

## **Information about the agreement**

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## **2010 National Education Conference**

Hosted by Community and Hospital Infection Control Association (CHICA). The conference is directed to Infection Prevention and Control Professionals (ICPs) from all health care settings. It is anticipated that 600 attendees will participate in this conference. .

### **Exposition Site**

Sheraton Vancouver Wall Centre  
Grand Ballroom  
1088 Burrard Street  
Vancouver BC V6Z 2R9

### **Date and Hours of Show (times to be confirmed)**

#### **Lunch and Afternoon Refreshments will be held in the Exhibit Hall.**

Monday, May 31 – Opening Reception in Exhibit Hall – 7:00 pm – 9:00 pm  
Tuesday, June 1 – 9:30 am – 10:00 am; 12 noon – 2:00 pm; 3:00 pm – 3:30 pm  
Wednesday, June 2 – 10:30 am – 11:00 am; 12 noon – 2:00 pm

### **Set up and Tear down times**

Set up: Monday, May 31 – Exhibitors move in 1:00 pm – 5:00 pm  
Tear down: Wednesday, June 2 – 2:00 pm  
(Because of security, your staff must remain on site until your display is dismantled.)

### **Products/Services to be exhibited**

Displays for products and/or services should be appropriate to the practice of infection prevention and control. The co-hosts reserve the right to decline exhibits for any products and/or services that are in conflict with the procedures or practices supported by the Community and Hospital Infection Control Association. The final authority rests with the Organising Committee of the event.

Exhibitors are invited to use the conference logo, the theme of the symposium on any items produced for the conference with the approval of the exhibit coordinator, Ms. Gerry Hansen.

### **Exhibitor registration**

All exhibitor representatives will be required to wear badges in the exhibit area. No person will gain entrance without a proper badge. Each exhibitor will submit in advance a list of names of its representatives.

Exhibitors are requested to have their booth staffed during the Opening Reception, Monday, May 31 (7:00 pm – 9:00 pm). Other social events may be attended upon receipt of special event fee. See additional information herewith.

During show dates, the representatives of the exhibitors will be able to attend the education sessions if there is sufficient seating left after the attendees have themselves seated. Normal registration fees will apply for non-show dates.

### **Booth allocation**

The organizing committee reserves the right to allocate space and reserves the right to alter floor plan without notification.

Booth space is assigned in the order of a) date of receipt of your signed Exhibitor Agreement; b) priority for sponsors of the conference; c) priority for Corporate Members of CHICA-Canada (according to membership level); d] in priority of exhibitors who exhibited with CHICA-Canada in 2009; and e) in the priority requested by each exhibitor. The organizer reserves the right to assign all exhibit booth space; carefully complete the Exhibitor Agreement, and send to the Conference Planner as soon as possible to guarantee your space.

**Note: Exhibit space will be held for 2009 Exhibitors until January 30, 2010. After that date, booth space will be released.**

**Booth space will be allocated in March 2010.**

### **Exhibit regulation**

All booths will be constructed by the official decorator of the symposium. They will be composed of an eight foot high flame resistant drape back wall and three foot high side walls.

The committee reserves the right to restrict exhibitors to specific dimensions and reserves the right to allow particular dispensations from the established standards.

Booth standards include one 8'x10' booth, access to standard electrical, and one 7x44 name sign. The hall is carpeted.

### **Booth rentals**

Booth rental is \$1,800.00 Canadian, plus GST (5%).

Two representatives per booth are included in this fee; additional representatives or transfer to additional representatives are \$50 per person plus GST. The additional fee must also be paid for non-exhibitor guests invited by exhibitors. Guests will not be allowed into education sessions unless they have paid the education registration fee.

### **Application for exhibit space**

Application must be accompanied by a deposit of 50% of the total cost of exhibit space requested. The balance will be due on or before **March 1, 2010**.

