



**66<sup>th</sup> Annual Meeting**  
**May 20 - 22, 2012, Fairmont Royal York Hotel**  
**TORONTO, Ontario**

**EXHIBITORS' INFORMATION & CONTRACT**

**(NB: All times as presented here are approximations and may be changed without notice.)**

**DATES AND HOURS OF EXHIBITION**

Sunday May 20, 2012                      09:00 to 17:00  
Monday May 21, 2012                      09:00 to 17:00

**LOCATION OF EXHIBITION**

Canadian Room, Fairmont Royal York Hotel, TORONTO

**COFFEE BREAKS**

Sunday May 20, 2012                      10:00 to 10:30    15:00 to 15:30  
Monday May 21, 2012                      10:00 to 10:30; 15:00 to 15:30  
In the exhibits area, Canadian Room, Fairmont Royal York Hotel, TORONTO

**BUFFET LUNCH**

Sunday May 20, 2012                      12:00 to 13:30  
Monday May 21, 2012                      12:00 to 13:30  
In the exhibits area, Canadian Room, Fairmont Royal York Hotel, TORONTO

**SET-UP TIME**

Your booth spaces will be ready for the move-in of your display on **Saturday May 19** from **13:00 – 18:00**, and on **Sunday May 20** from **06:00 – 09:00**. Displays must be completely set-up by **09:00 on that day (May 20)**.

**DISMANTLING TIME**

No display should be dismantled before **17:00** on **Monday, May 21** and all exhibit material must be packed and removed from the floor by **20:00**. Any material left on the floor after this time will be removed to storage and the cost charged to the exhibitor at prevailing rates.

**EXHIBIT BOOTH SPACE**

The booth size is approximately **8 feet x 10 feet**. Exhibits in conventional booth spaces are not limited as to the type of exhibit installed; however, the **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.

**EXHIBIT BOOTH EQUIPMENT**

Each booth space will be equipped with a standard booth background, 8 feet high and side rails 36 inches high, covered with flameproof drapes, one 6-foot long display table topped and skirted, two chairs, and booth carpeting. One duplex electrical outlet will also be provided. The exhibits room (Canadian Room) is carpeted.

**OFFICIAL SUPPLIER OF EXHIBIT SERVICES AND EQUIPMENT**

The official supplier of exhibit services and equipment is Stronco Show Services, 1510-B Caterpillar Road, Mississauga, Ontario L4X 2W9. Tel: 800-665-2621/905-270-6767 Fax: 905-270-6771 Email: [communications@stronco.com](mailto:communications@stronco.com) Website: [www.stronco.com](http://www.stronco.com) Should you wish to order additional booth materials or services, please contact Stronco. Contact person: Jeff Drover. Email: [jeff.d@stronco.com](mailto:jeff.d@stronco.com)

### **SHIPMENTS ORIGINATING OUTSIDE CANADA**

Shipments originating from countries OTHER THAN CANADA must be cleared through customs. Please ensure that all customs paperwork is completed appropriately and that your brokerage is in order. If you do not have a customs broker please get in touch with: *Maria Bava* at *Mendelssohn Event Logistics*. Tel: 416-863-9339 ext. 234 Fax: 416-863-5149 Email: [mbava@mend.com](mailto:mbava@mend.com)

### **HOTEL**

The convention hotel will be the **Fairmont Royal York Hotel, 100 Front St. W., Toronto, Ontario M5J 1E3.**

**T: 416-368-2511 F: 416-368-9040 Toll Free: 866-540-4489**

Email: [royalyorkhotel@fairmont.com](mailto:royalyorkhotel@fairmont.com) Website: [www.fairmont.com/royalyork/](http://www.fairmont.com/royalyork/)

### **IMPORTANT INFORMATION**

The Exhibitor will be solely responsible for any damage suffered to the exhibit space rented to the Canadian Society of Otolaryngology-Head & Neck Surgery by the Fairmont Royal York Hotel, including but not limited to exhibit space walls, flooring and other appurtenances, during the period scheduled. Any such charges will be billed to the Exhibitor.

Dismantling, loading and departure of displays and exhibits must be accomplished **immediately** following the conclusion of the function on Monday, May 21.

The Exhibitor shall comply, while on the premises of the Fairmont Royal York Hotel, with all the rules and regulations of the Hotel which from time to time are enforced and brought to the Exhibitor's notice or of which he should be reasonably aware.

