



Canadian Society for Vascular Surgery  
Société canadienne de chirurgie vasculaire

Annual Scientific Meeting /Assemblée scientifique annuelle  
September 25-26, 2009 –25-26 septembre 2009  
Fairmont Château Laurier - Ottawa, Ontario

## Exhibitor's Application Form – Silver Sponsor

Please print or type:

Company/Organization \_\_\_\_\_

(As you would like to it appear on all of your representatives' badges)

Contact Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ Prov \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

The undersigned hereby authorizes CSVS to reserve exhibit space for use by the above organization and agrees to abide by the Exhibit Rules and Guidelines printed in the following document.

Signature \_\_\_\_\_

### PLEASE COMPLETE THE FOLLOWING:

- 1) Do you require a 6' skirted table? Yes No
- 2) Do you require two chairs? Yes No
- 3) Do you require one 2-plug electrical outlet (1500 watt)? Yes No
- 4) My registration forms are included Yes No **OR** they will be forwarded by Aug. 17/09 Yes No
- 5) Please indicate your exhibit format:  Pre-Fabricated Booth  Tabletop only  Backdrop
- 6) I am including the certificate of insurance with additional names insured Yes **OR** it will be sent by Aug. 17/09
- 7) I have emailed my corporate logo to [csvs@rcpsc.edu](mailto:csvs@rcpsc.edu) for use on the CSVS website Yes No  
*-if you not emailed your logo, please do so by Aug 17/09*

Complete and send this application form to reserve your exhibit space. Please ensure a corporate sponsor registration form is completed for each registrant.

### NOTES:

- Pipe and drape is included with each exhibit space.
- The ceiling height in the exhibit area is 12'

**DEADLINE FOR EXHIBITOR REGISTRATION FORM IS AUGUST 17, 2009**

### PLEASE MAIL OR FAX TO:

Attention: Sarah Lyons, Meetings Coordinator

774 Echo Drive, Ottawa ON K1S 5N8

Tel: 613-730-6263 Fax: 613-730-1116

Email: [exhibitors@rcpsc.edu](mailto:exhibitors@rcpsc.edu) CSVS Website: <http://csvs.vascularweb.org>



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## **Exhibit Rules and Guidelines**

1. **Application:** Application for space shall be made in writing on the exhibitor application form.
2. **Assignment:** Exhibit space is assigned on a first-come, first-served basis. CSVS will attempt to honor all requests for exhibit space. CSVS reserves the right to change location assignments at any time, as necessary. The exhibition area will be located in the **Canadian Room** at the Fairmont Chateau Laurier. An information kit and floor plan will be provided on-site, on a table at your exhibit location. The location of your exhibit space will be made available to you *one week prior* to the start of the meeting.
3. **Cancellation:** CSVS must be notified in writing in the event of cancellation of the exhibit.
4. **Exhibit Fee:** One 8' by 8' space is included with your sponsorship. This includes 2 complimentary registrations for your representatives, pipe & drape, one skirted table, two chairs, and one 2-plug electrical outlet, if requested. If additional registrations are required, each registrant must pay the corporate sponsor registration fee. Please see registration form.
5. **Care of Exhibits:** Exhibitors are responsible for any damage to the hotel, including floor, ceiling, walls, carpeting, etc. Exhibitors are advised that the hotel does not permit any article to be fastened on walls or electrical fixtures. The use of thumbtacks, scotch or masking tape, nails, screws, bolts or any tool or material, which could mark the floor or walls, is prohibited. Any property damaged by an exhibitor must be restored or replaced to its original condition by the exhibitor or at the exhibitor's expense.
6. **Security:** CSVS and the Chateau Laurier cannot guarantee against loss or damage of any kind. Exhibitors are responsible for the exhibit materials. Please ensure that all small display and personal items are secure before leaving the display. Please do not leave laptops or any items of value unattended at any time.

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value unattended at any time**

7. **Responsibility:** The exhibitor hereby assumes the entire responsibility and hereby agrees to protect, defend, indemnify and save the conference organizers, CSVS, the Fairmont Chateau Laurier, its owners, its operators and each of their respective parent companies, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its products, materials, installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof.



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### Exhibit Rules and Guidelines (cont.)

8. **Insurance:** It is the responsibility of all exhibitors to ensure that their insurance coverage is in good standing. The exhibitor shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Commercial General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the Contractual liability set forth in this Exhibit Agreement, in an amount not less than \$2,000,000 Combined Single Limit for bodily injury, property damage, personal injury, advertising injury, contingent employer's liability and contractual liability. This policy shall be in effect during all hours of the conference, move-in and move-out.

The exhibitor must provide a certificate of insurance to CSVS when this Agreement is signed, or within a reasonable time thereafter, and within a reasonable time after such coverage is renewed or replaced.

