



## EXHIBITOR PROSPECTUS

### CHES Manitoba 2024 Conference & Trade Show TRANSFORMATIVE HEALTHCARE INFRASTRUCTURE Tuesday, April 16, 2024

- LOCATION:** Victoria Inn Hotel & Conference Centre  
Centennial 1-6  
1801 Wellington Ave  
Winnipeg, MB R3H 0G3  
(204)-786-4801
- ANTICIPATED ATTENDANCE:** 60+ attendees from healthcare facilities in Manitoba
- SHOW SCHEDULE:** **Exhibit Hall Set-up and Display Times**  
Move-in/Set-up: Tuesday, April 16 – 0600-0900  
Display Dates/Hours: Tuesday, April 16 – 0930-1730  
Move-out/Tear down: Tuesday, April 16 – 1730-2000
- INFORMATION & BOOTH RENTAL:** CHES Manitoba Conference & Trade Show  
4 Catarqui Street, Suite 310  
Kingston Ontario Canada K7K 1Z7  
Tel: 613-531-2661 • Fax: 866-303-0626  
info@ches.org / www.ches.org  
Event Manager: Sarah Seward

Please visit the CHES MB Chapter website: <https://ches.org/mb-home.html>

**CHES Manitoba 2024 Conference & Trade Show**  
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## GENERAL INFORMATION FOR EXHIBITORS

The Canadian Healthcare Engineering Society, CHES Manitoba 2024 Conference & Trade Show will provide an opportunity for you to introduce your company's products and services to delegates from healthcare facilities in Manitoba. This is a perfect opportunity to ensure that they have the information they need about your product to make an informed decision. There are also sponsorship opportunities available to help raise awareness of your company and your products and services.

<b>Booth Specifications:</b>	8 ft. deep by 10 ft. wide
<b>Booth Rental Fee:</b>	Member *                      CA\$ 750.00 Non-Member                      CA\$ 1,000.00
<b>CHES Membership*:</b>	<b>CHES Associate Membership is \$189 per year (April 1 to March 31). With a CHES Associate Membership you can receive discounted fee rates to attend CHES events across Canada and be entitled to pay the Member Booth Rental Fee rate for a booth at the CHES MB 2024 Conference &amp; Trade Show. For more information contact the CHES National Office: <a href="mailto:info@ches.org">info@ches.org</a> <b>Website:</b> <a href="https://www.ches.org/membership/become-a-member.html">https://www.ches.org/membership/become-a-member.html</a></b>
<b>Standard Booth Includes:</b>	<ul style="list-style-type: none"><li>• 8 ft. high background drape and 3 ft. high sidewall drape</li><li>• 1-6 ft. draped table</li><li>• 2-Chairs</li><li>• 1-duplex electrical outlet</li><li>• 2 complimentary booth staff registrations</li></ul>
<b>Not Included:</b>	Additional Carpeting, chairs, additional electrical outlets, wastebasket, signage, storage, phone line. These and other items you require may be ordered from the official suppliers; order forms will be provided upon request.
<b>Display Restrictions:</b>	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). 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.
<b>Other Services:</b>	Display services, Drayage, Shipping, Customs Broker, Audio-Visual, Telephone, and Electrical/Mechanical service details and order forms will be provided to exhibiting companies upon receipt of the Exhibit Contract.

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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. 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 Manitoba 2024 Conference & Trade Show, the CHES Manitoba Chapter, the Victoria Inn Hotel and Conference Centre, and Central Displays 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. Full payment must accompany the signed contract.
8. This contract may be cancelled by either party provided written notice is received by the other by March 31<sup>st</sup>, 2024. In case of Exhibitor cancellation, request must be received in writing before March 31<sup>st</sup>, 2024; a processing fee of \$75 will be charged on all cancellations. If the Exhibitor cancels after March 31<sup>st</sup>, 2024, it 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.
9. 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.
10. 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.
11. All goods shipped to the Show must be clearly marked with the name of the Exhibitor and the number of his allocated space. Goods must not be shipped to the Show with shipping charges to be paid on arrival as these will not be accepted by the Organizing Committee. 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.
12. The Exhibitor agrees that no display may be dismantled nor may 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.
13. The Exhibitor agrees to abide by the instructions given by the dock supervisor pertaining to the move-in and move-out scheduling.
14. 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 his 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.
15. 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.
16. 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 him and any further occupancy of such space.

