

AMMI Canada — CACMID Annual Conference

May 3 – 5, 2012

Sheraton Vancouver Wall Centre

Vancouver, British Columbia

EXHIBITOR PROSPECTUS



Preventing and treating infectious diseases
Prévenir et traiter les infections

**Association of Medical Microbiology and
Infectious Disease Canada**



**Canadian Association for Clinical
Microbiology and Infectious Diseases**

EXHIBITOR BENEFITS

Company Recognition

Company profile (25 words) in the exhibitor directory section of the final conference program guide, which will be distributed to all attendees on-site.

Scheduled Breaks / Meals in Exhibit Hall

In order to maximize your opportunity to network with conference delegates, morning refreshment breaks and lunches on Thursday and Friday, May 3 and 4, will be served in the exhibit hall. Each exhibiting company is entitled to access meal functions served in the exhibit hall, to a maximum of two people per booth, plus any additional registered booth representatives.

Meet and Greet Reception

Exhibitors are invited to attend the welcome reception in the exhibit hall on Thursday, May 3, from 17:00 to 19:00, to a maximum of two people per booth, plus any additional registered booth representatives.

Booth Materials

All exhibitors and sponsors will be provided with a standard booth as follows:

- 8' (deep) x 10' (wide) booth space (single) or 4' (deep) x 10' (wide) booth space
- 8' high back drape and 3' high side drape (both sides)
- 1 - 6' (long) draped table
- 2 chairs
- 1 wastebasket
- 1 electrical outlet

The exhibit hall floor is carpeted.

The ceiling height at the lowest point is: 12 feet.

CONFERENCE AND EXHIBIT GENERAL INFORMATION

Conference Dates: Thursday, May 3 to Saturday, May 5, 2012

Exhibit Dates: Thursday, May 3 and Friday, May 4, 2012

Conference Hotel and Exhibit Location

Sheraton Vancouver Wall Centre
 Exhibit Hall: Grand Ballroom
 1088 Burrard Street • Vancouver, British Columbia V6Z 2R9 Canada
 Telephone: 604-331-1000 / 800-325-3535
 Fax: 604-893-7200
 Email: reservations@wallcentre.com
 Website: www.sheratonvancouver.com

Hotel Accommodation and Reservations

AMMI Canada and CACMID take into consideration that Exhibitors require accommodation during their participation at the annual conference and make allotments for this when negotiating meeting space, bedrooms and bedroom rates. By reserving a room at the Sheraton Vancouver Wall Centre, AMMI Canada and CACMID are able to keep the conference costs low; savings we pass along to you.

To reserve a room online [click here](#), visit either the AMMI Canada website at www.ammi.ca or the CACMID website at www.cacmid.ca and follow the links to the Annual Conference. This will ensure that you receive the AMMI Canada – CACMID Annual Conference rate.

To reserve by phone, please identify yourself as attending the AMMI Canada – CACMID Annual Conference.

Exhibit Schedule

The trade show hours, set-up, and tear down dates and times are as follows:

Set-Up	Wednesday, May 2	14:00 – 19:00
Exhibits Open	Thursday, May 3	10:30 – 14:00 and 17:00 – 19:00
	Friday, May 4	10:30 – 14:00
Tear Down	Friday, May 4	14:00 – 17:00

For additional information, please contact:

Unconventional Planning • 100 - 32 Colonnade Road • Ottawa, Ontario K2E 7J5 Canada
 Tel: 613-721-7061 / 888-625-8455 • Fax: 613-721-3581 • Email: Dianne@UnconventionalPlanning.com

Exhibitor Reply Form

Please fax completed form to: 613-721-3581.

