

2024

Exhibit Information Terms & Conditions



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

COA | CORS | CORA Annual Meeting
June 12-15
Halifax Convention Centre

514-874-9003
meetings@canorth.org
www.coa-aco.org

Terms & Conditions

Agreement

It is understood and agreed that the following terms and conditions for booth rental and sponsorship are accepted as part of the contract between The Canadian Orthopaedic Association ("COA") and the Exhibitor/Sponsor to rent exhibit space or sponsor an event at the Annual Meeting in Halifax, Nova Scotia ("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 Halifax 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/Sponsor forms a binding contract by signing these terms and conditions), the Canadian Orthopaedic Residents Association, the Canadian Orthopaedic Research Society, and any of the subspecialty societies under the COA's direct management.
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 12, 2024] and ending on [June 14, 2024].
6. All amounts specified herein are in Canadian dollars.

Cancellation Policy

- Cancellation fee: \$1,000.
- 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 comply with health and safety policies and 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: 15% HST.
- 50% deposit required by credit card (MasterCard or VISA), Wire Transfer (EFT), cheque when reserving.
- Lobster Bash is on Friday, June 14. 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 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 and educational program.

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 orthopaedic community 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 and the Annual Meeting 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.

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 up display materials 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.

Terms & Conditions

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 Halifax 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 Halifax 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 2024 Annual Meeting.

The Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save the COA and the Halifax 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 Halifax Convention Centre, its employees and agents.

Additionally, the exhibitor acknowledges that neither the COA nor the Halifax 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 2024 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 Halifax 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 through meetings@canorth.org, by May 1, 2024. 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 Halifax Convention Centre, during installation and removal, and while it is in the confines of the Halifax Convention Centre.

Neither the COA, Encore, Global Convention Services, the Halifax 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 Convention Services, Encore and the Halifax Convention Centre, their directors, officers, agents and employees from any such loss, damage, or injury.

Floor Plan

Exhibits will be located in the Halifax Convention Centre. Floor plans are visible during the space selection process. The COA reserves the right to change, relocate and reposition exhibit booths and configurations of the exhibition hall, with the provision that affected exhibitors will be consulted and notified of changes.

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 in March 2024. If you have general questions regarding the services provided by Global Convention Services, please contact them: Resmije Zogjani Exhibitor Services Executive, rzogjani@globalconvention.ca (902) 425-1400

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, the equipment of the conference site, as well as the number of exhibition hall attendees and registered delegates.

Accredited 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 content development and planning of accredited programming. Distribution of Best Exhibit Booth Awards and Lunch n' Learn sessions can only take place in non-accredited spaces. Announcements will be made when transitioning from accredited to non-accredited portion of any session if applicable. Exhibiting companies and representatives cannot conduct business inside accredited learning spaces.

Accredited programming will adhere to the [National Standard for Support of Accredited CPD Activities](#) as defined by the Royal College of Physicians and Surgeons of Canada.

Exhibit Booths

Booth Fees on or before March 31, 2024

- 10' x 10' Exhibit Booth: \$6,500
- 20' x 20' Island Exhibit Booth: \$28,400
- 20' x 30' Island Exhibit Booth: \$42,500
- Table Top (1 6ft draped + 2 Chairs): \$2,500
- 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: \$1000. 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 April 1, 2024

- 10' x 10' Exhibit Booth: \$7,300
- 20' x 20' Island Exhibit Booth: \$31,800
- 20' x 30' Island Exhibit Booth: \$47,500
- Table Top (1x 6ft + 2 Chairs): \$2,500
- 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: \$1000. Send in writing by May 1

Official Show Services Provider:

Global Convention Services Ltd.

Resmije Zogjani

Exhibitor Services Executive

rzogjani@globalconvention.ca

(902) 425-1400

Conditions

- All booth & badge fees subject to 15% HST
- 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 14
- See terms and conditions for further information



Exhibit Floor Plan

Ballroom 1&2 - Halifax Convention Centre



Why exhibit at the COA Annual Meeting?

