EXHIBITOR MANUAL

2019 CAS ANNUAL MEETING

JUNE 21-24, 2019

CALGARY TELUS CONVENTION CENTRE

CALGARY, AB

www.casconference.ca
Welcome Exhibitors!

Hello to our Annual Meeting Exhibitors – Welcome to Calgary!

On behalf of the Canadian Anesthesiologists’ Society Executive Committee, Board of Directors and members, I would like to extend our sincere appreciation and gratitude for your participation in our Annual Meeting. Your presence offers delegates access to the newest equipment, systems, opportunities and discussions – enriching the conference experience in a very important way. Your support allows us to provide Anesthesiologists with a robust educational program that enhances the health care provided to all Canadians.

I hope that your experience at the meeting will be beneficial to you as well, and that you will make connections and encounter opportunities. Please be sure to contact any of the CAS Executive Committee or staff team members if there is anything we can do to make your time with us more effective. I look forward to meeting you onsite.

Thank you again.

Dr Daniel Bainbridge, MD, FRCPC
President, Canadian Anesthesiologists’ Society

April 2019

Dear Exhibitor,

The Canadian Anesthesiologists’ Society Annual Meeting is now just a few months away. Within the Exhibitor Manual you’ll find a great deal of valuable information and useful forms. The first step to participating in the CAS Annual Meeting is to review the information contained herein, such as the policies, guidelines and rules governing exhibiting at the CAS Annual Meeting.

Your participation is appreciated. Your presence ensures the CAS’s continued success year after year. On behalf of the Canadian Anesthesiologists’ Society we look forward to working with you and your team, and welcoming you to Calgary this June.

Blair Tryon
Project Director
Intertask Conferences
CAS Annual Meeting Secretariat
# TABLE OF CONTENTS

Show Details                                                                                       2

Show Hours                                                                                             2

Contact Information                                                                                   3

Exhibitor Deadlines & Key Dates                                                                       3

Supplier Information                                                                                  4

Required Documents & LINKS                                                                           5

Booth Details                                                                                           6

Shipping Information & Labels                                                                         7 - 9

Exhibitor Regulations                                                                                9 – 13

Exhibitor Insurance Form                                                                             14

Exhibitor-Appointed Contractor Form                                                                  15

Safety Reply Form                                                                                       16
SHOW DETAILS

VENUE:

Unless otherwise posted, all of the CAS activities and Exhibition will take place within the:

**Calgary TELUS Convention Centre (CTCC)**
120 Ninth Avenue SE
Calgary, AB T2G 0P3
Canada

403-261-8500 / 800-822-2697

Please visit the CTCC website, [http://www.calgary-convention.com/](http://www.calgary-convention.com/) to familiarize yourself with the facility and the surrounding area.

SHOW HOURS | 2019 – Exhibit Hall DE, North Building (Room is not carpeted)

**Exhibitor Move-in**

Thursday, June 20 12:00 – 18:00
Friday, June 21 09:00 – 16:00

**Exhibit Hours**

Friday, June 21 18:00 – 20:00 Welcome Reception

Saturday, June 22 09:30 – 16:00 Exhibits & Electronic Poster Discussion | Viewing Simulation Olympics

10:15 – 10:45 Break
12:15 – 13:15 Lunch
14:45 – 15:15 Break

Sunday, June 23 09:00 – 13:00 Exhibits & Electronic Poster Discussion | Viewing

09:30 – 10:00 Break
11:30 – 12:30 Lunch

**Exhibitor Move-out**

Sunday, June 23 13:30 – 20:00
CONTACT INFORMATION

Conference Management
CAS Annual Meeting Secretariat
Intertask Conferences
275 Bay Street
Ottawa, ON K1R 5Z5
Sr. Exhibit Coordinator
613-238-4075 ext. 233
exhibits@intertaskconferences.com

Society
Canadian Anesthesiologists’ Society
1 Eglinton Avenue East,
Suite 208
Toronto, ON M4P 3A1

