

# DIA Annual Canadian Meeting

November 5-6 | Hilton Lac-Leamy  
Gatineau, Québec, Canada

Thank you for your planned participation with a tabletop exhibit at the [DIA Annual Canadian Meeting](#). The below information should serve as your Exhibit Information Reference Guide. Please review the information completely, and let me know if you have any questions.

Your company is confirmed for a tabletop exhibit. Tabletops have been selected in advance due to space.

## Exhibit Schedule:

### Tuesday November 5, 2019

6:45AM - Exhibit set-up  
7:30-8:15AM – Registration/Continental  
Breakfast/Exhibits  
9:45-10:15AM – Refreshment Break / Exhibits  
12:00-1:30PM – Luncheon  
3:00-3:30PM - Refreshment Break / Exhibits  
5:00-6:00PM – Networking Reception / Exhibits

### Wednesday November 6, 2019

7:30-8:20AM – Registration/Continental  
Breakfast/Exhibits  
10:00-10:30AM – Refreshment Break / Exhibits  
12:00-1:30PM – Lunch  
1:30PM – Exhibit breakdown may begin once all  
attendees have left to resume sessions.  
3:15PM – Conference adjourns

*All exhibit tables must be broken down, cleaned up and all items removed from the lunchroom by 3:45PM.*

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## Location

Hilton Lac-Leamy  
3 Boulevard du Casino, Gatineau, QC J8Y 6X4, Canada

Tabletops will be located in the lunchroom. All refreshment breaks and the Networking Reception will take place here.

**ATTENDEE LIST:** Please find the most recent version of the **attendee list** provided to you via email. This list is for informational and planning purposes. It should not be utilized for purposes of solicitation. This link is how to access the attendee list – the list will be updated each Friday prior to the show. You will also receive an attendee list 1 week post show.

**Exhibitor Company Summary:** For your convenience, your Company Summary information can be submitted online through the Manage My Exhibits Portal. **Here's what you need to do:**

- Visit the [Manage My Exhibits](#) page
- Login with your **User ID** and **Password**
  - **Please Note:** Only the User ID of the person listed as the 'primary contact' for this meeting has access to Manage My Exhibits for this DIA conference.
  - If you have forgotten your DIA User ID and Password, or this is your first-time logging into the DIA website, please use our **Login Reminder**

- Select the appropriate exhibit/company from the table (if more than one).
- Enter your company summary information as you would like it to appear in the printed directory
- Register Exhibit Personnel for your tabletop via this portal as well.

**Company summary must be submitted by October 18, 2019.**

### Meeting Program

Refer to the website to see up to date schedule and session overviews.

### **Shipping Information / Electrical & Internet**

- **Shipping** - refer to the attached [Shipping Information](#) for information on shipping your exhibit materials to the Hilton Lac-Leamy Hotel. Please also complete the [Shipping Form](#). Forms are provided in both French and English.

Hilton Lac-Leamy

3 Boulevard du Casino

Gatineau, QC J8Y 6X4

Company Name: *Exhibiting Company Name/Onsite Staff Member*

Mozart Room – DIA Annual Canadian Meeting

Attention: DIA – Susan Benedetti

Package X of X

- **Electrical/Internet** – each company receives access to one electrical outlet as part of your exhibit package. Additionally, complimentary WIFI access in the session rooms. However, if you require an uninterrupted, secure connection please order an internet line please use the attached [Additional Services Order Form](#) for any additional requirements.
- **Lead Retrieval Service** – lead retrieval service will be available through the DIA Global App. If you would like to purchase Lead Retrieval for \$400 please complete the [Lead Retrieval Order Form](#).

***Exhibitors will be billed directly for all fees associated with these additional services.***

### **Reminders**



- This is a tabletop exhibit and all display materials must be placed on the surface of the table. Pop-up tabletop displays may be used, however, pop-up floor displays designed for a standard 10 foot booth may not be used.
- No additional equipment may be placed in surrounding area, with the exception of floor banners (maximum size of 30\" wide by 72\" high) in the vicinity of your tabletop if space allows.
- No signs, banners, flags, etc. may be displayed from ceiling or walls, but are acceptable if attached to table.
- No security arrangements will be provided. All materials are the responsibility of the exhibitor.
- Advertisements and/or Announcements for non-DIA Sponsored Meetings/Workshops cannot be distributed or promoted at the workshop.

**Get the Word Out About Your Attendance at the DIA Canada Annual Forum**

Increase your tabletop traffic and raise your company's awareness in the media and the industry. The earlier you start, the more successful you'll be at driving your target audience to your tabletop. We'd like to make you aware of a few things to help you make the most of your participation:

1. We've set up the hashtag **#Canada19**, so feel free to also promote your participation, and network with others attendees, on Social Media.

**Sample Tweet 1:** Visit our table #X at #Canada19 Nov 5-6! [www.DIAglobal.org/Canada19](http://www.DIAglobal.org/Canada19)

**Sample Tweet 2:** We'll be at #Canada19 Nov 5-6. Stop by our table #X to forge new partnerships!  
[www.DIAglobal.org/Canada19](http://www.DIAglobal.org/Canada19)

2. **DIA Global App!** We will be utilizing the DIA Global App at this meeting. [Download](#) the DIA Global App to view the agenda and speakers, network with attendees and other exhibitors, and get updates throughout the conference. Available for all Apple and Android products – just search "DIA Global" in your app store.

A list of current attendees is part of the Global App. This is provided for informational purposes only and is not to be used for purposes of solicitation. Attendee lists will begin going out weekly, beginning October 1 prior to the program.

Badge scanning lead retrieval will be offered through the App this year. Please complete the [Lead Retrieval Order Form](#) if you would like to participate.

I look forward to receiving your company summary and contact information for publication. Please feel free to contact me should you have any additional questions.

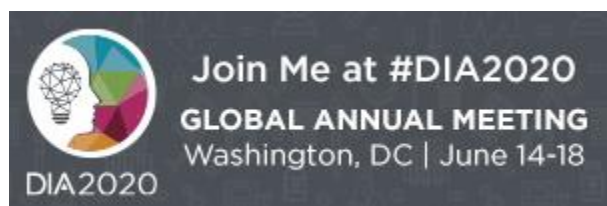
**Jessica Culp | Senior Manager, Meeting Operations DIA Americas** | [Jessica.Culp@DIAglobal.org](mailto:Jessica.Culp@DIAglobal.org)



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[View](#) all of DIA's upcoming exhibit opportunities.