

**The Canadian Orthopaedic Association  
2018 Annual Meeting  
Victoria Conference Centre and Fairmont Empress Hotel  
June 20-23, 2018**

**TERMS AND CONDITIONS FOR BOOTH RENTAL**

1. It is understood and agreed that the following terms and conditions for booth rental are accepted as part of the contract between The Canadian Orthopaedic Association ("COA") and the Exhibitor listed in the online reservation system to rent exhibit space at COA's 2018 Annual Meeting ("Event"). Additional terms and conditions listed in the online reservation system are incorporated herein.
2. Before, during and after the Event, the Exhibitor shall abide by all applicable laws and regulations, these terms and conditions, and by other reasonable rules considered necessary by Management and/or the Victoria Conference Centre ("Centre"). Management shall have the final decision in adopting, amending, interpreting and enforcing all rules deemed necessary before, during or after the Event to ensure the orderly conduct of the Event. Management's waiver of or failure to exercise any right provided for herein shall not be deemed a waiver of any further or future right under these terms and conditions.
3. The term "Management" includes COA (with whom the Exhibitor forms a binding contract by signing these terms and conditions) and the Local Arrangements Committee, the Canadian Orthopaedic Residents Association, and the Canadian Orthopaedic Research Society.
4. The Exhibitor shall rent the booth(s), by registering through the online registration system, solely for the purposes of the Event.
5. The rental shall be for **[three]** days, commencing on **[June 20, 2018]** and ending on **[June 22 2018]**
6. All amounts specified herein are in Canadian dollars.
7. **Booth Prices:**  
The cost of a 10'x10' exhibit booth is \$5,000 plus 5% GST (total: \$5,250), if reserved on or before December 31, 2017. The cost of a 10'x10' exhibit booth is \$5,800 plus 5% GST (total: \$6,090), if reserved on or after January 1, 2018.

**ISLAND BOOTHS:**

The cost of an island booth, **20'x20'**, is \$23,000 plus 5% GST (Total: \$24,150), if reserved on or before December 31, 2017.

The cost of an island booth, **20'x20'**, is \$26,200 5% GST (total: \$27,510), if reserved on or after January 1, 2018.

The cost of an island booth, **20'x30'** is \$34,500, plus 5% GST (total: \$36,225), if reserved on or before December 31, 2017.

The cost of an island booth, **20'x30'**, is \$39,300 plus 5% GST (total: \$41,265), if reserved on or after January 1, 2018.

**\*\*A 50% non-refundable** deposit in Canadian funds made payable to The Canadian Orthopaedic Association is required to confirm any exhibit space, due on booth assignment. The balance is due no later than March 31, 2018. Interest on overdue amounts at a rate of 12% per annum (1% per month) shall apply to late payments.

8. The Centre must approve the use of gas cylinders in all cases. The Exhibitor shall not do anything or allow anything to be done on the premises or in the vicinity of the premises or bring anything into or keep anything on the premises that could in any manner increase the risk of fire or the rate of the insurance policies that cover the Centre.
9. The Exhibitor shall be liable for, and shall indemnify and hold Management, and their respective directors, officers, employees and agents, harmless from, all liabilities, damages, actions, losses, claims and expenses (including legal fees) whatsoever directly or indirectly occurring to or suffered by any individual or entity, including, without limiting the generality of the foregoing, the Exhibitor, other exhibitors, the Centre, or their respective directors, officers, employees and agents, and members of the public attending the Event, either on the said premises or elsewhere if said loss or damage arose from or was in any way directly or indirectly connected with the Exhibitor's occupancy of the rented booth.
10. The Exhibitor shall hold throughout the period of the Event, inclusive of move-in and move-out days, general liability insurance providing minimum coverage of **Two Million Dollars** per loss and per occurrence and must show proof of this insurance to Management on or before March 31, 2018. Any Exhibitor who has not forwarded to Management proof of this liability insurance will not be allowed to exhibit at the Annual Meeting. COA shall be named as an additional insured and a cross liability insurance clause shall be included in such insurance.
11. Management reserves the right, at its sole discretion, to change the date or dates and times upon which the Event is to be held and shall not be liable in damages or otherwise by reason of any such change. In addition, Management shall not be liable for damages or otherwise for a failure to carry out the terms of the rental to the Exhibitor, in whole or in part, where caused directly or indirectly by or in consequence of fire, flood, storm, war, rebellion, insurrection, riot, civil commotion, strike or any cause whatever beyond the control of Management whether similar or dissimilar from the causes enumerated herein.
12. The rental may be cancelled by either party provided written notice is received by March 1, 2018. If the Exhibitor cancels between March 2, 2018 and April 15, 2018, the Exhibitor will be liable for 75% of the full contracted cost. If the Exhibitor cancels after April 15, 2018, the Exhibitor will be liable for 100% of the full contracted cost. Space abandoned or not occupied at the start of the Event may be repossessed without indemnity and reassigned by Management for exhibits or other uses.
13. Management reserves the right to alter or change the space assigned to the Exhibitor.
14. Management reserves the right to alter or remove exhibits or part thereof and to expel Exhibitors or their personnel if, in Management's opinion, their conduct or presentation is objectionable to other Event participants.
15. The Exhibitor shall confine the Exhibitor's presentation within the rented space only, and within the maximum height set by Management or the Centre's rules and regulations and to maintain staff in the booth space during exhibition hours. For special requests concerning exhibit heights, please contact the COA.
16. The Exhibitor agrees that any contact with the Press at the Centre shall be by arrangement with Management representatives.
17. The Exhibitor shall obtain COA approval (Chief Executive Officer) for any event that the Exhibitor plans to hold during the Annual Meeting that involves meeting registrants. This requirement will avoid conflicting events in the best interest of meeting participants.
18. The Exhibitor shall observe all union contracts and labour relations agreements in force between Management, official contractors and the building in which the Event will take place and according to the labour laws of the jurisdiction in which the building is located.
19. The Exhibitor agrees that no display may be dismantled or goods removed during the entire run of the Event but must remain intact until the end of the published exhibit times. The Exhibitor also agrees to be entirely responsible for the punctual moving-in, assembly, maintenance, disassembly and removal of the exhibit,

