

An Opportunity to Exhibit

CAO 63rd

Annual Scientific Session



September 22-24, 2011

Halifax Marriott Harbourfront Hotel
Halifax, Nova Scotia





63rd CAO Annual Scientific Session of the Canadian Association of Orthodontists September 22 - 24, 2011, Halifax Marriott Harbourfront Hotel

Exhibit Hours: <i>(Estimated)</i>	Friday, September 23, 2011	10:00 am – 10:30 am
		12:00 pm – 2:00 pm
		3:15 pm – 3:45 pm
	Saturday, September 24, 2011	10:30 am – 11:00 am
		12:00 pm – 2:00 pm
		3:15 pm – 3:45 pm

EXHIBIT BOOTHS: Each booth space will be equipped with a standard booth, backwall 8 feet high and siderails 3 feet high covered with royal blue flameproofed drapes, one 6 foot royal blue skirted table, and 2 chairs. Booth size: 8' deep x 10' wide. The floor is carpeted. Booth height will have a maximum height of 9 feet.

ASSIGNMENT OF SPACE: Booths assigned on a "first-come-first-served" basis. Location compatibility at the discretion of the Exhibit Manager.

INSTALLATION/DISMANTLING: Displays can be set up beginning at 1:00 pm, Thursday, September 22nd and should be in place and completed by 6:00 p.m. No display should be dismantled before the official closing time of 3:45 pm, Saturday, September 24th. All exhibit material must be packed and removed from the exhibition floor by 6:00 p.m. of the same day.

LOCATION: Halifax Marriott Harbourfront Hotel, 1919 Upper Water Street, Halifax, NS B3J 3J5 (Reservations: 1-800-943-6760.)

SECURITY: Will be provided during non-exhibit hours.

DISPLAY CONTRACTOR: The firm "Global Convention Services Ltd." 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: Materials can not be shipped to the hotel prior to September 22nd as there is no site storage for large crates. Shipping can be arranged through Rosemarie Bera, Lange Transportation & Storage Services, Tel: (905) 362-1290, Ext. 226 or 1-800-668-5687, Fax: (905) 362-1285, Email: rosemarieb@langeshow.com and cost information will be provided in your exhibitor package. For Advanced Material Handling and Storage, please contact Global Convention Services. It will be the exhibitor's responsibility to arrange for the shipping of all materials and for moving exhibitor material from the hotel loading dock area to the booth location prior to set-up time, unless it has already been pre-arranged with Global Convention Services.

Material Handling: Due to the limited amount of storage facilities, the Halifax Marriott Harbourfront Hotel will not accept advance shipments. Please contact Global Convention Services for Advanced Material Handling Services. For delivery directly to show-site only, all materials must be shipped pre-paid and scheduled to arrive on move-in day only, September 22, 2011. All direct shipments must be pre-arranged with Global Convention Services. All Direct Shipment must then arrive during the Scheduled Exhibitor Move-in time only, 1:00pm - 6:00pm, on September 22, 2011 to ensure a Global Representative is on-site to receive your freight and take it to your booth space. The exhibitor's representative must be on-site to sign for the shipment or contact "Global Convention Services" if you would like them to handle your on-site materials.

Drayage and material handling services are provided by "Global Convention Services". These services include transporting material to exhibitor's booth location, removal of crates to designated storage areas, return of crates to booths at close of show as well as receiving of advance shipments at their warehouse. Please contact "Global Convention Services" for complete details for shipping and storage information. Material handling equipment as required by trade show/exhibitions may be arranged directly with "Global Convention Services". Use of electric or gas powered material handling equipment is not permitted.

