



# EXHIBITORS CONTRACT

## CHES ONTARIO 2016 TRADE SHOW AND EDUCATION FORUM

We, the undersigned, hereby make application for exhibit booths at the Canadian Healthcare Society Ontario Chapter Convention to be held at Bingemans Conference Centre (BCC) May 29<sup>th</sup> to May 31<sup>st</sup>, 2016 in accordance with the terms and conditions laid out in the CHES 2015 prospectus and the rules and regulations governing the use of BCC. (Exhibit cost is \$1,500.00 + HST per space).

<b>Our booth location preference is:</b>	<b>1<sup>st</sup> Choice</b>	<b>2<sup>nd</sup> Choice</b>	<b>3<sup>rd</sup> Choice</b>
<b>Booth Number</b>			

Please list the names of any companies you would prefer not to be adjacent to in the Exhibit Hall. Your request will be taken into consideration:

MAKE CHEQUE PAYABLE TO: **CHES ONTARIO**

CONTACT Ron Durocher for   payments

Interested in sponsorship? No  Yes  Specify \_\_\_\_\_

PLEASE PRINT OR TYPE

<b>Name of Company</b>	
<b>Signing Official / Contact Person</b>	We agree to abide by the Terms and Conditions for Exhibit Space set out on the official CHES 2016 Trade Show & Education Forum Prospectus. Please Print Name: Signature: <i>This contract is null and void unless signed.</i>
<b>Address</b>	_____
<b>Telephone/FAX#</b>	_____ / _____
<b>E-Mail</b>	_____
<b>Date</b>	
<b>Special Electrical Req'ts</b>	(One 7A plug is included)          None
<b>Table Requirements</b>	<b>Specify 4', 6', or no table</b>

Please return completed application and direct any inquiries to:

Chris Rousseau 17 Bayshore Drive Bath Ontario K0H 1G0 Email: <a href="mailto:rousseac@KGH.KARI.NET">rousseac@KGH.KARI.NET</a>	OR	Ron Durocher 126 Woodlawn Cres, Kingsville ON N9Y 1Y6 <a href="mailto:ron.durocher@wrh.on.ca">ron.durocher@wrh.on.ca</a>
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Deposit or full payment is **required for reservation** of booth space. A confirmation will be returned to you following a review of the application and the assignment of booths.

<b>Acceptance Contract (do not write in the space below)</b>			
<i>Application for exhibition space is accepted and exhibit space has been assigned as follows:</i>			
<b>Space #(s)</b>	<b>Total Cost \$</b>	<b>Deposit \$</b>	<b>Amount Owing \$</b>
<b>Date:</b>	<b>Signature:</b>		



# EXHIBITOR INFORMATION



**CHES ONTARIO 2016**  
**TRADE SHOW AND EDUCATION FORUM MAY**  
**29TH TO MAY 31<sup>st</sup>**  
**KITCHENER, ONTARIO**  
**BINGEMANS CONFERENCE CENTRE**



## **Exhibit Booths**

The CHES Ontario 2016 Exhibition consists of up to 79 - 8' x 10' exhibit spaces. The cost per exhibit space shall be \$1,500.00 plus HST. Payment is due with the return of the application (*Please note that failure to remit full amount due, may result in the re-assignment of the reserved booth to another exhibitor.*)

The following services shall be included in the rental fee:

- 80 square feet of exhibit (8' x 10')
- Erection and installation of the booth drapery (backwall and sidewalls) and supporting structure.
- One (1) 6 foot covered and skirted table – specify if other is required
- One (1) 7 amp electrical circuit per booth
- Two (2) chairs
- Two (2) complimentary breakfast and lunch per exhibit day (Monday and Tuesday)
- Two (2) complimentary tickets for the Monday Night Social Event
- One (1) complimentary delegate gift

The floor plan is found on the back of this Prospectus. Exhibitors are asked to forward their first, second, and third choices for location of their booth, on the Contract for Exhibit Space. **Exhibit space availability is limited. Booths will be allocated in a first-come, first-served process, based on the date this signed contract is received by the Exhibit Chair. Some booth locations may be reserved for major sponsors.** The exhibit hall is carpet throughout.

We have selected Hahn Rentals as the official setup contractor for the conference and they will be pleased to supply any additional materials required. Their phone number is 1-519-746-8955 . They may also be contacted by email at [info@hahnrentals.com](mailto:info@hahnrentals.com) Additional supplies, and material handling may be ordered through Hahn Rentals.