Please make cheque payable to CHICA-Canada, and forward to:

CHICA-Canada  
PO Box 46125 RPO Westdale  
Winnipeg MB R3R 3S3

Courier to : 67 Bergman Crescent, Winnipeg MB R3R 1Y9

Tel : 204-897-5990/1-866-999-7111

Fax : 204-895-9595

[chicacanada@mts.net](mailto:chicacanada@mts.net)

### **Extra costs**

1. Storage and placement of display equipment
2. Decoration and related services
3. Labour requirements to install, erect, drape or decorate exhibits or the exhibit area, and to move exhibit materials in and out of the exhibit premises or hotel.
4. Cleaning of interior booth space
5. Gas or water supply
6. "Pre and post" exhibit storage
7. Receiving
8. Packaging and Shipping
9. Transportation, warehousing, customs brokerage charges, handling, set-up and dismantling costs.
10. Furniture (available exclusively through the official decorator of the symposium)
11. Electrical service (in addition to standard electrical which is supplied)
12. Special materials

### **Official decorator of the Exhibition**

Western Display  
1250 Cliveden Ave.  
Delta B.C. V3M6G4

Phone: 604.525.9797  
Fax: 604.525.9795  
vancouver@westerndisplay.ca

Contact: Bea Renaud

The official decorator will provide for the erection of the booth and will supply the fire resistant drapery and side panels. The exhibitor must deal directly with the official decorator for any special assembly or decoration requirements.

The committee will supply the decorator with the names of each of the exhibitors and the decorator will then furnish requirements for booth set-up and dismantling. Exhibitor Service Kit available at [www.chica.org](http://www.chica.org).

## **Shipping, Drayage and Storage**

### **Advance shipment within Canada**

The Sheraton Vancouver Wall Centre will not accept advance freight shipments under any circumstances. It is suggested that you have your goods shipped to the advance warehouse prior to show move-in. Once the goods are delivered to show site, Western Display will unload the inbound truck, deliver the goods to your booth and store empty crates.

All shipments must be prepaid and consigned to the advance warehouse, as follows.

To: Exhibitor's Co. Name & booth number  
CHICA-Canada 2010 National Education Conference  
c/o Western Display  
Contact: Bea Renaud 604.525.9797 or vancouver@westerndisplay.ca

### **Shipments from outside Canada**

Livingston Event Logistics has been appointed as official customs broker for this meeting. For all customs needs, we recommend that you deal directly with this customs broker. They will assist exhibitors in the completion of customs documents. Their Canada Bound Customs and Shipping Guide PDF forms are available on-line at [www.livingstoneventlogistics.com](http://www.livingstoneventlogistics.com). If you are shipping from the USA it is necessary to complete their Order Form and Canada Customs Invoice, prior to shipping, please fax Remy Perrot copies of these completed forms as well as your shipment tracking number.

#### **FOR CUSTOMS INQUIRIES PLEASE CONTACT:**

Remy Perrot  
Sales Manager, B.C.  
Livingston Event Logistics

604 687-5535 ext. 7705 office  
800 663-0301 toll free  
604 687-1463 fax  
604 562-8536 mobile  
[rperrot@livingstonintl.com](mailto:rperrot@livingstonintl.com)

### **Exhibit Transportation / Freight Forwarding**

Reimer Express Lines has been appointed as the official exhibit transportation carrier. Please allow ample time for pick-up to ensure that your exhibit arrives before the scheduled move-in date. All freight charges must be sent prepaid as the facility will not accept collect shipments. When shipping with Reimer Express Lines, shipments can be received and stored up to 30 days in advance of the show date at no charge.

*To arrange for a pick-up and/or obtain a rate quote for Exhibit Transportation Services*  
Andrea Powell at 866-496-EXPO, Monday – Friday, 7:00am – 3:30pm PST

-or-

Customer Service at 1-800-531-EXPO, after business hours, weekends & holidays

*For any special or urgent inquiries*

Evans Chan (Trade Show Representative) at Tel # 604-431-5212 / Cell # 604-968-0798.

