



e-Health26 Exhibitor and Sponsor Webinar

How to Prepare for e-Health Conference and Tradeshow

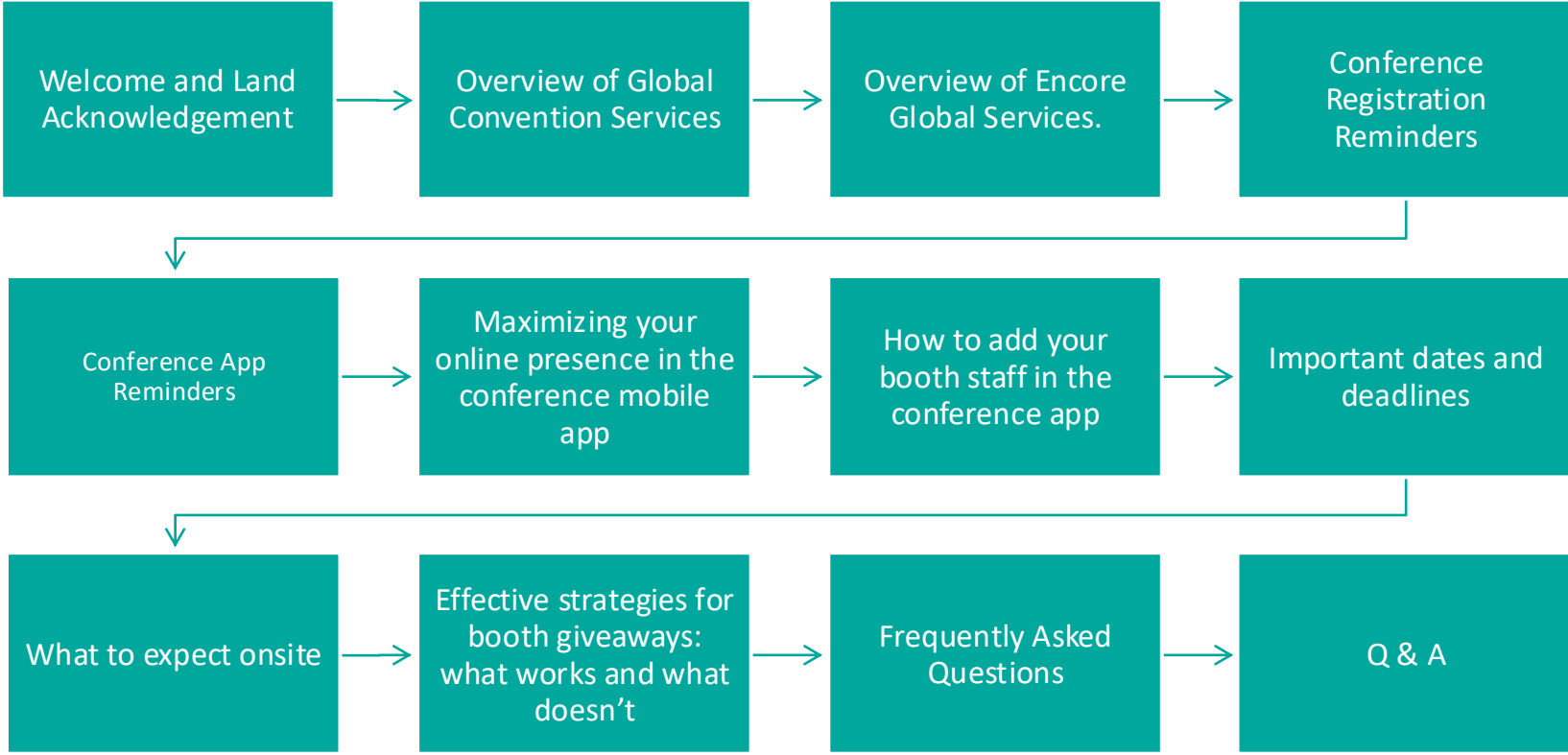
Webinar Hosts: Shelly Bugera and Prabh Singh

Global Convention Services: Chris Smith, Resmiji Zogjani

Encore Global: David Smith

Welcome and Land Acknowledgment

Agenda



Global Convention Services (GCS)

Presenters: Resmiji Zogjani and Chris Smith



Exhibitor Webinar

e-Health26 Conference and Tradeshow

June 13-16, 2026

Halifax Convention Centre

Halifax, NS

Welcome to Global Convention Services

Global Convention Services is the official Exhibitor Services provider for this event.

We support exhibitors with booth planning and setup, branding, and logistics for move-in and move-out.

How to Use the Portal

Accessing the Portal

- Go to <https://order.globalconvention.ca/>.
- Click “Login” if you have an existing account.
- Click “Register” if you have not created an account previously.
- “Login” will bring you to an Oracle NetSuite login page where you will enter your credentials.

**Note that only contacts associated with the exhibiting company will have access*



Global Convention Services is pleased to have been selected as the general contractor for your upcoming event!

Welcome to our online ordering portal. This system allows you to place orders for event furnishings, labor, material handling and any other event services.

The portal also has a "My Account" center where you review past orders, invoices, and payments.

Should you have any questions, please don't hesitate to contact us at **1-888-799-EXPO (3976)** or info@globalconvention.ca.

Login

Don't have account? [Register](#)

Forgot your password? [Reset It](#)

How to Use the Portal

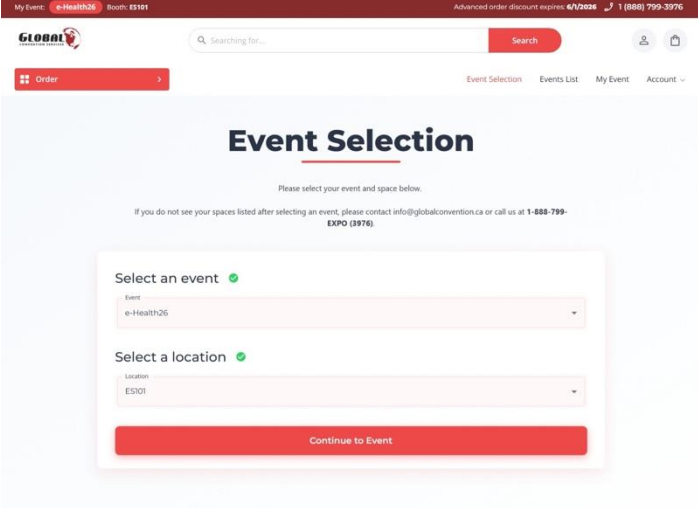
Accessing the Event

Once logged in, you will be brought to an Event Selection page.

Click the “Event” box to view a list of events and select your event.

Click the “Location” box and select the booth you would like to order for.

“Continue to Event” will bring you to the event’s landing page which provides event details and ordering can be accessed from here.

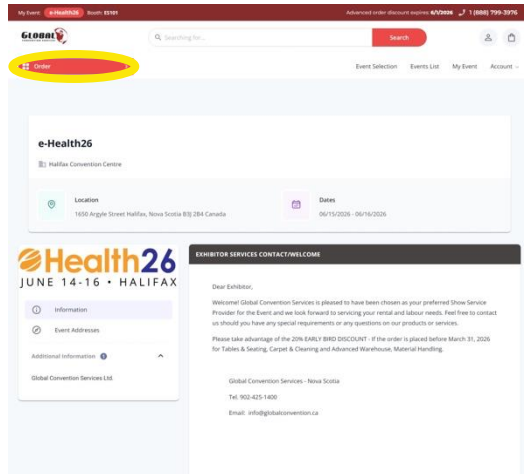


The screenshot shows the 'Event Selection' page of a portal. At the top, there is a navigation bar with 'My Event: e-Health26 Booth: ES101' on the left, 'Advanced order discount expires 6/7/2026' in the center, and '1 (888) 799-3976' on the right. Below this is a search bar with the text 'Searching for...' and a 'Search' button. A red 'Order' button is on the left, and 'Event Selection', 'Events List', 'My Event', and 'Account' are on the right. The main content area has a heading 'Event Selection' and a sub-heading 'Please select your event and space below.' Below this is a note: 'If you do not see your spaces listed after selecting an event, please contact info@globalconvention.ca or call us at 1-888-799-3976.' There are two dropdown menus: 'Select an event' with 'e-Health26' selected, and 'Select a location' with 'ES101' selected. A red 'Continue to Event' button is at the bottom.

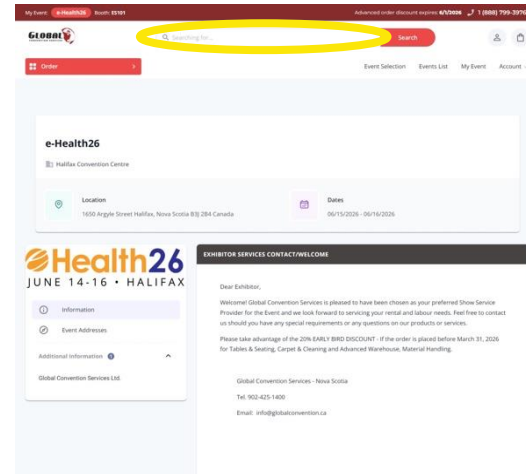
How to Use the Portal

Locating Order Items

Option 1: On event landing page, click the “Order” button in the top left corner to open a list of categories.

