



**CANADIAN SOCIETY FOR ALLERGY AND CLINICAL IMMUNOLOGY
(CSACI)**

**Annual Scientific Meeting /Réunion scientifique annuelle
November 3-6, 2010 – du 3 au 6 novembre 2010
Victoria Conference Centre – Victoria, British Columbia**

Exhibitor Agreement Form – Non-Profit Organizations (NPOs)

Please type your information below:

Company/Organization _____

(As you would like it to appear on all representatives' badges)

Contact Name _____

Street Address _____

City _____ Province/State _____ Postal Code _____

Phone _____ Fax _____

E-mail (required) _____

The undersigned hereby authorizes CSACI to reserve exhibit space for use by the above company or organization and agrees to abide by the Exhibit Rules and Guidelines printed in the attached document.

Signature _____

Exhibitor Fees for one tabletop space are \$200.00 CAD (includes 12% HST \$21.43)

**This price was determined based on the rental fees incurred by CSACI for the exhibition*

Registration no. 87583 4392 RT0001

Complete and send this application form with full payment to reserve exhibit space.

Amount enclosed: _____ Visa MasterCard Cheque

Card # _____ Exp. Date _____

Name of Cardholder: _____

Signature of Cardholder: _____

PLEASE COMPLETE THE FOLLOWING:

- 1. Do you require a 6' skirted table?** Yes No
- 2. Do you require two chairs?** Yes No
- 3. Do you require one 2-plug electrical outlet (15 amps/110 volts)?** Yes No
- 4. Please indicate your exhibit format:** Tabletop
- 5. I am including the certificate of insurance with CSACI as additional named insured** Yes No
All exhibitors must submit a certificate of insurance by September 15, 2010
- 6. Please indicate companies you prefer NOT to exhibit beside** _____

**DEADLINE TO RETURN THIS AGREEMENT FORM
IS SEPTEMBER 15TH**

**Please fax to 613-730-1116 or email to
exhibitors@royalcollege.ca**

CSACI CONTACT INFORMATION

Sarah Lyons, Meetings Coordinator
Canadian Society of Allergy & Clinical Immunology
774 Echo Drive Ottawa ON K1S 5N8
Tel: 613-730-8177 ext. 360 Fax: 613-730-1116
Email: exhibitors@royalcollege.ca



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Exhibition Guidelines

Further information regarding the guidelines and services at the VCC can be found at:
<http://www.victoriaconference.com/services.php>

ADDITIONAL DOCUMENTATION ATTACHED

- VCC Facility Services Guide 2010
- Exhibition Guidelines excerpt from the VCC Facility Services Guide
- Events on the Move Service Order Form
- Sample Certificate of Insurance
- VCC Order Forms for: Modular Display, Booth Cleaning, General Labour, Display Services

VICTORIA CONFERENCE CENTRE (VCC) GUIDELINES

Included with this package are official guidelines governing exhibitions taking place at the Victoria Conference Centre. If any of the information in the attached guidelines is unclear, please contact the CSACI office or the VCC directly.

EXHIBIT MATERIAL HANDLING - IMPORTANT NOTICE:

Exhibit materials can be shipped to the VCC directly but only on the day of setup. The VCC has no facilities for storing packages, parcels, boxes and crates, exhibit displays or equipment. The loading dock cannot be used to store any of the above mentioned materials. The VCC does not supply any manpower or equipment (dollies, carts, etc.) unless arranged with them ahead of time by completing the attached order forms.

SHIPPING YOUR MATERIAL, CUSTOMS, ADVANCED WAREHOUSING & MATERIAL HANDLING

For all customs, shipping and advanced warehousing needs, we recommend that you deal with **Events on the Move**. They will advise on how best to ship goods and will assist in the completion of customs documents.

A service order form and instructions are attached

Events On the Move
Contact: *Robyn Adams, Account Manager*
605-1125 Howe St (*business address*)
Vancouver, BC, Canada V6Z 2K8

Email: radams@eventsonthemove.com
Tel: 604-647-0130
Toll Free: 1-877-355-1116
Fax: 604-647-0136

SHOW SERVICES

The **Victoria Conference Centre** is our official show services provider. **Order forms for their services are attached**

BRINGING YOUR OWN MATERIAL YOURSELF

The Victoria Conference Centre does **not** provide any employees to assist with drayage, setup or storage of exhibit materials unless arrangements have been made with them ahead of time (please see attached service order forms).



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CSACI Exhibitor Rules and Guidelines

Application: Application for space shall be made in writing on the exhibitor application form.

Assignment: Exhibit space is assigned on a first-come, first-served basis with priority to sponsors of the CSACI Annual Scientific Meeting who are entitled to one or two space(s) with their paid sponsorship. CSACI will attempt to honor all requests for exhibit space. CSACI reserves the right to change location assignments at any time, as necessary. An information kit and floor plan will be provided on-site, on a table at your exhibit location.

Cancellation: CSACI must be notified in writing in the event of cancellation. Refund of fees will be made only in the event that CSACI is able to re-sell the space. An administration fee of \$100 will apply to all refunds.

