



**CANADIAN SOCIETY OF  
OTOLARYNGOLOGY -  
HEAD & NECK SURGERY**

# **EXHIBITOR INFORMATION & CONTRACT**

**2023 Annual Meeting**

**September 9 & 10  
The Sheraton Toronto Airport Hotel & Conference Centre**

**CSO-HNS**  
[entcanada@csohns.org](mailto:entcanada@csohns.org)

“Bridging the Gap in the 6 – Reinvigorating Friendships &  
Maintaining Eudaemonia”

The Canadian Society of Otolaryngology - Head & Neck Surgery invites you to reserve your exhibit space and sponsorship for our 2023 Annual Meeting, scheduled to take place in September at the Sheraton Toronto Airport Hotel & Conference Centre, in Toronto.

This year, it will be a 2-day in-person event meant to “bridge the gap” to the 2024 annual meeting in Montreal next Spring.

We anticipate an attendance of between 250 - 275 otolaryngologists, otolaryngologists-in-training and allied health professionals at the conference. There will be a welcoming reception on the Saturday evening to which all the exhibitors and sponsors are invited.

**Important to note:** 6-foot tabletop displays will replace the standard exhibit booths. Please review this package for all the details on:

- **Venue location and floor plan**
- **Exhibition set-up, tear-down and display times**
- **Tabletop display, number of reps, cost, & what’s included**
- **Advanced warehouse shipping**
- **Cross border brokerage**
- **Liability agreement**
- **Hotel information**

Please indicate your first, second and third choices of table 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*. 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 the exhibition or the meeting in general, please contact Donna Humphrey at the Canadian Society of Otolaryngology - Head & Neck Surgery, (519) 846-0630, email: [entcanada@csohns.org](mailto:entcanada@csohns.org). As it becomes available you can also find exhibit information on our website at <https://www.entcanada.org/> (Click on *Toronto 2023* under the *Annual Meetings* link)

## EXHIBITOR INFORMATION

<b>What you get</b>	One 6-foot tabletop, skirted & draped and 2 chairs (provided by the hotel)
<b>Location</b>	Muskoka Foyer, Sheraton Toronto Airport Hotel & Conference Centre, 801 Dixon Road, Toronto, ON M9W 1J5
<b>Fee</b>	\$2,600 per display plus HST; payable by August 1, 2023; 2 reps per table
<b>Set-up Hours</b>	Friday, September 8 @ 5:00 p.m. – 8:00 p.m. Saturday, September 9 @ 6:00 a.m. – 7:15 a.m.
<b>Show Hours</b>	Saturday, September 9 @ 7:15 a.m. – 5:00 p.m. Sunday, September 10 @ 7:15 a.m. – 3:00 p.m.
<b>Tear-down Hours</b>	Sunday, September 10 @ 2:00 p.m.  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.
<b>Hotel Contact</b>	Mr. Giuseppe Secchiano <a href="mailto:giuseppe.secchiano@sheratontorontoairport.com">giuseppe.secchiano@sheratontorontoairport.com</a>
<b>Bedrooms</b>	Conference Rate \$179 / night; <a href="#">Reservations link</a>
<b>Food / Beverage*</b>	<ul style="list-style-type: none"><li>• Breakfast @ 7:15 a.m. – 8:00 a.m.</li><li>• Lunch @ 12:00 p.m. – 1:15 p.m.</li><li>• Breaks @ 10:00 a.m. – 10:30 a.m. / 3:00 p.m. – 3:30 p.m.</li><li>• Welcoming Reception @ 6:30 p.m. – 8:00 p.m.</li></ul> Sunday, September 10 <ul style="list-style-type: none"><li>• Breakfast @ 7:15 a.m. – 8:00 a.m.</li><li>• Break @ 9:35 a.m. – 10:00 a.m.</li><li>• Lunch @ 11:30 p.m. – 1:00 p.m.</li></ul> *This is an approximation and subject to change without notice.
<b>Cancellation</b>	Notice to cancel your display or sponsorship must be received by the Society's office, in writing, no later than AUGUST 15, 2023. 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.
<b>Hotel Parking</b>	\$14.00 per day (conference discount)
<b>Internet</b>	Complimentary wireless high-speed internet available in the Muskoka foyer and meeting rooms. Username and password will be available on site.
<b>Electrical &amp; Other Exhibit Materials</b>	Electrical outlets are not available with your display and must be contracted through Encore AV. Detailed information on the cost of connections and special wiring as well as the charge for rental or addition of lighting can be acquired through an Encore AV representative. Please contact: Carlos Valeriano, phone 647-461-2783; email: <a href="mailto:carlos.valeriano@encoreglobal.com">carlos.valeriano@encoreglobal.com</a>

