

# **Canadian Association for Neuroscience Association Canadienne des Neurosciences**

9<sup>th</sup> Annual Conference and Trade Show

May 24-27, 2015

**Westin Bayshore Hotel  
Vancouver, BC**

## **Sponsor & Exhibit Opportunities Package**



[can-acn.org](http://can-acn.org)

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Dear Collaborators and Industry Partners,

It is our pleasure to invite you to support our next meeting, which will be held in Vancouver, British Columbia from May 24-27, 2015. This will be the ninth Annual Meeting of the Canadian Association for Neuroscience, the largest association dedicated to neuroscience research in this country. Our meeting will provide you with great opportunities to showcase your products and interact with many researchers and clients.

Of the growing number of researchers who attend our meeting – we expect approximately 600+ attendees this year – many will be interested in discovering the products you have to offer. Our attendees study development, cellular biology, sensory, motor and neuroendocrine systems, cognition and behaviour, and many other domains in the vast field of neuroscience. These studies require many advanced tools and equipment that companies like yours provide.

Our conference will be held at the Westin Bayshore Hotel, a modern, state-of-the-art hotel located in the heart of downtown Vancouver.

Advertise in our conference program, be an exhibitor and display your product, or sponsor a portion of the conference and receive extended exposure to the 600+ group of assembled Canadian Neuroscientists! Full details can be found in this package.

Your presence at our meeting is a much appreciated demonstration of your support for Canadian Neuroscience.

Sincerely,

**Dr. Douglas P. Munoz**

President of the Canadian Association for Neuroscience

*The Canadian Association for Neuroscience is a national member-based non-profit society that serves the growing and diverse fields of Neuroscience. The purpose of the Canadian Association for Neuroscience is to:*

- *Promote communication among neuroscientists throughout Canada.*
- *Represent the interests of Canadian neuroscientists at national and international levels.*
- *Promote research in all disciplines contributing to the understanding of the nervous system.*
- *Contribute to the advancement of education in the Neurosciences.*
- *Provide for and assist in the dissemination to the general public of the results of current Neuroscience research and its significance in relation to health and disease.*
- *Raise funds and to provide income for the above purposes.*



## What is the 9th Annual Canadian Neuroscience Meeting?

The 9th Annual Canadian Neuroscience Meeting is Canada's largest conference bringing together researchers and scientists from the many disciplines comprising the world of Neuroscience. The conference serves as an important event for discussion and exchange of the most cutting edge knowledge, insights, issues and ideas in Neuroscience.

The first Annual Canadian Neuroscience Meeting was hosted at the University of Toronto in 2007. The support of the conference exceeded all expectations with over 600 delegates in attendance and spurred the decision to continue holding annual meetings. Since then conference attendance has fluctuated between 600 and 1000 delegates depending on proximity of the meeting location to major neuroscience centers.

The Annual Conference has since been hosted in Montreal (2008), Vancouver (2009), Ottawa (2010), Quebec City (2011) Vancouver (2012), Toronto (2013), Montreal (2014). The Meeting now rotates annually between Toronto, Montreal and Vancouver.

## Who is organizing the conference?

The 9th Annual Canadian Neuroscience Meeting is being organized under the leadership of the Canadian Association of Neuroscience (CAN) President Dr. Doug Munoz (Queen's University), and President elect Freda Miller (University of Toronto). The National Program Committee is led by Chair Kurt Haas (University of British Columbia) and Co-Chair Kathleen Cullen (McGill University). The overall conference planning process is organized by CAN and the team at Podium Conference Management Ltd. Association communications are being provided by Julie Poupard, CAN Communications Director.

## Who attends the conference?

The conference draws principal investigators, post-doctoral fellows and grad students actively engaged in neuroscience. Although most delegates are based in Canada, a growing number of conference attendees are from other countries such as the USA, Europe, Australia and Asia.



