



Welcome CANVAS 2026 Exhibitors!

Thank you for planning to exhibit at the Science Societies' Annual Conference, CANVAS at the Oregon Convention Center. We look forward to welcoming you to Portland, OR and appreciate your support of Science Societies' mission!

The Exhibitor Service Kit is designed to help you have a successful and hassle-free experience at the conference. Please review the Exhibitor Service Kit thoroughly, as it contains all the information you will need to plan your exhibition participation, as well as multiple opportunities to expand your outreach and visibility to CANVAS 2026 attendees. Please pay close attention to deadlines and use the order forms for each service that has been included.

If you have any questions not covered in this Service Kit, please feel free to contact us at any time. You may also contact the official show contractor directly, should you have questions concerning their services.

Once again, thank you for your support - we look forward to seeing you there!

Sincerely,

Michelle Wescott
CANVAS Exhibits & Sponsorship Sales Manager
ScienceSocietiesSales@discoversb.com
301-850-1043

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CANVAS Exhibits Operations Manager
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WHAT YOUR BOOTH/TABLETOP INCLUDES

Exhibit Booth Benefits		
Convention Badges	Two (2) Full Convention Badges per 10x10 space	
Exhibitor Directory	Listing & Description	
Furnishings	6' black skirted table and two chairs	
Booth Setup	8' black background drape, 3' side rails and black drape	
Standard signage	Company ID sign	
Online Presence	Online listing of your booth, along with a mobile app listing	
- Exhibiting companies are responsible for carpet, additional furnishings, cleaning, electricity, and all other services for their booth space. These products and services are ordered through the Exhibitor Service Kit. CANVAS requires that ALL exhibit booths have flooring. You can either rent through the Exhibitor Service Kit or bring flooring with you.		

Career Fair Tabletop Benefits		
Convention Badges	Two (2) Full Convention Badges	
Furnishings	6' skirted table and two chairs	
Signage	Employer/university sign	
Power Access	Laptop/tablet charging plugin	
Lounge Access	Access to the exhibitor lounge with snacks and beverages	
Job Posting	Free job posting valid through Oct. 1, 2027	
- Tabletop companies are responsible for electricity, AV and all other services for your space. These products and services are ordered through the Exhibitor Service Kit. The Career Fair is carpeted. Tabletops do not need to rent flooring/carpet.		

CANVAS 2026 EXPO HOURS

The CANVAS 2026 Expo will be held in Hall A1, B and C at the Oregon Convention Center in Portland, OR. [View the 2026 Floorplan.](#)

SET-UP		
Sunday, Nov 1, 2026	8:00 AM – 5:00 PM <i>*Booths must be show-ready by 5 PM</i>	Exhibitor Setup

CANVAS EXPO HOURS		
Sunday, Nov 1, 2026	7:00 PM – 9:00 PM	Expo Opening Reception
Monday, Nov 2, 2026	9:00 AM – 6:00 PM	Expo Open (Lunch provided)
Tuesday, Nov 3, 2026	9:00 AM – 6:00 PM	Expo Open (Lunch provided)
Wednesday, Nov 4, 2026	9:00 AM – 4:30 PM	Expo Open

DISMANTLE		
Wednesday, Nov 4, 2026	4:30 PM – 8:00 PM	Exhibitor Dismantle

CANVAS 2026 EXHIBITOR PORTAL

Log into the [CANVAS 2026 Exhibitor Portal](#) to:

- Register staff for badges
- Make payments and view receipts
- Access the Gateway Dashboard to update your company logo, description, and resources for digital company listing on the website and event app
- Purchase Additional Sponsorship and Marketing Opportunities
- Complete Sponsorship Tasks
- And more!

ADDITIONAL MARKETING OPPORTUNITIES

Boost your presence at CANVAS 2026 in Portland, OR! [CLICK HERE](#) to explore branding, communication, signage, educational content, networking and online marketing opportunities available.

Please contact Michelle Wescott for additional details at 301-850-1043 or email her at ScienceSocietiesSales@discoversb.com.

