



Travel and Accommodations

Host Hotel:

The Rimrock Resort Hotel
300 Mountain Avenue
Banff, AB T1L 1J2

Please visit the CAGP travel page for discounts and hotel details: <http://cagp.ca/page-1841612>

Exhibitor Floorplan

The CAGP reserves the right to make changes to the floorplan as needed and the right to allocate exhibit space. Every effort will be made to accommodate your company's request. Requests to not be located near a certain company may preclude chances of getting your top choice. Please contact events@secretariatcentral.com if you have any questions with concerns to your booth allocation.

[Click here to view the floorplan.](#)

Exhibit Hours

Load-in:

Thursday, October 24th, 4:00 p.m. – 6:00 p.m.

Exhibit Hours (during scheduled meals and breaks):

Friday, October 25th, 7:00 a.m. – 3:00 p.m.

Saturday, October 26th, 7:45 a.m. – 10:30 a.m. (during scheduled meals and breaks)

Load-out:

Saturday, October 26th, 10:30 a.m.

Exhibitor Table

The CAGP will supply the following with your exhibit space:

- 1 - 6' x 2' skirted table
- 2 - Fabric chairs

Insurance

Please note all sponsors and exhibitors are required to be insured for a minimum of \$2 million in general liability insurance.

Registration

Registration for industry representatives includes access to the exhibit hall, meals, and refreshments as provided, and access to educational sessions*. A certain number of complimentary registrations are included with your sponsor and exhibit package.

To register your industry representatives, please click [here](#) – contact events@secretariatcentral.com if you did not receive a code to register.

**Industry representatives are not allowed to participate in session Q&A or be identifiable as an industry representative.*

Shipping

If shipping materials to the hotel, please note, the hotel will accept shipments that arrive the week of the meeting.

- Exhibitors are responsible for shipping costs, as well as arranging for pick-up of booth materials at the end of the meeting.
- Ship materials to the following address, including your company name for a booth reference:

The Rimrock Resort Hotel
300 Mountain Avenue
Banff, AB T1L 1J2
ATTN: CAGP Exhibit Hall c/o Andrea Smith
Booth/Company Name: _____
Total # of Boxes: _____

Questions?

For questions or further assistance please contact Andrea Smith, Conference Manager at events@secretariatcentral.com.