



2020 CANM Annual Scientific Meeting / Conférence annuelle de l'ACMN 2020

April 23-25, 2020 / du 23 au 25 avril 2020

Ottawa, Ontario

EXHIBITOR RULES AND GUIDELINES

1. **Application:** Application for space shall be made in writing on the exhibitor agreement form.
2. **Assignment:** Exhibit space is assigned on a first-come, first-served basis with priority to sponsors of the CANM who are entitled to a specified number of spaces with their paid sponsorship. CANM will attempt to honor all requests for exhibit space. CANM reserves the right to change location assignments at any time, as necessary. An information kit and floor plan will be provided on-site, on a table at your exhibit location. Exhibitors only, are allocated one complimentary registration with their paid exhibit space.
3. **Cancellation:** CANM must be notified in writing in the event of cancellation on or before **March 20th, 2020**. Refund of fees will be made only in the event that CANM is able to re-sell the space. An administration fee of \$250 + taxes will apply to all refunds.
4. **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.
5. **Security:** CANM and The Brookstreet Hotel 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

6. **Responsibility:** The exhibitor hereby assumes the entire responsibility and hereby agrees to protect, defend, indemnify and save the conference organizers, CANM, The Brookstreet Hotel, 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.
7. **Fire Safety:** The Brookstreet Hotel 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 and must be in accordance with the Ontario Fire Code and The Brookstreet Hotel Fire Safety Act. 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 semicircular radius in front of each access and exit door.
8. **Emergency:** The Brookstreet Hotel and CANM 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 CANM and the Brookstreet Hotel.



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9. **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 and request that they provide a certificate based on the sample. **Please note that the CANM and The Brookstreet Hotel *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 a week of your request.

EXHIBIT MATERIAL HANDLING – THE BROOKSTREET HOTEL RULES AND GUIDELINES:

IMPORTANT - Shipping and handling of material policies

SHIPPING, RECEIVING & STORAGE OF MATERIALS

The Brookstreet Hotel does not have storage space for crates, pallets or large shipments. Any materials sent to the Hotel may arrive no earlier than **two days** prior to Group's arrival date. Package handling fees are determined by weight. The mandatory handling and storage fee is retained by the Hotel and is not a tip, gratuity, or service charge for employees providing the handling services. Hotel will not be responsible for any loss or damage to materials set to Hotel prior to the Event's start date. All billing for such services will be directed to the Group's Master Account.

Any small items are to be delivered to the Loading Dock, located behind the Hotel, and must be between **8:00AM - 4:00PM Monday - Friday**, a maximum of 48 hours prior to your event. If shipments are expected to arrive before or after these hours, we require advanced notice and additional labour fees could apply. Please advise your Event Manager of expected date and time of arrival. No cash on delivery shipments will be accepted. All materials must be clearly marked with the following information to ensure proper handling:

Events with significant drayage will be billed labour charges to the Group's Master Account for the transfer of items from the loading dock to the function rooms. This charge is \$50.00 per hour based on a minimum of four hours.

All items brought into the hotel are to be removed within 24 hours of the end of the event. Please note that Brookstreet is not responsible for any items left behind on the premises, loss or damages. If you are leaving boxes to be shipped, please ensure that the paper work is properly prepared, courier pick-up is arranged, and advise the Banquet Manager on duty to ensure the security of your items.



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Brookstreet will make every effort to return Guest Shipments but will require that all packages are ready for shipping with complete shipping address information attached. Please ensure that all documents, including international documentation are completed fully. In addition, shipping account numbers or credit card number must be provided along with full contact information in the event of any shipping issues. Brookstreet will not be held responsible for any loss or damage for items being shipped.

Loading Dock Dimensions	
<u>Parking Area:</u>	<u>Door:</u>
Width: 7.6m (25')	Height: 335cm (11')
Depth: 10.3m (34')	Width: 244cm (8')

Service Elevator Dimensions	
<i>Access to Grand Scheme & Newbridge Ballrooms (2nd floor):</i>	
<u>Elevator Door:</u>	<u>Elevator Car:</u>
Height: 241cm (7' 11")	Height: 274cm (9' 0") Width: 175cm (5' 9")
Width: 122cm (4' 0")	Depth: 241cm (7' 11")
<i>Access to Celtic Ballroom (ground floor):</i>	
<u>Elevator Door:</u>	<u>Elevator Car:</u>
Height: 213cm (7' 0")	Height: 223cm (7' 4") Width: 165cm (5' 5")
Width: 122cm (4' 0")	Depth: 251cm (8' 3")

DELIVERY INSTRUCTIONS

All boxes must be clearly identified with the name and dates of the event as well as the room assigned, the name of the person responsible and the booth number if applicable.

IMPORTANT: Please note that The Brookstreet Hotel is not responsible for the loss or damage to the contents of boxes or palettes, which may occur during the delivery, storage or dismantlement.

EXHIBIT TRANSPORTATION/SHIPPING & CUSTOMS BROKERAGE SERVICES

Consult Expo Event Services Inc. has been appointed as our Customs Broker for our event. For more information, please contact Diane Labbé Deegan, Director of Sales -Tel: 514-482-8886 Ext: 2 - mail: DianeL@consultexpoinc.com.

EXHIBIT SHIPPING ADDRESS:

Boxes accepted at The Brookstreet Hotel two (2) days prior to the event.

HOTEL ADDRESS :

**525 Legget Drive
Ottawa ON K2K 2W2**



**CANM
ACMN**

The Canadian Association of Nuclear Medicine
Association canadienne de médecine nucléaire

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SHIPPING LABEL EXAMPLE:

Return Address

NAME OF YOUR COMPANY

c/o The Brookstreet Hotel

525 Legget Drive

Ottawa ON K2K 2W2

Conference/Conférence: CANM 2020 – ANNUAL SCIENTIFIC MEETING

April 23-25, 2020

Box(es) _____ of _____

CANM contact: Hélène Samson, 613-882-5097

Brookstreet contact: Jessica Stewart /Banquets Department

SHOW SERVICES CONTRACTOR/ DRAYAGE AND STORAGE

We have engaged the services of Freeman. Should you require anything over and above what is being supplied the hotel. I.E. custom booth, graphics, advance warehousing, etc. You may reach the Freeman Exhibitor Service Department at 613 748-7180 ext. 234 or by email at freemanottawaes@freemanco.com

SHIPPING YOUR MATERIAL FROM OUTSIDE OF CANADA

For International Customs Broker Services please contact: **Consult Expo Event Services Inc.** Diane Labbé, Director of Sales -Tel: 514-482-8886 Ext: 2 E-mail: DianeL@consultexpoevent.com.