



CAPA - Canadian Association of Physician Assistants

ACAM - Association canadienne des adjoints au médecin

## Exhibitor Information

### CAPA 7<sup>th</sup> ANNUAL NATIONAL CONFERENCE

26<sup>th</sup> – 28<sup>th</sup> September 2008

Citadel hotel , Halifax , NS

#### Meeting

The Canadian Association of Physician Assistants (CAPA) provides a forum for sharing, promoting and supporting continuing health education for Physician Assistants in North America. This 7<sup>th</sup> annual conference will continue to promote best practice medicine for the Physician Assistants and is the primary event of its kind in Canada. It is open to all health professionals throughout North America.

We are anticipating approximately 75-100 participants primarily from Canada but as well some international participants.

The focus of this event is on providing education and networking opportunities at the Annual meeting. Exhibitors are encouraged to showcase products, services and ideas that enables professional practice and development activities.

#### Exhibit Location

Exhibit and corporate supporter booths will be located at the Citadel Hotel, 1960 Brunswick Street, Halifax, NS, 1-902-422-1391. Breaks will also be located also in the exhibitor's location.

#### Exhibit Schedule

Load-In & Set up	26 <sup>th</sup> Sep	after 1800 hrs (indicate if required)
Load-In & Set up	27 <sup>th</sup> Sep	0600-0900 hrs
Exhibits open	27 <sup>th</sup> Sep	0900-1630 hrs
Exhibits open	28 <sup>th</sup> Sep	0900-1630 hrs
Load-Out	28 <sup>th</sup> Sep	1630-2000 hrs

\*Exhibitors should plan to be at their booths during Exhibit times



## **Booth Information**

- A. Exhibitor \$ 750.00 - Booth display - 8' w x 9'h (or larger), display benefits listed below**
- Electrical outlet
  - 2 chairs
  - One 6ft-skirted Table
  - Logo on CAPA Website, in preliminary program, final program, onsite posters and conference schedule with (50 word description and logo) all published again in 1 issues of CAPA quarterly newsletter.
  - Two Complementary Conference registrations for 2 exhibitors.
- B. Exhibitor \$ 500.00 – Table Top display, benefits listed below**
- Electrical outlet
  - 2 chairs
  - One 4-6 ft-skirted Table
  - Logo on CAPA Website, in preliminary program, final program, onsite posters and conference schedule with (50 word description and logo)
- C. Exhibitor \$ 300.00 - Not for Profit only**
- Electrical outlet
  - 2 chairs
  - One 4-6 ft-skirted Table
  - Logo on CAPA Website, in preliminary program, final program, onsite posters and conference schedule with (50 word description and logo)

## **Sponsorship**

- A. Platinum \$2000– benefits listed below**
- Logo on CAPA Website, in preliminary program, final program (Full Page), onsite posters and conference schedule with (50 word description and logo) all published again in 2 issues of CAPA quarterly newsletter.
  - Two Complementary Conference registrations for 2 exhibitors.
- B. Gold \$1500– benefits listed below**
- Logo on CAPA Website, in preliminary program, final program (1/2 Page), onsite posters and conference schedule with (50 word description and logo) all published again in 1 issues of CAPA quarterly newsletter.
- C. Silver \$1000 – benefits listed below**
- Logo on CAPA Website, in preliminary program, final program (1/4Page), onsite posters and conference schedule with (50 word description and logo) all published again in 1 issues of CAPA quarterly newsletter.

**D. Bronze \$100 - 500 - benefits listed below**

- Logo on CAPA Website, in preliminary program, final program, Sponsor Listing onsite posters and conference schedule with logo

## **General**

1. Exhibitors should plan to be at their booths during exhibit times.
2. No packing and dismantling of display or display materials prior to 28 Sep 08, 1630 hrs
3. All displays must stay in the boundaries of your exhibit space.
4. Sidewalls and display fixtures occupying the front one-half of exhibit space cannot exceed a height of four feet.
5. Booths do not include set up, dismantle services, post shipment, and move in/move out services.
6. Internet connections and shipping requirements must also be pre-arranged
7. It is not recommended that you leave any items of value at your booth when unattended. Please take these items with you when display not occupied.
8. Names of participants must be submitted NLT 15 Aug 08
9. Parking is the responsibility of the attendee.

## **Floor Plan and Space Assignment**

Exhibit spaces are indicated by your level of sponsorship. Space will be assigned by a first-come, first served basis. A floor plan outlining your booth location will be sent to you via email after 15 July 2008

Please let Mr. Gord Sheath, Administrative Director/Office manager know if there are groups or organizations that you do not wish to be placed beside. We will try to accommodate all requests, however due to circumstances beyond our control we may be unable to accommodate everyone. (Exhibitor space is limited)

## **Registration**

Please return the complete and return the attached registration form to the CAPA National Offices at fax Number: (613) 945-6750 attn Gord Sheath. Additional participants or exhibitors should register as per a conference participant and pay appropriate fees.

## **Exhibitor Services**

**TBD**

## **Pre-Shipping of Display Materials**

Exhibitors are responsible for all of their own set up tear down and shipment of materials to event location. . (this will have to be determined with the assistance of the hotel venue with shipping details and name of event).