Past conferences drew scientists, postdoctoral fellows and students from the following areas:

- Behavioral Neuroscience
- Bioinformatics / Neuroinformatics
- Cellular and Molecular Neuroscience
- Cognitive Neuroscience
- Computational Neuroscience & Modeling
- Developmental Neuroscience
- Disorders of the Nervous System
- Evolutionary & Comparative Neuroscience
- History, Teaching, Public Awareness, and Societal Impacts in Neuroscience
- Excitable Membranes and Ion Channels
- Motor Systems Neuroscience
- Neural / Synaptic Structure and Function
- Neuroendocrinology
- Neuroengineering and Robotics
- Neuroethology
- Neuropharmacology & Neurochemistry
- Neuroregeneration and Repair
- Neuroscience of Aging
- Sensory Systems Neuroscience

## Why sponsor?

### √ **Connect with leading and emerging researchers**

You will gain exposure, build relationships, develop partnerships and connect with representatives actively involved in Neuroscience research from across Canada and around the world.

### √ **Premium branding & positioning opportunity**

You will reach your target audience and be recognized as a supporter of the conference and its aims. Set your product, service and brand apart from your competitors - guaranteed visibility on printed materials, advertising, and promotions.

### √ **Face time with leading scientists**

You will have the opportunity to connect with over 600 investigators, researchers, scientists and students actively involved in Neuroscience research and will have an opportunity to build relationships and form valuable partnerships. Conference registration, marketing opportunities, exhibit booths and networking are among the many benefits associated with sponsoring this conference.

Read on for more information on the opportunities available to you when you support this conference!

## How to become a sponsor

To become a sponsor or exhibitor, please review the information within this package and complete the appropriate application forms. Should you wish to discuss sponsor and/or exhibit opportunities, please contact our Secretariat.

### **De Armond Management Ltd.**

2661 Queenswood Drive  
Victoria, BC  
Canada V8N 1X6

Tel: 1.250.472.7644  
Fax: 1.250.472.7664  
Email: [secretariat@CAN-ACN.org](mailto:secretariat@CAN-ACN.org)  
Web: [www.CAN-ACN.org](http://www.CAN-ACN.org)

### **Canadian Association for Neuroscience - Association Canadienne des Neurosciences**

Secretariat - De Armond Management Ltd.  
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W [can-acn.org](http://can-acn.org)



## **General information**

### **Conference Venue**

#### [The Westin Bayshore Hotel](#)

1601 Bayshore Drive. Vancouver, BC V6G 2V4, Canada Phone: (1)(604) 682-3377

### **Language**

The official language of the conference is English. No simultaneous translation will be provided.

### **Schedule of Events (subject to change)**

#### **Sunday, May 24**

- Registration
- Public Lecture
- Opening & Presidential Lecture
- Opening Reception

#### **Monday, May 25**

- Plenary Symposium
- Brainstar Awardee Talk
- Plenary Speaker
- CAN AGM
- Parallel Symposia
- Poster and Exhibit Session
- CAN Student Social

#### **Tuesday, May 26**

- Plenary Symposium
- Brainstar Awardee Talk
- Plenary Speaker
- Parallel Symposia
- Poster and Exhibit Session
- Keynote Lecture
- Young Investigator Talk

#### **Thursday, May 27**

- Plenary Symposium
- Brainstar Awardee Talk
- Plenary Speaker
- Poster and Exhibit Session
- Parallel Symposia

For full program details, speaker and accommodation information and a list of key dates, please visit our website. [can-acn.org](http://can-acn.org)

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## Sponsorship opportunities

As a conference sponsor, your brand will be exposed to over 3000 members of the Canadian Association for Neuroscience community and the 600+ delegates at the conference through pre-conference announcements and newsletters and special activities and actions during the conference. Differentiate your company from your competitors, increase your company's visibility or introduce your new products to this active neuroscience community.

Choose any number of the sponsor opportunities listed below. Based on your selections, the total value of your sponsorship will place you in one of the following *sponsor levels*. Your complete list of sponsor benefits includes those specific to a sponsor opportunity as well as those associated with the Sponsor Level. Full details on sponsor levels, including values, can be found in the next section):

- Platinum
- Gold
- Silver
- Bronze

Opportunities are booked on a first come, first served basis, so book early!