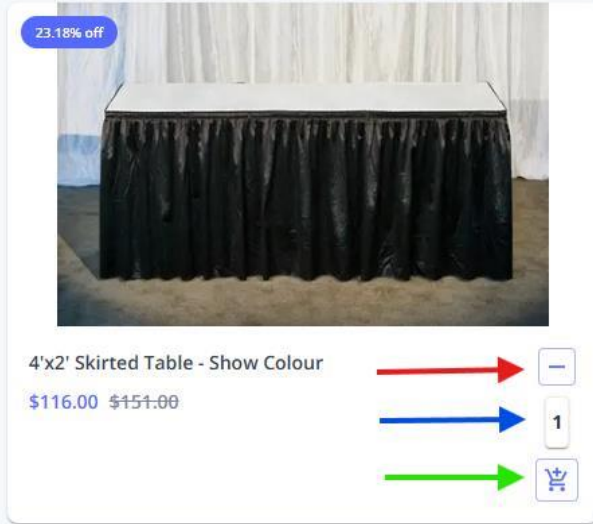


Option 2: Use the search bar at the top to type the name of the item you are looking for.



Placing an Order

Adding Items

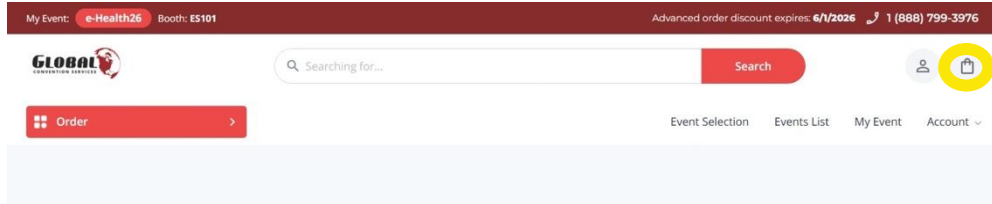


- **Locate the item you wish to order**
- **Click the cart button to add this item to your cart**
- **Quantities can be adjusted by typing the number you wish to order**
- **Click the minus sign to decrease the quantity by one**

**Optional: Click the item to view more details*

Placing an Order

Reviewing Your Cart

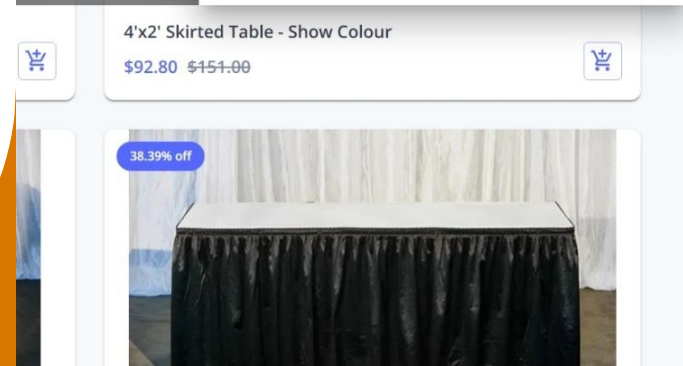
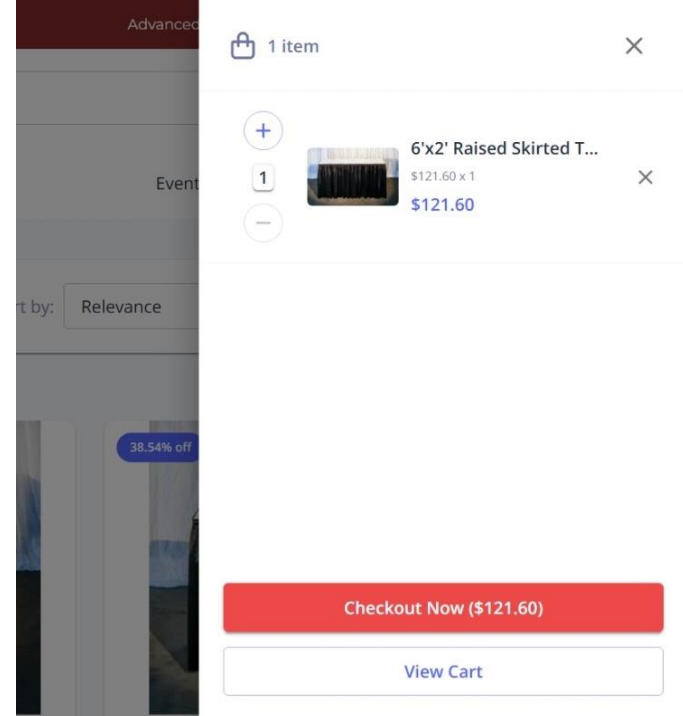


Click the cart button located in the top right corner of the screen

This will open a quick view of your cart on the right side of the screen

From here you can click “Checkout Now” or “View Cart”

Clicking “View Cart” will display a full summary of your cart



Placing an Order

Checking Out

Click the “Checkout Now” button to get to the billing screen. Click “Add New Address”, fill in all fields, and save.

The screenshot shows the checkout page with three main sections: Billing Address, Payment Details, and Accept Terms. The 'Billing Address' section has a yellow circle around the 'Add New Address' button. The 'Payment Details' section shows a message: 'No current payment methods exist. Page is adding a card.' The 'Accept Terms' section has an unchecked checkbox for 'I agree to the terms and conditions'.

Click “Add New Payment”, fill in card details, and save.

The screenshot shows the checkout page with three main sections: Billing Address, Payment Details, and Accept Terms. The 'Payment Details' section has a yellow circle around the 'Add New Payment' button. The 'Billing Address' section shows a saved address. The 'Accept Terms' section has an unchecked checkbox for 'I agree to the terms and conditions'.

Agree to terms and conditions and click “Place Order”. When processed you will receive a confirmation message with the Order Number.

The screenshot shows the checkout page with three main sections: Billing Address, Payment Details, and Accept Terms. The 'Accept Terms' section has a checked checkbox for 'I agree to the terms and conditions'. The 'Place Order' button at the bottom is highlighted with a yellow circle.

Once your order has been reviewed by staff, a paid invoice will be sent to you via email.

Material Handling

A Plain Language Guide

Material handling is the service of moving your exhibit materials from the venue's loading dock to your booth space.

While shipping refers to the cost of moving goods nationally, material handling is the specialized service of managing your materials once they arrive at the event facility or warehouse.



Material Handling

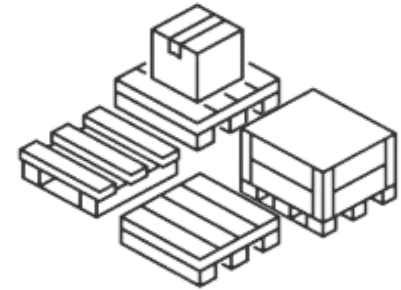
What Typically Requires Material Handling

Material handling typically applies to:

Pallets & Skids: Large groups of boxes shrink-wrapped together.

Crates: Rigid wooden or plastic shipping containers.

Heavy or Oversized Items: Equipment that cannot be safely hand-carried and requires mechanical assistance.



Material Handling

Common Material Handling Misconceptions

Some common misconceptions include:

“It’s just a delivery fee.” Material handling covers unloading, delivery to your booth, storage of empty crates, return of materials after show close, and reloading outbound freight.

“I can use my own equipment.” For safety and liability reasons, most venues require authorized personnel to operate motorized lifting equipment.

Material Handling

Why Advance Freight Planning is Critical

Planning your freight in advance provides:

- **Efficiency:** Advance warehouse shipments are delivered to your booth before you arrive.
- **Cost Management:** Helps avoid off-target or late shipment surcharges.
- **Peace of Mind:** Reduces the risk of delays at the loading dock.



Material Handling

Advance Warehouse Material Handling

Ship your materials ahead of the event.

Freight is received and stored prior to the show.

Delivered to your booth in time for move-in.

Materials may be stored up to 30 days prior to show start.

This option provides predictability and early delivery.



Material Handling

Direct to Site Material Handling

Ship your materials directly to the venue during move-in.

Key considerations:

Must arrive within scheduled move-in dates and times.

Material handling service must be ordered prior to arrival.

Shipments must be properly labeled with event name, booth name, booth number, and number of pieces.



Material Handling

Post-Show Material Handling Service

All exhibitor materials must be removed from the show floor by the end of the event.

This service allows:

Materials to be returned to a secure warehouse.

Short-term storage (up to five days, additional storage fees will apply after that).

Time to arrange outbound shipping without the rush of show close.

Once materials are returned to the warehouse, exhibitors are responsible for arranging pickup with their shipping company.

*****Global is not liable for any freight left in our warehouse, post-show, for more than 30 days. Freight in our possession for more than 30 days will be disposed.*****

Frequently Asked Questions

How do I know what is included with my booth space?

Your booth package details are listed in the exhibitor portal under your booth specifications.

Can I upgrade my booth setup or add additional items?

Yes. Additional furniture, graphics, and services can be ordered through the exhibitor portal.

When should I place my orders?

Ordering early helps ensure availability and may help avoid late order fees.

What if I need something while I'm on-site?

Visit the Exhibitor Services Desk located in the foyer of the Ballroom level for assistance.

What is the Booth ID Sign – 44”x7” on the online portal?

A white sign with your company name in uppercase black lettering.



Questions?

Our Exhibitor Services team is here to help, please contact us via:

Phone: 1 (902) 425-1400

Email: rzogjani@globalconvention.ca

Or visit the service desk during exhibitor move-in hours

MOVE-IN: June 13, 2026 1:00PM – 9:00PM

June 14, 2026 9:00AM – 4:30PM

MOVE-OUT: June 16, 2026 5:30PM – 11:59PM



Encore

Presenters: David Smith



Exhibitor Order Form



encoreSM

EVENTS THAT TRANSFORM

 **Health26**

JUNE 14-16 • HALIFAX

DATE :			SHOW NAME :			e-Health26 Conference and Tradeshow			
CONTACT :			VENUE :			Halifax Convention Centre		NS	
						Name		Province	
COMPANY :			ROOM :						
ADDRESS :			BOOTH # :						
ADDRESS :			# SHOW DAYS :			3			
			INSTALLATION DATE :			MM/DD/YYYY		TIME	
	CITY	PROVINCE	POSTAL CODE	DISMANTLE DATE :			MM/DD/YYYY		TIME
TEL # :									
EMAIL :									

