

# Exhibitor Information & Contract



Canadian Society of Otolaryngology- Head &  
Neck Surgery



**73<sup>rd</sup> Annual Meeting**  
**June 1 – 4, 2019**

**\*Exhibit Days – Sunday, June 2 & Monday, June 3**

**Shaw Conference Centre**  
**EDMONTON, ALBERTA**

**President**

*Dr. Frederick Kozak, Vancouver, BC*

**Local Arrangements Chair**

*Dr. Eduard Eksteen, Edmonton, AB*

**Scientific Program Chair**

*Dr. Vincent Lin, Toronto, ON*

**Guest of Honour**

*Dr. Juan Camilo Ospina, Bogota, Colombia*

**Guest Speakers**

*Dr. Charles Limb, U. of California, San Francisco*

*Major Jameel Janjua, Calgary, AB*

CSOHNS

68 Gilkison St., Elora, ON Canada Phone: 800-655-9533/519-846-0630 Fax: 519-846-9529

Email: [csol.hns@sympatico.ca](mailto:csol.hns@sympatico.ca)



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

**73<sup>rd</sup> ANNUAL MEETING, EDMONTON, AB, JUNE 1 - 4, 2019**

The Canadian Society of Otolaryngology - Head & Neck Surgery invites you to reserve your exhibit space for our 73<sup>rd</sup> Annual Meeting, scheduled to take place next June at the Shaw Conference Centre in Edmonton, AB.

We anticipate an attendance in excess of **380** otolaryngologists, otolaryngologists-in-training and allied health professionals at our 2019 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 NOB 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](mailto:cs01.hns@sympatico.ca). As it becomes available you can also find exhibiting information on our website at [www.entcanada.org](http://www.entcanada.org).

## CSOHNS EXHIBITORS' INFORMATION & CONTRACT 2019

**The meeting proper runs from June 1 - 4. Exhibit days are Sunday, June 2 and Monday, June 3.**  
**(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 and a colour logo in the Exhibitors Directory. **New this year**, a \$10,000 **Gold Sponsorship** receives **all the benefits of the Silver plus: two booths, two tickets to the President's Banquet and company signage (name and logo) on a charging station (see photo below).** Sponsorships are subject to GST/ HST. (see Silver and Gold sponsorship pricing on page 5.) Contact Donna Humphrey at the CSOHNS office regarding Platinum Sponsorships.

### **GOLD SPONSORED CHARGING STATIONS**



### **DATES AND HOURS OF EXHIBITION**

Sunday, June 2, 2019	09:00 to 17:00
Monday, June 3, 2019	09:00 to 15:30 (following PM coffee)

### **LOCATION OF EXHIBITION**

Exhibit Hall B, **Shaw Conference Centre**, 9797 Jasper Avenue, Edmonton, AB T5J 1N9  
Tel: 780-421-9797 Email: [sccinfo@edmonton.com](mailto:sccinfo@edmonton.com)

### **PARKING**

There are a few parking lots around the area and the Canada Place parkade is attached to the Shaw Conference Centre.

### **COFFEE BREAKS**

Date	Time:	AM (approximate)	PM (approximate)
Sunday, June 2		10:00 to 10:30	15:00 to 15:30
Monday, June 3		10:00 to 10:30	15:00 to 15:30

### **BUFFET LUNCH**

Date	Time (approximate)
Sunday, June 2	12:00 to 13:30
Monday, June 3	12:00 to 13:30

Coffee breaks and buffet lunches for delegates and exhibitors served in the Exhibits area of the Conference Centre.

### **OPTIONAL BREAKFAST:**

A delegate's breakfast will be served near the exhibits area on Sunday, June 2 and Monday, June 3 at approximately 7:15am. Your reps are invited and welcome to join the attendees for a light breakfast in order to take advantage of this additional time in a more social setting.

