

Sponsor & Exhibitor Prospectus

Uniting the national orthopaedic community through advocacy, education, research and practice standards.



2023 Annual Meeting

June 21-24

Calgary TELUS Convention Centre

☎ [514-874-9003](tel:514-874-9003)

✉ meetings@canorth.org

🌐 www.coa-aco.org



About the COA

The Canadian Orthopaedic Association (COA) is a not-for-profit professional association representing the interests of orthopaedic surgeons and trainees in Canada. Founded in 1945, we are committed to uniting the orthopaedic community by providing lifelong learning opportunities, quality-driven practice standards, advocacy platforms, leadership and professional development, as well as collaborations with subspecialty societies and allied health associations.

In 2023, we look forward to uniting members of the orthopaedic community at an in-person Annual Meeting from June 21-24 at the Calgary TELUS Convention Centre. We invite you to participate in this exciting event as a sponsor or exhibitor and to partner with the COA on important and impactful initiatives this year.

Sponsorship packages can be tailored to your company's interests and extend beyond the Annual Meeting. Programs fostering leadership, professional development, continuing education and national advocacy are developed for implementation in 2023. Your support and commitment will expand and sustain these programs while gaining yearlong engagement with our members.

Sponsoring COA programs is the ideal way to meet, influence, educate and connect with top orthopaedic surgeons, residents, researchers and allied health professionals from across the country and worldwide.

President: Laurie Hiemstra

CEO: Cynthia Vezina

President Elect: Pierre Guy

Program Chair: Marcia Clark

Our Annual Meeting

Reach

Surgeons, subspecialists, scientists and researchers, emerging resident and fellow leaders, and allied health partners from the entire orthopaedic care path.

Connect

With clients, colleagues, prospects, peers and leaders during the 8+ hours of designated, unopposed exhibit and industry programming time.

Promote

Your latest products, services and techniques face to face to orthopaedic professionals and stakeholders attending the conference.



Who are COA Members?

- Specialists from academic centres and distributed sites
- Leaders in every subspecialty
- Residents and fellows from all training programs
- Scientists leading the latest research and innovations
- Allied health professionals sharing best practices and models of care
- Educators, learners and experts from across the country
- Global collaborators and leaders from around the world

Sponsorship Opportunities

- Leadership and Mentorship Programs
- National Advocacy Initiatives
- Podcast Series
- Basic Science Course
- Educational Grants & Corporate Branding
- Lunch n' Learn Sessions
- Exhibit booths



Contact Cynthia Vezina, CEO
for sponsorship inquiries

514 874-9003 x 3
cynthia@canorth.org

Sponsorship Levels*

Inclusions	 PLATINUM \$75,000-\$100,000	 GOLD \$50,000-\$74,999	 SILVER \$25,000-\$49,999	 BRONZE \$15,000-\$24,999
INVITATION TO PARTICIPATE IN A COA EXECUTIVE MEETING				
PRESENTATION BY COA PRESIDENT AT INTERNAL SALES/ TRAINING MEETING				
LEADERBOARD AD IN VIRTUAL MEETING PLATFORM				
PRIORITY SELECTION OF 2024 EXHIBIT SPACE				
PROFESSIONAL PHOTO IN BOOTH WITH COA PRESIDENTIAL LINE				
COMPLIMENTARY GALA TICKETS (2)*				
RECOGNITION ON COA SOCIAL MEDIA (ENHANCED FOR PLATINUM)				
FOOTER AD IN EVENT APP				
RECOGNITION BY COA PRESIDENT AT OPENING CEREMONIES				
PRE- & POST-SHOW EMAIL TO ATTENDEES LISTING SPONSORS				
SPONSOR LEVEL SIGN PLACED IN EXHIBIT BOOTH				
RECOGNITION ON ONSITE SIGNAGE				
RECOGNITION ON WEB SITE				
COMPANY'S EDUCATIONAL EVENTS LISTED ON COA CALENDAR + SOCIAL MEDIA PROMO				
				
	UNLIMITED	4 EVENTS	2 EVENTS	

**Additional tickets available for purchase

Leadership & Mentorship Programs

The COA is committed to fostering access to leadership training resources and developing and supporting emerging orthopaedic leaders. Your support of these initiatives directly contributes to cultivating leaders in Canadian orthopaedics.

