

CHICA - EASTERN ONTARIO
a Chapter of the
Community and Hospital Infection Control Association - Canada

2008 EDUCATIONAL WORKSHOP & CONFERENCE - EXHIBITOR INFORMATION

PROGRAM:

On behalf of CHICA - Eastern Ontario (formerly called EOPIC), we would like to invite to exhibit at our educational event on September 24 & 25, 2008. Our educational program includes evening Workshops on Wednesday September 24 from 6:30 pm - 9:30 pm and a full day Conference from 08.30 am - 4:00 pm on September 25.

PLACE:

At the Kingston Banquet & Conference Centre, Days Inn, at 33 Benson Street (just east of Division Street at Hwy 401 Exit #617) Kingston, Ontario. Phone: 613-546-3661 or 1-800-267-7888. Contact person is Allison Morgan at ext. 384.

EXHIBIT INFORMATION

Set-up:

September 24 after 7:00 pm or September 25 between 6:00 am - 7.30 am. The Days Inn is not able to store displays before September 24. Entrance to the conference & exhibit hall is down the stairs in front of the main door. Equipment may be brought in via the handicapped entrance to the left of the main door, then taken on the elevator to the conference level.

Tear Down:

Preferably at the conclusion of the conference at 4:00 p.m. However, as requested by exhibitors at our last conference, this year we have extended the morning & noon exhibit time so that exhibitors may leave after lunch. However, we ask that this be done **very quietly** in order not to disturb the adjacent presentations.

Exhibit Hours: (Times are subject to change.)
September 25: 7:30 am - 8:30 am Registration/Breakfast
9:30 am - 10:30am Refreshment break
12:00 noon - 1:10 pm Buffet lunch

Note: All refreshments on September 25 will be served in the Exhibit Hall

Exhibit table rental fee:

The tables are 8ft.X 30in. The rental fee is \$250 payable to CHICA-Eastern Ontario, and includes registration of a maximum of two representatives. We are not required to charge GST. **Deadline: 15 September 2008.**

Cancellation/refund policy:

Cancellation greater than 30 days before event: **Full rental fee less \$50.00.**
Cancellation within 30 days of event: **Payment forfeited unless table can be rented to another vendor. In that event a full refund will be made less \$50.00.**
Failure of vendor to occupy space on day of event: **No refund.**

Registration:

Space is limited & assigned as registrations received. Only those who have received email confirmation will have a space reserved. Representatives are asked to register at the Conference Registration desk on arrival.

Hotel Regulations:

Guests are not to tape, staple, tack or nail items to walls, doors, mirrors or floors. CHICA-EO will be held liable for any damage.

Hotel rooms:

Available for \$98 (single or double) plus tax. Please book by August 24th (as they are sold out for that night) & quote "CNV - CHICA " when booking.

Sponsorship:

If your company is interested in sponsoring a speaker or a refreshment/meal break, it would be most appreciated. Please contact the undersigned and/or note this on the registration form.

Please complete the Exhibitor Registration Form and send with fee to CHICA-Eastern Ontario (address on form).

Your support is most appreciated. If you have any questions or concerns please contact me.

Dana Anderson
Exhibit Coordinator
613-966-7717

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Form updated 27/03/08