**The official opening of the exhibits area remains 09:00 on Sunday, June 2.**

## **SET-UP**

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

Date	Time
Saturday, June 1	12:00 – 18:00
Sunday, June 2	06:00 – 09:00

Displays must be completely set-up by **09:00 on Sunday, June 2.**

## **DISMANTLING TIME**

Tear down is following the afternoon coffee break on **Monday, June 3** 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 and the cost charged to the exhibitor at prevailing rates.

## **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 **not carpeted**. **3** company representatives are permitted in each regular booth space at any one time. Silver Sponsors are allowed **4** and Gold Sponsors **5**.

**NEW THIS YEAR:** The cost for **each** additional company rep is **\$125**.

## **EXHIBIT BOOTH EQUIPMENT**

Each standard booth space will be back-draped, 8 feet high, with a 3' high side drape and will include one 6-foot long skirted display table, and two padded chairs.

## **OFFICIAL SUPPLIER OF EXHIBIT SERVICES & EQUIPMENT**

Should you wish to order additional booth materials, labour for installation, dismantling services, storage, shipping etc. please contact the official supplier of exhibit services and equipment: **GES Canada**. Tel: 780-469-7767, Email: [edmonton@ges.com](mailto:edmonton@ges.com) Website: <https://www.ges.com/ca> Online order forms are available here: **Link to come**

## **ELECTRICAL, BANNER HANGING, ADDITIONAL BOOTH LIGHTING**

**Please note:** these services are not included and must be contracted through **Showtech Power and Lighting**. To order please go to: <https://e.showtechordering.com/ST-00054658>

## **SHIPPING / ADVANCED SHIPPING / UNLOADING OF MATERIALS**

Exhibit materials will be accepted at the Shaw Conference Centre as of **Friday, May 31, 2019 only**. GES offers advanced shipping and warehouse storage. Detailed information and order forms are located in the GES exhibitor manual (posted on the CSOHNS website and emailed with this package). GES is the exclusive material handling contractor, and fees will apply whether an exhibitor ships to their advance warehouse or directly to show site.

Exhibitors may also bring in their own materials with them on move in day, Saturday June 1. Exhibitors may unload their materials at the loading dock area of the conference centre but will be required to park elsewhere immediately after. There is no parking in the loading dock area. A few parking lots are located around the building and the Canada Place parkade is attached to the Shaw Conference Centre. Directions to the loading docks are as follows:

Driving from the North side of the City:

1. Travel east on Jasper Avenue and Turn south on 95A Street.
2. This is a short block and ends at a "T" Intersection.
3. Turn Right (this is Grierson Hill) and Veer off to your first right into the Shaw Conference Centre.
4. Turn Right (this is Grierson Hill) and Veer off to your first right into the Shaw Conference Centre.
5. Follow the brick road along side of the building until you reach the loading dock area located on the west end of our building.

From the South side of the City:

Access is the same except you are travelling up Grierson Hill and turning left.

Note: LARGE TRUCKS WILL HAVE TROUBLE MAKING THE U TURN INTO THE SCC DRIVEWAY COMING "UP" THE HILL

## **AUDIOVISUAL SERVICES**

TBA

## **FOOD AND BEVERAGE**

If you wish to distribute or serve any food/beverage in your booth area, please get in touch with Oksana Fedko from the Shaw Conference Centre. **Tel:** 780-917-7646 **Email:** [ofedko@edmonton.com](mailto:ofedko@edmonton.com)

## **INTERNET**

Free high-speed Wi-Fi will be provided in the exhibits area.

## **SHIPMENTS ARRIVING PRIOR TO MAY 31, 2019**

The Edmonton Conference Centre will accept exhibit material only as of **Friday, May 31, 2019**. Storage of your exhibit material arriving prior to this date can be ordered through GES, the event's official supplier of exhibit services and equipment. Contact details are in this package and their exhibitor manual is posted on the CSOHNS website.

