



CIC 2016

December 6-8
OTTAWA

Canadian Immunization Conference

SPONSORSHIP & EXHIBIT PROSPECTUS

SHAW CENTRE
55 COLONEL BY DRIVE
OTTAWA, ONTARIO

PROGRAM-AT-A-GLANCE

Subject to change

TIME	TUESDAY 6 DECEMBER	WEDNESDAY 7 DECEMBER	THURSDAY 8 DECEMBER
7:00			
7:30		Co-Developed Learning Opportunities	Co-Developed Learning Opportunities
8:00			
8:30			
9:00	Opening Session		
9:30	Plenary 1	Plenary 2	Plenary 3
10:00			
10:30	Break in Exhibit Hall	Break in Exhibit Hall	Break
11:00			
11:30	Concurrent Sessions	Concurrent Sessions	Concurrent Sessions
12:00			
12:30			Lunch
13:00	Lunch in Exhibit Hall + Co-developed Learning Opportunities	Lunch in Exhibit Hall + Co-developed Learning Opportunities	
13:30			Plenary 4
14:00			
14:30			Closing
15:00	Concurrent Sessions	Concurrent Sessions	
15:30			
16:00			
16:30	Welcome Reception in Exhibit Hall	Networking Event with Poster Presenters	
17:00			

ABOUT THE CONFERENCE

From December 6-8, 2016, public health practitioners, health care providers, vaccine providers, researchers, immunization policy-makers and program managers, vaccine manufacturers, academics, students and other stakeholders who contribute to Canada's vaccination system will gather in Ottawa, Ontario to demonstrate their commitment to immunization as an important public health measure.

The 2016 Canadian Immunization Conference (CIC 2016) is organized by the Canadian Public Health Association (CPHA) in collaboration with the Canadian Association for Immunization Research and Evaluation (CAIRE), the Canadian Paediatric Society (CPS), and the Centre for Immunization and Respiratory Infectious Diseases at the Public Health Agency of Canada (PHAC).

The ongoing occurrence of vaccine-preventable disease outbreaks makes CIC 2016 an important venue to discuss the recurrence and emergence of infectious diseases that are posing challenges for public health at all levels. Critical to our degree of preparedness are an ability to continue to develop and improve vaccines, strengthen public health surveillance systems, and support timely and practice-relevant immunization program research, as well as an encouraging of evidence-based and ethical policy and practice measures to help us better control infectious diseases and improve public confidence in vaccines.

CONFERENCE GOALS

CIC 2016 will provide:

- a dynamic setting to profile new research, successful strategies and best practices, to inspire innovation and to encourage further collaborations;
- a venue for new and returning vaccination stakeholders to collaborate, innovate and help shape the future of Canada's vaccination research, policies and programs; and
- an inclusive networking and knowledge exchange forum at the national level to identify, discuss and troubleshoot current vaccine- and immunization-related issues across a range of disciplines and sectors.

CONFERENCE LEARNING STREAMS

CIC 2016 is organized in a stream-based format and multiple sessions will be offered for each of the learning streams. Conference attendees will have the opportunity to attend all sessions in one stream, or to select sessions of professional interest across several of the following streams:

- Immunization in specific populations
- Making and implementing policy
- New developments in vaccines and their use
- Optimal Practice
- Vaccine uptake and acceptance

Presentations will also include issues which cut across all of the Learning Streams, including knowledge translation and dissemination, ethics, political and fiscal economy, and technology. Content from all of the Learning Streams, including new information, will be integrated into the plenary sessions and interpreted for a diverse audience.

CONFERENCE FORMAT

CIC 2016 will include educational keynote addresses and plenary lectures, concurrent sessions and oral abstract presentations, a display of scientific posters held in the Exhibit Hall, and industry-sponsored Co-developed Accredited Learning Activities.

WHO WILL ATTEND?

The Conference's targeted audience includes:

- academia;
- biotechnology and vaccine industry representatives;
- epidemiologists;
- health promoters;
- nurses;
- pharmacists;
- physicians;
- program managers;
- public health decision-makers;
- public health nurses;
- public health physicians;
- public health policy-makers;
- researchers and scientists; and
- vaccine experts and regulators.

