Dear Exhibitor,

The 2017 Canadian Cardiovascular Congress (CCC) is now just a few months away and the 2017 Community Forum will be the best one yet.

Within the Exhibitor Manual you’ll find a great deal of valuable information and useful forms. The first step to participating at the CCC is to familiarize yourself with the information contained herein, such as the policies, guidelines and rules governing exhibiting at the CCC.

The Exhibitor Manual is divided into nine easy to navigate sections from A to I. Below is a brief outline of each section’s content.

- **Section A:** Order Form and Services Checklist
- **Section B:** General Information and Key Secretariat Contacts
- **Section C:** Required Forms
- **Section D:** Booth Display Structure
- **Section E:** Exhibitor Services / List of Suppliers
- **Section F:** Shipping and Materials-handling Services
- **Section G:** Canada Border Regulations and Procedures
- **Section H:** Registration and Accommodation
- **Section I:** Rules and Guidelines

Your participation in the annual CCC is appreciated. Your presence ensures the CCC enjoys continued success year after year. On behalf of the Canadian Cardiovascular Society and the Heart and Stroke Foundation, co-hosts of the CCC, we look forward to working with you and your team, and welcoming you to Vancouver this October.

Sincerely,

Rozanne Lyons, CMP  
Manager, Exhibition and Logistics  
Ext. 221

Marie Laplante  
Sr. Coordinator, Exhibition and Support  
Ext. 233
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  - Scent-free
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  - Federal Tax Centre
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Section A
ORDER FORM & SERVICES CHECKLIST
ORDER FORM AND SERVICES CHECKLIST

The following forms are provided by Official and Exclusive Contractors and the CCC Secretariat. They should be completed by the deadline dates indicated to order services.

**PLEASE NOTE:**

Order Forms are not included for services which require direct communication with suppliers for information and quotes. These services are indicated by a website address or “Call Direct” as a deadline date. All addresses and telephone numbers are included in the manual.

### REQUIRED INFORMATION & FORMS

<table>
<thead>
<tr>
<th>Return To</th>
<th>Services Required</th>
<th>Deadline</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCC Secretariat</td>
<td>Payment for Exhibit Space</td>
<td>ASAP</td>
<td></td>
</tr>
<tr>
<td>CCC Secretariat</td>
<td>Exhibitor Product-listing (already sent by email)</td>
<td>August 4</td>
<td></td>
</tr>
<tr>
<td>CCC Secretariat</td>
<td>Exhibitor Insurance Form</td>
<td>September 15</td>
<td></td>
</tr>
<tr>
<td>CCC Secretariat</td>
<td>Exhibitor-Appointed Contractor Form</td>
<td>September 15</td>
<td></td>
</tr>
<tr>
<td>CCC Secretariat</td>
<td>Certificate of Insurance</td>
<td>September 15</td>
<td></td>
</tr>
<tr>
<td>CCC Secretariat</td>
<td>Safety Reply Form</td>
<td>September 15</td>
<td></td>
</tr>
<tr>
<td>CCC Secretariat</td>
<td>Booth Drawing (Peninsula and Island only)</td>
<td>September 15</td>
<td></td>
</tr>
<tr>
<td>GES Canada</td>
<td>Shipment Notification Form</td>
<td>September 15</td>
<td></td>
</tr>
</tbody>
</table>
## OPTIONAL INFORMATION & FORMS

<table>
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<th>Deadline</th>
<th>Complete</th>
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</thead>
<tbody>
<tr>
<td>Conexsys</td>
<td>Lead Retrieval</td>
<td>October 6</td>
<td></td>
</tr>
<tr>
<td>VCC</td>
<td>Telephone and Internet, Sign and Banner Installation, Electrical, Security, Food and Beverage Distribution. <em>Your banners must arrive on-site</em></td>
<td>October 10</td>
<td></td>
</tr>
<tr>
<td>GES Canada</td>
<td>Display Labour, Display Rental Order, Booth Carpet, Furniture Rentals, Plants and Floral, Modular Rental Exhibits, Signs, Materials-handling, Method of Payment, Booth Vacuuming, Freight Forwarder</td>
<td>October 11</td>
<td></td>
</tr>
<tr>
<td>Freeman AV</td>
<td>Audio-Visual and Lighting</td>
<td>October 11</td>
<td></td>
</tr>
<tr>
<td>CCR Solutions</td>
<td>Computer Equipment</td>
<td>October 16</td>
<td></td>
</tr>
<tr>
<td>Air Canada</td>
<td>Air Travel</td>
<td>Call Direct</td>
<td></td>
</tr>
<tr>
<td>WestJet</td>
<td>Air Travel</td>
<td>Call Direct</td>
<td></td>
</tr>
<tr>
<td>Via Rail</td>
<td>Train Travel</td>
<td>Call Direct</td>
<td></td>
</tr>
<tr>
<td>Mendelsohn Commerce</td>
<td>Customs Broker and Shipping Services</td>
<td>Call Direct</td>
<td></td>
</tr>
<tr>
<td>Rhodes &amp; Williams Ltd</td>
<td>Insurance</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>
Section B

GENERAL INFORMATION
EXHIBITION AND CONFERENCE VENUE

Unless otherwise posted, all of the CCC activities and Exhibition will take place within the Vancouver Convention Centre (VCC).

Vancouver Convention Centre, West Bldg.
1055 Canada Place
Vancouver, BC  V6C 0C3
Canada

Telephone:  604-689-8232
            866-785-8232

Please visit the VCC website, www.vancouverconventioncentre.com to familiarize yourself with the facility and the surrounding area.

KEY SECRETARIAT CONTACTS

In planning your participation at CCC 2017, please contact the personnel listed below if you require additional information.

Congress and Exhibition        Scientific Programme
CCC Secretariat                Canadian Cardiovascular Society (CCS)
275 Bay Street                222 Queen Street, Suite 1100
Ottawa, Ontario  K1R 5Z5       Ottawa, Ontario  K1P 5V9

Telephone:  (613) 238-2304          (613) 569-3407 ext. 408
Toll-free:   (866) 317-8461           (877) 569-3407
Facsimile:   (613) 236-2727           (613) 569-6574
E-mail:      ccc-exhibits@intertaskconferences.com congress@ccs.ca

Sponsorship and advertising opportunities:
Blair Tryon, Director, Congress Operations

Accredited Symposia (logistics), Convention Centre, all other Logistics:
Rozanne Lyons, CMP, Manager, Exhibition and Logistics

Booth Sales, Exhibition and Sponsorship Information, Rules and Guidelines, Exhibit Design Approval:
Marie Laplante, Sr. Coordinator, Exhibits and Support

Industry and Exhibitor Registration Inquiries:
cardiocongress@intertaskconferences.com

Group Accommodations:
Intertask Conferences, Official Housing Bureau
hotels@intertaskconferences.com
QUICK FACTS

Exhibition
Saturday, October 21  10:00 – 18:30
Sunday, October 22  10:00 – 18:30
Monday, October 23  10:00 – 18:30

Dedicated Exhibit Times (Community Forum)
In recognition of the importance that industry and product introduction play in research and clinical practice, part of each day’s program has been dedicated to allow participants unopposed time to visit the Exhibition without missing conference sessions.

Note: It is mandatory that your booth be staffed throughout the operating hours of the exhibition including the Welcome Reception and ePoster Receptions.

SATURDAY*
• Community Forum & ePoster Viewing ........................................ 10:00 – 18:30
• Community Forum Lunch ....................................................... 12:30 – 14:00
• Health Breaks, ePoster Presentations and Moderated Presentations ................................ 10:30 – 11:00
  and 15:30 – 16:00
• CCC Welcome and ePoster Presentation Reception and Moderated Presentations ........ 17:30 – 18:30

SUNDAY*
• Community Forum & ePoster Viewing ........................................ 10:00 – 18:30
• Community Forum Lunch ....................................................... 12:30 – 14:00
• Health Breaks, ePoster Presentations and Moderated Presentations ................................ 10:30 – 11:00
  and 15:30 – 16:00
• CCC ePoster Presentation Reception and Moderated Presentations .............................. 17:30 – 18:30

MONDAY*
• Community Forum & ePoster Gallery Viewing ...................................... 10:00 – 18:30
• Community Forum Lunch ....................................................... 12:30 – 14:00
• Health Breaks, ePoster Presentations and Moderated Presentations ................................ 10:30 – 11:00
  and 15:30 – 16:00
• CCC ePoster Presentation Reception and Moderated Presentations .............................. 17:30 – 18:30

PLEASE NOTE:
Food and beverages are provided in limited quantities and on a first-come, first-served basis.

