

EXHIBITOR
OPPORTUNITIES



71ST ANNUAL SCIENTIFIC SESSION

SEPTEMBER 19-21, 2019
FREDERICTON, NB

FREDERICTON CONVENTION CENTRE
AND DELTA FREDERICTON HOTEL

CAO | ACO



EXHIBIT HOURS:
(Estimated)

Friday, September 20, 2019

7:30 am - 8:30 am
10:15 am - 10:45 am
12:00 pm - 2:00 pm
3:15 pm - 3:45 pm

Saturday, September 21, 2019

8:00 am - 9:00 am
10:00 am - 10:30 am
12:00 pm - 2:00 pm

EXHIBIT BOOTHS: Each booth space will be equipped with a standard booth, backwall 8 feet high and siderails 3 feet high, covered with flame-proofed drapes, 1 - 1500 watt electrical duplex outlet, one 6 foot skirted table, and 2 chairs. Booth size: 8' deep and 10' wide. Booth height will have a maximum height of 8 feet.

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

INSTALLATION: Displays can be set up beginning at 12:00pm, Thursday, September 19th and should be in place and completed by 6:00pm.

DISMANTLING: No display should be dismantled before the official closing time of 2:00pm, Saturday, September 21st. All exhibit material must be packed and removed from the exhibition floor by 8:00pm of the same day.

LOCATION: Fredericton Convention Centre
Host Hotel: Delta Fredericton, reservation link to come.

SECURITY: Will be provided during non-exhibit hours.

DISPLAY CONTRACTOR: The firm "Global Convention Services" has been appointed Official Supplier of Exhibit Services and equipment. An illustrated catalogue will be provided in your exhibit package.

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 Convention Centre and its owners, servants, agents, and employees against all claims or expense for such losses, including reasonable attorney's fees, arising out of the Convention Centre premises excluding any liability caused by the negligence of the Group or the Convention Centre or its owners, servants, agents, and employees.

LIABILITY AND INSURANCE: The Exhibitor shall obtain and maintain at its own expense a comprehensive general liability and all risk property insurance policy acceptable to CAO for the period commencing on the first move-in date and terminating on the last move-out date. The policy shall name CAO as loss insured and insure the Exhibitor against all claims of any kind arising from or in any way connected with the Exhibitor's presence or operations at the trade show. The policy shall provide coverage as per CAO policy for each separate occurrence. At the request of the CAO, the Exhibitor shall provide CAO with a copy of such policy.

SHIPPING AND STORAGE: Materials cannot be shipped directly to the Hotel as there is no site storage. Shipping can be arranged through **Global Convention Services** and cost information will be provided in your exhibitor package. It will be the exhibitor's responsibility to move all materials to the booth location prior to set up time, unless it has been pre-arranged with **Global Convention Services**. The Fredericton Convention Centre does not handle exhibitors' goods.

MATERIAL HANDLING: **Global Convention Services** has been appointed at the official carrier. Please contact **Global Convention Services** for advanced material handling services.

Drayage and material handling services are only provided by **Global Convention Services**. These services include transporting material to exhibitor's booth location, removal of crates, return of crates to booths at close of show as well as receiving of advance shipments at their warehouse. Complete **Global Convention Services** information for shipping and storage information will be included in your CAO Exhibitors manual. 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 moved from the Fredericton Convention Centre 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: **Global Convention Services** has also been appointed as official customs broker for this meeting. For all custom needs, we recommend that you deal directly with **Global Convention Services** - they will assist exhibitors in the completion of customs documents.

