

January 30- February 3, 2010
30 janvier - 3 février 2010

ANNUAL PROFESSIONAL PRACTICE CONFERENCE
CONFÉRENCE ANNUELLE SUR LA PRATIQUE PROFESSIONNELLE

The Sheraton Centre Toronto Hotel
123 Queen Street West
Toronto, ON

Exhibitor Prospectus



Canadian Society of Hospital Pharmacists
Société canadienne des pharmaciens d'hôpitaux

41st Annual Professional Practice Conference

41^e Conférence annuelle sur la pratique professionnelle

January 30 to February 3, 2010

Exhibits Program: February 1 and 2, 2010

Sheraton Hall
The Sheraton Centre Toronto Hotel
123 Queen Street West
Toronto, Ontario M5H 2M9
Central Reservations: (888) 627-7175
Hotel Main Line: (416) 361-1000

Exhibition Schedule

Monday, February 1

09:45 - 10:15 Break, Exhibits, Posters
12:15 - 13:50 Lunch, Exhibits, Posters

Tuesday, February 2

09:45 - 10:15 Break, Exhibits, Posters
12:15 - 13:50 Lunch, Exhibits, Posters

Contact Information

Desarae Davidson
Canadian Society of Hospital Pharmacists
30 Concourse Gate, Unit # 3
Ottawa, Ontario K2E 7V7
Tel.: (613) 736-9733, ext. 229
Fax: (613) 736-5660
Email: ddaavidson@cshp.ca

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PPC Exhibits:

General Information

The following guidelines have been established to ensure proper installation of each Exhibitor's 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 prior to the show, please contact:

Desarae Davidson
Canadian Society of Hospital Pharmacists
30 Concourse Gate, Unit # 3
Ottawa, ON K2E 7V7
Tel.: (613) 736-9733, ext. 229
Fax: (613) 736-5660
E-mail: ddaavidson@cshp.ca

1.1 Dates and Show Hours

The exhibit hall will be open to exhibitor personnel during the following hours:

Set Up

Sunday, January 31, 2010
10:00 - 16:00 hrs

Scheduled delivery times will be issued January 20, 2010.
Aisles must be clear of all boxes and crates by 17:00 hrs.

Show Hours

Monday, February 1, 09:45 - 14:00 hrs
Tuesday, February 2, 09:45 - 14:00 hrs

Tear Down

Tuesday February 2, 14:00 - 19:00 hrs

Exhibits must be staffed at all times during the open hours of the exhibit hall and must remain intact until show closing on Tuesday, February 2 at 14:00 hrs, at which time the dismantling may begin.

1.2 Booth Construction

Standard Booth

Each 8' x 10' booth space will be supplied with a standard drape booth.

All single and in-line booth back walls are restricted to 8' in height and side rails between the booths to 4' in height. No display at its full 8' height may extend out more than 4' from the back wall at that height. Any booth that is located on an outside perimeter wall may go up to a height of 12' providing the ceiling height is sufficient.

1.3 Exhibit Space

Space Rental Includes:

- Draped booth consisting of 8' high back wall and 3' high sidewalls
- 24-hour security
- 1 draped table, 2 chairs, waste basket
- Exhibit personnel name badges
- Exhibitor package
- Company name listed in PPC Final Program

Space Rental Does Not Include:

- Electrical outlet
- Booth sign
- Unpacking and drayage rigging
- Material handling
- Special utilities
- Extra booth furniture
- Floor coverings in booth
- Storage of empty containers during show

Exhibit Fees

Industry Corporate Member	\$2,034.25
Industry Corporate Member	
Educational Session Pass	\$370.00/day
Industry Corporate Non-Member.....	\$2,662.55
Industry Corporate Non-Member	
Educational Session Pass	\$455.00/day
Not-for-Profit	\$1332.00

Fees do not include 5% GST.

Payment must be received in full with the application for exhibit space to reserve a booth. You may use Visa, Mastercard, Amex or cheques. The space assignment is on a first come, first serve basis.

Exhibit Personnel

Exhibit fees allow for the attendance of up to 4 representatives per day per booth.

Refund Policy for Exhibit Booth

Cancellations received at CSHP national office in writing at least 60 days prior to the meeting, will be refunded less \$100.00 handling charge. Cancellations received after December 3, 2009 will not be refunded.

1.4 Official Contractors and Exhibitor-Appointed Contractors

The exhibitor must inform CSHP of the name and address of the contractor and the work to be performed. This information must be received in writing prior to December 31, 2009. Exhibitors who have not advised CSHP in writing by this date must use the officially appointed contractor's labour. The Canadian Society of Hospital Pharmacists, The Sheraton Centre Toronto Hotel, Lange Transportation & Storage and Freeman Decorating Company are to be cross-insured on the contractor's insurance documentation for its operation and services provided for the CSHP PPC 2010. Documentation evidence for the contractor's

insurance, if requested, must be provided to CSHP by December 31, 2009. It is the responsibility of the exhibitor to ensure this documentation is provided prior to this deadline, and contractors who have not provided this documentation will not be allowed setup badges for work in the Exhibit Hall.