HISTORY

The Conference has an excellent track record of attracting broad participation from professionals working in the field of immunization, as there are no other conferences strictly on the subject of immunization in Canada. The Conference is held at venues across the country's regions in order to facilitate regional involvement. Over the past 22 years, eleven bi-annual conferences were successfully held in:

2014	Ottawa, Ontario (880 delegates)
2012	Vancouver, British Columbia (863 delegates)
2010	Quebec City, Quebec (984 delegates)
2008	Toronto, Ontario (1,130 delegates)
2006	Winnipeg, Manitoba (1,010 delegates)
2004	Montreal, Quebec (987 delegates)
2002	Victoria, British Columbia (757 delegates)
2000	Halifax, Nova Scotia (671 delegates)
1998	Calgary, Alberta (approximately 500 delegates)
1996	Toronto, Ontario (approximately 400 delegates)
1994	Quebec City, Quebec (approximately 200 delegates)

2014 AUDIENCE DEMOGRAPHICS AND PROFILE

December 2-4, 2014
Ottawa, Ontario

Total Attendance: 880 participants			
Attendance by Profession/Discipline		Attendance by Geographic Origin	
Public Health Nurse	19.7%	Ontario	45.2%
Nurse	17.3%	Quebec	16.3%
Industry	10.4%	Alberta	7.8%
Physician	7.4%	British Columbia	5.7%
Public Health Physician	6.8%	Saskatchewan	5.3%
Researcher / Scientist	5.4%	Manitoba	4.7%
Student / Trainee	5.1%	Nova Scotia	4.1%
Epidemiologist	4.6%	New Brunswick	1.4%
Public Health Policy Maker	4.4%	Prince Edward Island	1.4%
Academic	3.4%	Newfoundland and Labrador	1.1%
Vaccine Regulator	3.0%	Northwest Territories	1.0%
Program Planner	1.8%	Nunavut	0.5%
Pharmacist	1.3%	Yukon	0.5%
Health Promoter	1.2%	USA / International	3.0%
Other	8.1%		

SPONSORSHIP OPPORTUNITIES

Sponsors are recognized for their strong commitment to the success of the 2016 Canadian Immunization Conference through a high degree of visibility and prominence at the Conference. Platinum and Gold packages include a selection of time to host a Co-developed Accredited Learning Activity.

	Overview of Sponsorship Program				
	Platinum \$50,000	Gold \$35,000	Silver \$25,000	Bronze \$10,000	Contributor \$5,000
Co-Developed Learning Activity	1 or 2	1			
Use of term "A Platinum Exhibitor"	✓				
Exhibitor (Staff) Registrations	6	4	2	2	2
Premium Booth Location	✓	✓	✓	✓	
Booth Space	Quad	Double	Single	Single	Single
Advertisement in Final Program (E & F)	2 pages	1 page	½ page	¼ page	
Logo on Conference Signage	✓	✓	✓	✓	
Special Badge	✓	✓	✓	✓	
Virtual Expo Listing	✓	✓	✓	✓	✓
Complimentary Delegate Registrations	8	6	4	2	1
Corporate Banner on Mobile App	✓				

CO-DEVELOPED ACCREDITED LEARNING ACTIVITIES

All Co-developed Accredited Learning Activity sessions must also be pre-approved by the Conference Organizing Committee.

All Co-developed Accredited Learning Activities must be accredited by the Canadian Paediatric Society (CPS) or the Association of Medical Microbiology and Infectious Disease Canada (AMMI) and must comply with the accreditation guidelines and procedures of these organizations.

All proposals must be submitted to secretariat@cic-cci.ca and received by the Conference Secretariat no later than **12:00 (ET) on Thursday, June 30, 2016** to be considered for CIC 2016.

By working closely with the Conference Organizing Committee, submitting necessary paperwork to the accrediting bodies, and complying with Royal College of Physicians and Surgeons of Canada (RCPSC) and Canadian Medical Association (CMA) guidelines, the Co-developed Accredited Learning Activities will be accredited as part of the Conference program under Section 1 of the RCPSC's Maintenance of Certification (MOC) program.

The final number of Co-developed Accredited Learning Activity session slots will be determined and assigned (in order of receipt and full support payment) once the Conference Organizing Committee and the accrediting bodies have reviewed all proposals.

The accreditation fee for a Co-developed Accredited Learning Activities is \$10,000 (in addition to the sponsorship-level fee).

