



**CSOHNS 69th Annual Meeting
June 6-9, 2015, RBC Convention Centre
WINNIPEG, Manitoba**

EXHIBITORS' INFORMATION & CONTRACT

The meeting proper runs from June 6-9. Exhibit days are Sunday, June 7th and Monday, June 8th. (NB: All times as presented here are approximations and may be changed without notice.)

DATES AND HOURS OF EXHIBITION

Sunday June 7, 2015 09:00 to 17:00
Monday June 8, 2015 09:00 to 17:00

LOCATION OF EXHIBITION

2nd Floor of the RBC Convention Centre, Combined Room 2EFGH, 375 York Avenue, Winnipeg, MB R3C 3J3

COFFEE BREAKS

Sunday June 7, 2015 10:00 to 10:30 15:00 to 15:30
Monday June 8, 2015 10:00 to 10:30; 15:00 to 15:30
In the exhibits area, Room 2E, 2F, 2G, 2H, The RBC Convention Centre

BUFFET LUNCH

Sunday June 7, 2015 12:00 to 13:30
Monday June 8, 2015 12:00 to 13:30
In the exhibits area, Room 2E, 2F, 2G, 2H, The RBC Convention Centre

SET-UP

Your booth spaces will be ready for the move-in of your display on **Saturday June 6** from **12:00 – 18:00**, and on **Sunday June 7** from **06:00 – 09:00**. Displays must be completely set-up by **09:00 on that day (June 7)**.

DISMANTLING TIME

No display should be dismantled before **17:00** on **Monday, June 8** 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 ceiling height in the Exhibits Hall is 12.5ft.**

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. The exhibits area is carpeted. **Please note: Electrical outlets & supply and Internet are not included and must be contracted through the RBC Convention Centre. Go to www.wcc.mb.ca/exhibitors/order-forms/ to order electrical supplies and internet services if needed. Contact Suzanne Lahr at 204-957-4538 with Convention Centre questions.**

OFFICIAL SUPPLIER OF EXHIBIT SERVICES AND EQUIPMENT

The official supplier of exhibit services and equipment is *Central Display Ltd. #7 – 850 Marion Street, WINNIPEG, MB R2J 0K4* Website: www.centraldisplay.ca Should you wish to order additional booth materials

or services, please contact Central Display. Tel: (204) 237-3367 Fax: (204) 235-1063 Contact person: Tim Putnam. Email: tim@centraldisplay.ca (Please note: **Electrical and Internet must be ordered through the RBC Convention Centre. See "Exhibit Booth Equipment" above.**)

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, 6631 Elmbridge Way, Unit 140, Richmond, BC V7C 4N1 T: 604-687-5535 F: 604-687-1463 Email: scastonguay@mend.com**
Contact: Sean Castonguay

HOTEL

The convention hotel will be the **DELTA WINNIPEG HOTEL, 350 St. Mary Avenue, WINNIPEG, Manitoba, R3C 3J2**. A skywalk joins the Delta Hotel to the RBC Convention Centre. **T: 204-942-0551** Reservations: **1-888-890-3222** Website: www.deltahotels.com/Hotels/Delta-Winnipeg-Hotel

IMPORTANT INFORMATION

The RBC Convention Centre has a long-standing policy of not accepting delivery of exhibitors' equipment. Please arrange delivery storage through **Central Display Ltd.**, the official supplier of exhibit services.

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 RBC 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.

Dismantling, loading and departure of displays and exhibits must be accomplished **immediately** following the conclusion of the function on Monday, June 8.

The Exhibitor shall comply, while on the premises of the RBC 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.

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 RBC Convention Centre and agrees to indemnify, defend and hold harmless the Canadian Society of Otolaryngology - Head & Neck Surgery, the RBC 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 RBC Convention Centre premises excluding any liability caused by the negligence of the Canadian Society of Otolaryngology-Head & Neck Surgery or the RBC Convention Centre or its owners, servants, agents and employees.

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

BOOTH COST

The rental fee for each booth space is \$3,066.70 plus \$153.30 GST for a **total charge of \$3,220.00**, 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, 2015**. 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**.



**Canadian Society of Otolaryngology-Head & Neck Surgery
69th Annual Meeting, June 7 & 8, 2015 – WINNIPEG, MANITOBA
EXHIBITORS' CONTRACT & BOOTH RESERVATION**

Complete and return to:

CANADIAN SOCIETY OF OTOLARYNGOLOGY-HEAD & NECK SURGERY,
68 GILKISON ROAD., 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: _____

OUR COMPANY (as named above) is a: **General Exhibitor**

Platinum Sponsor **Gold Sponsor** **Silver Sponsor** and is entitled to one booth space as part of the overall sponsorship. For additional information on sponsorships please contact the CSOHNS 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 RBC Convention Centre and agree to indemnify, defend and hold harmless the Canadian Society of Otolaryngology - Head & Neck Surgery, the RBC 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 RBC Convention Centre or its owners, servants, agents and employees.

I understand that neither the Canadian Society of Otolaryngology-Head & Neck Surgery nor the RBC Convention Centre 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 **\$3,220.00** PER BOOTH (\$3,066.70 PLUS \$153.30 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