Exhibitor General Information

Facility
The exhibition will be located in the Westin Harbour Castle

Exhibit
Each exhibit is one 8’x8’ space (except tabletops), including the following:
- One skirted standard table (6ft)
- Two chairs
- one-2 plug electrical outlet (1500 watt)

NOTES:
- Pipe and drape is NOT included with the exhibit space.

Internet
The CANM is pleased to offer one complimentary wireless Internet connection. If you wish to order this complimentary Internet connection, please indicate on the application form and return to the CANM Office.

Registration
Registration for corporate representatives can be done by visiting our website, www.canm-acmn.ca in January. The CANM office will send you an online registration link. If you require this link again, please contact us at: canm@canm-acmn.ca.

Upon receipt of payment, a promo code will be issued to each exhibitor/sponsor to be used towards their complimentary registrations through the CANM online registration system.

Registrants may attend the symposiums, breaks, and meals listed in the CANM Program. All individuals must complete the online registration form. Badges are non-transferrable and must be worn at all times.

Exhibit hours
Please note that these times may change.

Exhibitor Setup: NEW FOR 2017- PLEASE NOTE DAY AND TIME
Wednesday, April 19 1500-1800

Exhibiting Hours:
Thursday, April 20 0700-1900 **Welcome Reception @ 1800
Friday, April 21 0730-1700
Saturday, April 22 0730-1700

Dismantling:
Saturday, April 22 1700-on

DISMANTLING
Each exhibitor will be responsible for ensuring that all materials are removed from the exhibit area and clean-up completed by late Saturday, April 22.

Exhibitor Rules and Guidelines

1. Application: Application for space shall be made in writing on the exhibitor agreement form.
2. **Assignment**: Exhibit space is assigned on a first-come, first-served basis with priority to sponsors of the CANM Annual Scientific Meeting who are entitled to a specified number of spaces with their paid sponsorship. CANM will attempt to honor all requests for exhibit space. CANM reserves the right to change location assignments at any time, as necessary. An information kit and floor plan will be provided on-site, on a table at your exhibit location. Exhibitors only, are allocated one complimentary registration with their paid exhibit space.

3. **Cancellation**: CANM must be notified in writing in the event of cancellation on or before March 21st, 2017. Refund of fees will be made only in the event that CANM is able to re-sell the space. An administration fee of $100 will apply to all refunds.

4. **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.

5. **Security**: CANM and the Westin Harbour Castle 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.

\[\text{Please do not leave laptops or any items of value unattended at any time}\]

6. **Responsibility**: The exhibitor hereby assumes the entire responsibility and hereby agrees to protect, defend, indemnify and save the conference organizers, CANM, the Westin Harbour Castle, 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.

7. **Fire Safety**: The Westin Harbour Castle is fully equipped with fire safety system. Because of this sensitive fire alarm system the use of any type of fireworks and smoke machines are prohibited. Candles not covered by glass will also not be tolerated. Displays and/or exhibits will not be set up on any covering that are not fireproof. All displays and/or exhibits must be maintained in a safe manner so as not to create any danger to any other exhibitor or participants at the display and/or exhibit, and must be in accordance with the Nova Scotia Fire Code and the Westin Harbour Castle Fire Safety Act. No meeting room set up or exhibit layout is to obstruct any fire exits or designated aisle space. All set ups and layouts must allow a clearance of an eight foot semi circular radius in front of each access and exit door.

8. **Emergency**: The Westin Harbour Castle and CANM 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 CANM and the Westin Harbour Castle.

9. **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.

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.
**Exhibitor Rules and Guidelines (cont.)**

To obtain a certificate, you must contact your insurance provider. Simply provide your insurance company with the sample certificate and request that they provide a certificate based on the sample. **Please note that the CANM and the Westin Harbour Castle 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.

**EXHIBIT MATERIAL HANDLING – THE WESTIN HARBOUR CASTLE RULES AND GUIDELINES:**

**Shipping and handling of material policies**
All shipping, receiving and storage of exhibit material or equipment such as electronic devices (computers, fax), registration material, exhibit literature or display material is the responsibility of the shipping company selected.

**Hotel Contact Information:**

<table>
<thead>
<tr>
<th>Attn: Aditya Prabaswara</th>
</tr>
</thead>
<tbody>
<tr>
<td>c/o CANADIAN ASSOCIATION OF NUCLEAR MEDICINE (CANM)</td>
</tr>
<tr>
<td>ASSOCIATION CANADIENNE DE MÉDECINE NUCLÉAIRE</td>
</tr>
<tr>
<td>Westin Harbour Castle</td>
</tr>
<tr>
<td>1 Harbour Square</td>
</tr>
<tr>
<td>Toronto ON M5J 1A6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone: FedEx – 647 288 1730</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email: <a href="mailto:can5575@fedex.com">can5575@fedex.com</a></td>
</tr>
<tr>
<td>Main hotel number is 416 869 1600</td>
</tr>
</tbody>
</table>

Westin Meetings and Events Manager: Aditya Prabaswara
Aditya.prabaswara@westin.com
416 361 7492

After the conference, you are responsible to make all necessary arrangements for the removal of any equipment or material to be shipped back, within 48 hours. Any material not removed by this time will be removed by the hotel at your expense. All equipment or material should be shipped during the normal operating hours of the hotel receiving department.

