



2010 CAO/CAOMS Joint Scientific Session



September 23-25, 2010

**The Fairmont Chateau Whistler
Whistler, British Columbia**



CAO-CAOMS Annual Conference

September 22 – 25, 2010, Fairmont Chateau Whistler Resort, Whistler, BC

Exhibit Hours:

Friday, September 24, 2010

7:00 a.m. – 8:00 a.m.
10:00 a.m. – 10:30 a.m.
12:00 p.m. – 2:00 p.m.
3:00 p.m. – 4:00 p.m.

Saturday, September 25, 2010

7:00 a.m. – 8:00 a.m.
10:00 a.m. – 10:30 a.m.
12:00 p.m. – 2:00 p.m.
3:00 p.m. – 4:00 p.m.

[Times are tentative: to be confirmed when program finalized]

EXHIBIT BOOTHS: Each booth space will be equipped with a standard booth, backwall 8 feet high and sidewalls 3 feet high covered with burgundy flame proofed drapes, one 6 foot skirted table and 2 chairs. Booth Size: 8' deep and 10' wide.

CEILING HEIGHT: All booths must have a maximum height of 9 feet.

ASSIGNMENT OF SPACE: Booths are assigned on a "first-come-first-serve" basis. Location compatibility is at the discretion of the CAO and CAOMS.

INSTALLATION/DISMANTLE: Displays can be set up beginning at 12pm, Thursday, September 23rd and should be in place and completed by 6pm. No display should be dismantled before the official closing time of 4:00 pm on Saturday, September 25th. All exhibit material must be packed and removed from the exhibit floor by 6pm on Saturday, September 25th.

LOCATION: The Fairmont Chateau Whistler
4599 Chateau Boulevard, Whistler, BC V0N 1B4
(P) 604-938-8000
Macdonald Ballroom and Foyer

SECURITY: Will be provided during non-exhibit hours

DISPLAY CONTRACTOR: The firm "Whistler Show Services" has been appointed Official Supplier of Exhibit Services and Equipment. An illustrated catalogue will be sent to confirmed exhibitors.

Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury to persons or damage to exhibitor's display, equipment or other property brought upon the premises of the hotel and agrees to indemnify, defend and hold harmless the Group, the Hotel and its owners, servants, agents and employees against all claims or expense for such losses, including reasonable attorney's fees, arising out of the Hotel premises excluding any liability caused by the negligence of the Group or the Hotel or its owners, servants, agents and employees.

SHIPPING AND STORAGE: Shipment of materials will be at the expense of the exhibitor. Due to lack of storage at the hotel, all shipments should be sent to Whistler Show Services from Monday September 13th up to Tuesday September 21st, 2010.

For all shipping arrangements and applicable costs contact:

Joanna MacAlister
Whistler Show Services
3 – 1208 Alpha Lake Road
Whistler, BC V0N 1B4
(P) 877-938-4891
(F) 604-938-4892
(Email) info@whistlershowservices.com

Please note that not all courier/freight companies deliver to Whistler on a daily basis.

All shipments must be clearly marked with the conference name, shipping address, booth number, company name, number of pieces, as follows:

Conference Name
c/o Whistler Show Services
3 – 1208 Alpha Lake Road
Whistler, BC V0N 1B4
Booth #:
Exhibit Company Name:
of Pieces:

MATERIAL HANDLING: The Fairmont Chateau Whistler will not accept shipments prior to the exhibitor move-in date of September 23, 2010. Shipments received at the hotel in advance of the move-in date will be re-directed to Whistler Show Services and applicable storage charges will apply.