Please see page 10 for details.

Platinum Sponsor's Package

Your Investment \$50,000
(plus \$10,000 accreditation fee for Co-developed Accredited Learning Activity, if applicable)

Platinum Sponsors are recognized for their strong commitment to the success of the 2016 Canadian Immunization Conference through the highest degree of visibility and prominence at the Conference. Platinum Sponsors are entitled to the following benefits:

- Priority selection of a time slot for one (1) or two (2) Co-developed Accredited Learning Activity session(s) if Platinum-level payment and session application is received by **12:00 (ET) on Thursday, June 30, 2016**. Payment of an additional \$10,000 (per session) accreditation fee is due upon acceptance of the application by the Conference Organizing Committee. If a second Co-developed Accredited Learning Activity is organized, a second accreditation fee of \$10,000 will be due.
- Use of the phrase “Platinum Sponsor of the 2016 Canadian Immunization Conference” on advertising, printed or electronic information and Co-developed Accredited Learning Activity sessions from date of commitment as a Platinum Exhibitor until December 31, 2016.
- Four (4) 10' x 10' (3 m x 3 m) exhibit booths which include six (6) Exhibitor staff registrations as well as priority selection of corporate booth location.
- Two (2) pages in the Final Program (separate English and French) for your corporate message to the immunization community and conference delegates. Corporate messages must adhere to the Rx&D Code of Marketing Practices (regardless of company's membership status with Rx&D), and be Pharmaceutical Advertising Advisory Board (PAAB) approved (Sponsor's responsibility). The Organizing Committee must pre-approve all corporate messages and reserves the right to determine the final positioning of corporate messages. Messages must be aimed at health professionals and not the general public.
- Corporate banner logo placement on the CIC2016 mobile app.
- Corporate name placed on Conference Sponsor recognition signs in the registration area and public areas during the Conference. As a Platinum Sponsor, company logo will be the most prominently displayed.
- Acknowledgement of Platinum status throughout the months leading up to and during the Conference through placement of corporate name or logo:
 - in the Final Program (separate English and French); and
 - on Sponsor acknowledgement slides projected in all plenary and concurrent sessions prior to commencement.
- Special Sponsor badge recognition for all corporate staff registered to attend the Conference.
- Company name or logo and company profile (100 words) listed in the Virtual Expo.
- Eight (8) full-conference delegate registrations.

Gold Sponsor's Package

Your Investment \$35,000
(plus \$10,000 accreditation fee for Co-developed Accredited Learning Activity, if applicable)

Gold Sponsors are recognized as important contributors to the success of the 2016 Canadian Immunization Conference. Gold Sponsors are entitled to the following benefits:

- Selection from the remaining Co-developed Accredited Learning Activity session time slots for one (1) Co-developed Accredited Learning Activity Session after Platinum-level Sponsors if Platinum-level payment and session application is received by **12:00 (ET) on Thursday, June 30, 2016**. Payment of an additional \$10,000 accreditation fee is due upon acceptance of the application by the Conference Organizing Committee.
- Two (2) 10' x 10' (3 m x 3 m) exhibit booths which include four (4) Exhibitor staff registrations as well as priority selection of corporate booth location.
- One (1) page in the Final Program (separate English and French) for your corporate message to the immunization community and conference delegates. Corporate messages must adhere to the Rx&D Code of Marketing Practices (regardless of company's membership status with Rx&D), and be Pharmaceutical Advertising Advisory Board (PAAB) approved (Sponsor's responsibility). The Organizing Committee must pre-approve all corporate messages and reserves the right to determine the final positioning of corporate messages. Messages must be aimed at health professionals and not the general public.
- Corporate logo placed on Conference Sponsor recognition sign in the registration area and public areas during the conference.
- Acknowledgement of Gold Sponsor status throughout the months leading up to and during the Conference through placement of the corporate name or logo:
 - in the Final Program (separate English and French); and
 - on the Sponsor acknowledgement slides projected in all plenary and concurrent sessions prior to commencement.
- Special Sponsor badge recognition for all corporate staff registered to attend the Conference.
- Company name or logo and company profile (100 words) listed in the Virtual Expo.
- Six (6) full-conference delegate registrations.

