

DATE: June 13, 2012	SUBJECT: <b>Point System for Conference Sponsors</b>
ISSUE: <b>National Conference Policies</b>	
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**1. Policy**

1.1 The Canadian Healthcare Engineering Society strives to adequately reward vendors that show continued support of the Society through conference participation and sponsorship funds. As such, the Society has devised the following point system for conference involvement by a vendor. The points are to be applied to a priority system of booth assignment choice, for booths at the annual National Conference, as follows: Vendors will have until December 15<sup>th</sup> to confirm their location choice.

- National Conference Sponsorship – 1 point**
- Provincial Conference Sponsorship – 1 point (per Provincial Conference)**
- Booth at National Conference – 1 point**
- Booth at Provincial Conference – 1point (per Provincial Conference)**

1.2 Exhibitors will be assigned booth(s) in priority based on the point system. Vendors with the highest point totals get to choose first, with other vendors choosing booth space by order of priority based on point totals. Then general vendors who are not sponsoring an event will be allocated on a first come first serve basis, based on the date contracts are received at the National Office.

1.3 Point total calculations will be based on vendor conference involvement for the previous year.

1.4 Vendors will have until December 15<sup>th</sup> of the preceding year to confirm their choice to the National Office. Following that date National Office will do their best to allocate Vendors to their choice.

Approved by: \_\_\_\_\_  
 President

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