Emerging Leaders Training Program - \$20,000

- The program will better prepare our members for leadership positions, including roles as department heads or principal investigators, through specifically-designed training to aid in their careers and community engagement. With the assistance of a professional coach, members who are trainees, early career researchers and clinicians will benefit from training modules, including a Core Values Index analysis and one-on-one executive coaching.

Diversity in Leadership Scholarship - \$10,000

- The COA is committed to promoting access to leadership opportunities to develop and support underrepresented groups within the Canadian orthopaedic community. Eligible members may apply to receive tuition support to attend a leadership course or conference of their choice.

Mentor for a Day Program - \$10,000

- A Mentor for a Day program matching junior members with leaders in the specialty at the Annual Meeting on Subspecialty Day (Sat, June 24) will unite emerging and senior leadership over a day of focused discussions and broadening soft skills in orthopaedics.





Education

Podcast Series - \$5,000 per podcast

- Current issues in orthopaedics are discussed in a Podcast series. Conversations between members of the orthopaedic community will share perspectives on current issues, practice models, approaches and career pathways.

Basic Science Course - \$10,000 per module

- The COA Basic Science Course is a virtual course divided into four learning modules over two years: (1) Basics, (2) Infection/Bone Disease, (3) Biomechanics, and (4) Neoplasia. Residents learn basic science pathology through interactive live lectures, breakout discussions, and expert online videos to develop their career trajectories.

Social Media Event Promo - \$500 per event

- Is your company offering a course, meeting or event that would be of interest to our members? Share it through the COA's calendar and social media! Please submit your event for inclusion in the calendar and promotion through our social media channels.



Be part of the national voice for orthopaedic care in Canada by partnering with the COA on these upcoming advocacy initiatives.



Canadian
Orthopaedic
Care Day

Canadian Orthopaedic Care Day

- After a successful inaugural Canadian Orthopaedic Care Day on Wednesday, March 30, 2022, the COA is pleased to announce the opportunity for corporate sponsors of the 2nd Annual celebration in 2023.

Care Day Sponsor Levels:

- Exclusive Sponsorship (minimum: \$30,000 contribution)*
*Only available prior to other sponsorship requests.
- Platinum: (minimum \$10,000 contribution)
- Gold: (minimum \$5,000 contribution)
- Silver: (minimum \$1,000 contribution)



Provincial Leaders Webinars - \$5,000 per webinar

- Leaders of provincial orthopaedic associations from across the country come together to discuss priority issues and how they are being managed in each of their respective regions. These sessions include multidisciplinary collaborations and identify regional models of care and efficiencies that may be considered to address national issues.



Educational Grants Branding Opportunities

Educational Grants

Opportunities to support surgeon and resident education initiatives developed by the COA and its affiliated subspecialty societies.

Educational grants foster and sustain new and existing programs for life-long learning.

Branding Opportunities

Items must be pre-approved by COA. Pricing excludes production, installation and applicable taxes. The sponsor is responsible for all fees.

Meeting Registration Confirmation Ad - Cost: \$2,500

- Company logo or image and name will appear on the Annual Meeting registration confirmation e-mail sent to every confirmed registered delegate

Lanyards - Cost: \$6,000 + cost of production and branding (branding must also include #COAMeeting printed on lanyard)

- Distributed to each registered delegate
- 2000 lanyards must be produced and provided by the sponsor

Hotel Key Cards: Cost: \$4,000 per hotel (2 hotel options, limit one hotel per sponsor)

- Brand key cards at the Annual Meeting designated hotels

Other

- Corporate branding ideas not outlined in this package can be presented for consideration. We welcome your ideas!