Silver Sponsor's Package

Your Investment \$25,000

Silver Sponsors will be recognized for their support of the 2016 Canadian Immunization Conference. Silver Sponsors are entitled to the following benefits:

- One (1) 10' x 10' (3 m x 3 m) exhibit booth which includes two (2) Exhibitor staff registrations as well as priority selection of corporate booth location.
- A half-page (½) in the Final Program (separate English and French) for your corporate message to the immunization community and conference delegates. Corporate messages must adhere to the Rx&D Code of Marketing Practices (regardless of company's membership status with Rx&D), and be Pharmaceutical Advertising Advisory Board (PAAB) approved (Sponsor's responsibility). The Organizing Committee must pre-approve all corporate messages and reserves the right to determine the final positioning of corporate messages. Messages must be aimed at health professionals and not the general public.
- Corporate logo placed on Conference Sponsor recognition sign in the registration area and public areas during the conference. As a Silver Sponsor, the prominence of company logo will be displayed after Platinum and Gold Level Sponsors.
- Acknowledgement of Silver Sponsor status throughout the year leading up to and during the Conference through placement of corporate name or logo:
 - in the Final Program (separate English and French); and
 - on the Sponsor acknowledgement slide projected in all plenaries and concurrent sessions prior to commencement.
- Special Sponsor badge recognition for all corporate staff registered to attend the Conference.
- Company name or logo and company profile (100 words) listed in the Virtual Expo.
- Four (4) Conference registrations.

Bronze Sponsor's Package

Your Investment \$10,000

Bronze Sponsors will be recognized for their support of the 2016 Canadian Immunization Conference. Bronze Sponsors are entitled to the following benefits:

- Corporate name placed on Conference Sponsor recognition sign in the registration area and public areas during the Conference.
- A quarter-page (¼) in the Final Program (separate English and French) for your corporate message to the immunization community and conference delegates. Corporate messages must adhere to the Rx&D Code of Marketing Practices (regardless of company's membership status with Rx&D), and be Pharmaceutical Advertising Advisory Board (PAAB) approved (Sponsor's responsibility). The Organizing Committee must pre-approve all corporate messages and reserves the right to determine the final positioning of corporate messages. Messages must be aimed at health professionals and not the general public.
- One (1) 10' x 10' (3 m x 3 m) exhibit booth which includes two (2) Exhibitor staff registrations.
- Acknowledgement of Bronze status throughout the year leading up to and during the Conference through Placement of corporate name or logo:
 - in the Final Program (separate English and French); and
 - on the Sponsor acknowledgement slides projected in all plenary and concurrent sessions prior to commencement.
- Special Sponsor badge recognition for all corporate staff registered to attend the Conference.
- Company name or logo and company profile (100 words) listed in the Virtual Expo.
- Two (2) full-conference registration.

Contributor's Package

Your Investment \$5,000

Contributors will be recognized for their support of the 2016 Canadian Immunization Conference. Contributors are entitled to the following benefits:

- Corporate name placed on Conference Sponsor recognition sign in the registration area and public areas during the Conference.
- One (1) 10' x 10' (3 m x 3 m) exhibit booth which includes two (2) Exhibitor registrations.
- Acknowledgement of Contributor status throughout the year leading up to and during the Conference through Placement of corporate name in the Final Program (separate English and French).
- Company name or logo and company profile (100 words) listed in the Virtual Expo.
- One (1) full-conference registration.

OTHER PROMOTIONAL OPPORTUNITIES

Organizations interested in other promotional opportunities, including but not limited to advertising and program support are invited to contact the 2016 Canadian Immunization Conference Secretariat at 613-725-3769, ext. 211 or by e-mail at sponsorships@cic-cci.ca.



CO-DEVELOPED ACCREDITED LEARNING ACTIVITIES

Non-physician organizations wishing to co-develop educational sessions for the 2016 Canadian Immunization Conference (CIC 2016) must submit a proposal to the Conference Organizing Committee (COC) and then work with the Canadian Paediatric Society (CPS) or the Association of Medical Microbiology and Infectious Disease (AMMI) Canada to develop the content and submit for accreditation.

Co-developed accredited learning activities will be scheduled outside of the regular scientific program of the Conference during the following times:

- Tuesday, December 6 07:00-08:45
- Wednesday, December 7 07:00-08:45
12:30-14:15
- Thursday, December 8 07:00-08:45

AMMI Canada and CPS will only consider co-developing and accrediting programs that have been reviewed and approved by the COC.

