



International Conference on Biofabrication 2023 (ICB 2023)

Exhibitor Information Guide / FAQ

Please see below for your step-by-step guide to a successful Exhibition at the International Conference on Biofabrication.

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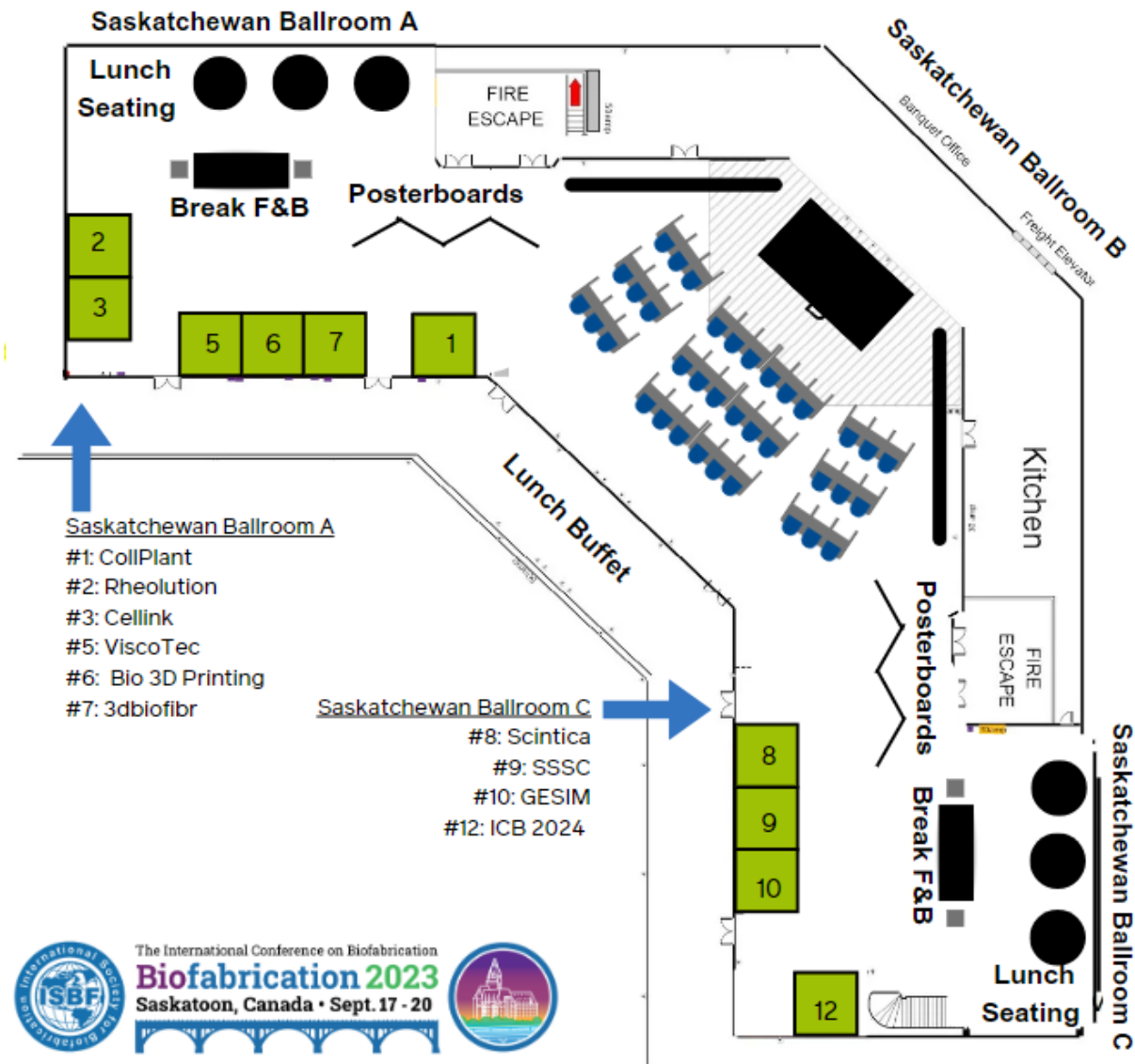
The Venue and Exhibition Location

The 2023 International Conference on Biofabrication is taking place at the Saskatoon Inn and Conference Centre, **2002 Airport Drive, Saskatoon, SK, S7L 6M4**. The Exhibition will be set up in **Saskatchewan Ballrooms A & C** on the 2nd Level, just up the ramp in front of the registration desk in the **Champaign Courtyard**.

**** Please note the Saskatoon Inn does not have the capacity to receive exhibitor shipments and will refuse if sent. All Shipments should go to the Hub City Warehouse as mentioned below****

The exhibition doors will be open each day at 7:30 am. The Coffee/Tea Station and Break Snacks will only be set in this room to ensure heightened delegate interaction.

Exhibition Floorplan





Cross Connect - Shipping and Customs Brokerage

The ICB 2023 Conference has partnered with Cross Connect to ensure your Shipping and Customs brokerage needs are covered every step of the way! Take advantage of Duty-Free shipping and enjoy the piece of mind that your exhibiting items will arrive and return to you safely, with little to no effort on your end.

To begin arranging your exhibiting shipments, please contact Cross Connect directly (see below for details). The cut off date for all shipments to be arranged is **5 days prior** (September 11th, 2023). Please note that if you leave the arrangement of your shipping, Rush rates will apply.

**** Please see the Cross Connect Exhibitor Kit for all order forms that need to be filled out and sent to the contact below directly****

Contact: Remy Perot

Email: remyp@crossconnectcl.com & CC info@crossconnectcl.com

Direct Line: +1 (604) 505-5717

Company Website: www.crossconnectcl.com

SHIPPING LABEL: Please keep in mind all items shipped for the conference needs to be clearly labelled as followed:

BIOFABRICATION 2023

Exhibiting Company Name, Booth # _____

c/o Hub City Display

1740 Ontario Avenue

Saskatoon, SK S7K 1T1

CANADA

Hub City Display - Material Handling & Booth Design Services

Once you arrange for shipping and customs brokerage with Criss connect, our show services partner Hub City will also need to be arranged for the ship to location and material handling. Hub City help with receiving your deliveries into their warehouse and ensure your items are stored and handled with care, placed in your allocated booth upon your arrival and later shipped out from their warehouse back to you.

Pre-Show and Late Order. To qualify for the pre-show discount pricing, they must have your clear and concise order sent to them directly before end of day **Monday, September 4th, 2023, at 5:00pm.**

Your 10'x8' exhibit space includes: *Contact Hub City Directly for an upgraded booth design as you wish*

8' high back drape

4' high side drape

1 –skirted table

2 – chairs

**** Please see the Hub City Exhibitor Kit for all order forms that need to be filled out and sent to the contact below directly. See above for the correct information to display on your shipping label****

Contact: Carol Baker

Email: carolb@hubcitydisplay.com

Direct Line: +1 (306) 653- 4409



Shipping/ Warehouse Address: 1740 Ontario Avenue Saskatoon, SK. S7K 1T1

Company Website: www.hubcitydisplayandeventrentals.com

Move in / Move Out

MOVE IN:

September 16th, 2023, from 12:00 PM-6:00 PM local time. Your allocated booth will be set up and available upon your arrival. If you decide to ship your materials, your items will be in your allocated booth upon your arrival.

MOVE OUT:

September 19th, 2023, from 6:00 PM- 9:00PM Local time. All exhibit materials need to be packed up and ready for return shipping if required (arranged with cross connect and hub city directly prior to your arrival). Any items left in your booth that are not labelled for return shipping, will be discarded by the hotel staff upon your departure.

Show Floor Noise Expectations

Since the airwalls will be open connecting the exhibit area to the main plenary room, it is required for all exhibitors to leave the exhibit hall during session times or agree to the quiet times mentioned below.

Exhibit Hall Quiet Times

Sunday, September 17, 2023- **8:30am-9:30am / 10am-12pm / 2pm-4pm / 4:30pm-6pm**

Monday, September 18, 2023 - **8:30am-9:30am / 10am-12pm / 2pm-4pm / 4:30pm-6pm**

Tuesday, September 19, 2023 - **8:30am-9:30am / 10am-12pm / 2pm-4pm / 4:30pm-6pm**

Show Hours

Sunday, September 17, 2023

9:30 am - 10:00 am: Coffee Break

12:00 pm - 2:00 pm: Lunch & Poster Session

4:00 pm - 4:30 pm – Afternoon Coffee

7:00 pm - 11:00pm – Welcome Reception (Ballroom ABC)

Monday, September 18, 2023

9:30 am - 10:00 am: Coffee Break

12:00 pm - 2:00 pm: Lunch & Poster Session

4:00 pm - 4:30 pm – Afternoon Coffee

Tuesday, September 19, 2023

9:30 am - 10:00 am: Coffee Break

12:00 pm - 2:00 pm: Lunch & Poster Session

4:00 pm - 4:30 pm – Afternoon Coffee



Air Travel Partner

ICB 2023 has partnered with Air Canada to provide all guests arriving for the conference a discounted rate of 10% off. To book a flight with your promotion code below, access www.aircanada.com and enter the promotion code in the Promotion Code Box.

