

2024 Sponsor & Exhibitor Prospectus



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

2023-2024 COA Presidential Line

(from l to r)

Sukhdeep Dulai, 2nd President Elect

Olufemi Ayeni, President Elect

Pierre Guy, President

Laurie Hiemstra, Past President



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 2024, we look forward to uniting members of the orthopaedic community at the Annual Meeting from June 12-15 at the Halifax 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 2024. **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.

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

Annual Meeting (Pg. 5)

Educational Grants (Pg. 6)

Lunch n' Learn Sessions (Pg. 6)

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Resident & Fellow Education (Pg. 12)

Next Generation Leaders (Pg. 13-14)

Ortho Insider Podcast (Pg. 14)








Advocacy & Canadian Orthopaedic Care Day (Pg. 15)



Contact Cynthia Vezina, CEO
for more information about
our sponsorable programs

514 874-9003 x 3
cynthia@canorth.org

Sponsorship Levels

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

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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.



Branding Opportunities

Items must be pre-approved by COA.

Meeting Registration Confirmation Ad - \$2,500

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

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

- Brand key cards at select Annual Meeting designated hotels
- Pricing excludes production, installation and applicable taxes. The sponsor is responsible for all fees.

Annual Meeting Event App

- The COA event 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
- Must have a few pixels of padding to prevent cut off when Apple or Google use the images in their systems
- App ads are full-colour logos with company slogans (if applicable) only. No product name or imaging permitted.

App Startup Splash Screen (1 Available)

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



Lobby Ads (rotating)

- \$5,000 per ad
- Ads on App home screen
- Specs: 1200px wide x 720px tall



Educational Grants

Opportunities to support education initiatives developed by the COA and its affiliated subspecialty societies, including Annual Meetings.

Educational grants can be applied to the COA Annual Meeting, or to educational programs led by one of more than 10 Canadian orthopaedic subspecialty and special interest societies directly affiliated with the COA. Educational grants foster and sustain new and existing programs for life-long learning across all orthopaedic subspecialty interests.



Lunch n' Learn Sessions

Showcase products, demonstrate techniques or present research to a captive audience in your session at the 2024 Annual Meeting. These sessions are not accredited (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

Ten Sessions Available

- 5 sessions each day on Thursday, June 13 & Friday, June 14

Cost per session: \$5,000 plus the cost of lunch for each attendee (\$55 pp + tax and service - minimum 25 people). All sessions must include lunch. Food and beverage are provided through the Convention Centre and coordinated through the COA.

