



EXHIBITOR'S PROSPECTUS Calgary 2019

Transfusing Wisely[®]
May 30th to June 2nd , 2019





Table of Contents: **Page #**

Conference Information	3
Exhibit Area	3
Exhibit Hours	4
Exhibit Booths	4
Allocation of Booth Space	5
Audio-Visual Services	6
Trade Show Services	6
Security	7
Catering	7
Rules and Regulations	7-8
Terms and Conditions	8-10
Sponsorship	10
Accommodations	11
Contact Information	11
CSTM 2019 - Floor Plan	12





Conference Information

The 2019 CSTM conference will be held at the Hyatt Regency Calgary, in downtown Calgary, AB between May 30th and June 2nd, 2019. We cordially invite you to join us in showcasing the theme of our conference, 'Transfusing Wisely'. We hope that you will be inspired by fellow delegates and in turn you will also inspire them with some of the latest advances in what you have to offer. This conference will be a great opportunity to reconnect with your client networks and build new ones.

We extend an invitation to all conference registrants to join us for a Meet and Greet on Wednesday, May 29th, from 18:00-20:00 as well as the President's Reception, held on the evening of Thursday, May 30th, from 18:00-20:00. Location to be confirmed. We also would like to invite the exhibitors / sponsors to attend the Keynote Speaker on Friday at 08:30 in the Imperial Ballroom as the exhibits and posters open at 10:00am. Our keynote speakers are Sara Austin and Dr. Jennifer Macpherson from the Sheldon Kennedy Child Advocacy Centre.

Exhibit Area

The exhibits and posters area will be located in a section of the Imperial Ballroom on the 3rd floor of the Hyatt Regency. Food and beverages will be served in the exhibit area to assist with increasing foot traffic through the booth area (see the floor plan on page 12).

The CSTM values your continued support, but we do ask that you do not offer competing commercial, educational or social events during scheduled conference hours. The evening of Saturday, June 2nd has been left free of any scheduled event to allow sponsors / exhibitors the opportunity to plan events with attending members of the transfusion medicine community. CSTM will distribute invitations for events being held by Platinum and Gold level conference sponsors to the conference registrants to facilitate registration at these events. Please inform Deanna Dillabough at deanna.dillabough@albertapubliclabs.ca for distribution of invitations.





Exhibit Hours

Thursday, May 30th	Friday, May 31st	Saturday, June 1st
Exhibitor set-up 12:00 - 18:00	Open for delegate viewing: 10:00 - 17:00 Poster/exhibits reception 17:00 - 19:00	Open for delegate viewing: 10:00 - 15:30 Exhibit and poster removal 15:30 - 18:00

Nutrition breaks in the morning and afternoon, and lunch will be served in the exhibit area on Friday and Saturday. Please note that the AGM will be held on Saturday from 07:30-08:30.

Exhibit Booths

Fee Schedule:

Booth & equipment rental	\$3100 CAD
Platinum Level Sponsors (1st choice booth location)	\$2000 CAD

Application forms for both sponsors and exhibitors are available on-line at:

<http://www.transfusion.ca/Events/2019-CSTM-Conference-Calgary/2019-General-Information>

Email office@transfusion.ca to arrange exhibit or sponsorship payment. An invoice will be generated upon receipt of completed exhibit or sponsorship forms.

Booth includes:

- Once complimentary conference registration for company representative/booth
- 10' wide by 8' deep booth space
- Orientation as per floor plan on page 12
- 8' high drapery back wall, 3' high drapery sidewalls - black
- 1 - 6' skirted table
- 2 contour chairs
- 750 watt electrical outlet
- 24 hour security





Additional Booth Information:

- Only registered attendees of the 2019 CSTM Conference may staff an exhibit booth
- Additional exhibit staff beyond the complimentary allowances will be asked to pay Exhibitor only conference registration fees of \$300 which includes all breaks, meals and social events. A link will be provided for Exhibitor only registrations.
- GES Services will coordinate with your freight carriers and customs brokers as required for all incoming freight and will deliver to the Hyatt Regency in time for set-up
- Exhibitors are responsible for their own liability insurance and will be required to show proof of insurance during set-up

Allocation of Booth Space:

- There are 30 booths (#1-30) available in the ballroom dedicated for industry sponsorship and 5 booths (F1-5) in the foyer outside the ballroom dedicated to future conferences
- Booth space allocations will be accepted on a first come, first-served basis, with priority given to platinum level sponsors
- Sponsorship benefits and booth space selections will commence once payment has been received
- Please indicate preferred booth(s) on the application form
- Booth allocations will be made in April 2019 or upon sell-out of available spaces. Vendors will be notified after allocations have been made
- The organizing committee reserves the right to allocate booth space but every effort will be made to accommodate your company's request. Requests to not be located near a certain company may preclude chances of getting your top choice
- Please see the floor plan on page 12 for more information on available booth spaces





Audio-Visual Services

Proshow Audiovisual – Hyatt Regency Calgary

Layne Greenway

Mobile 1.587.586.5892

lgreenway@proshow.com

Trade Show Services

CSTM 2019 is partnered with GES to provide trade show services.

GES

Kindra Anderson | Account Manager

Direct 403.218.7438

Mobile 403.371.5257

ges.com | kanderson@ges.com

Material Handling - Advance Freight

If you require to ship in advance of the show please contact GES at
CanadaWestLogistics@GES.com

The material handling order forms and other trade show services will be available in the GES exhibitor's service manual which can be found on-line at:

<http://www.transfusion.ca/getmedia/3b2ad346-7566-4fd0-85ad-fe0cdc3b3583/2019-CSTM-Exhibitor-Information-Package.pdf.aspx>

The GES material handling services include receiving advance freight 20 days in advance of move in, bringing freight to the trade show floor and placing it in your booth space, removal of empties prior to opening of the show, returning empties for move out and returning packed materials to the loading dock for re-shipping. There will be no on-site storage available. All exhibitor materials must be removed from the facility by June 1, 2019 at 6pm. Any material left in the facility after 6pm will be removed as standard freight at exhibitor expense.





Security

- The exhibit area will be locked outside of exhibit hours
- Exhibitors must carry their own fire, theft, and other insurance
- No one is permitted to enter the exhibit area without proper identification, which will be issued at the conference registration desk
- Exhibitors will need to make special arrangements if they wish to access the exhibit area outside of exhibit hours

CSTM, the organizing committee, and the Hyatt Regency Calgary are not responsible for loss or damage to exhibitor's material while in the facility.

Catering

All food items to be provided to attendees by exhibitors must be pre-approved by the facility. Contact Debbie Vollmann at Debbie.Vollmann@hyatt.com if you would like to order any catering for your booth.

Rules and Regulations

- Signs and other articles on floors outside of booth area as well as signs hanging from walls, ceiling, or other areas must have prior authorization from the hotel
- Only companies officially registered as exhibitors for the conference will be permitted to conduct business on the trade show floor
- Aisles must be maintained free of obstruction at all times
- Access to fire exits and equipment must be free of obstructions at all times
- Indications of fire exits must be visible at all times
- Use of open flame must be approved by the chief of security. All drapes or other decorative material must meet requirements of the Canadian National Code of Fire Prevention





- No hazardous display of any nature will be permitted
- All materials are subject to inspection by the fire marshal

Terms and Conditions

CONTRACT ACCEPTANCE

CSTM reserves the right to accept or refuse the booth application for any exhibitor. Once an exhibit is on the floor the CSTM may require the booth modification or removal, whenever CSTM considers such exhibit to be detrimental to CSTM business, professional, or ethical interests, or which originates from any organization whose displayed products do not meet the professional standards of the CSTM. The CSTM reserves the right at any time to remove exhibits or any part thereof, including printed material, products, signs, lights or sound, and to expel exhibitors or their personnel if, in CSTM opinion, their conduct or presentation is objectionable to CSTM or other show participants.

BOOTH RELOCATION

CSTM reserves the right to relocate space in areas other than that selected by the exhibitor. Due to the large number of participating companies, we will make every effort to avoid locating competing companies near competitors. It cannot be guaranteed.

SUBLETTING

Subletting or sharing of exhibit space is prohibited except between affiliated companies, and only with exhibit management approval.

