

# CHES SCISS

Canadian Healthcare  
Engineering Society

MANITOBA CHAPTER



Société canadienne d'ingénierie  
des services de santé

CHAPITRE DE MANITOBA

## EXHIBITOR PROSPECTUS

CHES Manitoba Education Day  
A Safe Worker is a Happy Worker  
Tuesday, April 24, 2018

**LOCATION:**

Canad Inn Destination Centre Polo Park  
Ambassador 1 & 2  
1405 St Matthews Avenue  
Winnipeg, MB R3G 3P7  
(204)-775-8791

**ANTICIPATED ATTENDANCE:**

40-50 attendees from healthcare facilities in Manitoba

**INFORMATION &  
BOOTH RENTAL:**

CHES Manitoba Education Day Show Office  
4 Cataragui Street, Suite 310  
Kingston Ontario Canada K7K 1Z7  
Tel: 613-531-2661 • Fax: 866-303-0626  
ches@eventsmgt.com / www.ches.org  
Event Coordinator: Jenny Oh

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

**CHES Manitoba Education Day**  
**Canad Inn Destination Centre Polo Park • Winnipeg MB • April 24, 2018**

## GENERAL INFORMATION FOR EXHIBITORS

The Canadian Healthcare Engineering Society, Manitoba Chapter Education Day 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.

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

|                          |            |             |
|--------------------------|------------|-------------|
| <b>Booth Rental Fee:</b> | Member     | CA\$ 675.00 |
|                          | Non-Member | CA\$ 795.00 |

**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
- 2 complimentary booth staff registrations

**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 provided upon request.

**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.

**CHES Manitoba Education Day**  
**Canad Inn Destination Centre Polo Park • Winnipeg MB • April 24, 2018**

**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 2017 Education Day, the CHES Manitoba Chapter, the Canad Inn Destination Centre Polo Park Winnipeg, 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>, 2018. In case of Exhibitor cancellation, request must be received in writing before March 31<sup>st</sup>, 2018; a processing fee of \$75 will be charged on all cancellations. If the Exhibitor cancels after March 31<sup>st</sup>, 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.

**CHES Manitoba Education Day**  
**Canad Inn Destination Centre Polo Park • Winnipeg MB • April 24, 2018**

**SPONSORSHIP CATEGORIES**

| <i>Specific Sponsorship OPPORTUNITIES</i>   | <i>Specific Sponsorship ENTITLEMENTS</i>   |
|---|--|
| <p><b>Delegate Gift:</b> Sponsorship of a gift for all registered delegates. Sponsors logo will be imprinted on the gift. (\$1,500)</p> <p><b>Lunch:</b> Sponsorship of the lunch for all delegates. (\$1,500)</p> <p><b>Continental Breakfast:</b> Sponsorship of the Continental Breakfast for all delegates. (\$1,000)</p> <p><b>Breaks, Am &amp; PM:</b> Sponsorship of one of the 2 Refreshment Breaks, either the AM or PM Refreshment Break. (\$750 per Break)</p> | <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>• Sponsor will be recognized in the Event Title of the Program</li> <li>• Website recognition</li> </ul> |

| <i>Program Sponsorship OPPORTUNITIES</i>   | <i>Program Sponsorship ENTITLEMENTS</i>  |
|--|--|
| <p><b>Headline/Platinum:</b> 1 only at \$2,500</p> <p><b>Gold:</b> 1 only at \$2,000</p> <p><b>Silver:</b> \$1,000</p> <p><b>Bronze:</b> \$500</p> | <ul style="list-style-type: none"> <li>• Profile location for booth in Exhibit Area</li> <li>• Signage at the program</li> <li>• Sponsor will be recognized in the Program</li> <li>• Website recognition</li> <li>• Ad in Program (<i>Platinum: Full page; Gold: Full page; Silver ½ Page; Bronze: ¼ page</i>)</li> <li>• Logo on Program cover (<i>Platinum Only</i>)</li> </ul> |

**REGISTRATION GIVEAWAYS**

|                         |   |
|-------------------------|---|
| <b>GENERAL SUPPORT:</b> | <ul style="list-style-type: none"> <li>• Writing Pads</li> <li>• Pens</li> <li>• Lanyards</li> <li>• Door Prizes</li> </ul> |
|-------------------------|---|

**Please contact: CHES Manitoba Education Day Show Office**  
 Tel: 613-531-2661 • Fax: 866-303-0626 • Email: ches@eventsmgt.com  
**Event Coordinator: Donna Dennison**

**CHES Manitoba Education Day**  
**Canad Inn Destination Centre Polo Park • Winnipeg MB • April 24, 2018**

**CONTRACT FOR EXHIBIT SPACE**

*Please complete this form and return to the CHES Manitoba Education Day Show Office.  
Payment must accompany contract – please make cheque payable to “CHES Manitoba Education Day”*

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ CHES Member #: \_\_\_\_\_

**Exhibit space availability is limited. Booth locations will be allocated by sponsorship level together with a first-come, first-served process, based on the date this signed contract is received by the CHES Manitoba Education Day Show Office.**

Please note that Credit card payment forwarded to the CHESMB Education Day Show Office will reflect  
“Events & Management Plus Inc.” as the vendor on your statement.

**BOOTH FEES / LOCATION**

- Members: **CA\$675.00/booth**  
 Non-Members: **CA\$795.00/booth**

Number of Booths: \_\_\_\_\_

Total booth fees enclosed: \$ \_\_\_\_\_

Please list the names of any companies you would prefer not to be adjacent to in the Exhibit Hall. Your request will be taken into consideration.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PAYMENT**

**Payment must accompany Contract. Cheques should be payable to: “CHES Manitoba Education Day”**

Credit Card:  Visa  MasterCard  Amex

Card No. \_\_\_\_\_

Expiry Date and V-code: \_\_\_\_\_

Signature: \_\_\_\_\_

Please contact us regarding Sponsorship

This contract may be cancelled by either party provided written notice is received by the other by March 31, 2018. In case of Exhibitor cancellation, requests must be received in writing before March 31, 2018; a processing fee of \$75 will be charged on all refunds. If the Exhibitor cancels after March 31, 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.”

**AGREEMENT:** We agree to abide by the Terms and Conditions for Exhibit Space set out on the official CHES Manitoba Education Day Prospectus.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This contract is null and void unless signed.