Canadian Society of Otolaryngology- Head & Neck Surgery

72nd Annual Meeting
June 16 – 19, 2018

*Exhibit Days – Sunday June 17 & Monday June 18
Québec City Convention Centre / Centre des Congrès de Québec
QUÉBEC, QC

President
Dr. Erin Wright, Edmonton, AB

Local Arrangements Chair
Dr. Sophie Lachance, Québec, QC

Scientific Program Chair
Dr. Brian Rotenberg, London, ON

Guest of Honour
Dr. Howard Lampe, Palm Beach, FL

Guest Speakers
Prof. Richard Harvey, Sydney, Australia
Prof. Claire Hopkins, London, UK
Mr. Andre Picard, Montreal, QC
The Canadian Society of Otolaryngology - Head & Neck Surgery invites you to reserve your exhibit space for our 72nd Annual Meeting, scheduled to take place next June at the Québec City Convention Centre in Québec City, Québec.

We anticipate an attendance in excess of 400 otolaryngologists, otolaryngologists-in-training and allied health professionals at our 2018 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
- Number of reps allowed per booth, cost & what’s included in your booth
- Contact information for the show’s contractor to order additional booth equipment and services.
- Advanced warehouse shipping
- 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.
The meeting proper runs from June 16-19. Exhibit days are Sunday, June 17th and Monday, June 18th. (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. 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. Sponsorships are subject to GST/QST/HST. (see Silver and Gold sponsorship pricing on page 5.) Contact Donna Humphrey at the CSOHNS office regarding Platinum Sponsorships.

DATES AND HOURS OF EXHIBITION

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<thead>
<tr>
<th>Date</th>
<th>Time: AM (approximate)</th>
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<tr>
<td>Sunday, June 17</td>
<td>10:00 to 10:30</td>
<td>15:00 to 15:30</td>
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<tr>
<td>Monday, June 18</td>
<td>10:00 to 10:30</td>
<td>15:00 to 15:30</td>
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LOCATION OF EXHIBITION
Exhibit Hall 200AB, Québec City Convention Centre, 1000 boul. René-Lévesque E., Ville de Québec, QC G1R 5T8

Please note: Merchandise will not be accepted at the Centre’s entrances and must be delivered to the loading docks. Loading dock / delivery address is under “Material Handling”.

PARKING
There are many underground parking spaces close to the Centre. More specifically, Marie-Guyart complex (Complex G), Place Québec, Delta Hotel and finally in the Place D’Youville parking lot all linked by underground connections. These lots operate 24 hours a day, 7 days a week (https://www.convention.qc.ca/en/practical-information/#getting-here).

COFFEE BREAKS

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<tr>
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BUFFET LUNCH

<table>
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Coffee breaks and buffet lunches for delegates and exhibitors served in the Exhibits area of the Convention Centre.

SET-UP
Your booth space will be ready for the move-in of your display on:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Saturday, June 16</td>
<td>12:00 – 18:00</td>
</tr>
<tr>
<td>Sunday, June 17</td>
<td>06:00 – 09:00</td>
</tr>
</tbody>
</table>

Displays must be completely set-up by 09:00 on Sunday, June 17.

DISMANTLING TIME
Tear down is following the afternoon coffee break on Monday, June 18 at approximately 15:30. 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 (forced freight) by the official carrier of the event, ConsultExpo, and the cost charged to the exhibitor at prevailing rates. Dismantling procedure can be found at the end of this document and will also be distributed to all booths the last morning of exhibiting.
EXHIBIT BOOTH SPACE (including number of reps allowed in booth)
The booth size is **10 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. 3 company representatives are permitted in each regular booth space at any one time. Silver Sponsors are allowed 4 and Gold Sponsors 5.

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, skirted, two chairs, one waste basket.

ELECTRICAL, ONSITE MATERIAL HANDLING AND STORAGE, BANNER HANGING AND BOOTH CLEANING
**Please note: these services are not included and must be contracted through the Québec City Convention Centre.** To order these services, please visit the Quebec City Convention website at: [https://www.convention.qc.ca/en/exhibitors/order-forms/](https://www.convention.qc.ca/en/exhibitors/order-forms/) then select the CSOHNS Annual Meeting name. Follow the steps provided. Benefit from the 20% early bird discount for any order before the cut-off date: **Friday, June 1, 2018** by 16:30. Exhibitors can address last minute requests at the on-site service counter at the meeting. Some services may not be guaranteed. **For questions, please contact Exhibitor Services at 418-649-7711, Ext. 4066 or 1 888-679-4000 or email: services@convention.qc.ca**

