IDC DesignEx| Halifax Exhibitor Guidelines

1. **Venue Details and Date**
   - **DATE:** Wednesday, April 29, 2020
   - **LOCATION:** Museum of Immigration at Pier 21
   - **ROOM:** Chrysler Canada Pavilion
   - **ADDRESS:** 1055 Marginal Rd, Halifax, NS B3H 4P7

2. **Exhibitor Schedule and Move-in/out Schedule**
   Exhibitors may arrive anytime between the move-in times listed to set up their space. Exhibitors must be ready for attendees by 2:45 p.m. Doors open at 3 p.m. for attendees. Move-out begins at the end of the show at 6 p.m. Please review schedule and move-in/out times below.

   - 11 am - 3 p.m. | Move-in and set-up
   - 3 - 6 p.m. | DesignEx Show
   - 6 - 7 p.m. | Move-out and tear-down

   **Please Note:** Exhibitors are responsible for removing all storage crates and boxes from the table top show floor prior to the show opening. Storage of crates and boxes are the responsibility of the exhibitor. IDC will not have space for storing these items. There are a limited number of dollies available for your use.

3. **Display of Products**
   All products must fit on table top provided and/or within your allotted space. If you are using a banner, the banner MUST be displayed within your booth space and be of modest size. DO NOT place any materials outside your booth area or disrupt your neighbour. Please note your table dimensions, point 5.

4. **Booth Location and Floor Plan**
   Exhibitors will have the opportunity to select their booth location based on Sponsor Level, on a first come, first served basis. Platinum Sponsor(s) will have first choice; Gold sponsor(s) will have second and so on. IDC will reach out after your registration. Priority given to IDC members for selection of the table location. If a choice is not made by the designated deadline date, IDC will assign a table location to you.

5. **Booth Space and Furnishing Provided**
   Platinum level space is 16ft wide x 2.5ft deep* and will receive two tables. This space is also customizable.
   Gold, Silver and exhibitor level table space is one table with linen. Table dimensions are 8ft wide x 2.5ft deep*.

   Once participation is confirmed, you will receive an email asking for this information.

   *Dimensions include table.

6. **Shipping Items**
   Shipments can be sent to the venue one day in advance of the table top. Please contact Ashley Renaud (arenaud@idcanada.org) for details of shipping label. All shipments must be modest in size and be removed the same day.
7. **Electrical Outlets and Resources**
   If you are in need of electrical, please advise Ashley Renaud (arenaud@idcanada.org) with your requirements as soon as possible. Access to an outlet will be first come, first serve based on your Sponsorship level. Exhibitor level tables are not guarantee access to a outlet.

   IMPORTANT: Exhibitors are responsible for their own extension cords, power bars, etc. IDC will not have any extension cords, powers bars, etc. for exhibitor use.

8. **WIFI**
   All exhibitors will have access to standard WIFI for their devices.

9. **Parking**
   The venue parking is $2.00 per hour to a maximum of $10.00 per day.

10. **Door Prizes**
    Each exhibitor has the option of providing a door prize for the show. Door prizes must be displayed in your booth space. IDC will collect attendee passport cards for the draw. You must have your own method of collecting business cards.

    Once participation is confirmed, you will receive an email asking if you will be providing a door prize for the show. If there are questions, please contact Ashley Renaud (arenaud@idcanada.org)

11. **Cocktail & Networking Reception**
    During the cocktail networking reception, a cash bar will be located at the table top. Based on your exhibitor participation level, complimentary bar tickets will be provided to you in advance at the registration.

    **Platinum exhibitors will receive eight cocktail tickets.**
    **Gold exhibitors will receive four cocktail tickets.**
    **Silver exhibitors will receive two drink tickets.**

12. **Be Kind To Your Neighbour**
    IDC have worked on a floor plan that accommodates all exhibitors comfortably. We ask that you be considerate of your neighbour(s) during the show.

13. **Invite Your Clients!**
    We encourage you to invite your clients to this event. Attendance is complimentary to all in the design industry.

**Questions?**
Please contact Barbora Krsiakova, bkrsiakova@idcanada.org if you have any other questions.