*Sponsor to provide materials
and cost of production



Lunch n' Learn Sessions

Showcase products, demonstrate techniques or present research to a captive audience in your session at the 2023 Annual Meeting. These sessions are not accredited by the COA (non-CME).

Designate a meeting space in the Convention Centre to schedule your 50-minute session with a targeted audience. Educate attendees on the latest product and practice innovations during unopposed program time.

Inclusions

- Meeting room theatre set up (no resets)
- Standard AV
- Scheduled during lunch break with no opposed COA programming
- Advertised on Annual Meeting Website & COA Communications
- On-site signage

Eight Sessions Available

- 4 sessions Thursday, June 22, from 12:00-13:00
- 4 sessions Friday, June 23, from 12:00-13:00

Cost per session: \$5,000 plus the cost of lunch for each attendee (\$50 pp, minimum 25 people). All sessions must include lunch. Food and beverage are provided through the Convention Centre and coordinated through the COA.

Exhibit Booth Fees

Booth Fees before February 1, 2023

- 10' x 10' Exhibit Booth: \$6,300
- 20' x 20' Island Exhibit Booth: \$27,600
- 20' x 30' Island Exhibit Booth: \$41,400
- Table Top (1 6ft draped + 2 Chairs): \$1,500
- 3 comp badges per 10' x 10' booth.
- 12 comp badges per 20' x 20' island booth
- 18 comp badges per 20' x 30' island booth
- Additional Reps: \$200 per badge
- Cancellation fee: \$500. Send in writing by May 1

A 50% deposit of booth fees is required to secure reservation

Balance must be paid in full by May 1

Booth Fees as of February 1, 2023

- 10' x 10' Exhibit Booth: \$7,100
- 20' x 20' Island Exhibit Booth: \$30,800
- 20' x 30' Island Exhibit Booth: \$46,200
- Table Top (1x 6ft + 2 Chairs): \$1,500
- 3 comp badges per 10' x 10' booth.
- 12 comp badges per 20' x 20' island booth
- 18 comp badges per 20' x 30' island booth
- Additional Reps: \$200 per badge
- Cancellation fee: \$500. Send in writing by May 1

Official Show Services
Provider:
Global Show Services

calgary@globalconvention.ca
403 218-7893

Conditions

- All booth and badge fees subject to GST
- No refunds after May 1
- Booth space will be chosen on a first-come, first-served basis. Previous year's highest-level sponsors are given the first opportunity.
- Assigned booths are subject to change pending final Fire Marshall approval
- Receipt of 50% payment is necessary to reserve space
- Booth breakdown is NOT permitted until after the afternoon break on Friday, June 23
- See terms and conditions for further information



Annual Meeting Event App

The event App is an Annual Meeting essential. The App is the primary tool to navigate the educational program, access eposters, evaluate sessions, access certificates of attendance and interact with other attendees. The App is generally downloaded and accessed by every registered Annual Meeting attendee.

Image Specs

- PNG format and be 72 dpi
- Must have a solid background colour - no gradients or transparency
- It must have a few pixels of padding to prevent anything from being cut off when Apple or Google use the images in their systems
- App and virtual platform ads are full-colour company logos with company slogans (if applicable) only. No product name or imaging permitted.

App Startup Splash Screen (1 Available)

- Cost: \$10,000
- Startup screen every time the App opens/loads
- Specs: 2 image sizes - for phones or tablets
- 640 x 1136 pixels
- 1536 x 2008 pixels



Lobby Ads (rotating)

- Cost: \$5,000 per ad
- Ads appear on the home screen of the App
- Specs: 1200px wide and 720px tall



100

[illegible]

Book Your Exhibit Booth

Why exhibit at the COA Annual Meeting?