* Hours subject to change.
LEAD RETRIEVAL

This bar code reader system is user friendly and enables the user to track booth traffic quickly and efficiently. The system can also be customized to track more specific criteria at no additional cost. At the end of the CCC, all your collected data will be downloaded and the information will be sent to you electronically for further follow-up, and to support your ROI.

Please view the CONEXSYS Lead Retrieval form for more details or contact them directly to learn more about the benefits of this system.

BOOTH OUTLINE

The following is included in the purchase price of each exhibit space:

- Standard 10’ x 10’ exhibit space (3m x 3m), delimited with black backwall set at a height of 8 feet (240 cm) and grey sidewalls set at a height of 3 feet (90 cm);
- 24-hour professional perimeter security;
- Complimentary storage of crates during the event;
- One complimentary Exhibitor Registration badge (Community Forum access only) and one complimentary Universal Exhibitor Registration badge (Community Forum and scientific session access) for each 10’ x 10’ (3m x 3m) booth purchased;
- Your product description and contact information on the CCC website and in the mobile app;
- Welcome and ePoster Receptions, lunches, and refreshment breaks in the Community Forum;
- CCC documentation and communications.

PLEASE NOTE:

The Exhibit Hall is carpeted.

The following is not included in the purchase price of each exhibit space:

- Furnishings
- Signage
- Electrical and lighting
- Installation and dismantling labour
- Booth staff

If required, these items may be ordered through the Official and Exclusive Contractors. Please refer to the order forms and the appropriate sections in the Exhibitor Manual.
GENERAL INFORMATION

DOWNTOWN VANCOUVER AND OFFICIAL HOTELS
To view the map and location of the hotels, go to: www.cardiocongress.org/en/hotelmap.html
To view the rates, go to: www.cardiocongress.org/en/housing.html

FLOOR PLAN (VCC), WEST BALLROOM
To view the floor plan, go to: www.vancouverconventioncentre.com/facility/floor-plans-and-specs

COMMUNITY FORUM FLOOR PLAN
To view the most current version, go to: www.cardiocongress.org/en/floorplan.html

VEHICLE MARSHALLING/LOADING DOCK
The “West Building” loading dock of the VCC is located on Waterfront Road. There are two main ways to access the loading dock:

From Main Street: Drive North on Main Street until you reach the ramp. Continue down the ramp which will take you to Waterfront Road, then turn right and continue driving West on Waterfront Road for approximately three minutes. The entrance to the VCC Truck Route will be on the right hand side.

From Burrard Street: Drive North on Burrard Street until you reach Cordova Street, then turn left. Drive West and through the tunnel to Waterfront Road for approximately two minutes. The entrance to the VCC Truck Route will be on the left hand side.

Once on the Truck Route, exhibitors will be directed by security staff to drive North to the Loading Bays, and then to the access doors into Halls B and C.

For further assistance with directions, please feel free to contact the VCC Guest Services Department at (604) 647-7299.
GENERAL INFORMATION

MOVE-IN

Thursday, October 19 08:00 – 18:00  (GES Scheduled move-in only)
Friday, October 20  08:00 – 21:00

Move-in and installation of exhibits must be completed by 21:00, Friday, October 20.

Dollies will not be permitted on the exhibition floor after 17:00, Friday. All crates and cartons must be unpacked and labelled for storage by 21:00, Friday. After this time, any exhibits, crates or cartons not in the process of being erected will be removed from the exhibition floor. An additional materials-handling cost may be applied for the return of material for after-hour completion of installation of exhibits.

CCC reserves the right to schedule a move-in sequence and to set target installation dates and times for individual exhibits. Exhibitors agree to abide by instructions given by GES Canada pertaining to the move-in of exhibits.

What To Do When You Arrive On-site

- Check in at the Exhibitor Registration Desk and pick up your badge(s). Remember to wear your badge at all times. For security reasons, only badged personnel will have access to the Community Forum. Every person working your booth must also wear his/her own name badge at all times during CCC.

- If you have used an Official Carrier to ship your freight, and have paid in advance for materials-handling, all material should be in your exhibit space. If your material is not in your space, check with the Exhibitor Service Desk.

- If you shipped materials with a company other than the Official Carriers, did not order materials-handling, or require assistance to unload your material, contact the Exhibitor Service Desk.

Protective Footwear

Approved safety footwear must be worn by Exhibitors, service providers and display contractors that work on the exhibit floor during move-in and move-out. Additionally, high-visibility vests are mandatory for anyone working in the exhibit hall during move-in and move-out times. Vests will be available free of charge at a dedicated facility service desk.

Materials-handling

GES Canada has been appointed by CCC as the exclusive contractor for materials-handling, forklifts and other materials-handling equipment. Unless you can hand-carry your material, you must reserve materials-handling services with GES Canada.
**Booth Installation**

Exhibitors are allowed to unpack their own products and erect their own exhibits using the services of their own regular employees. Please complete and submit the Exhibitor-appointed Contractor Form.

Should Exhibitors require additional assistance in the erection of their display, the use of the Official Service Contractor, GES Canada, is strongly recommended.

**If using the services of a display contractor other than the Official Service Contractor, please note:**

- The Exhibitor must identify this company by returning the Exhibitor-appointed Contractor Form to the Exhibition Coordinator no later than September 15.
- The Exhibitor-appointed Contractor must provide a certificate of insurance to the Exhibition Coordinator before access to the Exhibition is granted and no later than September 15.
- Representatives of the Exhibitor-appointed Contractor must present themselves to the Exhibitor Registration Desk to pick up their work badges before access is granted to the Exhibition.

For additional information on using Exhibitor-appointed Contractors, please read Section D.

**Storage of Crates**

All crates and cartons must be unpacked and labelled for storage by 21:00, Friday, October 20. “Empty Crate” labels will be available at the Exhibitor Service Desk.

Exhibitors are advised that storage of crates is not secure; therefore, valuable materials and products should not be consigned to storage. Additionally, stored crates and material might not be accessible during the event. Lock-up cages are available for rental from GES Canada.

Please note: for those Exhibitors who hand-carry their booth material, complimentary storage will be provided.

**MOVE-OUT**

Packing of display material and dismantling of exhibits will not be permitted until the close of the Exhibition at 18:30, Monday, October 23. Your booth must stay intact until this time.

- Monday, October 23 19:00 – 23:59
- Tuesday, October 24 08:00 – 23:59

**Booth Dismantling**

Exhibitors are allowed to pack their own products and dismantle their own exhibits using the services of their own regular employees.

Should Exhibitors require additional assistance in the dismantling of their displays, the use of the Official Service Contractor, GES Canada, is strongly recommended.
Return of Crates
Immediately following the close of the Exhibition, as soon as delegates leave the Community Forum and it is safe to do so, the delivery of hand-carried freight will commence, followed by the return of larger crates.

Removal of Exhibit Material
CCC reserves the right to schedule a move-out sequence and set target dismantling dates and times for individual exhibits. Exhibitors agree to abide by instructions given by GES Canada pertaining to the move-out of exhibits.

At the close of the Exhibition (Tuesday, 20:00), if an Exhibitor has failed to arrange for shipment of its material, CCC reserves the right to route the shipment via GES Canada and the Official Carriers to a warehouse, pending advice from the Exhibitor. The Exhibitor will be charged accordingly.
Section C
REQUIRED FORMS
**REQUIRED FORMS**

**Important!**
Before completing required forms, please read the information in the appropriate section of the Exhibitor Manual.