The installation contractor to be used by the exhibitor must agree to the following conditions:

- a. Must agree to all rules and regulations of the PPC 2010 as outlined in this Exhibitor Prospectus.
- b. Must ensure that identification name badges be worn at all times. Exhibitor name badges will be issued only to persons actually supervising, installing, dismantling and maintaining exhibits, for the official contractors, and exhibitor-appointed contractors who provide the above mentioned documentation. You can obtain a badge at the CSHP exhibitor registration desk located in the Concourse Coat Check.

Rules and Regulations

2.1 General Liability

Exhibitors and their representatives hereby agree to indemnify and hold harmless The Canadian Society of Hospital Pharmacists, The Sheraton Centre Toronto Hotel, Lange Transportation & Storage and Freeman Decorating Company, the employees thereof and their representatives and agents, against any and all claims for loss, damage, theft or injury. Indemnification includes the period up to and immediately following the CSHP PPC 2010. The exhibitor, on signing the application to exhibit, releases the foregoing from any and all claims for loss, theft, damage or injury.

Eligibility to Exhibit

The CSHP will determine the eligibility of any company, product or service to exhibit at the CSHP PPC 2010. The following guidelines will be applied at the discretion of CSHP for accepting exhibitors' application.

2.2 Security in Exhibit Area

CSHP cannot guarantee against loss or damage of any kind, but will endeavor to protect exhibitors by providing security on a 24-hour basis from Sunday, January 31 at 17:00 hrs to Tuesday, February 2 at 19:00 hrs. Exhibit management will provide necessary security during exhibit hours to ensure those persons entering the hall are wearing proper badges, and after exhibit hours when the hall will be closed. Exhibitors who wish to remain in the hall after hours must identify themselves to security personnel. Exhibitors wanting to remove any goods or items from the hall must advise security.

2.3 Liability and Insurance

Exhibitors must carry their own fire, theft or other insurance. The CSHP will take responsible precautions to prevent losses and to protect the interest of exhibitors. However, under no circumstances will CSHP be liable for such losses however caused.

In addition, the exhibitor upon signing the application to exhibit agrees to hold harmless The CSHP, Lange Transportation & Storage Ltd. and Freeman Decorating Company from any and all claims for loss or damage asserted against the aforementioned by any person as a result of, or in any way connected with, the wrongful acts or negligence of the exhibitor.

2.4 Fire Regulations

All exhibit equipment and material must be protected by safety guards and devices wherever appropriate. All display materials must be flame-proofed and subject to inspection by the Toronto Fire Department. No flammable liquids or substances of any kind may be used, stored or displayed in the Exhibit Hall. Aisles and exits must be kept clear at all times. All fire hose cabinets must be left accessible and in clear view at all times.

2.5 Care of The Sheraton Centre Toronto Hotel Property

The exhibitor is responsible for ensuring the care of The Sheraton Centre Toronto Hotel during the PPC 2010. No signs, posters, or other items or articles are to be fastened to the hotel property by any means. The hotel does not allow the use of thumbtacks, scotch tape, masking tape, nails, screws, bolts, clamps, tools or any adhesive materials or glue to be affixed to its property which could mark the floors, walls or fixtures of the facility. Your cooperation in adhering to this policy is appreciated.

2.6 Booth Carpets

The Sheraton Centre Toronto Hotel Exhibit Hall is carpeted with a hotel-style patterned carpet. Exhibitors may place a carpet on top of the hotel carpet. Carpets must remain in the dimensions of the booth space as outlined in the floor plan.

2.7 Exhibit Booth Decoration

All exposed parts of displays must be draped or finished to present an attractive appearance when viewed from aisles or adjoining exhibits and must not be objectionable to other exhibitors or the CSHP. If such required draping is not ordered, the official supplier of Exhibit Services and Equipment, Freeman, with approval of the CSHP, may install it and charge the exhibitor.

Parts of exhibits, signs or other display materials may not be posted, taped, nailed or otherwise affixed to walls,

doors, or any part of The Sheraton Centre Toronto Hotel, in any way that may cause damage. Damage caused by failure to observe this rule will be paid for by the exhibitor. No helium- filled balloons, whether for decorative purposes or inflated for distribution to registrants, will be permitted in the exhibit hall.

Services

3.1 Exhibit Decorating Services

Freeman Decorating Company has been appointed the official show services contractor for exhibit services, including installation and decoration. Please contact Freeman Decorating Company.

3.2 Material Handling and On-Site Equipment

Lange has been appointed as the drayage contractor and supplier of on-site Equipment. Please contact Lange, attention: Omar Khan.

3.3 Booth Cleaning

Lange has been appointed as the booth cleaning contractor. Please contact Lange, attention: Omar Khan.

3.4 Suspended Signs

Lange has been appointed as the exclusive contractor and supplier of on-site Equipment. Please contact Lange, attention: Omar Khan.

3.5 Telephone Services

The Sheraton Centre Toronto Hotel will coordinate telephone services within the hotel. Exhibitors are requested to make individual arrangements. Order forms will be included with the confirmation package.