EXHIBITOR REGISTRATION

Below is the list of complimentary registrations included with your participation at CANVAS 2026. Please assign badges to your on-site staff by logging into your [Exhibitor Portal](#) and completing the *Register Your Staff* task.

Registration Allotments

Participation Type	Complimentary Registration Allotment
Exhibit Booth Companies	Two (2) Complimentary Full Conference Badges per 100 sq. ft. of booth space
Career Fair Tabletop Companies	Two (2) Complimentary Full Conference Badges
Diamond Level Supporters	Eight (8) Additional Full Conference Registrations
Gold Level Supporters	Four (4) Additional Full Conference Registrations
Silver Level Supporters	Two (2) Additional Full Conference Registrations

Important Registration Information

- Please allow up to 48 hours after purchasing your booth for registration allotments to appear.
- If your onsite representatives require Lead Retrieval access, please ensure that information is uploaded within the [Gateway Dashboard](#).
- If you require additional registrations outside of your included allotment, please contact ScienceSocietiesOps@discoversb.com.
- After **October 19, 2026**, Exhibitor Pre-Registration will close and all registrations or badge changes must be completed onsite.

HOUSING INFORMATION

The headquarters hotel for CANVAS 2026 is the **Hyatt Regency Portland** at the Oregon Convention Center, located at 375 NE Holladay Street, Portland, OR 97232.

Science Societies has secured additional hotel options for attendees and exhibitors. To view all available hotels and make a reservation, please click the "**View Housing Details**" link below and use the individual booking links provided on the CANVAS website.

[VIEW HOUSING DETAILS](#)

Booking Deadline: October 9

Important: Please book your hotel only through the official CANVAS housing links. Unauthorized third-party companies may contact you offering hotel assistance—these are not affiliated with CANVAS and should be avoided

INSURANCE

While all possible care will be exercised by GES and its agents, exhibitors are responsible for ensuring the safety of their personnel and exhibit materials from theft, damage, accident, fire, and other such causes. Each exhibitor shall be responsible for securing and maintaining the following insurance coverages at the exhibitor's expense: (a) Workman's compensation insurance coverage for exhibitor's employees which shall be in compliance with the laws of the State of Oregon; (b) Commercial general liability insurance with policy limits of \$1,000,000 for combined single limit coverage to include: comprehensive form, premises/ operations, contractual, broad form property damage and products/completed operations, providing for terms of coverage to be effective from on or before October 31 – November 4, 2026, which shall include exhibitor's move in and move out. Such insurance shall cover any and all damage or injury to any and all persons arising out of such person's attendance at the exhibitor's exhibit during the term of the CANVAS 2026 Annual Conference. Each exhibitor will require that such policy name Science Societies (ACSESS), SB Expos & Events, Oregon Convention Center, and GES as additional insured. (c) Other insurance: Each exhibitor acknowledges that it is responsible for obtaining any additional insurance coverage solely at its own expense, in such amounts as it deems appropriate to comply with its obligations hereunder and for its own protection. You **MUST** provide your Certificate of Insurance to Show Management. Exhibitors will not be permitted to setup their booth unless a compliant certificate of your insurance has been provided to Show Management.

We also offer an Exhibitor Liability Insurance Program. If you want to purchase insurance for the duration of the exhibition you can do so through [this program with ExhibitorInsurance.com](https://www.exhibitorinsurance.com). Select the button for "Order Insurance."

CANVAS, Freeman, and the Oregon Convention Center assume no responsibility for products left unattended at the end of CANVAS 2026.