The following forms/information must be returned by the dates indicated:

<table>
<thead>
<tr>
<th>Required Form</th>
<th>Additional Information</th>
<th>Deadline</th>
<th>Returned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitor Product Listing</td>
<td>Already provided in a separate email.</td>
<td>August 4</td>
<td></td>
</tr>
<tr>
<td>Exhibitor-Appointed Contractor Form</td>
<td>For details and additional information on Exhibitor-appointed Contractors, please read Section D.</td>
<td>September 15</td>
<td></td>
</tr>
<tr>
<td>Exhibitor Insurance Form</td>
<td>For details and information on exhibitor insurance, please read Section D.</td>
<td>September 15</td>
<td></td>
</tr>
<tr>
<td>Safety Reply Form</td>
<td>For details and information on safety, please read Section D.</td>
<td>September 15</td>
<td></td>
</tr>
<tr>
<td>Shipping Notification Form</td>
<td>For details and information on shipping to CCC, please read Section F.</td>
<td>September 15</td>
<td></td>
</tr>
</tbody>
</table>

**PLEASE NOTE:**
A valid certificate of insurance must be provided with your Exhibitor Insurance Form.
Exhibitor Product Listing

Exhibitors are entitled to a complimentary listing on the CCC website and in the CCC app.

Exhibitors were already sent an email with instructions and the link to the submission site. 

Click here for submission site.

IMPORTANT NOTE
If your description is not received by the due date, we will use the information that was provided on your application for exhibit space.

Enhance your listing by adding your logo!

Logo Placement: $500.00
Logo included with your exhibit listing (online version will include a link to your website) for greater visibility. Advertiser provides logo (logo already included with Grand Patron support).

Return form for logo placement, by August 18 to:
Exhibition Coordinator, CCC Secretariat
275 Bay Street, Ottawa, ON K1R 5Z5
ccc-exhibits@intertaskconferences.com
REQUIRED FORMS

EXHIBITOR-APPOINTED CONTRACTOR FORM
(Deadline: September 15, 2017)

All Exhibitors must complete and return this form to the Exhibition Coordinator no later than September 15. An Exhibitor who has not advised the Exhibition Coordinator in writing by the deadline must use its own full-time employees or officially appointed contractors to install or dismantle its exhibit.

☐ We will use our own full-time employees to install and dismantle our exhibit. (If choosing this option, you are still required to submit this form)

☐ We will contract labour through GES Canada.

☐ We will use an Exhibitor-appointed Contractor (EAC) according to the policies, rules and guidelines contained in the Exhibitor Manual and the Application & Contract for Exhibit Space, Terms of Agreement – Rules and Guidelines.

Company Name of EAC: ________________________________
Contact Name: ___________________________ E-mail: ___________________________
Telephone: (___) ___________________ Facsimile: (___) _______________________

PLEASE NOTE:
Exhibitors are responsible for ensuring that their Exhibitor-appointed Contractors:
1) are aware of and abide by all the policies, rules and guidelines contained in the Exhibitor Manual and the Application & Contract for Exhibit Space, Terms of Agreement – Rules and Guidelines.
2) submit to the Exhibition Coordinator, by the deadline, a Certificate of Insurance outlining the following coverage:
   a) comprehensive General Liability insurance with a minimum limit of $5,000,000 CDN;
   b) the Canadian Cardiovascular Congress, the Canadian Cardiovascular Society, the Heart and Stroke Foundation, Intertask Group of Companies and Vancouver Convention Centre as additional insureds and shall contain a cross-liability clause.

Exhibit No: ___________________________ Date: ___________________________
Company Name: ________________________________
Contact Name: ___________________________ E-mail: ___________________________
Telephone: (___) ___________________ Facsimile: (___) _______________________
Signature of Authorized Officer: x

Return form and Certificate of Insurance by September 15, 2017 to:
Exhibition Coordinator, CCC Secretariat
275 Bay Street, Ottawa, ON K1R 5Z5
ccc-exhibits@intertaskconferences.com
REQUIRED FORMS

EXHIBITOR INSURANCE FORM
(Deadline: September 15, 2017)

Exhibitors and their display companies must provide evidence of adequate insurance coverage as outlined in the Application & Contract for Exhibit Space, Terms of Agreement – Rules and Regulations prior to participating in the Canadian Cardiovascular Congress 2017 (CCC 2017) held at the Vancouver Convention Centre.

YES, we declare that we have Comprehensive General Liability insurance in force, with a minimum of $5,000,000 CDN and that the policy includes the Canadian Cardiovascular Congress 2017 (CCC 2017), the Canadian Cardiovascular Society, the Heart and Stroke Foundation of Canada, Intertask Group of Companies, the Vancouver Convention Centre as additional insureds and shall contain a cross-liability clause.

NO, we currently do not have the required coverage and will require Comprehensive General Liability insurance for the Exhibition. Coverage will be obtained prior to our participation at the CCC 2017 and proof of insurance will be sent to the CCC Secretariat.

PLEASE NOTE:
• A valid Certificate of Insurance indicating your coverage must be submitted with this form.
• Rhodes & Williams Limited is the official insurer of the Canadian Cardiovascular Congress 2017 (CCC 2017). To obtain coverage, simply fill in the accompanying application form and return it to their office.

Exhibit No: __________________________ Date: ________________
Company Name: ________________________________________________
Contact Name: ___________________ E-mail: ________________________
Telephone: (____) ________________ Facsimile: (____) ________________
Signature of Authorized Officer: x ______________________ Date: ________________

Return form by September 15, 2017 to:
Exhibition Coordinator
CCC Secretariat
275 Bay Street
Ottawa, ON K1R 5Z5
ccc-exhibits@intertaskconferences.com
REQUIRED FORMS

SAFETY REPLY FORM

(Deadline: September 15, 2017)

To ensure that your exhibit meets all necessary requirements, please review the fire regulations and exhibit-structure guideline section in the Exhibitor Manual. In some instances, certain aspects of your exhibit may require approval in advance by the CCC Secretariat, the facility’s Director of Fire and Safety, the Vancouver Fire Department or any other municipal authorities.

All exhibits are subject to a show site review by Show Management, the facility and the host city’s Fire Protection Department and modifications, where necessary, will be at the Exhibitor’s expense.

YES NO

1. Exhibit configuration is 1,000 sq. ft. or more
2. Exhibit has roof / mezzanine / second storey
3. Exhibit has a raised platform
4. Exhibit exceeds 8 feet in height
5. Exhibit has suspended signs / banners / lights
6. Exhibit materials exceed 5,000 lbs. gross weight
7. Exhibit materials exceed 300 lbs. / sq. ft.
8. Exhibit has prohibited materials
9. Materials / processes / equipment require special permit
10. Exhibit has a motorized vehicle / combustion engine
11. Exhibit contains liquid fuels / natural gas / propane
12. Exhibit contains cooking appliances
13. Exhibit contains hazardous materials which do not comply with Government regulations on materials-handling in the workplace
14. Exhibit has medical waste for disposal

Note: If questions 1 to 5 are answered YES, specific floor plans must be submitted.
If any of questions 6 to 14 are answered YES, specific details must be included.

Details: ________________________________________________________________

Exhibit No: ___________________________ Date: _________________________
Company Name: _______________________________________________________
Contact Name: _________________________ E-mail: __________________________
Telephone: (_____) ______________________ Facsimile: (_____) __________________
Signature of Authorized Officer: x ________________________________

Return form by September 15, 2017 to: Exhibition Coordinator, CCC Secretariat
275 Bay Street, Ottawa, Ontario K1R 5Z5
ccc-exhibits@interparkconferences.com
**REQUIRED FORMS**

**DISPLAY SHIPPING NOTIFICATION**
*(Deadline: September 15, 2017)*

Shipments will be received and handled in accordance with the information set forth on the enclosed shipping instructions and material-handling rates.

### Shipments to Warehouse

<table>
<thead>
<tr>
<th>Shipper Name:</th>
<th>From City/Province or State:</th>
</tr>
</thead>
<tbody>
<tr>
<td>How will you ship?</td>
<td>Common Carrier  Company Truck  Van Line  Air Freight</td>
</tr>
<tr>
<td>Shipping Date:</td>
<td></td>
</tr>
<tr>
<td>No. of Pieces:</td>
<td>Weight:</td>
</tr>
<tr>
<td>Dimensions of Largest Piece:</td>
<td>Height  Width  Length</td>
</tr>
<tr>
<td>Carrier (if known):</td>
<td></td>
</tr>
<tr>
<td>Pro Number (if known):</td>
<td></td>
</tr>
<tr>
<td>Comments or Special Handling Requirements:</td>
<td></td>
</tr>
</tbody>
</table>

Attach separate sheet for multiple shipments if necessary.