1. Detailed proposal

Proposals submitted to the COC should include the following information:

- Proposed title
- 3-4 overall learning objectives
- Brief 1 paragraph description
- Faculty suggestions (Names and affiliations)
- Overview of how needs were assessed

Once the COC has approved a proposal, AMMI Canada/CPS may request additional information.

Deadline

All proposals must be submitted to secretariat@cic-cci.ca and received by the Conference Secretariat no later than **12:00 (ET) on Thursday, June 30, 2016** to be considered for CIC 2016.

2. AMMI Canada/CPS representative

AMMI Canada/CPS will review the detailed proposal and appoint a representative member with expertise in the proposed subject area to help identify faculty, finalize the content and facilitate the accreditation application. The AMMI Canada/CPS representative will be responsible for ensuring the following:

- Relevance to the target audience
- Content is cutting-edge, evidence-based and provides a balanced view of the subject
- Selected faculty are experts, unbiased and will address the educational objectives
- Content is developed in keeping with AMMI Canada/CPS guidelines & policies, and both the CMA and RCPSC guidelines.

In addition to the AMMI Canada/CPS representative, an AMMI Canada/CPS staff person will also be assigned to assist with the process.

3. Faculty

Selection

Faculty selection is at the sole discretion of AMMI Canada/CPS. Sponsors may provide suggestions, however, the final decision remains with AMMI Canada/CPS.

Invitations

AMMI Canada/CPS will work with the Conference Secretariat staff to send out the official invitations to faculty. The invitation will provide an overview of the session and learning objectives, confirm their availability, outline expense and honorarium policies, and confirm that the session is being supported by an educational grant from the symposium host. **Sponsors are not to contact faculty.**

Travel and accommodation

As per CIC 2016 policy, travel and accommodations will be reimbursed as follows:

- Travel – Economy fare (as per Treasury Board Travel Guidelines)
- Ground transfer
- Accommodation – standard room at conference hotel for two (2) nights.
- General expenses: two (2) days' expenses (as per Treasury Board Travel Guidelines), excluding any meals provided as part of the conference program.

Note: Local speakers are not eligible to receive hotel accommodation or travel reimbursement compensation. However, they are eligible to claim for mileage to/from the conference location and parking charges.

The Conference Secretariat will work directly with faculty to arrange their travel and accommodation.

Sponsors will be invoiced by the Conference Secretariat for all faculty expenses after the conference.

Honoraria

As per CIC 2016 policy, no conference faculty are entitled to an honorarium.

Registration

Faculty receive complimentary conference registration.

Session Moderators

The COC will assign moderators for co-developed learning opportunities.

4. Logistics

Sponsors must confirm all logistical requirements and are responsible for all associated costs for their session. Sponsors must work directly with the Conference Secretariat staff to organize logistics for their session. Contact the Conference Secretariat at 613-725-3769, ext. 119 or secretariat@cic-cci.ca.

Food & Beverage

Food and beverage is provided at no cost to the Sponsors and will be organized by the Conference Secretariat.

Audio/Visual Equipment

Basic A/V equipment will be provided by the conference organizers (e.g. LCD projector, screen, laptop, etc.).

AMMI Canada/CPS will confirm faculty A/V requirements and forward the Conference Secretariat staff.

Sponsors must work directly with the Conference Secretariat staff to finalize A/V for the session. **Sponsors will be invoiced by the Conference Secretariat for all additional audio/visual expenses after the conference.**

Meeting space

Meeting space is provided at no cost to the Sponsors and will be assigned by the Conference Secretariat staff.

Promotion

Sponsors must work directly with the Conference Secretariat staff for all promotion. Contact the Conference Secretariat at 613-725-3769, ext. 126 or secretariat@cic-cci.ca.

The co-developed learning opportunity will be promoted in the same manner as all other conference sessions. Any additional promotion is the responsibility of the non-physician organization and must be pre-approved by the AMMI Canada/CPS. All promotion must follow the CMA Policy: Guidelines for Physicians in Interactions with Industry.

In consideration of Canadian privacy law, the Conference Secretariat cannot provide contact information, including e-mail addresses, for conference delegates or participants.

