

# **Canadian Society of Hospital Pharmacists 63<sup>RD</sup> Summer Educational Sessions**

**Conference Dates: August 7 – 10, 2010  
Exhibit Dates: August 08 and 09, 2010**

## **Exhibitor Manual**

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## 1.0 SHOW INFO

**SHOW DATES/HOURS:** SUNDAY, AUGUST 08 1015 - 1045HRS  
1220 - 1410 HRS  
MONDAY, AUGUST 09 1010 - 1040 HRS  
1215 - 1415 HRS

**SHOW MANAGEMENT:** CANADIAN SOCIETY OF HOSPITAL PHARMACISTS  
30 CONCOURSE GATE UNIT 3  
OTTAWA, ON K2E 7V7  
TEL.: (613) 736-9733  
FAX: (613) 736-5660

EXECUTIVE DIRECTOR: MYRELLA ROY

**SHOW PERSONNEL:** SES COORDINATOR: DESARAE DAVIDSON

**MOVE-IN:** SATURDAY AUGUST 07 0850 - 1500 HRS

**MOVE-OUT:** MONDAY AUGUST 09 1415 - 1900 HRS

**EXHIBIT REGISTRATION DESK:** SUNDAY AUGUST 08 0730 - 1700 HRS  
MONDAY AUGUST 09 0730 - 1700 HRS

**2.0 ARE YOU ON SCHEDULE?**

<b>SERVICE</b>	<b>DEADLINE</b>	<b>REQUIRED</b>	<b>DATE COMPLETED</b>
MOVE-IN REQUIREMENTS QUESTIONNAIRE / LANGE	JULY 2		
ELECTRICAL / LANGE	JULY 02		
MATERIAL HANDLING / LANGE	JULY 02		
JANITORIAL (BOOTH CLEANING) / LANGE	JULY 02		
STORAGE ORDER / LANGE	JULY 02		
SUSPENDED SIGN INSTALLATION	JULY 02		
HOTEL RESERVATIONS	JULY 03		
FIRE SAFETY REPLY – CSHP	JULY 09		
CUSTOMS BROKER / COMMERCE CUSTOMS	JULY 16		
RENTAL DISPLAYS / GLOBAL CONVENTION SERVICES	JULY 23		
I&D LABOUR / GLOBAL CONVENTION SERVICES	JULY 23		
FURNITURE, CARPETS, ETC./ GLOBAL CONVENTION SERVICES	JULY 23		
SIGNS / GLOBAL CONVENTION SERVICES	JULY 23		
PLANTS / GLOBAL CONVENTION SERVICES	JULY 23		
AFTER SHOW WAREHOUSE / LANGE	JULY 30		
ADVANCE SHOW RECEIVING / LANGE	JULY 30		
TRANSPORTATION / LANGE	JULY 31		

### **3.0 SHOW SUPPLIERS**

#### **TRANSPORTATION**

LANGE TRANSPORTATION & STORAGE LTD.

3965 Nashua Drive.

Mississauga, ON L4V 1P3

Tel.: (905) 362-1290

Fax: (905) 362-1285

Toll Free: 1-800-668-5687

Contact: Omar Khan [omark@langeshow.com](mailto:omark@langeshow.com)

#### **ADVANCE WAREHOUSE & STORAGE**

LANGE/ PREMIER VAN LINES

31 John Savage Ave.

Dartmouth, NS B3B 1Z9

Tel.: (905) 362-1290

Fax: (905) 362-1285

Toll Free: 1-800-668-5687

Contact: Omar Khan [omark@langeshow.com](mailto:omark@langeshow.com)

#### **MATERIAL HANDLING/DRAYAGE**

LANGE TRANSPORTATION & STORAGE LTD.

3965 Nashua Drive.

Mississauga, ON L4V 1P3

Tel.: (905) 362-1290

Fax: (905) 362-1285

Toll Free: 1-800-668-5687

Contact: Omar Khan [omark@langeshow.com](mailto:omark@langeshow.com)

#### **EMPTY CONTAINER STORAGE**

LANGE TRANSPORTATION & STORAGE LTD.

3965 Nashua Drive.

Mississauga, ON L4V 1P3

Tel.: (905) 362-1290

Fax: (905) 362-1285

Toll Free: 1-800-668-5687

Contact: Omar Khan [omark@langeshow.com](mailto:omark@langeshow.com)

#### **SHOW SERVICES**

GLOBAL CONVENTION SERVICES

1800 Argyle Street, Suite 445

Halifax, NS B3J 3N8

Tel.: (902) 425-1400

Fax: (902) 423-4129

Email: [info@globalconvention.ca](mailto:info@globalconvention.ca)

**CUSTOMS BROKER**

COMMERCE CUSTOMS

3405 American Drive Unit #7

Mississauga, ON L4V 1T6

Tel: (905) 673-5445

Fax: (905) 673-2574

Contact: Andrew Gillespie [andrewg@commercetradeshows.com](mailto:andrewg@commercetradeshows.com)

**ELECTRICAL SERVICES**

LANGE TRANSPORTATION & STORAGE LTD.

3965 Nashua Drive.

Mississauga, ON L4V 1P3

Tel.: (905) 362-1290

Fax: (905) 362-1285

Toll Free: 1-800-668-5687

Contact: Omar Khan [omark@langeshow.com](mailto:omark@langeshow.com)

**SUSPENDED SIGNS**

LANGE TRANSPORTATION & STORAGE LTD.

