



Section J

RULES AND GUIDELINES



■ RULES AND GUIDELINES

Introduction

The policies, rules and guidelines contained in this Exhibitor Manual should be read in conjunction with the Terms of Agreement – Rules and Regulations contained on the reverse side of the Application & Contract for Exhibit Space. They are part of the contract made between the applicant for exhibit space (hereinafter called the Exhibitor) and the Canadian Cardiovascular Congress (hereinafter called CCC 2009). The term “Exhibition” shall mean the exhibition portion of the CCC 2009, Edmonton, Alberta, Canada.

Contract

Submission of the Application & Contract for Exhibit Space, full payment of the required exhibit space cost and receipt of a copy of the Application & Contract for Exhibit Space, counter-signed by CCC 2009, constitute a contract to use the space assigned.

Interpretation of Rules and Guidelines

Exhibitors agree to abide by the conditions and deadlines published in this Exhibitor Manual, the Terms of Agreement – Rules and Regulations in the Application & Contract for Exhibit Space and by all conditions under which the space was leased to CCC 2009 by the Shaw Conference Centre.

Exhibitors further accept responsibility for informing all their employees, suppliers or agents, appointed contractors and temporary staff involved with their exhibit activities, of these conditions and rules.

Rx&D members are responsible for ensuring that they adhere to the Code of Marketing Practices established by **Rx&D**.

CCC 2009 reserves the right to terminate the contract on site, if an Exhibitor:

- fails to observe and follow these policies, rules and regulations.
- engages in unfair or deceptive trade practices.
- behaves in a manner which is prejudicial to the proper management of the Exhibition.
- engages in acts of prohibited employment discrimination proscribed by the Alberta provincial Human Rights Code and the Labour Standards Act.

Sale of Products

The purpose of the Exhibition is to educate and broaden the knowledge of registrants through demonstrations, presentations, product and service displays. Orders may be taken on the exhibition floor provided that transactions are conducted in an appropriate and professional, business-like manner. No sales of goods and services, whether involving payment by cash, cheque or other means, may be taken on the exhibit floor. CCC 2009 reserves the right to restrict activities that it deems to be inappropriate or unprofessional.

It is the Exhibitor’s responsibility to comply with all Canadian federal, provincial or municipal laws in force, and to collect and remit any taxes payable.



Product Display

Health Canada, Food and Drugs Act and Regulations prohibit the importation of drugs or products not authorized for sale in Canada. The Act does not restrict the importation and use of packaging, labelling or advertising material for drugs and products, provided products not authorized for sale in Canada are clearly identified as such in their display, product information and brochures.

Only products and devices which have been authorized and approved for sale in Canada may be operated and demonstrated on the exhibition floor. Medical devices and equipment which have not yet received authorization for sale in Canada may not be operated on the exhibition floor.

For more information on medical devices regulations, please contact:

Medical Devices Bureau
Health Products and Food Branch
Health Canada
Tunney's Pasture
Ottawa, ON
Canada K1A 0L2

Telephone: (613) 957-7285
Contact: Nancy Shadeed, Manager of Device Licensing Division

For more information on Promotional Activities Related to Marketed Health Products, please contact:

Regulatory Advertising and Risk Communication Section
Marketed Health Products Directorate
Health Products and Food Branch
Health Canada
OTTAWA, Ontario K1A 0K9
Address Locator 0701C

Telephone: (613) 948-7973
Facsimile: (613) 948-7996
Email: MHPD_DPSC@hc-sc.gc.ca

Advertising and Publicity

CCC 2009 reserves the right to determine what is acceptable publicity and advertising by Exhibitors within the Exhibition and Congress. CCC 2009 reserves the right to restrict at any time, any display or activity which in CCC 2009's judgement, does not conform to the educational or scientific purpose of the Congress or Exhibition. In the event that CCC 2009 deems such displays or activities to be inappropriate or undesirable, CCC 2009 will issue an order to cease and desist. CCC 2009 will assume no liability for any losses, costs or other expenses incurred by the affected Exhibitor.

Exhibitors may distribute printed material, promotional literature or other articles but only within the exhibit space allocated. Product and service demonstrations, presentations, interviews or other activities within the Shaw Conference Centre are restricted to the exhibit space allocated.

Printed and visual products and promotional literature must be designed and produced to be in accord with the professional nature, education and scientific purpose of the Congress and Exhibition.

The name and logotype of the Canadian Cardiovascular Congress 2009 (CCC 2009), the Canadian Cardiovascular Society (CCS) and the Heart and Stroke Foundation of Canada (HSFC) may not be printed, used or displayed for any purpose without the express written permission of the Canadian Cardiovascular Congress. Such permission will not be granted for purely promotional purposes, or in any way to imply endorsement by CCC 2009 of an Exhibitor, product, service or activity.

To prevent misunderstandings, Exhibitors' promotional materials may **not** be phrased "in conjunction with the Canadian Cardiovascular Congress 2009 (CCC 2009)" or use similar language.



Clinical Evaluation Packages (CEP)

The distribution policy includes all Exhibitors at the event and applies to prescription drugs, non-prescription drugs, medical devices or equipment, cosmetics, nutritional samples, etc.

For the purpose of defining specific pharmaceutical/clinical evaluation packages or samples, Canada's Research-based Pharmaceutical Companies define these as:

"A package containing a limited quantity of a pharmaceutical product sufficient to evaluate clinical response, distributed to authorized healthcare practitioners free of charge, for patient treatment."

Giving out CEPs is not appropriate (refer to the PMAC and Rx&D guidelines).

Exhibitors wishing to display their product samples at their exhibit may have one sample to be used for demonstration purposes only, and may stack empty product containers as part of their display, if they wish. This demonstration sample must not be distributed under any circumstances, and must be put away, out of sight, whenever unattended by exhibit personnel.

Exhibitors should be willing to take the name and address of attending registrants for the distribution of product samples after the event at the request of an authorized healthcare professional who has filled out an appropriate request form. Complete prescribing information for communication to his or her patient should be provided as part of the clinical evaluation package service.

Disposal of Biomedical Waste and Sharps

Exhibitors who have wet labs as part of their exhibit must contact the Exhibition Coordinator to arrange for disposal of medical and infectious waste. This also applies to exhibitors using any kind of "sharps".

Food and Beverages

Distribution of food or non-alcoholic beverages from exhibits is not permitted unless authorized by CCC 2009 and must be ordered through the Shaw Conference Centre. Alcoholic beverages are prohibited in exhibit booths but may be consumed in designated lounge areas.

Helium Balloons

No helium-filled balloons, whether for decorative purposes or inflated for distribution to registrants, will be permitted on the exhibition floor.

Mechanical Conveyances

Electrical carts, scooters or bicycles will not be allowed in aisles during exhibit hours. The only exception will be in the case of persons who are required to do so due to health impediments and in the case of authorized Show duty personnel.

Vehicles on Floor

Cars, trucks and machinery for display must be cleaned before being admitted into the Shaw Conference Centre. Protective plastic must be placed underneath to prevent staining.



Exhibit Material Release

Removal of equipment or display items from the Community Forum at any time from 1300 hrs, Saturday, October 24 to 1530 hrs, Tuesday, October 27 will require an Exhibit Material Release Form. These forms may be obtained at the Exhibition Management Office. After 1630 hrs, Tuesday, October 27, no forms will be required.

Booth Occupancy

Exhibitors **MUST** undertake to have at least one representative present at their exhibits during the days and hours the Exhibition is open. All Exhibitor representatives participating in the Exhibition must be registered and badged.

Name Badges

All accredited Exhibitor representatives must wear the official CCC 2009 name badge visibly at all times. Access to the Shaw Conference Centre and admission to official CCC 2009 functions is by name badge only.

Name badges are not transferable under any circumstances. Name badges may not be concealed with business cards, pins or stickers, or be altered, added to or defaced in any manner. Wearing company badges in lieu of the official CCC 2009 name badge will not be permitted.