- 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 2678, 2679, 26

Exhibit Hours*

DATE	HOURS OPEN	UNOPPOSED EXHIBIT TIME	LUNCH BREAK + EXHIBIT TIME**	UNOPPOSED EXHIBIT TIME	OTHER
BADGE PICK UP WEDNESDAY - FRIDAY 7:00–17:00					
TUESDAY JUNE 20	LARGE BOOTH 20X20+ MOVE IN & SET UP AS OF 13:00 BY SPECIAL REQUEST TO MEETINGS@CANORTH.ORG				
WEDNESDAY JUNE 21	MORNING-16:00 BOOTH MOVE-IN AND SET UP 18:15–20:15 WELCOME RECEPTION				
THURSDAY JUNE 22	9:00–15:30	9:30–10:30	12:00–13:00	14:30–15:30	
FRIDAY JUNE 23	9:00–16:00	9:30–10:30	12:00–13:00	15:00–16:00	16:00 TEAR DOWN

*Subject to changes
**The COA will not be serving or making lunch available for purchase in the exhibit hall. Please staff your booth accordingly.

IMPORTANT DEADLINES

- February 1 - Discounted fees deadline
- May 1 – Booth fees paid in full
- March - Service kit available
- May 19 - Housing deadline



Book Your
Exhibit Booth

Exhibitor Awards

Award recipients are selected by the COA's presidential line and Executive Committee based on the booth's overall appeal and design, interactive attendee experience, and the proactivity and positivity of exhibiting representatives. All 2023 exhibitors are eligible.

Launched in 2022, this initiative was named after former COA CEO Doug Thomson in honour of his many decades of leadership within the COA and the orthopaedic device industry.

Categories:

- Small exhibit award (up to 100 square feet)
- Large exhibit award (200+ square feet)

Winners receive:

- Plaque presented by COA President
- Photo with COA leadership in booth
- Recognition through COA communications
- Winners will be announced on Friday, June 23

2022 Winners

Congratulations are extended to CURE International and ConMed for being awarded the 2022 Best Exhibit Booth Awards.



Exhibitor Registration

Registration and Badge Fees

All representatives of exhibiting companies must register and wear the official exhibitor's badge for admission to and within the exhibit hall.

All badge registrations must be complete by June 15.

Each representative registration includes:

- Admission to Annual Meeting scientific sessions
- Welcome Reception (Wednesday night)
- Morning and afternoon breaks NOTE: Lunch is NOT provided for meeting attendees.
- Representative registration information will be provided after booth space confirmation.

Representative Badge Only (no booth)

You can contact the COA directly to purchase individual rep badges only (without a booth)—cost: Per badge \$500 (before May 1) \$600 (after May 1).

Ancillary Meetings/Receptions

Events must not overlap any COA-related activities, programming or events. This includes all scientific sessions as well as the Welcome Reception on Wednesday, June 21, and the Gala on Friday, June 23. To request meeting space, please contact meetings@canorth.org.

Booth Enhancements

Any food and beverage enhancements offered within exhibit booths (barista machines etc.) must be arranged through the official caterer for the Calgary TELUS Convention Centre.

Contact: Dipeeka Joshi-Lawrence: dipeeka.joshi-lawrence@marriott.com. No food or beverage from outside sources can be offered in the exhibit hall. Public health guidelines must be followed for all food service options.