*Should you wish to participate in the Conference Expo only, please refer to the "Your Exhibition Opportunities" section later in this document.*

## Sponsor Opportunities

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### Welcome reception

**\$5,000\***  
*Exclusive opportunity*

The Welcome Reception will be held on Sunday, May 24 immediately following the Presidential Address. Have your company's name exclusively associated with this event as attendees connect with friends and colleagues at the start of the conference. This opportunity comes with:

- Sponsor signage (i.e. company name and/or logo) throughout the reception venue
- Logo placement on conference website
- Acknowledgement in the conference program
- Acknowledgement on Sponsor Thank You Board (on-site)
- Reference in pre-conference communication to all attendees
- Opportunity to distribute items at the door
- 10 complimentary reception invitations
- Opportunity to network with attendees

*\* Should sponsor prefer, this opportunity can be adjusted to provide the **First Drink Free** for attendees. Please contact us for details.*

**Poster & Exhibit session****\$2,000 per session***Exclusive opportunity per session – 3 Sessions*

Sponsored poster sessions (Full Day) will be held in conjunction with tea and coffee service. These sessions will become the center of attention and high traffic areas. Maximize engagement with conference attendees as they move through the poster display area to the various lunch stations strategically placed throughout. Benefits include:

- Sponsor signage (i.e. company name and/or logo) on all food service tables
- Logo placement on conference website
- Acknowledgement in the conference program
- Acknowledgement on Sponsor Thank You Board (on-site)
- Moderator reference in sessions prior to poster session
- Opportunity to network with attendees

**Presidential Lecture****\$5,000***Exclusive opportunity*

The Presidential Lecture is given on the opening evening and is the first time that all 600+ attendees are all together in one location. This is an excellent opportunity to make your company or organisation known. Added benefits include:

- Sponsor signage (i.e. company name and/or logo) at entrance to session
- Logo placement on conference website
- Promotional slide on screen at introduction and conclusion of session
- Opportunity to distribute print promotional item at session
- Acknowledgement in the conference program
- Acknowledgement on Sponsor Thank You Board (on-site)
- 4 complimentary guest invitations for session





**Keynote lecture****\$5000***Exclusive opportunity per session - 1 Session*

The main keynote lecture will be given on Tuesday evening, just before the Young Investigator Award. This session is expected to attract all 600+ attendees, together in one location. This session is available to a sponsor on an exclusive basis. Added benefits include:

- Sponsor signage (i.e. company name and/or logo) at entrance to session
- Logo placement on conference website
- Promotional slide on screen at introduction and conclusion of session
- Opportunity to distribute print promotional item at session
- Acknowledgement in the conference program
- Acknowledgement on Sponsor Thank You Board (on-site)
- 4 complimentary guest invitations for session
- Exclusive sponsor per keynote

**Morning Plenary Speaker & Brainstar Awardee talk****\$5000 per session***Exclusive opportunity per session - 3 sessions*

The conference will begin each day with a Plenary Invited Speaker, followed by a Brainstar Awardee talk. These sessions are expected to attract all 600+ attendees, together in one location. Each of these sessions is available to a sponsor on an exclusive basis. Sponsorship of the Plenary Speaker session includes the Brainstar Award talk. Added benefits include:

- Sponsor signage (i.e. company name and/or logo) at entrance to session
- Logo placement on conference website
- Promotional slide on screen at introduction and conclusion of session
- Opportunity to distribute print promotional item at session
- Acknowledgement in the conference program
- Acknowledgement on Sponsor Thank You Board (on-site)
- 4 complimentary guest invitations for session
- Exclusive sponsor per keynote

**Plenary Symposium****\$5000 per session***Exclusive opportunity per session - 3 sessions*

The Plenary Symposia will take place each morning just after the mid-morning coffee break. These sessions are expected to attract all 600+ attendees, together in one location. Each of these sessions is available to a sponsor on an exclusive basis. Added benefits include:

- Sponsor signage (i.e. company name and/or logo) at entrance to session
- Logo placement on conference website
- Promotional slide on screen at introduction and conclusion of session
- Opportunity to distribute print promotional item at session
- Acknowledgement in the conference program
- Acknowledgement on Sponsor Thank You Board (on-site)
- 4 complimentary guest invitations for session
- Exclusive sponsor per keynote



**Young Investigator Award Talk – NO LONGER AVAILABLE****\$2,500***Exclusive opportunity*

The conference has dedicated a session to supporting an emerging young investigator. The Young Investigator award acknowledges those who have performed superior research early in their career (within 5 years of taking on an Academic appointment). The awardee will give a plenary presentation at the CAN conference. Help support an emerging scientist! Added benefits include:

- Sponsor signage (i.e. company name and/or logo) at entrance to session
- Logo placement on conference website
- Promotional slide on screen at introduction and conclusion of session
- Opportunity to distribute print promotional item at session
- Acknowledgement in the conference program
- Acknowledgement on Sponsor Thank You Board (on-site)
- 4 complimentary guest invitations for session

**Parallel Symposium****\$1,000 for a parallel session***Exclusive – 12 sessions*

The conference program includes a number of parallel symposium presentation sessions based on invited presentations. During each Symposium block (2 hour duration), a total of 4 parallel sessions will take place. Each session will feature up to 8 individual presentations. Sponsors can opt to support a single parallel session or a complete parallel symposium block. This opportunity includes:

- Sponsor signage (i.e. company name and/or logo) at entrance to all presentation rooms during a session block
- Promotional slides on screens at introduction and conclusion of session or session block
- Acknowledgement in the conference program
- Acknowledgement on Sponsor Thank You Board (on-site)
- Moderator reference in sessions prior to parallel symposium block
- Exclusive sponsor per parallel symposium session or parallel symposium block

**Name your own exclusive sponsorship**


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Do you have an idea that is not listed here? Let us know! We will work with you to create a unique sponsorship opportunity that meets the needs of your company.

**Conference Items\*****Lanyards****\$2500***Exclusive opportunity*

All conference attendees will receive a name badge with a lanyard that functions as their ticket into all sessions and functions. This badge must be worn at all times throughout the conference.

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E [CAN@dearmondmanagement.com](mailto:CAN@dearmondmanagement.com)W [can-acn.org](http://can-acn.org)

We are giving you the opportunity to provide these lanyards (600+) to all delegates for guaranteed visibility throughout the conference and beyond!

### Notepads / Pencils / Pens

**\$750**

*Exclusive opportunity*

Guarantee each attendee receives your company advertisement! Supply notepads and pens or pencils with your company's logo and we will distribute them to all conference attendees when they arrive on-site. Your branding will be seen throughout the conference.

**Please note that sponsoring this item requires the sponsor to purchase and deliver these items to the Meeting**

\* Minimum number of items required for all Conference Items: **600**

### Advertisements in the conference program

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Get maximum visibility in the conference program! Choose from the following advertisement options.

Inside Front Cover – Colour	\$3,000
Inside Back Cover – Colour	\$3,000
Full Page - Colour	\$2,000
1/2 Page - Colour	\$1200
1/4 Page - Colour	\$800
Business Card – Colour	\$500
Full Page - Black & White	\$1,500
1/2 Page - Black & White	\$600
1/4 Page - Black & White	\$600
Business Card – Black & White	\$400

#### Advertisement Specifications:

Full page	7.5" x 11"
½ page	7.5" x 4.85"
¼ page	3.6" x 4.85"
Business Card	

All advertisements must be submitted as JPEG files.  
All files must be received by **April 19, 2015**.

## Sponsor levels

Based on the value of your selections, you will be assigned a sponsor level. These levels and their associated values are noted below. Each level comes with an additional set of sponsor benefits as listed.