LUNCH N' LEARNS
SOLD OUT FOR 2024



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

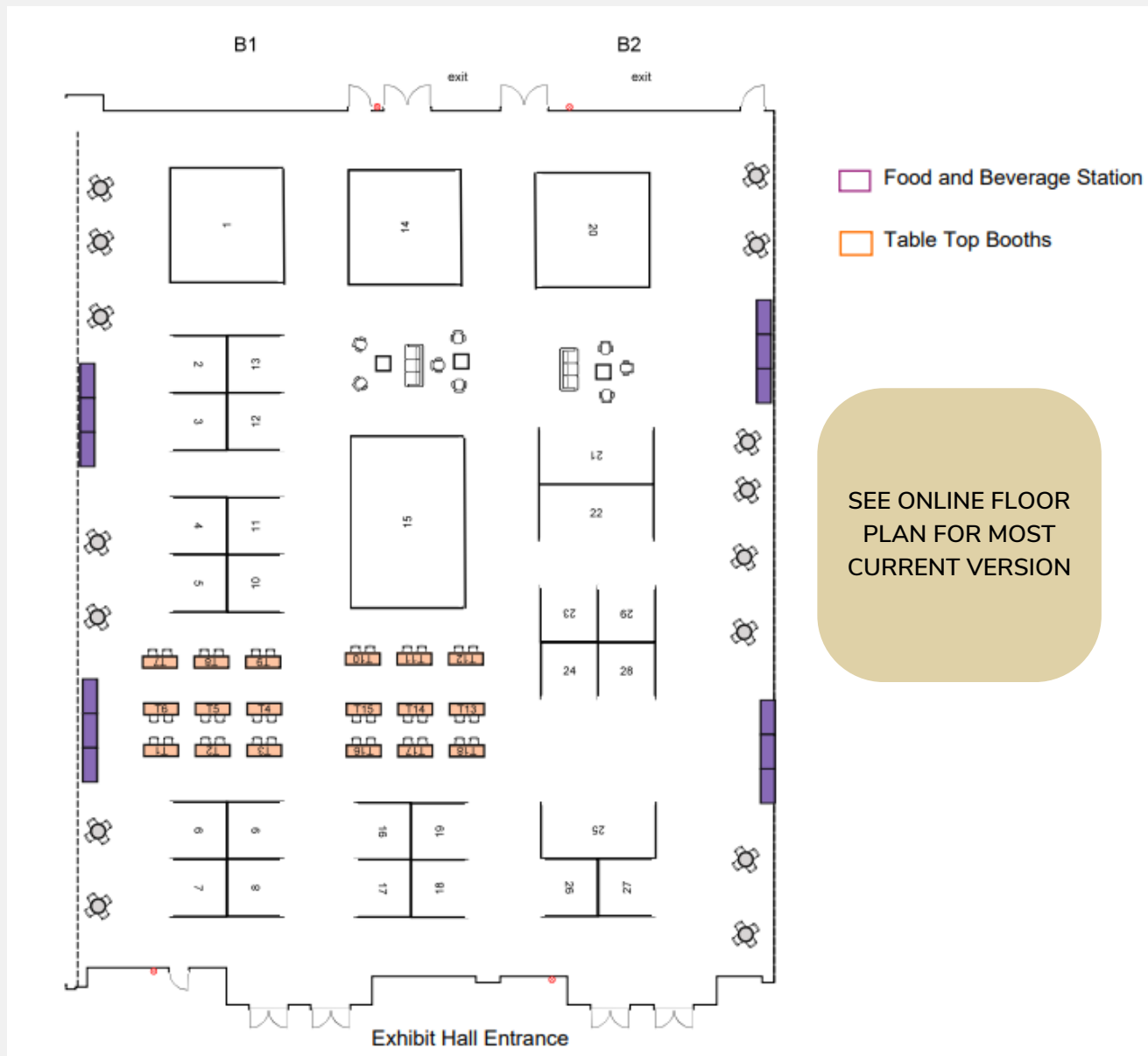
Conditions

- 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



Book Your Exhibit Booth

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.

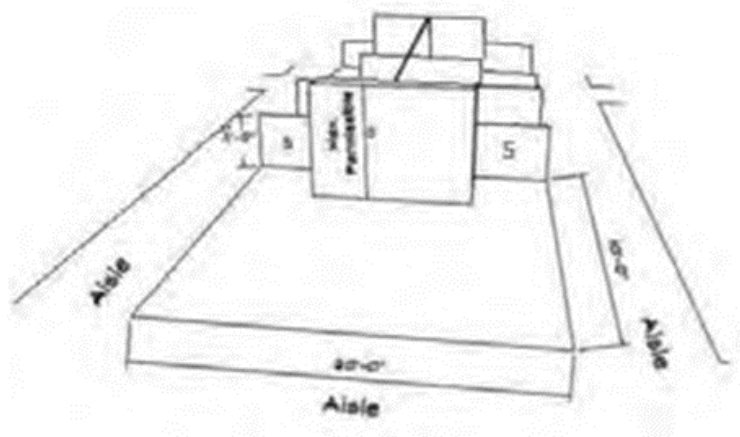
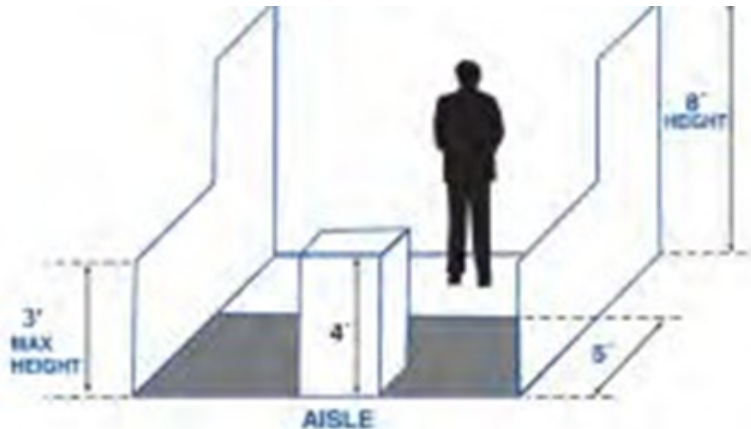


Exhibit Hours*

DATE	HOURS OPEN	UNOPPOSED EXHIBIT TIME	LUNCH BREAK + EXHIBIT TIME**	UNOPPOSED EXHIBIT TIME	OTHER
BADGE PICK UP WEDNESDAY-FRIDAY					
TUESDAY JUNE 11	LARGE BOOTH 20X20+ MOVE IN & SET UP AS OF 13:00 BY SPECIAL REQUEST TO MEETINGS@CANORTH.ORG				
WEDNESDAY JUNE 12	MORNING-16:00 BOOTH MOVE-IN AND SET UP 18:30-20:30 WELCOME RECEPTION				
THURSDAY JUNE 13	9:00-15:30	9:30-10:30	12:00-13:00	14:30-15:30	
FRIDAY JUNE 14	10:00-16:15	10:15-11:15	12:45-13:45	15:15-16:15	16:15 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
- March 31 - Discounted fees deadline
 - May 1 – Booth fees paid in full
 - March - Service kit available
 - May 11 - Housing deadline



Book Your
Exhibit Booth

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

Resident & Fellow Education

Supporting educational programs for residents and fellows directly contributes to improving orthopaedic training, clinical skills and career guidance for orthopaedic trainees in Canada.

