

# CHES SCISS

Canadian Healthcare  
Engineering Society

MARITIME CHAPTER



Société canadienne d'ingénierie  
des services de santé

CHAPITRE MARITIME

## Maritime Conference

May 14-16<sup>th</sup>, 2017

*“Adjusting to changing times in Healthcare”*



## Exhibitor Information

### Location

DELTA HALIFAX

1990 Barrington Street, Scotia Square, Halifax, NS

Tel:(902) 425-6700 Fax: 902-425-6214

## Dates and Hours of Trade Show

The Trade Show will occur on May 15th, 2017. Attendees at the conference will have the opportunity to visit the Trade Show frequently throughout the afternoon for refreshments and to view the exhibit booths. The Trade Show will be open from 1:00 pm – 5:00 pm. Delegates will be encouraged to spend the afternoon with the exhibitors. Healthcare front line staff have also been invited to attend the trade show between 1 PM and 3:30 PM. As well, they will be a Happy Hour between 4:00 pm -5:00 pm on the exhibit floor.

Move in is scheduled for Sunday May 14<sup>th</sup> from 6 pm to 10 pm and Monday, May 15<sup>th</sup> from 7:00 am – 12:00pm. Move out is scheduled for Monday, May 15<sup>th</sup>, immediately following the close of the exhibits. Exhibitors are asked to complete their move out by 8:00pm. Members of the Delta planning committee will be available on the Monday to direct and help with the set up.

As an exhibitor you are entitled to one (1) complimentary registration which includes conference meal package and Monday night dinner.

*Note: The conference officially begins on Sunday, May 14<sup>th</sup>, 2017 with registration of Conference attendees at an evening wine and cheese reception.*

### Exhibit Space

- 1- 8' x 10' or centre row 8' x 9' booth space
- 1 – 6' skirted table
- 2 – fabric chairs
- wireless internet connection
- 1 – 1500 watt, 110 volt electrical outlet - \$25.00 charge
- Storage will not be provided , exhibitors are required to use the space under their table
- A scheduled arrival in the receiving area will be required

Please note that the Trade Show floor is carpeted. Should you require an electrical outlet within your booth please contact to **Shannon Small** (Email below) for arrangements. Additional booth furnishings and other related services (accessories, drapery, signage, etc.) are the responsibility of the exhibitor.

## **Cost**

Basic exhibit space (8' x 10')

Members \$850.00 (Taxes included)

Non – members \$1000(Taxes included)

## **Further Details**

### **Patrick Dunn**

#### **CHES**

Tel: 902-893-5554 x 42163

Fax: 902-895-7105

[patrick.dunn@nshealth.ca](mailto:patrick.dunn@nshealth.ca)

### **Tamara Rice**

#### **CHES**

Tel: 902-893-5554 ext 42484

Fax: 902-895-7105

[tamara.rice@nshealth.ca](mailto:tamara.rice@nshealth.ca)

### **Shannon Small**

Conference Services Manager CMP

**Delta Halifax | Delta Barrington**

902.492.6425

[shannon.small@deltahotels.com](mailto:shannon.small@deltahotels.com)

APPLICATION FOR EXHIBIT SPACE

COMPANY NAME: \_\_\_\_\_
ADDRESS: \_\_\_\_\_
CITY: \_\_\_\_\_ PROVINCE/STATE: \_\_\_\_\_
COUNTRY: \_\_\_\_\_ POSTAL/ZIP CODE: \_\_\_\_\_

UPON CONFIRMATION OF THIS CONTRACT, PLEASE SEND THE EXHIBITOR'S KIT TO:

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_
TITLE: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_
FAX NO: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

COST: Member Cost: \$850.00 (Canadian) per 8' x 10' exhibit space.

Non member cost: \$1000.00 (Canadian) per 8' x 10' exhibit space

Full payment must accompany this application. Cheque, Visa or Master Card
Preferred Location of Space(s) (see floor plan below):

(1st Choice) \_\_\_\_\_ (2nd Choice) \_\_\_\_\_ (3rd Choice) \_\_\_\_\_

Space will be assigned on a first-paid, first-served basis.

Note: All fees must be paid in advance to guarantee exhibit space.