EXHIBITOR DEADLINES & KEY DATES | 2019

Exhibit Application: ____________________________ ASAP
Exhibitor Insurance Form: ____________________________ May 21
Exhibitor Appointed Contractor Form: ____________________________ May 21
Safety Reply Form: ____________________________ May 21
Certificate of Insurance: ____________________________ May 21
Advance Warehouse Shipments: ____________________________ May 21 - June 18 (via GES)
Calgary TELUS Convention Centre Order Forms: ____________________________ June 6
GES Show Services Order Forms: ____________________________ June 7 (for discounted rates)
Freeman Audio Visual (AV) – AV Order Forms: ____________________________ June 7
SUPPLIER INFORMATION

Convention Centre | Calgary TELUS Convention Centre
Exhibitor Services, Lisa Massier
403-261-8559
403-261-8581 Fax
shows@calgary-convention.com

- Electrical
- Internet
- Telecommunications
- Booth vacuuming
- Security

Display Services | GES Canada
Exhibitor Services
403-243-2212
403-243-3868 Fax
kpaddock@ges.com

- Furniture Rentals
- Booth Carpeting
- Signage and Labour
- Plants and Floral
- Materials Handling
- Transportation

Please note: TELUS is the exclusive service provider for Internet on-site and any unauthorized signals will be scrambled

Convention Centre | FMAV
Anar Samedi
403-261-8555
asamedi@fmav.ca

- Sign and Banner Hanging

Audio Visual | Freeman Audio Visual Canada
Brian Goyette
613-526-3121 ext. 259
613-526-0850 Fax
brian.goyette@freemanco.com

Convention Centre | Catering Event Manager
Luke Cox
403-269-0274
403-261-8510 Fax
lukec@calgary-convention.com

- Food and Beverage

Customs Broker | ConsultExpo Event Services Inc.
John Santini
514-482-8886 ext. 1
514-709-0781 Cell
888-629-9008 Fax
johns@consultexpoinc.com
REQUIRED DOCUMENTS

To order items in addition to what is included in your contracted booth package, please use the LINKS below or contact the appropriate person listed on the previous page.

Please refer to the Exhibitor Deadlines and Key Dates checklist to ensure you have completed and returned all necessary documentation by the required dates.

Please click on the supplier links below:

**DISPLAY SERVICES | GES**
- Display Order Form
- Customs Order Form

**AUDIO VISUAL | FREEMAN**
- Audio Visual Exhibitor Order Form

**CONVENTION CENTRE | CTCC**
- IMPORTANT Exhibitor Information – MUST READ
- Convention Centre Order Forms
- Banner Hanging Order Form
- F&B Form

**REGISTRATION & HOUSING | CAS Annual Meeting Secretariat**
- Registration and Housing information will be sent separately.
EXHIBIT BOOTH INCLUSIONS (NOTE: the exhibit hall in 2019 is not carpeted)

Booth carpeting is mandatory
Note that Complimentary booths and table top displays are subject to modified benefits.

Included:

- Two complimentary exhibitor staff badges with Scientific Session access
- Inclusion in the Meeting App & CAS website
- One copy of the program-at-a-glance per booth (if applicable)
- Dedicated time for exhibitors lunch, prior to delegates eating
- One beverage ticket per person, per booth for the Opening Reception
- Recognition on designated signage
- 10’ wide by 10’ deep booth
- 8’ high black back wall drape and 3’ high black sidewalls
- 1 – 6’ skirted table and wastebasket
- 2 – chairs
- 1 – electrical outlet
- Aisle cleaning
- 24-hour professional perimeter security
- Welcome & Poster Reception, Lunches & Breaks (during exhibit hours only)
- Dedicated seating areas in the exhibit hall for networking

NOT INCLUDED:

- Material handling, additional equipment / supplies or drayage* costs.
- Individual booth lighting, additional electrical outlets, transportation, warehousing, brokerage services, special materials, carpets or furnishings beyond those already specified, and the movement, transfer, removal, storage, setup, and dismantling of customer exhibits.
- Telephone, Internet, computer data lines, and specialized telecommunication services.
- Specialized security staffing requirements for individual booths or exhibits, either overnight or during the event, beyond the general level of security provided by the Conference Management. The exhibit hall will be locked during off hours.

Please refer to the supplier order forms should you require any of the above services.

*Drayage:
If you do not ship to the GES Advance Warehouse, you are responsible for moving your materials from the loading dock to your exhibit booth and back. This must be done by your own employees or you can hire GES. If you ship your materials to the GES Advance Warehouse, drayage is included.