### Shipments Direct to Show Site *(must arrive only during official Exhibitor move-in)*

<table>
<thead>
<tr>
<th>Shipper Name:</th>
<th>From City/Province or State:</th>
</tr>
</thead>
<tbody>
<tr>
<td>How will you ship?</td>
<td>Common Carrier  Company Truck  Van Line  Air Freight</td>
</tr>
<tr>
<td>Shipping Date:</td>
<td></td>
</tr>
<tr>
<td>No. of Pieces:</td>
<td>Weight:</td>
</tr>
<tr>
<td>Dimensions of Largest Piece:</td>
<td>Height  Width  Length</td>
</tr>
<tr>
<td>Carrier (if known):</td>
<td></td>
</tr>
<tr>
<td>Pro Number (if known):</td>
<td></td>
</tr>
<tr>
<td>Comments or Special Handling Requirements:</td>
<td></td>
</tr>
</tbody>
</table>

Attach separate sheet for multiple shipments if necessary.

Name of Show: _________________________________________
Company Name: _________________________________________ Booth #: __________
Address: _______________________________________________
Ordered By: ___________________ Print Name: _______________ Date: __________
Telephone: (_____) __________ Facsimile: (_____) ___________________

Please return form to GES Canada
Facsimile: (403) 243-3868
Section D
BOOTH DISPLAY STRUCTURE
GENERAL REQUIREMENTS

The aisle and air space belong to the CCC. Exhibits, signs, ceiling or floor coverings, displays or other advertising matter will not be allowed to extend beyond the contracted exhibit space.

All display fixtures greater than 4 feet (120 cm) in height must be a minimum of 5 feet (150 cm) back from the aisle, in order to avoid blocking the sightlines of other Exhibitors. Exhibitors whose displays exceed these dimensions may be asked to alter or dismantle that part of their display.

EXHIBITOR-APPOINTED CONTRACTORS

Exhibitors may use or appoint an independent supplier for installation and dismantling of their exhibits, or to provide other services.

An Exhibitor-appointed Contractor is any company — other than one of the designated Official Contractors — providing a service to the Exhibitor and requiring access to an exhibit at any time during the installation, Exhibition and dismantling days.

All exhibitor service providers must adhere to the Provincial Ministry of Labour Occupational Health and Safety Act.

Exhibitor-appointed Contractors ARE NOT permitted to perform the following services:

- Materials-handling
- Electrical/mechanical
- Rigging/hanging signs
- Janitorial/Cleaning
- Telephone, fax/modem - data lines, Internet connections
- Security
- Food and Beverage

All Exhibitors are required to complete and return the Exhibitor-appointed Contractor Form no later than September 15.

Should an Exhibitor wish to use the services of a supplier other than an Official Contractor, the following conditions must be met:

1) Exhibitors must inform the Exhibition Coordinator of the name and address of the contractor and the work to be performed. The Exhibitor-appointed Contractor Form found in Section C must be received by the Exhibition Coordinator no later than September 15. Exhibitors who have not advised the CCC Secretariat in writing by this date must use the Official Contractors.

Only the authorized exhibitor representative may complete the Exhibitor-appointed Contractor Form. Forms completed by the appointed contractor will not be accepted and will be returned to the sender.

2) Exhibitors are responsible for ensuring that their appointed contractors submit a Certificate of Insurance, in a form that is acceptable to CCC 2017, outlining the following coverage:

   a) comprehensive General Liability insurance with a minimum limit of $5,000,000 CDN;
   b) the Canadian Cardiovascular Congress, the Canadian Cardiovascular Society, the Heart and Stroke Foundation of Canada, Intertask Group of Companies, the Vancouver Convention Centre as additional insureds and shall contain a crossliability clause.

The Exhibitor-appointed Contractor’s Certificate of Insurance must be provided to the Exhibition Coordinator no later than September 15. It is the Exhibitor’s responsibility to inform its contractors of this deadline.

BOOTH DISPLAY STRUCTURE
3) Exhibitor-appointed contractors:
   a) must agree to abide by the rules and regulations contained in the Terms of Agreement – Rules and Regulations outlined on the reverse side of the Application and Contract for Exhibit Space and additional policies, rules and guidelines contained in this Exhibitor Manual;
   b) must agree to abide by union rules and regulations in force at the facility;
   c) must ensure that set-up badges are worn at all times. Temporary work passes will be issued only to persons actually used to supervise, install, dismantle or maintain exhibits. Please refer to Section H for registration details.

It is the Exhibitor’s responsibility to provide this Exhibitor Manual or any necessary information, including the rules and regulations, to its appointed contractors. The Exhibitor Manual is online at www.cardiocongress.org in the Exhibitor Zone under “Industry”.

CARPETING

PLEASE NOTE:
The Exhibit Hall is carpeted. It is the Exhibitor’s responsibility to keep and maintain its exhibit space in a clean, dirt-free and orderly fashion for the duration of the Exhibition. Please refer to the facility contact information in Section E to arrange daily cleaning services.

ATTACHING MATERIALS TO WALLS OF PROVIDED SIDE & BACK DRAPE
No materials may be attached to the standard booth using nails, screws, pins or staples which will in any way affect the surface, without the expressed consent of the Official Decorating/Display Contractor.

DAMAGE / REPAIRS – FLOORS, WALLS, CEILING
Repairs and cleaning required as a result of damage caused by the Exhibitor or its representatives will be carried out at the expense of the Exhibitor.
BOOTH DISPLAY STRUCTURE

CARE OF BUILDING – FLOORS, WALLS, CEILING

Painting, nailing or drilling of floors, walls, ceilings or any part of the building is not permitted.

Exhibitors wishing to lay any floor covering must use Renfrew #174 or Shur-Tape #642.

No signs or other articles are to be fastened to the ceilings, walls, pipes or electrical fixtures.

CEILING-SUSPENDED, HANGING SIGNS AND BANNERS

All ceiling-suspended, hanging signs or banners are restricted to, and must conform with, the following guidelines:

- Length of the sign may not exceed 50 percent of the length of the aisle facing it (i.e. a sign for a 10-foot by 10-foot (3m x 3m) exhibit may not exceed 5 feet (150 cm);
- Height limit for each side of the sign is 4 feet (120 cm);
- Suspended height of a sign may not exceed 20 feet (600 cm) when measured from the floor to the top of the sign (some restrictions apply).

Ceiling-suspended, hanging signs and banners must be identified clearly on an exhibit space floor plan.

If you have any questions regarding the installation of oversized signs or banners, please contact the VCC directly at (604) 647-7206 to review your requirements.

PLEASE NOTE:

Your banners must arrive on-site by October 19 by 10:00. Please coordinate delivery with GES.

All ceiling-suspended, hanging signs or banners must be pre-approved by the CCC Secretariat and the facility and are subject to an on-site review, inspection and approval. Once approved, the PCM will advise you of the additional charges for hanging the banner and the mechanical lift and operator if used.

Only the facility may hang or suspend ceiling signs and banners.
PHYSICAL RESTRICTIONS

Exhibit Coordinators and Exhibitor-appointed contractors should be aware of the following physical restrictions:

Height Restrictions

• For linear exhibits, the height restriction is set at 8 feet (240 cm).
• For all peninsula and island exhibits, height restrictions are set at 16 feet (480 cm).

For island and peninsula exhibits, a layout drawing and floor plan must be received by the Exhibition Coordinator for approval, no later than September 15.

Weight Restrictions

• Lift capacity of forklift trucks is 5,000 lbs. (2,268 kg) and 8,000 lbs. (3,628 kg).
• Maximum weight allowance of the exhibition floor is 300 lbs. per square foot (136 kg per square meter).
• Exhibitors with heavier materials should contact the Exhibition Coordinator.

