



CHES SCISS

Smarter Infrastructure for Enhanced Patient Outcomes

NATIONAL CONFERENCE

St. John's Convention Centre
St. John's, NL / Sept. 16-18, 2018

EXHIBITOR PROSPECTUS



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| GOLF: | Clovelly Golf Course Sunday September 16, 2018 |
| EXHIBIT LOCATION: | Bowring Ballroom St. John's Convention Centre, St. John's, NL |
| HOTEL: | Delta St. John's Hotel, St. John's, NL |
| ANTICIPATED ATTENDANCE: | Approximately 150 attendees from healthcare facilities, architects & engineers across Canada Approximately 300 facilities represented |
| MOVE-IN PERIOD: | Sunday September 16, 2018 |
| DISPLAY PERIOD: | Monday September 17, 2018 Tuesday September 18, 2018 |
| MOVE-OUT PERIOD: | Tuesday September 18, 2018 (after PM break) |
| EXHIBIT HALL ACTIVITIES: | Refreshment Breaks, Monday Lunch, Happy Hour, and Tuesday Lunch |
| INFORMATION & BOOTH RENTAL: | CHES National Conference Office 4 Catarqui Street, Suite 310 Kingston Ontario Canada K7K 1Z7 Tel: 613-531-2661 Fax: 866-303-0626 ches@eventsmgt.com www.ches.org Conference Coordinator: Jenny Oh |



CHES SCISS

NATIONAL CONFERENCE CONGRÈS NATIONAL | 2018 | SEPTEMBER 16-18 SEPTEMBRE | ST. JOHN'S CONVENTION CENTRE | NEWFOUNDLAND

GENERAL INFORMATION FOR EXHIBITORS

The Canadian Healthcare Engineering Society's 2018 contractors from across Canada. This is a perfect 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 & your company and your products and services.

Booth Specifications: 125 booths (10 ft. deep by 10 ft. wide)

Booth Rental Fee: Members: CA\$ 1,800.00
Non-members: CA\$ 2,200.00

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: 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 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 2018 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 2018 National Conference, CHES National Office, show services, Delta St. John's Hotel & the St. John's 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 30th, 2018. In case of Exhibitor cancellation, request for full refunds will be accepted in writing before May 31st, 2018; refunds requested between May 31st and June 30th, 2018 will receive a 50% refund. If the Exhibitor cancels after June 30th, 2018, 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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St. John's Convention Centre
St. John's, NL
Bowring Ballroom

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 2018 Show Office.

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

SPONSORSHIP OPPORTUNITIES

Key Sponsorship (\$15,000)

Sponsorship OPPORTUNITIES

Keynote Speaker: Sponsorship of the Conference Keynote Speaker as well as related presentation costs. Sponsor will receive recognition through general signage at the entrance to the presentation room.



Sponsorship ENTITLEMENTS

- Listed in all promotional & conference materials by level and with the sponsored item
- Logo included on the Website with a hyperlink to corporate homepage
- Highest profile location for booth in Exhibit Area
- 1 e-blast to pre-conference attendance list (2 weeks out)
- Signage at the program or event
- 5 Tickets for the Banquet
- One complimentary trade show registration
- One complimentary Exhibit Booth
- Sponsor will be recognized in the Event Title

Diamond Sponsorship (\$10,000)

Sponsorship OPPORTUNITIES

Gala Banquet: Sponsorship of the Conference Banquet which is included as part of the registration fee and attended by all delegates and their guests. Sponsor will be highlighted during the event & recognized by signage at the event.

Banquet Entertainment: Sponsorship of the Entertainment at the Gala Banquet. Sponsor will receive recognition through signage at the event.

Delegate Sponsorship: Opportunities are available for sponsorship of delegates registration fees; for each Diamond Sponsorship received, delegate fees will be discounted \$50. Sponsors will be recognized in the onsite final program.

Sponsorship ENTITLEMENTS

- Listed in all promotional & conference materials by level and with the sponsored item
- Logo included on the Website with a hyperlink to corporate homepage
- Highest profile location for booth in Exhibit Area
- Signage at the program or event
- 5 Tickets for the Banquet
- One complimentary tradeshow registration
- One complimentary Exhibit Booth

Platinum Sponsorship (\$5,000)

| Sponsorship OPPORTUNITIES | Sponsorship ENTITLEMENTS |
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| <p><i>Golf Tournament: Sponsorship of the Great CHES Golf Tournament. Sponsor will receive recognition through signage at the Golf Tournament.</i></p> <p><i>President's Reception: Sponsorship of the President's Reception preceding the Conference Banquet. Sponsor will receive recognition through signage at the event.</i></p> <p><i>Registration Portfolio / Satchel: Sponsorship of the Conference Satchel which is provided to all conference delegates. Sponsor may place Company Logo on the satchel.</i></p> <p><i>Opening Reception: Sponsorship of the Conference Opening Reception to which all delegates and guests are invited to attend. Sponsor will be highlighted during the evening.</i></p> <p><i>Delegate Gift: Sponsorship of a Delegate Souvenir which will be included in the Registration Satchel for each Conference Delegate. Sponsor may place Company Logo on the Delegate Gift.</i></p> <p><i>Wi-Fi Connection: Sponsorship of Wi-Fi Connection throughout the Conference. Sponsor will receive recognition through signage at the event.</i></p> <p><i>Lunch, Monday or Tuesday: Sponsorship of one of the Conference Lunches for all delegates. Sponsor will receive recognition through signage at the event.</i></p> <p><i>Plenary Monday OR Tuesday: Sponsorship of a Plenary session held during the Education Program, sponsorship covers speaker expenses as well as related presentation costs. Sponsor will receive recognition through general signage at the entrance to the presentation room.</i></p> | <ul style="list-style-type: none"> • Listed in all promotional & conference materials by level and with the sponsored item • Logo included on the Website with a hyperlink to corporate homepage • Highest profile location for booth in Exhibit Area • Signage at the program or event • One complimentary trade show registration |

