

Exhibitor Information & Contract



Canadian Society of Otolaryngology- Head &
Neck Surgery



74th Annual Meeting
June 6 – 9, 2020

***NEW Exhibit Days – Monday June 8 & Tuesday June 9**
Fredericton Convention Centre
FREDERICTON, NB

President

Dr. Ian Witterick, Toronto, ON

Local Arrangements Chair

Dr. Greg Thompson, Fredericton, NB

Guest of Honour

Professor Dan M. Fliss, Tel Aviv, Israel

Scientific Program Chair

Dr. Vincent Lin, Toronto, ON

CSOHNS

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

Email: csol.hns@sympatico.ca



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

74th ANNUAL MEETING, FREDERICTON, NB, JUNE 6 - 9, 2020

The Canadian Society of Otolaryngology - Head & Neck Surgery invites you to reserve your exhibit space for our 74th Annual Meeting, scheduled to take place next June at the Fredericton Convention Centre in Fredericton, New Brunswick.

We anticipate an attendance in excess of **350** otolaryngologists, otolaryngologists-in-training and allied health professionals at our 2020 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**
- **Cross border brokerage**
- **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: cs01.hns@sympatico.ca. As it becomes available you can also find exhibiting information on our website at www.entcanada.org.

CSOHNS EXHIBITORS' INFORMATION & CONTRACT 2020

***NEW THIS YEAR: Exhibit days are MONDAY, June 8th and TUESDAY, June 9th.**

The meeting proper runs from June 6-9.

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

STANDARD EXHIBITOR FEE

The cost for a standard exhibit booth is \$3,700 (includes HST). See page 6 for additional pricing details and options.

SILVER AND GOLD SPONSORSHIPS (Sponsorships are subject to HST. See page 7 for pricing.)

For those who are looking for a higher profile, please consider a **Silver or Gold** partnership.

With a \$5000 (plus tax) **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.

A \$10,000 (plus tax) **Gold Sponsorship** receives all the benefits of the Silver **plus** an additional booth and two tickets to the President's Banquet on Monday, June 8.

Platinum Sponsorships: Contact Donna Humphrey at the CSOHNS office for information and pricing. 519-846-0630 / 800-655-9533. Email: cs0.hns@sympatico.ca

***NEW: - SPONSORABLE CHARGING STATIONS**

A number of small (7.5" X 5") table-top charging stations outfitted with your company branding, are available to all exhibiting companies as an additional marketing opportunity. The cost is \$300. Please contact Kim Iverson at cs01.hns@sympatico.ca if interested.



***NEW - DATES AND HOURS OF EXHIBITION**

Monday, June 8, 2020	09:00 to 17:00
Tuesday, June 9, 2018	09:00 to 15:30 (following PM coffee)

LOCATION OF EXHIBITION

Pointe Sainte-Anne Room BCD, **Fredericton Convention Centre**, 670 Queen Street, Fredericton, NB, E3B 1C2
Phone: (506) 460-2770 <https://www.frederictonconventions.ca/>

PARKING

24-hour parking is available in the 529 spaces located at the East End Parking Garage, accessible from King or Queen Streets. Current costs are as follows (costs subject to change without notice):

- \$1/hour
- \$5/up to 6 hours
- \$10/up to 12 hours
- \$15/up to 24 hours

INTERNET

Complimentary wireless high-speed internet is available throughout the Fredericton Convention Centre.

CONTINENTAL BREAKFAST:

A delegate's breakfast will be served in the exhibits area on Monday, June 8 and Tuesday, June 9 at approximately 7:15am. Company 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 exhibiting time is 09:00 Monday and Tuesday.

COFFEE BREAKS

Date	Time:	AM (approximate)	PM (approximate)
Monday, June 8		10:00 to 10:30	15:00 to 15:30
Tuesday, June 9		10:00 to 10:30	15:00 to 15:30

BUFFET LUNCH

Date	Time (approximate)
Monday, June 8	12:00 to 13:30
Tuesday, June 9	12:00 to 13:30

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

***NEW* - WELCOMING RECEPTION**

All company representatives are invited to join the delegates for the Welcoming Reception on Sunday, June 7 at 18:00 in the **exhibits area**.

OPTIONAL PASSPORT PRIZE INVOLVEMENT

The 2020 meeting will once again feature a "Passport to the Exhibits" to encourage booth traffic. With participating exhibitor assistance, we anticipate offering a significant prize to the winning delegate. The passport booklet will include space with a few lines of text for company or product promotion. Delegates will visit participating company booths for a stamp or signature. The cost to participate is \$100 and is included in the booth price. Participation is optional. Pricing details on page 6 as well as the contract on page 8.

Companies opting out of the passport prize program will appear in the company listings but will not be included in the passport pages for stamping.

EXHIBIT BOOTH SPACE (including number of reps allowed in booth)

The standard booth size is **10 feet x 10 feet**. **A number of 8' x 10' booths are available at a slightly reduced cost.** See the floor plan attachment for booth locations and pricing (pg. 6). 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.**

Please note: The number of company representatives permitted in each regular booth space at any one time is **3**. Silver Sponsors are allowed **4** and Gold Sponsors **5**. 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-foot high side drape and will include one 6-foot long skirted display table, and two chairs.

ELECTRICAL

Electrical is not included in your booth and must be contracted through **Freeman Audio/Visual**. To order please go to: <https://www.frederictonconventions.ca/assets/Uploads/Freeman-Electrical-Price-List-FCC-2019-English.pdf>

FOOD AND BEVERAGE

Fredericton Convention Centre has exclusive food and beverage distribution rights within the Centre. Exhibitors may distribute sample food and beverage products ONLY upon written authorization. If you wish to distribute or serve any food/beverage in your booth area, please complete and submit the following request form: <https://www.frederictonconventions.ca/exhibiting/exhibitor-forms/food-and-beverage-sample-distribution-request/>

MOVE-IN DATE AND SET-UP

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

Date	Time
Sunday, June 7	13:00 – 18:00
Monday, June 8	06:00 – 09:00

Note that the opening session will be in progress in the adjacent room on Sunday June 7. Please be respectful of the noise factor. If setting up on Sunday, June 7 please have your booth ready by 18:00 in time for the Welcoming Reception, which will be held in the exhibits area. All company reps are invited to attend.

Otherwise, displays must be completely set-up by **09:00 on Monday, June 8.**

SHIPMENTS TO THE FREDERICTON CONVENTION CENTRE

***IMPORTANT - The Fredericton Convention Centre will not accept any shipments prior to the move-in date of Sunday, June 7. Storage is not available on site.**

The facility has a policy of not accepting delivery of exhibitors' equipment and materials prior to the move in date. If your shipment cannot arrive on **Sunday, June 7**, arrangements for storage and delivery to your booth (for a fee) can be made with Global Convention Services, the meeting's official supplier of equipment and services. Contact details in this package.

Please label your shipments to arrive on Sunday, June 7 with the following information

Fredericton Convention Centre
670 Queen Street
Fredericton, NB
E3B 1C2

CSOHNS Annual Meeting,
June 7-9, 2020, Pointe Sainte-Anne Room BCD
Exhibiting Company: _____ Booth # _____
BOX _ of _

ADVANCED STORAGE

Delivery of items prior to Sunday June 7, 2020 can go to Global Convention Services, the official supplier of exhibit services. Global will provide storage (for a fee) and deliver your shipment to your booth at the convention centre on Sunday, June 7.

Global Convention Services
48 Broad Street
St. John, NB E2L 1Y5

Show: CSO 2020
Exhibiting Company: _____
Booth #: _____
Piece # ___ of ___

Consult the accompanying Global Convention Services exhibitor package for more details; The package will also be available on the CSOHNS website <https://www.entcanada.org/news-events/annual-meetings/fredericton-2020/> in the exhibitor section. Contact: Heather Young. T: (506) 658-0506 E: hyoung@globalconvention.ca

GLOBAL CONVENTION SERVICES - OFFICIAL SUPPLIER OF EXHIBIT SERVICES & MATERIALS

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, **Global Convention Services**.