## **Miscellaneous Information**

Accommodations can be booked through the CAPA web page link to the hotel noting the event code, rates are as posted and responsibility of the exhibitor.

**Handbook entry:** All corporate supporters and exhibitors will be recognized in the conference handbook/schedule. If you have not already done so, please send your logo (jpg or gif format) and up to 50 words of text to Email: [Sheath.GWH@forces.gc.ca](mailto:Sheath.GWH@forces.gc.ca)

**Security:** Minimal security will be provided during the day. At the end of each day you will be responsible to secure valuable items in your hotel room. CAPA does not take responsibility for lost or damaged equipment.

### **For More Information**

**Contact person:** Gord Sheath  
Canadian Association of Physician Assistants  
HCC Room 253A  
1745 Alta Vista Drive,  
Ottawa, Ontario  
K1A 0K6

### **Exhibitor Checklist**

Did you remember to:

- Send your Company Logo (in jpg or gif form) and 50 word description to:  
[Sheath.GWH@forces.gc.ca](mailto:Sheath.GWH@forces.gc.ca);
- Send your Registration to Gord Sheath at the address above please include payment;
- Contact the Venue provider to organize your accessory needs;
- Register additional participants for your company with payment as instructed on Registration form;
- Book accommodations for your representatives

**Other Sponsor Ship opportunities:** if interested contact Gord Sheath at email:  
[Sheath.GWH@forces.gc.ca](mailto:Sheath.GWH@forces.gc.ca) or phone (613)945-6600 ext 3077

1. Reception 27<sup>th</sup> Sep
  - a. Cost TBD and coordinated with Citadel Hotel Catering services
2. Lunch Sponsored presentation Day One 27<sup>th</sup> Sep:
  - a. Cost TBD and coordinated with Citadel Hotel Catering services
3. Lunch Sponsored presentation Day Two 28<sup>th</sup> Sep:
  - a. Cost TBD and coordinated with Citadel Hotel Catering services

## **Conditions of Exhibitor Contract:**

1. The exhibitor agrees to abide by all regulations and rules adopted by CAPA in the best interest of the show and agrees that CAPA shall have the final decision in adopting any rule or regulation deemed necessary prior, during and after the show.
2. All electrical wiring and outlets shall be the exhibitor's expense. All operating electrical equipment must be CSA approved
3. Space contracted by the Exhibitor may not be sublet without the prior permission of CAPA or its appointed agents.
4. The Exhibitor will be liable for and will indemnify and hold harmless CAPA from any loss or damages whatsoever occurring to or suffered by any person or company, including, without limiting the generality of the foregoing, Exhibitor, other exhibitors, CAPA, official show contractors, the owner of the building and their respective agents, servants and employees and members of the public attending the show, either on the said space or elsewhere if said loss or damages arose from or were in any way connected with the Exhibitor's occupancy of said space.
5. The Exhibitor is responsible for the placement and cost of insurance related to his participation in the show.
6. Either party may cancel this contract provided the other receives written notice at least 30 days prior to the first day of the show. If the Exhibitor cancels after this date he will be liable for 100% of the total contracted space costs. By canceling this contract the Exhibitor forfeits all rights or claims to the allocated space and CAPA is free to rent it to others and collect the cancellation charge as damages.
7. It is understood that CAPA or its appointed agents have sole discretion in the assignment of booths. CAPA reserves the right to alter or change the Exhibitors Assigned location at any time if deemed in the best interest of the show.
8. CAPA or its appointed agents reserve the right at any time to reject, prohibit, alter or remove exhibits or any part thereof, including printed materials, products, signs, lights or sound and to expel Exhibitors of their personnel if in CAPA's opinion their conduct or presentation is objectionable to other show participants.
9. The exhibitor agrees to confine his presentation within the contracted space only, and within the maximum height set by the show rules and regulations and to maintain staff in the assigned booth during show hours.
10. All goods shipped to the show must be clearly marked with the name of the Exhibitor and the name of the number or allotted space. CAPA will not be held responsible for delays, omissions or lost articles shipped by the exhibitor.
11. The Exhibitor agrees that no display may be dismantled nor any goods removed during the entire run of the show. An exhibitor also agrees to remove their exhibit, equipment and materials at the appointed move-out time. Failure to do so will result in the exhibitor becoming responsible for additional costs that may be incurred.
12. CAPA reserves the right, at its sole discretion to change the date or dates upon which the show is to be held and shall not be liable in damages or otherwise by reason of any such change. In addition, CAPA shall not be liable in damages or otherwise for failure to carry out the terms of this agreement in whole or in part where such failure is caused directly or indirectly by or in consequence of fire, storm, flood, war rebellion, insurrection, riot civil commotion, strike or by any cause whatsoever beyond the control of CAPA whether similar to or dissimilar from the causes enumerated herein. In the event that the exhibit space to be used by the Exhibitor should in any way be rendered unusable, the Exhibitor shall pay for such space only for the period during which it was or could have been used as determined within the sole discretion of CAPA.
13. CAPA reserves the right to cancel this contract and to withhold possession of exhibit space if the Exhibitor fails to perform any material condition of this contract or refuses to abide by the show rules and regulations, in which case the Exhibitor shall forfeit as damages all space rental payments made by him and any further occupancy of such space.