

*2018 BC Annual Trade Show & Education Forum*  
*Whistler Conference Centre*  
*Whistler, BC*  
*June 10-12, 2018*

## EXHIBITOR PROSPECTUS

<b>CONFERENCE THEME:</b>	<b>Healthcare Emergency Planning: Are We Ready?</b>
<b>SHOW:</b>	Annual BC Trade Show & Education Forum Canadian Healthcare Engineering Society
<b>DATE:</b>	<b>JUNE 10-12, 2018</b>
<b>EXHIBIT LOCATION:</b>	WHISTLER CONFERENCE CENTER
<b>REGISTRATION AVAILABLE ONLINE:</b>	<b>REGISTER ONLINE</b> as of <b>10:00 am PST, Friday, December 15<sup>th</sup></b> via the <a href="#">CHES BC Conference homepage</a>
<b>HOTEL:</b>	The host hotel for the conference is the Delta Whistler Village Suites. <b>Special rates have been negotiated for this conference.</b> Reservations <u>must</u> be made directly with the Delta Whistler Village Suites only through this link: <a href="#">Book your group rate for Canadian Healthcare Engineering Society</a> <b>Note: Room reservations are first-come, first-served. You are urged to make your reservations as early as possible (and before May 8, 2018) to secure the discounted rates and ensure availability.</b>
<b>ANTICIPATED ATTENDANCE:</b>	Approximately 140 attendees from Healthcare Facilities, Construction partners as well as Architectural/Engineering firms across BC
<b>MOVE-IN/OUT PERIOD:</b>	MOVE-IN - Sunday June 10, 12:00 NOON – 5:00 PM MOVE-OUT - Tuesday June 12, beginning @ approx. 1:45PM <i>*Following lunch</i>
<b>TRADE SHOW TIMES*:</b> <i>*note: education sessions run throughout the day</i>	Sunday June 10 – 6:00 PM – 7:30 PM ** Wine & Cheese Opening Reception Monday June 11 – 09:30 AM – 11:00 AM & 1:00 PM – 3:00 PM ** Tuesday June 12 - 10:00 AM – 11:00 AM & 12:00 PM – 1:15 PM ** <i>** The above times are approximate until published in the FINAL PROGRAM</i>
<b>TRADE SHOW ACTIVITIES:</b>	Sunday Opening Reception Monday Break and Lunch Tuesday Break and Lunch
<b>INFORMATION &amp; BOOTH RENTAL:</b>	CHES BC 2018 Conference Office <b>Event Coordinator:</b> Linda Williams PH: 778-896-7189 <a href="mailto:chesbcconf@shaw.ca">chesbcconf@shaw.ca</a>
<b>SHOW SERVICE COMPANY:</b>	Whistler Show Services ( <i>booth setup pkg will be emailed to all registered exhibitors</i> ) Ph: 1-877-938-4891 email: <a href="mailto:ops@whistlershowservices.com">ops@whistlershowservices.com</a>

## GENERAL INFORMATION FOR EXHIBITORS

The Canadian Healthcare Engineering Society BC Chapter 2018 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 & contractors. This is a perfect opportunity to ensure that they have the information they need about your products/services to make an informed decision. There are several sponsorship opportunities available to help raise awareness of your company, your products and your services. See Sponsorship Information below.

**Booth Specifications:** 8 ft. deep by 10 ft. wide

**Booth Rental Fee\*:** Members: CA\$ 900.00  
\*includes 1 booth attendee Non-members: CA\$ 1000.00

**Standard Booth Includes:**

- 8 ft. high royal blue background drape and 3 ft. high sidewall drape
- 1 - 6 ft. royal blue draped table & 2 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)
- Wi-Fi at the Whistler Conference Centre is provided via GOLD Sponsorship

**Not Included:** *Carpeting, additional chairs, electrical power outlets, wastebasket, signage, storage, phone line, etc.* These and other items you require may be ordered from Whistler Show Services 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.

**Other Services:** Display services, Drayage, Shipping, Customs Broker, Audio-Visual, Telephone, and Electrical/Mechanical service details and order forms will be provided to exhibiting companies upon request after receipt of the completed Exhibit Contract.

**Floor Plan:** An estimated floor plan is included in this Prospectus. Exhibitors are asked to forward 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 2018 Conference Planning Committee Office.

## 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 2018 Trade Show and Education Forum, CHES BC Office, the Whistler Conference Centre and Whistler 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. 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>, 2018. In case of Exhibitor cancellation, request for full refunds will be accepted in writing before March 31<sup>st</sup>, 2018; refunds requested between April 1<sup>st</sup> and Apr 15<sup>th</sup>, 2018 will receive a 50% refund. If the Exhibitor cancels after Apr 15<sup>th</sup>, 2018, 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.

