

2024

EXHIBITORS CONTRACT



CHES ONTARIO 2024 TRADE SHOW AND EDUCATION FORUM

We, the undersigned, hereby make application for exhibit booths at the Canadian Healthcare Engineering Society Ontario Chapter Convention to be held at Blue Mountain Resort, May 26 to 28, 2024 in accordance with the terms and conditions laid out in the CHES 2024 prospectus and the rules and regulations governing the use of Blue Mountain Convention Centre (Exhibit cost for members is \$1,500.00 per space plus HST).

Our booth location preference is:	1 st Choice	2 nd Choice	3 rd Choice
Booth Number			

Please list the names of any companies you would prefer not to be adjacent to in the Exhibit Hall. Your request will be taken into consideration:

MAKE CHEQUE PAYABLE TO: CHES ONTARIO

Interested in sponsorship? No Yes Specify _____

PLEASE PRINT OR TYPE

Name of Company	
Signing Official / Contact Person	We agree to abide by the Terms and Conditions for Exhibit Space set out on the official CHES 2023 Trade Show & Education Forum Prospectus. Please Print Name: Signature: <i>This contract is null and void unless signed.</i>
Address	_____
Telephone/FAX#	_____ / _____
E-Mail	_____

Date	
Special Electrical Req'ts	(One 7A, 115v receptacle will be provided.)
Table Requirements	Specify 4', 6' or none

Please return completed application and direct any inquiries to:

Ron Durocher 126 Woodlawn Cres, Kingsville, ON N9Y 1Y6 519-999-5031 ron.durocher@chesontario.com

Deposit or full payment is **required for reservation** of booth space. A confirmation will be returned to you following a review of the application and the assignment of booths.

EXHIBITOR INFORMATION



CHES ONTARIO 2024 TRADE SHOW AND EDUCATION FORUM May 26-28, 2024 Collingwood, Ontario Blue Mountain Resort



Exhibit Booths

The CHES Ontario 2024 Exhibition consists of 80 - 10' x 10' exhibit spaces. The cost per exhibit space shall be \$1,500 plus HST for members. Non members cost is \$1,650 plus HST. Payment is due with the return of the application (*Please note that failure to remit full amount due, may result in the re-assignment of the reserved booth to another exhibitor.*)

The following services shall be included in the rental fee:

- 100 square feet of exhibit (10'D x 10'W)
- Erection and installation of the booth drapery (backwall and sidewalls) and supporting structure.
- One (1) 6 foot covered and skirted table – specify if other is required
- One (1) 7 amp electrical circuit per booth
- Two (2) chairs
- Two (2) complimentary breakfast and lunch per exhibit day (Monday and Tuesday)
- Two (2) complimentary tickets for the Monday Night Social Event (Gala Banquet)

The floor plan is found on the back of this Prospectus. Exhibitors are asked to forward their first, second, and third choices for location of their booth, on the Contract for Exhibit Space. **Exhibit space availability is limited. Booths will be allocated in a first-come, first-served process, based on the date this signed contract is received by the Exhibit Chair. Some booth locations may be reserved for major sponsors. The CHES ON website will have an up-to-date booth layout at all times.**

Cancellation Policy

If an exhibitor withdraws from the event within 30 calendar days prior to the opening of the trade show, CHES Ontario shall be entitled to retain 100% of the exhibitor's total contract obligation. For cancellation greater than 30 days prior to the event, CHES Ontario shall be entitled to retain 30% of the exhibitor's total contract obligation.

Installation and Dismantling

Exhibits are to be set up between 1300 hours and 1800 hours, Sunday, May 26th and dismantled between 1330 hours and 1500 hours, Tuesday, May 28th, 2024.

No display is to be dismantled before the official closing time of 1300 hours on Tuesday, May 28th .

Electrical

One 7 Amp circuit will be provided. Please specify your needs on the exhibitors' Extras Order Form (Page 7) if you require additional electrical services. Additional services will be charged at cost.