EARLY BIRD DISCOUNT of 15% if you submit your form on or before March 31, 2026



encore

Exhibitor Order Form

QTY.	DESCRIPTION	SHOW RATE (PER DAY)	DAYS	TOTAL
FLAT SCREEN MONITORS				
	28" FLAT SCREEN MONITOR (tabletop only)	\$ 180.00		\$ -
	40" FLAT SCREEN MONITOR (tabletop only)	\$ 225.00		\$ -
	55" FLAT SCREEN SMART MONITOR with Stand	\$ 667.00		\$ -
	70" FLAT SCREEN SMART MONITOR with Stand	\$ 861.00		\$ -
	80" FLAT SCREEN MONITOR with Electric Lift Stand/Skirt	\$ 992.00		\$ -
	42" TOUCH SCREEN MONITOR (tabletop only)	\$ 496.00		\$ -
COMPUTERS				
	WINDOWS 2.4 GHz LAPTOP COMPUTER	\$ 200.00		\$ -
	MACINTOSH LAPTOP COMPUTER	\$ 200.00		\$ -
LIGHTING				
	LED Uplighting (12") - per fixture	\$ 60.00		\$ -
SIGN RIGGING (please include photos and drawings along with sign dimensions/weight)				
	SIGN RIGGING (Set/Dismantle Labour, Rigging Point, & Approval)	\$ 600.00		\$ -
<p>* An additional 25% will be added to any sign rigging quotes sent less than 2 weeks before an event. Encore reserves the right to alter the sign rigging quotation based on the dimensions and weight of the sign provided. Any changes to the quotation will be communicated by your Encore Sales Manager.</p>				



Exhibitor Order Form

* An additional 25% will be added to any sign rigging quotes sent less than 2 weeks before an event. Encore reserves the right to alter the sign rigging quotation based on the dimensions and weight of the sign provided. Any changes to the quotation will be communicated by your Encore Sales Manager.

* All non-rigging equipment orders are subject to 1 hour of set/dismantle labour @ \$92.75

All A/V must be ordered in advance. Additional charges may apply to orders submitted less than 2 weeks before an event. Equipment is subject to availability.

Please complete form and return by email to:
Kirk Beazley - Kirk.Beazley@Encoreglobal.com

For custom quotes, rigging, truss structures and all other, please contact:
David Smith - David.Smith3@encoreglobal.com

Orders under \$5000 are required to pay before the start of the event. Your sales person will connect you with our Accounts Receivable team, and they will send you a secure link for payment

		EQUIPMENT	
		RIGGING	\$ -
		Equipment Setup and Dismantle	\$ -
		SUBTOTAL	\$ -
		GST/HST 14%	\$ -
		*TOTAL	\$ -

Registration Reminders

Early Bird Registration ended on February 28, 2026.

The regular rate is now in effect.



Registration Codes

Exhibitor badge registration codes were shared via email from registration@e-healthconference.com. They were also shared in your exhibit confirmation email.

We recommend registering staff early.

All exhibitor staff must be registered by **April 30.**

Non-booth members wishing to attend the conference must purchase an individual attendee badge.



Badge Swapping

Badge swapping or sharing credentials is strictly prohibited for security reasons.



Booth Setup

A representative from your organization can assist with booth setup without purchasing a ticket—but they must be off the exhibition floor by 3:00 p.m. AT on Sunday, June 14th.

Please send the representative's contact information in advance to sponsorsandexhibitors@e-healthconference.com



Available Sponsorship Add-Ons

- Closing Plenary (1)
- WiFi + Internet (1)
- Chill Space (3)
- Smart Kiosk (3)
- Hotel Key Card (2)
- Exhibit Floorplan Map(1)
- Grab + Go Lunch (1)
- Hotel Check-In/Gift Room Drop (2)
- Hotel Check-In/Gift Room Drop (2)
- Patient Funding (4)
- Washrooms (3)
- Accessibility Sponsor (5)
- Information Desk (2)
- Speaker Ready Room (3)
- Delegate Workspace (3)

Exhibitor Portal: Logo + Description

- Upload a 50-word description of your organization in the Exhibitor Portal by May 13, 2026
- Add your preferred URL (where you would like your logo to link to)
- Email a high-resolution version of your logo to sponsorsandexhibitors@e-healthconference.com

Exhibitor Portal: Certificate of Insurance

- Upload a **Certificate of Insurance (COI)** by May 13, 2026
- If your COI expires before the conference, please send an updated certificate by May 13, 2026
- Ensure your COI states a coverage of **\$5 Million CAD (\$5,000,000)**
- If unsure how to obtain a COI, we recommend using [duuo](#)
- Address the COI to e-Health Conference and Tradeshow, 1100–151 Yonge Street, Toronto, ON M5C 2W7



Mobile App

MAXIMIZE YOUR ONLINE PRESENCE

Video Tutorial: Administrators



For more detailed instructions, click [here](#).