### **Hand Carrying or Private Vehicle**

You MUST notify Livingston Event Logistics 4 to 6 weeks in advance if you are bringing commercial goods with you on the plane or driving your own vehicle into Canada. This will permit Livingston Event Logistics to advise you of the requirements for PAPS registration and supply you with the appropriate customs forms and advise their border offices of your crossing.

Shipments should be consigned as outlined under «Shipping, Drayage and Storage».

Please refer to the attached Exhibitor Letter for more information. THIS LETTER/INFORMATION HAS BEEN POSTED TO WWW.CHICA.ORG.

**Telephone/fax service**

Exhibitors requiring telephone/fax service should contact Sheraton Vancouver Wall Centre directly.

**Liability**

Community and Hospital Infection Control Association, Sheraton Vancouver Wall Centre, Western Display, and Livingston Events Logistics will not be responsible for the safety of exhibits against robbery, damage by fire, accident or other causes. Exhibitors should provide their own insurance for equipment and displays. The presence of watch officers do not constitute acceptance of any responsibility by the convention organisers for such security of the exhibitor's products, but is merely to assist the exhibitor during the convention.

**Fire protection**

Exhibits shall not encroach on aisle space and are reminded that they must remain within the space assigned. A minimum of eight (8) foot aisle must be maintained at all times.

All materials used for draping or decorations must be fire resistant or treated with a flame retardant solution to meet with a flame test as provided in the municipal code of the city of Vancouver for fire prevention. Dust covers for displays must be fire resistant or treated with a flame-retardant solution. Cartons, boxes and crates may not be stored under booths, behind displays or in any part of the exhibit area. These must be neatly piled in storage areas designated by the Sheraton Vancouver Wall Centre. All packing material must be returned to the empty cartons immediately.

No hazardous display of any nature will be permitted in any exhibition area without written permission of the Vancouver Fire Department and subject to local venue regulations. This includes open flames, hot coals, liquid propane, gas lighters, charcoal grills, flammable liquids, liquid propane gas cylinders, toxic liquid or gases, hazardous chemicals, etc., or any hazardous liquid, solids or gas of a similar nature. Fire hose cabinets and fire exit doorways must be kept clear at all times.

**Cancellation of agreement/Failure to Pay**

In the event that the balance due for booth rental is not remitted to the committee by **March 1, 2010**, the committee has the exclusive right to cancel the agreement with the exhibitor, thereby forfeiting the deposit.

**Failure to Occupy Space**

In the event that space is not occupied as per agreement by the close of exhibit installation, the exhibitor shall forfeit all payments made to date.

**Cancellation**

In the event that the committee receives notice of cancellation on/or before **March 1, 2010**, it shall refund to the exhibitor the entire payment, less an administration fee of \$500.00 per booth plus GST.

In the event that the exhibitor cancels the agreement after **March 1, 2010**, the entire prepayment shall be forfeited by the exhibitor unless the committee is able to re-sell said space under similar terms and conditions. In that event, exhibitor shall only forfeit the sum of \$500.00 per booth plus GST.

**Sponsorship Opportunities**

Sponsorship delivers a strong message to delegates, emphasizing your commitment and support. New Sponsorship Guidelines have been developed to increase benefits to sponsors and to acknowledge the partners and their members as the leaders in Canadian infection prevention and control. Please see the Sponsor Guidelines at [www.chica.org](http://www.chica.org), or contact the Conference Planner to discuss your involvement.

**Hotel Accommodation**

Exhibition firms requiring room accommodation at the hotel are requested to make reservations directly with the Sheraton Vancouver Wall Centre Please say that you are with the conference of the Community and Hospital Infection Control Association – Canada.

Sheraton Vancouver Wall Centre  
1088 Burrard Street  
Vancouver BC V6Z 2R9

Rates are subject to 10% Provincial Sales Tax, 5% Goods and Services Tax, and a 1.5% DMF (Destination Management Fee). Taxes are subject to change without notice.

