

Together We Care

APRIL 1-3, 2019 | TORONTO CONGRESS CENTRE

The Ontario Long Term Care Association (OLTCA) and Ontario Retirement Communities Association (ORCA) are proud to host the 2019 *Together We Care* Annual Convention, the largest of its kind in Canada, and greatly appreciate your participation!

Please read through the information carefully. Any questions regarding the show should be directed to Rebecca Darling @ 519-263-6001 or rebecca@bayleygroup.com.

TRADE SHOW HOURS:

Exhibitor Move-In:

Monday, April 1st – 1:00pm - 8:00pm
(small items can be moved in Tuesday morning from 8am – 10:30am)

Trade Show Open:

Tuesday, April 2nd – 11:00am – 5:30pm
Happy Hour in Trade Show (4:30pm - 5:30pm)
*All exhibitors & delegates welcome

Wednesday, April 3rd – 10:00am – 2:00pm
**Tear-Down to follow, complete by 6:00pm

SHOW VENUE:

Toronto Congress Centre
Tradeshow: South Building, Hall ABC
650 Dixon Rd,
Toronto, ON M9W 1J1
Tel: (416) 245-5000

Exhibitors are encouraged to have lunch at 11:00 am before the delegate lunch, there is no breakfast provided for exhibitors.

EXHIBITOR DETAILS:

Two exhibitor passes are included per 10x10 booth

Exhibitor Passes Include:

- Lunch both days
- Tuesday Trade Show Happy Hour

*Additional badges & tickets can be ordered using the "Modify" button in your confirmation email. For assistance, please call 519-263-5050.

Additional Badges/Tickets:

- Both Days (Tues & Wed): \$200
- Tuesday Only: \$150
- Wednesday Only: \$75
- Tuesday Fun Night Dinner: \$145
- Monday Leadership Dinner: \$195

BOOTH DETAILS:

Booth space includes:

- 8' high drape and 3' high side drape (black)
- Floor is concrete (booths are not carpeted, aisles only – 'tuxedo style')
- Ceiling height is 16'
- **All additional items (carpet, furnishings, hydro, internet, lead retrieval etc.) need to be ordered directly suppliers – see page 2.**

*If you are **displaying a vehicle in your booth at TWC**, please advise Freeman Show Services, and they will give you an arrival time for set up.

LOADING DOCK:

The loading dock is located at the back of the South Building near Halls ABC. Please use the Martin Grove Rd. entrance to access the Loading Dock – [see map for details](#).

SHIPPING:

All advance shipping should arrive to Freeman Décor Services. Materials will not be accepted by the venue or the Convention. Please see details below to arrange for shipping.

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ORDER ITEMS / SERVICES NOT INCLUDED IN BOOTH:

Items must be ordered directly through the following suppliers (click on **blue text** for forms/details):

Additional Service(s)	Supplier	Order Deadline	Discount Pricing Deadline
Computer & Audio-Visual Equipment Form	Freeman AV	On-site	N/A
Power & Lighting Form (to order online you need to set up a password/username)	Showtech Order Online	On-site	March 18, 2019
Shipping, Décor, Booth Carpet, Furniture, Material Handling, Storage	Freeman Décor www.freemanco.com/store (to order online you need to set up a password/username)	On-site	March 11, 2019
Lead Retrieval Form Online Event Code: TWCC0419E	Conexsys http://www.conexsysleads.com/	On-site	March 22, 2019
Internet Access	Freeman AV	On-site	N/A
Certificate of Insurance REQUIRED	To submit your proof of insurance or request to purchase insurance contact Convention.Insurance@gmail.com .	March 1, 2019	N/A
Exhibitor Food Sampling Form	Toronto Congress Centre	Exhibitors who dispense food samples at must submit this form in advance of TWC.	
ICC (Venue) Services			
Rules & Regulations	It is your responsibility to ensure you are familiar with all Rules & Regulations at TWC. Marshals will routinely check exhibits prior to opening and throughout the show.		

HOTEL DETAILS:

Delta Hotels Toronto Airport & Conference Centre

655 Dixon Road Toronto ON – M9W 1J3

Call 1.416.244.1711 or 1.888.236.2427

<https://www.marriott.com/>

Reservations: Check your booth booking confirmation email for booking details

Room Rate: \$172 per night (Deluxe Two Queens, Deluxe Queen & King Suites) +13% HST + 4% MAT.

Parking – \$16 per day for registered guests.

Deadline to book: Friday, March 1st, 2019

For more information on hotels, please visit the [Together We Care website](#).

Radisson Suite Hotel Toronto Airport

640 Dixon Road, Toronto, ON – M9W 1J1

Call 1.416.242.7400 or 1.800.333.3333

www.radisson.com/Toronto-Airport

Reservations: Check your booth booking confirmation email for booking details

Room Rate: Superior King Suite \$175*, Superior Queen Suite \$187*, Executive Suite \$197* *Plus 13% HST + 4% MAT.

Parking – \$16 per day for registered guests.

Deadline to book: Friday, March 1st, 2019

Please Note: There may be companies soliciting our participants by offering to book their hotel rooms for Together We Care (TWC). TWC has no arrangement with any external organizations and we recommend you book directly with the hotels. We do not recommend booking through these companies.