

GRILS RUN SUDBURY EXHIBITORS GUIDE – SUNDAY JUNE 5TH 2016

The exhibitors guide presents the procedures to reserve, install and operate your kiosk.

Please fill out the exhibitors reservation form to specify the details of your organisation, the main contact person, the person in charge on-site on the day of the event as well as a brief description of your kiosk activity.

The organizing committee asks exhibitors to be as independent as possible with material and equipment. We will do our best to accommodate your needs with the equipment we have access to. Based on the information and requests that you will provide in your reservation form, we will return a detailed confirmation of what we can supply in terms of equipment and materials. Be sure to bring the appropriate amount of promotional materials based on the expected traffic.

Cost : \$250 + taxes (per 10x10 space)

Expected attendance : 2 000 people are expected (participants and spectators)

Exhibit Location : Laurentian University (935 Ramsey Lake Rd, Sudbury, Ontario, P3E 2C6)

Accès to the exhibit area : You can access the site with your vehicle. The material that you have reserved and that was confirmed will be available to you once you arrive on site. Your kiosk location will be confirmed on site.

Kiosk setup : 7:30-8:30am

Kiosk take down: 1:00-2:00pm

EVENT SCHEDULE

(exhibitors information is in bold)

7:30-8:30am	Access to the site for kiosk setup
8:30am	All vehicles must be removed from the exhibit area
8:30-9:30am	Participant check-in and on-site registration
8:30am-1:00pm	Your kiosk must be operational
8:30am	Start of animation
9:30am	Silent auction begin
9:45am	Welcome and morning warm-up
10:00-10:15am	Start of the 2.5km, 5km, 10km,
11:00-12:30pm	Participant lunch
11:00-12:00	Start of the medals presentation, as the results will become available
12:00pm	Closing ceremony, including results of the fundraiser and medal ceremony.
1:00pm	End of the event
1:00-2:00pm	Access to the site for kiosk take down