### Platinum Sponsor

**Value: \$10,000+**

- The right to use the designation "Platinum sponsor" and the 9th Annual Canadian Neuroscience Meeting branding in advertising and promotions until December 31, 2015
- Special announcement to distribution list upon becoming a sponsor, including links and/or special offers
- Corporate identification on all media and awareness campaigns (where applicable)

#### Exhibit/Display

- One 8' x 10' booth in display area
- Four complimentary exhibitor passes

#### Promotion

- Opportunity to distribute materials in registration package
- Multimedia recognition at the conference
- Signage at Registration – Sponsor Thank You board

#### Logo and Ads

- Platinum sponsor recognition on event E-Newsletters
- Logo (hyperlinked) on conference website home page and E-Newsletters

### Gold Sponsor

**Value: \$5,000 - \$9,999**

- The right to use the designation "Gold sponsor" and 9th Annual Canadian Neuroscience Meeting branding in advertising and promotions until December 31, 2015
- Special announcement to distribution list upon becoming a sponsor, including links and/or special offers
- Corporate identification on all media and awareness campaigns (where applicable)
- 1<sup>st</sup> right of refusal for next conference

#### Promotion

- Multimedia recognition at the conference
- Signage at Registration – Sponsor Thank You board

#### Logo and Ads

- Gold sponsor recognition on event E-Newsletters
- Logo (hyperlinked) on conference website



**Silver Sponsor**

**Value: \$2,500 - \$4,999**

- The right to use the designation "Silver sponsor" and the 9th Annual Canadian Neuroscience Meeting branding in advertising and promotions until December 31, 2015

**Promotion**

- Multimedia recognition at the conference
- Signage at Registration – Sponsor Thank You board

**Logo and Ads**

- Wordmark on conference website
- Logo on the conference program

**Bronze Sponsor**

**Value: \$1,000 - \$2,499**

- The right to use the designation "Bronze sponsor"
- Wordmark on conference website
- Wordmark and logo in conference Program

**To become a sponsor, please contact Jude Ross: [jude@podiumconferences.com](mailto:jude@podiumconferences.com) or call +1 250 472 7644 ext. 104**



## Exhibit opportunities

As an exhibitor of the 9th Annual Canadian Neuroscience Meeting your brand will be exposed to over 600 researchers, investigators, scientists and students actively involved in Neuroscience from across Canada and around the world. Differentiate your company from your competitors, increase your company's visibility or introduce your new products to this unique group of Neuroscientists. The Conference Expo will take place **May 24-27, 2015**, at the Westin Bayshore Hotel, Vancouver, BC.

## Who should exhibit?

Would your company benefit from connecting with researchers and clinicians in the field of Neuroscience research? This Conference Expo provides an excellent opportunity for you to market your product to approximately 600+ of these representatives in one location!

Past CAN conferences drew scientists, researchers and students from the following areas:

- Behavioral Neuroscience
- Bioinformatics / Neuroinformatics
- Cellular and Molecular Neuroscience
- Cognitive Neuroscience
- Computational Neuroscience & Modeling
- Developmental Neuroscience
- Disorders of the Nervous System
- Evolutionary & Comparative Neuroscience
- History, Teaching, Public Awareness, and Societal Impacts in Neuroscience
- Excitable Membranes and Ion Channels
- Motor Systems Neuroscience
- Neural / Synaptic Structure and Function
- Neuroendocrinology
- Neuroengineering and Robotics
- Neuroethology
- Neuropharmacology & Neurochemistry
- Neuroregeneration and Repair
- Neuroscience of Aging
- Sensory Systems Neuroscience

## Why exhibit?

### √ **Connect with Leading and Emerging Researchers**

You will gain exposure, build relationships, develop partnerships and connect with representatives actively involved in Neuroscience research from across Canada and around the world.

### √ **Premium Branding & Positioning Opportunity**

You will reach your target audience and be recognized as a supporter of the conference and its aims. Set your product, service and brand apart from your competitors - guaranteed visibility on printed materials, advertising, and promotions.

