



# ISACA Information Security & Risk Conference

Exhibitors Information Package

October 29-31, 2018 - Halifax Marriott Harbourfront Hotel  
Halifax, Nova Scotia, Canada

## Conference Location

We are thrilled to be hosting the 2018 ISACA Information Security & Risk Conference at the beautiful Halifax Marriott Harbourfront hotel located on the Halifax waterfront.

### **Halifax Marriott Harbourfront**

1919 Upper Water Street

Halifax, Nova Scotia

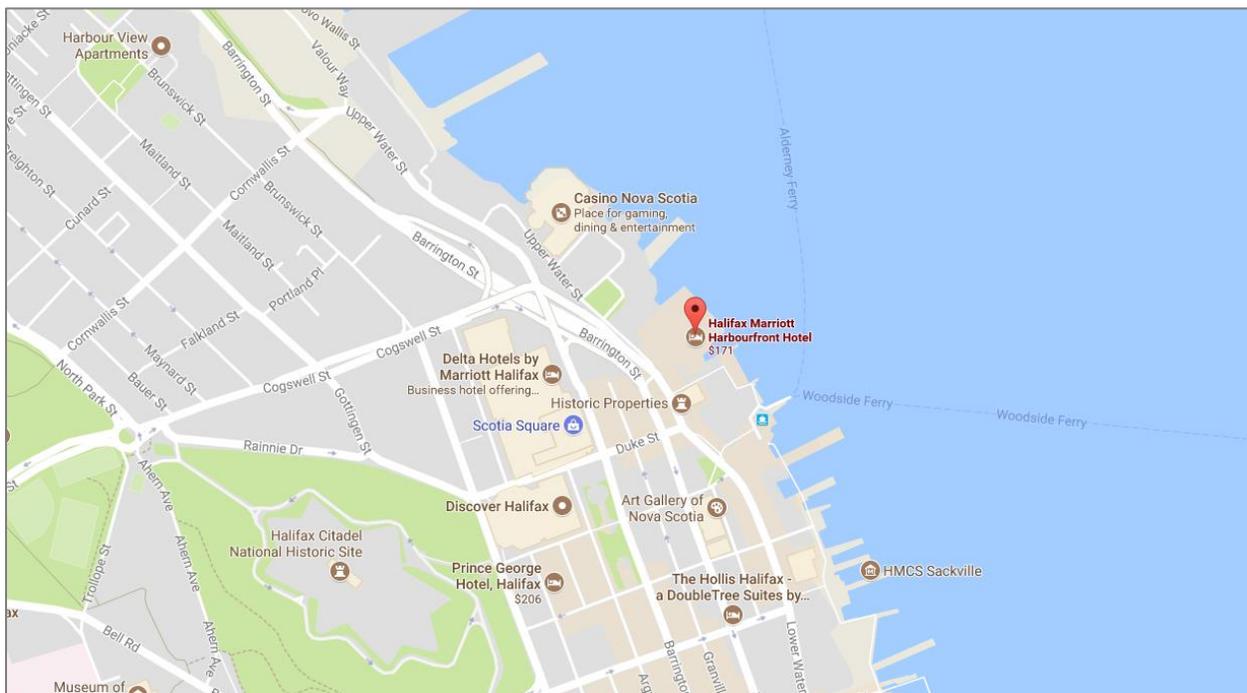
Canada

B3J 3J5

**Tel:** 902-421-1700

**Fax:** 902-422-5805

**Website:** <http://www.marriott.com/hotels/travel/yhzmh-halifax-marriott-harbourfront-hotel/>



A truly special hotel experience awaits you here in Nova Scotia's vibrant capital city. With luxury accommodations, excellent on-site dining and a prime waterfront location, the Halifax Marriott Harbourfront Hotel is an extraordinary destination for both business and leisure travel. Stylishly designed rooms and suites boast pillow top bedding and marble bathrooms, as well as room service, high-speed internet access and an ergonomic work desk. Begin your day here in Halifax with a cup of coffee from our Balancing Rock Coffeehouse, or sample innovative local dining at Harbourstone sea grill & pour house, our modern restaurant. And be sure to treat yourself to a massage at our on-site spa while you're here.