Photographing and Videotaping by Exhibitors

Exhibitors may not photograph or videotape any other Exhibitor's exhibit on the exhibition floor without the permission of that Exhibitor.

Exhibitors may photograph or videotape their own exhibits. This is permitted only before or after Community Forum hours. Any security or lighting requirements for such activities must be made in advance at the Exhibitor's expense.

Photo/Video Reproduction by the Congress OR the Canadian Cardiovascular Society

The Canadian Cardiovascular Society (CCS) reserves the right to use any photo or video image recorded at the Canadian Cardiovascular Congress. By registering for the Canadian Cardiovascular Congress, you hereby acknowledge and agree that CCS may photograph and/or videotape you at this event, as well as use the photographs and/or videotapes in any publication or media for future educational and promotional activities/materials, without further notification or any compensation to you. For example, the selected images will assist in the promotion of future CCS events and may be used in professional displays, advertisements, printed publications, and/or on the CCS website. You also acknowledge and agree to waive any right to inspect or approve any future educational and promotional activities/materials that may include photographs and/or videotapes of you.



Security in the Community Forum

CCC 2009 and the Shaw Conference Centre cannot guarantee against loss, theft or damage of any kind during the installation, exhibition or dismantling, but will endeavour to protect Exhibitors by providing general security on a 24-hour basis from 2000 hrs, Thursday, October 22 to 2400 hrs, Wednesday, October 28.

CCC 2009 will provide necessary security personnel for the Community Forum during move-in/move-out to ensure that persons entering the Community Forum are registered to attend the event and are wearing their name badges. Watchmen will be provided during hours in which the Exhibition is closed. Exhibitors must have an attendant in charge of their exhibits each day during the hours the Exhibition is open.

Exhibitors who wish to remain in the Exhibition after hours must first request permission to work late from the Exhibition Management Office and identify themselves to security personnel and sign in and out. Exhibitors wanting to remove any goods or items from the Exhibition must obtain an Exhibit Material Release Form from the Exhibition Management Office and present this signed form to security personnel when removing goods from the Community Forum.

Exhibitors solely are responsible for their own exhibit materials, and should insure their exhibit materials against loss, theft or damage during the event.

Exhibitors who require additional security for their exhibits may contract for this service from the Shaw Conference Centre.

Entry to Community Forum

CCC 2009 reserves the right to refuse admission to the Community Forum to any visitor, Exhibitor or agents or employees of Exhibitors who, in the opinion of CCC 2009, are unfit, intoxicated or in any way creating disruption to the Exhibition.



PLEASE NOTE:

Children under the age of 16 will not be allowed access to the Community Forum unless accompanied by an adult.

For safety precautions, persons under the age of 16 are restricted from entering the Community Forum during move-in and move-out periods.

Smoking

CCC 2009 is a smoke-free event.

Smoking is prohibited, by law and by policy of CCC 2009 at all times within the Shaw Conference Centre, except in areas designated by the Shaw Conference Centre.

Goodkey Show Services will not rent ashtrays to Exhibitors.

Scent-Free Congress

The CCC recognizes that some people are sensitive to scented products. Perfumes and strong odours can precipitate severe reactions. The CCC asks that delegates and exhibitors limit the use of perfumes, scented hair spray, cologne, aftershave and any other highly scented products out of respect for attendees with severe allergies. Please ensure that you adhere to the above policy. Thank you for your cooperation.



Liability

Neither the Organizer (CCC 2009) nor the Shaw Conference Centre will bear any liability for personal injuries, whether suffered by an Exhibitor, its employees, its contractors or business invitees.

Neither CCC 2009, nor the Shaw Conference Centre will be held liable for any loss or damage to the property of an Exhibitor, its employees, its contractors or business invitees due to fire, robbery, accidents, or any cause whatsoever that may arise from use and occupancy of the leased space or building of the Shaw Conference Centre.