The Fairmont Chateau Laurier, its owners, its operator, and CSVS shall be included in such policies as additional named insured. In addition, the exhibitor acknowledges that neither CSVS, the hotel, its owners, its officers, directors, employees, agents, maintain insurance covering exhibitor's property and that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance insuring any losses by the exhibitor.

If you use a contractor and/or a sub-contractor, you will ensure that your contractors and/or sub-contractors comply with the insurance provisions contained herein.

To obtain a certificate, you must contact your insurance provider. Depending on the size of your organization, your finance or administration department is likely to have the insurance contact information on file. Simply provide your insurance company with the sample certificate (attached) and request that they provide a certificate based on the sample. **Please note that the Fairmont Chateau Laurier and the CSVS must be named as additional insured for the duration of the event.** There is no charge to produce the certificate and your insurance company should be able to provide you with a copy of the certificate within a week of your request.

9. **Fire Safety:** The Chateau Laurier is fully equipped with a fire safety system. This fire safety system detects heat. All their bedrooms, all public and meeting rooms are fully equipped with sprinklers. In the event of an emergency, there is a public address system that would keep all clients informed. Due to the sensitivity of the fire alarm system, the use of any type of fireworks is prohibited.
10. **Emergency:** The Chateau Laurier and CSVS shall not be held liable if the exhibition is cancelled, postponed or relocated on account of fire, strikes, government regulations, casualties, Acts of God, or other causes beyond the control of CSVS and Chateau Laurier.

**ALL REPRESENTATIVES WITH AN EXHIBIT MUST COMPLETE A REGISTRATION FORM  
AND WEAR THEIR NAME BADGES AT ALL TIMES – *BADGES ARE NON-TRANSFERRABLE***

*Upon arrival, please check-in at the CSVS registration desk*



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## Exhibitor General Information

### FACILITY

The exhibition area will be located in **Canadian Room** at the **Fairmont Chateau Laurier**.

### EXHIBIT SPACE

Each exhibit is one **8' x 8'** space, including the following:

- One skirted standard table (6ft)
- Two chairs, if required (see page 1)
- One-2 plug electrical outlet (1500 watt), if requested (see pg 1)
- Pipe & drape

**Additional Note:** The ceiling height is 12'. If exhibitors have large items, please contact the Convention Services Director (see contact information on page 5) prior to shipping items to ensure they will fit through the doorways and access point to the meeting room.

### INTERNET

Once the exhibitor agreement (page 1) has been returned to the CSVS office, an internet order form will be emailed to you. This form will need to be completed and returned to Steven White at the Chateau Laurier (see contact info on page 5).

### EXHIBIT HOURS

All exhibitors must register and wear their name badge at all times. Please check-in at the CSVS registration desk.

#### Exhibitor Setup:

Thursday, September 24 1400 - 1900

#### Exhibiting Hours:

Friday, September 25 0700 – 1800

Saturday, September 26 0700 – 1630

**Please note: *It is at your discretion when to attend your exhibit.*** Please refer to the program for the daily schedule.

**Dismantling:** Each exhibitor will be responsible for ensuring that all materials are removed from the exhibit area and clean-up completed by 1800 hours.

Saturday, September 26 1630 - 1800

### REGISTRATION

Registrants may attend the sessions, breaks, and meals. All individuals must complete a registration form and wear their name badges at all times. Badges are non-transferrable.



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## Shipping/Storage Guidelines

### 1. SHIPPING CONFERENCE MATERIALS DIRECTLY TO THE HOTEL

Exhibit materials cannot be shipped to the hotel directly.

#### Hotel Contact Information

Steven White Director, Conference Services Fairmont Chateau Laurier	Tel: 613-562-7064 Fax: 613-562-7033 Email: Steven.White@fairmont.com
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### 2. SHIPPING YOUR MATERIAL & CUSTOMS

**Livingston Event Logistics** has been appointed as official customs broker and transportation supplier for this event. For all customs and shipping needs, we recommend that you deal directly with the Livingston event coordinator. They will advise on how best to ship goods and will assist in the completion of customs documents. Their Canada Bound Customs and Shipping Guide, containing all necessary customs forms and examples for their completion, is available from Livingston or you may also download their forms from their website: [www.livingstonintl.com](http://www.livingstonintl.com).

**Please contact Livingston PRIOR to shipping. For customs inquiries please contact:**

Glen Anderson Livingston Event Logistics	Tel: 514-987-2700 x22 Fax: 514-849-3446 Email: ganderson@livingstonintl.com
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**Hand carrying or private vehicle:** Please notify Livingston **six** weeks in advance if you are bringing commercial goods with you on the plane or driving your own vehicle into Canada. This will permit Livingston to supply you with the appropriate PAPS customs bar codes and advise their border offices of your crossing.

### 3. ONSITE SHOW SERVICES CONTRACTOR

All confirmed exhibitors will receive order forms from Freeman for all of their available services. The forms will need to be completed and returned to Freeman by fax **four (4) weeks prior** to the conference in order to receive this service.

**For further information, please contact:**

Exhibitor Service Department Freeman	Tel: 613-748-7180 x234 Fax: 613-745-8303 E-mail: freemanottawaes@freemanco.com
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### 4. BRINGING YOUR OWN MATERIAL YOURSELF

The Fairmont Chateau Laurier does **not** provide any employees to assist with drayage, setup or storage of exhibit materials. Freeman can be hired to handle this service, if required. The loading dock is available for use from 8:00AM to 4:00PM Monday to Friday (closed each day between 12-1pm).



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## **GUIDELINES FOR EXHIBITORS**

These Guidelines are suggestions, and strongly recommended to be followed by each exhibitor.

- Read the prospectus carefully, paying particular attention to potential problem areas, such as drayage requirements and rates, liability and prepayment clauses, installation and dismantling dates and times (standard time or double time rates), penalty enforcement or violation clauses, etc. Underscore or circle important items that will instantly draw your attention or that of the person in charge of the exhibit for your company.
- Reply promptly to all requests to exhibit that you receive in one of the following ways:
  - acceptance of application as submitted;
  - letter of regret; or
  - letter of regret asking to be taken off mailing list if there is no reason for future consideration of attendance.
- Make space payment promptly and all payments before their deadlines.
- Complete and mail service contractor order forms at least 4 weeks in advance of the meeting. Any telephone orders should be confirmed in writing. Any service or rental cancellations should also be confirmed in writing.
- Allow adequate delivery time for the exhibit to reach its destination. Note the specified dates, address and deadline the drayage company is to receive shipments prior to set-up day. Note the shipping address to be used before and after the deadline date.
- Advise the person in charge for your company that it is his/her responsibility to monitor the movement of the exhibit via pro numbers, air bills, etc.
- Provide your booth personnel with a copy of the rules and regulations applying to exhibitors as provided by the sponsoring association and emphasize the importance of adhering to them. Alert your personnel to the fact that if these rules and regulations are violated, your company may be denied the opportunity to exhibit at future conferences and could be responsible for damages.
- If you do not use professional installation/dismantling supervisors familiar with your exhibit, be certain that your company's representative, who is the assigned supervisor understands the conference hall regulations.
- Advise booth personnel not to criticize or engage in arguments with labour personnel. Your booth personnel should discuss the problem with the CSIM conference manager in the office set aside for conference management. The CSIM conference manager should then discuss the problem with the venue supervisor, if necessary.
- Report to the CSIM conference manager any requests from booth personnel, in areas such as drayage and set-up, for payments (tips) for services performed. If you plan to set up a small exhibit by yourself without labour, you should check in advance to see if this is permitted. If the prospectus indicates you may do your own set-up and dismantling but if you are stopped by union personnel, do not argue; contact the CSIM conference manager.



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## **GUIDELINES FOR EXHIBITORS (cont.)**

- Arrange for products or equipment to be locked up or consider hiring a security guard to protect valuable materials.
- Unpack literature and other materials well in advance of opening of the exhibit hall so the aisles can be cleared of debris before meeting registrants enter.
- Advise your booth personnel to arrive early, obtain their badges and be in the exhibit booth before the exhibits open.
- Be certain a company representative or agent supervises the packing of product, equipment and dismantling of the exhibit at the conclusion of the meeting. Supervision of valuables should continue until the material is transported from the exhibit hall docks.

### **HAZARDOUS MATERIAL & WASTE**

Hazardous material and waste is any material being exhibited, stored, recycled or thrown away that could potentially be dangerous to those attending the event, which could cause injury, harm, or death or pollute air, land or water (example – Hazardous materials can often be identified by certain characteristics that they possess such as being corrosive, flammable, reactive or toxic (scented products such as perfume, cologne, after shave, chemicals, etc.) Exhibitors who generate materials fitting any of these criteria in the course of their meeting activities must:

- Inform Association and Facility Management Staffs of the presence and planned disposition of hazardous material at the time of space application to allow for thorough planning and preparation and preclude misunderstanding.
- Be aware of the full scope of the hazard(s) associated with their material(s).
- Conform to the requirements of all regulatory agencies having jurisdiction in the location of the hazardous material and/or waste.
- Ensure that all personnel who could possibly be engaged in the transportation, containerization, use, coordination, or disposal are fully informed of associated risks.

### **ANY QUESTIONS REGARDING EXHIBIT SPACE CAN BE DIRECTED TO:**

CANADIAN SOCIETY FOR VASCULAR SURGERY

Attention: Sarah Lyons, Meetings Coordinator

774 Echo Drive, Ottawa ON K1S 5N8

**Tel:** 613-730-8177 ext. 360 **Fax:** 613-730-1116

**Email:** [exhibitors@rcpsc.edu](mailto:exhibitors@rcpsc.edu) **CSVS Website:** <http://csvs.vascularweb.org>