What the Exhibit Space Includes:

- 8' x 10' or centre row 8' x 9' booth space
• 1 - 6' skirted table
• 2 - fabric chairs
• wireless internet connection
• 1 - 1500 watt, 110 volt electrical outlet -Additional outlets at a \$25.00 charge
• Monday night dinner for one person as outlined in the conference brochure. Additional meal tickets are available for \$50 per person

NAME AND TITLE OF MAIN COMPANY REPRESENTATIVE WHO WILL BE ATTENDING
(IF DIFFERENT FROM ABOVE)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Title: \_\_\_\_\_

CHES Membership # (if applicable): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If additional name tags are required:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Additional dinner ticket \$50 [ ]
First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Additional dinner ticket \$50 [ ]
First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Additional dinner ticket \$50 [ ]

Credit Card Visa \_\_\_\_\_ Master Card \_\_\_\_\_

Card No. (Please Print Clearly)[ \_\_\_\_\_ ] [ \_\_\_\_\_ ] [ \_\_\_\_\_ ] [ \_\_\_\_\_ ]

Expiry Date [ \_\_\_\_\_ / \_\_\_\_\_ ]

Signature \_\_\_\_\_

For those paying by credit card please forward this form to Tamara Rice by fax or email at
902-895-7105 (fax) or tamara.rice@nshealth.ca

OR Make cheque payable to "CHES Maritime Chapter" and forward to:

Tamara Rice, Nova Scotia Health Authority, Colchester East Hants Hospital, 600 Abenaki Road,
Truro NS, B2N 5A1

## Rules for Exhibitors

### Overview

**CHES Maritime's 2017 Annual Conference**, to be held May 14-16th in Halifax, will have a Trade Show that features the latest products and/or services for Healthcare Facilities. The conference will focus on all aspects of supporting healthcare facilities. This includes such areas as the physical plants, system efficiencies, from human resource development and emerging technologies. By registering in the Trade Show, vendors will have an opportunity to showcase their products, technologies and services, introduce new products and exchange ideas and information with a select group of Healthcare Professionals.

### Payment

Payment for exhibit space in the Trade Show is due upon application. Cancellations of reserved space must be submitted to CHES Maritime in writing.

Cancellations are subject to the following penalties:

- **Cancellations** received on or before May 1, 2017: 50 percent of the cost of the exhibitors reserved space.
- **Cancellations** received after May 1, 2017: 100 percent of the cost of exhibitors reserved space.

### Exhibit Space

The Trade Show Coordinator will assign exhibit space: exhibitors will be informed as to their respective locations. No assignment of exhibit space will be confirmed until payment has been received complete with the Application for Exhibit Space. Exhibit Space may not be sublet by the exhibitor without the written permission from CHES Maritimes. **CHES Maritime reserves the right to relocate exhibits or exhibitors when in CHES Maritime's opinion such moves are necessary to maintain the character and/or good order of the Trade Show.** No such transfer may be made without the prior notice to the exhibitor.

### The Exhibit Package

The exhibit package will include one or more 8' x 10' exhibit spaces (the number of spaces to be specified by the exhibitor) and all meals for one person as outlined in the conference brochure. Each exhibit space will have one eight foot draped table, two chairs and one 110 volts electrical service. Security will be present during silent hours.

## **Installation**

For installation of equipment that requires special electrical connection, telephone or other special requirements contact above. Any costs incurred are the responsibility of the exhibitor.

## **Insurance**

The exhibitor must obtain exhibition insurance that covers the exhibitor's personnel, exhibit material and equipment for the duration of set-up, Trade Show days and strike-down, including public liability, property damage, fire and theft, etc. CHES Maritimes will not accept liability or responsibility for any loss, damage or injury occurring to exhibitor's personnel or property, or any loss, damage or injury caused to anyone or anything by an exhibitor.

## **Fire Regulations**

Federal, provincial and city fire regulations must be strictly observed. Rugs, wood and cloth decorations must be flameproof. Wiring must comply with fire department and underwriter's rules. **No exhibit or part of an exhibit may block aisles or fire exits at any time.**

## **Exhibit Hours**

The exhibitor agrees not to move goods in or out of the exhibit space during open hours and that the display will remain intact until closing time of the Trade Show. The exhibitor agrees to remove his or her exhibit, etc. From the Trade Show area by the end of the move-out time (i.e. Monday, May 15th, 2015, at 8 PM) or if the exhibitor fails to do so, the exhibitor agrees to pay for such additional casts as may be incurred. Exhibitors are required to have an attendant in their booths during Trade Show's open hours.

## **Emergency Cancellation**

In the event that the CHES Atlantic Trade Show is cancelled for any reason, CHES Atlantic will not be liable to the exhibitor except to refund monies paid by the exhibitor.

## **Refusal/Cancellation**

CHES Maritime reserves the right to reject or prohibit exhibits or exhibitors that CHES Maritime or sponsors consider objectionable, and reserves the right to cancel this contract for any breach by the exhibitor of any of the contract's terms.

## **Delta Halifax Loading Dock Information**

Hotel Halifax is located at 1990 Barrington Street connected to the Scotia Square Shopping Centre.

Access to the Loading Bay of the Delta Halifax is directly off of Barrington Street. The entrance to the loading bay is located directly under the pedway spanning Barrington Street connecting Scotia Square and the Delta Barrington. There is an automatic door that will engage upon approach, the Delta Halifax bay is the first bay on the right upon entrance. The purchasing department and storeroom are located directly inside a double set of doors leading to the hotel, access to carts are from this area.