**Operating hours – receiving – taken care of through FEDEX**
- Monday to Friday
- 7:30 AM to 6:00 PM
- Saturday and Sunday
- 8 am to 5:00 PM

**Labeling of boxes/shipments**
It is very important to the Hotel that they be advised as to when the material is to arrive and that each package is properly and clearly labeled. In order to avoid confusion or misplaced materials, labels should be clearly labeled in the following manner: *(A label template is available on our Website)*

Any material or package inappropriately identified or not pre-paid will be returned to sender.

**Name of Group and On-site Contact - (address to the person that will be looking for the box on site)**

<table>
<thead>
<tr>
<th>c/o Westin Harbour Castle</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Harbour Square</td>
</tr>
<tr>
<td>Toronto ON M5J 1A6</td>
</tr>
</tbody>
</table>

Hold for: CANM 2017 – ANNUAL SCIENTIFIC MEETING
April 20-23, 2017
Box(es) ______ of _____

ATTN:
Box deliveries will be assessed a handling fee determined by weight. These charges will be posted to your Master Account.

**Inbound and Outbound Package Handling Fees:** The fees are as follows:

**Package Handling Fees**
Package handling fees may be charged to a guest room, master account, FedEx account, or billed to a credit card. Fees are applied on a per item basis.

<table>
<thead>
<tr>
<th>Weight Class</th>
<th>Inbound Receiving Fee</th>
<th>Inbound Receiving/Delivery Fee</th>
<th>Outbound Off Handling Fee</th>
<th>Outbound Pickup/Handling Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.0 – 1.0 lbs.</td>
<td>$0.00</td>
<td>$5.00</td>
<td>$0.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>1.1 – 10.0 lbs.</td>
<td>$10.00</td>
<td>$15.00</td>
<td>$10.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>10.1 – 20.0 lbs.</td>
<td>$15.00</td>
<td>$20.00</td>
<td>$15.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>20.1 – 30.0 lbs.</td>
<td>$20.00</td>
<td>$30.00</td>
<td>$20.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>30.1 – 40.0 lbs.</td>
<td>$25.00</td>
<td>$40.00</td>
<td>$25.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>40.1 – 50.0 lbs.</td>
<td>$25.00</td>
<td>$50.00</td>
<td>$25.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>50.1 – 60.0 lbs.</td>
<td>$25.00</td>
<td>$70.00</td>
<td>$25.00</td>
<td>$70.00</td>
</tr>
<tr>
<td>60.0 lbs. and Over</td>
<td>$25.00</td>
<td>$150.00</td>
<td>$25.00</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

* For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of $150.00, which is applied to each pallet/cube handled. A Labour Fee of $70.00 per hour will apply for breaking down pallets, building pallets or excessive package handling/moving due to a customer’s request. The Labour Fee can be charged in 15 minute increments.

**Package Storage and Oversize Item Fees**
Package Storage Fees will apply to each package received and stored for more than five calendar days. Items measuring over 6.5 feet on all sides are considered oversize and will be assessed the Oversize Fee if stored for more than five calendar days.

<table>
<thead>
<tr>
<th>Days</th>
<th>Storage Fee/Day</th>
<th>Oversize Fee/Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 5 Days</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td>6 – 7 Days</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>8 Days and Over</td>
<td>$50.00</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

**Loading Dock hours of operation:**
Monday through Friday 8:30 am – 4:00 pm, on the weekend it can be opened by request. No activity allowed between 11 pm to 7 am.

**Bringing your own material yourself**
The Westin Harbour Castle does **not** provide any employees to assist with drayage, setup or storage of exhibit materials.

**Storage**
The Westin Harbour Castle has an extremely limited amount of storage facilities, they cannot accept material until 48 hours prior to the start of the conference or pre-conference. It is strictly forbidden to store any merchandise on the shipping/receiving dock and in the back of the house corridors. We recommend in the event that you have a large amount of material or if such material is valuable, and must be pre-shipped that a moving company be engaged. Arrangements for storage and movement of your packages can be made with them. Please advise your Conference Planner of your plans and decisions in this regard.
SHOW SERVICES CONTRACTOR/ DRAYAGE AND STORAGE

The show service supplier is Robinson Show Services Inc. Please find all necessary documents and information on our website at; http://www.canm-acmn.ca/exhibitors.
For any questions or additional information regarding Robinson Show Services, please contact Niels Pierik at 905-417-7789 or by email – niels@robinsonshowservices.ca

SHIPPING YOUR MATERIAL FROM OUTSIDE OF CANADA

Mendelssohn Event Logistics has been appointed Official Customs Broker for our event. Please contact Marie Bava, Sales Manager, 416-863-9339 ext. 234, mbava@mend.com for more information:

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.
- 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.
- 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 CANM conference manager in the office set aside for conference management.
- Report to the conference organizer any requests from personnel, in areas such as drayage and set-up, for payments (tips) for services performed. If the prospectus indicates you may do your own set-up and dismantling but you are stopped by union personnel, do not argue; contact the conference manager.
- 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.
- The Westin Harbour Castle is licensed to serve food and beverages. No food or beverages may be brought into the Westin Harbour Castle for service during this event.

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.