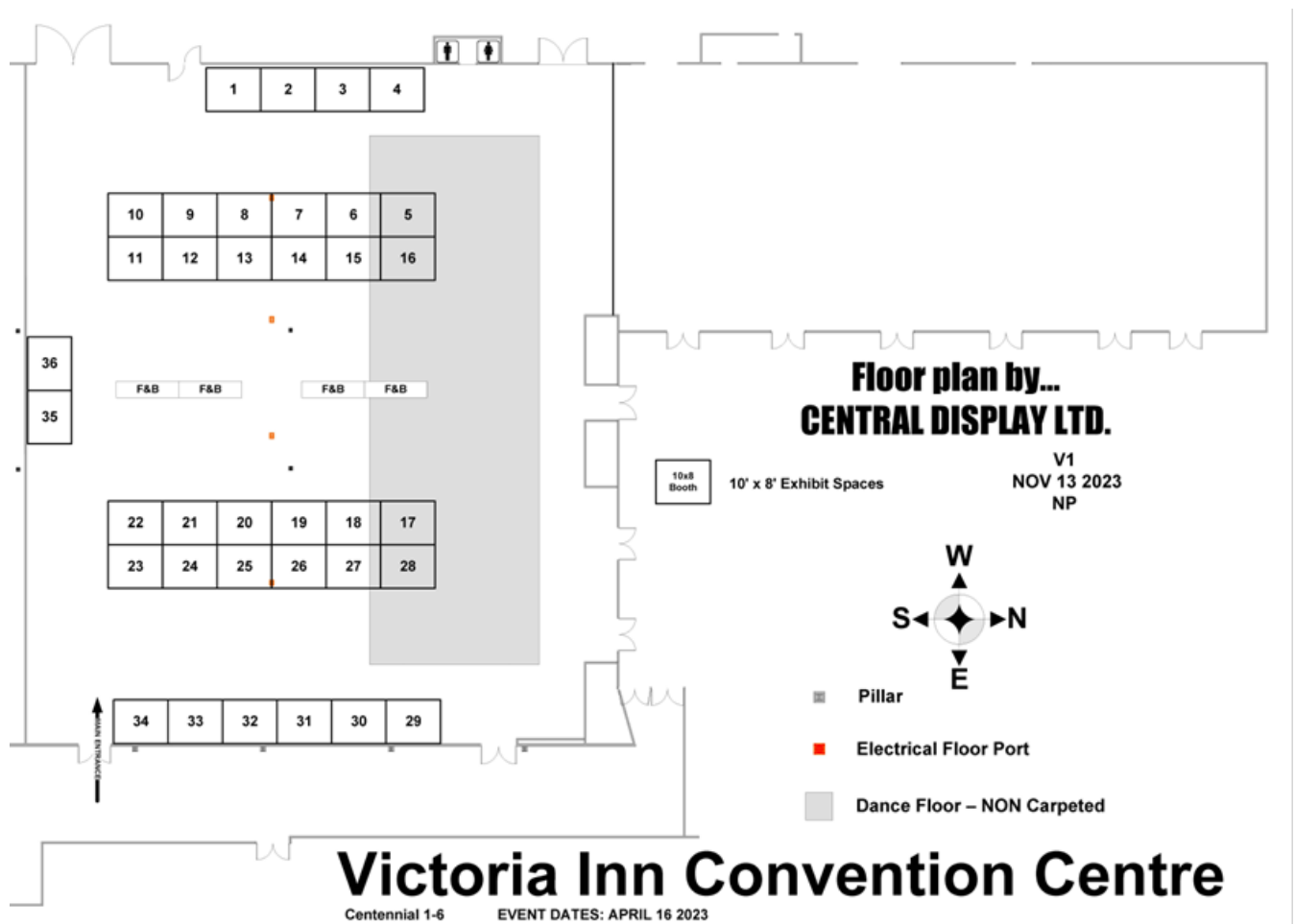
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**FLOOR PLAN**