- Shipments sent directly to the show site will only be accepted starting on Thursday, June 20 (not before).
- Deliveries attempted outside the scheduled move-in time will be refused.
- Please use shipping label on the following pages.
**SHIPPING AND RECEIVING**

**MOVE-IN**
To ensure an efficient offloading and setup for all exhibitors, specific move-in times MAY be assigned for each exhibitor by the Official Show Service Provider, GES. Special arrangements (i.e. early access) must be addressed and agreed upon with GES in advance of the show dates. Please ensure you read the loading dock restrictions on the Convention Centre website.

- **Exhibitor Information Form & Load in map**

Access to the Exhibit Hall will be granted only to those personnel who have been registered and are wearing an approved identification badge (refer to Exhibitor Registration) and in accordance with the posted dates and times. Children under the age of 16 are not permitted on the show floor during move-in or move-out.

All exhibits and displays must be setup and void of all cartons, crates and packing materials by 16:00 on Friday, June 21. Any exhibit or display that is not setup may be removed and stored by the Conference Management at the sole expense of the Exhibitor.

NOTE: No display material except that carried by hand will be permitted to move through the exhibit area during show hours.

No exhibit / display shall be dismantled before 13:30 on Sunday, June 23.

**MOVE-OUT**
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.

**IMPORTANT | FORCED FREIGHT (after 19:00 on Sunday, June 23)**
- Any courier shipments left after the forced freight time will be shipped by GES, the event official carrier, at prevailing LTL rates without prior notice.
- Any exhibit material left after the forced freight time will be removed by GES, and held in storage and charged at the prevailing rates at the Exhibitors’ expense.

The Conference Management shall be entitled to seize and hold (at the Exhibitors’ expense) any exhibit or display materials of Exhibitors with outstanding payments owing to Conference Management or any Official Supplier. These will be released once all Conference Management claims have been settled.

Exhibitors are responsible for the shipment of their exhibits and materials. GES is the Official Transportation and Customs Clearance Provider for the event. The Exclusive Show Services and Drayage Contractor (GES) provide material handling and advance warehousing. Once your material arrives at the advance warehouse, GES ensures delivery to and from the exhibit space. Please also see **Materials Handling** section.
ADVANCE WAREHOUSE:

GES advance warehouse will accept crated, boxed, or skidded material beginning Tuesday, May 21, 2019 at the advance shipping address indicated below. Materials must arrive at the warehouse by Tuesday, June 18, 2019. Shipments sent collect will not be accepted.

Ensure all freight destined for the advance warehouse is labelled with the following:

<table>
<thead>
<tr>
<th>Shipper’s Info</th>
<th>Exhibitor Name and Booth #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>CAS Annual Meeting</td>
</tr>
<tr>
<td></td>
<td>c/o GES</td>
</tr>
<tr>
<td></td>
<td>#25, 5805 76th Ave SE</td>
</tr>
<tr>
<td></td>
<td>Calgary, AB T2C 5L8</td>
</tr>
</tbody>
</table>

Name of carrier:

Box _____ of _____ (Total # of boxes in shipment)

NOTE: Any questions regarding shipments?

- Please contact GES Exhibitor Services at 403-218-7422.

Exhibitor’s shipping material using FedEx, UPS or any other carrier, must employ the services of GES to move the boxes from the loading dock to the exhibit hall and back, or move them on their own.

DIRECT TO SHOW:

Shipments sent directly to the show site will only be accepted on Thursday, June 20 (not before) and must be clearly labelled as follows:

<table>
<thead>
<tr>
<th>Shipper’s Info</th>
<th>Calgary TELUS Convention Centre c/o GES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Exhibitor Name and Booth #:</td>
</tr>
<tr>
<td></td>
<td>Loading Dock</td>
</tr>
<tr>
<td></td>
<td>Calgary, AB T2G 2G9</td>
</tr>
</tbody>
</table>

Box _____ of _____ (Total # of boxes in shipment)

Via: (Carrier) Notify: (Contact name & Phone #)
SHIPMENTS ORIGINATING IN CANADA

All shipments originating in Canada should be prepaid and consigned.

SHIPMENTS FROM OUTSIDE CANADA

For the convenience of Exhibitors shipping goods from outside Canada, ConsultExpo Event Services Inc. has been appointed the Exclusive Customs Broker to handle customs clearance for those Exhibitors who may require such service.

For your convenience, you may download the form here: Customs Order Form

All fees related to customs clearance are the sole responsibility of the Exhibitor.

LOADING DOCKS AND PARKING

Arriving by car? Please ensure you read the IMPORTANT Exhibitor Information from the CTCC for loading dock map and restrictions.

CTCC:

Trailers should not exceed 13’ 4” in height and 53’ in length. Parking at the loading dock is prohibited. Only vehicles unloading and loading equipment are allowed. Vehicles violating these regulations will be towed away at owner’s expense.

MATERIALS HANDLING

The Exclusive Show Services and Drayage Contractor (GES) provides material handling and advance warehousing for the event. Once your material arrives at the advance warehouse, GES is in charge of handling from the loading dock to the booth and back to the dock at the end of the show. It is strongly recommended to send you material to the advance warehouse to ensure a timely and priority delivery to your booth. Clarification of charge out rates and details are provided in the GES order forms.

HAND CARRIED MATERIAL

Exhibitors are only permitted to hand carry their own material through the front door. All rolling stock must pass through the loading dock. Storage of boxes and crates is included with your material handling rates. Materials can only be delivered during the setup and dismantling hours. Any fees associated to this will be the sole responsibility of the Exhibitor.

In the event of any labour or related jurisdictional disputes or any other problems connected with the shipment, consignment or pick up of exhibits by or for the Exhibitor, the Conference Management may reject, move, delay or immobilize an exhibit or act in what it deems to be a necessary and proper fashion without liability to the Exhibitor.

EXHIBITOR REGULATIONS

In the enforcement and interpretation of the following rules and regulations, the decision of the CAS is final. Exhibitors are required to abide by the guidelines and policies outlined in these rules and regulations, and distribute same to exhibit personnel, display house personnel, and any other contractors working for the exhibiting organization.
EXHIBITION PURPOSE

The purpose of the Exhibition is to present interactive and informative exhibits to delegates in order to educate them about products and services pertinent to their professional interest.

BOOTH REGULATIONS

1. Assigned exhibit / display space must be staffed at all times throughout designated exhibit hours.

2. No background may be placed to obstruct, block or interfere with the lighting or visibility of an adjacent booth. Booth and display structures shall not exceed the given size requirements. Aisle space may not be used for exhibit purposes or for solicitation of business.

3. Distribution of materials outside the booth is expressly forbidden.

4. Distribution of samples, may be permitted providing it does not interfere with an adjoining Exhibitor and is conducted in a dignified manner, and adhere to Innovative Medicines Canada guidelines if applicable. Noisemakers, blinking lights or any action which, in the opinion of Conference Management, may be a source of annoyance or danger to the health or safety of others will not be permitted.

5. The Exhibitor shall not close or remove the exhibit until the conclusion of the entire Exhibit unless otherwise directed by the Conference Management.

6. Prizes, drawings and contests are permitted, in accordance with Innovative Medicines Canada.

7. Distribution of refreshments or other products for consumption are not permitted, in accordance with Innovative Medicines Canada and facility guidelines.

8. No signs or other articles are to be fastened to the walls, drapes, ceilings, etc. by any method whatsoever. The use of thumbtacks, scotch or double sided tape, nails, screws, bolts or any tools or material which could mark the floor or walls is strictly prohibited. Robots, or other remote control devices, should be limited only to the Exhibitor's space.

9. The Exhibitor shall be responsible for all damage to structures, furnishings, etc. which may be caused by their representatives, employees or guests. All exhibits not in accordance with booth regulations and any proposed structural changes must be forwarded to Conference Management for written approval.

10. Recording, either audio or video, of any part of the event is not permitted without prior written authorization by CAS.

11. Exhibitors may not assign, sublet or apportion all or any part of the space contracted for / by them, and may not advertise or display goods or services other than those manufactured, distributed, or sold by them in the regular course of their business. Space contracted for / by an exhibitor is for the sole use of that exhibitor.
EXHIBITOR ADVERTISING AND PROMOTION

Advertising and promotion must be limited to the confines of the assigned exhibit booth. The Conference Management or CAS reserves the right to ban what it may consider objectionable premiums or novelties, and to prevent the distribution of any article or product which it believes might endanger the health and safety of those attending the Exhibit Hall.

Handouts and / or brochures may only be distributed within the Exhibitor’s assigned booth space inside the Exhibit Hall. Handouts and / or brochures must not be placed on the Conference meeting chairs without prior written special permission from the Conference Management. In all instances, booth promotions, giveaways and / or sales activities must respect the most current version of the Canadian Medical Association guidelines and the Innovative Medicines Canada Code of Conduct.

NOTE: The distribution by non-exhibitors of advertising material, magazines and brochures on the Conference site is strictly forbidden.

QUALITY OF DISPLAY

Agents, solicitors, and representatives of firms promoting commercial products in connection with the Conference will not be permitted to use rooms and space elsewhere at the facility for display of their products, without the permission of the Conference Management. Advertising, solicitation and distribution of literature for commercial products will not be permitted except in the booth space assigned in the Exhibit Hall.

ELIGIBLE EXHIBITS

CAS reserves the right to determine the eligibility of any company or product for inclusion in the Event; and it reserves the right to reject or prohibit any exhibitor from the exhibition.

LIABILITIES AND RESTRICTIONS

The Exhibitor agrees to be responsible for any damage done to the function rooms or any other part of the facility by the Exhibitor, his / her guest, invitees, employees, independent contractors or other agents under the Exhibitor’s control. The facility will not assume or accept any responsibility for damage to or loss of any merchandise or articles left in the facility prior to, during or following the event.

In the event that the Exhibitor requires a permit or license from any governing body, local, state or federal, the Exhibitor is solely responsible for obtaining such license or permit at their own expense.

Exhibitors cannot block any part of hallways, doors, entrances, stairways, aisles and emergency exit.

With the exception of service animals, no animals are allowed in the meeting space without written approval from the facility.

Nothing is allowed to be attached or fastened to the walls.

No smoking or vaping are allowed in the building.

All food & beverage must be ordered through the catering department of the facility.
INSURANCE

The exhibitor is responsible for insurance related to their participation in the Exhibition and must have their own liability insurance. In the event of fire, flooding or theft, no matter how caused, the facility and its representatives assume no liability for any bodily harm or material damage to products, booths, equipment or decorations occupying any rented space within the building or being moved in or out of the building. Exhibitors must maintain and enforce at all times during the Conference, policies of fire, theft, or other insurance to cover all risks. The Conference Management will take every reasonable precaution to prevent loss to Exhibitor’s goods, but under no circumstances will either the Conference Management or the Official Suppliers assume any responsibility for loss and damage which might ensue from any cause in connection with transfer, installation, maintenance or removal of exhibits. Neither Conference Management, nor the Official Suppliers will be responsible, in any way, for goods while on exhibit or in storage.

Security personnel will be on duty during move-in, move-out, and when the exhibit hall is closed to delegates, but neither the Conference Management, the facility, nor any Official Suppliers will assume any responsibility for loss or damage caused to Exhibitors by fire, theft, damage, personal injury or otherwise.

Exhibitors must provide proof of insurance and paid premiums on request by the Conference Management. Conference Management reserves the right to change the suggested minimum amount of insurance and the type of insurance based on the advice it may receive from time to time from its Risk Management Advisors or based on legal requirements of the operator of the Exhibit Hall or other parties with whom the Conference Management may from time to time contract in respect of the Exhibit Hall and / or the Conference.

RECYCLING AND RESIDUAL WASTE MANAGEMENT

The exhibitor has the obligation to use the equipment provided at his disposal for recycling (paper, paperboard, glass, plastic) for the duration of the event (including setup / dismantling and during the exhibition). Additional selective collection may be added to those mentioned above.

EVENT SCHEDULING

The CAS Organizing Committee reserves the right to change the dates, times and / or location of the Exhibition, as well as the exhibit floor plan, and is not liable for damages.

INDUSTRY MEETING AND EVENTS (Outside of event schedule)

Industry is not permitted to hold events involving delegates during the week of the Event. Sales presentations and equipment demonstrations are permitted only in the Exhibit Hall.

COMPLIANCE WITH REGULATIONS

The Conference Management reserves the right to take such action and to make such changes including changes to these Conditions and Regulations as are considered necessary or desirable to the efficient and proper conduct of the Exhibit. The Conference Management reserves the right to restrict exhibits or terminate the contracts of Exhibitors which, because of noise or any other reason, becomes objectionable. The Conference Management is released from any and all claims for damage, which might result in consequence thereof.
All matters not covered in these regulations are subject to the decision and control of the Conference Management notwithstanding anything in the application for space or contained in these regulations. No verbal arrangements or any variation of the Agreement or its conditions is binding on the Conference Management unless confirmed to the Exhibitor in writing by the Conference Management.
EXHIBITOR INSURANCE FORM

Deadline: May 21, 2019
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 Anesthesiologists’ Society Annual Meeting at the Convention Centre

☐ YES, we declare that we have Comprehensive General Liability insurance in force, with a minimum of $2,000,000 CDN and that the policy includes the Canadian Anesthesiologists’ Society, GES Canada (GES), Intertask Group of Companies, and the Calgary TELUS 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 CAS Annual Meeting and proof of insurance will be sent to the CAS Annual Meeting Secretariat.

PLEASE NOTE:

• A valid certificate of insurance indicating your coverage must be submitted with this form.

Booth No: __________________________ Date: __________________________

Company Name: __________________________________________________________

Contact Name: ____________________________________________________________

Telephone: (______)________________________ E-mail:__________________________

Signature of Authorized Officer: X __________________________________________

Date: _____________________________________________________________________

Return form by the above referenced date to:

Exhibition Coordinator
CAS Annual Meeting Secretariat
275 Bay Street Ottawa, ON K1R 5Z5
exhibite@intertaskconferences.com
EXHIBITOR-APPOINTED CONTRACTOR (EAC) FORM

Deadline: May 21, 2019
All Exhibitors must complete and return this form to the Exhibition Coordinator. 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.

☐ 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 $2,000,000 CDN;
   b) the Canadian Anesthesiologists’ Society, Intertask Group of Companies and the Calgary TELUS Convention Centre as additional insureds and shall contain a cross-liability clause.

Booth No: __________________________ Date: __________________________

Company Name: ____________________________________________

Contact Name: ____________________________________________ E-mail: ____________________________________________

Telephone: (______) __________________ Facsimile: (______) __________________

Signature of Authorized Officer: X ____________________________

Return completed form and Certificate of Insurance by the above referenced date to:

Exhibition Coordinator
CAS Annual Meeting Secretariat
275 Bay Street, Ottawa, ON K1R 5Z5
exhibits@intertaskconferences.com
SAFETY REPLY FORM

Deadline: May 21, 2019

To ensure that your exhibit meets all necessary requirements, please review the fire regulations and the items below. In some instances, certain aspects of your exhibit may require approval in advance by the CAS Annual Meeting Secretariat, the facility’s Director of Fire and Safety, the local Fire Department or any other municipal authorities. All exhibits are subject to a show site review by Show Management, the facility and the local Fire Protection Department. Modifications, where necessary, will be at the Exhibitor’s expense.

1. Exhibit configuration is 1,000 sq. ft. or more □ Yes □ No
2. Exhibit has roof / mezzanine / second story □ Yes □ No
3. Exhibit has a raised platform □ Yes □ No
4. Exhibit exceeds 8 feet in height □ Yes □ No
5. Exhibit has suspended signs / banners / lights □ Yes □ No
6. Exhibit material exceeds 5,000 lbs. gross weight □ Yes □ No
7. Exhibit materials exceed 300 lbs. / sq. ft. □ Yes □ No
8. Exhibit has prohibited materials □ Yes □ No
9. Materials / processes / equipment require special permit □ Yes □ No
10. Exhibit has a motorized vehicle / combustion engine □ Yes □ No
11. Exhibit contains liquid fuels / natural gas / propane □ Yes □ No
12. Exhibit contains cooking appliances □ Yes □ No
13. Exhibit contains hazardous materials which do not comply with Government regulations on materials-handling in the workplace □ Yes □ No
14. Exhibit has medical waste for disposal □ Yes □ No

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: ________________________________________________________________

Booth No: ____________________________ Date: ____________________________

Company Name: _________________________________________________________

Contact Name: ____________________________ E-mail: ____________________________

Telephone: (______) ____________________________ Facsimile: (______) ____________________________

Signature of Authorized Officer: X ____________________________________________

Return form by the above referenced date to:

Exhibition Coordinator
CAS Annual Meeting Secretariat
275 Bay Street, Ottawa, ON K1R 5Z5
exhibits@intertaskconferences.com