

Exhibitor Information & Contract



Canadian Society of Otolaryngology- Head &
Neck Surgery



71st Annual Meeting
June 10 – 13, 2017

***Exhibit Days – Sunday June 11 & Monday June 12**
TCU Place
SASKATOON, Saskatchewan

President

Dr. S. Mark Taylor, Halifax, NS

Local Arrangements Chair

Dr. Peter Spafford, Saskatoon, SK

Scientific Program Chair

Dr. Brian Rotenberg, London, ON

Guest of Honour

Dr. Simon Kirby, St. John's, NL

Guest Speakers

Dr. Sujana S. Chandrasekhar, New York, NY

Dr. D. Gregory Farwell, Sacramento, CA

Dr. Holger G. Gassner, Regensburg, Germany



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

71st ANNUAL MEETING, SASKATOON, SK, JUNE 10 - 13, 2017

The Canadian Society of Otolaryngology - Head & Neck Surgery invites you to reserve your exhibit space for our 71st Annual Meeting, scheduled to take place next June at the TCU Place in Saskatoon, Saskatchewan.

We anticipate an attendance in excess of 375 otolaryngologists, otolaryngologists-in-training and allied health professionals at our 2017 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**
- **Cost & what's included in your booth**
- **Contact information for the show's contractor to order additional booth equipment, services and storage.**
- **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.

S. Mark Taylor, MD FRCS
PRESIDENT

CSOHNS EXHIBITORS' INFORMATION & CONTRACT 2017

The meeting proper runs from June 10-13. Exhibit days are Sunday, June 11th and Monday, June 12th. (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. **New this year**, 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.

DATES AND HOURS OF EXHIBITION

Sunday June 11, 2017	09:00 to 17:00
Monday June 12, 2017	09:00 to 17:00

LOCATION OF EXHIBITION

Combined rooms – Salon A, B, E and Foyer Area, **TCU Place**, 35 22nd Street E., Saskatoon, SK, S7K 0C8
Tel: 306-975-7777

COFFEE BREAKS

Sunday June 11, 2017	10:00 to 10:30	15:00 to 15:30
Monday June 12, 2017	10:00 to 10:30	15:00 to 15:30

BUFFET LUNCH

Sunday June 11, 2017	12:00 to 13:30
Monday June 12, 2017	12:00 to 13:30

Coffee breaks and buffet lunches served in the Exhibits area of the TCU Place.

SET-UP

Your booth spaces will be ready for the move-in of your display on **Saturday June 10** from **12:00 – 18:00**, and on **Sunday June 11** from **06:00 – 09:00**. Displays must be completely set-up by **09:00 on June 11**.

DISMANTLING TIME

Tear down is following the afternoon coffee break on **Monday, June 12**. 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

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 floor is carpeted.

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.

ELECTRICAL Please note: electrical is not included and must be contracted through **TCU Place**. Please contact Tammy Kinnee at the TCU Place. Email: tkinnee@tcuplace.com Tel: 306-975-7776

OFFICIAL SUPPLIER OF EXHIBIT SERVICES AND EQUIPMENT

Should you wish to order additional booth materials or services or arrange for storage, please contact the official supplier of exhibit services and equipment: ***Handy Special Events*** 2642 Millar Ave., Saskatoon, SK, S7K 4C8
Website: www.sohandy.com . Tel: 306-933-2727 / 800/567-4442 Fax: 306-933-9742 Contact person: Seena.
Email: seenab@sohandy.com

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, 2116 - 27th Avenue NE Suite 325, Calgary, AB Canada T2E 7A6 Tel: 403.291.1694 Fax: 403.291.7028 Contact person: Linda Vandop Email: lvandop@mend.com***

STORAGE

Please arrange delivery storage through *Handy Special Events* the supplier of exhibit services.

Dismantling, loading and departure of displays and exhibits must be accomplished immediately following the conclusion of the function on Monday, June 12.

The Exhibitor shall comply, while on the premises of the TCU Place, 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 TCU Place and agrees to indemnify, defend and hold harmless the Canadian Society of Otolaryngology - Head & Neck Surgery, the TCU Place 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 TCU Place premises excluding any liability caused by the negligence of the Canadian Society of Otolaryngology-Head & Neck Surgery or the TCU Place or its owners, servants, agents and employees.

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

BOOTH COST

The rental fee for each booth space is \$3,071.43 plus \$153.57 GST for a total charge of \$3,225.00, 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, 2017. 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.

CONVENTION HOTEL

The Sheraton Cavalier, 612 Spadina Crescent E., SASKATOON, Saskatchewan, S7K 3G9, is a 10 minute walk to the TCU Place convention centre. T: 306-652-6770 Reservations: 1-888-627-8184

Website: www.sheratoncavaliersaskatoon.com For your convenience, you will be given access to the hotel room block and preferential rates.



Canadian Society of Otolaryngology-Head & Neck Surgery
71st Annual Meeting, Exhibit Days June 11 & 12, 2017 – SASKATOON, SK
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: _____

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

I understand that neither the Canadian Society of Otolaryngology-Head & Neck Surgery nor TCU Place 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 **\$3,225.00** PER BOOTH (\$3,071.43 PLUS \$153.57 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