CONTACT INFORMATION	
Company name:	
Contact name:	
Title:	
Mailing address:	
City:	Province:
Postal code:	Country:
Email:	
Telephone:	Fax:
Authorized by (signature):	
PAYMENT	
_____ 10' x 8' Booth(s) @ \$2,500 CDN per booth (2 representatives per booth)	\$ _____
_____ 10' x 4' Booth(s) @ \$1,500 CDN per booth (2 representatives per booth)	\$ _____
_____ Extra booth representatives/guests @ \$80 CDN each	\$ _____
AMMI Canada – CACMID Sustaining Member Discount _____ Booth(s) @ \$250 CDN per booth	\$ (_____)
SUBTOTAL	\$ _____
HST 12% (HST #123956120 RT0001)	\$ _____
TOTAL	\$ _____
<p>PAYMENT BY CHEQUE OR MONEY ORDER</p> <p>Please make cheque or money order (IN CANADIAN FUNDS ONLY) payable to: AMMI Canada – CACMID Annual Conference 2012</p> <p>Mailing address: AMMI Canada – CACMID Annual Conference 2012 c/o Unconventional Planning 100 - 32 Colonnade Road Ottawa, Ontario K2E 7J6 Canada</p> <p>Completed form may be returned by fax to 613-721-3581; however, participation will only be confirmed when full payment is received.</p> <p><input type="checkbox"/> <i>Cheque or money order to follow by mail.</i></p>	<p>PAYMENT BY CREDIT CARD</p> <p><input type="checkbox"/> MasterCard <input type="checkbox"/> Visa</p> <p>Card number: _____</p> <p>Expiry date: _____ / _____</p> <p>Amount: \$ _____ CDN</p> <p>Name on card (please print): _____</p> <p>Signature: _____</p>

Acknowledgement will follow upon receipt of your Exhibitor Reply Form.

*Participation will only be confirmed upon receipt of payment in full, which is due no later than
April 3, 2012, or booth space will be released and re-sold.*

For additional information, please contact:

Unconventional Planning • 100 - 32 Colonnade Road • Ottawa, Ontario K2E 7J6 Canada
 Tel: 613-721-7061 / 888-625-8455 • Fax: 613-721-3581 • Email: Dianne@UnconventionalPlanning.com

TERMS AND CONDITIONS

N.B. The AMMI Canada – CACMID Conference Secretariat will herein referred to as the Conference Secretariat.

Application/Acceptance/Confirmation

Acceptance of this contract by the Conference Secretariat is effective when a copy of this contract is signed by an authorized representative of your organization and when a confirmation letter is issued by the Conference Secretariat. Once the contract is accepted, the application will constitute a binding agreement upon the applicant, subject to the terms, rules and regulations set forth in this contract.

Fees and Payments

Exhibitor costs are listed in the AMMI Canada – CACMID Annual Conference Exhibitor Prospectus. Payment is due within 30 days of the issue date of the invoice. If payment is not received within 30 days, the Conference Secretariat will not guarantee the availability of the booth location assigned beyond this date. Applications received less than 45 days prior to the event must be accompanied by 100% payment of fees.

Applications will be accepted in order of receipt. In the case of conflicting, simultaneous submissions, the Conference Secretariat reserves the right to determine the final assignment. All outstanding debts owed to the AMMI Canada – CACMID Annual Conference by Exhibitors must be paid prior to participation in the exhibition. If such debts remain unpaid at the time of the exhibition, the Conference Secretariat reserves the right to exclude Exhibitor and its subcontractor(s) from the exhibition without liability and without forgoing right to full collection.

Cancellation Policy

Cancellation by the exhibitor must be received in writing and will result in a refund based upon the following schedule: Cancellations made prior to 120 days before the beginning of the event will be provided a full refund minus a \$ 200 administrative fee. Cancellations received 119 – 60 days before the event shall be refunded 50% of the total exhibitor commitment. No refunds will be provided within 60 days of the event.

The Conference Secretariat reserves the right to resell/reassign exhibit space upon receipt of written cancellation. Applications not fully paid by the event start date are subject to cancellation and/or re-assignment at the Conference Secretariat's discretion, without refund and with liability for the balance remaining due.

Failure to Occupy Space

Any exhibitor not checked in one hour prior to the official opening of the hall will be considered a no-show unless the exhibiting company has made prior arrangements with the show manager. The show manager reserves the right to force set an exhibitor's booth if freight has been delivered or remove freight from the floor prior to show opening. All charges will be applied to the exhibitor's account. The Conference Secretariat reserves the right to resell, reassign, or use the space of no-show companies without refund.

