

FINANCIAL  
MANAGEMENT  
INSTITUTE OF  
CANADA

Professional  
Development Week  
2008

FINANCIAL MANAGEMENT  
INSTITUTE OF CANADA

fmi

INSTITUT DE LA GESTION  
FINANCIÈRE DU CANADA

igf

# EXHIBITORS' GUIDE

Hilton Lac-Leamy  
November 24-28 2008

*Thank you for exhibiting at the FMI Professional Development Week 2008! This guide will help you getting ready and making this event a resounding success.*

## Program

From Monday November 24<sup>th</sup> to Friday November 28<sup>th</sup> 2008.

The Exhibitors Hall will be open as follows:

8:00 a.m. to 4:30 p.m. - November 24<sup>th</sup> to 27<sup>th</sup>

8:00 a.m. to 12:00 p.m. - November 28<sup>th</sup>

Should you wish to learn more about the full program for this event, please visit our website at [www.fmi.ca](http://www.fmi.ca)

## Location

Congress Centre, Lac-Leamy Complex  
3 boulevard du Casino  
Gatineau, Québec Canada J8Y 6X4

Exhibition Hall: Grand Salon

Contact: Cyrille Roy  
Telephone: 819-790-6456

## Access

### **From within the Province of Québec:**

When you arrive by Highway 148 West ("Autoroute 148 Ouest"), you can take either the Highway 50 West exit toward Gatineau or stay on the 148 West until you reach the city of Gatineau. Follow the signs for Highway 5 North ("Autoroute 5 Nord") and take Exit 3, boulevard du Casino. Turn right at the exit and you'll find yourself at the entrance of the casino.

### **From Ontario:**

When you arrive by Highway 417 West, take Exit 118 for Nicholas Street/Mann Avenue. Keep right, take Mann Avenue and go straight to King Edward Avenue. Stay left to take the MacDonald-Cartier Bridge, which becomes Highway 5 North. Take Exit 3, boulevard du Casino. Turn right at the exit and you'll find yourself at the entrance of the casino.

**From Toronto:**

When you arrive by Highway 401, take Route 16 North, which becomes Highway 416 toward Ottawa. Take Highway 417 East to Exit 118 for Nicholas /Lees and go straight on Nicholas Street North. Turn right on Laurier Avenue, then left onto King Edward Avenue. Stay left to take the MacDonald-Cartier Bridge, which becomes Highway 5 North. Take Exit 3, boulevard du Casino. Turn right at the exit and you'll find yourself at the entrance of the casino.

## Parking

Exhibitors have access to free parking situated right in front of the Congress Centre Lac-Leamy Complex.

## Set-up and Take-down / Delivery

**Set-up**

Set will take place on Sunday November 23, 2008 from 12:00 p.m. to 5:00 p.m. The ceiling height of the Grand Salon has a minimum height of 9 feet and 6 inches.

**Take-down**

Date and time for complete removal and departure from the Hotel is from 12:00 p.m., Friday November 28, 2008. **All exhibitors must leave before 3:00 p.m.**

**Delivery**

All material must be delivered at the Hotel's delivery truck dock. The delivery truck dock is located at doors 31 and 32 of the Congress Center. To access the delivery truck dock, proceed to the Lac-Leamy Casino entrance and follow directions for deliveries to the Hotel. The delivery truck dock can accommodate two trucks at once. **Please note that no delivery will be allowed before the set-up day.**

## Accommodation

For your convenience, the Professional Development Week 2008 reserved a block of rooms at the Hilton Lac-Leamy in Gatineau. The Hotel is adjacent to the Congress Centre. In order to get the preferred hotel rate, please mention **group code CHW** and/or the Financial Management Institute upon making your reservations. The preferred hotel rates are guaranteed until October 24<sup>th</sup> 2008.

The preferred hotel rates for the event are **\$195/night** for a classic room and **\$225/night** for a deluxe room. You can make a reservation by calling 819-790-6444 or 1-800-HILTONS or by Internet at [www.hilton.com](http://www.hilton.com).

## Kiosk

### **Furniture**

Each booth space is 10X8 feet with a draped burgundy background, a table with skirt and two chairs. For any additional requirements, please contact directly Freeman at 613-748-7180 for further arrangements.

### **Electrical Power**

A double electrical outlet of 1500W is available in each 10x8 booth space. For any other electrical needs, please complete the attached form or contact directly the Congress Centre Lac-Leamy Complex.

*Please bring your own extension cord.*

### **Telecommunications**

For your telephone and wireless internet requirements, please make arrangements directly with Congress Centre Lac-Leamy Complex by completing the attached form.

## Food

Each morning, a member of the Organizing Committee will provide you with the meal tickets included with the purchase of the kiosk. Lunch will be served in Foyer B.

## Storage

The Congress Centre does not provide any storage facility and will not accept advanced delivery of material. You must therefore make arrangements with Freeman; costs are associated with this service.

## Kiosk of the Financial Management Institute (FMI)

The kiosk of the Organizing Committee of the FMI PD Week 2008 will be situated in the Foyer. Should you have any questions or specific requests during the event, please contact:

Nancy Coelho  
Chantal Bemeur  
Sylvie Côté  
Sean Downey

## Draw

All the delegates present that day can participate in a daily draw that will take place during the afternoon break. Should you wish to contribute a prize to this daily draw, please bring it to the FMI kiosk before noon each day. Please note that this will be the only daily draw.

**We would greatly appreciate your contribution to the daily draw.**