## **Cancellation Policy**

If an exhibitor withdraws from the event within 60 calendar days prior to the opening of the trade show, CHES Ontario shall be entitled to retain 100% of the exhibitor's total contract obligation. For cancellation greater than 60 days prior to the event, CHES Ontario shall be entitled to retain 30% of the exhibitor's total contract obligation.

## **Installation and Dismantling**

Exhibits are to be set up between 1500 hours and 1800 hours, Sunday, May 29<sup>th</sup>, 2016 and dismantled between 1330 hours and 1500 hours, Tuesday, May 31<sup>st</sup>, 2016.

**No display is to be dismantled before the official closing time of 1330 hours on Tuesday, May 31.**

## **Electrical**

One 7 Amp circuit will be provided. Please specify your needs on the exhibitors' application if you require additional electrical services.

## **Exhibition Hours**

The exhibits will be open on Monday, May 30th, at breakfast, lunch and happy hour and Tuesday, May 31st at breakfast and lunch. The delegates will have the plenty of opportunity to view the exhibits Please refer to the following planned schedule for delegate/exhibitor interaction.

<b>Day</b>	<b>Time</b>	<b>Event</b>
Monday	0730 to 0830	Breakfast with exhibitors
	1130 to 1430	Lunch with exhibitors
	1530 to 1630	Happy Hour
Tuesday	0730 to 0815	Breakfast with exhibitors
	1200 to 1330	Lunch with exhibitors

## **Exhibitor Personnel**

Booths must have Exhibitor personnel in the booth during listed exhibit hours. Exhibitors will receive badges for booth personnel without charge. Admission to the exhibit area will be by badge only. Security for the exhibit area will be provided.

## **Space Restrictions**

All demonstrations, discussions or other activities, such as the distribution of descriptive literature of any kind, must be confined to the Exhibitor's own booth. Cash sales are prohibited in the exhibit area. No exhibitor shall assign or sublet the whole or part of their assigned space.

Exhibits in conventional booth spaces are not limited as to the type of exhibit installed, however the approved 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.

## **Protection of Bingemans**

Nothing shall be pasted on, tacked, nailed or otherwise attached to columns, walls, floors or other parts of the building or furniture. Exhibitors violating this regulation are expressly bound, at their expense, to repair any such damage to BCC

## **Delivery/Storage**

**The Convention Centre will not accept advance shipping.** Should you require such service please refer to the material handling order form in the Hahn Exhibitor Kit. There will be some unsecured site storage available. Should you require such service please refer to the Hahn material handling order forms. Our contact at Hahn is Debbie Latter and her phone number is 519-746-8955 . They may also be contacted by email at: [debbie@hahnrentals.com](mailto:debbie@hahnrentals.com)

All exhibit material must leave the Convention Centre after the show. Any material left behind will be considered as stranded freight and Hahn will remove it and take it back to its warehouse for re shipping. Any charges for this service will be at the Exhibitor expense.

## **Fire Precautions**

No combustible decorations, such as crepe paper, cardboard or corrugated paper, shall be used at any time. All packing containers and/or wrapping paper must be removed from the floor and must not be stored under tables or behind displays. All muslin, velvet, silken or any other cloth decoration must be flameproof. All materials and fluids which are flammable are to be kept in safety containers. Open flames, butane, gas, oxygen tanks, fireworks/pyrotechnics, blasting agents, explosives, flammable cryogenic gasses, aerosol cans with flammable propellants, portable heating equipment, flammable liquids or dangerous gas, hazardous refrigerants such as sulphur dioxide & ammonia, cellulose nitrate motion picture film etc., are not permitted.

## **Registration**

Exhibitors are required to submit the names of their representatives so that identification badges can be prepared in advance. These badges must be worn throughout the convention. Exhibitors and their representatives are invited and encouraged to attend the educational sessions, luncheons, banquet, social program functions, and spouse program functions. Exhibitors may do so by pre-registering for the appropriate event(s) before May 15<sup>th</sup>, 2016. For additional information as to these events, please contact the Exhibits Coordinator.

