



CANADIAN SOCIETY OF RESPIRATORY THERAPISTS

SOCIÉTÉ CANADIENNE DES THÉRAPEUTES RESPIRATOIRES

## Exhibit Opportunities

### The Canadian Society of Respiratory Therapists (RTs) 2020 Annual Education Conference and Trade Show

Le Centre Sheraton • Montreal, Quebec  
May 7-9, 2020

#### Visibility:

- The exhibit hall will feature approximately 55 exhibit booths (includes option for cluster of 4 booths/island booth) and will be open to delegates during all sessions
- The exhibit hall will be open as of lunch on Thursday and all breakfasts, breaks and lunches will be served in the exhibit until Saturday after lunch.
- Provides a good opportunity to target RTs with your products and services
- Your company will receive recognition in preliminary and final program (posted online), on conference signage and within the conference app
- A list of sponsors and exhibitors will be available online

#### How the CSRT will facilitate delegate traffic to your booth:

- All meals including (breakfast, breaks, and lunch) will be served in the exhibit hall
- CSRT will have a significant door prize that can be won by any delegate who is still at the welcome reception at 7:30pm on Thursday May 7<sup>th</sup>.
- No other sessions or events will take place during the exhibit hall hours noted in the final program

#### Promotional Opportunities: \$400 each

- **Delegate Bag Insert** – Opportunity to include brochures, literature, small samples or other branding in 500-600 delegate bags
- **Session Chair Drop** – Option to have a one pager promotional piece placed on each seat during plenary session.

*Develop this mutually beneficial partnership by contacting the CSRT  
Lindsey Naddaf [Lnaddaf@csrt.com](mailto:Lnaddaf@csrt.com) Tel: 1-800-267-3422*



# Booth Assignment

Cost for single booth: \$3,200

Cost for island booth (cluster of four booths): \$11,500 (see exhibit plan attached)

*Island positions are limited and given out on a first come basis.*

\*Non-profit organizations will receive a 25% discount. Non-profits include hospitals, educational facilities and organizations with non-profit or charitable status.

## Booth space includes:

- 8 x 10 draped booth with 8-foot-high back wall and 3-foot side drape
- Maximum height for booths that are not against a wall is 10 ft. unless approval is obtained by the CSRT in advance.
- One decorated 6-foot table, two chairs, waste basket and daily housekeeping services
- Two exhibitor badges per booth. **Additional badges may be purchased at \$150 each**

## Visibility:

- Acknowledgement in conference program
- Recognition in the CSRT conference app
- Acknowledgement on the CSRT website

**Booth assignment:** Space is assigned on a first-come, first-served basis. Upon receipt of payment in full, your agreement will be time and date-stamped. Exhibitor's booth preference will be adhered to as closely as possible but cannot be guaranteed. Booth allocation is subject to change if unforeseen circumstances occur.

***Sponsors from the previous year are given priority for booth selection until Friday, September 6<sup>th</sup>, 2019 to choose their booth position.***

**How to register for an exhibit booth:** Fill out the attached exhibitor agreement (page 6) and email, mail or fax to the Canadian Society of Respiratory Therapists. You may also visit our website at [www.csrt.com](http://www.csrt.com) and download a PDF version. For your convenience, payment may be forwarded by cheque, Visa, MasterCard, money order, e-transfer or wire transfer. Payment in full is due within 30 days of CSRT receiving your exhibitor contract. **If booth payment is not received within 30 days, the position will be considered unsold and be returned to the list of available booths.**

## Exhibit Show Services:

Show services will be provided by *Global Convention Services Ltd.* Exhibitor Package and other information can be found on our website at <https://www.csrt.com/conference/>, under the annual conference tab, where there will be a link for exhibitors. For any questions/information or on the following:

- Furniture, table or décor rentals to enhance your booth at CSRT
- Advance warehousing and Show Site Material Handling services of your equipment and/or exhibit materials to CSRT
- Additional special needs or labour services for your booth at CSRT

**Please contact Evans Chan at [echan@globalconvention.ca](mailto:echan@globalconvention.ca) or 604-353-8442.**

**Direct shipment to the hotel:** This can be done at your own discretion however it is **not recommended** since the hotel has very limited space for storage. Extra charges will be incurred and billed directly to the sender.

**Audiovisual Services & Electricity:** Provided exclusively by PSAV, an order form can be found online <https://www.csrt.com/conference/> under the sponsor/exhibitor section. For any questions please contact **Olivier Raout** ([oraout@psav.com](mailto:oraout@psav.com)) (514) 878-2013.



# General Information



- Set-up:** Thursday, May 7<sup>th</sup> – 7:00am to 1:00pm
- Tear-down:** Saturday May 9<sup>th</sup> – after lunch
- Exhibit Hours:** Breakfast, refreshment breaks and lunches will be served in the exhibit hall. The Welcome Reception will be held in the exhibit hall on Thursday evening, as usual. **See schedule below.**  
*(Tentative – to be confirmed once program is developed)*
- Thursday, May 7<sup>th</sup>:** 15:00 to 1540 hours – Afternoon Refreshment Break (Exhibit Hall Officially Opens)  
17:15 to 19:30 hours – Welcome Reception
- Friday, May 8<sup>th</sup>:** 7:30 to 8:30 hours – Breakfast  
9:55 to 10:25 hours – Morning refreshment break  
12:00 – 13:00 hours – Lunch  
14:45 to 15:15 hours – Afternoon refreshment Break
- Saturday, May 9<sup>th</sup>:** 7:30 to 8:30 hours – Breakfast  
10:45 to 11:15 hours – Morning refreshment break  
12:40 to 13:30 hours - Lunch

Exhibitors are required to wear their exhibitor badge at all times. Each booth is allocated two representatives. Additional badges per booth may be purchased for \$150 each.

**Hotel accommodation:** The CSRT has limited reserved blocks of rooms at Le Centre Sheraton in Montreal, Quebec. Rates are as low as \$219 per night for a traditional room. The link to book online is available on the CSRT website: <https://www.csrt.com/conference/>. Le Centre Sheraton reservations may be contacted directly at 1-800-325-3535. Please provide the group code, which is **CSRT**, when calling.

## Social events:

- **Thursday Welcome Reception:** Kick off the conference with a Welcome Reception held in the exhibit area on Thursday evening – tickets are included with full conference registration
- **Friday Night Social:** Location TBC *Sponsored by Roxon Medi-Tech*
- **Saturday Presidents' Banquet:** A free banquet ticket is included with the purchase of a full registration to the conference (subject to availability). Enjoy an awards dinner on Saturday followed by some dancing fun! ***As an exhibitor you are able to request two complimentary President Banquet tickets that are to be used by your reps. More information will be provided in follow up emails.***

**Door prizes:** The CSRT accepts items to use as door prizes or that can be given out during the conference at various functions.



# Rules and Regulations

The following rules and regulations are not intended to restrict exhibitors, but to provide an environment where all exhibitors can operate efficiently without undue interference.

1. The purpose of the CSRT conference is for demonstration and education only.
2. There will be NO SMOKING/VAPING in the hall. Smoking/vaping is permitted in areas designated by the hotel only.
3. Exhibitors will be permitted into the exhibit hall one half (1/2) hour prior to and one half (1/2) hour after show hours. The CSRT must approve additional time in the exhibit hall.
4. Security is provided in the exhibit hall on Thursday and Friday evening / night. Entry is restricted to authorized personnel only. Any equipment which must be removed from the exhibit hall will require proper identification and authorization. Please ensure you have your exhibitor badge with you at all times as this will act as your identification. Every precaution will be taken to prevent loss or damage of any kind however the provision of security should not be understood or interpreted by the exhibitor as a guarantee to them against loss, vandalism or theft of any kind. The CSRT and/or its employees do not and will not take any responsibility for any loss or damage that might be incurred.
5. Each exhibitor must make provisions for safeguarding his goods, materials, equipment and display at all times. The CSRT will not be responsible for loss of any material by or for any cause.
6. Subletting an exhibit is not permitted. Anyone who has not purchased exhibit space directly from the CSRT may not solicit or conduct business in the area.
7. Although housekeeping services are provided, exhibitors are required to keep their booth area clean.
8. Show management reserves the right to approve all exhibitor giveaways. Unauthorized food and beverages are not permitted without prior written consent from show organizers.
9. All illuminated display booths and operation electrical equipment on display in the exhibition hall must be CSA-approved. All decorations and displays must be non-flammable or flame proofed by approved methods.
10. The CSRT reserves the right to restrict exhibits for any objectionable reason and close, without indemnity, the exhibit or exhibitor who refuses, after notice, to conform to the regulations that apply to all exhibitors. No exhibitor shall infringe on the rights and privileges of any other exhibitor. Unethical conduct or infraction of rules by the exhibitor will subject the exhibitor and/or its representatives to immediate dismissal from the exhibition hall. In such an event, no refund shall be made. The aisles must be kept clear of exhibits. All interviews, demonstrations, distribution of literature, etc. must be made inside the exhibitor's booth.
- 11. Exhibitors are responsible for the cost of electricity at their booth, order form found online.**

**Liability:** Exhibitors shall assume all responsibilities for damage to or any claims arising out of their own negligence or that of their employees or agents to the exhibit area and that neither the CSRT, the Marriott Harbourfront Hotel, or any supplier will assume any liability for damage, loss of any nature or personal injury in connection with the showing or viewing of exhibits whatsoever. It is therefore advisable for the exhibitor to arrange liability coverage during this event. Should any contingency necessitate the cancellation or prevent the holding of this conference, the CSRT shall not be held liable for any expense incurred by the exhibitor. Any contract or agreement made by the CSRT shall in such an event, be null and void.

**Failure to occupy exhibit space:** If space is not occupied by the close of the period allocated for exhibit set-up, the exhibitor will forfeit the space without obligation for any refund. If the exhibit is on hand, our show management company, reserves the right to assign labour to set up any display that is not in the process of being erected by the given deadline. The exhibitor will be charged for expenses incurred.

**Cancellation:** Cancellations received by Tuesday, March 31<sup>st</sup>, 2020, will be refunded 50% of the booth fee, provided the space can be resold. If not, 25% of the booth fee will be refunded. **No refunds**, partial or full, will be provided **for cancellations after March 31<sup>st</sup>, 2020.**

**Show closing:** At the close of the conference, any shipments left in the building and not consigned will be transferred to storage at the expense of the exhibitor. A Global Convention Services Ltd. (show services company) representative will be available to assist with outgoing shipments. Exhibitors may not dismantle an exhibit during show hours.



# Exhibitor Agreement



*Our organization agrees to participate as an Exhibitor at the CSRT Annual Education Conference in Montreal, QC May 7-9<sup>th</sup> 2020.*

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ / Secondary Contact (if applicable): \_\_\_\_\_

Email: \_\_\_\_\_ / Secondary contact email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Exhibitor Fees		Amount
Single Booth	\$3,200 x _____ booths =	
Island position (cluster of four booths)	\$11,500 x _____ islands =	
Additional Badge	\$150 x _____ badges =	
Delegate Bag Insert	\$400 x _____ inserts =	
Plenary Session Flyer Handout	\$400 x _____ handouts =	
	<b>Subtotal =</b>	
Discount for Non-Profit Organizations	<b>Discount 25% =</b>	
	<b>+14.975% QST&amp;GST =</b>	
	<b>Total =</b>	

<b>Please specify 3 preferred exhibit booth locations:</b>	1 <sup>st</sup> Choice	2 <sup>nd</sup> Choice	3 <sup>rd</sup> Choice

We will contribute a door prize for CSRT to give out at various functions:  Yes  No

***Once received and accepted by the CSRT, this agreement becomes a binding contract. You will receive an electronic invoice and be able to pay directly through the secure link provided on the invoice.***

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Exhibit space availability is limited. Booth locations will be allocated on a first come, first served basis.  
This application is to be completed and returned with payment before space will be guaranteed.  
Please see cancellation policy in the exhibitor prospectus.