Step 1: Accept the invite to the Company Portal



You have been invited to the event as a company admin of
Digital Health Canada

As a company admin, you can manage your company's detail, company representatives, etc. for the event in Company Portal.

You will need to accept the invite in the link below to start managing Company Portal.

[Get Started](#)

If you require any assistance please [contact Support](#).

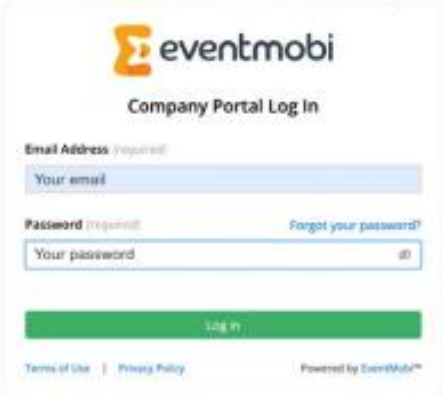


EventMobi
151 Yonge Street, 11th Floor
Toronto, ON, M5C 2W7,
Canada



1-888-296-8415

Step 2: Create a profile on the Company Portal



English ▾

eventmobi

Company Portal Log In

Email Address (required)

Your email

Password (required) [Forgot your password?](#)

Your password

Log in

[Terms of Use](#) | [Privacy Policy](#) | Powered by EventMobi™

Create a complete profile on the Company Portal

eventmobi Digital Health Canada e-Health26 [Preview](#)

- Overview
- General
- Event Details
- Privacy & Terms
- Libraries
- People
- Sessions
- Companies**
- Documents
- Maps
- Banners
- Communications

Companies / Digital Health Canada

Digital Health Canada


[View Company Portal](#)

Details Company Representatives

Company Name *(required)*

Digital Health Canada

Logo



[Delete](#)

[Crop](#)

About

Step 3: Manage your company representatives

eventmobi Digital Health Canada e-Health26 Preview What's New?

Overview
General
Event Details
Privacy & Terms
Libraries
People
Sessions
Companies
Documents
Maps
Banners
Communications
Event App




Companies / Digital Health Canada

Digital Health Canada

[View Company Portal](#)

Details Company Representatives

+ Add Representative + Reorder Representative

<input type="checkbox"/>	Name	Email	Permission	Visibility on Event App
<input type="checkbox"/>	 Danielle McKnight	dmcknight@e-healthconference.com	Lead Capture App	<input checked="" type="checkbox"/>
<input type="checkbox"/>	 Shelly Bugera	sbugera@e-healthconference.com	Company Portal Lead Capture App	<input checked="" type="checkbox"/>
<input type="checkbox"/>	 Treasure Ledgister	tledgister@e-healthconference.com	Company Portal Lead Capture App	<input checked="" type="checkbox"/>

Step 4: Add your lead qualifiers

The screenshot shows the 'Add Qualifier' dialog box in the Evermobl system. The dialog is titled 'Add Qualifier' and contains the following elements:

- Header:** 'Add Qualifier' with a close button (X).
- Text:** 'Adding Lead Qualifiers will help capture more information about potential leads.'
- Form:** A text input field for 'Qualifier Name' with a placeholder 'Required'.
- Answer Type:** A row of radio buttons for 'Text', 'Rating', 'Date & Time', 'Single Select', and 'Multi-Select'. The 'Multi-Select' option is selected and highlighted with a blue border.
- Options:** A section with a plus sign and a text input field for 'Add option (Max. character limit: 70)'. Below this is a horizontal line.
- Buttons:** 'Cancel' and 'Add Qualifier' buttons at the bottom right.

The background shows the 'Lead Qualifier' management interface with a sidebar on the left containing 'Company Details', 'Representatives', 'FEATURES', 'Lead Capture', 'Lead Qualifier', and 'Lead Collection'. The main area displays a list of qualifiers with columns for 'Visibility' and 'Action'.

Step 5: Manage and export your leads

The screenshot displays the 'eventmobi' interface for 'Association of Airline Executives Members Club'. The main section is titled 'Lead Collection' and features a table of leads. A modal dialog box titled 'Export All Leads' is open, showing a green message: 'Your files are ready to download.' with 'Cancel' and 'Download All Leads' buttons.