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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**SPONSORSHIP OPPORTUNITIES**

**PLATINUM SPONSORSHIP (\$5,000 and over)**

- President's Reception* Sponsorship of the Welcome Reception to which all delegates and guests are invited to attend. Sponsor will be highlighted during the evening.
- Gala Banquet:* The Conference Banquet is included as part of the registration fee and attended by all delegates and their guests. Sponsor will be highlighted during the evening. Sponsor's representatives are invited to attend.
- Keynote Speaker:* Sponsorship will help cover the cost and expenses for the keynote speaker as well as related presentation costs. Sponsor will receive recognition through general signage at the presentation.

**Sponsorship Entitlements:**

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| <ul style="list-style-type: none"><li>➤ Listed in all printed and web materials on the Acknowledgement page and during the sponsored event.</li><li>➤ Logo included on the Acknowledgement page of the Website with a hyperlink to their Corporate homepage.</li></ul> | <ul style="list-style-type: none"><li>➤ Highest profile location for booth in Exhibit Area.</li><li>➤ Signage at the program or event.</li><li>➤ Company literature included in the registration package.</li><li>➤ One complimentary tradeshow booth registration.</li></ul> |
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**GOLD SPONSORSHIP (\$2,500)**

- Final Program:* The final program is heavily used during the Trade Show and serves as a reference afterwards. This sponsorship covers the cost of producing the program. Sponsor receives a full-page color insert into the delegate registration package and acknowledgement on all program related printed and electronic media.
- Delegate Gift:* Sponsorship will help cover the cost of the registration gift given to all delegates and includes the sponsor's logo on the registration gift.
- Monday Happy Hour:* Sponsorship will help cover the costs of the Monday Happy Hour (preceding the banquet) on the tradeshow floor. Recognition will be in the form of verbal recognition and signage at the event and a ½ page insert into the CHES Delegate registration package.
- Passport Program:* The passport program is designed to engage delegates with exhibitors on a personal level through interaction and rewards (prizes) throughout the conference. Sponsor receives a ½ page insert into the CHES delegate registration package and signage at the entrance to the trade show.
- Lunch Program:* Two sponsorships are available to help cover the costs of the Monday/Tuesday Lunches which will be held on the tradeshow floor. Recognition will be in the form of verbal recognition and signage at the event and a ½ page insert into the CHES Delegate registration package.
- WiFi Program:* Sponsorship will help cover the cost of WiFi access during the entire conference. The name of the sponsor will be included in the WiFi login name and/or the access password. Signage will be provided at the Event.

**Sponsorship Entitlements:**

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| <ul style="list-style-type: none"><li>➤ Listed in all printed and web materials on the Acknowledgement page and with sponsored item.</li><li>➤ Logo included on the Acknowledgement page of the Website with a hyperlink to their Corporate homepage.</li></ul> | <ul style="list-style-type: none"><li>➤ Highest profile location for booth in Exhibit Area.</li><li>➤ Signage at the program or event.</li><li>➤ Company literature included in the registration package.</li></ul> |
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**SILVER SPONSORSHIP (\$1,000)**

- Grassroots Program:* The grassroots program is designed to help support operating and trades personnel to attend the conference on a day program. Sponsor receives a ½ page insert into the CHES delegate registration package and signage at the entrance to the trade show.
- Breakfast:* Sponsorship includes cost of either the Monday or Tuesday Breakfast for all delegates. Sponsor will receive recognition through general signage placed on the tables.
- Refreshment Breaks:* Sponsorship of one of the morning or afternoon refreshment breaks. Sponsor will receive recognition through general signage at the break.

**Sponsorship Entitlements:**

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| <ul style="list-style-type: none"><li>➤ Listed in all printed and web materials on the Acknowledgement page and with the sponsored item.</li><li>➤ Listed on the Acknowledgement page of the Website with a hyperlink to their Corporate homepage.</li></ul> | <ul style="list-style-type: none"><li>➤ Signage at the program or event.</li><li>➤ Company literature included in the registration package.</li></ul> |
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**BRONZE SPONSORSHIP (\$500)**

- Education Sessions:* The Education sessions focus on specific topics. Sponsorship will help cover the expenses of the speaker(s) and related presentation costs. Sponsor will receive recognition through general signage at the entrance of the presentation room.

**Sponsorship Entitlements:**

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| <ul style="list-style-type: none"><li>➤ Listed in all printed and web materials on the Acknowledgement page and with the sponsored item.</li></ul> | <ul style="list-style-type: none"><li>➤ Signage at the program or event.</li><li>➤ Company literature included in the registration package.</li></ul> |
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**Please contact the Conference Coordinator for more information on Sponsorship Opportunities:**

***Linda Williams at: [chesbcconf@shaw.ca](mailto:chesbcconf@shaw.ca)***