Other Restrictions

• Linear exhibits will be delimited with a black backwall set at an 8-foot height (240 cm) and grey sidewalls set at a 3-foot height (90 cm).
• The facility’s Director of Fire and Safety requires that access to fire-hose cabinets, portable fire extinguishers and fire alarm stations be unrestricted and clearly visible at all times.
• Exhibits which contain fire protection equipment must allow for a 3-foot (90 cm) clearance.
• CCC reserves the right to schedule a move-in and move-out sequence and to set target installation and dismantling dates and times for individual exhibits.

Should you have questions regarding the physical restrictions of the exhibition, please contact the Exhibition Coordinator.
LINEAR BOOTH EXHIBITS

Linear exhibits will be delimited with a **black** backwall and **grey** sidewalls.

In order to ensure that the display value of adjoining exhibits is not unduly limited, exhibit designs and walls, signs, fixtures and counters, product and exhibit displays may be erected to a maximum height of 8 feet (240 cm) only, in the rear 5 feet (150 cm) of the exhibit. From this point to the front of the exhibit, they may not exceed a height of 4 feet (120 cm). In order to be fair to other Exhibitors, there will be no exceptions to this height limitation.

Where necessary in linear exhibit locations, drapes will be installed at the Exhibitor’s expense to cover exposed or unfinished parts of displays.
BOOTH DISPLAY STRUCTURE

PENINSULA EXHIBITS

A peninsula exhibit is a singular grouping of exhibits, with aisles on three sides. The end is formed by the sidewalls of the adjoining exhibits.

Peninsula exhibits must be designed so that they are accessible from all three sides. Peninsula designs, signs, product and exhibit displays must be arranged to allow for see-through visibility so as to not substantially obstruct the view of, or interfere with the displays of other exhibitors.

When a backwall is placed against the sidewall of an adjoining exhibit, the backwall will be lowered to 4 feet (120 cm) for the first 5 feet (150 cm) from the edge of each aisle. The remaining footage can have a backwall of 8 feet (240 cm) in height. Where necessary, drapes will be installed, at the Exhibitor’s expense, to cover exposed or unfinished parts of displays. The maximum height for the remaining area may not exceed 16 feet (480 cm).

Peninsula exhibits may occupy 100 percent of the floor area, provided that they include sufficient demonstration area within the display to keep aisles clear and maintain a 50 percent see-through effect.

**A three-dimensional drawing of the proposed peninsula display must be submitted to the Exhibition Coordinator for pre-approval of design no later than September 15. If plans are not submitted, and the design is deemed to exceed restrictions outlined within this document, CCC reserves the right to prohibit display assembly on-site.**
**ISLAND EXHIBITS**

An island exhibit is a singular grouping of exhibits with aisles on all four sides. Island exhibits must be designed so that they are accessible from all four sides. Island designs, signs, product and exhibit displays must be arranged to allow for see-through visibility so as not to substantially obstruct the view of, or interfere with the displays of other exhibitors. Island displays have a maximum height restriction of 16 feet (480 cm).

Island exhibits may occupy 100 percent of the floor area provided that they include sufficient demonstration area within the display to keep aisles clear and maintain a 50 percent see-through effect.

**A three-dimensional drawing of the proposed island display must be submitted to the Exhibition Coordinator for pre-approval of design no later than September 15. If plans are not submitted, and the design is deemed to exceed restrictions outlined within this document, CCC reserves the right to prohibit display assembly on-site.**

**DOUBLE-DECKER/TWO-TIER EXHIBITS**

Exhibitors planning to utilize a double-decker/two-tier exhibit must contact the Exhibition Coordinator for guidelines pertaining to this type of exhibit.
BOOTH DISPLAY STRUCTURE

SEATING
To prevent aisle congestion, seating for demonstrations and theatre areas must be placed a minimum of 5 feet (150 cm) back from the aisle.

ELECTRICAL EQUIPMENT AND CONNECTIONS
The standard voltage in Canada is 120 volts, 60 cycles AC.

Exhibitors should ensure that all electrical equipment used in the exhibit, as well as merchandise, lighting and display equipment bear proof of certification according to the host province, or be approved by an acceptable agency which is accredited by this code.

Any accredited certification agency or approval agency can approve equipment for use or for sale in the host province as long as it is recognized by the host province and accepted by the Standards Council of Canada.

Failure to comply with the requirements to have electrical equipment approved may result in the equipment being refused connection to the source of electrical supply and may be ordered removed from your exhibit.

FIRE REGULATIONS
The facility has strict fire safety regulations and requirements. The purpose of these requirements is to maintain an acceptable level of fire safety within the Centre. The Exhibitor assumes responsibility for compliance with municipal and provincial regulations concerning fire, safety and health.

In some instances, aspects of your exhibit must be approved in advance by CCC, the facility and the host city’s Fire Protection Department. A copy of the facility Provincial Requirements for Exhibiting Electrical Equipment at Trade Shows is provided in the facility forms section.

Aisles and exits must be kept clear at all times. The facility’s Director of Fire and Safety requires that access to fire-hose cabinets, portable fire extinguishers and fire-alarm stations not be restricted and be clearly visible at all times. Exhibits which contain fire-protection equipment must allow for a 3-foot (90 cm) clearance. Combustible decorations such as Styrofoam and foamcore, cardboard and corrugated paper must not be used.

The facility’s guidelines and policies are such that any temporary structure which creates a potential obstruction to the facility’s built-in fire-protection system, or whose configuration creates the potential for reducing fire safety, may be required to install a sprinkler off the standpipe system from the floor or from the overhead sprinkler line.

All exhibits are subject to approval by CCC, the facility and the Director of Fire and Safety. Exhibits are subject to a show site review and modifications, where necessary, at the Exhibitor’s expense.

All Exhibitors are required to complete and return the Safety Reply Form found in Section C to the Exhibition Coordinator no later than September 15.
Section E
EXHIBITOR SERVICES
EXHIBITOR SERVICES

GENERAL INFORMATION

CCC has appointed official and exclusive contractors to provide all usual convention services and equipment. Information and order forms for each can be found at the end of this section or online at their website. Review the contractor order forms carefully to determine payment policies and order early to take advantage of the discount rates. **In most instances, on-site orders will not be processed until advance orders have been filled.**

Services provided by the Exclusive Contractors may not be provided by other suppliers appointed by the Exhibitor. Exhibitor-appointed Contractors ARE NOT permitted to perform the following services:

- Materials-handling
- Electrical
- Rigging/hanging signs, banners or lighting
- Booth vacuuming
- Telephone, data lines, Internet connections
- Security
- Food and Beverage
- Lead Retrieval

Information and order forms can be found at the end of this Section.

EXHIBITOR SERVICE DESK

An Exhibitor Service Desk will be staffed by official and exclusive contractors during installation, event and dismantling dates and times.
EXHIBITOR SERVICES

EXCLUSIVE CONTRACTORS

Electrical
Vancouver Convention Centre
1055 Canada Place
Vancouver, BC V6C 0C3
Telephone: (604) 647-7206
Contact: Exhibitor Services
Email: exhibitorservices@vancouverconventioncentre.com

Security
Vancouver Convention Centre
1055 Canada Place
Vancouver, BC V6C 0C3
Telephone: (604) 647-7206
Contact: Exhibitor Services
Email: exhibitorservices@vancouverconventioncentre.com

Food and Beverage Service
Vancouver Convention Centre
1055 Canada Place
Vancouver, BC V6C 0C3
Telephone: (604) 647-7223
Contact: Peter Wallace
E-mail: pwallace@vancouverconventioncentre.com

Materials-handling
GES Canada
#25, 5805 – 76th Ave SE
Calgary, AB, T2C 5L8
Telephone: (403) 243-2212
Facsimile: (403) 243-3868
Contact: Chelsea McLennan, Exhibitor Services Executive
Email: mchelsea@ges.com

High Speed Internet
Vancouver Convention Centre
1055 Canada Place
Vancouver, BC V6C 0C3
Telephone: (604) 647-7206
Contact: Exhibitor Services
Email: exhibitorservices@vancouverconventioncentre.com

Booth Vacuuming
Vancouver Convention Centre
1055 Canada Place
Vancouver, BC V6C 0C3
Telephone: (604) 647-7206
Contact: Exhibitor Services
Email: exhibitorservices@vancouverconventioncentre.com

Please note: The Convention Centre is the exclusive service provider for wired and wireless internet on-site. Wired or wireless hubs, hotspots, access points and the like are not permitted within the facility.