BOOTH REQUIREMENTS

Exhibitors display must comply with all requirements of CSTM and the owner of the building, including maximum height requirements. The exhibitor must provide at least one staff per booth during show hours in order to maintain the display. The exhibitor agrees to confine its presence to the contracted space only. A booth compliance inspection will be conducted prior to opening.





COMPETING EVENTS

Exhibitors/Sponsors are prohibited from holding events (educational sessions or social events) that compete with the official conference program, except for the Corporate Night on Saturday, June 1, 2019 which has been left open for platinum and gold sponsors to hold educational events.

INSURANCE

While every effort will be made to provide security for the exhibits in the facility, neither CSTM nor the Hyatt Regency will assume any liability for loss or damage to exhibits or other exhibition property. CSTM strongly recommends that each company exhibiting secure a rider policy through its insurance agency to cover booth and display items during transportation to and from the show, as well as during installation, show dates and dismantling. Proof of 3rd party liability is required to be shown during set-up.

CANCELLATION

If the conference is cancelled, a full refund will be issued. If the conference is postponed, exhibitors will be given the option to cancel with a total refund. An exhibitor who cancels after March 31st will be billed 50% of booth fees; after April 30th 100% of booth fees will be billed unless space can be resold. If space is resold, there will be a cancellation fee of \$750 per booth.

FORCE MAJEURE

In the event the facility or any part of the exhibit area thereof is unavailable whether for the entire event or a portion of the event, as a result of fire, flood, tempest, inclement weather, pandemic or other such cause or as a result of government intervention, malicious damage, acts of war, terrorist activities, strike, lockout, labour dispute, riot or other cause or agency over which CSTM has no control, or should CSTM decide that because of such cause that it is necessary to cancel, postpone, or re-site the event, or reduce the move-in and installation time, show time or move out time, CSTM shall not be liable to indemnify or reimburse the exhibitor in respect of any damage or loss, direct or indirect, arising as a result thereof.





DISTRIBUTION OF MATERIAL

Distribution of advertising materials at the Hyatt Regency is limited to the distribution from within your booth. This restriction also applies to outside the hotel such as near entrances or shuttle bus locations. Any such material will be discarded. Anyone handing out materials outside the exhibit booth area will be removed from the facility. Distribution of advertising materials in hotels is prohibited. Examples: A promotional brochure slipped under doors in hotels is prohibited; promotional pieces stacked for pick-up on registration counters are prohibited. All hotels have been advised to refuse such requests from exhibitors or their agents.

HOURS of OPERATION

Non-registered delegates will not be permitted in the trade exhibition without a guest pass. Viewing of exhibits outside of trade show hours is strictly prohibited.

DISMANTLING

No packing or dismantling of exhibits will be permitted prior to the official closing time.

VIOLATIONS

Violation of any provisions, terms and conditions or rules and regulations will result in penalties, which may include immediate expulsion with no refund and/or banning from future CSTM trade exhibits and events.

Sponsorship

In addition to exhibiting, the organizing committee would like to invite you to consider sponsoring CSTM 2019 Calgary. The annual CSTM conference is a key component for enabling CSTM to achieve its mandate to promote and support the best practice of transfusion medicine in Canada through education, communication and partnerships. With your support, we can continue to make these annual conferences top notch, well attended events. An on-line sponsorship application form can be found at:

<http://www.transfusion.ca/getmedia/e1fe8a0d-0715-4dc3-ba85-f370e78aa6ad/2019-Conference-Sponsor-Letter.pdf.aspx>





Accommodations

The Hyatt Regency Calgary

700 Centre Street SE
Calgary, AB, T2G 5P6

CSTM 2019 has reserved a block of rooms for the conference at the Hyatt Regency Calgary. Exhibitors and sponsors are welcome to reserve rooms at the discounted room block rate once registration is open.

Contact Information

CSTM Conference 2019

email: conference@transfusion.ca

payment information for exhibits or sponsorship email: office@transfusion.ca

web site: <http://www.transfusion.ca>

CSTM Committee Co-Chair: Joanna McCarthy

joanna.mccarthy@albertapubliclabs.ca

Jennifer Stepien

jennifer.stepien@blood.ca

Sponsorship and Exhibits Co-Chair: Deanna Dillabough

deanna.dillabough@albertapubliclabs.ca

Darlene Blouin

dblouin@cmh.org