Lead Collection Table:

Date & Time	Collected By	First Name	Last Name	Email	Rating	Additional Notes	Action
05/04/2023, 6:25 PM	Francis Hebeyshe	Francisco	Seczkowski	francisco@eventmobi.com	★★★★★		View Delete
05/04/2023, 8:01 PM	Francis Hebeyshe	Daniel	Cohan	danielc@email.com	★★★★☆		View Delete
05/04/2023, 8:03 PM	Francis Hebeyshe	Dolly	Azev	dolyazev@email.com	★★★★☆		View Delete
05/05/2023, 2:38 PM	Francis Hebeyshe	Bander	Alfal	bander@ieee.org	★★★☆☆		View Delete
05/05/2023, 2:39 PM	Francis Hebeyshe	Brianma	Saltwin	bsaltwinr@gmail.com	★★★★☆		View Delete
05/05/2023, 2:40 PM	Francis Hebeyshe	Greta	Nim	greta@eventmobi.com	★★★★★		View Delete
05/05/2023, 2:41 PM	Francis Hebeyshe	Rancee	Crowley	ranceecrowley@gmail.com	★★★★☆		View Delete
05/05/2023, 2:43 PM	Francis Hebeyshe	Ralston	Dukes	ralston@gmail.com	★★★★☆		View Delete

1-8 of 8 items

How to add booth staff to the app

The screenshot shows a web application interface for managing representatives. The background is dimmed, showing a list of representatives for 'Digital Health Canada'. A modal dialog box titled 'Add Representative' is open in the foreground. The dialog has a close button (X) in the top right corner. It contains the following sections:

- Representative (required)**: A text input field with the placeholder text 'Select Representative'.
- Permissions**: A heading followed by the instruction 'Select all that apply. An email will be sent to inform representatives of the permissions granted.' Below this are three checkboxes:
 - Company Portal**: Grant access to the Company Portal to manage company details and related features.
 - Lead Capture App**: Grant access to the Lead Capture App to capture and collect leads.
- Visibility on Event App**: A heading followed by one checkbox:
 - Hide Representative**: If checked, this person will not be visible on the Event App: Company Details Page.

At the bottom of the dialog are two buttons: 'Cancel' and 'Add Representative'.

The background interface shows a breadcrumb 'Companies / Digital Health Canada', a 'View Company' link, and a list of representatives with columns for name, profile picture, email, and feature access (Company Portal, Lead Capture App, Visibility on Event App).

Video Tutorial: Booth Staff



For more detailed instructions, click [here](#).

Step 1: Download the EventMobi Lead Capture App



Step 1: How to use the mobile app for lead capture

Full set of steps:

- <https://help.eventmobi.com/en/knowledge/using-the-lead-capture-app#login-lc-app>

Watch this video:

- <https://www.loom.com/share/e333491467cb4698aa7eabe09a97b959>

Important dates

April 1, 2026

- Exhibitors and sponsors will be invited to access the conference app starting April 1, 2026
- Delegates will have access to the app one week before the conference—please make sure your digital exhibitor profile information is fully up to date before then