5. Accreditation Application

Maintenance of Certification (MOC) Application Form

Once faculty and content have been finalized, the MOC accreditation application form must be completed and signed by the AMMI Canada/CPS representative. The application must be sent by e-mail and must contain all required supporting documentation. Sponsors may be requested to provide the required information and forward this documentation to the AMMI Canada/CPS representative.

Faculty disclosures

AMMI Canada/CPS will collect disclosure statements from faculty and the AMMI Canada/CPS representative will review to ensure that any potential for conflict is identified and appropriate action taken.

Faculty presentations

As part of the accreditation process, all faculty presentations (PowerPoint) must be reviewed by the AMMI Canada/CPS representative. AMMI Canada/CPS staff will collect presentations separately from the accreditation package. PDF copies of the presentation will be provided to sponsors once they have been approved.

6. Evaluation

Conference Secretariat staff will be responsible for evaluating the conference, including co-developed symposiums, and will provide this information to AMMI Canada/CPS.

AMMI Canada/CPS will review the results and forward a summary to sponsors. Sponsors are not to have separate evaluation forms at co-developed learning opportunities.

7. Accreditation Fee

The accreditation fee (\$10,000) is separate from your sponsorship agreement with Canadian Public Health Association. This fee will be invoiced directly by AMMI Canada/CPS to the Sponsor. This fee will be payable upon approval of your application by the Conference Organizing Committee.

8. Sponsor Representative

The Sponsor will be asked to identify one (1) representative who will be the only point of contact with the Conference Secretariat and/or AMMI Canada/CPS

EXHIBITING OPPORTUNITIES

The Exhibit Hall will play host to all Nutrition Breaks, buffet lunches from 12:30 until 14:30, and the Welcome Reception on Tuesday, December 6.

Booth space will be assigned on a “first-come, first-served” basis. Priority will be given to Conference Sponsors in the following order: Platinum, Gold, Silver, and Bronze Exhibitors. The Conference Secretariat reserves the right to determine the final allocation of booth space.

Standard Exhibit Category

	Your Investment	
	Without Electricity	With Electricity
Corporate and Government	\$2750	\$3100
Non-for-Profit Organizations	\$1750	\$2100

Booth Size

10' (3 m) wide x 10' (3 m) deep, or multiples thereof

Each exhibit space rental includes:

- Company name or logo and company profile (100 words) listed in the Virtual Expo.
- Two (2) Exhibitor staff registrations per paid 10' (3m) x 10' (3m) exhibit space (Value: \$1350);
- Welcome Reception in the Exhibit Hall on Tuesday, December 6;
- All health breaks and lunches in Exhibit Hall on Tuesday and Wednesday;
- Complimentary WIFI
- Attractive 8' high back wall and 3' high side walls;
- One (1) 24" wide by 6' long skirted table with two (2) chairs;
- One (1) waste basket;
- High-recognition Exhibitor badges;
- Exhibitor Service Manual; and
- 24-hour professional perimeter security.

Exhibit Staff Registration

Each 10' (3 m) x 10' (3 m) booth space includes two (2) Exhibitor registrations. Additional representatives of the exhibiting organization may register to staff the booth and attend the conference at the Participant early bird rate of \$625 (valid to 24:00 hrs ET October 11, 2016) or regular rate of \$675 after early bird closes.

Exhibitor badges provide full access to all conference sessions.

Contact

Lison Pelletier
613-725-3769, ext. 211
exhibitors@cic-cci.ca
<https://cpha.eventsair.com/cic-cci-2016/exhibitionportal>

EXHIBITOR SERVICE MANUAL

The Exhibitor Service Manual will be available in September. This manual will contain a listing of all official and exclusive suppliers, and a complete set of service forms and instructions. Please take the time to review this information as it offers important details that you should familiarize yourself with to ensure you have the services you need.

EXHIBIT SCHEDULE

Move-in

Monday, December 5 12:00 – 17:00

Tuesday, December 6 08:00 – 10:00

Exhibition Dates and Times

Tuesday, December 6

Health Break, Exhibit and Poster Viewing 10:30 – 11:00

Networking Lunch 12:30 – 14:30

Welcome Reception 16:00 – 17:30

Wednesday, December 7

Health Break, Exhibit and Poster Viewing 10:30 – 11:00

Networking Lunch 12:30 – 14:30

Dismantle

Wednesday, December 7 14:30 – 17:30

TERMS OF AGREEMENT — RULES AND REGULATIONS

1. SHOW MANAGEMENT

The words “Show Management”, as used herein, refers to the Canadian Public Health Association (CPHA), its employees and agents. The enforcement and interpretation of the following rules and regulations are the sole responsibility of Show Management.