Telephone Installation
Vancouver Convention Centre
1055 Canada Place
Vancouver, BC V6C 0C3
Telephone: (604) 647-7206
Contact: Exhibitor Services
Email: exhibitorservices@vancouverconventioncentre.com

Lead Retrieval
CONEXSYS
7050B Bramalea Road, Unit 34
Mississauga, ON L5S 1S9
Telephone: (905) 405-8415
Toll Free: (800) 661-5319
Facsimile: (905) 405-9870
Contact: Troy Bell
Email: troy@conexsys.com
Online Access: www.conexsysleads.com
Enter code: CCVC1017E

Sign and Banner Installation
Vancouver Convention Centre
1055 Canada Place
Vancouver, BC V6C 0C3
Telephone: (604) 647-7206
Contact: Exhibitor Services
Email: exhibitorservices@vancouverconventioncentre.com
EXHIBITOR SERVICES

OFFICIAL CONTRACTORS

Furniture Rentals, Booth Carpeting, Signage Labour, Plants and Floral
GES Canada
#25, 5805 – 76th Ave SE
Calgary, AB, T2C 5L8
Telephone: (403) 243-2212
Facsimile: (403) 243-3868
Contact: Chelsea McLennan, Exhibitor Services Executive
Email: mchelsea@ges.com

Freight Forwarder
GES Canada
#25, 5805 – 76th Ave SE
Calgary, AB, T2C 5L8
Telephone: (403) 243-2212
Facsimile: (403) 243-3868
Contact: Wes Moroz, Logistics Coordinator
Email: wmoroz@ges.com

Computer Equipment
CCR Solutions Inc.
100A Belfield Road
Toronto, ON M9W 1G1
Telephone: (416) 675-2480 ext. 249
Facsimile: (416) 675-6997
Contact: Janine Carter, National Sales Account Manager
Email: JanineC@ccrsolutions.com

Insurance*
Rhodes & Williams Limited
1050 Morrison Drive
Ottawa, ON K2H 6K7
Telephone: (613) 226-6590 ext. 244
Contact: Tanya McNeely, Commercial Technical Assistant
Email: tanyam@rhodeswilliams.com

*Exhibitors should look into their business insurance policies for exhibition coverage. Their main broker or agent will be able to advise if this coverage is in place. If it is, this coverage through R&W is not required. Their main broker or agent can issue a certificate of insurance for them with all of the conference details (date, place, exhibition name) on it and submit it to CCC Secretariat. Their main broker or agent may not charge for the certificate. If they do not have a policy in place, where exhibition coverage is in place they can by all means still get the coverage through the conference.

Audio-Visual and Lighting
Vancouver Convention Centre
1055 Canada Place
Vancouver, BC V6C 0C3
Telephone: (604) 647-7206
Contact: Exhibitor Services
Email: exhibitor-services@vancouverconventioncentre.com

Customs Broker
Mendelssohn Commerce
927 Derwent Way, Unit 100
Delta, BC V3M 5R4
Telephone: (604) 687-5535
Contact: Andrea Mirgel
Email: amirgel@mend.com
EXHIBITOR SERVICES

TRAVEL

Air Canada
Visit www.aircanada.com and enter a promotion code:
ARYJFVU1 for Vancouver International Airport (YVR)
The travel period begins Saturday, October 14, 2017 and ends Tuesday, October 31, 2017.
No discount will apply to Tango and Executive Class lowest bookings for travel within Canada or between Canada and the U.S.

WestJet
WestJet is pleased to offer participants of CCC 2017 a 10% discount on Economy and 15% discount on Plus fare for travel between Vancouver/Abbotsford and anywhere WestJet flies in North America (including the Delta code-share partner network), from October 14, 2017 to October 31, 2017.
To book a reservation, visit www.westjet.com, identify your travel needs, and enter the coupon code OW6EVGY.
The coupon code (OW6EVGY) must be entered at the time of booking — on the first step of a reservation using the Book a flight widget on www.westjet.com.
No discount on flex fares or on code-share or partner airlines. Discount cannot be applied towards multi-city bookings.

VIA Rail Canada
Visit www.viarail.ca and enter CCC 2017 code 13317 for a 10% discount when you book your travel with VIA Rail.
Territory: From all stations throughout the VIA system to Vancouver, BC and return.
Discount: 10% off the best available fare in Economy, Economy Plus, Business, Business Plus, Sleeper, or Sleeper Plus class.
Exception: Discount does not apply in any Escape Class fares.
Section F

SHIPPING & MATERIALS-HANDLING SERVICES
SHIPPING & MATERIALS-HANDLING SERVICES

SHIPPING TO CCC
A move-in/move-out schedule will be implemented by GES Canada, giving priority to the Official Carrier. Only the Official Carrier will have access to the loading docks on October 19.

Shipments from other than the Official Carrier will be permitted access to the loading docks at the facility only after all materials shipped via the Official Carrier have been delivered to the designated exhibits.

Unless you can hand-carry your material, you must make materials-handling arrangements with GES Canada.

ADVANCE SHIPPING
Advance shipments to the GES warehouse will not be accepted prior to September 14 and must be scheduled to arrive no later than October 11.

PLEASE NOTE:
The Advance Warehouse will be closed on October 9, 2017 for Thanksgiving.

The advantages of shipping in advance and using the services of the Official Carrier are:

- Up to 30 days advance storage;
- Coordinated delivery of your materials to the loading dock of the facility, on the appropriate move-in dates and times;
- Mendelssohn is the Customs Broker and will liaise with GES Canada, our official Materials-handling contractor to ensure that your shipment is delivered to your exhibit;
- On-site staff to advise and assist you from move-in to move-out.

Should you choose to use an alternate carrier, we recommend that you consign your shipment to the GES Canada advance warehouse for delivery to the facility. Advance warehouse materials-handling charges will apply for this service.

Advance shipments should be addressed as follows:

<table>
<thead>
<tr>
<th>TO: Exhibiting Company Name</th>
<th>Booth #__________</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOR: Canadian Cardiovascular Congress 2017</td>
<td></td>
</tr>
<tr>
<td>GES c/o YRC Reimer</td>
<td></td>
</tr>
<tr>
<td>3985 Still Creek Avenue</td>
<td></td>
</tr>
<tr>
<td>Burnaby, BC V5C 4E2 Canada</td>
<td></td>
</tr>
<tr>
<td>FROM: Your Company name and address</td>
<td></td>
</tr>
</tbody>
</table>

Click here for a printable advance shipping label.
SHIPPING & MATERIALS-HANDLING SERVICES

PLEASE NOTE:

• Uncrated material will not be accepted at the advance warehouse.
• Shipments must be prepaid.
• Shipments require bills of lading to be prepared to indicate the number of pieces and total weight.
• Please consign all courier shipments originating from outside of Canada to the advance warehouse for Customs clearance prior to delivery to the event site. Courier shipments will not be accepted on-site without prior clearance by Canada Customs.

DIRECT SHIPPING TO THE EXHIBITION

In October, GES Canada will notify selected Exhibitors of their target move-in dates and times.

Only direct shipments with prior approval from GES Canada will be accepted at the facility Thursday, October 19. All other direct shipments will be accepted as of 08:00, Friday, October 20.

SHIPMENTS ORIGINATING WITHIN CANADA

• Direct shipments to the facility must be prepaid.
• Collect shipments will not be accepted.
• In the event an Exhibitor’s representative is not present when the Exhibitor’s materials arrive at the facility, GES Canada will automatically unload the goods. Payment for materials-handling services will be required from the Exhibitor on-site.
• GES Canada has jurisdiction over the loading dock and exclusive operation of forklifts and other materials-handling equipment on the exhibition floor.
• Shipments require a bill-of-lading to be prepared to indicate the number of pieces and total weight

SHIPMENTS ORIGINATING FROM OUTSIDE OF CANADA

• Any shipment originating from outside of Canada must be cleared through Customs. Do not ship direct to the facility without first checking with the Official Customs Broker, Mendelssohn Commerce. Please call (604) 687-5535 for further instructions. Shipments cannot be consigned to the facility or GES Canada without Customs clearance prior to delivery.
• Please consign all courier shipments to the advance warehouse for Customs clearance prior to delivery to the event site. Courier shipments will not be accepted without prior clearance by Canada Customs.
SHIPPING & MATERIALS-HANDLING SERVICES

Freight shipped directly to the facility should be addressed as follows:

<table>
<thead>
<tr>
<th>TO:</th>
<th>Exhibiting Company Name</th>
<th>Booth #__________</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOR:</td>
<td>Canadian Cardiovascular Congress 2017</td>
<td>October 21-23, 2017</td>
</tr>
<tr>
<td></td>
<td>c/o GES Canada</td>
<td>Vancouver Convention Centre</td>
</tr>
<tr>
<td></td>
<td>1055 Canada Place</td>
<td>Vancouver, BC V6C 0C3 Canada</td>
</tr>
<tr>
<td></td>
<td>Telephone: (604) 647-7223</td>
<td></td>
</tr>
<tr>
<td>FROM:</td>
<td>Your Company name and address</td>
<td></td>
</tr>
</tbody>
</table>

Click here for a printable direct shipping label.

SHIPPING FROM THE EXHIBITION

At the close of the Exhibition (Tuesday 20:00), if an Exhibitor has failed to make arrangements for shipment of material, the CCC Secretariat reserves the right to route shipments via GES Canada, the Official Carrier, to a warehouse pending advice from the exhibitor. The Exhibitor will be charged accordingly.

If using courier companies (FedEx, Purolator & UPS) you must:

1. Complete the appropriate paperwork and labels for your designated courier;
2. Call to schedule the pick-up and;
3. Fill out the GES Materials Handling Agreement.

Own Vehicles and Non-official Carriers

Vehicles will not be allowed in the loading area before the scheduled pick-up time or if material is not ready and waiting on the loading docks.
Section G
CANADA BORDER
REGULATIONS / PROCEDURES
CANADA CUSTOMS

Canada Border Services Agency has granted a “Border to Show” customs-clearance system for CCC. Under this system, customs clearance of Exhibitors’ materials shipped in bond will be processed after the goods have been delivered to the facility. Exhibitors electing to take advantage of this clearance system are strongly advised to use the Official Customs Broker. Otherwise, shipments will have to be cleared at the point of entry into Canada or at an inland warehouse, delaying arrival at the Exhibition.

A copy of the letter from Canada Border Services Agency authorizing the CCC use of the Border to Show System is available by contacting the CCC Secretariat at ccc-exhibits@intertaskconferences.com. **It is recommended that Exhibitors coming to CCC from outside of Canada present a copy of this letter to Canada Border Officials at time of entry into Canada.**

It is imperative that visitors to Canada contact the Canadian consulate, embassy or mission in their home countries prior to coming to Canada to get preliminary information on visa requirements and valid travel documents. For an explanation of the requirements, please contact Canada Border Services Agency – Immigration. All Exhibitors who are not Canadian should carry a copy of this letter to facilitate entry into Canada.

Please review the regulations listed on the Mendelssohn information page.

Exhibitors are responsible for ensuring the products (including pharmaceuticals) and materials they will be exhibiting are lawfully brought into Canada and used or displayed in accordance with the terms and conditions of their entry, and for the advertising use and sale of such material in Canada.
OFFICIAL CUSTOMS BROKER

Mendelssohn Commerce
927 Derwent Way, Unit 100
Delta, BC V3M 5R4

Telephone: (604) 687-5535
Contact: Andrea Mirgel
Email: amirgel@mend.com

Mendelssohn Event Logistics has been appointed as Official Customs Broker for CCC and is available to assist Exhibitors to clear their shipments.

Mendelssohn will provide Exhibitors with the following services:

- provide the necessary Canada Border Services Agency forms and paperwork;
- post the required bonds and securities with Canada Border Services Agency;
- clear shipments through Canada Border Services Agency;
- coordinate delivery of materials to the loading dock of the facility on the appropriate move-in dates and times;
- liaise with the Materials-handling Contractor to ensure shipments are delivered to exhibits;
- provide on-site staff to advise and assist from move-in to move-out;
- provide advice on payment of duties and taxes, and sales of goods;
- prepare export documentation and bills-of-lading to facilitate the return of exhibit materials;
- coordinate outgoing transportation of exhibition materials to the required destination;
- arrange U.S. Customs clearance for return surface freight.
Section H
REGISTRATION & ACCOMMODATION
REGISTRATION PROCEDURE

ALL company representatives MUST be registered for CCC. Each person must register individually. Generic badges are not “automatically” generated for exhibit personnel.

If you are a supporter, refer to the personalized email containing instructions on how to redeem complimentary registration.

On-Site Registration and Badge Pick-up

Representatives may be required to show personal identification and valid company affiliation with the exhibitor or a letter of authorization from the Exhibit Coordinator before their badges will be released.

• Badges must be picked up by each individual at Exhibitor Registration;
• Badges will not be mailed prior to the event;
• **Group badge pick-up is not permitted;**
• On-site substitutions MUST be confirmed in writing by the original registrant; and
• Priority codes will NOT be given out on-site.

**Exhibitor Registration badges** provide access to the Community Forum one hour prior to and after the Exhibition (during the dates and times of installation and dismantling); and during the official hours of operation.

**Exhibitor Registration** may be purchased for $165 plus tax on or before September 26 and $275 plus tax as of September 27.

**Universal Exhibitor Registration badges** provide access to the CCC scientific programme AND access to the Community Forum one hour prior to and after the official hours of operation and during the dates and times of installation and dismantling.

**Universal Exhibitor Registration** may be purchased for $1,185 plus tax on or before September 26 and $1,235 plus tax as of September 27.

**Complimentary Registration**

Instructions regarding complementary registration has been sent to the booth coordinator. If you do not know who your booth coordinator is, contact ccc-exhibits@intertaskconferences.com.
PAYMENT POLICY
Registration fees must be paid in full by the appropriate registration deadline (early or late); otherwise the next fee category will apply.

By Credit Card
Payment can be made by VISA, MasterCard or American Express at the time of registration. You will be asked to provide your Customer Verification Number (CVN), located at the back of the credit card, and the cardholder’s billing address.

By Cheque (until August 8)
Payment by cheque is available until August 8. After this date, only payment by credit card will be accepted. Make cheque payable to Canadian Cardiovascular Congress. Post-dated cheques will not be accepted. Any bank charges incurred must be paid by the registrant and will not be reimbursed by the Secretariat.

All registration fees are subject to 5% GST. Royal College guidelines do not permit the payment of physician registration fees by associated industry organizations.

CANCELLATION AND REFUNDS
Until September 26, 2017 (with penalty)
Requests for refunds for registration cancellation or registration category adjustment must be made in writing to cardiocongress@intertaskconferences.com by September 26, 2017. A $50 administration fee (plus tax) will apply.

Fees must be paid in full by September 26 to obtain the Advance rate, otherwise the next registration fee category will apply.

As of September 27, 2017 (non refundable)
- Registration fees are non-refundable.
- Cancelled registrations are non-transferable.
- Cancelled activities are non-refundable.
- Guest cancellations are subject to a $25 administrative fee (plus applicable taxes).

THERE IS NO REFUND OR CREDIT FOR UNUSED REGISTRATIONS OR PRIORITY CODES.

SUBSTITUTIONS
Until October 3, 2017 (without penalty)
Requests for substitutions must be made in writing to cardiocongress@intertaskconferences.com and can be made without penalty until October 3, 2017.

