



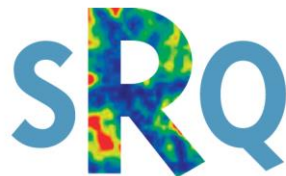
Canadian Society of Breast Imaging
Société canadienne de l'imagerie mammaire

CSBI, SRQ & COMP

Joint Conference

May 18-19, 2019

Exhibitor Kit



Société
de radiologie
du Québec

Former
Rassembleur

COMP
Canadian Organization
of Medical Physicists



OCPM
Organisation canadienne
des physiciens médicaux



Thank you for joining us for the CSBI, SRQ and COMP joint conference. The following provides you with general information and guidelines pertaining to your exhibit space. Should you have any questions, please do not hesitate to contact Natalie St-Pierre at: nst-pierre@car.ca or Anne Sabourin at: asabourin@fmsq.org. We look forward to your participation.

REGISTRATION

All exhibitors must register online by May 10, 2019. Once on site, exhibitors are to collect their individual name badges and applicable material from the registration desk. Exhibitors are asked to wear their name badges at all times. To register, please click here:

https://events.myconferencesuite.com/CSBI_Annual_Conference/reg/landing using the following comp code:

Christie Innomed	CSBIEXH19-1
GE	CSBIEXH19-2
Densitas	CSBIEXH19-3
Volpara	CSBIEXH19-4
Siemens	CSBIEXH19-5
Bard	CSBIEXH19-6
Apexium Medical	CSBIEXH19-7

EXHIBITION INFORMATION

Date May 17-19, 2019
Site Hotel Chateau Laurier Québec, Québec City
Exhibition's rooms Foyer des Plaines
Space 10' X 8'
Material included 6ft table, 2 chairs, standard electricity and Internet

RECEIVING

Receiving address Hotel Château Laurier Québec
1220 Place George V O,
Québec City, Québec G1R 5B8

Information to appear on each box

Hotel Chateau Laurier Quebec
1220 Place George, Quebec, QC G1R5B8
Event : SRQ & CSBI Conference
Event Contacts: Natalie St-Pierre & Chantal Héту-Neuman
Hotel Contact: Mylène Bérubé
Event location: Foyer des Plaines
May 17-19, 2019



RECEIVING AND SHIPPING

All shipped material should be at the hotel maximum 2 working days prior the event. Please contact the Maître d'hôtel if you have any questions upon arrival

The delivery is open from Monday to Friday, 8:00 am to noon and 1:00 pm until 4:00 pm. Please note that the maximum length permitted is 26' including tailgate

SCHEDULE

Set-up	Thursday, May 16, from 8:00 pm until 10:00 pm <i>(please note* it may be possible to set up earlier dependent on the hotel's availability)</i>
Dismantle	Sunday, May 19 at 1:00 pm(noon)
Exhibit hours	Friday, May 17 from 7:00 am until 3:30 pm Saturday, May 18 from 7:00 am until 12:30 pm <i>*no valuables should be left in the Foyer during the afternoon before the reception</i> Saturday, May 18 from 5:00 – 6:00pm <i>(vendor cocktail)</i> Sunday, May 19 from 7:00 am until 1:00 pm

CONFERENCES

Exhibitors are permitted in the conference room: however, canvassing and solicitation are strictly forbidden.

MEALS

Please refer to the agenda for locations of meals.

SERVICES

Complimentary WI-FI Internet and one standard electricity plug is included with your sponsorship. If you have other needs than those mentioned above, please let us know as soon as possible. Fees might be charged according to your request.

ROOM RESERVATION

Hotel Chateau Laurier Quebec is proud to offer discounted rates. To book your hotel rooms for the conference please call 418-524-8768 / 1-800-463-4453 or by email reservation@vieuxquebec.com. For the special rate, the following confirmation code must be provided at the time of booking: **28533**.



Please note room block expires April 22, 2019

EXHIBITOR REGULATIONS

Thank you for joining us at the joint CSBI, SRQ and COMP conference in Quebec City. The following provides you with the regulations as a sponsor and exhibitor of the conference.

USE OF DISPLAY SPACE

- All demonstrations, as well as distribution of literature and promotional materials, must be confined to the limits of the exhibitor's booth or assigned table display space.
- Soliciting to hotel guests is strictly prohibited.
- Exhibits that include the operation of audio equipment or any noise-making machinery must be operated so that the resulting noise will not annoy or disturb adjacent exhibitors.
- No exhibitor shall have the right, prior to closing of the exhibition, to pack or remove articles from the exhibit without permission.
- Nothing shall be posted on, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or
- Exhibitor agrees to pay for any damage to the function space that occurs while they are using it. Exhibitor will not be responsible, however, for ordinary wear and tear or for damage that it can show was caused by persons other than the exhibitor and its attendees.

CARE OF EXHIBITS

Exhibitors are responsible for any damage to the hotel, including floor, ceiling, walls, carpeting, etc. Exhibitors are advised that the hotel 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. Any property damaged by an exhibitor must be restored or replaced to its original condition by the exhibitor or at the exhibitor's expense.

SECURITY

It is the responsibility of each exhibitor to protect display material from loss or damage. The exhibit area will be not be locked by the Hotel after exhibit hours. Please do not leave laptops or any items of value unattended at any time.

COMPLIANCE

Exhibitor assumes total responsibility for compliance of all federal, provincial, and local laws and regulations, as well as the rules and regulations of the hotel. All laws, rules and regulations, including health and safety codes, must be strictly observed. Failure to comply will result in immediate eviction of exhibitor.

LIABILITY

The Exhibitor hereby assumes entire responsibility and hereby agrees to protect, defend, indemnify and save the Hotel, its owners, its operator, Starwood Hotels & Resorts Worldwide, Inc., and each of their respective parents, 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 installation, removal, maintenance, occupancy or use of the exhibition



premises or a part thereof, excluding any such liability caused by the sole gross negligence of the Hotel and its employees and agents.

The Exhibitor shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Comprehensive 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 personal injury and property damage. The Hotel, its owners and its operator shall be included in such policies as additional named insured. In addition, The Exhibitor acknowledges that neither the Hotel, its owners and its operator maintain insurance covering exhibitor's property and that it is the sole responsibility of The Exhibitor to obtain business interruption and property damage insurance insuring any losses by The Exhibitor.

CANCELLATION/TERMINATION OF EXHIBITION

In the event the Hotel becomes unfit or illegal for occupancy, or becomes substantially interfered with by reason of picketing, strike, embargo, injunction, act of war, act of God, fire or state of emergency declared by a government agency, or by reason of any other occurrence beyond the control of the Hotel, the Hotel reserves the right to cancel the exhibition. In such cases, a refund of all amounts paid by the exhibitor to the Hotel will be given.

SHOW MANAGEMENT

The exhibition is organized and managed by the CAR and SRQ. The Show Management shall have full power to interpret, amend and enforce these rules and regulations, provided any amendments, when made, are brought to the notice of exhibitors. Each exhibitor, for himself and his employees, agrees to abide by the foregoing rules and regulations and by any amendments or additions thereto in conformance with preceding sentence.

SPONSOR AND DELEGATE ENGAGEMENT

Please note that, in compliance with accreditation standards, your company logo will not be displayed during educational sessions at the conference.

Accreditation of CPD event guidelines were formulated with consideration given to existing guidelines of the Canadian Medical Association, the Royal College of Physicians and Surgeons of Canada (RCPS) and the SRQ/CAR's Guidelines for Relationships with Sponsors of CPD Activities. These guidelines are designed to maximize your participation while maintaining professional impartiality.

ASSIGNMENT OF BOOTH SPACE

Exhibit space will be assigned by the event management team on a first come-first served basis with priority given to sponsors and previous exhibitors. The CAR does not permit end-cap booths, meaning an 8'x10' booth that is exposed to aisles on three sides. The CAR also does not permit exhibitors to purchase linear booth spaces that are across the aisle or diagonal from one another. Example: If an exhibitor wants to purchase two 8'x10' spaces across the aisle from one another, this would not be permitted.

INSTALLATION AND DISMANTLING OF EXHIBITS

The event management reserves the right to fix the time for the installation of a booth prior to the show opening and for its removal after the conclusion of the show. Under no circumstances will the addition to or removal of any portion of an exhibit be permitted during show hours. All booths must remain intact until the close of the show. Installation must occur only during the installation times designated above. See the installation set up and tear down times on page 2. If the official exhibit hall schedule changes, all



exhibitors will be notified in writing. Exhibitors are expected to make travel arrangements in accordance with this schedule. Each exhibitor will complete arrangements for removal of his or her material from Hotel Chateau Laurier in accordance with the instructions provided. Any material not called for by said time and date will be shipped at the exhibitor's expense, by a carrier selected by the official drayage contractor. No one under the age of 18 will be permitted on the exhibit floor during installation and dismantle hours.

RATES AND REFUNDS

No application will be processed, or space assigned, without a payment of the total cost. Space must be fully paid upon 30 days of receipt of invoice. If assigned space is not paid within 30 days, it may be reassigned at the discretion of Show Management. Any exhibitor who cancels all or part of purchased booth space on or prior to May 01, 2019 will receive a full refund, less a \$100 administrative fee. Any exhibitor who cancels all or part of a purchase booth space between May 2-17, 2019 will not receive a refund and CAR/SRQ will retain as liquidated damages all monies paid. If cancellation in whole or part is made after May 1, 2019, the exhibitor shall be liable to the CAR, as liquidated damages, for the unpaid balance of the total rental value of the space canceled. Cancellation request must be submitted in writing to Natalie St-Pierre at: nst-pierre@car.ca.

ARRANGEMENT OF EXHIBITS

Any portion of an exhibit that obstructs the view, interferes with the privileges of other exhibitors, extends beyond the designated booth space or for any reason becomes objectionable, must be immediately modified or removed by the exhibitor. The Show Management reserves the right to inspect the quality of the appearance of each booth prior to show opening. Where necessary, masking tape will be placed to cover unsightly wires, unfinished backwalls, etc. at the exhibitor's expense.

BOOTH DESIGN

The regulations listed herein are not intended to unduly restrict exhibits as to either design or utility. The spirit in which the rules are presented is to create and maintain an open atmosphere on the exhibit floor. In designing exhibits, traffic flow, good judgment and consideration for neighboring exhibitors and attendees should be primary objectives. Every effort has been made to ensure the accuracy of all information distributed by the CAR, SRQ and COMP; however, due to the ever-changing needs and maintenance schedules of facilities, such as the Hotel Chateau Laurier, up-to-the-minute information is not always available. With this in mind, we remind all exhibitors and its contractors or agents can make no warranties as to the accuracy of floor plans used in conjunction with or pertaining to the exposition. If locations of building columns, utilities or other architectural components of the facility are considerations in the construction of an exhibit, it is the responsibility of the exhibitor and/or his /her agent to physically inspect the facility to verify all dimensions and locations.

SUBLEASING OF SPACE

Exhibitors may not assign, sublet or apportion to others the whole or any part of the space allocated, and may not display goods or services other than those manufactured or regularly distributed by them.

EXHIBITOR'S PERSONNEL

Exhibitor badges will be made available to the official company representatives for distribution to exhibitor personnel. The official badge must be worn whenever a representative is in the exhibit hall. All personnel representing the exhibitor or his or her agents on the exhibit floor during installation and dismantling must be properly identified. Each exhibit must be fully operational and staffed during open exhibit hours as defined in rule 1. Booths should be manned by company specialists who are qualified to



discuss details of their company products or services. Distribution of advertising material and souvenirs must be confined to the exhibitor's booth. Canvassing or distribution of advertising material or souvenirs in the exhibit hall by representatives of non-exhibiting firms is strictly forbidden. Selling of merchandise on the exhibit floor is strictly prohibited.

SOUND DEVICES AND LIGHTING AND OTHER PRESENTATION DEVICES

Public address, sound producing or amplification devices that project sound must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent exhibitor and their patrons, nor cause the aisles to be blocked. Speakers and or other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Noise levels must be held to an 80-decibel maximum at all times. Show Management will monitor the 80-decibel regulation on-site. If an exhibitor continues to operate noisemaking exhibits in excess of 80-decibels after the first warning, Show Management reserves the right to cut the power of the offending mechanism, or otherwise ensure the noisemaking mechanism is shut off. Any expenses incurred in this instance will be the sole responsibility of the exhibitor.

HANDOUT MATERIALS

Promotional giveaways and exhibitor prize drawings are **NOT** permitted. All hand-out materials are expected to be of professional nature. The Show Management reserves the right to disallow any material that it believes to be inappropriate. No exhibitor may use the CAR, SRQ or COMP names or any of its affiliate organizations in conjunction with any promotional activity or award in the exhibit hall without the expressed written consent of Show Management. Please contact Natalie St-Pierre at: nst-pierre@car.ca to confirm the details of your handout materials.

FIRE, SAFETY AND HEALTH

The exhibitor assumes all responsibility for compliance with local, city and provincial ordinances and regulations covering the fire, safety and health. All exhibit equipment and materials must be located within the booth. No combustible material will be stored in or around exhibit booths.

STORAGE

The exhibitor should make arrangements with the contracted decorator/show manager for storage of packing boxes and crates during the exhibition. The CAR assumes no responsibility for damage or loss of packing boxes or crates.

FOOD AND BEVERAGE

Exhibitor distribution of food and beverages for consumption in the buildings is prohibited, except with written permission from Show Management. All requests must be submitted in writing.

LIABILITY AND SECURITY

The CAR, SRQ or COMP makes no warranty, expressed or implied, that security measures will avert or prevent occurrences that may result in loss or damage. Each exhibitor must make provisions for the safeguarding of his or her goods, materials equipment and display at all times. The CAR, SRQ or COMP will not be liable for loss or damage to the property of exhibitors or their representatives or employees from theft, fire, accident or other causes. The CAR, SRQ or COMP will not be liable for injury to exhibitors or their employees or for damage to property in their custody, owned or controlled by them, which claims for damages, injury, etc., may be incident to or arise from, or be in any way connected with their use or occupation of display space, and exhibitors will indemnify and hold harmless against such claim.



The exhibitor assumes all liability for any damage to the facility's floor, walls, lighting fixtures, etc. as a result of exhibitor negligence. The exhibitor will abide by and observe all laws, rules, regulations and ordinances of any government authority and of the contracted facility. The exhibitor will pay and save the CAR, SRQ and COMP, its Board, members, staff and other representatives, and Hotel Chateau Laurier harmless from any and all damages, loss or liability of any kind whatsoever resulting from injuries to persons or property occurring within the Hotel Chateau Laurier occasioned by any act, neglect, or wrongdoing of the exhibitor or any of its officers, agents, representatives, guests or employees, invitees or other persons permitted by the exhibitor upon the premises, and the exhibitor will at its own cost and expense defend and protect the CAR, SRQ, COMP and Hotel Chateau Laurier against any and all such claims or demands.

TRADEMARKS

The CAR will be held harmless for any trademark, trade name, copyright or patent infringement on any printed materials belonging to or distributed by any exhibitor. Use of the Hotel Chateau Laurier logo, design, trademark, trade name, patent, copyrighted work or symbol must be approved in writing by Hotel Chateau Laurier marketing department.

PHOTOGRAPHING OF EXHIBITS

Each exhibitor has control over the space it has rented and may prevent those considered its competitors from gaining access to or photographic or videotaping its exhibit. The taking of pictures, other than by the official photographer, is expressly prohibited during setup, dismantling and non-exhibit hours. Cameras will not be allowed on the exhibit floor. The use of a camera cell phone is prohibited during the above-mentioned hours. Only the exhibitor may grant permission to have its exhibit photographed, videotaped, or an audio presentation taped, during exhibit hours. No exhibitor shall deny any reasonable request from Show Management or of the official photographer to photograph the exhibit from outside the perimeter of the booth.

LIST PUBLICATIONS

The list of exhibitors, in whole or in part, shall not be published other than in the CAR, SRQ and COMP 2019 official publications.

VIOLATIONS

The CAR, SRQ and COMP may at its discretion take away all or part of future exhibiting privileges for violations of the Rules and Regulations. In addition, violation of any of these Rules and Regulations by the exhibitor or his or her employees or agents shall at the option of the CAR, SRQ and COMP forfeit the exhibitor's right to occupy space and such exhibitor shall forfeit to CAR and SRQ all monies paid or due. Upon evidence of violation, the CAR and/or SRQ may take possession of the space occupied by the exhibitor, and may remove all persons, and goods at the exhibitor's risk. The exhibitor shall pay all expenses and damages that the CAR and SRQ may incur thereby.

SEVERABILITY

All agreements and covenants contained herein are severable, and in the event any of them shall be held to be invalid by any competent court, this agreement shall be interpreted as if such valid agreements of covenants were not contained herein.



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