bellis@iaglr.org](mailto:bellis@iaglr.org)) prior to the conference.

### **Session Coffee Breaks and Exhibit Hours**

Morning coffee breaks will occur at 9:20 a.m. on Tuesday, Wednesday, Thursday, and Friday. Afternoon coffee breaks will occur at 3:20 p.m. on Tuesday, Thursday, and Friday. All session coffee breaks will be held in the Meeting Level. Visit the [IAGLR 2024 website](#) for full program details.

#### Daily Exhibit Hours:

Monday, May 20: 5:30 p.m.–9:00 p.m.

Tuesday, May 21: 8:00 a.m.–1:00 p.m.

Wednesday, May 22: 8:00 a.m.–1:30 p.m.

Thursday, May 23: 8:00 a.m.–6:00 p.m.

Friday, May 24: 8:00 a.m.–4:40 p.m.

### **Parking**

Free parking is available in the Caesars Windsor Parking Garage (entrance at 257 Glengarry Ave). Enter the building via the valet doors and take the elevator to the hotel lobby. Transfer to a guest elevator to access the Meeting Level (3rd floor; see attached floor plan)

### **Security**

There will be a secure room (Veneris on the Meeting Level) available to store materials overnight. There is limited secure space available and we may not be able to accommodate large items. It is your responsibility to ensure any equipment is safe during the conference sessions. IAGLR and Caesars accept no liability for lost, stolen or damaged goods.

## **Shipping Instructions**

Due to limited storage facilities, Caesars is unable to store display material or show merchandise without prior approval. Should exhibitors require delivery of crates, boxes, or display material, arrangements must first be coordinated with the Convention Services Manager (Sue Heath, 519-985-2822). Items shipped directly to Caesars Windsor should be delivered at least four days prior to your event. Please notify the Convention Services Office of the forthcoming shipment - 519-985-2822 or by email at [sheath@caesarswindsor.com](mailto:sheath@caesarswindsor.com)

Shipments can be accepted weekdays from 8 a.m.–4 p.m. Weekend deliveries cannot be accepted.

Shipments should be addressed:

Caesars Windsor, Dock # 5  
Attention – Sue Heath, Convention Services Manager  
377 Riverside Dr. East  
Windsor, Ontario  
N9A 7H7

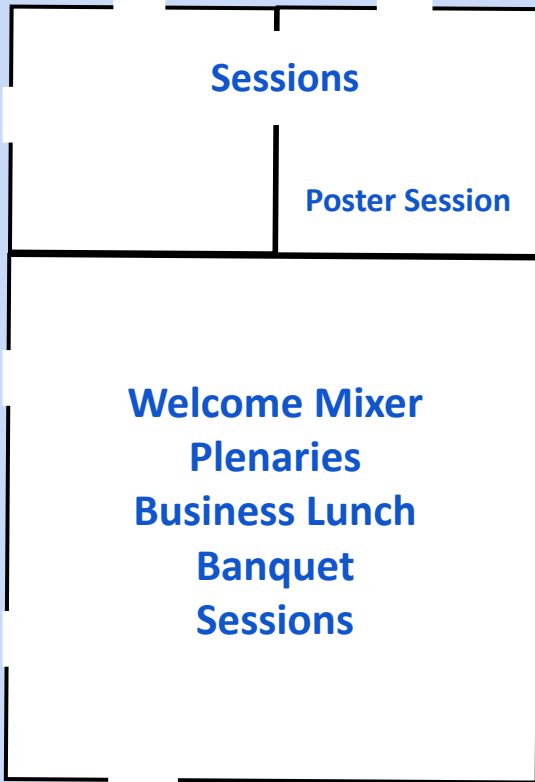
*Please indicate the event name, contact name and dates. Return address should state a contact name, company name, address, and phone number.*

Caesars does not accept COD packages. Handling charges may be incurred based upon size, weight, and storage of conference materials. In addition, deliveries from outside Canada must have a Customs Broker to ensure proper clearance over the border. Caesars is not responsible for clearing shipments held at the border. The Convention Services Manager may be consulted for recommendations on Customs Brokers.

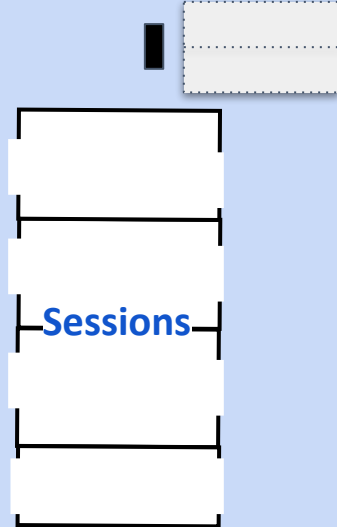
Caesars is not responsible for the safe or timely arrival of any conference materials. It is your responsibility to check on the arrival of any packages and to check to ensure contents are intact.

# Caesars Windsor - Meeting Level

Exhibitors



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⊠ Elevator

Escalator

Registration Desk