Fellowship Preparation Webinar Series - \$7,500

- Senior residents receive tips and perspectives from current fellows and fellowship directors on interview preparation, fellowship selection, licensing and logistics, and successful transition from residency into subspecialty training. This interactive 2-part webinar series provides residents with practical advice on what steps are needed to be fellowship-ready.

Fireside Chat with the Presidents- \$5,000

- Orthopaedic residents are invited to a virtual fireside chat with the presidential line of the COA for an interactive and candid discussion surrounding paths to leadership, career journeys and lessons learned along the way.

Basic Science Course- \$10,000 per module

- The COA Basic Science Course is a virtual four-module course offered to senior residents from every orthopaedic training program in Canada. Residents learn basic science pathology through interactive live lectures, breakout sessions and expert videos in four learning modules over two years: (1) Basics, (2) Non-neoplastic Conditions/Infection, (3) Biomechanics, (4) Neoplasia.
- In 2024, Modules 2 and 3 will be offered.

CORA Annual Meeting - Educational Grant \$Various

- Held in conjunction with the COA Annual Meeting, the Canadian Orthopaedic Residents' Association (CORA) conference includes resident research paper sessions, career development symposia, mentorship and networking opportunities.



Next Generation Leaders

The COA is committed to fostering access to leadership training resources and to developing, mentoring and supporting emerging leaders. Your support of these initiatives directly contributes to cultivating leaders in the next generation of Canadian orthopaedic professionals.

Medical Student Pipeline Program - \$10,000 (+ in kind materials needed)

- Medical and undergraduate students participate in “Early Exposure to the Cutting Edge” - a 2-hour interactive workshop at the Annual Meeting. As students rotate through hands-on stations showcasing various orthopaedic tools and techniques, they gain early exposure to our exciting specialty directly from orthopaedic leaders, inspiring tomorrow’s medical professionals to consider orthopaedic career paths.
- In-kind sponsorship through provision of sawbones models, materials and devices is also required.



Mentor for a Day Program - \$10,000

- Resident mentees are matched with leaders and experts from their orthopaedic subspecialty of interest for a day of focused discussions and mentorship at the Annual Meeting.
- Mentees gain deeper insight into subspecialty research, clinical skills, and professional development directly from leaders in the various orthopaedic subspecialty societies.



COSSNET Medical Students Network - Educational Grant \$Various

- Developed by students for students, the Canadian Orthopaedic Surgery Student Network (COSSNET) is dedicated to supporting and empowering medical students with a keen interest in orthopaedic surgery.
- By cultivating a collaborative community, COSSNET aims to equip students with the knowledge and skills needed to excel in orthopaedics and positively impact the future of musculoskeletal health.
- Educational grants through the COA will support COSSNET-led events and programs for next generation orthopaedic surgeons.



Next Generation Leaders

Emerging Leaders Training Program - ALREADY SPONSORED FOR 2024

- With the assistance of an executive coach, a group of selected emerging leaders benefit from a tailored leadership preparation program, one-on-one coaching sessions and monthly peer-to-peer check-ins.
- Thanks are extended to Zimmer Biomet for their ongoing commitment to this program.



Diversity in Leadership Scholarship - ALREADY SPONSORED FOR 2024

- Eligible COA members who identify from under represented groups in the orthopaedic community may apply to receive tuition support to attend a leadership course or conference of their choice.
- Thanks are extended to DePuy Synthes for their ongoing commitment to this program.



Ortho Insider Podcast

Join our host, Dr. Adrian Huang (UBC Orthopaedics) as he chats with top orthopaedic surgeons from various backgrounds about their practices, their experiences and lessons learned throughout their career journeys. Available on all platforms.



Ortho Insider Podcast - \$5,000 per episode

- Sponsor receives exclusive sponsorship of episode.
- Includes 30-second ad.



Advocacy & Care Day

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

Canadian Orthopaedic Care Day - \$Various

- Unite and celebrate within the orthopaedic community on Wednesday, March 27, 2024 to celebrate the 3rd Annual Canadian Orthopaedic Care Day
- Care Day unites the entire orthopaedic care delivery team, their patients and caregivers by raising public and government awareness and by shining the spotlight on orthopaedic care in Canada.
- Sponsors gain vast exposure to multidisciplinary organizations, government officials and media through Care Day communications.



Canadian
Orthopaedic
Care Day

Provincial Leader Panel - \$5,000

- 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 virtual sessions include multidisciplinary collaborations and identify regional models of care and efficiencies that may be considered to address national issues.
- Live webinar held on Canadian Orthopaedic Care Day open to all COA members, the public, media and politicians.

Improve Accessibility & Reduce Carbon Footprint

On-Demand Video Platform - \$25,000

- Increase accessibility and reduce the carbon footprint of the Annual Meeting by sponsoring the on-demand learning platform which stores video recordings and slides of the best sessions in the program.
- Improve access to quality CME programming for participants electing not to travel to the meeting.
- On demand educational content remains available to registrants all year.



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.

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 2024 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:

