

Career Opportunities Evening Guidelines

41st Annual Professional Practice Conference

Sunday, January 31, 2010 6:00 - 7:30 p.m.



The following guidelines have been established to ensure proper set up and use of each display booth. Please read the details carefully and follow the guidelines. Your cooperation will allow us to meet your expectations and will significantly contribute to the success of the show.

For further information regarding this event, please contact:

Sonya Long (formerly Heggart), Publications Administrator
Tel: 613.736.9733, ext. 228
Fax: 613.736.5660
E-mail: slong@cshp.ca

Location/Time

New location! Grand Ballroom East, Lower Concourse
The Sheraton Centre Toronto Hotel
123 Queen Street West
Toronto, Ontario, M5H 2M9

Sunday, January 31, 2010 • 6:00 - 7:30 p.m.

Set Up/Tear Down

Please note that you are responsible for setting up your display as well as the removal of your materials after the event. You may commence your set up on Sunday at **12:00 p.m.** All materials must be removed no later than **10:00 p.m.** that same day.

Standard Display Booth

Each 6' x 10' booth includes one 6' draped display table, two chairs and a waste basket. The following may be ordered at an additional cost: Velcro display board (4' x 8') and/or access to an electrical outlet.

Electrical Set Up - Telephone Lines, Power and Light

All electrical outlets must be requested on the application form. *Electrical outlets cannot be purchased on-site.* Where special installations are required, including installation of Bell Canada telephone/data lines, advance notice of at least 15 working days (three weeks) must be given directly to the Sheraton Centre Toronto Hotel. Charges for these installations will be the responsibility of the displaying organization.

All electrical wiring must be approved and installed in accordance with regulations established by the Hydro-Electric Power Commission of Ontario.

Reservation and Payment

To reserve display space, **payment in full** must accompany the reservation form provided. To qualify for the discounted rate, you may post-date your payment to December 18, 2009. Payment may be made by Visa, MasterCard, Amex or cheque (made out to the Canadian Society of Hospital Pharmacists). Deadline for payment is **January 8, 2010.**

Application and Allocation of Space

All booths will be allocated on a first come, first serve basis. Displaying organizations will be notified of space allocation upon receipt of payment and signed application form. Applications for display space must be submitted in writing to CSHP. Receipt of all applications will be confirmed - please follow up directly with CSHP if you haven't received confirmation within two business days of submitted your form.

Refund Policy for Display Booth

Cancellations received in writing on or before **January 8, 2010** will be fully refunded, less a \$100.00 administration fee. Cancellations received after this date will forfeit their payment.

Advance Shipments

Boxes will be stored onsite no more than 48 hours in advance of the event. Once you arrive at the hotel, please visit the Business Centre to coordinate the movement of any boxes to the Civic Ballroom. Empty boxes can also be removed or stored after set up is complete. For further information, please contact the Business Centre at 416.947.4955 ext. 4651.

For detailed shipping information, please refer to the shipping information sheet.

General Liability

CSHP, The Sheraton Centre Toronto Hotel, Lange Transportation and Stronco personnel will not be held responsible for loss and/or damage to exhibits or other properties while such are located on the hotel property. The displaying organization shall accept full responsibility for any damage caused by themselves or the representatives and agrees to indemnify and save harmless CSHP, The Sheraton Centre Toronto Hotel, Lange Transportation and Stronco personnel from and against all claims for any such loss, damage or injury, no matter how caused.

Care of the Sheraton Centre Toronto Hotel Property

The displaying organization will be responsible for any damage caused to the building by them or their representatives. No nails, tacks or screws shall be driven into the walls, woodwork or floor of the building. No gasoline, kerosene, acetylene, candles or other flammable or explosive substances will be permitted in the building.

Literature Distribution

All promotional items must be distributed from your display table area. No materials may be placed on seats, attached to hotel walls, ceilings or woodwork or left in public places within the hotel.

If fewer than six bookings are received, this event will not proceed, and all payments will be refunded in full.

Career Opportunities Evening Reservation Form

41st Annual Professional Practice Conference

Sunday, January 31, 2010 • 6:00 - 7:30 p.m. • Grand Ballroom East, Lower Concourse • The Sheraton Centre Toronto Hotel

Please complete and return to:

Sonya Long (formerly Heggart), Publications Administrator at the Canadian Society of Hospital Pharmacists

30 Concourse Gate, Unit #3, Ottawa, Ontario, K2E 7V7 • slong@cshp.ca • Fax: 613.736.5660

PLEASE NOTE: All applications will be confirmed. Please contact Sonya Long if you haven't received confirmation within two business days.

HOSPITAL/COMPANY NAME		Assigned Booth No. (OFFICE USE ONLY)
NAME OF EXHIBIT CONTACT (on-site)		
ADDRESS		
CITY	PROVINCE	POSTAL CODE
E-MAIL	PHONE	FAX

Space Required: Fee includes one 6' x 10' booth, one 6' draped table, 2 chairs and a wastebasket.

If prepaid by December 18, 2009

<input type="checkbox"/> CSHP Hospital Corporate Member	No. of booths 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	\$ 700.00	\$
<input type="checkbox"/> Non-Hospital Corporate Member	No. of booths 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	\$ 875.00	\$

If paid after December 18, 2009

<input type="checkbox"/> CSHP Hospital Corporate Member	No. of booths 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	\$ 800.00	\$
<input type="checkbox"/> Non-Hospital Corporate Member	No. of booths 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	\$ 1000.00	\$
Velcro display board (4' x 8') - discounted rates do not apply	1 per booth	\$ 60.00	QTY \$
Access to an electrical outlet - discounted rates do not apply	1 per booth	\$ 118.00	QTY \$
Add 5% GST (R106866940)			\$
TOTAL FEES in Canadian funds			\$

We will bring our own free-standing display (i.e., pop-up booth) Yes No

Payment may be post-dated to December 18, 2009 to qualify for discounted rates. Deadline for payment is **January 8, 2010**.

Payment: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Amex <input type="checkbox"/> Send Invoice <input type="checkbox"/> Cheque enclosed (<i>made out to CSHP</i>)	
CARD NUMBER	EXPIRY DATE
NAME OF CARDHOLDER	SIGNATURE

Please sign below to confirm that you have read and agree to the guidelines found on the reverse side of this form.

EXHIBIT CONTACT SIGNATURE	ACCEPTED FOR CSHP BY (OFFICE USE ONLY)
TITLE	TITLE
DATE	DATE

You will receive a confirmation e-mail with all the above information. Cancellations received in writing on/before **January 8, 2010** will receive a full refund, less a \$100.00 administration fee. Cancellations received after this date will not be refunded.

Shipping Information for Career Opportunities Evening 2010

For shipping directly to the show site, clearly label all boxes according to the instructions on this page.

All boxes shipped to the hotel in advance of this event will be stored in the Business Centre. Storage charges apply based on the weight of the boxes and the duration of storage (contact the Business Centre for more information about pricing).

Please note that boxes will not be accepted more than 48 hours prior to the function.

Once you arrive at the hotel, please visit the Business Centre to coordinate the movement of your boxes to the Civic Ballroom. Set-up begins at 12:00 p.m. on Sunday, January 31, 2010. Empty boxes can be removed or stored after set up is complete. The Canadian Society of Hospital Pharmacists and the Sheraton Centre Toronto Hotel are not responsible for any damage to or loss of your items.

For further information or assistance, please contact the Sheraton Centre Toronto Hotel Business Centre at 416.947.4955 ext. 4651.

There will be CSHP staff on site to assist with coordination of this event. Come and see us with any of your questions or concerns. We will be happy to help you!

Shipping labels should read:

SHIP TO: SHERATON CENTRE TORONTO HOTEL
RECEIVING DEPARTMENT
100 RICHMOND STREET WEST
TORONTO, ON M5H 3K6
CANADA
TEL.: (416) 361-1000

SHIPPED BY:

GROUP/ORGANIZATION NAME:

ON-SITE CONTACT PERSON (from your organization):

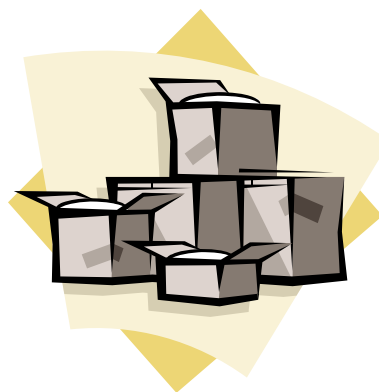
HOTEL CONTACT: Deborah Cloutier

DATE OF FUNCTION: Career Night, January 31, 2010

FUNCTION ROOM: Grand Ballroom East, Lower Concourse

BOOTH NUMBER:

BOX _____ OF _____ (TOTAL)



Further Information from the Sheraton Centre Toronto Hotel:

- All shipments must be received through the Receiving Department.
- Receiving address is 100 Richmond Street West. Richmond St. is a one-way street running east to west.
- Maximum height clearance for delivery trucks is 12 feet.
- There is absolutely NO parking at the loading dock. Vehicles left longer than 20 minutes will be towed at the owner's expense.
- It is the responsibility of the client to advise any van line service/courier company contracted of these restrictions.
- Receiving hours are Monday – Friday, 8:30am-4:30pm.
- Elevator measurements are as follows:
Service elevators: 6'3"W x 6'D x 7'2"H (back of elevator height is 10')
Freight elevators: 6'6"W x 6'2"D x 8"H
- Weight limit in freight elevators is 4,000 lbs.
- Weight limit in Sheraton Hall is 125 lbs/sq.ft.
- Doors from Sheraton Hall to Vide Area are 11' high.
- All exhibit and/or production company load ins & outs will require mandatory security.
- Minimum of 4 hours required at a rate of \$35.00 per hour will be charged to the master account.
- Speak to your Convention Services Manager to coordinate your security officer.