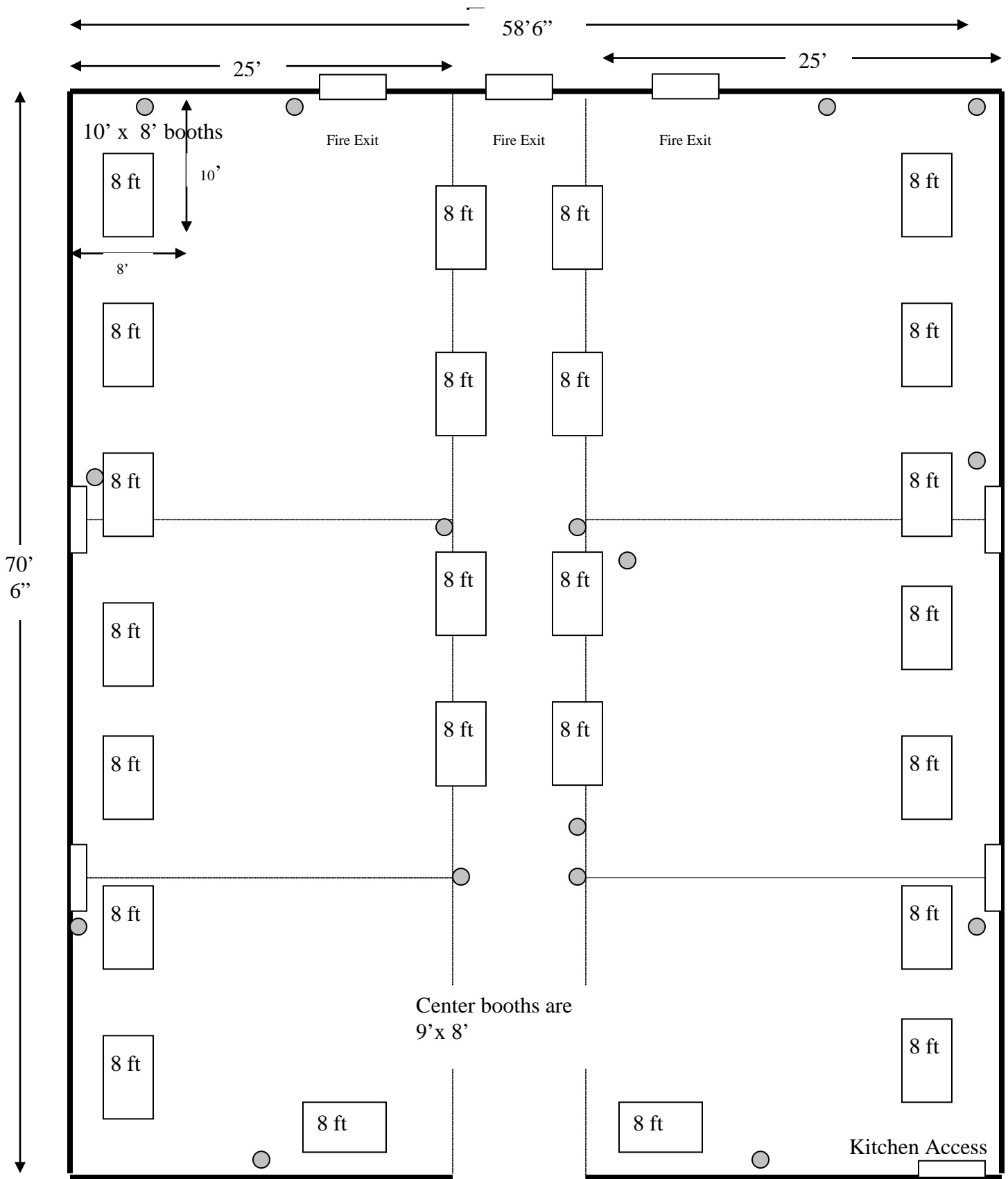
Directions to the 8<sup>th</sup> floor of the hotel are very simple from there. A hallway connects our purchasing area and service elevators that will bring you to the floors. The service elevator accesses the main kitchen and all deliveries must be transported through the kitchen, into the ballroom through a standard 36" single doorway. For this reason, if the equipment arrives on pallets/ skids, they will need to be unloaded off of the pallets before entering the freight elevator.

- Small items for display 1 to 2 boxes may be brought through the main lobby of the hotels.
- Large displays must be taken through the back of the house.

Please note: The loading bay area is supervised by Halifax Developments Ltd. Tickets will be issued to automobiles left in this area.

Exhibitor venue layout

# BARONET BALLROOM



● electrical units – in total 300 Amps

\*Please note this floor plan is not to scale