Gold Sponsorship (\$2,500)

| Sponsorship OPPORTUNITIES | Sponsorship ENTITLEMENTS |
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| <p><i>Conference App / Final Program pdf: Sponsorship of the CHES 2018 App. + final program pdf which is heavily used during the trade show and serves as a reference afterwards. Sponsor receives a full- page advertisement in the pdf and acknowledgement in the conference program app.</i></p> <p><i>Breakfast, Monday or Tuesday: Sponsorship of one of the Conference Breakfasts for all delegates. Sponsor will receive recognition through signage at the event.</i></p> <p><i>Happy Hour in the Exhibit Hall: Sponsorship of a 1 hour social event in the Exhibit Hall on Monday. Sponsor will receive recognition through signage at the event and will have the opportunity to distribute complimentary drink tickets.</i></p> <p><i>Green Park: Sponsorship of the Green Park. Sponsor will be recognized though signage in the Green Park area.</i></p> <p><i>Delegate Contest Prize: Sponsorship of the contest that encourages delegates to visit exhibitor booths to have a chance at winning an iPad. Sponsor will be recognized through signage and their logo on the ballot.</i></p> <p><i>Mobile Recharge Station: Sponsorship of a recharge station in the exhibit hall that allows delegates to recharge their cellular phones or tablets on the spot. Sponsor will be recognized through signage at the event.</i></p> | <ul style="list-style-type: none"> • Listed in all promotional & conference materials by level and with the sponsored item • Logo on the Website with a hyperlink to corporate homepage • Signage at the program or event |

Silver Sponsorship (\$1,500)

| Sponsorship OPPORTUNITIES | Sponsorship ENTITLEMENTS |
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| <p><i>Refreshment Breaks, Monday AM, Monday PM, Tuesday AM or Tuesday PM: Sponsorship of a morning or afternoon refreshment breaks during the Conference. Sponsor will receive recognition through general signage at the break.</i></p> <p><i>Official Time Sponsor: Sponsorship of Official Time Clock at the back of the Plenary and Concurrent Education Sessions. Sponsor will provide company clocks for these rooms.</i></p> <p><i>Lanyard Sponsorship: Opportunity to provide lanyards with your corporate logo to all of the conference attendees. Sponsor will need to make arrangements to order and send us the lanyards. Fantastic opportunity!</i></p> <p><i>Opening Reception Entertainment: Sponsorship of the entertainment at the Opening Reception on Sunday. Sponsor will receive recognition through signage at the event.</i></p> <p><i>Companion Program: Sponsorship of the Companion Program for delegate spouses and partners. Sponsor will receive recognition through signage.</i></p> <p><i>Frontline Staff Program: Sponsorship of the frontline staff to attend the conference on Monday, September 17, 2018. Sponsor will receive recognition through signage.</i></p> <p><i>Student Program: Sponsorship of the student program that is to take place on Monday, September 17, 2018. Sponsor will be recognized through signage at the registration area throughout the event.</i></p> <p><i>President's Reception Entertainment: Sponsorship of the entertainment at the President's reception on Monday. Sponsor will received recognition through signage at the event.</i></p> | <ul style="list-style-type: none"> • Listed in all promotional & conference materials by level and with the sponsored item • Listed on the Website with a hyperlink to corporate homepage. • Signage at the program or event |

Bronze Sponsorship (\$750)

| Sponsorship OPPORTUNITIES | Sponsorship ENTITLEMENTS |
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| <p><i>Concurrent Sessions: The concurrent sessions focus on a specific topic. Sponsorship will help cover the related presentation costs. Sponsor will receive recognition through general signage at the entrance of the presentation room.</i></p> | <ul style="list-style-type: none"> • Listed on the Website with a hyperlink to corporate homepage • Signage at the program or event |

General Support

| INSERT IN DELEGATE BAGS | |
|---|--|
| <p>Sponsors complimentary; Non-sponsors \$500</p> <p><i>Sponsor may include an insert in the delegate bag. This insert must not exceed 8 1/2" x 11" and must be collated, folded or stapled as required for insertion (i.e.: only one piece to handle)</i></p> | <ul style="list-style-type: none"> • Writing Pads • Pens (2 available) |

Please contact: CHES 2018 Show Office

Tel: 613-531-2661 | Fax: 866-303-0626 | Email: ches@eventsmgt.com

Conference Coordinator: Jenny Oh

General support and partial sponsorship are always welcome!