



***2024 BC Annual Trade Show & Education Forum***  
***Whistler Conference Centre***  
***Whistler, BC***  
***June 2-4, 2024***

## EXHIBITOR PROSPECTUS

### Surviving and Thriving: Stories of Hope Amidst Disaster

<b>SHOW:</b>	2024 BC Trade Show & Education Forum Canadian Healthcare Engineering Society Date: June 2-4, 2024
<b>EXHIBIT LOCATION:</b>	Whistler Conference Centre 4010 Whistler Way, Whistler, BC
<b>REGISTRATION AVAILABLE ONLINE:</b>	REGISTER ONLINE as of <b>10:00 am PST, Friday, December 1<sup>st</sup>, 2023</b>
<b>HOTEL:</b>	The host hotel for the conference is the Delta.
<b>ANTICIPATED ATTENDANCE:</b>	Approximately 230 attendees from Healthcare Facilities, Construction partners as well as Architectural/Engineering firms across BC
<b>MOVE-IN/OUT PERIOD:</b>	MOVE-IN - Sunday June 2, 12:00 NOON – 5:00 PM MOVE-OUT - Tuesday June 4, beginning @ approx. 1:45PM <i>*Following lunch</i>
<b>TRADE SHOW TIMES*:</b> <i>*note: education sessions run throughout the day</i>	Sunday June 2 – 6:00 PM – 7:30 PM ** Wine & Cheese Opening Reception Monday June 3 – 09:30 AM – 11:00 AM & 1:00 PM – 3:00 PM ** Tuesday June 4 - 10:00 AM – 11:00 AM & 12:00 PM – 1:45 PM ** <i>** The above times are approximate until published in the CONFERENCE PROGRAM</i>
<b>TRADE SHOW ACTIVITIES:</b>	Sunday Opening Reception Monday Refreshment Break and Lunch Tuesday Refreshment Break and Lunch
<b>INFORMATION &amp; BOOTH RENTAL:</b>	CHES BC 2024 Conference Office <b>Event Coordinator:</b> Linda Williams PH: 236-332-2955 Email: <a href="mailto:chesbcconf@shaw.ca">chesbcconf@shaw.ca</a>
<b>SHOW SERVICE COMPANY:</b>	Show in Motion

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## GENERAL INFORMATION FOR EXHIBITORS

The Canadian Healthcare Engineering Society BC Chapter 2024 Annual Trade Show and Education Forum is your direct access to decision-makers in the Hospital & Healthcare maintenance and construction industry. You will have the opportunity to introduce your company's products and services to delegates from healthcare facilities, architects, engineers and contractors. This is a perfect opportunity to ensure that they have the information they need about your products/services to make an informed decision.

**Booth Specifications:**            **8 ft. deep by 8 ft. wide**

**Booth Rental Fee\*:**            Members:            CA\$ 1,500.00  
**\*includes 1 booth attendee**    Non-members:    CA\$ 1,650.00

**Standard Booth Includes:**

- 8 ft. high Royal Blue background drape and 3 ft. high sidewall drape
- 1 - 6 ft. white draped table & two chairs
- Company's name and booth number listed in Program
- One Full Conference registration – includes admittance to all sessions, Opening Reception, Banquet, 2 lunches and Refreshment breaks for ONE person (additional booth attendees and banquet tickets may be purchased via online registration)
- The Whistler Conference Centre is carpeted
- Wi-Fi at the Conference Centre is provided through GOLD Sponsorship

**Not Included:**                    ***Additional chairs, dedicated electrical power outlets, wastebasket, signage, storage, phone line, etc.*** These and other items you require may be ordered from the official suppliers; order forms will be included in the Exhibitor Service Manual provided after your registration has been received and paid.

**Display Restrictions:**        All displays must stay within the boundaries of the booth. Back wall height restrictions are eight (8) feet for in-line and six (6) feet for perimeter and island booths (only if the Exhibitor occupies the entire island). **Note:** Sidewalls and display fixtures occupying the front one-half of exhibit space (five (5) feet in from the aisle) cannot exceed a height of four (4) feet within ten (10) feet of a neighbouring exhibit. Further details will be contained in the Exhibitor Services Manual.

**Other Services:**                Display services, Drayage, Shipping, Customs Broker, Audio-Visual, Telephone, and order forms will be included in the Exhibitor Service Manual provided after you register.

**Floor Plan:**                    An estimated floor plan is included in this Prospectus. Exhibitors may indicate their first, second, and third choices for location of their booth via online registration. Booth locations will be allocated by sponsorship level together with a first-come, first-served basis, based on the date registration **payment is received** by the CHES Conference Planning Committee Office.

**Dedicated Power:**            If you require dedicated power to your booth, you will find an order form posted on the website when it is available.