Exhibitors

The Conference Secretariat reserves the right to change a space assignment after the assignment is made should it become necessary to do so. Exhibitors will be notified immediately should this be the case.

All demonstrations and exhibits must be confined to the exhibit booths. No exhibitor shall assign, sublet or share the whole or any part of the booth space allotted without the written approval of the Conference Secretariat. Exhibitor must confine activities to the space contracted. Exhibitor will not be permitted to use strolling equipment or distribute samples or giveaways except within its booth. Any actions that may undermine the efforts of another exhibitor such as loud music or obstructing walls will not be permitted. The height of the material in your booth cannot exceed three feet along the sidewalls. The height can be up to eight feet tall along the last three feet of the sidewall at the back of your booth to accommodate pop up display walls.

Incorporation of Exhibitor Kit

The contents of the exhibit kit or its equivalent provided by the Conference Secretariat are hereby incorporated by reference and made part of this contract. The Conference Secretariat may, from time to time and without prior notice to Exhibitors, amend the contents of the exhibitor kit. The Conference Secretariat will notify Exhibitors of such changes within 30 days of implementation.

Liabilities and Restrictions

Neither AMMI Canada nor CACMID, nor the Conference Facility, nor the Official Exhibition Contractor shall be liable for loss or damage to any Exhibitor property and/or the property of Exhibitor's subcontractor(s) in storage, in transit to or from the exhibition building, or while in the venue building contents. All property of the Exhibitor and/or of its subcontractor(s) shall be deemed to remain under the Exhibitor's custody and control in storage, in transit to or from, and within the confines of the exhibition hall even though it may at times be under the temporary control or direction of the Conference Secretariat or the Official Exhibition Contractor.

Exhibitor assumes full responsibility for the acts, omissions, and conduct of its representatives, agents, and contractors and agrees to indemnify, hold harmless, and defend the AMMI Canada – CACMID Annual Conference , its officers and directors, employees, and agents from and against any and all claims, losses, damages, governmental fines or penalties, and costs or expenses (including court costs, interest, and attorney fees) of any kind whatsoever arising from such acts, omissions, and conduct except to the extent that such claims, losses, and damages are the direct result of the AMMI Canada – CACMID Annual Conference's gross negligence or intentional acts. In any event, the AMMI Canada – CACMID Annual Conference's liability to Exhibitor under this Contract shall be limited to and not exceed the amount of booth fees paid by Exhibitor.

Signature

The undersigned has agreed to participate as a sponsor/exhibitor of the AMMI Canada – CAMCID Annual Conference 2012. The applicant agrees to pay the designated exhibitor amount as stated in this contract. Once the contract is accepted, the application will constitute a binding contract upon the applicant, subject to terms, rules and regulations set forth in this agreement.

Signature

Name (please print)

Title

Company

Date: _____

AMMI Canada – CACMID Annual Conference 2012

BOOTH SELECTION FORM

Attached is a copy of the exhibit hall floor plan for the
AMMI Canada – CACMID Annual Conference 2012.

Please indicate below your first three choices of booth location. Platinum sponsors will have preferred choice of booth space. All other sponsors and exhibitors will be assigned space on a first-come, first-serve basis, when Booth Selection Forms have been received.

Exhibitors who express their preference to be assigned booth space away from or next to another exhibitor should submit their request in writing on this form. All requests will be noted and taken into consideration.

The AMMI Canada – CACMID Annual Conference Planning Committee reserves the right to make the final decision with regard to booth space allocation.

Exhibiting Company: _____

_____ **1st choice**

_____ **2nd choice**

_____ **3rd choice**

Notes: _____

COMPLETE THIS FORM AND FAX TO 613-721-3581

DEADLINE DATE: as soon as possible

For additional information, please contact:

Unconventional Planning • 100 - 32 Colonnade Road • Ottawa, Ontario K2E 7J6 Canada
Tel: 613-721-7061 / 888-625-8455 • Fax: 613-721-3581 • Email: Dianne@UnconventionalPlanning.com