equipment and appurtenances to and from the Centre and, in the event of a failure to do so, the Exhibitor shall pay for additional costs which may be incurred.

20. The exhibition halls will be locked during off hours. **Please note:** any booths in the foyer are in a public accessible space, please govern exhibit materials in that space accordingly. If the Exhibitor has special security needs, the Exhibitor should contact Management and/or the Centre to contract extra security. Precautions will be taken to prevent losses due to pilfering, but Management will not accept liability for losses of any kind.
21. Exhibition halls are cleaned and cleared of all furniture in preparation of the move-in and set-up. The Exhibitor, the conference's official display services company, or the Exhibitor's display company is responsible for the set-up of all exhibit-related furnishing and décor. Exhibitors and display companies are not permitted to store any materials at the Centre.
22. Services rendered include refuse removal and aisle cleaning.
23. Exhibitor materials shipped prior to the set-up day of the Event will be forwarded to the Advanced Warehouse (address will appear in your Exhibit Manual) for storage and handling.
24. Following the Event, the Exhibitor or the Exhibitor's display company shall remove all display furnishings power equipment, booths, and property of any kind from the premises.
25. The Exhibitor shall restore the rented premises to the same condition and state of cleanliness as when it occupied the premises, except for normal wear and tear following reasonable use of the premises. The Centre advises it will hold exhibitors responsible for any damage to Centre property. Management and the Centre shall also be entitled to dispose of and remove from the premises, at the Exhibitor's expense, any display furnishings power equipment, booths, and property of any kind which may be found at the rented premises or at the Centre, and Management shall not be liable for any deterioration or loss of such property resulting from such removal or subsequent storage, and the Exhibitor hereby waives any claim against Management for such deterioration, loss or other damage of any kind.
26. No signs or other articles are to be fastened to the wall brackets or other electrical fixtures. The use of pins, thumbtacks, self-adhesive, nails, screws, bolts, hooks, crowbars, hand spikes, or any tools or material that could damage the floor or walls is prohibited by the Centre. The Exhibitor shall not paint the walls, floor or ceiling or any other part of the premises.
27. All display materials including banners must be flame proofed and are subject to inspection by the Victoria Fire Department. No inflammable fluids or substances may be used or shown in booths.
28. All illuminated display booths and electrical equipment on display must be CSA approved before the equipment may be lawfully displayed.
29. All mechanical exhibits shall have a drip sheet to prevent oil damage to the floor. No covers or sheets can be supplied by the Centre for use in booths or for display tables.
30. Exhibit move-in and tear-down times and final dates are to be confirmed.
31. The Exhibitor shall not bring or allow animals to be brought into the premises, except for guide dogs.

## EXHIBITOR REGISTRATION

Detailed information and instructions for online Exhibitor registration will be sent to Exhibitors in the spring of 2018.

1. **Exhibit badges:** 3 complimentary representative badges are included with each 10'x10' booth. Additional badges can be purchased at a cost of \$100 each.
2. Replacement of lost badges will be issued at an additional cost of \$100 each.

3. Badges are **not** transferable. Company badges will not be accepted instead of the official badge. Supplementing the badge with business cards, altering, adding to or defacing the official badge is not permitted. All badges will include the company name as listed on the online Exhibitor Registration Form.

4. All booth personnel must be identified with an Exhibitor badge. Medical or other individuals that are registered for this meeting must remove any other badges and/or ribbons and display the Exhibitor badge when staffing or working within an exhibition booth.

5. No one under 16 years of age will be allowed in the exhibition hall.

6. The Exhibitor's badge allows admittance to the exhibition hall, and on a space-available basis to the scientific exhibit and poster presentations, general sessions, symposia, and paper presentations.

Booth reservations will only be finalized on receipt of completed and signed terms and conditions of rental.

**PLEASE** acknowledge your acceptance of these terms and conditions of rental by completing, signing and returning a copy to the COA office at:  
meetings@canorth.org, 514-874-0464 (fax)  
4060 Ste. Catherine St. West, suite 620  
Westmount, QC  
H3Z 2Z3

Accepted on behalf of the COA

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Name and Title of Exhibitor

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature