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**AMMI Canada — CACMID**

**Annual Conference**

**April 2 - 5, 2014**

**Victoria Conference Centre**

**Victoria, British Columbia**

**EXHIBITOR PROSPECTUS**



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

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**Canadian Association for Clinical**

**Microbiology and Infectious Diseases**

**Who We Are**

**Association of Medical Microbiology and Infectious Disease (AMMI) Canada**

AMMI Canada is the national association that represents physicians, clinical microbiologists and researchers specializing in the fields of medical microbiology and infectious diseases.

Through promotion of the diagnosis, prevention and treatment of human infectious diseases and by our involvement in education, research, clinical practice and advocacy, AMMI Canada aims to serve and educate the public and also to enhance the career opportunities of its members through professional development and advocacy initiatives.

**Mission Statement**

AMMI Canada: We advance the prevention, diagnosis and treatment of infections.

**Canadian Association for Clinical Microbiology and Infectious Diseases (CACMID)**

CACMID is a national organization f clinical laboratory specialists that include medical laboratory technologists, medical microbiologists, clinical microbiologists, infectious disease physicians, laboratory scientists, laboratory managers, and research technologists.

**Mission Statement**

We advance the fields of clinical microbiology and infectious diseases in Canada through education, scholarship, advocacy and the promotion of best practices.

**About the Annual Conference**

The only one of its kind Canada, the AMMI Canada – CACMID Annual Conference is designed to address the needs of healthcare professionals specializing in the areas of clinical and medical microbiology and infectious diseases: laboratory, clinical (adult and paediatric), public health, antimicrobial stewardship, and infection prevention and control issues. The conference is governed by the Central Planning Committee made of representatives from both AMMI Canada and CACMID.

**2014 Program at a Glance**

Thursday April 3

* Plenary – Antimicrobial Stewardship Programs
* State of the Art Clinical Lecture – MERS CoV – Close-Up

Friday April 4

* Plenary – Emerging Inventions
* State of the Art Clinical Lecture – Debate on Screening for ARO’s

Saturday April 5

* Plenary – What’s Hot in Adult /Paediatric Infectious Diseases, Diagnostic Microbiology &Infection Control
* State of the Art Clinical Lecture – Microbiome: Pathogen Discovery and Novel Therapies (sponsored by the Canadian Foundation for Infectious Diseases)

**AMMI Canada – CACMID Annual Conference Data**

Total Delegate Attendance by Year

2013 Québec City 410

2012 Vancouver 493

2011 Montreal 401

2010 Edmonton 374

2008 Vancouver 483

Total Industry Attendance by Year

2013 Québec City 175

2012 Vancouver 169

2011 Montreal 175

2010 Edmonton 167

2008 Vancouver 179

# Statistics for 2009 are not included because the 2009 annual conference took place as part of the 26th International Congress of Chemotherapy and Infection (ICC).

Attendance by Specialty

89 - Infectious Disease

59 - Medical Microbiology/Infectious Disease

58 - Medical Microbiology

50 - Other

42 - Clinical Microbiology

29 - Laboratory Technologist

18 - Paediatric Infectious Diseases

11 - Internal Medicine

11 - Medical Laboratory Technologists

**2014 Conference Dates**

* **Thursday April 3 to Saturday April 5, 2014**

**Exhibit Hall Location**

Victoria Conference Centre

**Room: Carson Hall**

720 Douglas Street • Victoria, British Columbia V8W 3M7 Canada

**Show Hours**

* **Thursday April 3 1100 – 1300**
* **Thursday April 3 Welcome Reception/Dinner (time to be confirmed)**
* **Friday April 4 1100 – 1300**

**Move-In/Move-Out Hours**

* **MOVE-IN Wednesday April 2 1300 – 1800**
* **MOVE-OUT Friday April 4 1300 – 1800**

**Booth Pricing**

* **8’ deep x 10’ wide: $2,500 plus 5% GST**
* **4’ deep x 8’ wide: $1,500 plus 5% GST**
* **Extra Representatives: $80.00 plus 5% GST (each)**

**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 8’ (wide) booth space
* 8’ high black back drape and 4’ high black side drape (both sides)
* 1 - 6’ (long) draped table
* 2 chairs
* 1 wastebasket
* 1 electrical outlet

The exhibit hall floor is carpeted.

The maximum booth height permitted is: 8 feet.

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, April 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.

Welcome Reception/Dinner

Exhibitors are invited to attend the welcome reception in the exhibit hall on Thursday, April 3, (time to be confirmed), to a maximum of two people per booth, plus any additional registered booth representatives.

Exhibitor Recognition

Participation includes a brief profile of your organization (maximum 25 words per booth space) in the exhibitor directory section of the final conference program guide, which will be distributed to all attendees on-site.

**Booth Assignment (NEW)**

First round of booth assignment will be issued **by November 29, 2013**. The conference secretariat assigns space as equitable as possible using a priority system, and then a first-come-first-served, space available basis. Sponsors will get first priority booth assignment, followed by first-come-first served based on registration date thereafter.

Once the first round booth assignment has been made, an updated floor plan will be posted to the websites and sent out to any remaining exhibitors to choose from available booth spaces.

Second round booth assignment will be open **until January 31, 2014**. If a company has not chosen a booth location by this date, the conference secretariat will assign a booth based on space available.

**The AMMI Canada – CACMID Annual Conference Secretariat reserves the right to revise the floor plan to meet the needs of the majority of exhibiting companies and the overall conference.**

# HOTEL INFORMATION

###### Conference Hotel

Fairmont Empress

721 Government Street • Victoria, British Columbia V8W 1W5 Canada

**Room Rates**

Fairmont: $199 ++ Deluxe: $229 ++

**Online Reservations**

Link to AMMI Canada – CACMID Room Block: [**CLICK HERE**](https://resweb.passkey.com/go/ammicanada)

* This will ensure that you receive the AMMI Canada – CACMID Annual Conference rate.

The online reservation link can also be found on both the AMMI Canada ([www.ammi.ca](http://www.ammi.ca)) and CACMID ([www.cacmid.ca](http://www.cacmid.ca)) websites, in the annual conference sections.

**Telephone Reservations**

Hotel Reservations: **250-384-8111** Toll Free (Global Reservations): **800-441-1414**

When reserving a room by telephone, please identify yourself as attending the AMMI Canada – CACMID Annual Conference, in order to receive the conference rate.

**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 Fairmont Empress, AMMI Canada and CACMID are able to keep conference costs low; savings we pass along to you.

The AMMI Canada - CACMID Secretariat will herein be referred to as the Conference Secretariat.

Application/Acceptance/Confirmation

Acceptance of this contract by 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 space 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 the 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 to 60 days before the event will 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 popup 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 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 the exhibitor under this contract shall be limited to and not exceed the amount of booth fees paid by the exhibitor.

**ONLINE EXHIBITOR REGISTRATION**

**To reserve booth space:** [**CLICK HERE**](http://ammi.emsreg.com/ammi14/public/splash.aspx)

An automated email confirmation will be sent once the booth space registration has been submitted online.

**To view the exhibit hall floor plan:** [**CLICK HERE**](http://www.ammi.ca/media/59847/floor_plan_2014.pdf)