2. EVENT

The word “Conference”, as used herein, refers to 2016 Canadian Immunization Conference, scheduled for December 6-8, 2016 at the Shaw Centre, 55 Colonel By Drive, Ottawa, Ontario (hereinafter referred to as the Shaw Centre).

3. GENERAL

Show Management reserves the right to decline or prohibit any exhibit or portions thereof, and to permit only such matters or conduct as shall be approved by Show Management.

4. SPACE RENTAL

The application for exhibit space, when duly signed by the exhibiting firm and Show Management, shall constitute a valid contract between the parties. If payment is not received within the prescribed time limit, the contract may be considered null and void (at the sole discretion of Show Management) and the space re-assigned to another applicant. Should any space remain unoccupied at the beginning of the Conference, Show Management reserves the right to use it for any other purpose, including rental to another organization.

Show Management will provide back drape (8’ high), side drape (3’ high), one (1) table, two (2) chairs, a wastepaper basket and electrical service (if applicable). Information on all other exhibition requirements, including but not limited to material handling, furniture, installation, telecommunications, etc. will be provided in the Exhibitor Service Manual (available September 2016).

5. BOOTH ASSIGNMENT

Show Management reserves the right to assign any and all booth space as it best determines.

6. USE OF SPACE AND RESTRICTIONS

The space contracted is to be used solely by the Exhibitor whose name appears on the application, as agreed to by both parties, and only products and/or services of the Exhibitor may be exhibited.

Any promotion of other products or services is strictly prohibited and will result in ejection from the exhibition without refund or other appeal. No exhibit will be permitted which interferes with the exhibits of other Exhibitors or obstructs the visibility of other exhibits. Exhibits must be confined to the exact space allocated. Show Management reserves the right to decline or restrict any exhibit or portion thereof which, in the opinion of Show Management, is not appropriate or in keeping with the character of the Conference. It may restrict any exhibits which, because of noise, costume, gimmicks, method of operation, material, and creation of safety hazards or for any other reason become objectionable or interfere with the Conference, adjacent exhibits or other activities. No representation of the Exhibitor, his products or services may be carried on in the aisles, corridors, feature areas or other designated common area of the facility.

No Exhibitor shall do any act which shall constitute an infringement upon the rights and privileges provided under this application to any other Exhibitor. Interviews, demonstrations, distribution of literature, supplies, souvenirs, etc., must occur inside the booth.

7. EXCLUSIVE RIGHTS

Participating Exhibitors have the exclusive right to promote or sell goods or services in the show. All other parties who attempt to make any sales solicitations without the expressed written consent of Show Management will be permanently removed from the show area.

Canvassing, solicitations of business or the use of advertising materials or signs by firms other than those who have contracted for space is prohibited. Distribution by the Exhibitor of circulars, catalogues or other advertising materials of firms which are not Exhibitors is prohibited.

Exhibitors are asked to report any infractions to the Show Office so that immediate remedial action can be taken.

8. ASSIGNMENT

The rights granted to the Exhibitor by this application may not be assigned without the written consent of Show Management. The Exhibitor shall not assign nor sublet any part of its exhibit space without the written consent of Show Management. All exhibits shall be subject to the approval of Show Management.

Show Management reserves the right to appoint exclusive suppliers as required by the Shaw Centre. Please consult with Show Management for a complete list which will be contained in the Exhibitor Service Manual.

9. EXHIBIT STAFFING

This agreement entitles the Exhibiting organization to provide two (2) persons per booth space to staff the exhibit booth (exhibit staff ID must be worn at all times). Additional representatives may register at the regular participant rate of \$675. Exhibitor badges will be supplied by Show Management for exhibit personnel. These must be worn at all times while in the Conference and exhibit area and are required for entry to the show. Exhibitor badges are to be worn by only those organization representatives who will staff the booth.

10. ENTRY TO SHOW

Show Management reserves the rights to refuse admission to any visitor, Exhibitor, or Exhibitor's employee who, in the opinion of Show Management, is unfit, intoxicated, or in any way creating a disruption of the Conference.

