## 2020 BC Annual Trade Show & Education Forum

### Whistler Conference Centre
**Whistler, BC**

**June 7-9, 2020**

### EXHIBITOR PROSPECTUS

<table>
<thead>
<tr>
<th>Conference Theme:</th>
<th>The Physical Environment: Creating Patient Focused Facilities</th>
</tr>
</thead>
</table>
| SHOW:             | Annual BC Trade Show & Education Forum  
Canadian Healthcare Engineering Society |
| DATE:             | JUNE 7-9, 2020 |
| EXHIBIT LOCATION: | WHISTLER CONFERENCE CENTRE |
| Registration Available Online: | REGISTER ONLINE as of 10:00 am PST, Friday, December 13th via the CHES BC Conference homepage |
| Hotel:            | The host hotel for the conference is the Delta Whistler Village Suites. Special rates have been negotiated for this conference. Reservations must be made directly with the hotel using this link:  
Delta Whistler Village Suites Room Booking  
Note: Room reservations are first-come, first-served. You are urged to make your reservations as early as possible (and before May 5, 2020) to secure the discounted rates and ensure availability. |
| Anticipated Attendance: | Approximately 200 attendees from Healthcare Facilities, Construction partners as well as Architectural/Engineering firms across BC |
| Move-In/Out Period: | MOVE-IN - Sunday June 7, 12:00 NOON – 5:00 PM  
MOVE-OUT - Tuesday June 9, beginning @ approx. 1:45PM *Following lunch |
| Trade Show Times*: | Sunday June 7 – 6:00 PM – 7:30 PM ** Wine & Cheese Opening Reception  
Monday June 8 – 09:30 AM – 11:00 AM & 1:00 PM – 3:00 PM **  
Tuesday June 9 - 10:00 AM – 11:00 AM & 12:00 PM – 1:15 PM **  
** The above times are approximate until published in the FINAL PROGRAM |
| Trade Show Activities: | Sunday Opening Reception  
Monday Break and Lunch  
Tuesday Break and Lunch |
| Information & Booth Rental: | CHES BC 2020 Conference Office  
**Event Coordinator:** Linda Williams  
PH: 236-332-2955  
Email: chesbcconf@shaw.ca |
| Show Service Company: | Whistler Show Services (booth setup pkg will be emailed to all registered exhibitors)  
PH: 1-877-938-4891  
Email: ops@whistlershowservices.com |

CHES BC contact info: chesbcconf@shaw.ca
GENERAL INFORMATION FOR EXHIBITORS

The Canadian Healthcare Engineering Society BC Chapter 2020 Annual Trade Show and Education Forum is your direct access to decision-makers in the Hospital & Healthcare maintenance and construction industry. You will have the opportunity to introduce your company's products and services to delegates from healthcare facilities, architects, engineers and contractors. This is a perfect opportunity to ensure that they have the information they need about your products/services to make an informed decision.

Booth Specifications: 8 ft. deep by 10 ft. wide

Booth Rental Fee*: Members: CA$ 900.00  
*includes 1 booth attendee  
Non-members: CA$ 1100.00

Standard Booth Includes:  
- 8 ft. high royal blue background drape and 3 ft. high sidewall drape  
- 1 - 6 ft. royal blue draped table & two chairs  
- Company’s name and booth number listed in Program  
- One Full Conference registration – includes admittance to all sessions, Opening Reception, Banquet, 2 lunches and Refreshment breaks for ONE person (additional booth attendees and banquet tickets may be purchased via online registration)  
- Wi-Fi at the Whistler Conference Centre provided via GOLD Sponsorship

Not Included: Additional chairs, electrical power outlets, wastebasket, signage, storage, phone line, etc. You can order these and many other items from Whistler Show Services suppliers; order forms will be included in the Exhibitor Service Manual provided after you register.

Display Restrictions: All displays must stay within the boundaries of the booth. Back wall height restrictions are eight (8) feet for in-line and six (6) feet for perimeter and island booths (only if the Exhibitor occupies the entire island). **Note:** Sidewalls and display fixtures occupying the front one-half of exhibit space (five (5) feet in from the aisle) cannot exceed a height of four (4) feet within ten (10) feet of a neighbouring exhibit.

Other Services: Display services, Drayage, Shipping, Customs Broker, Audio-Visual, Telephone, and Electrical/Mechanical service details and order forms will be included in the Exhibitor Service Manual provided after you register.