Hotel Direct: 1-604-893-7120  
Toll Free (Hotel): 1-800-663-9255

Toll Free (Central Reservations): 1-800-325-3535  
Email: [reservations@wallcentre.com](mailto:reservations@wallcentre.com)

A personalized reservations web site for CHICA-Canada has been created. Guests can access the site to learn more about the event and to book, modify, or cancel a reservation from November 9, 2009 to June 8, 2010. Cut and paste the following link to a web browser:

<http://www.starwoodmeeting.com/StarGroupsWeb/res?id=0911092385&key=3FEDC>.

#### **Deadline for Reservations: April 26, 2010**

#### **Conference Tote Bag Inserts**

Company brochures/booth information may be inserted into the attendee conference tote bags for a fee of \$500 plus GST.

1. All items to be stuffed into the 2010 conference tote bag must be pre-approved by the Conference Planner. If you are unsure of the status of your materials to be stuffed, contact Gerry Hansen at [chicacanada@mts.net](mailto:chicacanada@mts.net) or telephone 1-866-999-7111.
2. You must provide 600 copies of your stuffer. The organizers will only distribute what is available at the time of stuffing. **Tote bags will be stuffed on Friday, May 28.** Anything received after that time will not be stuffed into the tote bags.
3. Boxes/containers must be clearly marked on the outside: "CHICA Conference Tote Bag Inserts".
4. All stuffer pieces should be shipped in advance to the 2010 Conference no earlier than **Wednesday, May 26** to the 2010 Conference Office, Chartroom, Sheraton Vancouver Wall Centre, 1088 Burrard Street, Vancouver BC V6Z 2R9
5. NOTE: CHICA-Canada will not distribute any stuffing materials that are considered to be hazardous or dangerous materials, e.g. needle sharps.

#### **Canadian Journal of Infection Control**

Exhibitors will receive a complimentary 30-word write-up in the spring 2010 issue of *the Canadian Journal of Infection Control*. Completed application forms must be received no later than **March 1, 2010** in order for journal space to be allocated to your company. **Do not send your 30 word write-up with this contract.** You will be contacted by the publisher.

#### **Special Events –**

##### **Sightseeing Tour – Tuesday, June 1 (5:30 pm – 8:30 pm)**

3 hour sightseeing tour of Vancouver and surroundings including Canada Place, Stanley Park, English Bay, Granville Island, and The Lookout. A brown bag snack is provided. \$50.00 per person plus GST. See Exhibitor Contract to book this tour.

##### **50s and 60s Sock Hop – Wednesday, June 2 (6:00 pm – 11:00 pm)**

Think Bobby Sox, Poodle Skirts, Leather. Think Happy Days!

The Special Event will be a time warp back to the 50s and 60s. With music by The Timebenders, fun will include hula hoops, twist contests, jive contests, limbo contests. Enjoy a Car Hop Dinner and Make Your Own Sundaes. The fee for this event is \$90 plus GST. Tickets can be purchased via the Exhibit Contract.

##### **Post Conference Sunset Dinner Cruise – Thursday, June 3 (6:00 pm – 9:30 pm)**

Staying in Vancouver on Thursday night, June 3<sup>rd</sup>? Join us for a Sunset Dinner Cruise through Vancouver Harbour with a delicious meal and good company. Tickets are \$78 per person plus GST and can be purchased through the Exhibit Contract.

#### **For more information:**

Gerry Hansen, Conference Planner  
CHICA-Canada  
PO Box 46125 RPO Westdale  
Winnipeg MB R3R 3S3

Courier address: 67 Bergman Crescent, Winnipeg MB R3R 1Y9

Telephone: 1-204-897-5990/1-866-999-7111  
Fax: 1-204-895-9595; Email: [chicacanada@mts.net](mailto:chicacanada@mts.net)  
<http://www.chica.org>