Maritime Chapter Annual Conference

May 15th - May 17th, 2016

Exhibitor's Package

Location:
DELTA BEAUSEJOUR
750 MAIN STREET
MONCTON, NB
INFORMATION FOR EXHIBITORS

Location
DELTA BEAUSEJOUR
1750 Main Street, Moncton, NB.
Tel: 506-854-4344, Fax: 506-852-3876

Dates and Hours of Trade Show

The Trade Show will occur on May 16th, 2016. Attendees at the conference will have the opportunity to visit the Trade Show frequently throughout the afternoon for refreshments and to view the exhibit booths. The Trade Show will be open from 1:00 pm – 5:00 pm. Delegates will be encouraged to spend the afternoon with the exhibitors. Healthcare front line staff have also been invited to attend the trade show between 1 PM and 3:30 PM. As well, they will be a Happy hour between 4:00 pm -5:00 pm on the exhibit floor.

Move in is scheduled for Sunday May 15th from 6 pm to 10 pm and Monday, May 16th from 7:00 am – 12:00pm. Move out is scheduled for Monday, May 16th, immediately following the close of the exhibits. Exhibitors are asked to complete their move out by 8:00pm. Members of the Delta planning committee will be available on the Monday to direct and help with the set up.

As an exhibitor you are included in our lunch count for each day. Exhibitors are excluded from participation in the educational sessions.

Note: The conference officially begins on Sunday, May 15th, 2016 with registration of Conference attendees at an evening wine and cheese reception.

Exhibit Space
- all are 10’ x 8’ except Booth # 20 which is 10’ x 6’
- 110V electrical hook-up
- 6’ draped table
- 2 chairs
Cost
Basic exhibit space (8’ x 10’)
Members $850.00 (Taxes included)
Non – members $1000(Taxes included)

Further Details

Patrick Dunn
CHES
Tel: 902-893-5554 x 2163
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Tamara Rice
CHES
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Mark Campbell
Exhibit Services
Global Convention Services
Cell: 506-381-8888
mcampbell@globalconvention.ca
APPLICATION FOR EXHIBIT SPACE

COMPANY NAME: ____________________________________________
ADDRESS: _________________________________________________
CITY: _____________________________ PROVINCE/STATE: _______
COUNTRY: _________________________ POSTAL/ZIP CODE: _______

UPON CONFIRMATION OF THIS CONTRACT, PLEASE SEND THE EXHIBITOR’S KIT TO:

FIRST NAME: _______________________ LAST NAME: ________________
TITLE: ____________________________ TELEPHONE NO: ______________
FAX NO: __________________________ E-MAIL: _____________________

COST: Member Cost: $800.00 (Canadian) per 8’ x 10’ exhibit space.
       Non member cost: $1000.00 (Canadian) per 8’ x 10’ exhibit space

Full payment must accompany this application. Cheque, Visa or Master Card
Preferred Location of Space(s) (see floor plan below):

(1st Choice) (2nd Choice) (3rd Choice)

Space will be assigned on a first-paid, first-served basis.

Note: All fees must be paid in advance to guarantee exhibit space.

What the Exhibit Space Includes:
• 8’skirted table
• 2 chairs
• 110 volt electrical service
• all meals for one person as outlined in the conference brochure

NAME AND TITLE OF COMPANY REPRESENTATIVE (IF DIFFERENT FROM ABOVE)

First Name: ________________ Last Name: ________________ Title: ____________
Signature: __________________ Date: _________________________

Credit Card  Visa ______ Master Card ______

Card No. (Please Print Clearly)[ _____________] [ _____________] [ _____________] [ _____________]
Expiry Date [ _______ / _________]
Signature __________________________________________________________________________

For those paying by credit card please forward this form to Tamara Rice by fax or email at
902-895-7105 (fax) or tamara.rice@nshealth.ca

OR Make cheque payable to “CHES Maritime Chapter” and forward to:

Mr. Patrick Dunn, Director of Facility Services,
Nova Scotia Health Authority,
Colchester Hospital,
207 Willow Street, Truro NS, B2N 5A1
Overview

CHES Maritime’s 2016 Annual Conference, to be held May 15th to 17th in Moncton, will have a Trade Show that features the latest products and/or services for Healthcare Facilities. The conference will focus on all aspects of supporting healthcare facilities. This includes such areas as the physical plants, system efficiencies, from human resource development and emerging technologies. By registering in the Trade Show, vendors will have an opportunity to showcase their products, technologies and services, introduce new products and exchange ideas and information with a select group of Healthcare Professionals.

Payment

Payment for exhibit space in the Trade Show is due upon application. Cancellations of reserved space must be submitted to CHES Maritime in writing. Cancellations are subject to the following penalties:

- **Cancellations** received on or before May 1, 2016: 50 percent of the cost of the exhibitors reserved space.
- **Cancellations** received after May 1, 2016: 100 percent of the cost of exhibitors reserved space.

EXHIBIT SPACE

Exhibit rental includes:
- Heating/air conditioning
- Existing room lighting
- Cleaning services for the public-use portion of exhibit area

Exhibit rental does not include:
- Tables, skirting, draping, chairs, and/or tablecloths
- Installation of electrical power lines and individual exhibit outlets
- Storage and placement of display equipment
- Decoration and related services
- Security services
- Labour requirements to install, erect, drape or decorate exhibits or the exhibit area, and to move exhibit materials in and out of the exhibit premises or Hotel
- Cleaning of interior booth space
- “Pre and post” exhibit storage
- Receiving
POLICIES & PROCEDURES FOR IN HOUSE AND OUTSIDE SUPPLIERS

The Delta Beauséjour, through its official suppliers, provides our guests a full range of services to efficiently & professionally serve our clients’ needs. The hotel recognizes that certain clients’ may elect to bring in an Outside Supplier. The Hotel will facilitate such request(s) provided the outside suppliers follow our policies and applicable service fees. If you choose to use an outside supplier, please notify the hotel immediately. This will allow us to contact your supplier to discuss the above noted items.

To protect the integrity and conditions of the facility, nailing screwing, taping or similar actions into staging, walls, ceiling or flooring is strictly prohibited. In the case of trade shows, additional cleaning or maintenance charges may apply for any damages that incurred by your exhibitors. If any area is damaged due to such action taking place, the necessary charges will apply.

All signage to be professionally printed, hand written signs will not be displayed: Signage will be permitted on the Convention level only. This signage will be allowed only when it is protecting the integrity and conditions of the facility. No signage will be secured or hung with nails, screws, adhesives or any similar items into our walls, ceiling or floors. No signage will be permitted in the main lobby area unless agreed upon by the Management of the Delta Beauséjour. Hotel equipment, artwork or fixtures are not to be reconfigured or removed unless agreed upon by the Management of the Delta Beauséjour.
Exhibitor Booth Floor Plan

May 15 & 16, 2016
Delta Hotel
Moncton NB