### √ **Face Time with Leading Scientists and Clinicians**

You will have the opportunity to connect with over 600 investigators, researchers, scientists and students actively involved in Neuroscience research and will have an opportunity to build relationships and form valuable partnerships. Conference registration, marketing opportunities, exhibit booths and networking are among the many benefits associated with sponsoring this conference.

Read on for more information on the opportunities available to you when you support this conference!





Your **Full Booth** (8ft X 10ft) comes with:

- Back and side draped walls
- One 6ft (2m) long skirted table
- Two chairs
- Complimentary Wi-Fi  
(electrical outlet to be ordered separately is required – forms available on the CAN website)

As an exhibitor your organization also gets:

- 2 Expo name badges, additional badges available at \$250 each
- Acknowledgement in the conference program as "Conference Exhibitor"
- Exhibitor profile in the conference program
- Acknowledgement on Expo sign (on-site)
- Complimentary refreshment service during Expo hours
- Opportunity to purchase added value exhibitor components (more information on these options can be found on the website)

Your **Tabletop Display** comes with:

- One 6ft (2m) long skirted table  
(*please note: Pop-up stands/banners cannot be placed on either side of the table to extend the display front – items may be placed on or behind the table top only*)
- One chairs
- Complimentary Wi-Fi  
(electrical outlet to be ordered separately is required – forms available on the CAN website)

As an exhibitor your organization also gets:

- 2 Expo name badges, additional badges available at \$250 each
- Acknowledgement in the conference program as "Conference Exhibitor"
- Exhibitor profile in the conference program
- Acknowledgement on Expo sign (on-site)
- Complimentary refreshment service during Expo hours
- Opportunity to purchase added value exhibitor components (more information on these options can be found on the website)

## How to become an exhibitor

To book your booth online for the 24-27 May Annual Canadian Neuroscience Meeting, visit our website at [can-acn.org](http://can-acn.org) and follow the links to the 2015 Meeting Sponsor/Exhibitor page.

Our online registration system will ask you for the following information:

- Company and contact information
- Expo booth representative information
- Company description (maximum 700 characters, approximately 100 words)
- Payment information (Visa, MasterCard, American Express, Discovery & Switch). If you prefer to pay with a company cheques please contact our office at +1 (250) 472-7644.

You will also be asked to agree to the Exhibitor Terms & Conditions, located at the end of this package.

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***Space is limited – book early! Exhibit booths are booked on a first come, first served basis. Reservations without payment will not be considered until payment has been received.***

## Exhibition Terms & Conditions

These terms and conditions are the contractual agreement between the Organizer and the Exhibiting Firm (hereinafter referred to as 'Exhibitor').

**Purpose:** The Exhibit component of the Annual Meeting of the Canadian Association for Neuroscience (CAN) (hereinafter referred to as 'Event') is conducted by the CAN (hereinafter referred to as 'Organizer') through its Secretariat De Armond Management Ltd. The purpose of the annual meeting is to bring together neuroscience researchers and students for discussion and exchange of the most cutting edge knowledge, insights, issues and ideas.

**Application to participate:** Application to participate will be considered only upon submission of the completed online Exhibitor Application Form to the Organizer.

**Eligibility:** The Organizer, in its sole discretion, determines whether a prospective Exhibitor is eligible to participate in the Event. The Organizer reserves the right to reject an application for exhibit space including, without limitation, those submitted by applicants whose product or service would not be in the best interest of the Organizer or the Event.

**Attendance & Booth Representatives:** The Event is not open to the public. Exhibitor name badges are to be worn by exhibitors at all times. Exhibitors without name badges may be asked to leave at the discretion of the Organizer. Booths must be staffed during the stated exhibit hall hours by qualified and properly registered representatives of the Exhibitor.

**Payment:** Payment is due in full upon submission of the online application form. Forms submitted without payment will not be considered complete and will not be processed until payment is received in full.

**Cancellation by Exhibitor:** All notices of cancellation must be received in writing by May 1, 2015. There will be an administration charge of 25% of the exhibit fee for all cancellations. If written notice is received by May 1, 2015, the Organizer will refund 75% of the total fee. No refunds will be issued for cancellation notices received after May 1, 2015.

