



**Canadian Society of Otolaryngology-
Head & Neck Surgery**

2013

Exhibitor Information & Contract



**67th Annual Meeting
Sunday June 2 - Tuesday June 4, 2013
Banff Springs Hotel
BANFF, AB**



CSO-HNS

221 Millford Crescent
Elora, Ontario N0B 1S0
800-655-9533/ 519-846-0630



**67th Annual Meeting
June 2 - 4, 2013, Fairmont Banff Springs Hotel
BANFF, Alberta**

EXHIBITORS' INFORMATION & CONTRACT

(NB: All times as presented here are approximations and may be changed without notice.)

DATES AND HOURS OF EXHIBITION

Sunday June 2, 2013 09:00 to 17:00
Monday June 3, 2013 09:00 to 17:00

LOCATION OF EXHIBITION

Riverview Lounge, Alberta/New Brunswick Room, Fairmont Banff Springs Hotel, BANFF

COFFEE BREAKS

Sunday June 2, 2013 10:00 to 10:30 15:00 to 15:30
Monday June 3, 2013 10:00 to 10:30; 15:00 to 15:30

In the exhibits area, Alberta/New Brunswick Room, Fairmont Banff Springs Hotel, BANFF

BUFFET LUNCH

Sunday June 2, 2013 12:00 to 13:30
Monday June 3, 2013 12:00 to 13:30

In the exhibits area, Alberta/New Brunswick Room, Fairmont Banff Springs Hotel, BANFF

SET-UP TIME

Your booth spaces will be ready for the move-in of your display on **Saturday June 1 from 13:00 – 18:00, and on Sunday June 2 from 06:00 – 09:00**. Displays must be completely set-up by **09:00 on that day (June 2)**.

DISMANTLING TIME

No display should be dismantled before **17:00 on Monday, June 3** and all exhibit material must be packed and removed from the floor by **20:00**. 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.

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: The Riverview Lounge is not carpeted, while the Alberta/New Brunswick Room is carpeted. Electrical outlets and supply must be contracted through GES Exposition Services, the official supplier of exhibit services and equipment.**

OFFICIAL SUPPLIER OF EXHIBIT SERVICES AND EQUIPMENT

The official supplier of exhibit services and equipment is GES Exposition Services, 405 Spray Avenue, Banff, Alberta T1L 1J4. Tel: 403-762-2828 Fax: 403-762-2777. Website: www.gesexpo.ca Should you wish to order additional booth materials or services, please contact GES. *Contact person: Kelly Courts. Email: kcourts@ges.com*

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 Event Logistics. *Mendelssohn can be reached through GES, the official supplier of this meeting's exhibits and services.* Tel: 403-762-2828 Fax: 403-762-2777 Email: Kelly Courts at: kcourts@ges.com

HOTEL

The convention hotel will be the **Fairmont Banff Springs Hotel, 405 Spray Avenue, Banff, Alberta T1L 1J4. T: 403-762-2211 F: 403-762-5755 Toll Free: 866-540-4406**
Email: banffsprings@fairmont.com Website: www.fairmont.com/banff-springs/

IMPORTANT INFORMATION

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 Fairmont Banff Springs Hotel, 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 3.

The Exhibitor shall comply, while on the premises of the Banff Springs Hotel, with all the rules and regulations of the Hotel 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 Fairmont Banff Springs Hotel and agrees to indemnify, defend and hold harmless the Canadian Society of Otolaryngology - Head & Neck Surgery, the Fairmont Banff Springs Hotel 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 Fairmont Banff Springs Hotel premises excluding any liability caused by the negligence of the Canadian Society of Otolaryngology-Head & Neck Surgery or the Fairmont Banff Springs Hotel or its owners, servants, agents and employees.

The Exhibitor understands that neither the Canadian Society of Otolaryngology-Head & Neck Surgery nor the Fairmont Banff Springs Hotel 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 \$2850.00 plus \$150.00 GST for a **total charge of \$3,000.00**, 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 **MARCH 31, 2013**. 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
67th Annual Meeting, June 2-4, 2013 – BANFF, ALBERTA
EXHIBITORS' CONTRACT & BOOTH RESERVATION**

Complete and return to:

CANADIAN SOCIETY OF OTOLARYNGOLOGY-HEAD & NECK SURGERY,
221 MILLFORD CRES., 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** and is entitled to one booth space as part of the overall sponsorship. For additional information on sponsorships please contact the CSOHNS 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 Fairmont Banff Springs Hotel and agree to indemnify, defend and hold harmless the Canadian Society of Otolaryngology - Head & Neck Surgery, the Fairmont Banff Springs Hotel 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 conventional premises excluding any liability caused by the negligence of the Canadian Society of Otolaryngology-Head & Neck Surgery or the Fairmont Banff Springs Hotel or its owners, servants, agents and employees.

I understand that neither the Canadian Society of Otolaryngology-Head & Neck Surgery nor the Fairmont Banff Springs Hotel 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 **\$3,000.00** PER BOOTH (**\$2,850.00 PLUS \$150.00 GST**) CHEQUES PAYABLE TO THE **CANADIAN SOCIETY OF OTOLARYNGOLOGY-HEAD & NECK SURGERY. GST# 106866965**

PLEASE RESERVE _____ EXHIBIT SPACE(S) AS FOLLOWS:

_____ 1ST CHOICE # _____ 2ND CHOICE # _____ 3RD CHOICE