3965 Nashua Drive.

Mississauga, ON L4V 1P3

Tel.: (905) 362-1290

Fax: (905) 362-1285

Toll Free: 1-800-668-5687

Contact: Omar Khan [omark@langeshow.com](mailto:omark@langeshow.com)

**BOOTH CLEANING**

LANGE TRANSPORTATION & STORAGE LTD.

3965 Nashua Drive.

Mississauga, ON L4V 1P3

Tel.: (905) 362-1290

Fax: (905) 362-1285

Toll Free: 1-800-668-5687

Contact: Omar Khan [omark@langeshow.com](mailto:omark@langeshow.com)

**AUDIO-VISUAL**

MARRIOTT EVENT TECHNOLOGY

Contact: Tom Hanley [tom.hanley@marriott.com](mailto:tom.hanley@marriott.com)

Phone: (902) 428-7876

**HOTEL INFORMATION**

A block of bedrooms has been reserved at the HALIFAX MARRIOTT HARBOURFRONT HOTEL. In order to take advantage of the special convention rate arranged, please contact this hotel at the following number: 800-843-6760

Room Rate: \$179.00 for a single or double.

Halifax Marriott Harbourfront Hotel

1919 Upper Water Street

Halifax, NS B3J 3J5

Tel: (902) 421-1700

Reservations: Toll Free: 1-800-843-6760

**BLOCK BOOKING IS STRICTLY PROHIBITED. ANY ATTEMPT TO DO SO WILL RESULT IN REFUSAL BY THE HOTEL, AT THE INSISTENCE OF THE CANADIAN SOCIETY OF HOSPITAL PHARMACISTS.**

#### **4.0 MOVE-IN/MOVE-OUT AND SHOW HOURS**

In order to minimize congestion and waiting times, a specific move-in time will be assigned to you at a later date. The assigned move-in times will be based on your booth location and material handling requirements.

Should you have any special requirements, please note them on the move-in questionnaire or contact Omar Khan at Lange Transportation & Storage Ltd.:

Tel.: (905) 362-1290 or 1-800-668-5687

Fax: (905) 362-1285

Move-In Setup:	Saturday, August 07	0850 - 1500 HRS	
Show Hours:	Sunday, August 08	1015 - 1045 HRS	1220 – 1410 HRS
	Monday, August 09	1010 - 1040 HRS	1215 – 1415 HRS
Move-Out/Dismantle:	Monday, August 09	1415 - 1900 HRS	

Exhibitors are reminded that all materials, equipment, exhibits and displays must be completely removed from Halifax Marriott Harbourfront Hotel prior to 1900 hrs on Monday August 09, 2010. Any articles not removed at this time will be removed by Lange Transportation and Storage Ltd. at the Exhibitor's own expense. The Canadian Society of Hospital Pharmacists and Lange Transportation and Storage Ltd. will not be responsible, or liable, for any loss or damage to articles removed after the deadline.

#### **5.0 SHIPMENT OF EXHIBITS**

In order to ensure an orderly move-in and to minimize waiting time for delivery vehicles, a move-in schedule will be in effect for this show. All Exhibitors will be scheduled according to their booth location and material handling requirements. Exhibitors must complete the "Move-In Requirements Questionnaire" in the Exhibitor Manual in order to ensure access according to their needs.

Any shipments arriving at Halifax Marriott Harbourfront Hotel prior to Saturday August 07, 2010, will be refused. Exhibitors who use Lange Transportation and Storage Ltd., will have their materials automatically priority-scheduled to the site.

**ADVANCE SHIPMENTS**

Exhibitors who require advance warehousing should complete the Lange "Advance Receiving" and "Drayage" form in the Exhibitor Manual and address their shipment as follows:

YOUR "EXHIBITING COMPANY NAME" HERE  
CANADIAN SOCIETY OF HOSPITAL PHARMACISTS  
63<sup>RD</sup> SUMMER EDUCATIONAL SESSIONS  
BOOTH #  
C/O PREMIER VAN LINES/LANGE  
31 JOHN SAVAGE AVE.  
DARTMOUTH, NS B3B 1Z9  
ATTN: OMAR KHAN

**SHIPMENTS DIRECT TO SHOW SITE**

YOUR "EXHIBITING COMPANY NAME" HERE  
CANADIAN SOCIETY OF HOSPITAL PHARMACISTS  
63<sup>RD</sup> SUMMER EDUCATIONAL SESSIONS  
BOOTH #  
HALIFAX MARRIOTT HARBOURFRONT HOTEL  
1919 UPPER WATER STREET  
HALIFAX, NS B3J 3J5

**SHIPMENTS ORIGINATING OUTSIDE OF CANADA**

YOUR "EXHIBITING COMPANY NAME" HERE  
CANADIAN SOCIETY OF HOSPITAL PHARMACISTS  
63<sup>RD</sup> SUMMER EDUCATIONAL SESSIONS  
BOOTH #  
HALIFAX MARRIOTT HARBOURFRONT HOTEL  
1919 UPPER WATER STREET  
HALIFAX, NS B3J 3J5  
\*NOTIFY COMMERCE CUSTOMS  
FOR CUSTOMS CLEARANCE

## **6.0 DELIVERIES**

There is no truck marshalling yard at the Halifax Marriott Harbourfront Hotel. All deliveries must report directly to Halifax Marriott Harbourfront Hotel loading area.