Located on the breathtaking, sea-lined east coast of Canada, Nova Scotia has a deep history of welcoming the world to our little piece of paradise. Our city by the sea combines the dining, entertainment and cultural experiences of a vibrant downtown with the warmth and charm of a tight-knit community. Nova Scotians will greet you with a welcome you simply won't get anywhere else. Above and beyond hospitality - it's just a part of who we are. Halifax provides numerous amenities to travelers including:

- Getting here is easy with the award-winning Halifax Stanfield International Airport, a gateway for business travelers from all corners of the world.
  - 6 hours
  - direct from Europe
  - US pre-clearance
  - Daily connections to major Canadian and US cities
- Halifax is a safe, fun and walkable city with too many attractions to name. Take a stroll along our waterfront boardwalk, soak up our Maritime heritage at Citadel Hill or explore the Art Gallery of Nova Scotia, home to the province's art collection.
- You haven't truly experienced Nova Scotia until you've enjoyed our world-renowned fresh seafood, locally brewed beers and award-winning wines. Taste-test our culinary delights at any one of our 450+ dining establishments.
- Discover Nova Scotia's many scenic wonders with a journey outside the city to Peggy's Cove or the Bay of Fundy. Witnessing the beauty of our coastline firsthand is an experience you'll treasure for a lifetime – you'll want to bring a camera for this adventure. [Take a closer look at all Nova Scotia has to offer here.](#)

## **Travelling by Air**

If you are arriving by air, the [Halifax Stanfield International Airport](#) provides daily direct service to and from major hubs, including Montreal, Ottawa, Toronto, New York, Philadelphia and Boston. Conveniently located 30 minutes (35 km) from downtown Halifax, the Airport offers major car rental companies and taxis to transport you to your accommodations.

## **Travelling by Car**

If you are arriving by car, TransCanada highway 2 from New Brunswick, connecting to the 104 in Amherst, NS and then finally to the 102 in Truro, NS will take you to Halifax.



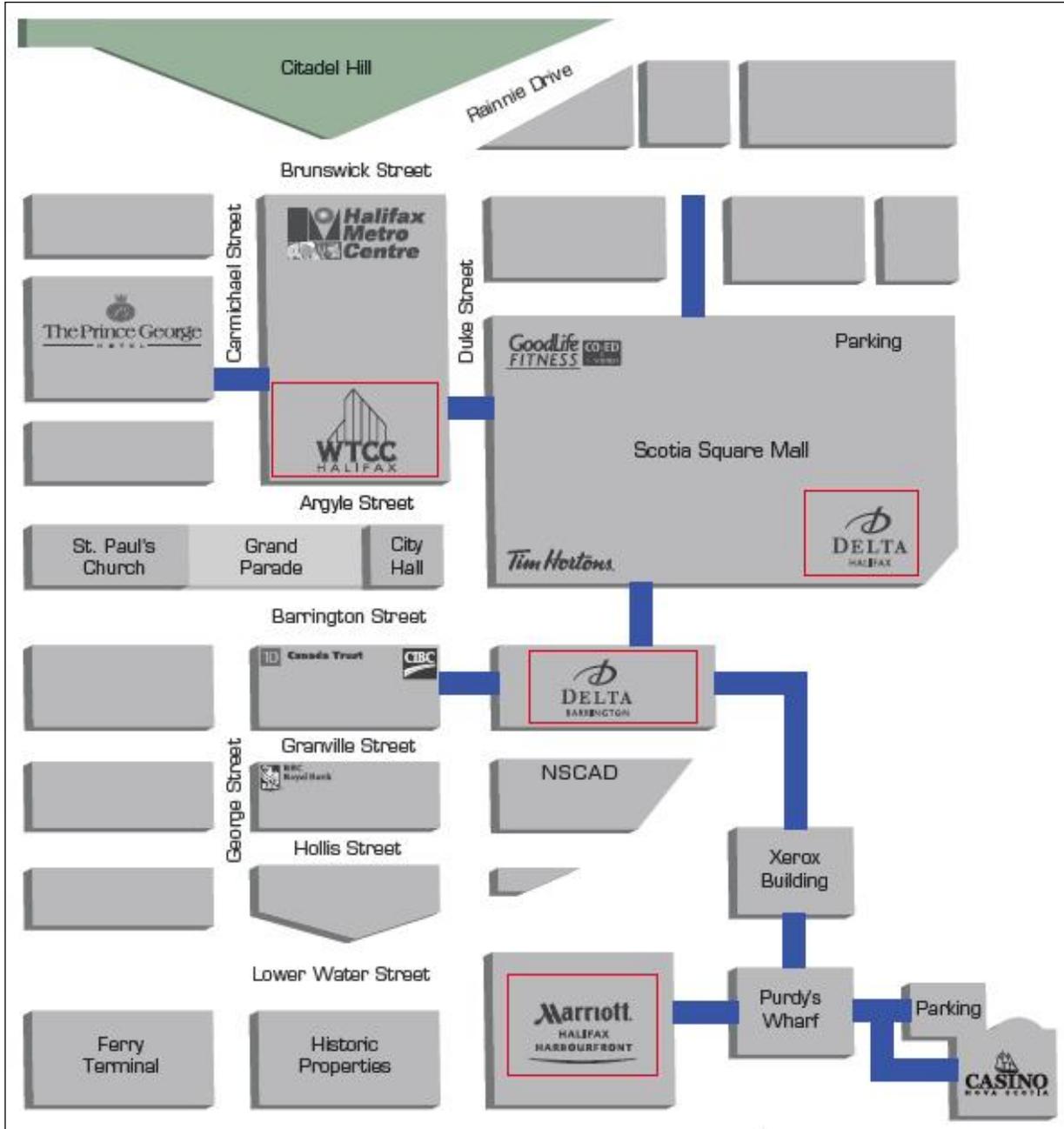
## Accommodations

Our host hotel, Halifax Marriott Harbourfront Hotel have graciously provided a discount rate of **\$189.00 / night** on rooms for attendees. There is a limited number of rooms, so please book sooner than later. To book this special rate, you can either call the hotel (902-421-1700) and reference **ISACA**.

Rooms are limited, so reserve as soon as possible. If you cannot obtain a room at the host hotel, the following properties are located in walking distance to the property and offer competitive rates.

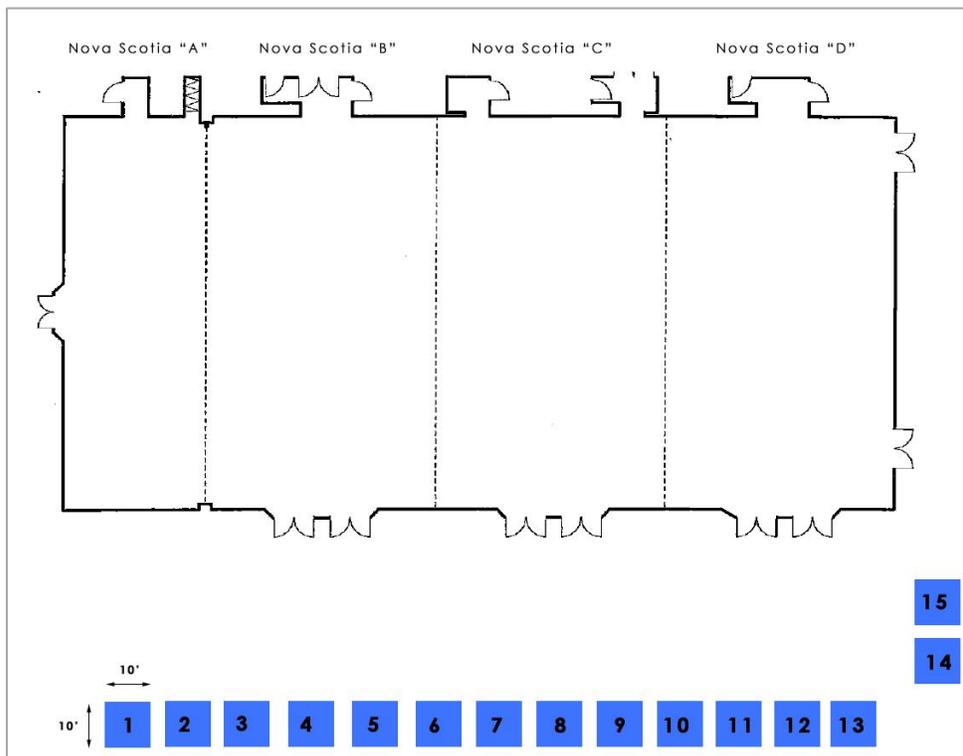
<b>Hotel Property</b>	<b>Rate (approx.)</b>
<b>Delta Barrington</b> 1-888-423-3582 1875 Barrington Street Halifax Nova Scotia, B3J 3L6 <a href="http://www.marriott.com">http://www.marriott.com</a>	\$189.00/night
<b>Delta Halifax</b> 1-888-423-3582 1990 Barrington Street Halifax Nova Scotia, B3J 1P2 <a href="http://www.marriott.com">http://www.marriott.com</a>	\$189.00/night

All hotels listed above are conveniently located in walking distance to the Halifax Marriott Harbourfront and can be accessed via the city's Pedway Link system as marked in blue below.



## Exhibit Layout

The following is the tentative floorplan for exhibitors. All exhibitors will be located in the pre-function area in front of the Nova Scotia Ballroom. Signs will be placed at each booth. Please use your assigned booth – changing of booth layout during show time is not permitted. To choose your booth location, please contact Peter Morin ([peter@isacaconference.ca](mailto:peter@isacaconference.ca)).



# Set-up and Tear-Down of Exhibits

## Exhibit Setup

Set-up will take place in the pre-function area on **Sunday, October 28, 2018 starting at 4:00pm**. You will be able to setup until 8:00pm. Setup will also be available during the morning prior to the event starting. When entering via the Halifax Marriott Harbourfront lobby, simply look for signs indicating the direction to the conference area. Staff from the hotel as well as ISACA Events Management coordinators will be on hand to greet you.

Prior to setup, you must pick up your exhibitors package at the ISACA conference desk outside the exhibitor's hall (Halifax Ballroom) in the pre-function area. Your badge must be worn at all times to properly identify you as an exhibitor.

Please set-up in your assigned space, (tables assigned to each space will be labeled) and do not leave portable valuables in the room. There will not be any security guards overnight although the exhibitor's hall will be locked overnight. If you have valuables (e.g. monitor) that you wish to store, please see ISACA event staff. We will have a room to store these that will be locked and only accessible by ISACA event staff.

Please note that you are responsible for your own shipping to and from the conference. ISACA and/or the hotel are not responsible for enlisting brokers for shipments outside of Canada and we are not responsible for sending booths and materials. Set-up and tear-down times cannot be changed.

## Exhibit Tear-down

Tear-down will take place on **October 30, 2018 between 6:00pm – 8:00pm**, in the exhibitor hall. Please do not dismantle your exhibit prior to this scheduled time. Please note that you are responsible for your own shipping from the conference. ISACA or the hotel are not responsible for enlisting brokers for shipments outside of Canada and we are not responsible for sending booths and materials. Please also ask Security to escort you down to the loading dock if necessary.

## Exhibitor Services

Each booth space will be sized based on your sponsorship level.

**Base Exhibitor registration includes** (some additional options may be available based on sponsorship level):

- Listing of company name, address, phone number and website in the on-site Conference program
- One 6 ft. skirted table
- Two chairs
- One 1500W/60A power circuit

Power bars & extension cords, auto visual equipment, network cables, furniture and additional booth fixtures are not included.

### Electrical

Additional electrical outlets can be provided upon request at a cost of \$60.00/outlet. Power bars and extension cords are available at an additional cost. You are free to bring your own power bars, network cables and extension cords.

### Internet Access

Wireless Internet will be available to all exhibitors. Wired Internet is available for an additional fee. Please see the ISACA Events Management staff when on site and they will be able to provide you access to the wireless Internet. Please note that the connection to the Internet is provided by the hotel and therefore all sponsors must abide by the terms and conditions set out by the venue.

### Additional Audio/Visual

Additional audio/visual, monitors, computers, etc. can be rented through our approved show A/V vendor – Freeman. Please contact Frankie Mason directly to rent any electronics – (902) 428-7808 or via e-mail at [Frankie.Mason@freemanco.com](mailto:Frankie.Mason@freemanco.com). Additional A/V is at the expense of the exhibitor.

### Additional Exhibitor Services

Due to the size of the venue, pipe and draping services will not be available to exhibitors. We recommend that exhibitors use free-standing booths/exhibits and/or table-top exhibits. Please contact our official exhibitor services company, Freeman. Contact Please contact Frankie Mason directly to rent any electronics – (902) 428-7808 or via e-mail at [Frankie.Mason@freemanco.com](mailto:Frankie.Mason@freemanco.com). Freeman can provide the following exhibitor services:

- Rental Exhibit Systems
- Carpet and Padding
- Booth Furnishings
- Executive Furnishings
- Signage and Graphics
- Installation and Dismantle Labour
- Materials Handling Services
- Electrical Services
- Rental Plants and Floral Arrangements

Additional exhibitor services as noted above are at the expense of the exhibitor.

## Exhibitor Schedule

Please note the exhibitor schedule below. If you need to make special arrangements outside of the timing below (i.e. later tear-down time), please contact ISACA Events Management for further details.

Date	Time	Activity
Sunday, October 28, 2018	4:00pm – 8:00pm	Exhibitor Setup
Monday, October 29, 2018	6:00am – 8:30am	Exhibitors are permitted to setup
	8:00am	Exhibits area officially open
	10:45am – 11:00am	Morning coffee break in exhibit area
	12:00pm – 1:00pm	Lunch/exhibitors open
	2:00pm – 2:30pm	Afternoon coffee break in exhibit area
	5:30pm – 6:30pm	Event staff accepting exhibitor equipment for overnight storage
Tuesday, October 30, 2018	8:00am	Exhibits area officially open
	10:45am – 11:00am	Morning coffee break in exhibit area
	12:00pm – 1:00pm	Lunch/exhibitors open
	2:00pm – 2:30pm	Afternoon coffee break in exhibit area
	5:00pm	Event terminates

## Shipping and Storage

The Halifax Marriott Harbourfront Hotel will receive and assist in the handling of boxes and packages. Due to limited storage on site they are unable to accept shipments any earlier than **Monday, October 22, 2018**. If your booth, equipment, etc. is received as of this date, it will be stored by the hotel at no additional charge. If you require off-site storage and delivery, or if you wish to ship prior to the above date, please contact ISACA Events Management.

All deliveries must be labeled with the name of the group, group contact, and the hotel contact, number of boxes and date of the event. Deliveries must be made directly to the hotel. C.O.D. orders will not be received or signed for.

A sample address label has been provided in Appendix A of this document.

Please make arrangements with a shipping company to have your shipment picked up from the hotel on October 30, 2018. To assist you, the following is a list of numbers for courier companies:

Air Canada Cargo	902-873-3317
FedEx	800-463-3339
Purolator	888-744-7123
UPS	800-742-5877

If you are travelling with your exhibit gear and require access to the hotel loading dock, it is located on the Upper Water Street side of the facility. Please inquire with hotel staff regarding access to the loading dock.

## Other Information

## **Security**

There will not be any security guards overnight although the exhibitor hall will be locked overnight. If you have valuables (e.g. monitor) that you wish to store, please see ISACA event staff. We will have a room to store these that will be locked and only accessible by ISACA event staff. During business hours, exhibitors are responsible for their booths and equipment.

## **Liability**

The Halifax Marriott Harbourfront Hotel and ISACA assume no responsibility for damage or loss of any nature, nor will they assume any liability for personal injury in connection with the showing or viewing of exhibits. Exhibitors should insure themselves against any loss, damage or injury.

## **Exhibitor Contacts**

### **ISACA Events Management**

Peter Morin  
C/O KPMG LLP  
1959 Barrington Street  
Suite 1500  
Halifax, NS B3J 3N2  
902-237-0682  
peter@isacaconference.ca

ISACA Events Management, Conference committee and hotel staff will be available to assist exhibitors throughout the conference.

Appendix A - Sample Shipping Label

**Halifax Harbourfront Marriott  
1919 Upper Water Street  
Halifax, Nova Scotia  
B3J 3J5**

**ATT:  
2018 ISACA Information Security & Risk Conference  
October 29-31, 2018  
Conference Contact: Peter Morin  
Hotel Event Manager: Viola Kelvey  
Location: Halifax Ballroom A**

**Vendor Name:  
Vendor Contact Name:  
BOX \_ of \_**