3.6 Electrical Services

Lange has been appointed the exclusive contractor. Please make your electrical arrangements with Lange, in advance of the conference. Order forms will be included with the confirmation package.

3.7 Audio Visual

Please make your audio visual arrangements with Presentation Services. Order forms will be included with confirmation package.

3.8 Shipping Service

Advance Shipments

Exhibitors who require advance warehousing should complete the Lange “Advance Receiving” blue form in the Exhibitor Service Kit and address their shipment as follows:

Exhibitor Company Name
CSHP 41st Annual Professional Practice Conference
Booth Number
c/o Lange
3965 Nashua Drive
Mississauga, ON L4V 1P3

3.9 Shipments Direct to Show Site

Exhibitor Company Name
CSHP 41st Annual Professional Practice Conference
Booth Number
The Sheraton Centre Toronto Hotel
123 Queen Street West
Toronto, ON M5H 2M9

Customs Information

Shipments Originating Outside Canada

Exhibitor Company Name
Attn: Commerce Customs Broker
CSHP 41st Annual Professional Practice Conference
Booth Number
The Sheraton Centre Toronto Hotel
123 Queen Street West
Toronto, ON M5H 2M9

NOTIFY COMMERCE CUSTOMS BROKER FOR CUSTOMS CLEARANCE



Corporate Members • 2009/2010 (at time of printing)

- Amerisource Bergen Canada
- AstraZeneca Canada Inc.
- Canadian Pharmaceutical Distribution Network
- Eli Lilly Canada Inc.
- Galenova Inc.
- Healthmark Ltd.
- Hospira Healthcare Corporation
- LEO Pharma Inc.
- Novartis Pharmaceuticals Canada Inc.
- Omega Laboratories Ltd.
- Pfizer Canada Inc.
- Pharmaceutical Partners of Canada Inc.
- Pharmascience Inc.
- Shoppers Drug Mart Specialty Health Network
- Stragen Inc.

Official Suppliers

Show Services

Freeman Decorating Company
61 Browns Line
Toronto, ON M8W 3S2
Tel: (416) 252-3361
Fax: (416) 252-7750
Contact: Exhibitor Services

Trucking Company

Lange
3965 Nashua Drive
Mississauga, ON L4V 1P3
Tel.: (905) 362-1290
Fax: (905) 362-1285

Drayage Contractor

Lange

Booth Cleaning

Lange

Suspended Signs

Lange

Electrical Services

Lange

Custom Broker

Commerce Trade Show
Logistics Group Ltd.
3405 American Drive, Unit 7
Mississauga, ON L4V 1T6
Tel.: (905) 673-5445
Fax: (905) 673-2574
Contact: Rob Parr

41st Annual Professional Practice Conference

January 30 - February 3, 2010

Show Dates: Monday, February 1st and Tuesday, February 2nd • The Sheraton Centre Toronto Hotel




Please complete and forward to:

Desarae Davidson, CSHP, 30 Concourse Gate, Unit #3, Ottawa, ON K2E 7V7 • Tel.: (613) 736-9733, ext. 229

COMPANY NAME		
ADDRESS		
CITY	PROVINCE STATE	POSTAL CODE ZIP
TELEPHONE	FAX	EMAIL
NAME OF EXHIBIT CONTACT (Important to receive further correspondence)		

Space Required (Booths are 8' deep x 10' wide)			
<input type="checkbox"/> One booth Industry Corporate Member	No. of booths	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	\$2,034.25 \$
<input type="checkbox"/> Industry Corporate Member Educational Pass	No. of days	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	\$370.00/day \$
<input type="checkbox"/> Industry Corporate Non-Member Educational Pass	No. of days	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	\$455.00/day \$
<input type="checkbox"/> One booth Industry Non-Corporate Member	No. of booths	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	\$2,662.55 \$
<input type="checkbox"/> One booth Not-for-Profit	No. of booths	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	\$1,332.00 \$
Monday Exhibitor Luncheon			complimentary
Tuesday Exhibitor Luncheon			complimentary
Add 5% GST (GST/HST R106866940)			\$
Total Fees in Canadian Funds			\$

Booth number(s) choice(s)	1	2	3	4
We prefer that our booth not be adjacent to or facing the following exhibitors or types of exhibitors: (CSHP will make every effort to accommodate your request where possible.)				
Assigned Booth No. (OFFICE USE ONLY)				

Payment: <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> Cheque	
NAME OF CARDHOLDER	CARD NUMBER
EXPIRY DATE	SIGNATURE

I have read and agree to the rules and regulations contained in the CSHP Exhibitor Prospectus:

EXHIBITOR CONTACT	ACCEPTED FOR CSHP BY
TITLE	TITLE
DATE	DATE

Payment must be received with application to exhibit. Refund policy for Exhibit Space: Cancellations received in writing 60 days prior to event will receive a refund of money forwarded less \$100. Cancellations received after December 3, 2009 will not be refunded.

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Fees do not include 5% GST.

Need Information On Site?

Large Service Desk will be located opposite booths. If you have questions during set up or during the conference, please contact Desarae Davidson at the CSHP exhibitor registration desk located in the Concourse Coat Check.

Booth Diagram Layout

