Exhibitor Information & Contract

Canadian Society of Otolaryngology- Head & Neck Surgery

71st Annual Meeting
June 10 – 13, 2017
*Exhibit Days – Sunday June 11 & Monday June 12
TCU Place
SASKATOON, Saskatchewan

President
Dr. S. Mark Taylor, Halifax, NS

Local Arrangements Chair
Dr. Peter Spafford, Saskatoon, SK

Scientific Program Chair
Dr. Brian Rotenberg, London, ON

Guest of Honour
Dr. Simon Kirby, St. John’s, NL

Guest Speakers
Dr. Sujana S. Chandrasekhar, New York, NY
Dr. D. Gregory Farwell, Sacramento, CA
Dr. Holger G. Gassner, Regensburg, Germany

68 Gilkison Street, Elora ON Canada Phone: 800-655-9533/519-846-0630 Fax: 519-846-9529 Email: cso1.hns@sympatico.ca
71st ANNUAL MEETING, SASKATOON, SK, JUNE 10 - 13, 2017

The Canadian Society of Otolaryngology - Head & Neck Surgery invites you to reserve your exhibit space for our 71st Annual Meeting, scheduled to take place next June at the TCU Place in Saskatoon, Saskatchewan.

We anticipate an attendance in excess of 375 otolaryngologists, otolaryngologists-in-training and allied health professionals at our 2017 conference. Please review the package for details on:

- Silver and Gold Sponsorship opportunities – a cost effective way to increase your company’s profile
- Venue location and floor plan
- Exhibition set-up, tear-down and display times
- Cost & what’s included in your booth
- Contact information for the show’s contractor to order additional booth equipment, services and storage.
- Liability agreement
- Hotel information

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: cso1.hns@sympatico.ca. As it becomes available you can also find exhibiting information on our website at www.entcanada.org.

S. Mark Taylor, MD FRCSC
PRESIDENT
The meeting proper runs from June 10-13. Exhibit days are Sunday, June 11th and Monday, June 12th. (NB: All times as presented here are approximations and may be changed without notice.)

SILVER AND GOLD SPONSORSHIPS
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.

DATES AND HOURS OF EXHIBITION
Sunday June 11, 2017 09:00 to 17:00
Monday June 12, 2017 09:00 to 17:00

LOCATION OF EXHIBITION
Combined rooms – Salon A, B, E and Foyer Area, TCU Place, 35 22nd Street E., Saskatoon, SK, S7K 0C8
Tel: 306-975-7777

COFFEE BREAKS
Sunday June 11, 2017 10:00 to 10:30 15:00 to 15:30
Monday June 12, 2017 10:00 to 10:30 15:00 to 15:30

BUFFET LUNCH
Sunday June 11, 2017 12:00 to 13:30
Monday June 12, 2017 12:00 to 13:30

Coffee breaks and buffet lunches served in the Exhibits area of the TCU Place.

SET-UP
Your booth spaces will be ready for the move-in of your display on Saturday June 10 from 12:00 – 18:00, and on Sunday June 11 from 06:00 – 09:00. Displays must be completely set-up by 09:00 on June 11.

DISMANTLING TIME
Tear down is following the afternoon coffee break on Monday, June 12. No display should be dismantled before this time 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 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. ELECTRICAL Please note: electrical is not included and must be contracted through TCU Place. Please contact Tammy Kinnee at the TCU Place. Email: tkinnee@tcuplace.com Tel: 306-975-7776
OFFICIAL SUPPLIER OF EXHIBIT SERVICES AND EQUIPMENT
Should you wish to order additional booth materials or services or arrange for storage, please contact the official supplier of exhibit services and equipment: **Handy Special Events** 2642 Millar Ave., Saskatoon, SK, S7K 4C8
*Website: www.sohandy.com*  Tel: 306-933-2727 / 800/567-4442  Fax: 306-933-9742  Contact person: Seena.
Email: seenab@sohandy.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 Commerce, 2116 - 27th Avenue NE Suite 325, Calgary, AB Canada T2E 7A6**  Tel: 403.291.1694  Fax: 403.291.7028  Contact person: Linda Vandop  Email: lvandop@mend.com

STORAGE
Please arrange delivery storage through **Handy Special Events** the supplier of exhibit services.

Dismantling, loading and departure of displays and exhibits must be accomplished immediately following the conclusion of the function on Monday, June 12.
The Exhibitor shall comply, while on the premises of the TCU Place, 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 TCU Place and agrees to indemnify, defend and hold harmless the Canadian Society of Otolaryngology - Head & Neck Surgery, the TCU Place 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 TCU Place premises excluding any liability caused by the negligence of the Canadian Society of Otolaryngology-Head & Neck Surgery or the TCU Place or its owners, servants, agents and employees.
The Exhibitor understands that neither the Canadian Society of Otolaryngology-Head & Neck Surgery nor the TCU Place 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.
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 TCU Place, 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.

BOOTH COST
The rental fee for each booth space is $3,071.43 plus $153.57 GST 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, 2017. 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.

CONVENTION HOTEL
The Sheraton Cavalier, 612 Spadina Crescent E., SASKATOON, Saskatchewan, S7K 3G9, is a 10 minute walk to the TCU Place convention centre.  T: 306-652-6770  Reservations: 1-888-627-8184
*Website: www.sheratoncavalsaskatoon.com*  For your convenience, you will be given access to the hotel room block and preferential rates.
Complete and return to:
CANADIAN SOCIETY OF OTOLARYNGOLOGY-HEAD & NECK SURGERY,
68 GILKISON STREET, ELORA, ONTARIO NOB 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 refer to the information package and 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 TCU Place and agree to indemnify, defend and hold harmless the Canadian Society of Otolaryngology - Head & Neck Surgery, TCU Place 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 TCU Place or its owners, servants, agents and employees.

I understand that neither the Canadian Society of Otolaryngology-Head & Neck Surgery nor TCU Place 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 ($3,071.43 PLUS $153.57 GST) 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