EXHIBITOR APPOINTED CONTRACTORS (EAC)

An Exhibitor-Appointed Contractor (EAC) is any company other than the designated official show contractors listed in the Exhibitor Kit that provides a service (display installation and tear down, floral, photography, audiovisual, etc.) and needs access to the exhibit at any time during the installation, show dates, or dismantling. Exceptions to using the official show contractors will be granted only if such exception does not interfere with or prejudice the orderly installation, interim services, or dismantling of the exhibit. No exception will be granted if inconsistent with the commitments made and obligations assumed by Science Societies in any contract with service contractors or in its agreements and lease with the venue. Exhibitor is solely responsible for any costs associated with the EAC. For services such as electrical, plumbing, telephone, data lines, cleaning, food and beverage, water/drain, compressed air, and drayage, no exception will be made and the official show contractors designated by Science Societies must be used. Should you use an EAC for any service, you agree to indemnify and hold harmless the Science Societies, official show contractors, and the exhibit facility from any act or situation that would cause the Science Societies, official show contractors, and the facility to become liable or suffer losses, damages, injuries, claims, demands, and expenses, including legal expenses, due to the presence or actions of the nonofficial show contractor. You further agree to obtain an original certificate of insurance from your EAC with the limits and terms as shown in the Terms & Conditions. Exhibitors and their designated agents or EACs must confine their activity to their assigned space. Exhibit facility corridors, hallways, loading docks, and marshaling areas are not to be used for any purpose other than ingress and egress.

OFFICIAL VENDORS

Please use this quick reference guide to identify the proper contact to answer all of your questions regarding your participation at CANVAS 2026.

SERVICE	PROVIDER	CONTACT INFORMATION
Audio Visual	On-Site	OCC Exhibitor Services
Internet/ Telecommunications	Oregon Convention Center	OCC Exhibitor Services
Electrical	Edlen	OCC Exhibitor Services
Rigging	On-Site	Order Rigging
Catering	Oregon Convention Center	Levy Catering Menu
Booth Cleaning	Oregon Convention Center	OCC Exhibitor Services
General Services Contractor	GES	(800) 475-2098 GES Exhibitor Support
Exhibit Transportation/ Shipping	GES	(800) 475-2098 GES Exhibitor Support
Housing	CANVAS Housing / Hyatt Regency Portland	CANVAS Housing
Registration	SB Expos & Events	ScienceSocietiesOps@discoversb.com
CANVAS Exhibits & Sponsorships	SB Expos & Events	ScienceSocietiesOps@discoversb.com
Exhibitor Liability Insurance Program	ExhibitorInsurance.com	Exhibitor Liability Insurance Program

IMPORTANT DEADLINES

DATE	TASK	EVENT PARTNER
Sep 25, 2026	GES Advanced Warehouse Begins Accepting Exhibitor Shipments	GES
Oct. 1, 2026	Exhibitor Certificate of Insurance Due	CANVAS Exhibitor Portal
Oct 9, 2026	GES Advance Order Discount Deadline (payment must be received)	GES
Oct. 9, 2026	Hotel Room Block Closes	Hyatt Regency Portland
Oct. 19, 2026	Exhibitor Badge Registration Deadline	SB Expos & Events
Oct 23, 2026	GES Advanced Warehouse Shipping Deadline without late fees	GES
Nov 1, 2026	Show Site Shipment Arrival Date	GES

EXHIBIT CONSTRUCTION GUIDELINES – LINEAR BOOTH

LINE-OF-SIGHT STYLE

Line-of-Sight display rules provide restrictions on certain areas of booths to allow attendees to view neighboring booths in their line of sight as they walk the floor. There are a variety of booth types, and each one is addressed below with specific insight on how to implement Line-of-Sight regulations.

LINEAR BOOTH

The ability to have products or services easily seen by attendees as they walk the aisles is essential to all exhibitors, and that is the basis for including a Linear Booth Line-of-Sight setback rule. Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified to prevent display materials from imposing on neighboring exhibits behind the back wall.

Use of Space

Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc., display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.

