



# NATURAL CHANNELS 2016

Linking Processes to Practice

## WELCOME

On behalf of the Natural Channel Systems Planning Committee, I would like to thank you for your interest in the 5<sup>th</sup> International Natural Channel Systems Conference. Our event could not happen without the support of our sponsors and exhibitors.

The following guide sets out all of the pertinent information you will need to prepare for the conference. Once you have reviewed this guide, please complete the registration form and email or fax to Allset Inc. at [karen@allsetinc.com](mailto:karen@allsetinc.com) or 1-888-274-1324 and also mail, along with your payment. In order to cut down on credit card fees, we ask that you provide a cheque for payment. Credit card processing is also available.

Please assist us with our marketing efforts to help increase participation to our conference and drive attendance to your exhibit. Here are some ideas:

- Post the conference logo on your website and link it to [naturalchannels.ca](http://naturalchannels.ca). You can request the logo from Mario Maillet at [mario@allsetinc.com](mailto:mario@allsetinc.com)
- Add the event to your website Calendar of Events for September 26 & 27, 2016
- Include information on the conference in your upcoming newsletters, e-blasts & emails.

If you have any questions or concerns regarding sponsorship or exhibiting at our conference, please contact me and I will be happy to help.

Thank you,

Karen Anderson  
Conference Coordinator  
1-888-274-1364 ext. 103  
[karen@allsetinc.com](mailto:karen@allsetinc.com)

## LOCATION

Marriott Gateway on the Falls, 6755 Fallsview Boulevard, Niagara Falls, Ontario, L2G 3W7  
Canada

**Please Note** – There are 2 Marriotts on Fallsview Blvd.

The Exhibit Hall is located in the Oakes Lobby on the second level.

## DAILY SCHEDULE OF EVENTS

### 2016 NATURAL CHANNEL SYSTEMS PROGRAM AT A GLANCE

Pre-Conference Sunday, September 25	
8:00 PM – 10:00 PM	Ice Breaker Reception (held in hotel lobby on first level) Registration will be open
Day 1 Monday, September 26	
8:00 AM – 9:00 AM	Training Workshops
7:15 AM – 9:15 AM	Registration
9:15 AM – 10:30 AM	Welcome, Introductions and Opening Remarks (held in the Plenary Hall)
10:45 AM – 12:15 PM	Concurrent Sessions
12:15 PM – 1:15 PM	Luncheon – Part I » Held at Milestones (Located in hotel)
1:15 PM – 2:00 PM	Luncheon – Part II » Luncheon Keynote: (held in the Plenary Hall)
2:15 PM – 3:45 PM	Concurrent Sessions
3:45 PM – 4:15 PM	Refreshment Break with Exhibitors
4:15 PM – 5:45 PM	Concurrent Sessions
5:45 PM – 7:15 PM	Wine and Cheese Networking Reception (held in Exhibitors' Gallery) Poster Display (Q & A Period)
Day 2 Tuesday, September 27	
7:00 AM – 8:30 AM	Registration
8:30 AM – 9:30 AM	Day 2 Welcome (Held in the Plenary Hall)
9:30 AM – 10:00 AM	Refreshment Break with Exhibitors
10:00 AM – 11:30 AM	Concurrent Sessions
11:30 AM – 12:30 AM	Luncheon » Held at Milestones (Located in hotel)
12:45 PM – 2:15 PM	Concurrent Sessions
2:15 PM – 2:45 PM	Refreshment Break with Exhibitors
2:45 PM – 4:15 PM	Concurrent Sessions
4:15 PM – 5:30 PM	Closing Plenary and Wrap-Up (held in the Plenary Hall)

## SET UP AND TAKE DOWN

Booth set-up will take place on Sunday September 25, 2016 between 6:00 PM and 10:00 PM (to be confirmed closer to date). Alternatively, booth set up can take place on Monday September 26, 2016 between 7:00 AM and 9:00 AM (welcome, introductions and opening remarks commence at 9:15 AM in the Oakes ballroom)

Take-down hours can begin after the last refreshment break at 2:45 PM until 6:00 PM on Tuesday September 27, 2016.

Please note that the refreshment breaks will held in the exhibit hall.

Please ensure there is a representative at your booth during the high traffic wine and cheese networking reception held 5:45 PM to 7:15 PM on Monday September 26, 2016.