AIR CANADA PROMOTION CODE : FJTVRGB1

Applicable Rules

- The booking is to be made to the following city: Saskatoon, YXE (CA)
- The travel period begins Sunday, September 10, 2023 and ends Wednesday, September 27, 2023.
- Travel is valid Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday.
- For North America' 5% applies on standard fares, 10% on flex fares & higher. For International Travel' 10% on standard fares & higher.

Accommodation

Enjoy the convenient location and take advantage of the discounted ICB 2023 Conference Rate we have set up with the **Saskatoon Inn and Conference Centre**. The Saskatoon Inn & Conference Centre is conveniently located just minutes from the airport and downtown Saskatoon.

Please book your accommodation no later than **August 28th, 2023 (room block cut-off date)**, to secure your room at the conference rate **\$155/ night**.

ONLINE RESERVATIONS: To secure your hotel booking follow [THIS LINK](#) and complete all the steps.

RESERVE OVER THE PHONE: To reserve your room by speaking to someone over the phone, you may call the reservations line via 1-306-668-9602 and referring to the "Biofabrication Conference" or "BIOF." With the agent who answers.

For General inquiries about your stay or to change or cancel your booking, please call **Ashleigh Whelan 1-306-668-9633** or send her an email awhelan@saskatooninn.com directly, and she will be happy to assist.

Mobile App

All delegates have access to the ICB 2023 Mobile App which includes features such as Sponsor/ Exhibitor Search, Delegate Search and Lead Scanning. All delegates can opt in or out as they wish.

Please download the app by scanning the respective QR Code below and enter the **APP CODE: ICB_2023**

HTML APP DOWNLOAD



ANDROID APP DOWNLOAD



APPLE APP DOWNLOAD



You will receive further communication with your LOGIN PIN in the coming weeks once the app is finalized.



Name Badges

All exhibitors and Sponsors are required to always wear their name badge while onsite ICB 2023. You will need to check-in at the registration desk located in the Champagne Courtyard just up the ramp from the hotel lobby to pick up your badge(s) prior to setting up your booth.

Security

Overnight Security will not be provided at the Saskatoon Inn. In lieu of this, the hotel has been directed to lock the ballroom doors once the sessions are complete each day to ensure no hotel guests have access to your booths when you are not there. The ballroom doors will be open each day at 7:00 AM each day

Insurance & Liability

Insurance: Participants are required, at their sole cost and expense, to procure and maintain comprehensive liability insurance against claims for bodily injury or death and property loss, theft, or damage, occurring prior to, during, and after the Conference/Exhibition for a minimum amount of 1 million dollars. A copy must be available to the Conference Secretariat one month prior to the event should it request it.

Liability: It is agreed that participants shall assume all responsibility associated with damage resulting from, or arising in connection with, their own negligence or that of their employees or agents, to the exhibition area and neither the Organizer, Conference Secretariat, the conference venue, nor the official show contractor or any of the above groups' employees or subsidiaries nor any Biofabrication 2023 conference supplier will assume liability for damage, loss of any nature or personal injury in connection with the showing or viewing or presenting of exhibits whatsoever. Participant has sole responsibility for its property of any theft, damage, or other loss to such property, including any subrogation claims by its insurer. Neither the Organizer nor the event facility nor the exhibit service contractors, nor any of their representative officers, directors, shareholders, agents, employees, or representatives shall be liable for, and the participant hereby releases all of them from, and covenants not to sue any of them with respect to, any and all risks, damages, and liabilities described in this paragraph and will hold harmless and indemnify the Organizer from such risks, damages, and liabilities.

Fire Safety

There is one fire escape route in each exhibit room (Saskatchewan Ballroom A & Ballroom C) you can see on the floorplan. In the case of an emergency there will be announcement from the hotel security staff to inform everyone of the safest muster point to locate.

Parking + Map

The Saskatoon Inn and Conference Centre offers Free Self Parking onsite.

[LINK TO MAP & DIRECTIONS FROM AIRPORT HERE](#)