



Canadian Society of Otolaryngology-Head & Neck Surgery

70th Annual Meeting

**PEI Convention Centre / Delta Hotel
Charlottetown, PE
June 11-14, 2016**

President

Dr. Peter Spafford, Saskatoon, SK

Local Arrangements Chair

Dr. S. Mark Taylor, Halifax, NS

Scientific Program Chair

Dr. Brian Rotenberg, London, ON

Guest Speakers

Dr. Claudio Vicini, Forli, Italy

Dr. Dennis Poe, Boston, MA

Dr. Jan Tasman, St. Gallen, Switzerland

Dr. Mark Urken, New York, NY



Exhibitor Information & Contract

CSOHNS

68 Gilkison Street
Elora, ON
N0B 1S0

Tel: 800-655-9533 / 519-846-0630

Fax: 519-846-9529

Email: cso.hns@sympatico.ca /

cso1.hns@sympatico.ca

Website: www.entcanada.org



Canadian Society of Otolaryngology - Head and Neck Surgery /
Société canadienne d'oto-rhino-laryngologie et de chirurgie cervico-faciale

November 30, 2015

**CSOHNS 70th ANNUAL MEETING,
CHARLOTTETOWN, PE,
JUNE 11-14, 2016**

The Canadian Society of Otolaryngology - Head & Neck Surgery invites you to reserve your exhibit space for our 70th Annual Meeting, scheduled to take place next June at the PEI Convention Centre in Charlottetown, Prince Edward Island.

We anticipate an attendance in excess of 350 otolaryngologists, otolaryngologists-in-training and allied health professionals at our 2016 conference.

Included, you will find the Exhibitors' Information Package, which will provide you with all relevant details including floor plan, booth specifics, set-up and exhibit hours and show contractor.

For those who are looking for a higher profile, please consider a **Silver or Gold Partnership**. With a \$5000 Silver Sponsorship your company will receive: one booth, acknowledgment in the on-site program, annual meeting signage, on the Society's website and in our newsletters. **New this year**, Silver Sponsors will also be given two passes to the Welcoming Reception. A \$10,000 Gold Sponsorship receives **all** the benefits of the Silver **plus** an additional booth space and two tickets to the President's Banquet.

For your convenience, you will be given access to the hotel room block and preferential rates at the convention hotel, The Delta PEI.

Please indicate your first, second and third choices of booth location on the enclosed contract and return it along with payment to: *Canadian Society of Otolaryngology - Head & Neck Surgery, 68 Gilkison Street, Elora, Ontario N0B 1S0*. Booth space is limited and will be allocated on a first-come basis, so please act promptly to ensure your preference.

If you have any questions about exhibit booth rental or the meeting in general, please contact Ms. Kim Iverson or Ms. Donna Humphrey at the Canadian Society of Otolaryngology - Head & Neck Surgery, (519) 846-0630, Fax: (519) 846-9529, e-mail: cs01.hns@sympatico.ca. You can also find exhibit information on our website at www.entcanada.org.

Peter Spafford, MD FRCSC
PRESIDENT



**CSOHNS 70th Annual Meeting
June 11-14, 2016, RBC Convention Centre
CHARLOTTETOWN, Prince Edward Island**

EXHIBITORS' INFORMATION & CONTRACT

**The meeting proper runs from June 11-14. Exhibit days are Sunday, June 12th and Monday, June 13th.
(NB: All times as presented here are approximations and may be changed without notice.)**

DATES AND HOURS OF EXHIBITION

Sunday June 12, 2016 09:00 to 17:00
Monday June 13, 2016 09:00 to 17:00

LOCATION OF EXHIBITION

Combined rooms – Gray, Palmer and Pope Ballrooms, PEI Convention Centre, 18 Queen Street, Charlottetown, PE, C1A 8B9

COFFEE BREAKS

Sunday June 12, 2016 10:00 to 10:30 15:00 to 15:30
Monday June 13, 2016 10:00 to 10:30 15:00 to 15:30

BUFFET LUNCH

Sunday June 12, 2016 12:00 to 13:30
Monday June 13, 2016 12:00 to 13:30

Coffee breaks and buffet lunches served in the Exhibits area of the PEI Convention Centre.

SET-UP

Your booth spaces will be ready for the move-in of your display on **Saturday June 11** from **12:00 – 18:00**, and on **Sunday June 12** from **06:00 – 09:00**. Displays must be completely set-up by **09:00 on that day (June 12)**.

DISMANTLING TIME

No display should be dismantled before **16:00 on Monday, June 13** and all exhibit material must be packed and removed from the floor by **18:30**. Any material left on the floor after this time will be removed to storage and the cost charged to the exhibitor at prevailing rates.

EXHIBIT BOOTH SPACE

The booth size is approximately **8 feet x 10 feet**. Exhibits in conventional booth spaces are not limited as to the type of exhibit installed; however, the **maximum height** for all regular booth display spaces is **8 feet**, including signs. There can be no exception on this height limitation. So that the display value of an adjoining booth is not destroyed, sidewalls, fixtures and other display material may be erected to the maximum height of 8 feet, only in that portion of the booth extending not more than 48 inches from the back wall. From that point (48 inches from the back wall) to the front of the booth, fixtures, tables, counters and other display material must not exceed a height of 50 inches. **The ceiling height in the Exhibits Hall is 20ft. The floor is carpeted.**

EXHIBIT BOOTH EQUIPMENT

Each booth space will be equipped with a standard booth background, 8 feet high and side rails 36 inches high, covered with flameproof drapes, one 6-foot long display table, topped & skirted, and two chairs. **Please note: Electrical outlets and Internet are not included and must be contracted through Global Convention Services at the PEI Convention Centre. Please contact Global at the coordinates below.**

OFFICIAL SUPPLIER OF EXHIBIT SERVICES AND EQUIPMENT

Should you wish to order additional booth materials or services, including electrical, please contact the official supplier of exhibit services and equipment: **Global Convention Services** 18 Queen St., Charlottetown, PE,

C1A 8B9 Website: www.globalconvention.ca. Tel: (902) 368-8090 Fax: (902) 628-1950 Contact person: Ken Norring. Email: knorring@globalconvention.ca Cell: 902-388-1281

SHIPMENTS ORIGINATING OUTSIDE CANADA

Shipments originating from countries OTHER THAN CANADA must be cleared through customs. Please ensure that all customs paperwork is completed appropriately and that your brokerage is in order. If you do not have a customs broker, the official convention broker is: **Mendelssohn Commerce, 195 Avenue du Voyageur Ponte Claire, Montreal, QC H9R 6B2 Contact: Diane Labbé T: 514-987-2700 x 2123 F: 514-849-3446 Email: dlabbe@mend.com**

HOTEL

The convention hotel will be the **DELTA HOTEL PEI, 18 Queen St., CHARLOTTETOWN, Prince Edward Island, C1A 4A1. T: 902-566-2222** Reservations: **1-888-890-3222** Website: <https://www.deltahotels.com/Hotels/Delta-Prince-Edward>

IMPORTANT INFORMATION

Please arrange delivery storage through *Global Convention Services* the supplier of exhibit services.

The Exhibitor will be solely responsible for any damage suffered to the exhibit space rented to the Canadian Society of Otolaryngology-Head & Neck Surgery by the PEI Convention Centre, including but not limited to, exhibit space walls, flooring and other appurtenances, during the period scheduled. Any such charges will be billed to the Exhibitor.

Dismantling, loading and departure of displays and exhibits must be accomplished **immediately** following the conclusion of the function on Monday, June 13.

The Exhibitor shall comply, while on the premises of the PEI Convention Centre, with all the rules and regulations of the Convention Centre which from time to time are enforced and brought to the Exhibitor's notice or of which he should be reasonably aware.

LIABILITY

The Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury to persons or damage to Exhibitor's displays, equipment, or other property brought onto the premises of the PEI Convention Centre and agrees to indemnify, defend and hold harmless the Canadian Society of Otolaryngology - Head & Neck Surgery, the PEI Convention Centre and its owners, servants, agents, and employees against all claims or expenses for such losses, including reasonable legal fees, arising out of the use of the PEI Convention Centre premises excluding any liability caused by the negligence of the Canadian Society of Otolaryngology-Head & Neck Surgery or the PEI Convention Centre or its owners, servants, agents and employees.

The Exhibitor understands that neither the Canadian Society of Otolaryngology-Head & Neck Surgery nor the PEI Convention Centre maintains insurance covering the Exhibitors' property or lost of revenue and it is the sole responsibility of the Exhibitor to obtain such insurance.

The Exhibitor agrees to procure and maintain in effect commercial general liability and contractual liability in the amount of one million dollars per occurrence for so long as the Exhibitor has outstanding obligations under this Agreement.

BOOTH COST

The rental fee for each booth space is \$2,828.94 plus \$396.05 HST for a **total charge of \$3,225.00**, payable to the Canadian Society of Otolaryngology-Head & Neck Surgery. Booth cancellations must be received by the Society's office, in writing, no later than **APRIL 30, 2016**. Your fee will be refunded less an administrative charge of \$50.00. For those who wish to cancel their reservation **AFTER** the above-mentioned date, a full refund, minus the administrative fee of \$50.00, will be given **ONLY IF THE SPACE IN QUESTION IS RE-SOLD**.



**Canadian Society of Otolaryngology-Head & Neck Surgery
70th Annual Meeting, June 12 & 13, 2016 – CHARLOTTETOWN, PEI
EXHIBITORS' CONTRACT & BOOTH RESERVATION**

Complete and return to:

CANADIAN SOCIETY OF OTOLARYNGOLOGY-HEAD & NECK SURGERY,
68 GILKISON STREET, ELORA, ONTARIO N0B 1S0

TEL: (519) 846-0630 FAX: (519) 846-9529 E-MAIL: CSO.HNS@SYMPATICO.CA / CSO1.HNS@SYMPATICO.CA

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ PROV: _____ POSTAL CODE: _____

TELEPHONE: _____ EMAIL: _____

CONTACT PERSON AT COMPANY: _____

CONTACT PERSON AT MEETING: _____

OUR COMPANY (as named above) is a: **General Exhibitor**

Platinum Sponsor **Gold Sponsor** **Silver Sponsor** For questions regarding sponsorships, please contact the office.

I understand that the booths will be assigned on a first-come, first-serve basis, with possible limitations on the number of booths per exhibitor. I also understand that the times presented in the information package are approximations and may be changed without notice.

I have read and agree to all the rules, provisions and stipulations set out in the information package and further agree that I shall assume responsibility for and liability for losses, damages and claims arising out of injury to persons or damage to exhibitor's displays, equipment, or other property brought onto the premises of the PEI Convention Centre and agree to indemnify, defend and hold harmless the Canadian Society of Otolaryngology - Head & Neck Surgery, the PEI Convention Centre and its owners, servants, agents, and employees against all claims or expenses for such losses, including reasonable legal fees, arising out of the use of the convention premises excluding any liability caused by the negligence of the Canadian Society of Otolaryngology-Head & Neck Surgery or the PEI Convention Centre or its owners, servants, agents and employees.

I understand that neither the Canadian Society of Otolaryngology-Head & Neck Surgery nor the PEI Convention Centre maintains insurance covering the Exhibitor's property or lost of revenue and it is the sole responsibility of the Exhibitor to obtain such insurance.

Names and titles of representatives with your firm attending this meeting:

1. _____

2. _____

3. _____

PRODUCTS: _____

I HAVE ENCLOSED FULL PAYMENT OF **\$3,225.00** PER BOOTH (\$2,828.94 PLUS \$396.05 HST) CHEQUES PAYABLE TO THE **CANADIAN SOCIETY OF OTOLARYNGOLOGY-HEAD & NECK SURGERY. GST/HST# 106866965**

PLEASE RESERVE _____ EXHIBIT SPACE(S) AS FOLLOWS:

_____ 1ST CHOICE

_____ 2ND CHOICE

_____ 3RD CHOICE