Care of Exhibits: Exhibitors are responsible for any damage to the hotel, including floor, ceiling, walls, carpeting, etc. Exhibitors are advised that the hotel does not permit any article to be fastened on walls or electrical fixtures. The use of thumbtacks, scotch or masking tape, nails, screws, bolts or any tool or material, which could mark the floor or walls, is prohibited. Any property damaged by an exhibitor must be restored or replaced to its original condition by the exhibitor or at the exhibitor's expense.

Security: CSACI and the Victoria Conference Centre cannot guarantee against loss or damage of any kind. Exhibitors are responsible for the exhibit materials. Please ensure that all small display and personal items are secure before leaving the display. Please do not leave laptops or any items of value unattended at any time.

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Responsibility: The exhibitor hereby assumes the entire responsibility and hereby agrees to protect, defend, indemnify and save the conference organizers, CSACI, the Victoria Conference Centre, Events on the Move, its owners, its operators and each of their respective parent companies, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its products, materials, installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof.

Fire Safety: The Victoria Conference Centre is fully equipped with fire safety system. This fire safety system detects heat. In the event of an emergency, there is a public address system that would keep all participants informed.

Emergency: The Victoria Conference Centre and CSACI shall not be held liable if the exhibition is cancelled, postponed or relocated on account of fire, strikes, government regulations, casualties, Acts of God, or other causes beyond the control of CSACI and Victoria Conference Centre.

Insurance: It is the responsibility of all exhibitors to ensure that their insurance coverage is in good standing. The exhibitor shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Commercial General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the Contractual liability set forth in this Exhibit Agreement, in an amount not less than \$2,000,000 Combined Single Limit for bodily injury, property damage, personal injury, advertising injury, contingent employer's liability and contractual liability. This policy shall be in effect during all hours of the conference, move-in and move-out.

If you use a contractor and/or a sub-contractor, you will ensure that your contractors and/or sub-contractors comply with the insurance provisions contained herein.

To obtain a certificate, you must contact your insurance provider. Simply provide your insurance company with the sample certificate (attached) and request that they provide a certificate based on the sample. **Please note that the Victoria Conference Centre and the CSACI must be named as additional insured for the duration of the event.** There is no charge to produce the certificate and your insurance company should be able to provide you with a copy of the certificate within a week of your request.



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CSACI Exhibitor Rules and Guidelines (cont.)

These Guidelines are suggestions, and strongly recommended to be followed by each exhibitor.

- Read the prospectus carefully, paying particular attention to potential problem areas, such as drayage requirements and rates, liability and prepayment clauses, installation and dismantling dates and times (standard time or double time rates), penalty enforcement or violation clauses, etc.
- Complete and mail service contractor order forms at least four (4) weeks in advance of the meeting. Any telephone orders should be confirmed in writing. Any service or rental cancellations should also be confirmed in writing.
- Provide your booth personnel with a copy of the rules and regulations applying to exhibitors as provided by the sponsoring association and emphasize the importance of adhering to them. Alert your personnel to the fact that if these rules and regulations are violated, your company may be denied the opportunity to exhibit at future conferences and could be responsible for damages.
- If you do not use professional installation/dismantling supervisors familiar with your exhibit, be certain that your company's representative, who is the assigned supervisor understands the conference hall regulations.
- Advise booth personnel not to criticize or engage in arguments with labour personnel. Your booth personnel should discuss the problem with the CSACI conference manager in the office set aside for conference management.
- Report to the conference organizer any requests from personnel, in areas such as drayage and set-up, for payments (tips) for services performed. If the prospectus indicates you may do your own set-up and dismantling but you are stopped by union personnel, do not argue; contact the conference manager.
- Unpack literature and other materials well in advance of opening of the exhibit hall so the aisles can be cleared of debris before meeting registrants enter.
- Advise your booth personnel to arrive early, obtain their badges and be in the exhibit booth before the exhibits open.
- Be certain a company representative or agent supervises the packing of product, equipment and dismantling of the exhibit at the conclusion of the meeting. Supervision of valuables should continue until the material is transported from the exhibit hall docks.

HAZARDOUS MATERIAL & WASTE

Hazardous material and waste is any material being exhibited, stored, recycled or thrown away that could potentially be dangerous to those attending the event, which could cause injury, harm, or death or pollute air, land or water (example – Hazardous materials can often be identified by certain characteristics that they possess such as being corrosive, flammable, reactive or toxic (scented products such as perfume, cologne, after shave, chemicals, etc.) Exhibitors who generate materials fitting any of these criteria in the course of their meeting activities must:

- Inform Association and Facility Management Staffs of the presence and planned disposition of hazardous material at the time of space application to allow for thorough planning and preparation and preclude misunderstanding.
- Be aware of the full scope of the hazard(s) associated with their material(s).
- Conform to the requirements of all regulatory agencies having jurisdiction in the location of the hazardous material and/or waste.
- Ensure that all personnel who could possibly be engaged in the transportation, containerization, use, coordination, or disposal are fully informed of associated risks.