### **LIABILITY**

The Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury to persons or damage to Exhibitor's displays, equipment, or other property brought onto the premises of the Fairmont Royal York Hotel and agrees to indemnify, defend and hold harmless the Canadian Society of Otolaryngology - Head & Neck Surgery, the Fairmont Royal York Hotel and its owners, servants, agents, and employees against all claims or expenses for such losses, including reasonable legal fees, arising out of the use of the Fairmont Royal York Hotel premises excluding any liability caused by the negligence of the Canadian Society of Otolaryngology-Head & Neck Surgery or the Fairmont Royal York Hotel or its owners, servants, agents and employees.

The Exhibitor understands that neither the Canadian Society of Otolaryngology-Head & Neck Surgery nor the Fairmont Royal York Hotel maintains insurance covering the Exhibitors' property or lost of revenue and it is the sole responsibility of the Exhibitor to obtain such insurance.

The Exhibitor agrees to procure and maintain in effect commercial general liability and contractual liability in the amount of one million dollars per occurrence for so long as the Exhibitor has outstanding obligations under this Agreement.

### **BOOTH COST**

The rental fee for each booth space is \$2301.00 plus \$299.00 HST for a **total charge of \$2,600.00**, payable to the Canadian Society of Otolaryngology-Head & Neck Surgery. Booth cancellations must be received by the Society's office, in writing, no later than **MARCH 31, 2012**. Your fee will be refunded less an administrative charge of \$50.00. For those who wish to cancel their reservation **AFTER** the above-mentioned date, a full refund, minus the administrative fee of \$50.00, will be given **ONLY IF THE SPACE IN QUESTION IS RE-SOLD**.



**Canadian Society of Otolaryngology-Head & Neck Surgery  
66<sup>th</sup> Annual Meeting, May 20-22, 2012 TORONTO, ONTARIO  
EXHIBITORS' CONTRACT & BOOTH RESERVATION**

**Complete and return to:**

CANADIAN SOCIETY OF OTOLARYNGOLOGY-HEAD & NECK SURGERY,  
221 MILLFORD CRES., ELORA, ONTARIO N0B 1S0

TEL: (519) 846-0630 FAX: (519) 846-9529 E-MAIL: [CSO.HNS@SYMPATICO.CA](mailto:CSO.HNS@SYMPATICO.CA)/[CSO1.HNS@SYMPATICO.CA](mailto:CSO1.HNS@SYMPATICO.CA)

**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **PROV:** \_\_\_\_\_ **POSTAL CODE:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**CONTACT PERSON AT COMPANY:** \_\_\_\_\_

**CONTACT PERSON AT MEETING:** \_\_\_\_\_

I understand that the booths will be assigned on a first-come, first-serve basis, with possible limitations on the number of booths per exhibitor. I also understand that the times presented in the information package are approximations and may be changed without notice.

I have read and agree to all the rules, provisions and stipulations set out in the information package and further agree that I shall assume responsibility for and liability for losses, damages and claims arising out of injury to persons or damage to exhibitor's displays, equipment, or other property brought onto the premises of the Fairmont Royal York Hotel and agree to indemnify, defend and hold harmless the Canadian Society of Otolaryngology - Head & Neck Surgery, the Fairmont Royal York Hotel and its owners, servants, agents, and employees against all claims or expenses for such losses, including reasonable legal fees, arising out of the use of the conventional premises excluding any liability caused by the negligence of the Canadian Society of Otolaryngology-Head & Neck Surgery or the Fairmont Royal York Hotel or its owners, servants, agents and employees.

I understand that neither the Canadian Society of Otolaryngology-Head & Neck Surgery nor the Fairmont Royal York Hotel maintains insurance covering the Exhibitor's property or lost of revenue and it is the sole responsibility of the Exhibitor to obtain such insurance.

**Names and titles of representatives with your firm attending this meeting:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**PRODUCTS:** \_\_\_\_\_

I HAVE ENCLOSED FULL PAYMENT OF **\$2,600.00**  PER BOOTH (\$2,301.00 PLUS \$299.00 HST) CHEQUES PAYABLE TO THE **CANADIAN SOCIETY OF OTOLARYNGOLOGY-HEAD & NECK SURGERY. GST# 106866965**

**PLEASE RESERVE \_\_\_\_\_ EXHIBIT SPACE(S) AS FOLLOWS:**

# \_\_\_\_\_ 1<sup>ST</sup> CHOICE

# \_\_\_\_\_ 2<sup>ND</sup> CHOICE

# \_\_\_\_\_ 3<sup>RD</sup> CHOICE