Booth locations will be allocated by sponsorship level together with a first-come, first-served basis, based on the date the signed contract is received by the CHES Manitoba 2024 Conference & Trade Show Office.

**Victoria Inn Hotel and Conference Centre**  
**Centennial 1-6**

*Floor plan for illustration purposes only.*  
*Booths represented are 10' wide by 8' deep.*



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**SPONSORSHIP CATEGORIES**

<i>Sponsorship OPPORTUNITIES</i>	<i>Sponsorship ENTITLEMENTS</i>
<p><b>Delegate Gift:</b> \$3,000 Sponsorship of a gift for all registered delegates. Sponsor's logo will be imprinted on the gift.</p> <p><b>Golf Shirt:</b> approx. value of \$3000 Sponsorship of a golf shirt for all registered regular member delegates. Sponsor's logo will be imprinted on the golf shirt.</p> <p><b>Lanyards:</b> In Kind</p> <p><b>Audio Visual:</b> \$1,750 *open to co-sponsorship*</p> <p><b>Monday Breakfast:</b> \$2500 *open to co-sponsorship* Sponsorship of breakfast for all delegates</p> <p><b>Monday AM Refreshment Break:</b> \$2000 *open to co-sponsorship* Sponsorship of the AM Refreshment Break for all delegates.</p> <p><b>Monday Lunch:</b> \$3000 *open to co-sponsorship* Sponsorship of the Lunch for all delegates.</p> <p><b>Monday PM Refreshment Break:</b> \$2000 *open to co-sponsorship* Sponsorship of the PM Refreshment Break for all delegates.</p> <p><b>Happy Hour:</b> \$3500 *open to co-sponsorship* Sponsorship of the Happy Hour in the Exhibit Hall following the days programming</p> <p><b>Grand Prize – Delegate Trip to CHES National Two (2) Available:</b> Value \$3000 Sponsorship of a trip for one regular member delegate to attend the CHES National Annual Conference. <i>Grand Prize includes return flight, 2 nights stay at a hotel and conference registration (includes meals).</i></p>	<ul style="list-style-type: none"> <li>• Profile location for booth in Exhibit Area</li> <li>• Signage at the program or event</li> <li>• Sponsor will be recognized in the Program</li> <li>• Website Recognition</li> </ul>

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<i>Program Sponsorship Levels</i> <b>OPPORTUNITIES</b>	<i>Program Sponsorship</i> <b>ENTITLEMENTS</b>
<p><b>Headline/Platinum</b> (one only): \$3,500            Sponsor will be recognized in the Event Title of the Program</p> <p><b>Gold:</b> \$2,000</p> <p><b>Silver:</b> \$1,000</p> <p><b>Bronze:</b> \$500</p>	<ul style="list-style-type: none"> <li>• Highest profile location for booth in Exhibit Area for Platinum and Gold sponsors and profile location for all others</li> <li>• Sponsor will be recognized in the Program</li> <li>• Website recognition</li> <li>• Ad in program (Platinum: full page; Gold: full page; Silver: ½ page; Bronze: ¼ page)</li> <li>• Logo on Program Cover (Platinum only)</li> </ul>

**REGISTRATION GIVEAWAYS**

<b>GENERAL SUPPORT:</b>	<ul style="list-style-type: none"> <li>• Writing Pads</li> <li>• Pens</li> <li>• Door Prizes</li> </ul>
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**Please contact: CHES Manitoba 2024 Conference & Trade Show Office**  
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**Event Manager: Sarah Seward**