## **MATERIAL HANDLING**

Material handling and storage is not included in your booth rental. Fees will apply whether an exhibitor ships to GES's advance warehouse or directly to the show site, prior to Friday, May 31, 2019. Any booth materials not removed by exhibitors following the exhibition will be removed by GES and all charges will be billed to the exhibitor.

Exhibitors bringing in their own materials on exhibitor move in day may do so, using the carts located at the loading dock.

## **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: **TWI Exhibition Logistics, Inc. (on behalf of GES)** 7145 West Credit Avenue, Building 1, Unit 101A Mississauga, ON L5N 6J7. **Contact Name:** Shannon Trotter **Tel:** 905-812-1124 ext. 6401

**E-mail:** [orders@twigroup.com](mailto:orders@twigroup.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 Shaw Conference Centre and agrees to indemnify, defend and hold harmless the Canadian Society of Otolaryngology - Head & Neck Surgery, the Shaw Conference 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 Shaw Conference Centre premises excluding any liability caused by the negligence of the Canadian Society of Otolaryngology-Head & Neck Surgery or the Shaw Conference Centre and its owners, servants, agents and employees.

The Exhibitor understands that neither the Canadian Society of Otolaryngology-Head & Neck Surgery nor the Shaw Conference 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 Shaw Conference 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, provided such damage is caused by the exhibitor, it's employees, agents or representatives.

## **STANDARD EXHIBIT BOOTH PRICE** \*Please note that all pricing is in Canadian Dollars.

Base Price	GST	Total Cost
\$3,428.57	\$171.43	\$3,600

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 10, 2019. 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**

Sponsorship Level	Base Price	Tax	Total Cost
<b>Silver</b>	\$5,000	\$650	\$5,650
<b>Gold</b>	\$10,000	\$1,300	\$11,300

## **CONVENTION HOTELS**

**The Fairmont MacDonald Hotel.** The MacDonald is located 0.3km from the conference centre; a 4-5 minute walk.  
10065 100<sup>th</sup> Street NW, Edmonton, AB, T5J 0N6

**General telephone: 1-780-424-5181 / Room Reservations: 1-866-540-4468**

Website: <https://www.fairmont.com/macdonald-edmonton/>

**Courtyard by Marriott.** Courtyard Edmonton Downtown is adjacent to the Shaw Conference Centre.  
One Thornton Court, 99 Street and Jasper Avenue, Edmonton T5J 2E7

**Tel: 1-780-423-9999 / Room Reservations: 1-866-441-7591**

Website: <https://www.marriott.com/hotels/travel/yegcy-courtyard-edmonton-downtown/>

For your convenience, you will be given access to the hotel room block and preferential rates.



**Canadian Society of Otolaryngology-Head & Neck Surgery  
73<sup>rd</sup> Annual Meeting, Exhibit Days June 2 & 3, 2019 – Edmonton, AB  
EXHIBITORS' CONTRACT & BOOTH RESERVATION  
Booth Payment is due by April 15, 2019**

**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](mailto:CSO.HNS@SYMPATICO.CA) / [CSO1.HNS@SYMPATICO.CA](mailto: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 Silver and Gold sponsorships, please refer to this information package. Contact the office for Platinum Sponsorship enquiries.*

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

I understand that neither the Canadian Society of Otolaryngology-Head & Neck Surgery nor the Shaw Conference 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.

As an exhibitor, I understand that I may be contacted by the event's official suppliers of exhibit materials and services with information pertinent the show.

• **Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Names of the representatives with your firm attending this meeting:**

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

**PRODUCTS:** \_\_\_\_\_

I have enclosed **full payment of \$3600.00CAD** per booth (\$3,428.57 plus \$171.43 GST) **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:

# \_\_\_\_\_ 1<sup>st</sup> choice                      # \_\_\_\_\_ 2<sup>nd</sup> choice                      # \_\_\_\_\_ 3<sup>rd</sup> choice