Contact Name: Heather Young, T (506) 649-7670 / (506) 658-0506, Email: hyoung@globalconvention.ca

Online order forms are available at: <https://www.globalconvention.ca/> Click on the red "Exhibitor Ordering" icon. **Username: CSO2020 / Password: 2020** Global's exhibitor package will be available on the CSOHNS website here <https://www.entcanada.org/news-events/annual-meetings/fredericton-2020/> in the exhibitor section.

DISMANTLING TIME

Tear down is following the afternoon coffee break on **Tuesday, June 9** at approximately 15:30. No display should be dismantled before this time and all exhibit material must be packed and removed from the floor promptly. Any material left on the floor will be removed to storage and the cost charged to the exhibitor at prevailing rates.

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 Beyond Borders. Contact: Rob Parr – Operation Manager, Cell: 416-771-4065 Email: OPS@BEYOND-BORDERSLC.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 Fredericton Convention Centre and agrees to indemnify, defend and hold harmless the Canadian Society of Otolaryngology – Head & Neck Surgery, the Fredericton 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 Fredericton Convention Centre premises excluding any liability caused by the negligence of the Canadian Society of Otolaryngology-Head & Neck Surgery or the Fredericton Convention Centre and its owners, servants, agents and employees.

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

STANDARD BOOTH PRICE 10' x 10' *All pricing is in Canadian Dollars

Base Price	Passport Prize Contribution	Tax (HST)	Total Cost
\$3,117.39	\$100	\$482.61	\$3,700

If opting out of the passport program, the booth cost is \$3,585 (\$3,117.39 + \$467.61 HST).

Please note: Companies opting out of the passport prize program will appear in the company listing, but not be included in the passport pages for stamping. See page 4 for details of the Passport Prize Program.

STANDARD BOOTH PRICE 8' x 10'

Base Price	Passport Prize Contribution	Tax (HST)	Total Cost
\$2,967.39	\$100	\$460.11	\$3,527.50

If opting out of the passport program, the booth cost is \$3,412.50 (\$2,967.39 + \$445.11 HST).

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, 2020. 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	Passport Prize Contribution	Tax (HST)	Total Cost
Silver	\$5,000	\$100	\$663	\$5,763
Gold	\$10,000	\$100	\$1,313	\$11,413

CONVENTION HOTELS

Crowne Plaza Fredericton

659 Queen Street, Fredericton, NB E3B 1C3

Toll Free: 1-866-444-1946 / International: 1-877-660-8550 / Website: www.cpfredericton.com

Hilton Garden Inn

620 Queen Street, Fredericton, NB E3B 1C2

Tel: 506-999-1551 / Website: <https://hiltongardeninn3.hilton.com/en/hotels/new-brunswick/hilton-garden-inn-fredericton-YFCNWGI/index.html>

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



**Canadian Society of Otolaryngology-Head & Neck Surgery
74th Annual Meeting, Exhibit Days June 8 & 9, 2020 – Fredericton, NB
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: _____

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

I understand that neither the Canadian Society of Otolaryngology-Head & Neck Surgery nor the Fredericton 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: _____

✓	Booth Size	Price Options	HST	Total
	10' x 10'	\$3,217.39 (\$3,117.39 + \$100 Passport Prize contribution)	\$482.61	\$3,700.00
	10' x 10'	\$3,117.39 (opt out of passport prize)	\$467.61	\$3,585.00
	8' x 10'	\$3,067.39 (\$2,967.39 + \$100 Passport Prize contribution)	\$460.11	\$3,527.50
	8' x 10'	\$2,967.39 (opt out of passport prize)	\$445.11	\$3,412.50

I have enclosed **full payment of \$** _____ per booth) **OR applicable sponsorship amount** (see page 7)
GST/HST# 106866965

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

CREDIT CARD - Visa or MC / Card number: _____ exp. ____/____

Please reserve _____ exhibit space(s) as follows:

_____ 1st choice

_____ 2nd choice

_____ 3rd choice