

Canadian Society of Allergy and Clinical Immunology

La Société canadienne d'allergie et d'immunologie clinique

# EXHIBITOR GUIDE

## CSACI 2019



October 23-27, 2019

Du 23 au 27 octobre 2019

## **ABOUT THE CSACI**

The Canadian Society of Allergy and Clinical Immunology is the most comprehensive national annual scientific meeting gathering renowned allergists, scientists and research professionals across Canada and the globe under a single roof, where they discuss the research, achievements and advancements in the field of allergy, asthma and clinical immunology. This meeting will lay a platform for the interaction between experts and aims to advance scientific discoveries and major milestones.

The CSACI annual scientific meeting is a four-day meeting focused on providing the best education for the allergy community. It will offer our corporate partners in the field of allergy, asthma, and clinical immunology from Canada and around the world to meet specialists, researchers and allied health professionals in an atmosphere conducive to medical, scientific and social interaction.

It is a great example of what we can achieve together. We look forward to your involvement.

### **Why support the CSACI!**

The CSACI is a not-for-profit society recognized as the largest and most influential Canadian professional medical organization representing allergists, asthma specialists, clinical immunologists, allied health professionals and scientists with special expertise in the management of allergic/immunologic diseases, including treatment, education and research. ***The CSACI represents close to 500 Canadian and international members.***

The goals of the CSACI are to promote harmony and understanding between physicians and others of the medical profession engaged in the practice of allergy and clinical immunology as well as improving the quality of life of people with allergies through research, advocacy, and continuing professional development and public education. By being a CSACI partner, you can make a difference.

The CSACI offers a unique opportunity to increase your organization's exposure of products and services for asthma, allergy and clinical immunology.

# EXHIBITOR INFORMATION

The CSACI meeting will be held:

## **Hotel Bonaventure**

900, de La Gauchetière Ouest  
Montréal, Québec H5A 1E4 | Canada

### **DATES TO REMEMBER**

**JULY 2019**

Exhibitor registration opens

**JULY 31, 2019**

Application deadline for sponsorships

**OCTOBER 3, 2019**

Accommodation deadline at Hotel Bonaventure

**AUGUST 30, 2019**

Insurance forms due to the CSACI

**September 22, 2019**

***Early bird Registration deadline***

Exhibitor cancellation deadline

Deadline for giveaway requests

Deadline for photography/videography requests

**September 27, 2019**

Booth assignment to be emailed to all Exhibitors

## **CSACI ADVERTISING REGULATIONS**

Exhibitors must abide by all applicable Health Canada regulations. Exhibitors are reminded that Health Canada prohibits the advertising or other promotion of investigational or unapproved drugs and devices – please refer to the following link for more info: <https://www.canada.ca/en/health-canada/services/drugs-health-products/regulatory-requirements-advertising.html>.

Exhibitors may not hand-out, sell, commercialize, or take orders or names with respect to an investigational drug or device, or a device that is the subject of a pending application, unless limited to research or investigational use. These restrictions are not intended to limit the full exchange of scientific information regarding an investigational drug or device. **IF APPROVED, ALL HAND-OUTS MUST BE APPROVED BY THE CSACI BEFOREHAND.**

**FOR ANY ADDITIONAL INFORMATION PERTAINING TO EXHIBITS,  
PLEASE CONTACT THE CSACI HEAD OFFICE AT [info@csaci.ca](mailto:info@csaci.ca)  
or CALL 613-986-5869**

## EXHIBITOR RULES AND GUIDELINES

### Exhibit

APPLICATION FOR EXHIBIT SPACE (BOOTH) SHALL BE MADE IN WRITING – SEE EXHIBITOR APPLICATION FORM.

**PLEASE WAIT UNTIL YOU RECEIVE AN INVOICE BEFORE SENDING ANY MONIES.**

### THE ITEMS BELOW MUST BE REQUESTED ON THE CSACI EXHIBITOR APPLICATION FORM

Exhibits are either **8' X 10' OR 10'x10' (Patron Sponsors only)**, including the following: **(CSACI to determine which booth size you will receive):**

- One skirted standard table (6ft)
- Two chairs
- Electrical: 1500W, 120V 15amps of power
- Pipe and drape (8'x10' or 10' x 10' - 3' sidewalls)

#### **Booth Construction**

Patron booths are 10 x 10 or all other Standard booths are 8 x 10. All booths consist of 8 or 10 ft back wall drape and 3 ft sidewall drape.

**NOTE: BOOTHS CANNOT BE HIGHER THAN 8 FEET MAX.**

#### **Exhibitor Personnel:**

Exhibitors must staff their exhibit booth during the scheduled hours of the exhibit hall. Exhibit personnel are allowed in the exhibit hall during the full meeting hours and may remain in the exhibit hall one hour after the exhibits close each day.

**Upon arrival, please check-in at the CSACI registration desk.**

#### **EXHIBIT HOURS Exhibitor Set-up**

**THURSDAY, OCTOBER 24 07:00-10:30 – ALL EXHIBITS MUST BE COMPLETED BY 10:30**  
**PLEASE CONTACT THE CSACI OFFICE FOR ALTERNATE ARRANGEMENTS**

**IT IS AT THE DISCRETION OF THE EXHIBITOR WHEN TO SHOW UP AT THEIR EXHIBIT. PLEASE REFER TO THE PROGRAM FOR THE DAILY SCHEDULE.**

**Exhibiting Hours:**

Thursday October 24	12:00 PM - 1:00 PM –	<b><u>NOT MANDATORY – Exhibitor discretion</u></b>
Thursday October 24	2:00 PM - 3:30 PM –	<b><u>NOT MANDATORY– Exhibitor discretion</u></b>
Friday October 25	10:00 AM - 1:00 PM	
Friday October 25	2:00 PM - 3:30 PM	
Saturday October 26	10:00 AM - 1:30 PM	
Sunday October 27	10:00 AM to 1:30 PM	

**Dismantling:**

**Sunday, October 27 after 1:00 P.M.**

**PLEASE NOTE: ALL EXHIBITORS WHO DISMANTLE THEIR BOOTHS BEFORE SUNDAY, OCTOBER 27 1:00 P.M. WILL NOT BE INVITED TO EXHIBIT AT THE 2020 MEETING. PLEASE ADVISE THE CSACI OFFICE IF ALTERNATE ARRANGEMENTS NEED TO BE MADE.**

**EXHIBITOR MOVE-OUT**

For more information and helpful hints on post show procedures and move-out, please refer to:

The GES service manual

Or Communicate with:

GES Client services

514-367-4848 Ext 4

Email: [montreal@ges.com](mailto:montreal@ges.com)

Please be sure to reference:

Show name: CSACI 2019

Hotel Bonaventure

October 23-27, 2019

**Booth Assignment:**

Booth Assignment (Exhibit space) is assigned on a first-come, first-served basis with priority to higher level sponsors. We reserve the right to change location assignments at any time, as necessary. An information kit and floor plan will be provided on-site at your exhibit location.

**BOOTHS ASSIGNMENT WILL BE DETERMINED BY THE CSACI.**

**Registration:**

**ALL EXHIBITOR PERSONNEL MUST BE REGISTERED FOR NAME BADGES.**

Registration cannot occur without full payment of exhibiting fees. An exhibitor badge allows admission to all scientific sessions and social events (except for CAAIF Gala) breaks, all meals listed in the CSACI program.

For each exhibit space reserved, you will receive **one complimentary registration for the full conference**. Once full payment has been received the CSACI will forward you the free code. Registration for corporate/exhibitor representatives can be done by visiting our website, [www.csaci.ca](http://www.csaci.ca) - under the Annual Meeting Tab. **All individuals must complete the online registration form by SEPTEMBER 22, 2019.** Additional exhibitor badges can be purchased at a cost of \$1000 (+tax).

**Badges are non-transferrable and must be worn at all times.**

**Cancellation:**

The CSACI must be notified in writing in the event of cancellation. A partial refund of fees will only be made in the event that we are able to re-sell the space. **An administration fee of \$500 will apply to all exhibit space cancellations. An Exhibitor that reserves a booth and fails to inform the CSACI, by August 30, 2019 of its plans to not attend will not be reimbursed.**

**Insurance:**

It is the responsibility of all exhibitors to ensure that their insurance coverage is in good standing. The exhibitor shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Commercial General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the Contractual liability set forth in this Exhibit Agreement, in an amount not less than **\$2,000,000 Combined Single**. Limit for bodily injury, property damage, personal injury, advertising injury, contingent employer's liability and contractual liability. This policy shall be in effect during all hours of the conference, move-in and move-out.

If you use a contractor and/or a sub-contractor, you will ensure that your contractors and/or sub-contractors comply with the insurance provisions contained herein.

To obtain a certificate, you must contact your insurance provider. Simply provide your insurance company with the sample certificate posted online and request that they provide a certificate based on the sample. **Please note that the CSACI and the Hotel Bonaventure must be named as additional insured for the duration of the event.**

There is no charge to produce the certificate and your insurance company should be able to provide you with a copy of the certificate within a week of your request. **(See [attached sample insurance certificate](#)).**

**EXHIBIT MATERIAL HANDLING**

**BRINGING YOUR OWN MATERIAL**

**HOTEL BONAVENTRE does not provide any employees to assist with drayage, setup or storage of exhibit materials.**

## **NEW - Material Handling Paid By Exhibitors**

**Material Handling is the service performed by GES, to deliver exhibit materials from the receiving dock to the assigned booth space, removing empty containers and returning packed containers to the dock for outbound loading. Our dock staff is knowledgeable and thorough in the coordination of dock procedures with the goal of providing a smooth and “hassle free” move-in and move-out.**

**GES will provide services for Exhibitors as required. Material Handling services are billed to Exhibitors based on the weight of their exhibition freight and collateral. Any exceptions must be indicated in writing by the Show Organizer.**

### **MATERIAL HANDLING**

Exhibitors may hand-carry their own freight into the exhibit facility. All exhibitors handling their own freight will be responsible to arrange their own storage of empty containers during the show. No storage will be available on the show floor. The use of pump trucks and other mechanical equipment however, is not permitted. **Any material handled by GES will be charged according to the rates listed within the service manual.** Please refer to the GES Exhibitor Kit.

Please note: All items not ordered through GES direct may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact GES for quoted rates and rules applicable to the disposal of your exhibit properties.

### **ADVANCE WAREHOUSE SHIPPING INFORMATION -**

**Any material or package inappropriately identified will be returned to sender.**

**GES will accept crated, boxed or skidded materials beginning 01/10/2019 at the above address. (Please refer to the GES Exhibit Kit)**

**GES c/o YRC1725  
Chemin St-François  
Dorval, QC, H9P 2S1**



**AFTER THE CONFERENCE, YOU ARE RESPONSIBLE TO MAKE ALL NECESSARY ARRANGEMENTS FOR THE REMOVAL OF ANY EQUIPMENT OR MATERIAL TO BE SHIPPED BACK. PLEASE LET GES KNOW THE DATE AND TIME. ANY MATERIAL NOT REMOVED BY THIS TIME WILL BE REMOVED BY GES AT YOUR EXPENSE.**

**NOTE: GES, HOTEL BONAVENTURE OR THE CSACI WILL NOT PAY CUSTOMS, DUTY OR ANY “CODs” FOR ANY EXHIBITOR MATERIALS.**

### **STORAGE**

The HOTEL BONAVENTURE has NO STORAGE FACILITIES; they cannot accept material – only day of the event.

If any special arrangements need to be made, please contact GES.



Alexander Chavez | Coordonnateur Logistique | Logistics coordinator

Principal 514.861.9694 \*210

Mobile 514.838.1756

800, de la Gauchetiere O ste 1165

Montréal, Qc, H5A 1K6

[ges.com/ca](http://ges.com/ca) | [achavez@ges.com](mailto:achavez@ges.com)

It is strictly forbidden to store any merchandise on the shipping/receiving dock and in the back of the house corridors. We recommend in the event that you have a large amount of material or if such material is valuable, and must be pre-shipped that a moving company be engaged. Arrangements for storage and movement of your packages can be made with them. **Please advise GES of your plans and decisions in this regard.**

### **FOR SHIPMENTS COMING FROM OUTSIDE CANADA ONLY**

**PLEASE REFER TO THE CUSTOMS INFORMATION AT WWW.CSACI.CA**

## **OTHER IMPORTANT INFO:**

### **Attire:**

Attire of all exhibit personnel should be consistent with the professional atmosphere of the Annual Meeting.

### **Booth/Promotional Activity:**

Booth/promotional activities, such as demonstrations, live interviews, market research, etc., may not interfere with normal traffic flow nor infringe on neighboring exhibits. Booth/promotional activities will not be permitted outside of the exhibitor's assigned booth space.

### **Care of Exhibits:**

Exhibitors are responsible for any damage to the Hotel Bonaventure, including floor, ceiling, walls, carpeting, etc. Exhibitors are advised that the Hotel Bonaventure does not permit any article to be fastened on walls or electrical fixtures. The use of thumbtacks, scotch or masking tape, nails, screws, bolts or any tool or material, which could mark the floor or walls, is prohibited. The use of glitter, confetti, Helium balloons and stickers is strictly prohibited.

**Any property damaged by an exhibitor must be restored or replaced to its original condition by the exhibitor and at the exhibitor's expense.**

### **Distribution of Advertising Material:**

Canvassing or distribution of advertising material by an exhibitor or anyone representing a non-exhibiting firm is strictly prohibited outside of the exhibitor's booth space or in any part of the exhibit hall, meeting rooms, public areas of the Hotel Bonaventure.

### **Emergency:**

The CSACI and the Hotel Bonaventure shall not be held liable if the exhibition is cancelled, postponed or relocated on account of fire, strikes, government regulations, casualties, Acts of God, or other causes beyond the control of the CSACI and the Hotel Bonaventure.

### **Exhibitor Payments:**

Applications require full payment of the booth rental fee by August 30, 2019. Space assignment will not be made without the appropriate payment. Booths will not be allowed to exhibit if the full payment has not been received by the CSACI prior to move-in. If booth space is not paid in full by August 30, 2019, the exhibiting company will be prohibited from registering staff for the Annual Scientific Meeting.

**Fire Safety:**

**Hotel Bonaventure is fully equipped with fire safety system. Because of this sensitive fire alarm system, the use of any type of fireworks and smoke machines are prohibited. Therefore, no candles are allowed. Displays and/or exhibits will not be set up on any covering that are not fireproof. All displays and/or exhibits must be maintained in a safe manner so as not to create any danger to any other exhibitor or participants at the display and/or exhibit and must be in accordance with the Quebec-Montreal Fire Code and Hotel Bonaventure Emergency Procedures. No meeting room set up or exhibit layout is to obstruct any fire exits or designated aisle space. All set ups and layouts must allow a clearance of a six-foot semicircular radius in front of each access and exit door.**

**Food and Beverage:**

The CSACI reserves the right to control the sampling of food, beverages, and confectioneries, including alcohol. Please contact the CSACI for guidelines and to seek approval.

**Internet**

Wi-Fi is free but anything extra (i.e. video wire, additional electrical needs, etc.) will need to be acquired. Please contact the CSACI for more info.

**Photography/Videotaping:**

Any exhibitor who wishes to employ an outside vendor to videotape or photograph their exhibit booth, activities, personnel, etc. must submit a written request to the CSACI no later than September 20, 2019. These vendors will only be allowed into the hall during show hours. All other videotaping and photographing within the exhibit hall is prohibited.

**Press:**

Press releases or media alerts must be reviewed and approved a minimum of three weeks in advance by the CSACI Annual Scientific Meeting.

**Responsibility:**

The exhibitor hereby assumes the entire responsibility and hereby agrees to protect, defend, indemnify and save the conference organizers, the CSACI, the Hotel Bonaventure, its owners, its operators and each of their respective parent companies, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its products, materials, installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof.

**Restriction of Exhibits:**

The CSACI reserves the right to restrict or prohibit exhibits that are deemed unacceptable for any reason. This may include people, items, conduct, printed materials, or anything that may be objectionable to the exhibition. If such restriction occurs, the CSACI will not be liable for any refunds, rentals or exhibit expenses. The decision of the CSACI regarding exhibit applications is final.

**Security:**

The CSACI and the Hotel Bonaventure cannot guarantee against loss or damage of any kind. Exhibitors are responsible for the exhibit materials. Please ensure that all small display and personal items are secure before leaving the display. Therefore, **PLEASE DO NOT LEAVE LAPTOPS OR ANY ITEMS OF VALUE UNATTENDED AT ANY TIME AT YOUR BOOTHS.**

**Smoking Policy**

**The Hotel Bonaventure is a non-smoking facility, as per the City of Montreal bylaws. Smoking is permitted only within designated areas at the exterior of Hotel Bonaventure as allowed by law. This policy includes e-cigarettes, the use of which is not permitted in City of Montreal buildings.**