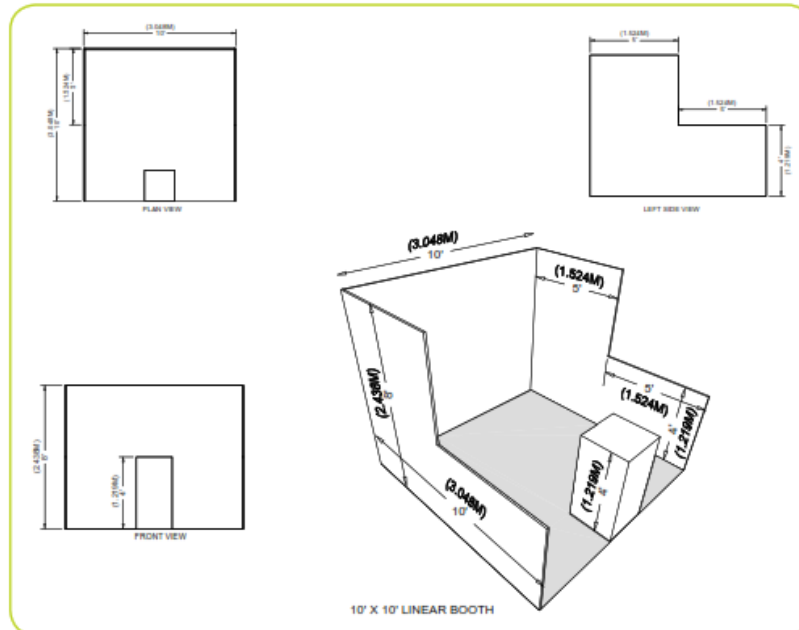
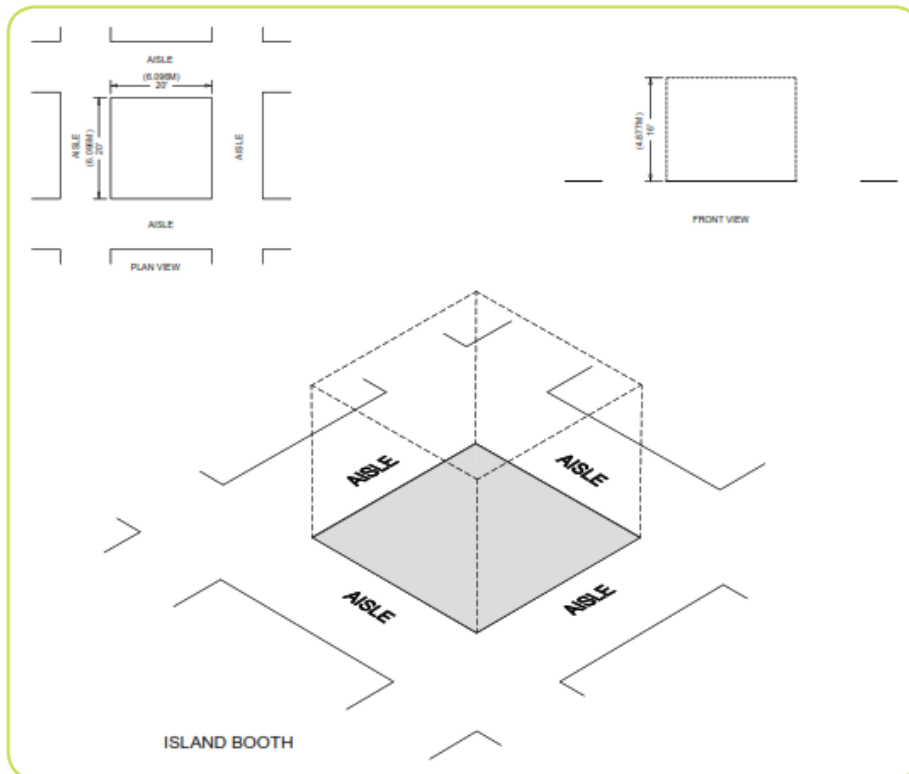


EXHIBIT CONSTRUCTION GUIDELINES – ISLAND BOOTH

ISLAND BOOTH

An Island Booth is any size booth exposed to aisles on all four sides.



Dimensions and Use of Space

An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently. The entire Cubic Content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.