Canadian Society of Otolaryngology-Head & Neck Surgery  
 2023 Annual Meeting, September 9 & 10, Sheraton Toronto Airport Hotel & Conference Centre,  
 TORONTO, ON

**Shipments, Storage & Material Handling**

Materials being delivered to the hotel must not be delivered more than 48-hrs prior to the exhibition start date of September 9, 2023. All materials should clearly be labelled with the function name (CSO-HNS 2023 Annual Meeting), function date (Sep 9 & 10, 2023), function room (Muskoka) and Event Manager (Giuseppe Secchiano).

Materials being shipped out of the hotel at the conclusion of the event must be properly labeled with a courier waybill. It is the responsibility of each exhibitor / vendor to complete the courier waybill and arrange for courier pick up. All materials must be shipped out on the same day exhibits end as the hotel does not provide storage (Sep 10, 2023).

The hotel will provide storage, pick-up, and transfer of materials (less than 200 pounds) from any internal location within the hotel. The hotel will apply a \$150 surcharge for every one skid or scheduled delivery of 25 boxes received into the hotel to be moved and stored.

**Miscellaneous:** Arrangements must be made with the Group’s custom broker for items arriving from outside the country. The hotel will not be responsible for the exhibits, displays and products in the function area. Additional security will be provided by the CSO-HNS.

**Shipping Label**

Please use the following label for your shipments - <https://www.entcanada.org/wp-content/uploads/Shipping-Label.doc> Hotel address: Sheraton Toronto Airport Hotel & Conference Centre, 801 Dixon Road, Toronto, ON M9W 1J5

**Garbage Disposal & Cleaning**

It is the responsibility of each exhibitor/vendor to remove all cardboard, packaging, and garbage associated with their display. Charges will be incurred should hotel staff be required for the removal of such items.

**Signage**

No signs or other articles are to be fastened to the wall brackets or other electrical fixtures. The use of thumbtacks, double-sided tape (rubber backed tape), scotch tape, nails, screws, bolts, hand spikes or any tool or material which could damage the floor or walls is prohibited by the hotel. Only a material that can be easily removed without damage to walls or surfaces can be used for affixing signs, banners, etc., the hotel recommends adhesive putty. Charges will be incurred should hotel staff be required to hang banners.

**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 require a customs broker, please contact the office at [entcanada@csohns.org](mailto:entcanada@csohns.org) .

**Schedule:\***

SAT SEP 9	EVENT	ROOM
07:15 - 08:00	Breakfast with the Delegates	Muskoka Foyer
08:00 - 10:00	Opening & Scientific Sessions	Muskoka I – III
10:00 - 10:30	Coffee with the Delegates	Muskoka Foyer
10:30 - 12:00	Scientific Sessions	Muskoka /Collingwood /Algonquin
12:00 - 13:15	Lunch with the Delegates	Muskoka Foyer
13:15 - 15:15	Scientific Sessions	Muskoka /Collingwood /Algonquin
15:15 - 15:45	Coffee with the Delegates	Muskoka Foyer
15:45 - 17:00	Scientific Sessions	Muskoka /Collingwood /Algonquin
18:30 - 20:00	Welcoming Reception with the Delegates	Muskoka Foyer

Canadian Society of Otolaryngology-Head & Neck Surgery  
 2023 Annual Meeting, September 9 & 10, Sheraton Toronto Airport Hotel & Conference Centre,  
 TORONTO, ON

SUN SEP 10	EVENT	ROOM
07:15 - 08:00	<b>Breakfast with the Delegates</b>	Muskoka Foyer
08:00 - 09:35	Scientific Sessions	Muskoka I – III
09:35 - 10:00	<b>Coffee with the Delegates</b>	Muskoka Foyer
10:00 - 11:30	Simultaneous Sessions	Muskoka /Collingwood /Algonquin
11:30 - 13:00	<b>Lunch with the Exhibitors</b>	Muskoka Foyer
13:00 - 14:00	Scientific Sessions	Muskoka /Collingwood /Algonquin
14:00 - 14:45	Business Meeting, Awards & Closing Remarks	Muskoka Ballroom