## **7.0 CUSTOMS – GENERAL INFORMATION**

Equipment and exhibits for this show only may be brought in free of duties and taxes, but subject to a deposit equal to the duties and taxes normally levied on them (35% of the fair market value). The official customs broker has made arrangements with customs for a bond to cover all importations to the show. Exhibitors using the services of the official customs broker will therefore not be required to issue a separate power of attorney, as that issued by Show Management will suffice to cover exhibition entries.

Exhibitors who wish to use their own customs broker will be required to post their own bond or cash deposit with Canada Customs.

**Exception - Printed material, advertising matter, giveaway articles** - Canada Customs requires the payment of full duties and taxes on these materials. Any such material not used or consumed may be exported under customs supervision and a 100% drawback of duties and taxes will be refunded to the Exhibitor. Please notify the broker of any such returns prior to show closing as special documents must be prepared for export and Canada Customs' officers at the show must examine the returning materials.

Helpful Hint: In most cases considerable money is saved by having printed material produced in Canada rather than importing it. However, all imported printed matter must be marked "Printed in .....".

### **U.S.A. EXHIBITORS**

**Special Note:** U.S.A. Exhibitors who are sending equipment to the show, not of U.S.A. origin, must complete a special customs form for U.S. Customs to ensure easy return to the U.S.A. after the show. Contact the official customs broker for complete details on how to handle this particular situation.

Shipments must be dispatched to arrive at least one week in advance of the show move-in to allow for customs clearance. Shipments must be stored at a bonded warehouse before delivery to the show site on the first move-in day.

### **Sale of Bonded Goods at the Show:**

There are also specific customs regulations regarding the sale of bonded goods at the show. If these regulations are not complied with, the goods will be removed at the Exhibitor's expense at the close of the show move-out to a bonded warehouse for subsequent duty, tax payments and clearance.

## **8.0 EMPTY CONTAINER STORAGE**

Limited on-site storage is available at this facility. Please complete the enclosed Lange storage order form.

## **9.0 MATERIAL REMOVAL FORM**

Any goods or materials to be removed from the show floor during the show days, including before and after show hours, will require a properly completed "Materials Removal Form" available from the Service Desk. Removal forms will be authorized by Show Management at the time of exit. All items being removed must be detailed on this form, with the model and serial number for identification. Personnel removing equipment from an exhibit will also require identification. These procedures are designed to prevent theft and misdirected shipments.

**MATERIALS REMOVAL FORM  
CSHP SES**

THIS FORM IS TO BE COMPLETED BY THOSE PARTIES WHO WISH TO REMOVE ARTICLES FROM THE EXHIBIT AREA DURING SHOW DAYS INCLUDING BEFORE AND AFTER SHOW HOURS.

BONDED GOODS MUST BE CLEARED BY CANADA CUSTOMS

GOODS IN BOND: \_\_\_\_\_ YES \_\_\_\_\_ NO

NAME OF EXHIBITING COMPANY FROM WHICH GOODS ARE BEING REMOVED:	BOOTH #:
VERIFICATION IDENTIFICATION MAY BE REQUIRED	
NAME OF PARTY REMOVING GOODS:	SIGNATURE:
HOME ADDRESS:	TELEPHONE:

DESCRIPTION OF ARTICLES BEING REMOVED:

DATE: \_\_\_\_\_ MONTH \_\_\_\_\_ DAY \_\_\_\_\_ YEAR      TIME: \_\_\_\_\_ AM \_\_\_\_\_ PM

\_\_\_\_\_  
NAME OF AUTHORIZED MANAGEMENT

\_\_\_\_\_  
SIGNATURE

## CANADIAN SOCIETY OF HOSPITAL PHARMACISTS

### **11.0 RULES AND REGULATIONS**

#### Payment of Account

Show Management reserves the right to refuse entry to any Exhibitor whose account has not been paid.

#### Exhibit Guidelines (see enclosed drawings)

- (a) All single and in-line booth backwalls are restricted to 8 ft. in height and the dividers between the booths to 4 ft. in height. No display at its full 8 ft. height may extend out more than 4 ft. from the backwall at that height.
- (b) An Island Exhibit is a block of four or more booths with aisles on all four sides. An Island Display may go up to a height of 16 ft. where ceiling height permits. An Island Exhibit may extend to this height to the boundaries of the space rented. The Exhibitor will be charged for booths eliminated to create the island design. However, the booths eliminated should not be considered part of the exhibit space and, therefore, cannot be used for display.
- (c) A Peninsula exhibit is not permitted at this event.
- (d) A Perimeter exhibit is one that is located on the outer perimeter wall of the floor plan. A perimeter exhibit may go up to a height of 10'.
- (e) Prefabricated Booths An Exhibitor planning to use a prefabricated display must ensure that: an allowance of one inch (1") is made on each side of the display to allow for thickness of support poles for standard dividers. Lengths must not exceed nine feet ten inches (9' 10"), nineteen feet ten inches (19' 10"), etc.  
  
All sides and surfaces of exhibit (booth and signs), which are exposed to view, must be properly finished and decorated.
- (f) Floor Covering Exhibitor carpeting must remain within the dimensions of the booth space as outlined on the floor plan.
- (g) All exposed parts of displays must be draped or finished so as to present an attractive appearance when viewed from aisles or adjoining exhibits, and must not be objectionable to other exhibits or to show management. If such required draping is not ordered, the official supplier of the Exhibit Services and Equipment, with the approval of Show Management, 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 facility in anyway that may cause damage. Damage caused by failure to observe this rule will be paid for by the Exhibitor.

**It is not allowed to distribute helium filled balloons to registrants however, helium filled balloons are allowed within the confines of the 8' x 10' booth to a height of no more than 8'.**

- (h) Rules of Conduct, Show Management retains full authority in the interpretation and enforcement of all rules and regulations governing Exhibitors.

These regulations may be amended at any time by Show Management, upon written notice by Show Management, to such Exhibitors as may be affected by these amendments. Show Management reserves the right, even after an application to exhibit has been approved, to restrict and/or to dismiss any exhibit which it deems to be undesirable or objectionable.

**Any objectionable practices by either Exhibitors or official suppliers should be reported immediately to Show Management.**

Exhibitors who fail to abide by the rules and regulations as outlined in this prospectus, or who, in the judgement of the officials of Show Management, conduct themselves in an unethical manner, will be dismissed from the convention without refund.

All interviews, demonstrations, detailing or distribution of literature must take place within the booth space assigned to the individual Exhibitors, and not interfere with normal aisle traffic in order to avoid infringing upon the rights and privileges of other Exhibitors.

Exhibitors must not place demonstration areas on the aisle line of their exhibit if they expect many people to congregate there at one time, and should allow sufficient space within the booth area to absorb the majority of the anticipated crowd.

Exhibitors whose display arrangements or presentations cause spectators to interfere with normal aisle traffic, or unduly overflow into the display area of neighbouring exhibits, may be asked to limit or eliminate their presentations.

### Care of Facility Property

The Exhibitor is responsible for ensuring the care of the show facility property during the convention and trade show. No signs, posters or other items or articles are to be fastened to facility property by any means.

Painting, nailing, bolting, drilling, clamping, taping or use of adhesives on floors, walls, ceilings, fixtures or any part of the facility is not permitted.

Exhibitors wishing to lay any floor covering must use an approved adhesive that will not damage the floor and is easily removed.

### Motorized Equipment/Mechanical Conveyances

The use of motorized equipment such as forklifts, manlift, and scissorlifts on the show floor is provided exclusively by Lange Transportation & Storage Ltd.

Mechanical conveyances such as electric carts, scooters or bicycles, will not be allowed in the aisle during show hours. The only exception to this rule will be in the case of handicapped persons visiting the show.

### Soliciting, Samples & Souvenirs

Exhibitor personnel or representatives distributing samples, souvenirs, and promotional material or soliciting business must do so in the confinement of their exhibit space. Such activities are not permitted in the aisles, registration areas, hallways or other exhibits. Exhibitors wishing to enter another Exhibitor's area may only do so if invited.

The building owners warn that Exhibitors handing out adhesive backed promotional material will be charged for removal of this material from the walls and floors of the building.

**Only participating Exhibitors have the exclusive rights to promote or sell goods or services in this show. All other parties who attempt to make any sale solicitations without expressed written permission of Show Management, will be permanently removed from the show area. Exhibitors are asked to report any infractions to the Show Office so that immediate remedial action can be taken.**

### Storage

Limited on-site storage is available for empty containers.

Exhibitors, who have paid for drayage and storage, may obtain "Storage Labels" from Lange Transportation.

Each empty container should have a storage label affixed to it with the Exhibitor name and booth number clearly marked, preferably with felt marker type pen.

Place all empty containers in the aisle making sure the storage labels are clearly visible. The containers will be removed and placed in the designated storage area prior to show opening and returned when the show closes.

**Exhibitors who have not paid for drayage service will be required to label, remove and return their own empty containers.**

### Insurance

Exhibitors must carry their own fire, theft, or other insurance. Show Management shall take the responsible precautions to prevent losses and to protect the interests of Exhibitors; however, under no circumstances will Show Management, Lange Transportation & Storage Ltd., Halifax Marriot Harbourfront Hotel and Global Convention Services accept responsibility for injury to persons, loss of, or damage to products, exhibits, equipment or decoration, by fire, accident, theft, or any other causes while in the building. Exhibitors, or their agents, must provide adequate insurance for their own personnel, exhibits and materials against all such hazards.

### Liability

The Exhibitor agrees to indemnify and hold harmless, The Canadian Society of Hospital Pharmacists, Lange Transportation & Storage Ltd., Global Convention Services., the employees thereof and their representatives, against any claim for loss, damage, theft or injury.

Indemnification includes the period of storage prior to and following the Trade Show. The Exhibitor, on signing the contract, releases the foregoing from any and all claims for loss, theft, damage, or injury.

### Smoking Prohibited

Smoking is not permitted anywhere within the exhibit hall or any public area of the Halifax Marriot Harbourfront Hotel.

### Show Policy Regarding Service Contractors and Independent Contractors

The Show Management, acting on behalf of all Exhibitors in the best interest of the Canadian Society of Hospital Pharmacists, has appointed official service contractors to perform and provide necessary services and equipment.