Exhibition Hours

The exhibits will be open on Monday, May 27th, at breakfast, lunch and happy hour and Tuesday, May 28th at breakfast and lunch. The delegates will have plenty of opportunity to view the exhibits. Please refer to the following planned schedule for delegate/exhibitor interaction.

Day	Time	Event
Monday	0700 to 0830	Breakfast with exhibitors
	1130 to 1330	Lunch with exhibitors
	1530 to 1630	Happy Hour
Tuesday	0700 to 0815	Breakfast with exhibitors
	1100 to 1330	Lunch with exhibitors

Exhibitor Personnel

Booths must have Exhibitor personnel in the booth during listed exhibit hours. Exhibitors will receive badges for booth personnel without charge. Admission to the exhibit area will be by badge only.

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. Cash sales are prohibited in the exhibit area. No exhibitor shall assign or sublet the whole or part of their 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.

Protection of Blue Mountain Resort (BMR)

Nothing shall be pasted on, tacked, nailed 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 BMR

Shipping to BMR

If you are planning to send packages to BMR for storage prior to Event, please note the following guidelines to ensure your package will arrive at BMR and to facilitate acceptance:

Items shipped directly to Blue Mountain should be delivered no earlier than 72 hours prior to your event. See the Shipping Guide and Template at the end of this document.

*****Please clearly indicate name of conference, your contact name and dates on the appended shipping template.*****

BMR shall not be responsible for the condition of any goods received or for any damage sustained in transit.

In-house transportation of exhibits must be on rubber wheeled dollies and must be supplied by the Client and/or its exhibitor(s).

Dismantling, loading and departure of displays and exhibits must be accomplished immediately following the conclusion of the function. If exhibits have not been removed from BMR at the time agreed upon, BMR will have them removed at the expense of the Client, and BMR will not be responsible for any damage caused during removal.

All exhibit material must leave the Convention Centre after the show. Any material left behind will be considered as stranded freight and BMR will remove it and take it back to its warehouse for re shipping. Any charges for this service will be at the Exhibitor expense.

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, fireworks/pyrotechnics, blasting agents, explosives, flammable cryogenic gasses, aerosol cans with flammable propellants, portable heating equipment, flammable liquids or dangerous gas, hazardous refrigerants such as sulphur dioxide & ammonia, cellulose nitrate motion picture film etc., are not permitted.

Registration

Exhibitors are required to submit the names of their representatives so that identification badges can be prepared in advance. These badges must be worn throughout the convention. Exhibitors and their representatives are invited and encouraged to attend the educational sessions, luncheons, banquet, social program functions, and spouse program functions. Exhibitors may do so by pre-registering for the appropriate event(s) before May 10th, 2023. For additional information as to these events, please contact the Exhibits Coordinator.

Hotel Accommodation

Exhibitors who wish to reserve accommodation at Blue Mountain, are requested to do so by contacting the hotel directly and identifying yourself as a participant at CHES 2024 using promotion code GB00006202

Number for Hotel Reservations only: 1-833-583-2583

An on-line reservation system will follow.

Hospitality Suites

Blue Mountain Resort has several hospitality suites available for exhibitors requiring such. It is the exhibitor's responsibility to contact the hotel directly to make arrangements regarding the suites.

Liability

While every effort will be made to provide security for the exhibits while in the exhibit hall, neither the Canadian Healthcare Engineering Society (CHES) nor Blue Mountain Resort will assume responsibility for loss or damage to exhibits or other exhibition property. Exhibitors must accept full responsibility for any damage to the exhibit hall. Proof of liability insurance will be required.

Exhibitors assume 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 upon the premises of BMR and agrees to indemnify, defend and hold harmless BMR and its owners, servants, agents, and employees against all claims or expenses for such losses, including reasonable attorney's fees, arising out of the use of the hotel premises excluding any liability caused by the negligence of BMR or its owners, servants, agents and employees. The Exhibitor understands that BMR does not maintain insurance covering the Exhibitor's property or lost revenue and it is the sole responsibility of the Exhibitor to obtain such insurance.

Green Products and Services Displays

The CHES 2024 Green Product and Services Display Exhibition is your chance to showcase the latest and best in Canadian Healthcare Green products and services.

Designed to educate and inform, this unique marketing platform allows you the opportunity to display your latest green healthcare products and services. The display will be a special feature in our exhibit hall in conjunction with the Canadian Coalition for Greening Healthcare (CCGHC) booth

Display Format: Poster board including, hi-res pictures, renderings and text.

Exhibit Fee: Exhibitors; \$ 150.00

Non-exhibitors: \$ 350.00

Standard Display: 4 x 4 ft. poster board

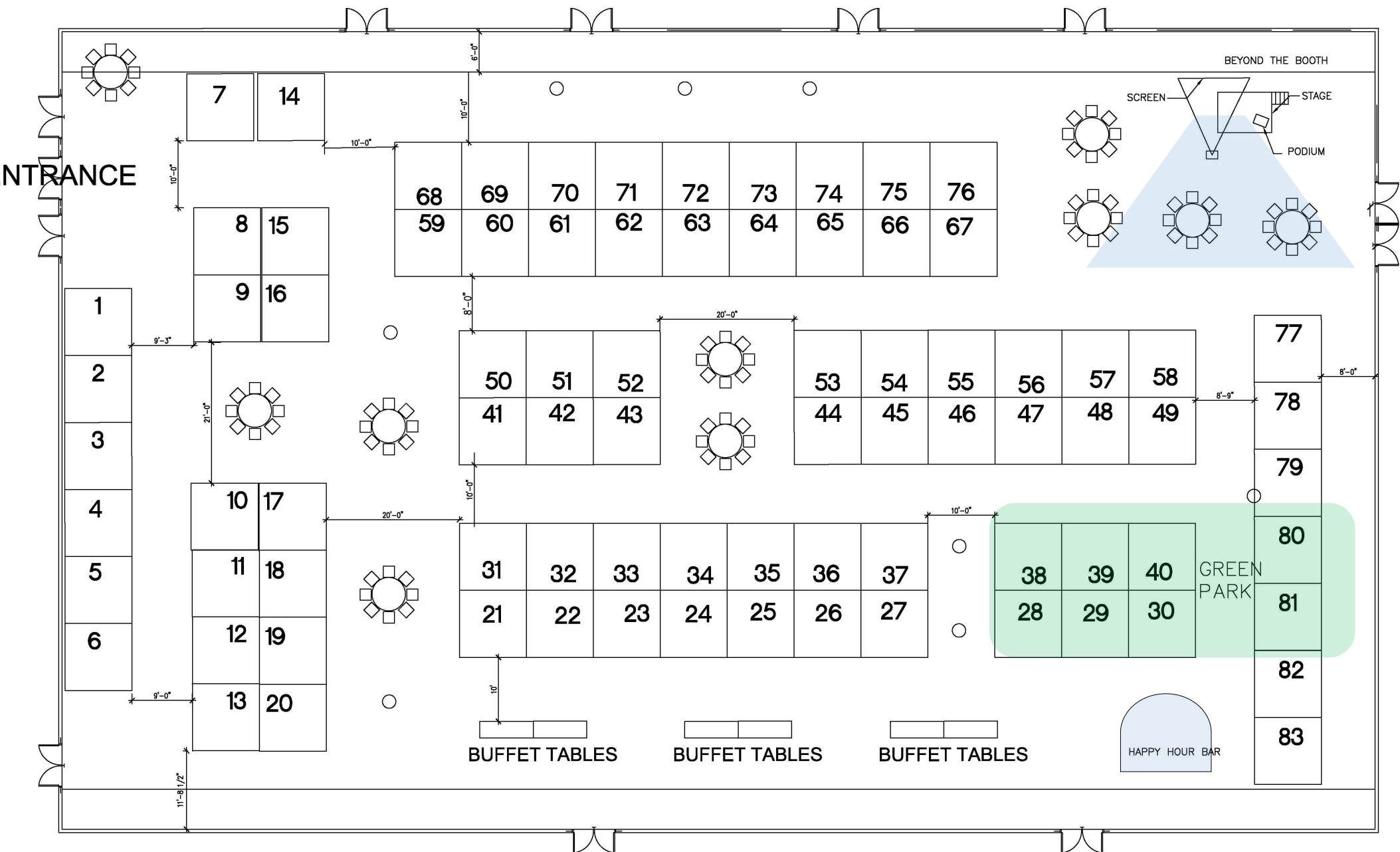
Display Guidelines: While your display allows you to showcase your projects, education is the main objective. Displays should illustrate products and services that may be of assistance to our membership in their efforts to green their facility. Display boards must be capable of resting on an easel (supplied)