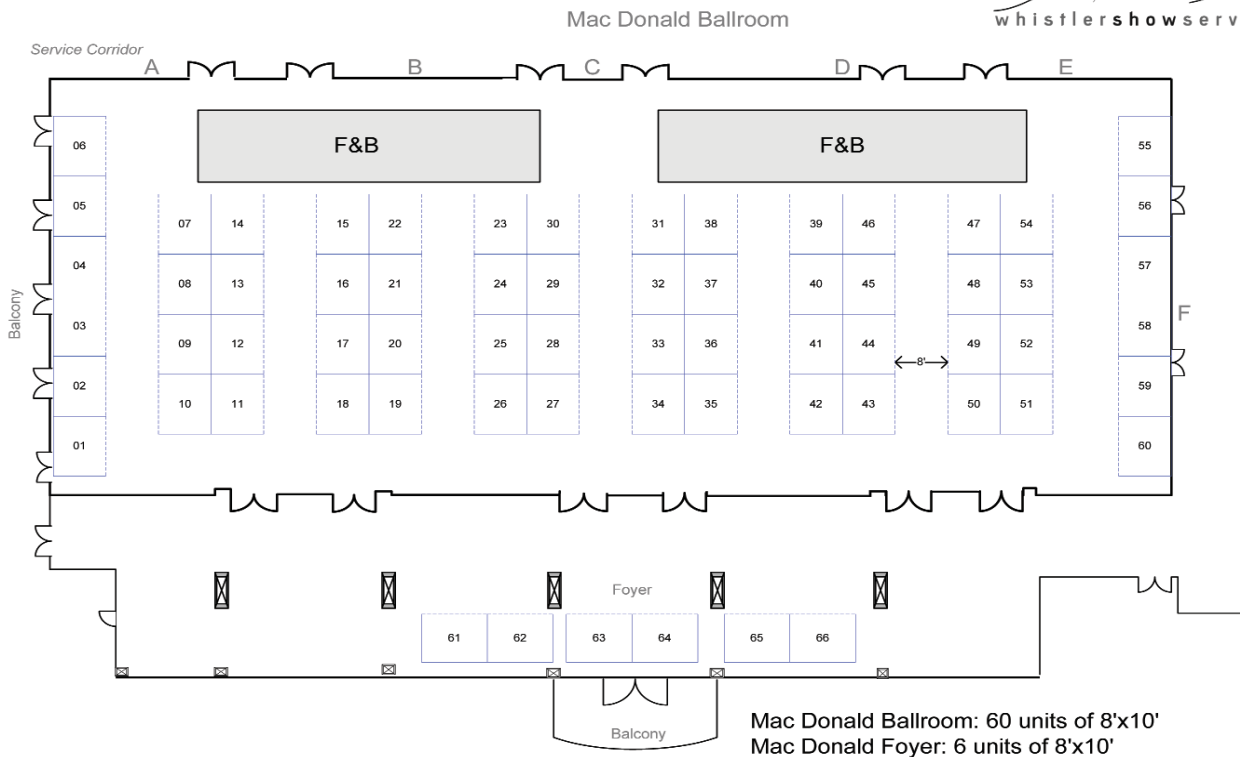
Drayage and material handling services are provided by Whistler Show Services. These services include transporting material to the exhibitor's booth location, removal of crates to designated storage areas, return of crates to booth at close of show as well as receiving of advance shipments at their warehouse. Contact Whistler Show Services for complete details.

SHOW CLOSING: Any shipment left on the show floor at the Fairmont Chateau Whistler after the move out period will be returned to Whistler Show Services warehouse at the Exhibitors expense until the shipper completes the correct paperwork for shipping.

CUSTOMS BROKERS: all custom needs, we recommend that you deal directly with Livingston Event Logistics as they will assist you in the completion of all customs documents. They can be reached at:

Livingston Event Logistics
Robert Skelly
(P) 800-663-0301 ext. 2108
(F) 604-687-5535
(Cell) 604-306-1342
(Email) rskelly@livingstonintl.com

ELECTRICAL CONNECTIONS: 1 – 1500 Watt Electrical duplex outlet will be included with each booth. Additional electrical maybe ordered and paid for through Whistler Show Services.



Exhibitor Rules & Regulations

Space Restrictions:

All demonstrations, discussions or other activities, such as the distribution of descriptive literature of any kind, must be confined to the Exhibitor's own booth.

No exhibitor shall assign or sublet the whole or any part of assigned space.

Exhibits in conventional booth spaces are not limited as to the type of exhibit installed, however, the approved maximum height for all regular booth display spaces is 9 feet, including signs. There can be no exception on this height limitation. So that the display value of an adjoining booth is not destroyed, sidewalls, fixtures, and other display material may be erected to the maximum height of 9 feet, only in that portion of the booth extending not more than 48 inches from the backwall. From that point (48 inches from the backwall), to the front of the booth, fixtures, tables, counters and other display material must not exceed a height of 50 inches.

Nothing shall be pasted on, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture. Exhibitors violating this regulation are expressly bound, at their expense, to repair any such damage to the Hotel.

Fire Precautions:

No combustible decorations, such as crepe paper, cardboard, or corrugated paper, shall be used at any time. All packing containers, and/or wrapping paper must be removed from the floor and must not be stored under tables or behind displays. All muslin, velvet, silken or any other cloth decoration must be flameproof. All materials and fluids which are flammable are to be kept in safety containers. Open flames, butane, gas, oxygen tanks, etc., are not permitted.

Hold Harmless:

Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save CAO and CAOMS, The Fairmont Chateau Whistler and its employees and agents, harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorneys fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of The Fairmont Chateau Whistler and its employees, and agents.

In addition, Exhibitor acknowledges that the CAO and CAOMS, The Fairmont Chateau Whistler, do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption of property damage insurance covering such losses by Exhibitor.

Exhibitors' Booth Personnel:

Booths must have Exhibitor personnel in the booth during exhibit hours. Exhibitors will receive badges for booth personnel, maximum two per booth, without charge, unless otherwise negotiated.

Admission to the Exhibit Area:

Admission to the Exhibit area will be by badge only and this rule will be strictly enforced. Additional Exhibitor representatives and persons wishing to visit the exhibit area only must obtain an Exhibits Visitor's badge from CAO-CAOMS show management.

Show Closing:

At the close of the show, Exhibitors should make certain that proper instructions have been given regarding the return of exhibit material to exhibitor facilities.

EXHIBIT/SPONSOR INFORMATION:

CAO-CAOMS Conference Office, 2175 Sheppard Avenue East, Suite 310, Toronto, Ontario M2J1W8
Tel. (416) 491-3186 Toll Free: 1-877-CAO-8800 Fax (416) 491-1670 Website: www.cao-aco.org



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Contract for Exhibit Space

Booths 8' deep x 10' wide – \$1,500 Canadian (+\$180.00 BC HST of 12%)

Please Print or Type:

Company Name

Address

City Prov P/C

Phone – – Fax – –

Contact Person

E-mail

Booths will be assigned on a "first-come-first-served" basis. There is a limited number of booths and we expect to sell out quickly. No exhibitor shall assign or sublet the whole or any part of an assigned space.




Please indicate choice of booth space, in order of priority: 1. # _____ 2. # _____ 3. # _____

Type of product/service(s) to be displayed _____

Companies you would like to be near: _____

Companies you **do not** wish to be near: _____

In addition to exhibiting or in lieu of attending, would you be interested in making a donation, or sponsoring an event either materially or financially? _____
All sponsors will be acknowledged at the convention. Yes No Under consideration

   or make cheque payable to **CAO-CAOMS Conference**

Credit Card #: Expiry Date: _____

Name on Card: *(please print)* _____

Signature: _____

Please complete and mail form with your cheque payable to CAO-CAOMS Conference: 2175 Sheppard Avenue East, Suite 310, Toronto, Ontario M2J 1W8
Phone: (416) 491-3186 / 1-877-226-8800 Fax: (416) 491-1670 E-mail: CAO@taylorenterprises.com

The CAO-CAOMS Conference Committee reserves the right to accept or to decline the participation or advertising or exhibiting of any product, service, organization or other entity in our materials, events, programs, conferences and all of our activities including any of such in which we collaborate with other organizations, affiliates or other entities.

GST Registration #R-126215193