## **CSHP – RULES AND REGULATIONS – 2010**

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Official service contracts are appointed to:

1. Insure the orderly and efficient installation and removal of exhibits.
2. Assure the distribution of labour to all Exhibitors according to need.
3. Provide sufficient labour to satisfy the requirements of Exhibitors, and for the show itself.
4. To insure that the proper type and limits of insurance are in force.
5. To avoid any conflict with local union regulations and requirements.

The official contractors will provide all usual trade show services, including labour. Exhibitors, however, may provide their own supervision, or may appoint their own exhibit installation contractor or exhibit display supplier.

Should an Exhibitor wish to have an exhibit installed by a contractor other than the official contractor, the following conditions must be met:

1. The Exhibitor must inform Show Management of the name and address of the contractor and the work to be performed. This information must be received in writing thirty (30) days prior to the commencement of any work at the show site.
2. All Exhibitor-appointed suppliers, other than official show suppliers appointed by Show Management, must provide evidence of general liability insurance providing coverage of at least \$2,000,000 inclusive for bodily injury and/or property damages for each occurrence and all risks in a form acceptable to Show Management.

Exhibitor-appointed contractors must also provide written documentation of Workers' Compensation Insurance, including employee's liability coverage.

Halifax Marriot Harbourfront Hotel, Lange Transportation & Storage Ltd., Global Convention Services and the Canadian Society of Hospital Pharmacists are to be cross insured on the supplier's insurance for its operations and services provided for the Canadian Society of Hospital Pharmacists Summer Education Sessions and Exhibits.

Evidence for the supplier insurance shall be provided thirty (30) days prior to the commencement of any work at the show site. It is the responsibility of the Exhibitor to ensure this is done.

3. The installation contractor to be used by the Exhibitor must agree in writing to the following conditions. This information must be received thirty (30) days prior to commencement of any work at the show site.

## **CSHP – RULES AND REGULATIONS – 2010**

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- a) Must agree by all rules and regulations of the show.
- b) Must agree by all union rules and regulations.
- c) Identification badges must be worn at all times. Temporary labour badges will be provided. Badges will be issued only to persons actually used to supervise, install, dismantle and maintain exhibits; for official contractors and Exhibitor appointed contractors who provide the above mentioned documentation.

### **Exhibitor Self-Unloading**

If an exhibitor representative is not present when their shipment arrives at the show site, it will automatically be unloaded by Lange and the Exhibitor will be charged the applicable drayage rate.

### **Signs and Banners**

All signs, banners and other display materials must be properly affixed to the exhibit or be self-supporting from the floor within the height restrictions outlined in this prospectus. Island Exhibitors who wish to suspend signs from the ceiling must contact Lange Transportation & Storage with specifications prior to approval being granted.

### **Safety Measures**

Exhibitors, who are showing equipment in a moving and operating condition, are required to provide every possible precaution for the safety of show visitors, their own operators, and Exhibit personnel.

### **Additional Prohibited Booth Activities**

Promoting, order taking, canvassing, surveying or distribution of any material outside the Exhibitor's own assigned booth area is not permitted.

No specific exhibit booth may be photographed or videotaped except with the permission of the legitimate occupants of that booth. This restriction also applies to members of the media.

### **Noise, Light and Odour Restrictions**

Noise from electrical or mechanical apparatus must not interfere with the rights and privileges of other Exhibitors. No Exhibitor may operate public address, sound producing or amplifying devices which project sound above a normal conversational level. Sound projection equipment, which is likely to exceed this limit in operation, must be equipped with earphones or enclosed within a special booth listening room.

No Exhibitor may operate display lighting, or odour-generating devices or activities, which interfere with the rights and privileges of other Exhibitors. Noise, light and odour levels will be monitored by Show Management.

Show Management reserves the right to exercise its own judgement in responding to Exhibitor complaints in this regard.

### Security in the Exhibit Hall

Show Management cannot guarantee against loss or damage of any kind, but will endeavour to protect Exhibitors by providing general security during times when the exhibit area is not open to registrants. All persons must present proper identification and credentials to gain entry into the Exhibit Hall.

Exhibitors who wish to remain in the Exhibit Hall after hours must identify themselves to security personnel and sign in and out. **Exhibitors wanting to remove any goods or items from the Exhibit Hall must obtain an Exhibit Materials Release Form from the Service Desk, and present this signed form to security when removing goods from the Hall.**

Each Exhibitor is solely responsible for their own exhibit material, and should insure these exhibit materials against loss or damage during the Convention. Please put all small items of value out of sight each night. All property of an Exhibitor is understood to remain within the Exhibitor's care, custody and control in transit to or from or within the Exhibit Hall. Exhibitor name badges will be provided to all identified Exhibitor personnel, and must be worn to ensure access to the Exhibit Hall.

### Exhibitor Registration and Name Badges

All identified Exhibitor personnel will be issued name badges and these must be worn to gain access to the Exhibit Hall during the Convention.

### Exhibitor Personnel Registration

A company may register four individuals per 10' x 8' booth at no charge for exhibit program only during advance registration. The Exhibitor Advance Registration Form is included in this Exhibitor Manual. Exhibitors not registered by July 30, 2010 deadline must register on-site, any changes after this date must be made on-site at the Registration Desk.

