



# 5<sup>th</sup> International Public Health & Palliative Care Conference

## 5<sup>th</sup> International Public Health and Palliative Care Conference: Principles to Practice

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September 17-20, 2017 – The Courtyard by Marriott East and Ottawa Conference and  
Events Centre,

Ottawa Ontario Canada

### Sponsorship and Exhibitor Terms and Conditions

#### Sponsorship/Exhibitor Cancellation Policy

1. Cancellation in writing on or before May 7, 2017 will result in a 75% refund. Less a \$75 administrative fee.
2. Cancellation in writing from May 8, 2017 – August 2, 2017 will result in a 50% refund. Less a \$75 administrative fee.
3. Cancellation after August 2, 2017 will result in no refund.

#### Exhibit Space

1. The Canadian Hospice Palliative Care Association (CHPCA) reserves the right to assign exhibit space at its own discretion.
2. Booths are 8 by 10 or in multiples of that size. Exhibitor/Sponsor will receive one standard black draped booth, 8' high four panel drape back wall, 3' high side drape, 6' black skirted table, and 2 side chairs.
3. Internet is not included. An exhibit booklet will be available in early July with details about renting internet and a power outlet.
4. All Sponsor / Exhibitor material must be handled by the Freeman. The Courtyard by Marriott East will not accept or store any sponsor/exhibitor materials.
5. CHPCA will coordinate contests to attract participants to the booths.
6. The Sponsor/Exhibitor shall not assign this contract or sublet the space or any part thereof or permit same to be used by any other person, without the prior written consent of CHPCA. Any attempt to do so renders this contract null and void and will result in immediate cancellation of this contract without refund.
7. CHPCA reserves the right at any time to alter or remove exhibits or any part thereof, including printed material, products, signs, lights or sound and to expel Sponsors/Exhibitors or their personnel if, in CHPCA's opinion, their conduct or presentation is objectionable to CHPCA or to other participants.
8. Sponsor's/Exhibitor's display must comply with all requirements of CHPCA and of the Courtyard by

Marriott East.

9. ***All booths must be staffed during exhibition hours.***
10. Exhibitors agree to confine their presentation to the contracted space(s) only.
11. The Courtyard by Marriott East does not permit anything to be nailed, posted or otherwise attached to the walls. Only pre-authorized signage, promotional material, etc., will be allowed in any lobby areas. Communication of the above requirements to the conference delegates and/or exhibitors is your responsibility.

### Exhibition Hall Schedule

1. The exhibit area will be open:

#### **Sunday, September 17**

- 6 to 8pm

#### **Monday, September 18**

- 8:00 to 8:30am
- 9:45 to 10:30am
- 11:45 to 1:00pm
- 2:30 to 3:00pm
- 4:00 to 4:15pm

#### **Tuesday, September 19**

- 8:00 to 8:30am
- 9:45 to 10:30am
- 11:45 to 1:00pm

***Please note, the CHPCA reserves the right to change the above schedule at any point leading up to the conference.***

### Booth Set-up and Removal

1. Booth set-up is the responsibility of the Exhibitor and must take place Sunday, September 17<sup>th</sup> between 12:00 and 5:00pm.
2. Booth tear down will take place on Tuesday, September 19 between 1:00 and 5:00 pm.
3. The Sponsor/Exhibitor agrees that no display may be dismantled or goods removed during the scheduled time of the exhibition. The Sponsor/Exhibitor agrees to remove the exhibit, equipment and accessories from the conference site by the tear down time. In the event of failure to do so, the Sponsor/Exhibitor agrees to pay for such additional costs as may be incurred by CHPCA.

### Shipment of Exhibits

1. A package with shipping information will be made available in early July on the CHPCA conference website

### Liability

1. The Sponsor/Exhibitor is responsible for compliance with all applicable laws, bylaws, ordinances, regulations, requirements, codes and standards, including those with respect to fire, safety, health and environmental matters and shall ensure that all equipment, materials and goods used by the Sponsor/Exhibitor so comply.
2. The Sponsor/Exhibitor shall indemnify and hold harmless CHPCA from and against any loss, injury or damages whatsoever suffered by CHPCA as a result of the Sponsor's/Exhibitor's failure to comply with the terms and conditions of this contract or as a result of the Sponsor's/Exhibitor's participation in the conference, including without limitation, any third party claim against CHPCA with respect to loss, injury or damage sustained or suffered by any other Exhibitor, the owner of the Courtyard by Marriott East, attendees of the exhibition, and their respective directors, officers, agents and employees.
3. In consideration of the Sponsor's/Exhibitor's participation in the conference, the Sponsor/Exhibitor hereby

releases CHPCA, their directors, officers, agents and employees from any and all claims, losses, or damages whatsoever suffered or sustained by the Sponsor/Exhibitor in connection with the conference, including, without limitation, any claims for loss or theft of property, personal injury, or loss of business or profits, whether arising from any act of CHPCA or otherwise.

4. CHPCA reserves the right, to change the date upon which the conference is held or cancel the conference and not be liable in damages or otherwise by reason of any such change or cancellation, other than to refund in full any amounts paid by the Sponsor/Exhibitor to CHPCA.
5. The Sponsor/Exhibitor will comply with the rules and regulations of any unionized contractors that may be selected to service them. Any dispute between the Exhibitor/Sponsor and any such contractor or union representative will be referred to the CHPCA for resolution, whose decision shall be final and binding on all parties.
6. The Sponsor/Exhibitor shall comply with all rules and regulations set by CHPCA for the event and agrees that CHPCA's decision to adopt and enforce any such rule or regulation shall be final and binding.
7. The CHPCA reserves the right to cancel this contract and to withhold possession of the space or to expel
8. the Exhibitor/Sponsor if the Sponsor/Exhibitor fails to comply with any terms and conditions of this contract or the conference rules and regulations, in which case the Sponsor/Exhibitor shall forfeit as liquidated damages and not as a penalty all payments made pursuant to this contract, all without limiting CHPCA's other rights and remedies at law under this contract as a result of such failure to comply.