



NATIONAL CONFERENCE | CONGRÈS NATIONAL | 2024 | SEPTEMBER 8-10 | 8 AU 10 SEPTEMBRE  
HALIFAX CONFERENCE CENTRE | CENTRE DES CONGRÈS D'HALIFAX | HALIFAX NS | HALIFAX (N.-É.)

**2024 National Conference  
Halifax Convention Centre  
Halifax, NS  
September 8-10, 2024**

**EXHIBITOR PROSPECTUS**

**Enriching Patient Experiences by Optimizing the Environment**

<b>SHOW:</b>	2024 National Conference Canadian Healthcare Engineering Society <b>Date:</b> September 8-10, 2024
<b>GOLF:</b>	Glen Arbour Golf Club Sunday September 8, 2024
<b>EXHIBIT LOCATION:</b>	Ballroom Halifax Convention Centre, Halifax, NS
<b>HOTELS:</b>	Prince George Hotel, Halifax, NS Cambridge Suites, Halifax, NS
<b>ANTICIPATED ATTENDANCE:</b>	Approx. 200 attendees from healthcare facilities, Architects & engineers across Canada Approx. 300 facilities represented
<b>MOVE-IN PERIOD:</b>	Sunday September 8, 2024
<b>DISPLAY PERIOD:</b>	Monday September 9, 2024 Tuesday September 10, 2024
<b>MOVE-OUT PERIOD:</b>	Tuesday September 10, 2024 (After Lunch)
<b>EXHIBIT HALL ACTIVITIES:</b>	Refreshment Breaks, Monday Lunch, Happy Hour Tuesday Lunch,
<b>INFORMATION &amp; BOOTH RENTAL:</b>	CHES National Conference Office 4 Cataragui Street, Suite 310 Kingston Ontario Canada K7K 1Z7 Tel: 613-531-2661   Fax: 866-303-0626 info@ches.org   www.ches.org <b>Conference Manager:</b> Sarah Seward

**CHES 2024 National Conference**  
*Halifax Convention Centre • Halifax, NS • September 8-10, 2024*

## GENERAL INFORMATION FOR EXHIBITORS

The Canadian Healthcare Engineering Society's 2024 National Conference is your direct access to decision-makers in the Hospital & healthcare construction industry. You will have the opportunity to introduce your company's products and services to delegates from healthcare facilities, architects, engineers & contractors from across Canada. This is a perfect opportunity to ensure that they have the information they need about your product and service to make an informed decision. There are several sponsorship opportunities available to help raise awareness of your company and your products and services.

**Booth Specifications:** 132 10 ft. deep by 10 ft. wide booths

**Booth Rental Fee:** Members: CA\$ 2,000.00  
Non-members: CA\$ 2,460.00

**Standard Booth Includes:**

- 8 ft. high background drape and 3 ft. high sidewall drape
- 1-6 ft. draped table & 1 Chair
- 1-duplex electrical outlet
  
- Company's name and booth number listed in Program
  - One Full registration – includes admittance to all sessions, Opening Reception, Banquet, 2 lunches, & 2 breakfasts.
  - Two Booth Staff registrations – includes admittance to all session, Opening reception, & 2 Lunches

**Not Included:** Additional 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 included in the Exhibitor Service Manual.

**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). 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 Electrical/Mechanical service details and order forms will be provided to exhibiting companies upon receipt of the Exhibit Contract. Exhibitors will have the opportunity to book accommodations at the special trade show rate.

**Floor Plan:** Floor plan included in this Prospectus. Exhibitors are asked to forward their first, second, and third choices for location of their booth, on the Contract for Exhibit Space. 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 2024 Show 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. 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 National Conference, CHES National Office, Global Convention Services and the Halifax Convention Centre, 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 June 30<sup>th</sup>, 2024. In case of Exhibitor cancellation, request for full refunds will be accepted in writing before May 31<sup>st</sup>, 2024; refunds requested between May 31<sup>st</sup> and June 30<sup>th</sup>, 2024 will receive a 50% refund. If the Exhibitor cancels after June 30<sup>th</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 2024 Show Office.

**Enriching Patient Experiences by Optimizing the Environment**

**Halifax Convention Centre, Halifax, NS**  
**Ballroom**

*Floor plan for illustration purposes only. (\*floorplan still to be finalized\*)*  
*Booths represented are 10' wide by 10' deep.*



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