## CSHP – RULES AND REGULATIONS – 2010

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Badges are not transferable. Each representative of an exhibiting company must wear the official badge for admission to and while in the exhibit hall. Company Badges will not be accepted in lieu of the official badge. Supplementing the badge with business cards, ribbons or company logo types is not permitted. Exhibitor badges may be made out only in the name of the company shown on the application for exhibit space. The exhibitor's badge allows admittance to the exhibit hall. Exhibitors are not permitted to attend workshops unless registered for the educational programs.

### General Liability

Show Management acts for the Exhibitors and their representatives in the capacity of an agent, not as a principal. Show Management assumes no liability for any act of omission with this agency.

Exhibitors and their representatives hereby agree to indemnify and hold harmless the Canadian Society of Hospital Pharmacists, Halifax Marriot Harbourfront Hotel, Lange Transportation & Storage Ltd. and Global Convention Services, the employees thereof and their representatives and agents, against any and all claims for loss, damage, theft or injury. Indemnification includes the period of storage prior to and immediately following the Summer Educational Sessions and Exhibits. The Exhibitor, on signing the contract, releases the foregoing from any and all claims for loss, theft, damage or injury.

Before any exhibit may be removed from the building, Exhibitors must make arrangements satisfactory to Show Management, Halifax Marriot Harbourfront Hotel and Show Management's official suppliers, for the payment of any charges incurred by the Exhibitor in connection with representing his/her exhibit.

### Temporary Help and Access to Exhibit Hall

It is the Exhibitor's responsibility to register the names of models or other temporary help for name badges in order that these may be prepared in advance of the convention and thus avoid on-site changes. **Please provide these individuals with the correct name of the company, booth location, and name of your appropriate company contact at the booth. These individuals cannot be registered as Exhibitor personnel, or gain access to the Exhibit Hall, without this information.**

Please inform your temporary help that they may have to line up to register on-site and secure a name badge, and that they must allow sufficient time to do so.

Only qualified Exhibitor personnel or temporary help in their direct employ will be issued name badges and allowed access to the Exhibit Hall.

### Fire Regulations

Halifax Marriot Harbourfront Hotel has strict fire safety requirements. The Exhibitor assumes responsibility for compliance with municipal and provincial regulations concerning fire, safety and health.

All exhibit equipment and materials must be protected by safety guards and devices where appropriate. All display material must be flame-proofed and subject to inspection by Halifax Marriot Harbourfront Hotel. 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. Combustible decorations such as crepe paper, foam, tissue paper, cardboard and corrugated paper must not be used. All packing containers, excelsior and wrapping paper, are to be removed from the floor and must not be stored under tables or behind displays.

A complete list of fire regulations is included in the Exhibitor Manual.

### Promotional Information

Exhibitors are responsible for ensuring that all promotional and product or service-related information intended for distribution to delegates during the convention is factually accurate, and is professionally tasteful in its presentation. Promotional and educational materials available from an Exhibitor's display must not present information or claims that are at variance with those contained in the appropriate product monograph.

**The names and logotypes of the Canadian Society of Hospital Pharmacists are proprietary trademarks for the exclusive use of the Canadian Society of Hospital Pharmacists and may not be printed, used or displayed for any purpose without the express written permission of the Canadian Society of Hospital Pharmacists.** Such permission will not be granted for purely promotional purposes, or in any way that would imply endorsement of a particular company, product, service or activity.

### Distribution of Product Samples, Foods, and Beverages

**The distribution of prescription product samples, food and beverage items, to attending delegates from the exhibit booths at this convention is prohibited.**

**12.0 FIRE REGULATIONS FOR EXHIBITORS**

The purpose of these requirements is to maintain an acceptable level of fire safety within the facility. The fire protection systems built into the facility have been designed to protect against the hazards which are typical of conventions and exhibitions. The objective of these requirements is to limit the hazards of contents and operations within the facility to a level which can be controlled by the building fire protection systems.

The requirements contained herein and the Nova Scotia Fire Code will be strictly enforced by the Fire Safety Director of the facility and the Halifax Fire Prevention Division. These requirements apply to all conventions and trade shows whether or not open to the public. All Exhibitors must have these requirements in their possession during booth occupancy.

The requirements apply to the following:

1. Prohibited materials, processes and equipment.
2. Materials, processes and equipment requiring special approval from the facility Fire Safety Director and Show Management.
3. Acceptable booth configurations.
4. Acceptable material for booth construction.
5. Interior finishes and furnishings.
6. Obstructions.
7. Combustion engines.
8. Electrical equipment and connections.
9. Portable spotlights.
10. Procedures during set-up and dismantling.
11. All items to be suspended from ceilings.
12. Emergency procedures.

**PROHIBITED MATERIALS, PROCESSES, EQUIPMENT AND BOOTH CONFIGURATIONS**

The use of the following materials, processes or equipment is strictly prohibited:

1. Acetate fabrics, corrugated paper box board, no-seam paper.
2. Paper backed foil unless glued securely to suitable backing.
3. Styrofoam and/or foamcore.
4. Fireworks (permit).
5. Blasting agents.
6. Explosives.
7. Flammable cryogenic gases.
8. Aerosol cans with flammable propellants.
9. Smoking in posted "No Smoking" areas.
10. Fuelling of motor vehicles.
11. Liquified petroleum or natural gas.
12. Wood matches with "all surface" strikes.
13. Hazardous refrigerants such as sulphur dioxide and ammonia.
14. Cellulose nitrate motion picture film.
15. Portable heating equipment.
16. Flammable liquids or dangerous chemicals.
17. Electrical equipment or installation not conforming to the Nova Scotia Electrical Safety Code.