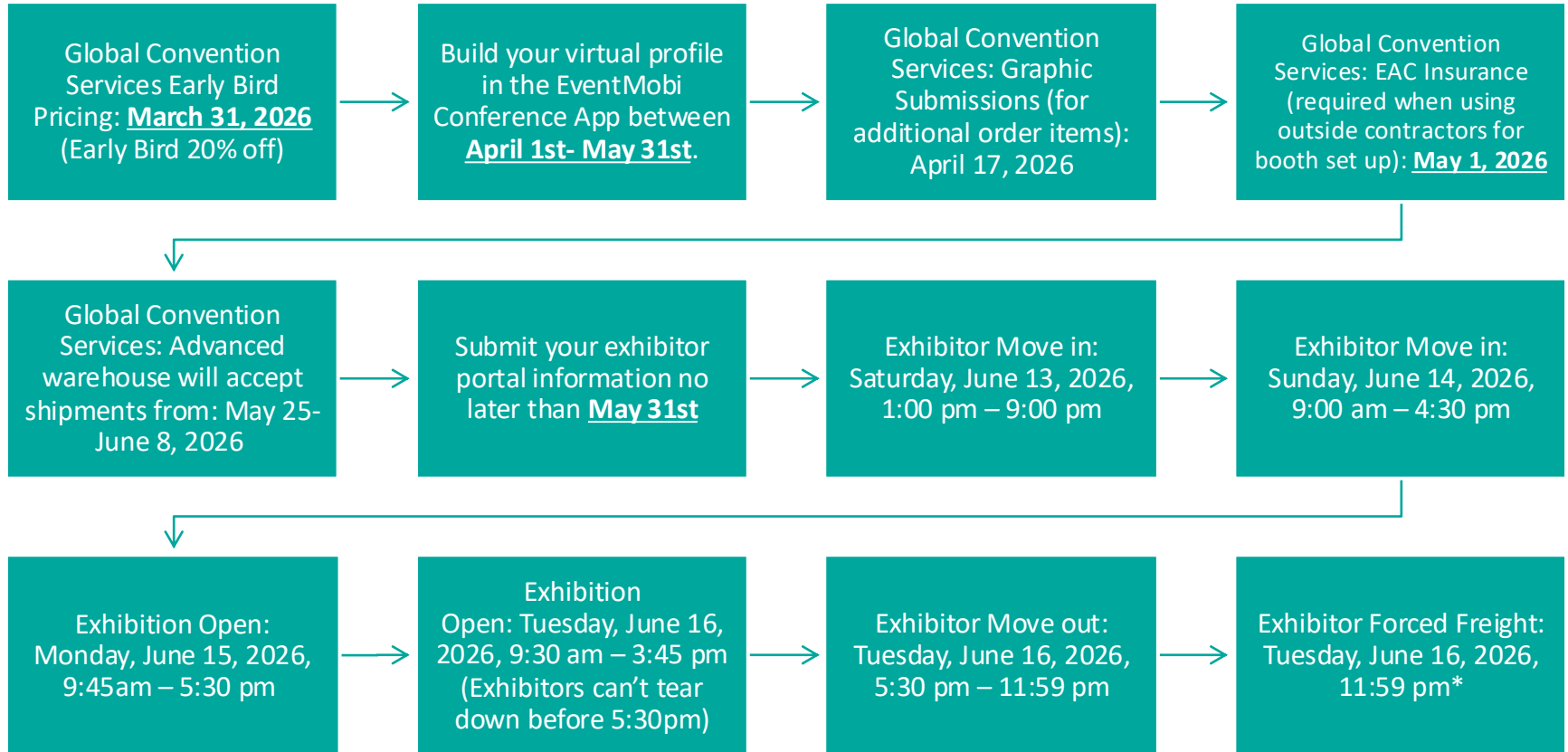
After April 1, 2026

- Upload your preferred documents, descriptions, and media assets to the conference app
- Confirm that your logo, 50-word description, and booth staff names are accurate
- Explore the app and ensure everything is set up properly before the conference

Exhibitor Lead Capture

- To begin using Lead Capture at an event, you will need to download and access the **Lead Capture by EventMobi App** using one of the following links:
- Download the step-by-step PDF guide:
<https://help.eventmobi.com/en/knowledge/i-am-an-exhibitor-how-can-i-collect-leads-at-an-event>

Important Dates & Deadlines



What to expect onsite



Exhibits must be staffed at all times during the trade show hours and representatives must wear the official conference badge while in Halifax Convention Centre.



Exhibitors can use their phones to scan QR codes on booth visitors' badges. The lead list can be exported into a spreadsheet at any time and shared with your colleagues through email. Exhibitors can further obtain insights about leads through their profiles in the conference app and interact with them during and after the event.

What food and drink items can you distribute at your booth?



Candy and Chocolate: Snack size, individually wrapped chocolates, candies, or mints



Savory Snacks: Snack size, individual bags of chips, pretzels, popcorn



Baked Goods: Snack size, individually wrapped brownies, biscottis, cookies



Alcohol Beverages: Must be served by bartender staff from Halifax Convention Centre.
Cost of staff and product to be covered by exhibitor

What food and beverage items are prohibited from being distributed at your booth?



Beverages: Bottled water, poured coffee/tea, canned soda, energy drinks, or juice boxes.

Examples of approved non-consumable giveaway items



Company Products

Branded merchandise
(e.g., T-shirts, hats, socks, pens,
notebooks, tumblers, etc.)



Educational Material

Brochures or pamphlets
explaining company services or
products

Infographics or charts
illustrating industry statistics or
trends

Research reports or case
studies on relevant topics



Non-Pharmaceutical Samples

Health and wellness products

Do you need early move-in for the conference?

Requested move-in date(s) - Saturday, June 13 or Sunday, June 14

Preferred time(s) - Saturday, June 13 from 1pm-9pm ADT and Sunday, June 14 from 9am-4:30pm ADT

Any special access or logistical requirements.



Frequently Asked Questions

WE HAVE ANSWERS!

Will there be **security** overseeing the booths 24/7?

The venue will be secured, with limited access outside of setup, show hours and teardown. The exhibit floor doors will be locked when the exhibit hall is closed.

While security will be present, we recommend that devices and other portable, high-value items not be left unattended at your booth for added protection.

Can we bring our company-branded marketing materials, like a retractable banner?

You are permitted to bring company-branded marketing materials, such as a retractable banner and backdrops.

Please ensure that they comply with the booth's designated height and width limits (in the GCS portal) and do not obstruct neighbouring booths.

Would it be better to distribute giveaways during the conference or wait until it ends and select a winner afterward?

The decision is entirely up to you.

You can choose to announce daily winners throughout the conference or wait until the end of the event to select a winner.

When can I start to tear down my booth ?

Teardown cannot start until AFTER 5:00 p.m. on Tuesday, June 16 (the final day of the conference).

GCS will deliver crates and shipping materials between 5:00–5:30 p.m., after which booth teardown can begin.

Points of Contact

- Show services inquiries: resmije@globalconventionservices.com
- Sponsor, exhibitor, or start-up zone inquiries: sponsorsandexhibitors@e-healthconference.com
- Electricity and internet inquiries: resmije@globalconventionservices.com
- Registration inquiries: registration@e-healthconference.com
- Speaker, P3 Showcases or Symposia inquiries: speakers@e-healthconference.com
- General inquiries: info@e-healthconference.com



Any Questions?

THANK YOU FOR ATTENDING