**Cancellation by Organizer:** If Exhibitor fails to make a payment required by this contract in a timely manner, the Organizer may terminate this contract (and the Exhibitor's participation in the event) without further notice and without obligation to refund any monies previously paid. The Organizer reserves the right to refuse Exhibitor permission to move in and set up an exhibit if Exhibitor is in arrears of any payment due to Organizer. The Organizer may also terminate this contract effective upon written notice of termination if Exhibitor breaches any of its obligations under this contract or any other contract or arrangement with the Organizer, without any obligation on the Organizer's part to refund any payments previously made and without releasing any Exhibitor from any liability arising as result of or in connection with such breach. If the Organizer removes

or restricts an exhibit it considers to be objectionable or inappropriate, no refund will be due to the Exhibitor.

**Cancellation of the Event:** In the event that the premises where the Event is to be held shall, in the sole opinion of the Organizer, become unfit or unavailable for occupancy, or shall be substantially interfered with, by reason of picketing, strike, embargo, injunction, act of war, act of God, fire or provincial or federal government agency or by reason of any other occurrence beyond the control of the Organizer, the Organizer may cancel or terminate the exhibition. In the event of such cancellation or termination, the Exhibitor waives any and all claims the Exhibitor may have against the Organizer for damages and expenses and agrees to accept in complete settlement and discharge of all claims against the Organizer the Exhibitor's pro-rated share of the total amount paid by all Exhibitors less all costs and expenses incurred by the Organizer in connection the Event including a reserve for future claims and expenses in connection therewith.

**Subletting or transferability:** Exhibitor may NOT assign, sublet or apportion to any other entity or individual all or any part of the exhibit space allocated and may not advertise nor display goods or services other than those produced or sold by said exhibitor in the regular course of business. No person, firm, or organization not having contracted with the Organizer for the occupancy of space at the exhibit will be permitted to display or demonstrate their products, processes or services, nor may this agreement be transferred or assigned without written consent of the Organizer.

**Assignment of Space:** Exhibit space shall be assigned by the Organizer in its sole discretion for the Event and for the Event dates only. That assignment does not imply that similar space will be assigned for future Events. The Organizer reserves the right to change the floor plan or to move an Exhibitor to another booth location prior to or during the Event for any or no reason.

**No show policy:** If the Exhibitor is delayed in arrival or set-up, the Exhibitor must notify the Organizer at the Event facility. Non-notification may result in resale of space, and no refunds will be made.

**Floor plan:** All measurements shown on the floor plan have been drawn as accurately as possible but the Organizer reserves the right to make such modifications as may be needed, making equitable adjustments with the exhibitors affected thereby.

**Display Rules and Regulations:** For all booth types, the exhibit booth is considered to be contained in the space as contracted, to the maximum heights stated. No display material exposing an unfinished surface to nearby booths will be permitted. Displays must be contained within the assigned booth spaces in such a way that they do not interfere with other exhibitors' displays. Canvassing or distributing advertising material outside of the assigned booth space is not permitted and is grounds for removal from the exhibit hall, and the company may be excluded from future events hosted by the Organizer. The Organizer reserves the right to restrict, prohibit or



remove any exhibit or display items which, in the sole opinion of the Organizer, may detract from the general character of the exhibition or be considered objectionable to the Organizer or supporting organizations, facilities and stakeholders as a whole. In the event of such restriction or removal, the Organizer will have no liability therefore, nor will it refund any amount paid thereunder.

**Contractor Show Services:** Complete information instructions and schedules or prices regarding available services for labour for erecting and dismantling exhibitor displays or for installing electrical, furniture, booth cleaning, audio-visual, internet, telephone services, etc. is included in the Exhibitor Manual.

**Exhibitor Manual:** Prior to the Event, the Organizer will send an Exhibitor Manual to the 'Primary Contact' noted in the online Exhibitor Application Form, likely via email. The Exhibitor Manual will include information integral to participation at the Event, including but not limited to: additional exhibitor rules and regulations, official contractor order forms, registration, shipping and drayage, utilities and building services, exhibit display rules, and move-in, move-out schedules.