Display Format: Include text, and / or high resolution photographs, products and/ or services provided. Where possible, provide the name and location of project(s), if applicable, and an actual or projected completion date. Provide the major firm names involved in the project in drawing title block format in lower right corner. Text should be less than 1/3 of the display area and ideally located in the lower portion of the display.

To apply:

- Applications will be accepted on a first-come, first-served basis
- Applications must include 1) completed Entry Form for Professional Displays; 2) 150 word summary of the presentation in electronic format; 3) payment of fee

Proceeds from this marketing opportunity will be donated to the Canadian Coalition for Green Health Care.



83 BOOTHS



CHES SCISS

Canadian Healthcare
Engineering Society

Société canadienne d'ingénierie
des services de santé

ONTARIO CHAPTER

CHAPITRE D'ONTARIO

Beyond the Booth

This year, CHES Ontario will host vendor presentations on the tradeshow floor. These sessions will be 15 minutes in length on the “Beyond the booth” stage. They will be scheduled during the time allocated for exhibit hours, and advertised to the delegates. Any vendor who is interested should sign up on the contract form. The time slots are limited, so it will be first come, first served.

There is no limitation to how you spend your 15 minutes. You may choose to demonstrate a product, highlight your company, or describe the benefits of an application. This is an opportunity to get up close and personal with the delegate audience. Questions can be dealt with at your booth after the session.

Interested in hosting a “Beyond the Booth” session?

The cost is just \$250 per 15 minute session. Sign up now on your **exhibitor registration form**, or complete the attached form and return as indicated below:

Please PRINT

NAME

ORGANIZATION

Beyond the Booth

Fill in form and send with cheque to: CHES Ontario c/o Ron Durocher, 126 Woodlawn Cres, Kingsville, ON N9Y 1Y6



***** Registration deadline is May 10, 2024 *****

Visa / Mastercard to: 1-519-999-5031 or ron.durocher@chesontario.com

Building Member Expertise

Agenda

Time			Speaker
		Monday	
7:55	8:10		
8:15	8:30		
12:10	12:25	RTE Energy Solutions	TBD
12:30	12:45	Tower Tech	Prasenjit Pal
12:50	13:05		
		Tuesday	
7:55	8:10		
12:10	12:25		
12:30	12:45		
		Monday—Happy Hour	
15:50	16:05		
16:10	16:25		





Tradeshow & Event Shipping with Blue Mountain

Getting your items to and from your event here at Blue Mountain is crucial; whether it be booth items, promotional material or swag items for your delegates. We understand how important it is that you receive your items in a timely manner, which is why we have provided detailed information on how to ensure your items arrive on time and in the right place.

Storage

Storage is limited at the resort. Please ensure all shipments are set to arrive no sooner than **72 hours** prior to the start of the event. Likewise, items cannot be stored longer than **72 hours** past the completion of the event. If storage is required outside of this time frame, additional charges may apply

Inbound Shipping

When shipping items to our resort, we require all meeting planners, presenters, exhibitors and delegates use the appropriate shipping template provided by their Group Services Account Manager. One template must be completely and correctly filled out and affixed to each item being shipped to the resort (for example, 5 boxes require 5 shipping templates; one for each box). With over 10 different buildings on resort and numerous offices, if your items do not have the correct shipping template and information, they can end up at the incorrect building. When shipping items over the border, please ensure the proper billing information is included for any fees due at customs. Blue Mountain cannot be responsible for, or approve, any custom fees for your items.

Deliveries will be accepted from 8:30am – 4:30pm, Monday to Friday, and from 9:00am to 2:00pm on Saturdays. Deliveries will not be accepted after hours or on Sundays, unless previously arranged with the Conference Services department.

At this time we are not accepting shipments from Canada Post

Outbound Shipping

All meeting planners, presenters, exhibitors and delegates are responsible for preparing any and all shipments for outbound shipping upon completion of the event. Our team is happy to assist in moving items from the meeting space to the appropriate loading dock; however it is the group's responsibility to create, pack and prepare outbound shipments. Any items that are left behind that have not been properly packed and prepared will be disposed of at the discretion of the Banquet Supervisor within 30 days.

Each return box must have a waybill with the company's account number and return address, and boxes must be sealed and ready for shipment. Waybills can be found on your preferred courier company's website and can be printed in the business centre on-site if needed. We recommend, when possible, to print your return labels when you create your initial shipment sent here prior to your event. If you need to send your items to the United States or Overseas, please complete a commercial invoice to accompany your shipment, otherwise they will be held at Customs. Blue Mountain is not responsible for any custom fees for your items.

Frequently Asked Questions

Q: Is Blue Mountain equipped to receive a freight shipment (i.e. pallets/crates)?

A: Yes, we have loading docks at each conference centre, with lift gates, as well as pump trucks to assist in moving large shipments. Please note we do **not** have a forklift onsite.

Q: I'm shipping overseas/across the border, what information do I need?

A: There are specific documents required in order to ship your items through Canadian Customs; it is not the same process as shipping in-country. To ensure you have all the appropriate documents needed to ship your items across border/through customs, contact your shipper. They will have all the accurate information needed to successfully get your items across the border. Most shippers have this information & checklists on their websites as well.

Q: I have my boxes packed for my outbound shipment, but I've run out of packing supplies, what do I do?

A: Reach out to someone on our banquet or porter team and we will do our best to obtain these items for you. Please note, however, that we have limited items available and may not be able to accommodate large amounts if needed.

Q: My shipping labels are ready, but they need to be printed – can I do this onsite?

A: Yes, we have a business centre in both the Village Conference Centre and Inn Conference Centre that are available for printing purposes.

Tips for Successful Shipping

- Send return labels and packing supplies with your initial inbound shipment to the resort. This will ensure you are adequately prepared to pack and arrange your outbound shipment at the end of your event.
- Create a checklist for the items you are shipping in advance. When you are packing up at the end of a show, it can be a little overwhelming trying to remember everything that need to go back.
- Take time to label all of your belongings so that you don't have to waste any time searching come the day of the event. Adding your business card to each package will further ensure that your items arrive to the correct location and person onsite.
- When travelling internationally through customs, always have proper documentations, follow all of the necessary procedures, and remember to track all of your items regularly.
- Do not place new shipping labels on top of old ones. There is the risk of the new label peeling off and revealing the old label, and who knows where your items could end up. Always take off old labels completely so there's never a chance for confusion on where a box needs to go.

Should you have any questions about our shipping process, please do not hesitate to contact our Conference Services Coordinator at 705.445.0231, extension 51144.





Shipping Tag



**Blue Mountain Resorts LP
Village at Blue Mountain Conference Centre
242 Jozo Weider Boulevard
Blue Mountains, Ontario L9Y 1C2
705.445.0231 ext. 51144**

Conference Name:	Canadian Healthcare Engineers Society
Company:	
Onsite Contact:	
Cell Phone Number:	
Date(s) of Conference:	May 26-28, 2024
Conference Room:	
Date:	
Time:	
Booth #:	
Conference Event Manager:	Adriana Andrade
# of Boxes:	1 of _____ to be Received