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**TERMS AND CONDITIONS OF CONTRACT FOR EXHIBIT SPACE**

1. The Exhibitor agrees to abide by all regulations and rules adopted by the Organizing Committee in the best interests of the Show, and agrees that the Organizing Committee shall have the final decision in adopting any rule or regulation deemed necessary prior to, during, and after the Show.

2. All additional electrical wiring and outlets shall be at the Exhibitor's expense and ordered through the conference centre. All operating electrical equipment used in the exhibit must have C.S.A. or equivalent power authority approval.

3. Space contracted by the Exhibitor may not be sublet without the prior written permission of the Organizing Committee or its appointed agents.

4. The Exhibitor will be liable for and will indemnify and hold harmless the Organizing Committee for the CHES 2024 Trade Show and Education Forum, CHES BC Office, the Penticton Trade and Convention Centre and Show Services from any loss or damages whatsoever occurring to or suffered by any person or company, including, without limiting the generality of the foregoing, Exhibitor, other exhibitors, the Organizing Committee, official show contractors, the owner of the building and their respective agents, servants and employees and members of the public attending the Show, either on the said space or elsewhere if said loss or damages arose from or were in any way connected with Exhibitor's occupancy of said space.

5. The Exhibitor is responsible for the placement and cost of insurance related to his participation in the Show.

6. It is understood that the Organizing Committee or its appointed agents has sole discretion in the assignment of booths. The Organizing Committee reserves the right to alter or change the Exhibitor's assigned location at any time if deemed in the best interests of the Show.

7. This contract may be cancelled by either party provided the other receives written notice by March 31<sup>st</sup>, 2024. In case of Exhibitor cancellation, request for full refunds will be accepted in writing before March 31<sup>st</sup>, 2024; refunds requested between April 1<sup>st</sup> and Apr 15<sup>th</sup>, 2024 will receive a 50% refund. If the Exhibitor cancels after Apr 15<sup>th</sup>, 2024, they will be liable for 100% of the total contracted space costs.

By cancelling this contract, the Exhibitor forfeits all rights or claims to the allocated space and the Organizing Committee is free to rent it to others and collect the cancellation charge as damages.

8. The Organizing Committee or its appointed agents reserves the right at any time to reject, prohibit, alter or remove exhibits or any part thereof, including printed materials, product, signs, lights or sound, and to expel exhibitors or their personnel if, in the Organizing Committee's opinion, their conduct or presentation is objectionable to other show participants.

9. The Exhibitor agrees to confine his presentation within the contracted space only, and within the maximum height set by the Show rules and regulations and to maintain staff in the assigned booth during show hours.

10. All goods shipped to the Show must be clearly marked with the name of the Exhibitor and the number of their allocated space. Goods must not be shipped to the Show with shipping charges pending, as the Organizing Committee will not accept these. The Organizing Committee assumes no responsibility for loss or damage to goods belonging to the Exhibitor before, during the period of the Show, or after its closing.

11. The Exhibitor agrees that no display will be dismantled nor any goods be removed during the entire run of the Show. The Exhibitor also agrees to remove his exhibit, equipment and appurtenances from the Show building by the final move-out time limit, or in the event of failure to do so, the Exhibitor agrees to pay for such additional costs as may be incurred by the Organizing Committee.

12. The Exhibitor agrees to abide by the instructions given by the dock supervisor pertaining to the move-in and move-out scheduling.

13. The Exhibitor agrees to comply with all union contracts and labour relations agreements in force, agreements between the Organizing Committee, official contractors serving companies and the building in which the Show will take place in accordance with the labour laws of the jurisdiction in which the building is located. The Exhibitor will not do anything directly or indirectly connected with their display, which may be a violation of any law, bylaw, ordinance or regulation of any governmental body, or which may be in violation of the regulations of the Canadian Fire Underwriters Association or any other similar body.

14. The Organizing Committee reserves the right, at its sole discretion, to change the date or dates upon which the Show is to be held and shall not be liable in damages or otherwise by reason of any such change. In addition, the Organizing Committee shall not be liable in damages or otherwise for failure to carry out the terms of this Agreement in whole or in part where such failure is caused directly or indirectly by or in consequence of fire, storm, flood, war, rebellion, insurrection, riot, civil commotion, strike, or by any cause whatsoever beyond the control of the Organizing Committee whether similar to or dissimilar from the causes enumerated herein.

15. The Organizing Committee reserves the right to cancel this contract and to withhold possession of exhibit space if the Exhibitor fails to perform any material condition of this contract or refuses to abide by the Show rules and regulations, in which case the Exhibitor shall forfeit as damages all space rental payments made by them and any further occupancy of such space.

## FLOOR PLAN

These booths are reserved for Gold and Platinum Sponsors ✓

Floor plan for illustration purposes only.  
Booths represented are 8' wide by 8' deep.  
\*please note exhibit hall is carpeted\*