Please see the “Move-in, Shipping and Storage” section of these guidelines if shipping your exhibit booth and supplies.

## INCLUSIONS

- Standard 8' x 8' area with a skirted 6' table (option of exchanging for a pub style high top table)
- Basic hydro and complimentary wireless internet (you will receive a password). All requirements for enhanced electrical, audio visual, and / or hard wired internet need to be secured through Presentation Services. Contact (905) 374-1300 or cbachert@psav.com
- Black pipe and draping along back wall of each booth (does not delineate between booths)
- One complimentary 2 day conference registration
- Recognition on conference signage, on-line and printed program, website, sponsor slide show during lunch and breaks, and post-conference proceedings

## ACCOMMODATIONS

A block of rooms have been reserved at the Marriott Gateway on the Falls at discounted rates. The rates are \$139 for a city view and \$159 for a falls view (plus applicable taxes) and available Sunday and Monday evenings. For delegates that want to reserve for Saturday September 24<sup>th</sup>, please call the in-house reservations office at 1-800-618-9059. Due to the rate being different for Saturday we are not able to include it in the accommodate link below.

Reservation link to make online reservations: <http://goo.gl/MXCg25>

**Book your group rate for Natural Channel Systems Conference**

## **MOVE IN, SHIPPING AND STORAGE**

### Move In Procedures

- 1) All deliveries or unloading must come in through the Loading Dock on Livingston Ave. and must check in with Security upon arrival.
- 2) Any items shipped in early, must be marked to the Attention of your Conference Services Manager, with the name of the Conference, date of the Conference, name of the exhibit room, and box number marked clearly on all boxes.
- 3) Exhibitors are responsible to provide all necessary manpower and carts when unloading and loading equipment on Livingston Ave. Loading Dock.
- 4) Any Exhibitor needing to ship any displays from the Hotel, must contact the Hotel's Shipping and Receiving Department to ensure all Way bills and other Documents are properly completed.
- 5) Any exhibitors sending displays, etc in advance or having the Hotel store it after the Trade Show, will be charge \$25.00 per day plus applicable taxes. THERE IS NO DAILY CHARGE IF SHIPMENTS ARE RECEIVED BY THE HOTEL ON FRIDAY SEPTEMBER 23, 2016 OR AFTER.
- 6) All requirements for enhanced electrical (basic power is supplied), audio visual equipment, and / or hard wired internet need to be secured through Presentation Services Audio Visual contact – 1 (905) 374-1300 or email [cbachert@psav.com](mailto:cbachert@psav.com)
- 8) SEE LAST PAGE FOR SHIPING FORM

### Move Out Procedures

The Marriott Gateway staff will do everything possible to assist our guests to send out any packages or conference materials. In order to meet your needs we require certain information for shipments within Canada and items being exported to locations outside Canada.

- 1) Courier waybills need to be filled out completely to expedite your packages pickup by your chosen courier, if you have questions our Banquets and Front Desk staff have been trained in order to make this process easy and worry free for you.
- 2) In the event that your packages or conference materials require shipment to destinations outside Canada, you will be required to fill out a commercial invoice in detail to avoid customs delays. Banquets and Front Desk staff can answer questions or assist you in completion of these forms.
- 3) Unfortunate delays may occur in expedient pick up of your packages which we strive to minimize for our Guests however this is not always possible, therefore packages being sent out sometimes will be picked up by couriers the next business day if delivered to our receiving department after 11:00 AM. We sincerely apologize if this causes inconvenience.
- 4) Please ensure that a phone number is available on the waybill in case of any further information that may be required. A credit card or courier account# is required to ship out any packages.
- 5) Please ensure all boxes are labeled and identified if part of a group shipment. This will prevent packages from being accidently shipped out with another order.

## SHIPPING FORM

Name and address of Hotel:

Shipping Information	Company Name: Mailing Address: Contact person: Phone # of Contact Person:
Name and address of Hotel	Marriott Gateway on the Falls 6755 Fallsview Blvd. Niagara Falls, Ontario L2G 3W7 (905) 374-1077
Attention	Conference Services Manager: Kelly White Email: <a href="mailto:kellywhite@fallsview.com">kellywhite@fallsview.com</a> Direct line: (905) 357-4708
Event Information	Natural Channel Systems Conference September 25 – 27, 2016 Exhibit Hall: Oakes Foyer 5
Number of pieces delivered	
** Box number to be marked clearly on all boxes **	