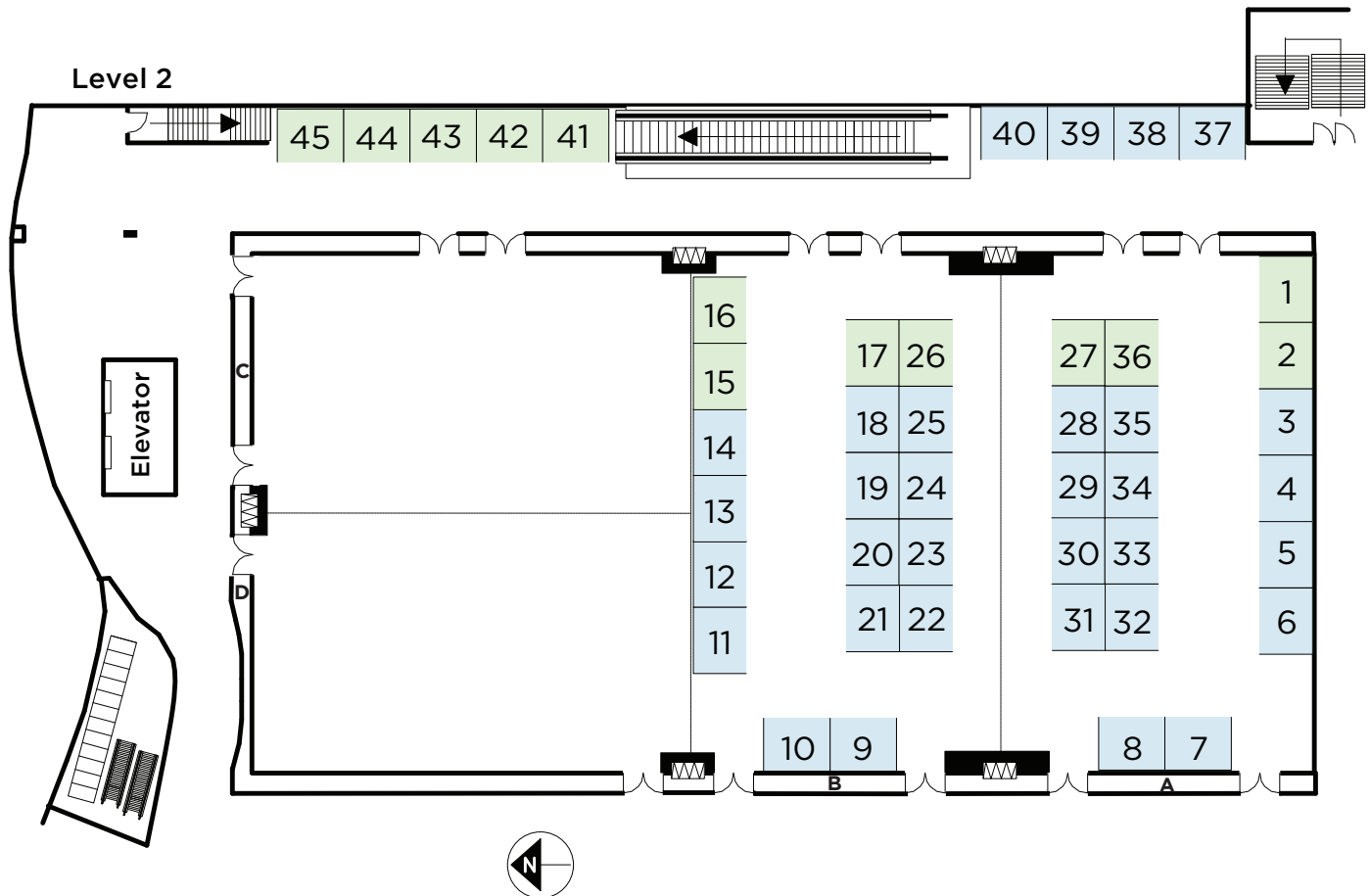
Contact: Global Convention Services
PO Box 2329
Saint John, NB E2C 3V6
Tel: 506-658-0506

ELECTRICAL AND INTERNET CONNECTIONS: 1 - 1500 Watt electrical duplex outlet will be included with each booth. Internet and additional electricity may be ordered directly with the Freeman at the Fredericton Convention Centre.

REFUND AND CANCELLATION POLICY: Notice of cancellation must be made in writing (no exceptions) and sent to CAO Conference Manager. Cancellations received by 5:00pm June 1, 2019 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.

Exhibitor Floor Plan – Fredericton Convention Centre

 Premium



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 8 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 8 feet, only in that portion of the booth extending not more than 48 inches from the back wall. From that point (48 inches from the back wall), 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 Fredericton Convention Centre.

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 Fredericton Convention Centre 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 Fredericton Convention Centre and its employees, and agents.

In addition, Exhibitor acknowledges that the CAO, the Fredericton Convention Centre, 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. Failure to have your booth staffed during any portion of the exhibit hours, or tearing down your booth early may result in your company losing its privilege to show at the CAO for one year. Exhibitors will receive badges for booth personnel to a maximum of four per 8x10' space (2 complimentary and 2 at additional cost).

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 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, 2800 14th Avenue, Suite 210, Markham, ON L3R 0E4

Tel. (416) 491-3186 Toll Free: 1-877-CAO-8800 Fax (416) 491-1670 Website: www.cao-aco.org



Contract for Exhibit Space

Single Premium Booth Qty _____ @ \$2,300.00 CDN per booth + 15% HST (\$345.00) = \$2,645.00

Single 8x10 Booth Qty _____ @ \$1,800.00 CDN per booth + 15% HST (\$270.00) = \$2,070.00

NOTE: Each additional booth will be offered a discount of \$200 per booth.

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-serve" 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. As an Exhibitor at the CAO Conference we ask that your company not hold any concurrent meetings or events during the conference period from Thursday, September 19th to 6:00pm on Saturday, September 21st, 2019.

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**

HST #12620/7950/RT0001

Credit Card #: Expiry Date: /

Name on Card: *(please print)* _____

Signature: _____

Please complete and mail form with your cheque payable to CAO: 2800 14th Avenue, Suite 210, Markham, ON L3R 0E4

Phone: (416) 491-3186 / 1-877-226-8800 Fax: (416) 491-1670 E-mail: CAO@associationconcepts.ca

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.