

CSVS

**CANADIAN SOCIETY FOR VASCULAR SURGERY
SOCIÉTÉ CANADIENNE DE CHIRURGIE VASCULAIRE**



2019 EXHIBITOR MANUAL

CSVS ANNUAL MEETING ON VASCULAR SURGERY

SEPTEMBER 13-14, 2019

Delta Grand Okanagan Resort

Kelowna, BC



EXHIBITOR GENERAL INFORMATION

Exhibit location: The exhibition area will be located in the South Ballroom at the Delta Grand Okanagan Resort.

EXHIBIT HOURS:

Exhibitor Set up:	Thursday, September 12	1200 – 1900
Exhibiting Hours:	Friday, September 13	0700 – 1700
	Saturday, September 14	0700 – 1600
Dismantling:	Saturday, September 14	1600 – 1800

Please note: It is at your discretion when to attend your exhibit. Please refer to the program for the daily schedule.

EXHIBIT SPACE: Each exhibit is one 8'x 10' space and includes the following:

- One skirted standard table (6ft)
- Two chairs if required
- One-2 plug electrical outlet (750 watt)
- Complimentary WIFI

NOTE: Pipe and drape are included with the exhibit space

SET UP / DISMANTLING: Set up of exhibits commences at 12:00 pm on Thursday, September 12th. Each exhibitor will be responsible for ensuring that all materials are removed from the exhibit area and clean-up completed by 18:00 on Saturday, September 14th.

Upon arrival, please check-in at the CSVS registration desk

Assignment: Exhibit space is limited and will be assigned on a first-come, first-served basis with priority to higher level sponsors. We reserve the right to change location assignments at any time, as necessary. The floor plan will be sent to you via email approximately 3 weeks prior to the meeting.

Cancellation: We must be notified in writing in the event of cancellation. Refund of exhibit fees only, will be made in the event that we are able to re-sell the space. **An administration fee of \$500 will apply to all exhibit space cancelations.**

Suppliers:

Trade and Exhibit Show Contractor: CSVS has secured the services of SHOWTIME EVENT & DISPLAY - BC INTERIOR - KELOWNA BC

Materials Handling Services are required due to restricted access at the Delta Grand Okanagan Resort.
Contact: Geoff Neufeld, General Manager Direct: 236-420-5072 - 1-800-721-0029
Email: geoff@showtimedisplay.com

Shipping & Customs: DAVIDSON & SONS CUSTOMS BROKERS LTD. has been selected as the official custom brokers. 1220 - 1188 W. Georgia Street, Vancouver, BC V6E 4A2
D: 604-697-2595 F: 604-681-2601 C: 604-505-5717

Care of Exhibits: Exhibitors are responsible for any damage to the hotel, including floor, ceiling, walls, carpeting, etc. Exhibitors are advised that the hotel does not permit any article to be fastened on walls or electrical fixtures. The use of thumbtacks, scotch or masking tape, nails, screws, bolts or any tool or material, which could mark the floor or walls, is prohibited. Any property damaged by an exhibitor must be restored or replaced to its original condition by the exhibitor or at the exhibitor's expense.

Security: CSVS and the Delta Grand Okanagan Resort cannot guarantee against loss or damage of any kind. Exhibitors are responsible for the exhibit materials. Please ensure that all small display and personal items are secure before leaving the display.

Please do not leave laptops or any items of value unattended at any time

Responsibility: The exhibitor hereby assumes the entire responsibility and hereby agrees to protect, defend, indemnify and save the conference organizers, CSVS, The Delta Grand Okanagan Resort, its owners, its operators and each of their respective parent companies, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its products, materials, installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof.

Fire Safety: The Delta Grand Okanagan Resort is fully equipped with fire safety system. Because of this sensitive fire alarm system the use of any type of fireworks and smoke machines are prohibited. Candles not covered by glass will also not be tolerated. Displays and/or exhibits will not be set up on any covering that are not fireproof. All displays and/or exhibits must be maintained in a safe manner so as not to create any danger to any other exhibitor or participants at the display and/or exhibit. No meeting room set up or exhibit layout is to obstruct any fire exits or designated aisle space. All set ups and layouts must allow a clearance of an eight foot semi-circular radius in front of each access and exit door.

Emergency: The Delta Grand Okanagan Resort and CSVS shall not be held liable if the exhibition is cancelled, postponed or relocated on account of fire, strikes, government regulations, casualties, Acts of God, or other causes beyond the control of CSVS and the Delta Grand Okanagan Resort. **Insurance:** It is the responsibility of all exhibitors to ensure that their insurance coverage is in good standing. The exhibitor shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Commercial General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the Contractual liability set forth in this Exhibit Agreement, in an amount not less than \$2,000,000 Combined Single Limit for bodily injury, property damage, personal injury, advertising injury, contingent employer's liability and contractual liability. This policy shall be in effect during all hours of the conference, move-in and move-out. If you use a contractor and/or a sub-contractor, you will ensure that your contractors and/or sub- contractors comply with the insurance provisions contained herein.

To obtain a certificate, you must contact your insurance provider. Simply provide your insurance company with the sample certificate that was provided to you (also posted online) and request that they provide a certificate based on the sample. Please note that the CSVS and the Delta Grand Okanagan Resort ***must*** be named as additional insured for the duration of the event. There is no charge to produce the certificate and your insurance company should be able to provide you with a copy of the certificate within one week of your request.

EXHIBIT MATERIAL HANDLING: RULES AND GUIDELINES

The Delta Grand Okanagan Resort is not responsible for storage or materials handling. Please ensure that prior arrangements for storage or material handling have been made before any shipment of materials to the hotel. If boxes are delivered for a registered guest of the Hotel the boxes will be subject to a handling fee, which will be charged to the Hotel guest. There is no storage space available at the hotel prior to or during the meeting.

SHIPPING AND RECEIVING

Shipping details will be provided by Showtime Event & Display and information will be included in the Showtime Event & Display exhibitor services manual. **Please do not ship materials to the Delta Grand Okanagan Resort.** If you plan to bring your exhibit materials in your own vehicle please note that all materials must be unloaded/loaded at the main dock during the scheduled move in/tear down times.

****AN EXHIBITOR SERVICES MANUAL WILL BE E-MAILED TO CONFIRMED EXHIBITORS APPROXIMATELY 60 DAYS BEFORE THE CSVS MEETING DATES. THIS WILL INCLUDE INFORMATION AND ORDER FORMS FOR EXHIBIT RENTALS AND SERVICES.***