AUDIOVISUAL SERVICES
The onsite supplier of audio/visual for the Scientific Program of the 72nd Annual Meeting is: SD-AV Consultants Contact: Mr. Sylvain Dumont, Tél: 514-792-8347 Email: sylvaindumont65@videotron.ca
The supplier of audiovisual equipment for the Québec City Convention Centre is: Freeman AV Contact: Mr. Philippe Dupont, Tel: 418-649-5226 Fax: 418-649-5224 Email: philippe.dupont@freemanco.com

FOOD AND BEVERAGE
If you wish to distribute, or hand out any food in your booth area, you must request beforehand an authorization from the exclusive F&B partner, Capital HRS. Contact: Mr. Michel Walters, Tel: 418-649-5212 Fax: 418-649-5202 Email: mwalters@convention.qc.ca

OFFICIAL SUPPLIER OF EXHIBIT SERVICES & EQUIPMENT
Should you wish to order additional booth materials, labour for installation and dismantling etc. please contact the official supplier of exhibit services and equipment: **TESSIER Exhibit and Show Services.** Company contact: Ms. Mireille Tessier, Tel: 418-524-1888, Email: mireille@brunotessier.com Website: [www.brunotessier.com](http://www.brunotessier.com)

INTERNET
Free high-speed Wi-Fi will be provided in the exhibit area at all times, courtesy of Videotron Business Solutions. Coverage is available in every room and common area, with no dead zones.
- 15 Mbps connection.
- Unlimited data transfer.
- 300 hotspots.

Please note that the use of external Wi-Fi routers is strictly prohibited in the Convention Centre. Alternate solutions are available from the convention centre internet provider, Freeman Audio Visual. Contact: Mr. Bastien Lavoie, Tel: 418-649-5210, Fax: 418-649-5224, Email: bastien.lavoie@freemanco.com

MATERIAL HANDLING
**Please note: Material handling and storage during the meeting is not included and must be contracted through Québec City Convention Centre.**

The Québec City Convention Centre will accept exhibit material only as of **Friday, June 15, 2018**. Storage charges will apply for any material received before that date. Merchandise will not be accepted at the Centre’s entrances and must be delivered to the loading docks. Material shipped directly to the Québec City Convention Centre before the exhibitor is onsite will be handled by the Centre’s staff **at applicable rates to be paid onsite.** Exhibitors carrying
material directly to the convention centre may handle it from the loading dock to your booth using the Centre’s carts located at the loading dock.

The Québec City Convention Centre manages storage spaces near the exhibit room. The storage during the event is mandatory and must be confirmed by each exhibitor by completing the appropriate order form or at the service counter during set-up. Pricing only includes material labelling and storage space. Handling charges apply for moving empty boxes or crates from the exhibit room to the storage area and their return to the exhibit room at the end of the event.

For security reasons, exhibitors are not allowed to store their own material. Neither an empty box nor an empty crate will be allowed inside or at the back of a stand.

Dismantling, loading and departure of displays and exhibits must be accomplished immediately following the conclusion of the function on Monday, June 18, following the afternoon coffee break. Any material not removed by the exhibitor will be removed by the official carrier, ConsultExpo, and all charges will be billed to the exhibitor (forced freight).

The Exhibitor shall comply, while on the premises of the Québec City 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.

Please follow the template below for shipments to the Québec City Convention Centre to arrive on Friday, June 15:

<table>
<thead>
<tr>
<th>Sender’s Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Telephone #, Fax#</td>
</tr>
<tr>
<td>Carrier Name &amp; # of boxes</td>
</tr>
<tr>
<td>Customs broker name and Tel. # (if applicable)</td>
</tr>
</tbody>
</table>

NAME OF THE EXHIBITOR

c/o Canadian Society of Otolaryngology-Head & Neck Surgery
Booth(s) number: ___
Québec City Convention Centre
875 rue Saint-Joachim
Québec, QC G1R 5V4

SHIPMENTS ARRIVING PRIOR TO JUNE 15, 2018

The Québec City Convention Centre will accept exhibit material only as of Friday, June 15, 2018. Storage of your exhibits material arriving prior to this date can be accommodated by either the official supplier of exhibit services, Tessier, or and the official carrier, ConsultExpo. Contact details for both are in this package.

LOADING DOCKS

The loading dock for this event will be:

**Loading Dock Level 1**
875 rue Saint-Joachim
Québec, QC G1R 5V4

Trailers carrying your material should not exceed 13ft. 3 in. in height and 48ft. in length. Parking is prohibited. Only vehicles unloading and loading equipment are allowed. Vehicles violating these regulations will be towed away at owners expense. The door access to room 200AB measures 94” W x 92” H. The exhibitor is responsible for making arrangements in advance for special handling of any oversized containers.

CUSTOMS BROKER

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: ConsultExpo Inc. For your convenience, you may download their forms from www.consultexpoinc.com. Contact person: John Santini, Director of Operations, Tel: 514-482-8886 ext. 1, Mobile: 514-709-0781, Fax : 888-629-9008, Email: johns@consultexpoinc.com
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 Québec City Convention Centre and agrees to indemnify, defend and hold harmless the Canadian Society of Otolaryngology - Head & Neck Surgery, the Québec City 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 Québec City Convention Centre premises excluding any liability caused by the negligence of the Canadian Society of Otolaryngology-Head & Neck Surgery or the Québec City Convention Centre and its owners, servants, agents and employees.

The Exhibitor understands that neither the Canadian Society of Otolaryngology-Head & Neck Surgery nor the Québec City 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.

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 Québec City 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.

STANDARD EXHIBIT BOOTH PRICE

<table>
<thead>
<tr>
<th>Base Price</th>
<th>Tax</th>
<th>Total Cost</th>
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</thead>
<tbody>
<tr>
<td>$3,131.12</td>
<td>$468.89</td>
<td>$3,600</td>
</tr>
</tbody>
</table>

Booth rentals are 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 MAY 11, 2018. 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.

SPONSORSHIP PRICING

<table>
<thead>
<tr>
<th>Sponsorship Level</th>
<th>Base Price</th>
<th>Tax</th>
<th>Total Cost</th>
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</thead>
<tbody>
<tr>
<td>Silver</td>
<td>$5,000</td>
<td>$650</td>
<td>$5,650</td>
</tr>
<tr>
<td>Gold</td>
<td>$10,000</td>
<td>$1,300</td>
<td>$11,300</td>
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SPONSORABLE CHARGING STATIONS

TBA

CONVENTION HOTEL
Fairmont Le Château Frontenac, 1 Rue des Carrières, Ville de Québec, QC G1R 4P5, is a 15 minute walk to the Québec City Convention Centre. Shuttle buses will be running to/from the hotel.


For your convenience, you will be given access to the hotel room block and preferential rates.
Complete and return to:
CANCADIAN 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: _______________________________________________________

EMAIL OF ATTENDING COMPANY REP: _________________________________________________

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 Québec City Convention Centre and agree to indemnify, defend and hold harmless the Canadian Society of Otolaryngology - Head & Neck Surgery, the Québec City 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 Québec City Convention Centre or its owners, servants, agents and employees.

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

• Signature ___________________________ Date: __________________________

Names of the representatives with your firm attending this meeting:

1. __________________________________________________________  2. __________________________________________________________

3. __________________________________________________________  4. __________________________________________________________

PRODUCTS: __________________________________________________________

☐ I have enclosed full payment of $3600.00 per booth ($3,131.12 plus $468.89 tax) OR applicable sponsorship amount $ ____________  GST/HST# 106866965

☐ CHEQUES payable to the Canadian Society of Otolaryngology-Head & Neck Surgery.

☐ VISA credit card ONLY. Card number: __________________________________________________ exp. ___/___

Please reserve _______ exhibit space(s) as follows:

#_________ 1st choice   #_________ 2nd choice   #_________ 3rd choice
Move-out Procedures at the Closing of the Exhibition

After dismantling you must use the loading dock to move your material out.

FOR INFORMATION: 418 644-4000

Parking by the Convention Centre's main entrance (Promenade Desjardins) is prohibited.

Dollies are not allowed in the Centre's main halls.

Please note that any exhibitor who wishes to use a courier service (FedEx, UPS, Purolator, DHL, etc.) must complete the waybill HIMSELF with his account number and contact the courier to order his material pick-up.

ACCESS TO THE QUÉBEC CITY CONVENTION CENTRE LOADING DOCKS

Loading Dock
855, rue Jean-Jacques-Bertrand
G1R 5V3

Loading Dock
875, rue St-Joachim G1R 5V4

Closing of the Exhibition
The decorator removes the aisle carpeting if applicable.

Return of empty crates for re-crating. Exhibitor wraps up and labels his material.

Move-out of Material by:

Show Management
Material handling is done by the Convention Centre staff.

The Exhibitor
The exhibitor handles his material himself to the loading dock.
OR
The exhibitor who has paid the handling fees asks the Convention Centre staff to carry his material to the loading dock.

The exhibitor asks the loading dock master for an exit coupon.

The exhibitor drives to the loading dock and shows his coupon to the traffic attendant who gives him access to the loading dock.

Move-out of Material by Official Carrier

Once all material is ready and properly labeled, the exhibitor informs the Convention Centre staff, who advises the loading dock master.

At the end of the time period allowed for teardown and move-out of the show, the official carrier of the event ConsultExpo, represented by John Santini at telephone number 514-482-8886 ext. 1 will automatically be in charge of the remaining material.

All fees will be charged to the exhibitor.

Recycling containers are located at the entrance of the room, in the service hallway.

THANK YOU for your cooperation