**Compliance:** The Exhibitor assumes all responsibility for compliance with, and agrees to comply with all applicable local laws, including fire safety and health laws, and all applicable rules and regulations for all union and labour organizations and the operators and/or owners of the property in which the Event is held. Cloth decorations must be flameproof and wiring must comply with the fire department and insurance underwriters' rules.

**Insurance:** The Exhibitor acknowledges that the Organizer and the facility do not maintain insurance covering the Exhibitors' property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses by the Exhibitor. It is mandatory for exhibitors to carry special insurance to cover exhibit material against damage and loss, and public liability insurance against injury to the person and property of others. Proof of liability must be presented to the Organizer prior to exhibit set-up.

**Limitation of Liability:** The Organizer is not responsible for any loss, theft or damage to the property of the Exhibitor, their employees or representatives. Further, the Organizer will not be liable for damage or injury to persons or property from any cause whatsoever by reason of the use or occupancy of the booth space or the participation in the Event by the Exhibitor. The Exhibitor assumes entire responsibility for and hereby agrees to protect, indemnify, defend and save the Organizer and their employees and agents, harmless against all claims, losses and damages to persons property, governmental charges or fines and attorneys' fees arising out of or caused by the Exhibitor or 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 Organizer, their employees or agents.

**Exhibitor Loss:** The Organizer shall not be in any way liable or responsible for the loss or disappearance, by theft or otherwise, of

any object, items, goods or materials whether personal or commercial property, from Exhibitor's booth space or from the exhibit hall; except for such loss or disappearance is due to intentional and tortuous theft committed by the employees of the Organizer. The Organizers may provide certain security services as a convenience to exhibitors, however, neither the providing of or failure to provide such services, nor the failure of security guards to prevent the theft or loss of property, shall be grounds for holding the Organizer or the facility liable for any related loss, damage, or claim. Responsibility for the security of an exhibitor's area, product and property rests soles with the Exhibitor.

**Listings and promotional materials:** By exhibiting at the Event, the Exhibitor grants to the Organizer a fully paid, perpetual non-exclusive license to use, display and reproduce the name, trade names, product names of the Exhibitor in any directory (print, electronic or other media) listing the companies exhibiting at the Event and to use such names in Event promotional materials. The Organizer shall not be liable for any error in any listing or descriptions or for omitting the Exhibitor or any other exhibitor from any directory or other lists or materials. The Organizer may also take photographs of the Exhibitor's booth space, exhibit, guests and personnel during, before or after the open hours of the Event and use those photographs for any promotional purpose.

**Tradeshow set-up and show hours:** This information is provided in the Exhibitor Manual.

**Amendment to Contract Regulations:** Any and all points not covered specifically are subject to the discretion of the Organizer. The Organizer may, in its sole discretion, make reasonable changes, amendments or additions to Exhibit Terms & Conditions. Any such changes shall be binding on Exhibitor equally with the other regulations contained herein. Any and all matters pertaining to the Event and not specifically covered by the terms and conditions of this contract shall be subject to determination by the Organizer in its sole discretion. The Organizer may adopt rules or regulations from time-to-time governing such matters and may amend or revoke them at any time, upon notice to the Exhibitor. Any rules and regulations (whether or not included in an Exhibitor Manual or similar document) are an integral component of this contract and are incorporated herein by reference. The Exhibitor shall observe and abide by additional regulations made by the Organizer as soon as these additional rules or regulations are communicated to the Exhibitor. This contract (including the Exhibitor Manual and any additional rules or regulations adopted by the Organizer) states the entire agreement of the parties with respect to the subject matter hereof.

**Agreement:** By completing the online Exhibit Application Form and incorporating these terms by reference, the Exhibitor agrees to abide by these rules and regulations, and those of the facility and by the decision of the Organizer. This agreement will become binding on both the Exhibitor and the Organizer upon its acceptance by the Organizer.