- Annual Meeting attendees specialize in the fast pace of orthopaedic surgery. They are eager to learn about the cutting-edge technology, techniques and services they experience throughout the program.
- Our attendees recognize how important our industry sponsors are to the success of their association.

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 Encore/Halifax Convention Centre. Advance rigging order is mandatory. For any rigging needs please contact:

Jonathan D. Parsons

Sr. Director Event Technology | Halifax Convention Centre

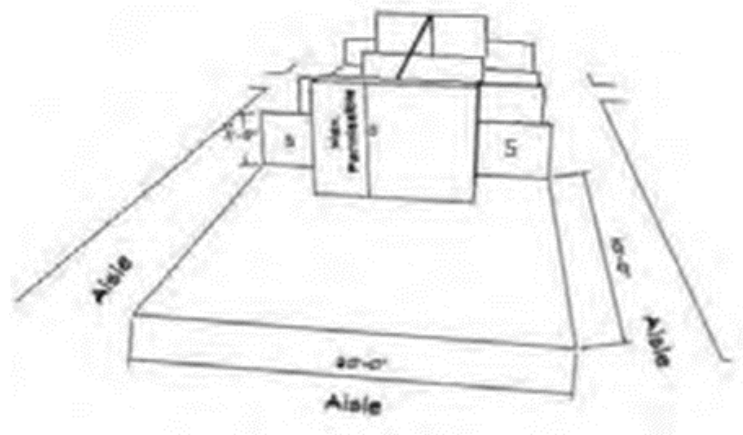
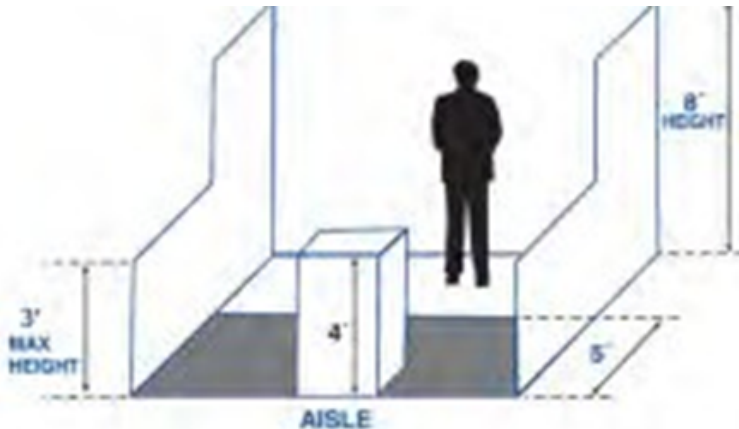
Encore

jonathan.parsons@encoreglobal.com

+1 782-774-1475

Show Service Kits will be provided in March 2024

- Material handling, drayage, furniture, extra draperies, labour and storage are available.
- Electricity is solely handled by the designated show services provider and MUST be pre-ordered. Forms are included in the exhibitor kit.



Exhibitor Badges & Ancillary Events

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 7.

Each Representative Registration/Badge 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)

Contact the COA directly to purchase individual rep badges only (without a booth)

Cost Per Badge: \$500 (before May 1) \$700 (after May 1).

Ancillary Meetings/Receptions

Events must not overlap any COA-related activities, programming or events. This includes all accredited and non-accredited scientific sessions as well as the Welcome Reception on Wednesday, June 12, and the Lobster Bash on Friday, June 14.

Please advise the COA of any planned sessions or events that fall outside of exhibition hall hours. 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 provided through the Halifax Convention Centre and pre-approved by the COA.

See all Terms and Conditions

Exhibitor Awards

Award recipients are selected by the COA's Executive Committee based on the booth's overall appeal and design, interactive attendee experience, and the proactivity and positivity of exhibiting representatives. All 2024 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 14

2023 Winners
Congratulations DePuy Synthes
and Tactile Orthopaedics