Floor Plan: An estimated floor plan is included in this Prospectus. Exhibitors may indicate their first, second, and third choices for location of their booth via online registration. Booth locations will be allocated by sponsorship level together with a first-come, first-served basis, based on the date registration payment is received by the CHES 2020 Conference Planning Committee Office.
1. The Exhibitor agrees to abide by all regulations and rules adopted by the Organizing Committee in the best interests of the Show, and agrees that the Organizing Committee shall have the final decision in adopting any rule or regulation deemed necessary prior to, during, and after the Show.

2. All additional electrical wiring and outlets shall be at the Exhibitor’s expense and ordered through the conference centre. All operating electrical equipment used in the exhibit must have C.S.A. or equivalent power authority approval.

3. Space contracted by the Exhibitor may not be sublet without the prior written permission of the Organizing Committee or its appointed agents.

4. The Exhibitor will be liable for and will indemnify and hold harmless the Organizing Committee for the CHES 2020 Trade Show and Education Forum, CHES BC Office, the Whistler Conference Centre and Whistler Show Services from any loss or damages whatsoever occurring to or suffered by any person or company, including, without limiting the generality of the foregoing, Exhibitor, other exhibitors, the Organizing Committee, official show contractors, the owner of the building and their respective agents, servants and employees and members of the public attending the Show, either on the said space or elsewhere if said loss or damages arose from or were in any way connected with Exhibitor’s occupancy of said space.

5. The Exhibitor is responsible for the placement and cost of insurance related to his participation in the Show.

6. It is understood that the Organizing Committee or its appointed agents has sole discretion in the assignment of booths. The Organizing Committee reserves the right to alter or change the Exhibitor’s assigned location at any time if deemed in the best interests of the Show.

7. Full payment must accompany the signed contract.

8. This contract may be cancelled by either party provided written notice is received by the other by March 31st, 2020. In case of Exhibitor cancellation, request for full refunds will be accepted in writing before March 31st, 2020; refunds requested between April 1st and Apr 15th, 2020 will receive a 50% refund. If the Exhibitor cancels after Apr 15th, 2020, they will be liable for 100% of the total contracted space costs.

By cancelling this contract the Exhibitor forfeits all rights or claims to the allocated space and the Organizing Committee is free to rent it to others and collect the cancellation charge as damages.

9. The Organizing Committee or its appointed agents reserves the right at any time to reject, prohibit, alter or remove exhibits or any part thereof, including printed materials, product, signs, lights or sound, and to expel exhibitors or their personnel if, in the Organizing Committee’s opinion, their conduct or presentation is objectionable to other show participants.

10. The Exhibitor agrees to confine his presentation within the contracted space only, and within the maximum height set by the Show rules and regulations and to maintain staff in the assigned booth during show hours.

11. All goods shipped to the Show must be clearly marked with the name of the Exhibitor and the number of their allocated space. Goods must not be shipped to the Show with shipping charges pending as these will not be accepted by the Organizing Committee. The Organizing Committee assumes no responsibility for loss or damage to goods belonging to the Exhibitor before, during the period of the Show, or after its closing.

12. The Exhibitor agrees that no display will be dismantled nor any goods be removed during the entire run of the Show. The Exhibitor also agrees to remove his exhibit, equipment and appurtenances from the Show building by the final move-out time limit, or in the event of failure to do so, the Exhibitor agrees to pay for such additional costs as may be incurred by the Organizing Committee.

13. The Exhibitor agrees to abide by the instructions given by the dock supervisor pertaining to the move-in and move-out scheduling.

14. The Exhibitor agrees to comply with all union contracts and labour relations agreements in force, agreements between the Organizing Committee, official contractors serving companies and the building in which the Show will take place in accordance with the labour laws of the jurisdiction in which the building is located. The Exhibitor will not do anything directly or indirectly connected with their display, which may be a violation of any law, bylaw, ordinance or regulation of any governmental body, or which may be in violation of the regulations of the Canadian Fire Underwriters Association or any other similar body.

15. The Organizing Committee reserves the right, at its sole discretion, to change the date or dates upon which the Show is to be held and shall not be liable in damages or otherwise by reason of any such change. In addition, the Organizing Committee shall not be liable in damages or otherwise for failure to carry out the terms of this Agreement in whole or in part where such failure is caused directly or indirectly by or in consequence of fire, storm, flood, war, rebellion, insurrection, riot, civil commotion, strike, or by any cause whatsoever beyond the control of the Organizing Committee whether similar to or dissimilar from the causes enumerated herein.

16. The Organizing Committee reserves the right to cancel this contract and to withhold possession of exhibit space if the Exhibitor fails to perform any material condition of this contract or refuses to abide by the Show rules and regulations, in which case the Exhibitor shall forfeit as damages all space rental payments made by him and any further occupancy of such space.