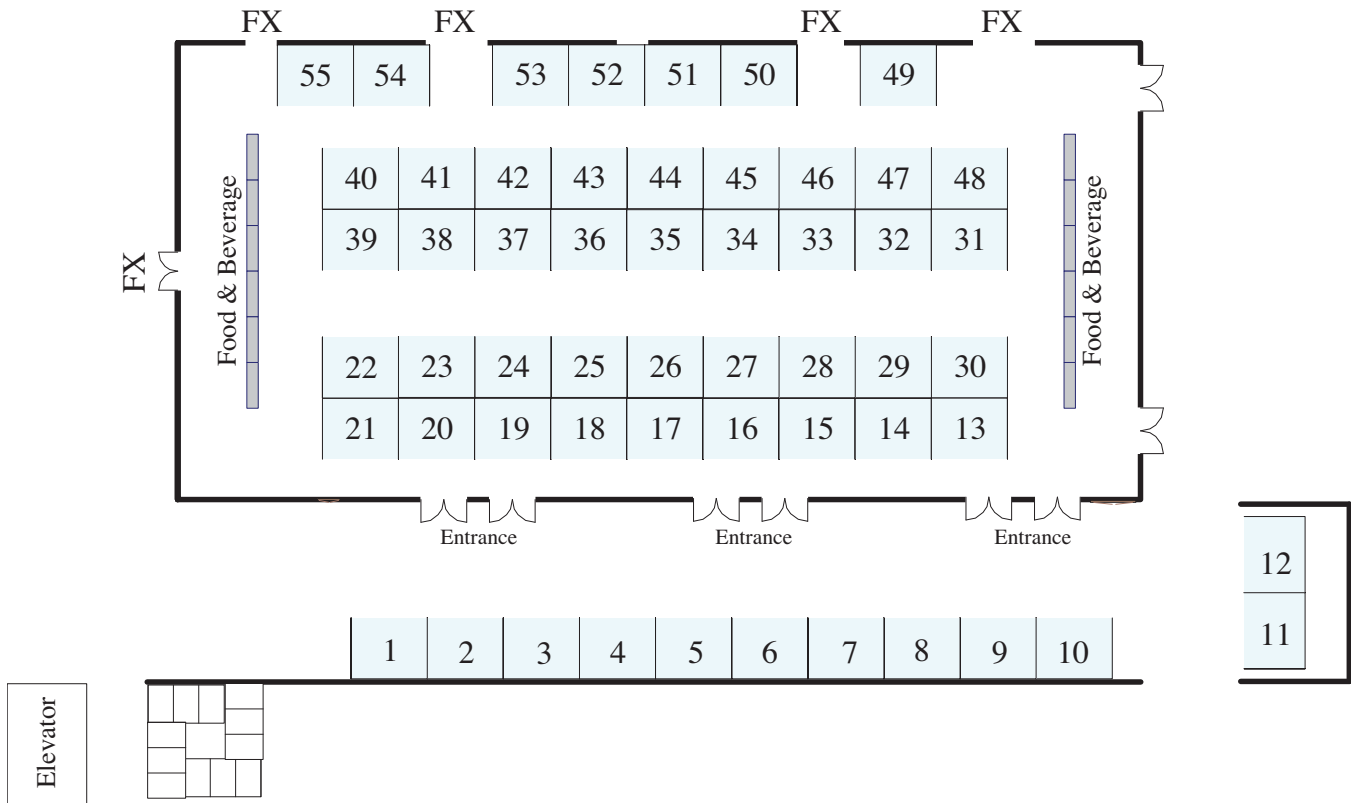
SHOW CLOSING: Repacked material will be removed from the Halifax Marriott Harbourfront Hotel and shipped according to the exhibitor's instructions. Charges for these services are the responsibility of the exhibitor. Please contact "Global Convention Services" for details.

CUSTOM BROKERS: Livingston Event Logistics has been appointed as official customs broker for this meeting. For all custom needs, we recommend that you deal directly with Livingston Event Logistics. 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.mend.com or go directly to www.mend.com/html/download.html.

ELECTRICAL CONNECTIONS: 1 -1500 Watt Electrical duplex outlet will be included with each booth. Additional electrical may be ordered and paid for through Global Convention Services.

REFUND AND CANCELLATION POLICY: Notice of cancellation must be made in writing (no exceptions) and sent to CAO Conference Manager. Cancellations received by 5:00 pm June 1, 2011 will be refunded 50% of the cost of the booth. A decrease in rental space is considered to be the equivalent of a cancellation. Cancellations made after this date will receive no refund.

Exhibit Floor Plan Halifax Marriott Harbourfront Hotel



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, the Halifax Marriott Harbourfront Hotel 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 Halifax Marriott Harbourfront Hotel and its employees, and agents.

In addition, Exhibitor acknowledges that the CAO, the Halifax Marriott Harbourfront Hotel, 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 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, 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



63rd Annual Scientific Session/63 Assemblée Scientifique annuelle

September 22 - 24, 2011

Halifax Marriott Harbourfront Hotel, Halifax, NS

Contract for Exhibit Space

- Single booths 10 feet wide x 8 feet deep Qty _____ @ \$1,400 CDN per booth + 13% HST (\$182) = \$1,582
 - Each additional booth Qty _____ @ \$1,100 CDN per booth + 13% HST (\$143) = \$1,243
- Please indicate choice of booth space in order of priority: 1.# _____ 2.# _____ 3.# _____

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 expect to sell out quickly. No exhibitor shall assign or sublet the whole or any part of an assigned space.

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**

Credit Card #: Expiry Date: _____

Name on Card: *(please print)* _____

Signature: _____

Please complete and mail form with your cheque payable to CAO: 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

GST Registration
 #12620/7950/RT0001

The CAO 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.