The Exhibitor agrees to indemnify and hold harmless CCC 2009, the Canadian Cardiovascular Society (CCS), the Heart and Stroke Foundation of Canada (HSFC), the Intertask Group of Companies, Shaw Conference Centre and its employees against any and all claims, liability or damages of any person whomsoever, arising out of acts or omissions of Exhibitors or their employees. Exhibitors shall furnish their own public liability insurance.

CCC 2009 assumes no liability for any damages or losses resulting from, or related to, the failure of the Exhibitor to comply with the provisions of the Terms of Agreement – Rules and Regulations of the Application & Contract for Exhibit Space, as well as the policies, rules and guidelines contained in this Exhibitor Manual.

If, due to unforeseen circumstances beyond the control of CCC 2009 and its sub-contractors, the Exhibitor's materials do not arrive in time for display during the entire period of the Exhibition or any portion thereof, CCC 2009 and its sub-contractors assume no liability for damages or losses to the Exhibitor and are under no obligation to refund the Exhibitor's fees.

Before any exhibit may be removed from the Shaw Conference Centre, Exhibitors must make arrangements satisfactory to CCC 2009, the Shaw Conference Centre and the Official and Exclusive Contractors for the payment of any charges incurred by the Exhibitor in connection with presenting its exhibit.

Insurance

Each Exhibitor has the responsibility of maintaining adequate insurance coverage against injury to persons, damage to or loss of property, products, equipment or decorations and inability to meet its obligations outlined in the Application and Contract for Exhibit Space, Terms of Agreement – Rules and Regulations.

The following insurance coverage will be mandatory:

- 1) comprehensive general liability insurance with a minimum limit of \$5,000,000 CDN.
- 2) the Canadian Cardiovascular Congress 2009 (CCC 2009), the Canadian Cardiovascular Society, the Heart and Stroke Foundation of Canada, the Intertask Group of Companies, the Shaw Conference Centre as named insureds and shall contain a cross-liability clause.

The certificate shall contain an undertaking by the insurer not to cancel or limit the insurance coverage so described except upon thirty (30) days' prior written notice.

Insurance protection of the type described above will not be provided to the Exhibitor, either by CCC 2009 or the Shaw Conference Centre.

Exhibitors or their agents who desire insurance on their exhibit, display goods and staff must place the same at their own expense.

Application & Contract for Exhibit Space

For reference, a copy of the Application & Contract for Exhibit Space containing the Terms of Agreement – Rules and Regulations is attached.



Compliance with Laws

Exhibitors must comply with all local, provincial and federal laws, rules, regulations and ordinances in force, including the Alberta provincial Human Rights Code and the Employment Standards Act, in the employment of exhibit staff.

Provincial Human Rights Code

The Exhibitor agrees to observe all union contracts and labour relations in force, agreements between the CCC 2009 official contractor serving companies and the building in which the Exhibition will take place and act according to the labour laws of the jurisdiction in which the building is located and observe the provisions of the provincial Human Rights Code and the Labour Standards Act in the hiring and treatment of exhibit booth staff.

Goods and Services Tax

The Goods and Services Tax (GST) is a five percent (5%) tax charged on most goods and services sold or provided in Canada by Canadian companies. Please note that the Government of Canada legislation regarding the GST rebate eligibility has changed. Please visit www.cra.gc.ca for the most current rules and regulations regarding this program. Once on the site click 'Forms and Publications'. For a complete Guide to the program search for form rc4160 and for the GST refund application form search for form GST386.

For more information, please contact:

Summerside Tax Centre

Foreign Conventions and Tourism Incentive Packages (FCTIP)
275 Pope Road, Suite 104
Summerside, PE
Canada C1N 6C6

Telephone: (902) 432-5604
Toll free: 1-800-565-9353 (within Canada)

Termination of the Contract

This agreement may be terminated by the Organizer at any time on the breach of any of the conditions by the Exhibitor, and thereupon all its right hereunder shall cease and terminate, and any payments made by the Exhibitor on account hereof prior to said termination shall be retained by the Organizer as liquidated damages for such breach, and the Organizer may thereupon re-sell said exhibit space.



APPLICATION FOR EXHIBIT SPACE

Canadian Cardiovascular Congress 2009

Including the 62nd Annual Scientific Meeting of the Canadian Cardiovascular Society
 Shaw Conference Centre, Edmonton, Alberta
 October 24-28, 2009

1. Company Information

Company Name _____
 (Please list name as it should appear on printed materials. Do not use capital letters unless your official name is all caps.)

Name of Exhibitor Contact _____ Title _____

Mailing Address _____

City _____ Province/State _____ Country _____ Postal/Zip Code _____

Telephone (____) _____ Facsimile (____) _____ E-mail _____

Type of products/services to be displayed _____

2. Booth Selection

We hereby apply for the following exhibit space:

<input type="checkbox"/> Island	_____ # of 10' x 10' (3m x 3m) exhibit space(s) @ \$4,160 =	\$ _____
<input type="checkbox"/> Peninsula	_____ sq. ft. island exhibit space @ \$43.25 per sq. ft =	\$ _____
	Plus 5% GST (Reg. #R106844186)	\$ _____
<input type="checkbox"/> Linear	Total	\$ _____
	50% DEPOSIT DUE	\$ _____

This application will not be processed unless accompanied by a deposit of 50% of the exhibit rental fee. Outstanding balances are due by June 19, 2009. Applications submitted on or after this date must be accompanied by payment in full. Your cheque for the exhibit space should be made payable to CCC 2009. Payment in Canadian Funds only. Wire transfer payment option is available, please contact the CCC Secretariat for details.

3. Preferred booth location

1st _____ 2nd _____ 3rd _____

If possible, we do not wish to be located directly beside, or across from: _____

**Exhibit space is assigned on the basis of the date the application and deposit are received, and accepted.
 The Organizer reserves the right to determine the final allocation of booth space.**

4. Authorization

I am the authorized representative of the above-named company with the full power and authority to sign and deliver this application. The company agrees to comply with all of the policies contained in the Exhibitor Manual.

 Name of Authorized Officer

 Signature of Authorized Officer

 Title

 City

 Date

Please return this application form with your payment to:

CCC Secretariat
 275 Bay Street, Ottawa, ON Canada K1R 5Z5
 Tel: (613) 238-2304, 1-866-317-8461 • Fax: (613) 236-2727
 E-mail: ccc-exhibits@intertaskconferences.com

PLEASE RETAIN A COPY FOR YOUR RECORDS

Upon acceptance by the Organizer, a signed copy of this contract will be returned to you as your confirmation, along with a Statement of Account.

For Congress Use Only

Company ID No: _____

Booth(s) Assigned: _____ Size: _____

Deposit Amount: _____ Payment Date: _____

Final Payment Amount: _____ Payment Date: _____

Final Statement Sent: _____

Comp. Reg Forms Sent: _____

GST Paid: _____ Accepted By: _____

Terms of Agreement — Rules and Regulations

1. General

The Canadian Cardiovascular Congress (CCC 2009) ("the Organizer") reserves the right to decline or prohibit any exhibit or portions thereof, and to permit only such matters or conduct as shall be approved by the Organizer.

Canvassing or distributing advertising matter outside the Exhibitor's own exhibit space is not permitted.

The Organizer reserves the right to alter or change the space assigned to the Exhibitor.

2. Conduct of Exhibitors

The Organizer reserves the right to require any Exhibitor to immediately cease employing on the premises, any person whose conduct, in the sole opinion of the Organizer, is prejudicial to the proper management and/or purposes of the Exhibition or CCC 2009. It is MANDATORY that exhibiting organizations staff their exhibits with at least one qualified representative of the company throughout the operating hours of the Exhibition.

3. Congress Registration

One (1) complimentary Exhibitor Registration (exhibit hall access only) and one (1) complimentary Universal Exhibitor Registration (exhibit hall and scientific session access) per paid 10' x 10' exhibit space. Any additional representatives or guests will be required to pay a registration fee.

4. Exhibits Approval

All products/services to be displayed by Exhibitors must receive prior approval by the Organizer. The Organizer reserves the right to withhold approval of the Exhibitor's product/services which, in the Organizer's judgement, do not conform to the educational or scientific purpose of CCC 2009. At the request of the Organizer, an Exhibitor shall immediately remove any products/services included in an exhibit for which approval had not been given.

5. Audio-Visual Components of Exhibits

Audio-visual equipment, as part of a display, is acceptable; however, sound equipment must be regulated so as not to disturb neighbouring Exhibitors. In addition, spectators at exhibits may not obstruct aisles or interfere with access to other exhibits.

The Organizer reserves the right to determine when sound levels from audio equipment constitute interference with others or become unacceptable. In such cases, sound levels will be reduced or the equipment will be removed at the Exhibitor's expense.

6. Samples and Giveaways

Customary descriptive product literature, note pads, pens, and pencils may be distributed from your exhibit; however, it is the exhibitors responsibility to ensure that any giveaway is acceptable under the Rx&D and CMA guidelines, if applicable.

The Organizer does not require a sample of the give-away in advance of the Congress. However, the Organizer does reserve the right to have a give-away removed from the exhibit area, should the give-away not be useful to and/or in the professional activities of the CCC 2009 participants, as outlined in the Rx&D and CMA guidelines.

7. Exhibit Installation and Receipt of Goods

All exhibits must be ready for the opening of the Exhibition. The Organizer will not allow any moving of exhibits after the opening. Deadlines for installation will be contained in the Exhibitor Manual, which will be sent to Exhibitors approximately four months prior to the Exhibition.

8. Assignment

The Exhibitor shall not assign nor sublet any part of its exhibit space without the written consent of the Organizer. All exhibits shall be subject to the approval of the Organizer.

9. Care of Exhibits

The Organizer will ensure that aisles are swept and cleaned, but Exhibitors must keep their exhibit space cleaned and their exhibits dusted and in good order, at their own expense. Exhibits must remain intact until after closing on the last day of the Exhibition. Exhibitors are requested at all times to cooperate with the Organizer by maintaining their exhibits in perfect condition, properly staffed throughout the Exhibition.

10. Force Majeure

In case the exhibit space contracted for shall not be available for the uses herein specified due to war, acts of international or domestic terrorism, government action or order, acts of God, fire, strikes, labour disputes, or any other cause beyond the control of the Organizer, this Agreement shall immediately terminate and, in such event, the Exhibitor shall and does hereby waive any claims to damages or any other recovery therefore except the return of the amounts paid as rental for the exhibit space, less the prorated share allocated to the exhibit of the actual expenses incurred by the Organizer in connection with the Exhibition. Should the Organizer, in its sole discretion, consider it inadvisable to hold the Exhibition at the time and place herein provided the Organizer may, at its option, terminate this Agreement and, return the sums paid by the Exhibitor for the exhibit space, and there shall be no further liability on the part of either party to the other. Upon written notice to the Exhibitor, the Organizer shall also have the right to change the date and the place where the Exhibition is to be held.

11. Removal of Material During Event

The Exhibitor agrees that no display may be dismantled or goods removed during the exhibition but must remain intact until the closing hour of the last day of the exhibition. The Exhibitor also agrees to remove its exhibit equipment and appurtenances from the Shaw Conference Centre (Edmonton, Alberta) by the final move-out time limit or, in the event of failure to do so, the Exhibitor agrees to pay for such additional costs as may be incurred.

12. Insurance

Each Exhibitor has the responsibility of maintaining adequate insurance coverage against injury to persons, damage to or loss of property, products, equipment or decoration and inability to meet its obligations outlined in this Application and Contract for Exhibit Space, Terms of Agreement — Rules and Regulations. The following insurance coverage will be mandatory:

1. Comprehensive General Liability insurance with a minimum limit of \$5,000,000 CDN.
2. The Policy shall include the Canadian Cardiovascular Congress (CCC 2009), Canadian Cardiovascular Society, the Heart and Stroke Foundation of Canada, the Intertask Group of Companies and the Shaw Conference Centre as named insured and shall contain a cross-liability clause.

The Exhibitor must provide evidence of compliance with paragraphs 1) and 2) to the Organizer no later than September 18, 2009 as outlined in the Exhibitor Manual. The coverage shall contain an undertaking by the insurer not to cancel or limit the insurance coverage so described except upon thirty (30) days' prior written notice. The Organizer reserves the right to prohibit access to the Exhibit Hall to any exhibitor from whom no proof of insurance has been received. Insurance protection of the type described will not be provided to the Exhibitor either by the Organizer or by the Shaw Conference Centre.

13. Liability

Exhibitors who desire insurance on their exhibit and staff must place the same at their own expense. The Organizer will not be liable for any loss or damage to the property of the Exhibitor or its employees due to fire, robbery, accidents, or any cause whatsoever that may arise, for use and occupancy of the leased space or the Shaw Conference Centre. The Exhibitor agrees to indemnify and hold harmless the Organizer, the Canadian Cardiovascular Society, the Heart and Stroke Foundation of Canada, the Intertask Group of Companies, the Shaw Conference Centre and its employees against any and all claims of any person whomsoever, arising out of acts of omission of Exhibitors or their employees (Exhibitors shall furnish their own public liability insurance). The Organizer assumes no liability for damages or losses resulting from, or related to, the failure of the Exhibitor to comply with the provisions of this Agreement. If, due to unforeseen circumstances beyond the control of the Organizer, the Exhibitor's materials do not arrive in time for display during the entire period of the Exhibition, or any portion thereof, the Organizer assumes no liability for damages or losses to the Exhibitor and is under no obligation to refund the Exhibitor's fees.

14. Security

The Organizer will provide the necessary watchmen for the Exhibit Hall during move-in/move-out and the hours the exhibition is closed. Exhibitors must have an attendant in charge of their exhibit each day during the hours the Exhibition is open. No other persons will be permitted in the Exhibit Hall after closing hours. The Organizer shall not be held responsible in any way whatsoever for any loss or theft of Exhibits at the Shaw Conference Centre during the set-up, Exhibition, or dismantling period. It is recommended that each Exhibitor purchase a rider on the Exhibitor's own insurance policy protecting them against loss, theft, fire, damage, etc.

15. Compliance with Laws

The Exhibitor agrees to observe all union contracts and labour relations in force, agreements between the Organizer, the official exhibition contractors and the building in which the exhibition will take place and act according to the labour laws of the jurisdiction in which the building is located and observe the provisions of the provincial Human Rights Code and the Labour Standards Act in the hiring and treatment of exhibit booth staff.

16. Termination of the Contract

This agreement may be terminated by the Organizer at any time on the breach of any of the conditions by the Exhibitor, and thereupon all its rights hereunder shall cease and terminate, and any payments made by the Exhibitor on account hereof prior to said termination shall be retained by the Organizer as liquidated damages for such breach, and the Organizer may thereupon re-sell said booth space.

17. Amendment

The Organizer shall have full power to interpret and/or amend these rules and regulations which in the Organizer's discretion, shall be in the best interest of CCC 2009. The decision of the Organizer must be accepted as final in any dispute with the Exhibitor or in any situation not covered by these rules and regulations. The Exhibitor agree to abide by the rules and regulations contained in the Exhibitor Manual.

18. Cancellation of Contracts

Cancellation requests must be submitted in writing to the CCC 2009 Secretariat and received by the cut-off dates indicated below.

Cancellation of contracts received prior to July 24, 2009 for single and island booths of less than 8 booths will receive a refund of exhibit fees paid, less a 25% administration fee. For island booths larger than 8 booths, there will be no refund on booths that can not be resold based on floor plan restrictions or the creation of aisles.

No refunds will be made on cancellations of exhibit space received on or after July 24, 2009.

Initials: _____