**MATERIALS, PROCESSES AND EQUIPMENT REQUIRING SPECIAL PERMIT FOR USE**

The use of the following materials, processes or equipment is subject to approval from the facility Fire Safety Director and Show Management. If any materials, processes or equipment requiring approval are to be used, the Exhibitor shall submit in writing to the Show Manager the nature of the process or equipment and any safeguards to be used to protect the hazard. Requests will be submitted to the Show Manager who will review and return the request with its approval, rejection or limitations.

1. Propane or natural gas fired equipment.
2. Operation of any heater, barbecue, heat producing device, open flame device, candles or torches.
3. Exhibits involving hazardous processing or materials not previously listed.
4. Storage or display of ammunition and fire arms (subject to the Nova Scotia Fire Code and Criminal Code).
5. Pressure vessels including propane tanks.
6. Fossil fuel powered equipment.
7. Hydraulically powered equipment using flammable fluids.
8. Radiation producing devices.
9. Natural Christmas trees.

**ACCEPTABLE BOOTH CONFIGURATION**

The following booth configurations will be acceptable:

1. Open top exhibition booths.
2. Platforms not exceeding 400 square feet in area.

The following booth configurations will require approval from the facility Fire Safety Director and Show Management. A description of the booths requiring approval shall be submitted to the Show Manager who in turn will submit the description to the Fire Safety Director for his approval. The Fire Safety Director will discuss these configurations with the Halifax Fire Prevention Division.

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1. Platforms exceeding 400 square feet in area.
  2. Exhibition booths with flame retardant fabric canopies not to exceed 200 square feet.
  3. Layouts of all meeting rooms used for exhibits.
- Note: Two-storey booths or single-level roofed booths and booths with mezzanines are allowed only with prior approval of the facility and Show Management and when they are in accordance with the facility's guidelines attached and/or National Fire Prevention Act #13 (1982) and the Nova Scotia Building Code and the National Building Code.
  - Any enclosed showroom with an area in excess of 2,000 square feet or an occupancy of 60 persons or more must have two means of exit as far apart as possible. Any booth with an area of 3,500 square feet or more must contain one fire extinguisher.

### **ACCEPTABLE MATERIALS FOR BOOTH CONSTRUCTION**

The following types of materials will be acceptable for booth construction:

1. Wood.
2. Combustible materials including plastics having a flame spread rating not exceeding 150 and a smoke developed classification not exceeding 300.
3. Non combustible materials as regulated by the Nova Scotia Building Code.

### **INTERIOR FINISHES AND FURNISHINGS**

The limitations described below shall apply to all interior finishes and furnishings including:

- drapes
- hangings
- curtains
- drops
- decorative fabrics
- Christmas trees
- artificial flowers and foliage
- motion picture screens
- paper, cardboard or compressed paperboard less than 1/8" thick is considered paper
- ruscus
- split wood
- textiles
- all other decorative materials including plastics

**LIMITATIONS:**

1. Made from non combustible material, or
2. Treated and maintained in a flame retardant condition by an approved flame retardant solution or process.
3. Corrugated cardboard can be used only if fire retardant treated at the factory.
4. Plastics can be used only if approved by the facility Fire Safety Director.

**NOTE:**

It is not necessary to flameproof textiles, paper and combustible merchandise on display for sale, but the quantity so used shall be limited to the displaying of one salvageable length. Each sample must differ in colour, weave or texture.

Wallpaper is permissible if pasted securely to walls or wallboard backing.

The following test (NFPA 701 Match Flam Test) may be used to determine if a material is flame resistant:

1. Cut off a small piece of the material (1 1/2 inches wide by 4 inches long) and hold it with a pair of pliers.
2. Hold a wooden match 1/2 inch below the bottom of the material 12 seconds.
3. If, when the match is taken away, the material stops burning with 2 seconds, it is flame resistant.
4. If the material goes up in flames immediately or continues to burn for more than 2 seconds after the match is removed it is not flame resistant.

**OBSTRUCTIONS:**

Nothing shall be hung from or affixed to any sprinkler piping or heads. Construction or ceiling decorations of the show booths must not impede the operation of the sprinkler system.

All exit doors shall be in an operable condition and shall remain unobstructed at all times. Exit signs, manual pull stations, fire department handsets, fire hose cabinets and portable fire extinguishers shall not be obstructed in any manner.

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If a fire hose standpipe is located in exhibit space, it shall be the responsibility of the Exhibitor to provide access to such equipment and, if the view to such equipment is obstructed, to provide designating signs for same.

All entrances, exits, aisles, stairways, lobbies and passageways shall be unobstructed at all times.

Roof constructions shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into the aisles.

Literature, supplies and handouts are permissible in reasonable quantities. Reserve quantities shall be kept in closed containers and stored in a neat, compact manner within the booth.

Vehicles or other flammable fuelled engines displayed shall conform to the following requirements:

1. Fuel tanks containing fuel, or which have ever contained fuel, shall be maintained less than 1/8 full. Caps for fuel tanks fill pipes shall be of the locking type and be maintained locked to prevent viewer inspection.
2. Garden tractors, chain saws, power plants and other gasoline powered equipment shall not contain any fuel and shall not be used for demonstrations without permission from the facility Fire Safety Director and Show Management.
3. The electrical system shall be de-energized by either:
  - (a) removing the battery, or
  - (b) disconnecting both battery cables and covering them with electrical tape or other similar insulating material
4. Tanks containing propane shall be maintained less than 1/4 full. Vehicles may be driven in and positioned. Engine should remain running, with valve shut off. Allow engine to run until all of the fuel in the fuel line is used up. Turn ignition off.
5. Cylinders for barbecues and/or appliances within a vehicle such as stoves, refrigerators, etc., must be empty.
6. All vehicles must either have sealed undercarriages or be equipped with ground sheets.

### **ELECTRICAL, EQUIPMENT & CONNECTIONS**

All electrical equipment must be approved before it may lawfully be advertised, displayed, offered for sale, sold, or otherwise disposed of or used in the Province of Nova Scotia.

It is, therefore, the responsibility of each Exhibitor to ensure that all electrical equipment in, on or about their booth complies with the above Regulations. This includes electrical merchandise as well as lighting and display equipment.

### **Hydro Requirements for the Display, Sale or Use of Electrical Devices at Public Shows, Trade Shows or Conventions and Similar Exhibitions:**

It is a provincial regulation, that any electrical equipment which is being displayed, offered for sale or used in any show, convention or similar exhibition must be approved.

Electrical equipment is considered to be approved if it bears the certification mark or special inspection/acceptance label of an organization which has been accredited by the Standards Council of Canada to approve electrical equipment.

At present the following organizations have such an accreditation:

1. Canadian Gas Association
2. Canadian Standards Association
3. ETL Testing Laboratories of Canada
4. Underwriters Laboratories of Canada
5. Underwriters Laboratories Inc.
6. Warnock Hersey Professional Services Ltd.

**NOTE: The approval markings of these organizations must identify that the equipment is approved for use in Canada or Nova Scotia. These markings are not to be confused with similar markings used to identify equipment which is approved for use in the United States.**

One of the fundamental requirements of approval is that the appropriate approval markings appear on each device. If such markings are missing, the device is considered to be unapproved.

Electrical equipment must be approved as an assembly. Electrical equipment that consists of an assembly or combination of other individually approved electrical equipment or devices is not considered to be approved.

Failure to comply could result in the equipment being refused connection to the source of electrical supply and the equipment may even be ordered removed from display.

## **PORTABLE SPOTLIGHTS**

All clamp-on types of portable spotlights shall be protected from metal-to-metal contact by having electrical insulating pads or wrappings permanently attached to the lamp holder clamps.

Where a spot light may be subject to physical damage, dampness or where lamps may come in contact with combustible material, the spotlight shall be equipped with a guard attached to the lamp holder or the handle.

Flexible cords (extension cords) may only be used for portable lamps or appliances that are of allowable amperage for the size and type of the three-conductor cord to be used or power bars.

## **PROCEDURES DURING SET-UP AND DISMANTLING OF SHOWS**

No smoking is allowed during the set-up or dismantling of shows. Smoking is permitted in authorized areas only.

Access to and flow of vehicles or trucks on exhibition hall floor is prohibited.

The idling of trucks while in the loading dock area of the building is prohibited.

Crates and packing materials must be removed promptly. The Exhibitor is to monitor this activity. Restriction on the use of materials, processes and equipment during set-up and dismantling must be adhered to.

Any type of utility connection (i.e. electrical, audio, video, water, compressed air, steam, etc.) must be carried out by Show Management authorized personnel or its appointees. This applies to any and all utility connections of any kind.

The following equipment and operations are prohibited during show set-up and dismantling:

1. Material handling equipment other than electrically powered will not be permitted in the facility during shows or overnight.
2. Powered tools and equipment, except material handling equipment, other than electrically powered or air powered.
3. Electrically powered tools and equipment other than those listed by ULC and/or CSA or approved by a nationally recognized testing laboratory.
4. Portable heating equipment.
5. Welding, cutting or brazing without special permission from the facility Fire Safety Director and Show Management.
6. Painting with flammable or volatile paints and finishes.
7. Smoking in posted "No Smoking" areas or in other areas where packing crates and debris are an obvious fire hazard.
8. Use of other equipment or operations that increase the risk of life safety.

**CEILING SUSPENDED ITEMS**

1. All items to be suspended from ceilings including signs, displays, light and sound equipment, etc., must be approved in advance.
2. Rigging of cable and other hanging devices on or near ceiling electrical buss ducts and conduits is strictly prohibited.
3. All ceiling equipment, material and rigging must be removed immediately upon close of the show.

**EMERGENCY PROCEDURES**

The facility is equipped with sophisticated fire protection equipment, including: automatic sprinkler, smoke and heat detection, fire alarm and voice communication systems. Upon your arrival, you should familiarize yourself with the building particularly as to the location of the nearest exit, manual pull station and fire extinguisher.

If you see a fire, activate the nearest fire alarm manual pull station and leave the fire area closing all doors behind you. Do not attempt to fight a fire unless it is small enough to extinguish with one of the portable extinguishers located throughout the building. There are no fire hoses provided for use by occupants.

Booth Canopies: Canopies not exceeding 4 ft. in width do not require protection. Canopies exceeding 4 ft. in width will be reviewed individually.