As of October 4, 2017 (with penalty)
Requests for substitutions must be made in writing to cardiocongress@intertaskconferences.com and will be subject to a $50 administration fee (plus tax).
**REGISTRATION & ACCOMMODATION**

**Contractor Badges**
Unregistered Exhibitor personnel or Exhibitor-appointed Contractors will not require badges during installation and dismantling hours. They will only require a contractor badge during Community Forum hours. **Badges will not be mailed prior to the event.**

Contractor badges may be signed out at the main Exhibitor Registration Desk, located in West Level 1 Foyer of the Vancouver Convention Centre during the following times:

- Saturday, October 21 06:30 - 18:30
- Sunday, October 22 06:30 - 18:30
- Monday, October 23 06:30 - 18:30

Individuals requesting a contractor badge will be required to provide proof of identification and valid affiliation with the Exhibitor or Exhibitor-appointed Contractor.

**Exhibitor-appointed Contractors who have not submitted appropriate insurance documentation will not be issued badges.**

**Permission to Work Late**
Requests from Exhibitors and their appointed contractors to work on their exhibit outside the installation hours will be considered on an individual basis only. Such requests may be made at the Exhibitor Registration Desk.
**REGISTRATION & ACCOMMODATION**

**HOTEL ACCOMMODATION**

The CCC has blocked rooms in several downtown hotels within walking distance to the facility and has negotiated preferred rates. For the hotel listing and rates, please go to the CCC website: www.cardiocongress.org/en/housing.html

**Reservation Procedures - Individual Booking**

**Individually requiring hotel reservations must first register to attend the CCC.** Upon completing the registration process, you have the option of immediately making your hotel reservation using the Hotel Reservation/Réservations d’hôtel button, or following the instructions in your confirmation email.

Register early for the CCC, then book early to secure your preferred hotel choice!

Reservation requests made after **September 15, 2017** will be accepted by hotels on a space and rate availability basis.

If you need to modify or cancel your reservation prior to September 15, 2017, you may do so by sending an email to hotels@intertaskconferences.com. After **September 15, 2017**, you must contact your hotel directly for changes and cancellations.

A credit card deposit in the amount of one night’s room cost plus applicable taxes is required to complete your hotel reservation. The hotel deposit will be charged to your card directly by the hotel. To cancel your room reservation, notice must be provided at least 72 hours prior to your scheduled arrival date or your credit card will be charged the deposit amount of one night’s stay.

Your deposit will be refunded if cancellation of your reservation is made at least 72 hours prior to your scheduled arrival date.

Please check with the housing bureau regarding their policies and procedures for cancellation of reservations, changes to arrival dates, late check-out and early departures.

**Reservation Procedures - Group Bookings**

Groups or individuals requiring five or more rooms should contact hotels@intertaskconferences.com. Hotels will not accept direct reservations from groups or individuals requesting five or more rooms unless approved by the CCC Secretariat. A sub block will then be created and it will be your responsibility to provide rooming list information.

**Housing Bureau**

**Intertask Conferences is the exclusive and official housing bureau for CCC 2017.** Choosing to use the CCC’s official housing bureau provides the CCS with valuable planning information, ensuring adequate hotel room blocks for all delegates. Rest assured, only Intertask Conferences provides you with the most cost-effective, simplest way to book your hotel reservations for CCC.

**Questions:** Intertask Conferences

hotels@intertaskconferences.com

**HOUSING ADVISORY**

Intertask Conferences is the Official and exclusive Housing Bureau for the Canadian Cardiovascular Congress (CCC), and the only organization authorized to liaise on behalf of CCC for hotel room reservations. Should you be contacted by a supplier by email or by telephone indicating that you must book your CCC 2017 accommodations, DO NOT engage with them.
Section I
RULES & GUIDELINES
RULES & GUIDELINES

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). The term “Exhibition” shall mean the exhibition portion of the CCC 2017, Vancouver, British Columbia, 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, 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 by the facility.

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.

Innovative Medicines Canada members are responsible for ensuring that they adhere to the Code of Marketing Practices established by Innovative Medicines Canada.

CCC 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 host 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 they are conducted in an appropriate and professional, business-like manner.

No sales of goods and services involving payment by cash, cheque or other means may be taken on the exhibit floor. CCC 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.
RULES & GUIDELINES

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
11 Holland Avenue, Tower A, 2nd Floor
Health Canada
Ottawa, ON K1A 0K9
Telephone: (613) 957-4786
Facsimile: (613) 957-6345
Email: MDB_Enquiries@hc-sc.gc.ca

For more information on Promotional Activities Related to Marketed Health Products, please contact:
Health Products and Food Branch / Inspectorate Ottawa
Graham Spry Building
250 Lanark Avenue, 3rd Floor
Health Canada
Ottawa, ON K1A 0K9
Telephone: (613) 946-5095 / (800) 267-9675
Facsimile: (613) 952-9805
Email: insp-dgo_bdg-insp@hc-sc.gc.ca

ADVERTISING AND PUBLICITY

CCC reserves the right to determine what is acceptable publicity and advertising by Exhibitors within the Exhibition and the CCC. CCC reserves the right to restrict at any time, any display or activity which in CCC’s judgement, does not conform to the educational or scientific purpose of the CCC or Exhibition. In the event that CCC deems such displays or activities to be inappropriate or undesirable, CCC will issue an order to cease and desist. CCC 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 facility are restricted to the exhibit space allocated.

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

The name and logotype of the Canadian Cardiovascular Congress, the Canadian Cardiovascular Society (CCS) and the Heart and Stroke Foundation (HSF) 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 of an Exhibitor, product, service or activity.

To prevent misunderstandings, Exhibitors’ promotional materials may not be phrased “in conjunction with the Canadian Cardiovascular Congress” or use similar language.
RULES & GUIDELINES

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 Innovative Medicines Canada 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 2017 and must be ordered through the facility. 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 facility. Protective plastic must be placed underneath to prevent staining. Please see the VCC Facility Services Guide for additional conditions at www.vancouverconventioncentre.com.
RULES & GUIDELINES

EXHIBIT MATERIAL RELEASE
Removal of equipment or display items from the Community Forum at any time from 10:00 Saturday, October 21 to 19:00 Monday, October 23 will require an Exhibit Material Release Form. These forms may be obtained at the Exhibition Management Office. After 19:00 Monday, October 23, no forms will be required.

BOOTH OCCUPANCY
Exhibitors MUST 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 2017 name badge visibly at all times. Access to the facility and admission to official CCC 2017 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 2017 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 CCC 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 and the facility 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 08:00 Friday, October 20 to 24:00 Tuesday, October 24.

CCC 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. Guards 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 are solely 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 facility.

ENTRY TO COMMUNITY FORUM

CCC 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, are unfit, intoxicated or in any way creating disruption to the Exhibition.

PLEASE NOTE:

For safety reasons, children under the age of 16 are not permitted access to the Community Forum. Infants in strollers, accompanied by a delegate, are permitted.

SMOKING

CCC is a smoke-free event.

Smoking and/or vaping are prohibited, by law and by policy of CCC at all times within the facility, and within a 7.5m perimeter of the building.

SCENT-FREE

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.
RULES & GUIDELINES

LIABILITY

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

Neither CCC, nor the facility 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 facility.

The Exhibitor agrees to indemnify and hold harmless CCC, the Canadian Cardiovascular Society, the Heart and Stroke Foundation, the Intertask Group of Companies, the facility 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 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 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 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 facility, Exhibitors must make arrangements satisfactory to CCC, the facility 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 and its display contractor is responsible to maintain 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 2017, the Canadian Cardiovascular Society, the Heart and Stroke Foundation of Canada, the Intertask Group of Companies, the Vancouver Convention Centre as additional 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 days’ prior written notice.

Insurance protection of the type described above will not be provided to the Exhibitor, either by CCC or the facility.

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

CONTRACT FOR EXHIBIT SPACE

To view the Terms of Agreement / Rules and Regulation, click here.

COMPLIANCE WITH LAWS

Exhibitors must comply with all local, provincial and federal laws, rules, regulations and ordinances in force, including the Vancouver 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 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.

PROVINCIAL SALES TAX

Provincial sales tax is charged as applicable in accordance with provincial laws and regulations.

SALES 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 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:

FEDERAL TAX CENTRE

Foreign Conventions and Tourism Incentive Program (FCTIP)

275 Pope Road
Summerside, PE
Canada C1N 6C6
Telephone: 613-940-8497
Toll free: 1-800-959-5525

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.