\* This is an approximation and is subject to change without notice

**Liability & Insurance**

The Exhibitor/Sponsor assumes the entire responsibility and liability for losses, damages and claims arising out of injury to persons or damage to Exhibitor's/Sponsor's displays, equipment, or other property brought onto the premises of the Sheraton Toronto Airport Hotel & Conference Centre and agrees to indemnify, defend and hold harmless the Canadian Society of Otolaryngology – Head & Neck Surgery, the Sheraton Toronto Airport Hotel & 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 Sheraton Toronto Airport Hotel & Conference Centre premises excluding any liability caused by the negligence of the Canadian Society of Otolaryngology-Head & Neck Surgery or the Sheraton Toronto Airport Hotel & Conference Centre and its owners, servants, agents and employees.

The Exhibitor/Sponsor understands that neither the Canadian Society of Otolaryngology-Head & Neck Surgery nor the Sheraton Toronto Airport Hotel & Conference Centre maintains insurance covering the Exhibitor's/Sponsor's property or lost of revenue and it is the sole responsibility of the Exhibitor/Sponsor to obtain such insurance.

The Exhibitor/Sponsor agrees to procure and maintain in effect commercial general liability and contractual liability in the amount of two million dollars per occurrence for so long as the Exhibitor/Sponsor has outstanding obligations under this Agreement.

The Exhibitor/Sponsor will be solely responsible for any damage suffered to the display space rented to the Canadian Society of Otolaryngology-Head & Neck Surgery by the Sheraton Toronto Airport Hotel & Conference Centre, including but not limited to, display space walls, flooring, and other appurtenances, during the period scheduled. Any such charges will be billed to the Exhibitor/Sponsor provided such damage is caused by the exhibitor, its employees, agents, or representatives.

## CONTRACT & BOOTH RESERVATION FORM

### 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: [entcanada@csohns.org](mailto:entcanada@csohns.org)

### COMPANY INFORMATION

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PROV: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CONTACT AT COMPANY: \_\_\_\_\_

CONTACT AT MEETING: \_\_\_\_\_

EMAIL OF ATTENDING COMPANY REP: \_\_\_\_\_

### CATEGORY OF ATTENDANCE

GENERAL EXHIBITOR (6-foot tabletop - \$2,600.00 + \$ 338.00 HST = \$2,938.00)

PLATINUM SPONSOR (\$20,000.00 + \$2,600.00 HST = \$22,600.00)

GOLD SPONSOR (\$10,000.00 + \$1,300.00 HST = \$11,300.00)

Please reserve \_\_\_\_\_ table(s) as follows: # \_\_\_\_\_ 1<sup>st</sup> choice # \_\_\_\_\_ 2<sup>nd</sup> choice # \_\_\_\_\_ 3<sup>rd</sup> choice

### NAMES OF COMPANY REPRESENTATIVES ATTENDING THE MEETING

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

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

continued...

Canadian Society of Otolaryngology-Head & Neck Surgery  
2023 Annual Meeting, September 9 & 10, Sheraton Toronto Airport Hotel & Conference Centre,  
TORONTO, ON

**PAYMENT**

Full payment enclosed of \$ \_\_\_\_\_ for tabletop(s) or sponsorship \_\_\_\_\_ (level)

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

CREDIT CARD - Visa or MasterCard (fax, phone, or mail to the CSO Office)

Card number: \_\_\_\_\_ exp. \_\_\_\_/\_\_\_\_

Name of cardholder: \_\_\_\_\_

EFT      CIBC, 301 St. Andrew Street West, Fergus, ON N1M 1P1  
Institution: # 010  
Branch transit: # 03052  
Account: # 2300710  
SWIFT code CIBCCATT

**PLEASE READ:**

I understand that space will be assigned on a first come, first served basis, with possible limitations on the number of spaces per company. 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 displays, equipment, or other property brought onto the premises of the Sheraton Toronto Airport Hotel & Conference Centre and agree to indemnify, defend and hold harmless the Canadian Society of Otolaryngology - Head & Neck Surgery, the Sheraton Toronto Airport Hotel & 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 conference premises excluding any liability caused by the negligence of the Canadian Society of Otolaryngology-Head & Neck Surgery or the Sheraton Toronto Airport Hotel & Conference Centre or its owners, servants, agents and employees.

I understand that neither the Canadian Society of Otolaryngology-Head & Neck Surgery nor the Sheraton Toronto Airport Hotel & 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.

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