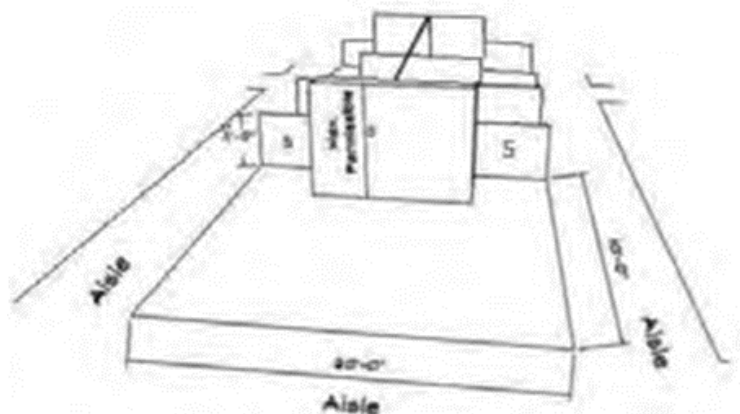
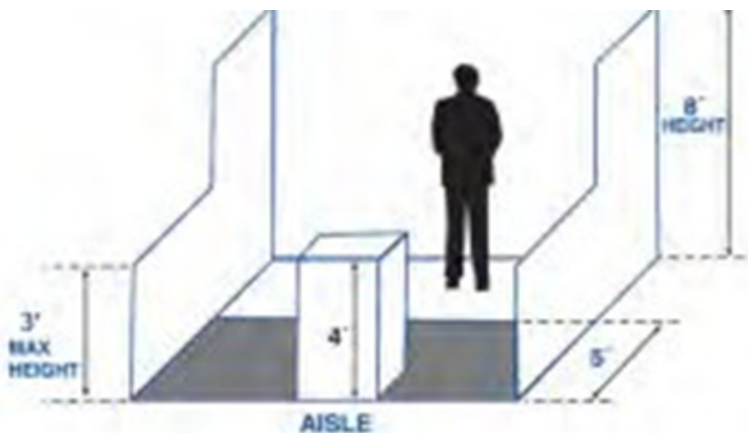
Booth Construction

Booth Construction

- Standard booth construction is (one) 10' x 10' exhibit booth, show color black draperies.
- 8' high in the back and 3' high on the sides. Additional furnishings will be outlined in the exhibitor kit.
- Endcap booth is usually 10' x 10'. When an endcap booth backs up to two linear booths, the back wall is restricted to 3' high within 5' of each aisle, permitting adequate line of sight for the adjoining linear booths.
- The middle 10' of the wall can go to max. 8' high.
- Ceiling height is 29', with 50% visibility so as not to obstruct the view of other booths.
- Island booths should have access in and out on all four sides.
- Hanging signs/banners may not exceed the perimeter or height of the assigned space. Attachment to exhibit hall beams must be rigged by the show services provider. Advance rigging order is mandatory. Forms are included in the exhibitor kit.
- Material handling, drayage, furniture, extra draperies, labour and storage are available.

Electrical Needs & Rigging

- Electricity and rigging are solely handled by the designated show services provider and MUST be pre-ordered. Forms are included in the exhibitor kit.



Terms & Conditions

Agreement

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 the Annual Meeting in Calgary, Alberta ("Event"). Additional terms and conditions listed in the online reservation system are incorporated herein.

1. 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 Calgary TELUS Convention Centre ("Centre").
2. 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), 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 Event.
5. The rental shall be for [three] days, commencing on [June 21, 2023] and ending on [June 23, 2023].
6. All amounts specified herein are in Canadian dollars.

Cancellation Policy

- Cancellation fee: \$500.
- 100% refund (minus the fee) if cancelled before April 1; 50% refund (minus the fee) if cancelled between April 1 and May 1; No refunds will be provided after May 1.
- Any booth cancellations must be sent in writing to meetings@canorth.org by May 1.
- The health and safety of our attendees, exhibitors, partners, vendors, and staff is COA's highest priority. In the event the Annual Meeting or exhibit hall cannot be held in person and is cancelled by the COA in order to ensure health and safety measures, all booth fees will be reimbursed or may be applied to an alternative sponsorship or agreement.

Notes:

- Taxes are added to booth, badge, and gala ticket prices: 5% GST.
- 50% deposit required by credit card (MasterCard or VISA), Wire Transfer (EFT), Cheque when reserving.
- Gala is on Friday, June 23. Tickets will be available for purchase through registration.

Exhibitor Registration & Kit

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

Replacement of lost badges will be issued at an additional cost of \$200 each.

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.

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.

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

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.

By applying for exhibit space, a company agrees to adhere to all conditions and regulations outlined in this prospectus. Whenever practical or appropriate, in the view of the COA, disciplinary action will be progressive according to the violation of the listed rules and regulations. However, the COA reserves the right to levy a more severe penalty, including refusal, or termination of the exhibit, at its sole discretion. In the event of such restriction or eviction, the COA will not be liable for any refunds on rentals or other exhibit expenses incurred. Please be sure that your promotional department or anyone else involved in the arrangements of your exhibit has a copy of these rules and regulations. It is the responsibility of the exhibitor to see that all booth staff are aware of, and adhere to, these rules and conduct themselves in a professional manner.

The purpose of the exhibits is to further the education of meeting attendees through product displays and demonstrations. Order taking within the booth is permitted if conducted in a professional manner. Items sold for cash and carry or delivery on the show floor are not permitted. In addition, exhibitors, including vendors/contractors/agents hired to work the booth, may not solicit attendees or other exhibitors from outside of their booth or elsewhere in the meeting venue. Violator's booths will be shut down and badges confiscated without warning.

Booth Policy

Exhibit personnel may not enter another exhibitor's booth without obtaining permission. This is in respect to the rights of other vendors to conduct business during the exhibit hours without interference or improper intervention. The COA's representatives and staff shall have free access to any exhibit at all times in their performance of their assigned duties.

Acceptability of Exhibits

All exhibits shall serve the interest of the COA members and shall be operated in a way that will not distract from other exhibits, exhibitors, or the conference as a whole.

Advertising/Promotion Policies

Advertising or promoting meetings or other activities conflicting with COA meeting hours is not permitted. Please contact the COA before scheduling meetings.

Use of the COA Name, Insignia or Logotype

The use of the name, insignia, logotype or other identifying marks of the COA may not be used on signs, advertising or promotions in any media or descriptive product literature or products without written permission of the COA. The only exception is that exhibitors may reference the Annual Meeting (with date and place) of the COA on materials associated with the Annual Meeting.

Terms & Conditions

Subletting/Sharing of Booth Space and Badges

Exhibitors may not let, sublet, share or transfer the exhibit privilege or space in whole or in part without the express written consent of the COA. Sharing of badges is prohibited.

Dismantling of Exhibits

Dismantling or removing an exhibit or materials including packing literature or products, before the official closing of the exhibit hall is prohibited. Companies in violation of this rule will not be permitted to exhibit at future COA Annual Meetings.

Space Occupancy

Exhibits must be staffed by qualified individuals who are bona fide employees or representatives of the exhibitor. An exhibitor directly responsible for the conduct and appearance of the exhibitor's employees or agents must be present in the exhibit space during all open hours. An exhibiting company whose booth is not completed and staffed by the close of the exhibit installation period will forfeit all exhibit rights. The COA reserves the right to reassign space without notification or refund.

Security

COA will provide security for the overall exhibit area during the move-in and move-out processes, but not for any particular exhibit. The Exhibit Hall will be locked outside of COA program hours. Neither the COA nor the Calgary TELUS Convention Centre will be held responsible for the loss or damages to exhibitor property and urges the exhibitor to exercise precautions to discourage theft.

Damage to Property

Exhibitors will be held responsible for any damage done to the Calgary TELUS Convention Centre by them, their employees, or agents. No nails, tacks, or screws may be driven into the floor, wall, or woodwork of the building.

Compliance with Local Ordinances

Licenses and permits required by local statute, ordinance or regulation (if any) are to be obtained and paid for by the exhibitor. Each exhibitor will be individually responsible for compliance with local health, fire and safety ordinances and regulations.

All products or services exhibited must comply with all federal, provincial and local regulations.

Fire Ordinances

Local fire codes and ordinances require that the aisles be clear at all times. Demonstration areas shall not be placed on the aisle sideline of an exhibit. Sufficient space within an exhibit area must be left to absorb any crowd. Should spectators interfere with other exhibits, the COA may, in its sole discretion, require that the demonstration be limited or cancelled.

Indemnification

The exhibitor agrees to indemnify and hold harmless the COA, its officers, directors, agents, and employees from any and all claims of liability of third parties arising out of or related to the acts or omissions of the exhibitor in connection with the exhibitor's participation in the 2023 Annual Meeting.

The Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save the COA and the Calgary TELUS Convention Centre and its employees and agents harmless against all claims, losses and damages to persons or property, governmental charges of fines and attorney fees arising out of or caused by 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 Calgary TELUS Convention Centre, its employees and agents.

Additionally, the exhibitor acknowledges that neither the COA nor the Calgary TELUS Convention Centre carries business interruption and property damage to the exhibitor's property. The exhibitor agrees to obtain adequate insurance during the dates of the 2023 Annual Meeting, including move-in and move-out dates, and shall furnish a Certificate of Insurance to the COA.

Insurance

Insurance protection will not be afforded to the exhibitor either by the COA or the Calgary TELUS Convention Centre. Exhibitors shall carry their own insurance to cover exhibit material against damage and loss, and public liability insurance of at least \$2 million per occurrence and \$2 million per aggregate, against injury to the person and the property of others. Policies shall name the COA as a named additional insured. Certificates of Insurance shall be furnished to the COA, by May 1, 2023. Failure to do so will result in cancellation of exhibit with no refund.

Loss or Damage

All property of the exhibitor remains under the exhibitor's custody and control in transit to and from the Calgary TELUS Convention Centre, during installation and removal, and while it is in the confines of the Calgary TELUS Convention Centre.

Neither the COA, Global, Encore, the Calgary TELUS Convention Centre nor any other of the officers, directors, agents, or employees of any of the same are responsible for the safety of the exhibitor's property from theft, damage by fire, accident, vandalism, or any other causes, and the exhibitor expressly waives and releases any claim or demand against any of them by reason of any damage to or loss of any property, except where the damage or loss is due to gross negligence or willful misconduct of the person or entities mentioned above, their agents or employees.

The exhibitor expressly releases the COA, Global, Encore and the Calgary TELUS Convention Centre, their directors, officers, agents and employees from any such loss, damage, or injury.

Floor Plan

Exhibits will be located in the Calgary TELUS Convention Centre. Floor plans will be shared during the space selection process.

General Service Contractor

Material handling, drayage, banner hanging and rigging, furniture, booth carpet, extra draperies, labour, electrical, and crate storage are available through the show services provider. Exhibitor shall be fully responsible for all fees associated with the construction, maintenance, utility, shipping, storage, and use of exhibit. Vacuuming of the booth area will be provided. All shipments must be prepaid. Exhibitor Service Kits will be available online from Global in March 2023. If you have general questions regarding the services provided by Global, please contact them at: calgary@globalconvention.ca or 403- 218-7893.

Reservation of Right to Make Changes

Any matters not specifically covered herein are subject to decision by the COA Board of Directors and CEO. The COA reserves the right to make such changes, amendments, and additions to these rules as it considers advisable for the proper conduct of the exhibit, with the provision that all exhibitors will be advised of any changes.

Warranties

The COA makes no warranties, either express or implied, as to the availability or suitability of the facilities and the equipment of the conference site.

Educational Program

All accredited educational and program content is under the jurisdiction of the Annual Meeting Program Committee as governed by the COA's Education Council and Board of Directors. Sponsors and exhibitors have no influence on program content development. Accredited programming will adhere to the National Standard as defined by the Royal College of Physicians and Surgeons of Canada.

Sponsor Agreement

To be completed by the COA

Name of Sponsoring Company: _____

Sponsorship Level

Platinum ☐

Gold ☐

Silver ☐

Bronze ☐

Event ☐

Other ☐

Sponsorship Type

Educational Grant ☐

Canadian Orthopaedic Care Day ☐

Project-specific (indicate below) ☐

Name of Project or Program:

Sponsorship Amount: _____

All sponsorships are subject to applicable taxes. Final invoice will follow with countersigned agreement.

Terms Agreement:

Sponsorship funds are used to offset event and program/project operational budgets.

Sponsors agree to all terms and conditions as outlined in the prospectus and as defined and approved by the Canadian Orthopaedic Association.

Name of Authorized Sponsor Representative: Name of Authorized COA Representative:

Signature:

Signature:

Date:

Date: