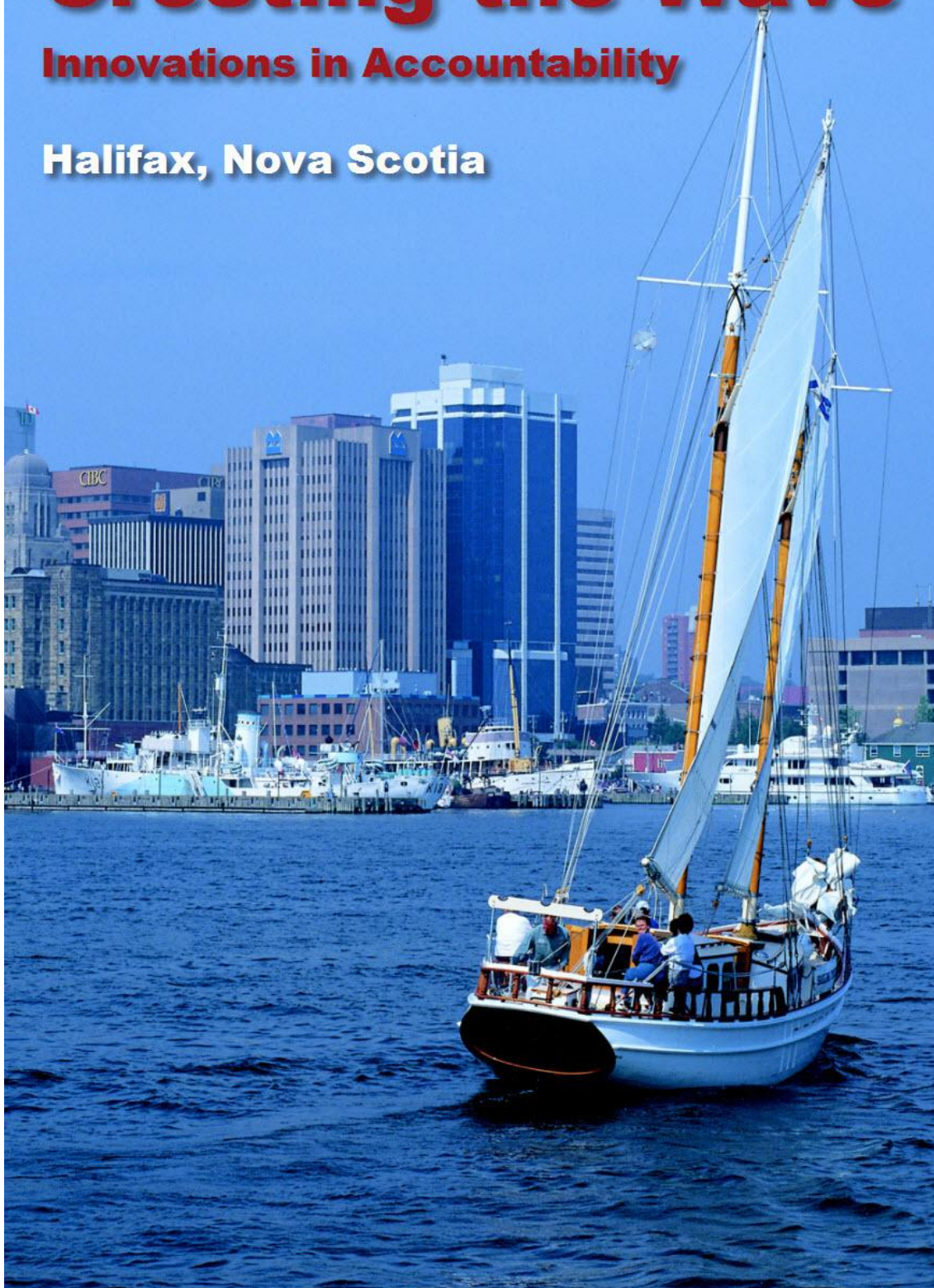


PSMW 2010

Cresting the Wave

Innovations in Accountability

Halifax, Nova Scotia



FINANCIAL
MANAGEMENT
INSTITUTE OF
CANADA

Public Sector
Management
Workshop
2010

EXHIBITORS' GUIDE

Marriott Halifax
Harbourfront
June 13-15, 2010

Thank you for exhibiting at the fmi*igf Public Sector Management Workshop 2010! This guide will help you in getting ready and making this event a resounding success.

Program

From Monday, June 14th to Tuesday, June 15th 2010.

The Exhibitors Hall will be open as follows:

7:30 am to 4:00 pm – June 14th

7:30 am to 4:00 pm – June 15th

Should you wish to learn more about the full program for this event, please visit our website at www.fmi.ca/pages/PSMW2010/Program.

Location

Marriott Halifax Harbourfront Hotel

1919 Upper Water Street
Halifax, N.S. Canada B3J 3J5
Phone: (902) 421-1700
Fax: (902) 422-5805

Exhibition Hall: Nova Scotia Foyer, 2nd Floor

Access

From Halifax Robert L. Stanfield International Airport:

Take Hwy-102 S toward Halifax/Dartmouth. After several miles, merge left onto Hwy-118 toward Dartmouth which becomes Woodland Road. At the end of Woodland Road, turn left onto Victoria Road, then turn right onto Nantucket Avenue which becomes the Angus L. MacDonald Bridge. There will be a .75¢ toll to cross the bridge. At the end of the bridge, turn right onto the Barrington Street ramp. After a few blocks merge left onto Hollis Street. Turn left onto George Street, then turn left again onto Upper Water Street. Continue to 1919 Upper Water Street. Estimated travel time is 30 minutes. *Rental car agencies, Airporter shuttle kiosk, and taxi stands are located at the exit opposite the baggage area. Shuttle service to downtown Halifax costs \$21, however depending on arrival you may have over an hour wait. Taxi service to downtown Halifax will cost approximately \$55.*

From Halifax VIA Station:

The train station is located at 1161 Hollis Street, 1.5 km from the Marriott. Head north on Hollis Street toward South Street, take the 1st right onto Terminal Road, then take the 1st left onto Lower Water Street. Continue onto Upper Water Street. *Taxi service to the venue will cost approximately \$8.*

Parking

Exhibitors have access to indoor parking at the Marriott Halifax Harbourfront at a rate of \$19.95 per day. Off-site outdoor parking is available for \$16.00 per day at The Casino Nova Scotia located at 1983 Upper Water Street. The Casino Nova Scotia is connected via pedway to the Marriott.

Set-up and Take-down / Delivery

Set-up

Set-up will take place on Sunday, June 13th, 2010 from 1:00 pm to 4:00 pm.

Take-down

Tear-down will take place on Tuesday, June 15th, 2010 from 4:30 pm to 6:30 pm.

Delivery

All materials must be shipped to Global Convention Services, 120 Crane Lake Drive, Bayers Lake Business Park, Halifax, NS B3S 1B4. Advance shipments will be accepted from Wednesday, May 5th to Wednesday, June 9th.

Please note that the Marriott Halifax Harbourfront will not accept direct shipments. After the event, Global Convention Services will return your labelled freight from the event floor to their warehouse where you can arrange to have your carrier ship it back.

Refer to Global's event package at http://www.fmi.ca/pages/PSMW2010/Sponsorship_PSMW_2010.shtml.

Accommodation

For your convenience, PSMW 2010 reserved a block of rooms at the Marriott Harbourfront Hotel in Halifax. In order to get the preferred hotel rate, please mention the PSMW 2010 **group code "fmifmia"** upon making your reservations. The preferred hotel rate is available for dates from June 10 through June 18, 2010.

The preferred hotel rate for the event is **\$175/night**. You can make a reservation by calling 902-421-1700 or toll-free 1-800-943-6760 or by internet at <http://www.marriott.com/hotels/travel/yhzm-halifax-marriott-harbourfront-hotel/>. The preferred hotel rate is available to the PSMW delegation only until May 12th, 2010.

Kiosk

Furniture

Each carpeted booth space is 10' X 6' feet or 10' X 8' with a green draped 8'-high backwall and 3'-high sidewalls, a 6' green skirted table and two side chairs. For any additional requirements, please contact Global Convention Services at 902-425-1400 (e-mail: info@globalconvention.ca) for further arrangements.

Electrical Power

One 110 volt, 15 amp outlet is included with each booth space. For any additional electrical needs, please contact Global Convention Services at 902-425-1400 (e-mail: info@globalconvention.ca) for further arrangements. *Please bring your own extension cord(s).*

Refer to Global's event package at http://www.fmi.ca/pages/PSMW2010/Sponsorship_PSMW_2010.shtml.

Internet

Wireless internet will be available at **NO CHARGE** for exhibitor's use during PSMW 2010.

Food

Breakfast, lunch and coffee breaks are provided for all delegates and exhibitors. Each morning, breakfast will be served in the Nova Scotia Foyer from 7:30am to 8:30am. Lunch will be served both days in the Nova Scotia Ballroom from noon to 1:00pm. Coffee breaks on both days will be located in the Nova Scotia Foyer. The morning coffee breaks will be from 10:15am – 10:45am and the afternoon coffee breaks will be from 2:30pm – 3:00pm.

Storage

Marriott Halifax Harbourfront does not provide any storage space before, during and following an event, and will not accept advanced delivery of material before set-up day. You must therefore make arrangements with Global Convention Services directly at 902-425-1400 (e-mail: info@globalconvention.ca) to receive your shipment either at their warehouse (Wednesday, May 5th to Wednesday, June 9th) or at the show site (Sunday, June 13th ONLY between 1:00pm and 4:00pm); costs are associated with this service.

Refer to Global's event package at http://www.fmi.ca/pages/PSMW2010/Sponsorship_PSMW_2010.shtml.

Kiosk of the Financial Management Institute (FMI)

The fmi*igf booth will be situated in the Nova Scotia Foyer should you have any questions or specific requests during the event, please contact:

Cheryl Elliott
Sean Downey

Draw

All the delegates present on each day may participate in a daily draw that will take place during lunch in the Nova Scotia Ballroom. Should you wish to contribute a prize, please bring it to the fmi*igf booth before 11:00am each day. **fmi*igf greatly appreciates your contribution to the daily draws which have proven to be a welcome delegate attraction.**