## **Hotel Accommodation**

Exhibitors who wish to reserve accommodation at the Crowne Plaza are requested to do so by contacting the hotel directly and identifying yourself as a participant at CHES 2016. (Group Code HCC)

A discounted room rate from \$119 has been negotiated for our event.

Crowne Plaza – Reservations Department at 519-744-4141 or our Global Reservations Centre at 1-877-408-6665.



## **Hospitality Suites**

The Crowne Plaza has several suites available for exhibitors requiring such. It is the exhibitor's responsibility to contact the hotel directly to make arrangements regarding the suites.

## **Liability**

While every effort will be made to provide security for the exhibits while in BCC, neither the Canadian Healthcare Engineering Society (CHES) nor Bingemans Conference Centre will assume responsibility for loss or damage to exhibits or other exhibition property. Exhibitors must accept full responsibility for any damage to BCC. Proof of liability insurance will be required.

*Exhibitors assume 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 upon the premises of the Hotel and agrees to indemnify, defend and hold harmless the Group, the Hotel and its owners, servants, agents, and employees against all claims or expenses for such losses, including reasonable attorney's fees, arising out of the use of the hotel premises excluding any liability caused by the negligence of the Group or the Hotel or its owners, servants, agents and employees. The Exhibitor understands that neither the Group nor the Hotel maintains insurance covering the Exhibitor's property or lost revenue and it is the sole responsibility of the Exhibitor to obtain such insurance.*

## Payment

Make cheque payable to CHES ON. and send it to:  
126 Woodlawn Cres  
Kingsville ON, N9Y 1Y6



Visa and Mastercard payments will be accepted by contacting  
Ron Durocher at 519-973-4411 x 33125 or [ron.durocher@wrh.on.ca](mailto:ron.durocher@wrh.on.ca)



## Green Park Display

If your product or service is notable for its sustainable qualities or exceptional energy efficiency, you may wish to consider displaying in the Green park where delegates will go to find that "green" alternative which will enhance their facility's reputation and reduce their carbon footprint. This area is reserved only for proven green technologies.

## Green Products and Services Displays

The CHES 2016 Green Product and Services Display Exhibition is your chance to showcase the latest and best in Canadian Healthcare Green products and services.

Designed to educate and inform, this unique marketing platform allows you the opportunity to display your latest green healthcare products and services. The display will be a special feature in our exhibit hall in conjunction with the Canadian Coalition for Greening Healthcare (CCGHC) booth

**Display Format:** Poster board including, hi-res pictures, renderings and text.

**Exhibit Fee:** Exhibitors; \$ 150.00

Non-exhibitors: \$ 350.00

**Standard Display:** 4 x 4 ft. poster board

**Display Guidelines:** While your display allows you to showcase your projects, education is the main objective. Displays should illustrate products and services that may be of assistance to our membership in their efforts to green their facility.

**Display Format:** Include text, and / or high resolution photographs, products and/ or services provided. Where possible, provide the name and location of project(s), if applicable, and an actual or projected completion date. Provide the major firm names involved in the project in drawing title block format in lower right corner. Text should be less than 1/3 of the display area and ideally located in the lower portion of the display.

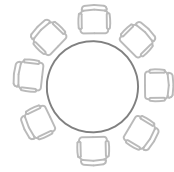
### **To apply:**

- Applications will be accepted on a first-come, first-served basis
- Applications must include 1) completed Entry Form for Professional Displays; 2) 150 word summary of the presentation in electronic format; 3) payment of fee.  
Proceeds from this marketing opportunity will be donated to the Canadian Coalition for Greening Health Care.

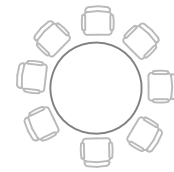


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'BUFFET TABLES'



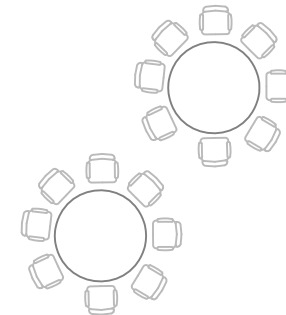
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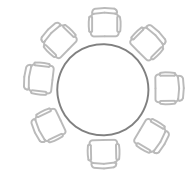


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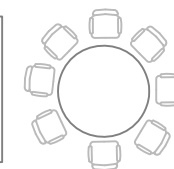
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GREEN PARK

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'BUFFET TABLES'



MAIN ENTRANCE