11. EXHIBITS APPROVAL

All products/services to be displayed by Exhibitors are subject to approval by Show Management. Show Management reserves the right to withhold approval of the Exhibitor's product/services which, in Show Management's judgement, do not conform to the educational or scientific purpose of the Conference. At the request of Show Management, an Exhibitor shall immediately remove any products/services included in an exhibit for which approval has not been given.

12. AUDIO-VISUAL COMPONENTS OF EXHIBITS

Audio-visual equipment, as part of a display, is acceptable; however, sound equipment must be regulated so as not to disturb neighbouring Exhibitors. In addition, spectators at exhibits may not obstruct aisles or interfere with access to other exhibits. Show Management reserves the right to determine when sound levels from audio equipment constitute interference with others or become unacceptable. In such cases, sound levels will be reduced or the equipment will be removed at the Exhibitor's expense.

13. SAMPLES, AND GIVE-AWAYS

Customary descriptive product literature, note pads, pens, and pencils may be distributed from your exhibit; however, it is the Exhibitor's responsibility to ensure that any give-away is acceptable under the Rx&D guidelines, if applicable. Show Management does not require a sample of the give-away in advance of the Conference. However, Show Management does reserve the right to have a give-away removed from the exhibit area should the give-away not be useful to and/or in keeping with the professional activities of the participants, as outlined in the Rx&D guidelines. Adhesive-backed promotional materials are not permitted. Exhibitors will be charged for removal of this material from the walls and floors of the building.

14. FOOD AND/OR ALCOHOLIC BEVERAGES

The preparation and/or serving of food or beverages of any kind, without the written permission of Show Management and the facility, is prohibited. Serving of alcoholic beverages on the exhibit floor is expressly prohibited.

15. RAFFLES

Contests, lotteries, raffles and games of chance are strictly prohibited, as such activities reflect unfavourably on the character of the 2016 Canadian Immunization Conference.

16. INSTALLATION, EXHIBIT HOURS AND DISMANTLING

Dates and hours for installation, exhibiting and dismantling will be specified by Show Management. Goods received after the opening of the exhibition must be delivered to the booth and arranged at a time other than official exhibit hours. If you require any drayage services, please complete the material handling form contained in the Exhibitor Service Manual.

Exhibits shall be staffed at all times when the exhibition is officially open.

The Exhibitor agrees that no display may be dismantled or goods removed during the exhibition but must remain intact until the closing hour of the last day of the exhibition. No Exhibitor will be permitted to commence dismantling any portion of the exhibit whatsoever, to commence packing crates or cartons, or to abandon their display prior to the official closing. All exhibits must be removed by 23:00, Wednesday, December 7, 2016, and all storage and handling charges for failure to remove exhibit and/or materials by that time shall be the responsibility of the Exhibitor. Show Management reserves the right to remove any exhibit, any excess garbage, materials, packaging, etc., which is not removed by the conclusion of the exhibition and charge the expense to the Exhibitor.

Exhibitors may set up their own exhibits, using their own employees or contractors. If Exhibitors use a contractor other than the official Show contractor, they must provide Show Management with proof of liability insurance.

All display materials, including pre-fabricated booths must be pre-fitted and ready for installation prior to shipment to the building. Exhibitors requiring additional assistance in the movement and set-up of their display should contact and use the services of the Official Show Services Contractor.

In addition, Exhibitors using their own employees or show service contractor are responsible for any and all damages, caused by such personnel and/or equipment.

17. CARE OF EXHIBITS

Show Management will ensure that aisles are swept and cleaned, but Exhibitors must keep their exhibit space cleaned and their exhibits dusted and in good order, at their own expense. Exhibits must remain intact until after closing on the last day of the Exhibition. Exhibitors are requested at all times to cooperate with Show Management by maintaining their exhibits in perfect condition, properly staffed throughout the Exhibition.

18. FIRE REGULATIONS

All Exhibitors must comply with the fire regulations of the Ottawa Fire Services and the Shaw Centre. Only fireproof materials (including all decoration, draperies and/or fabrics) may be used in displays and wiring must conform to CSA specifications. Fire exits and aisles must be kept clear at all times. The Exhibitor assumes full responsibility for ensuring that exhibits meet these standards.

19. ELECTRICAL SAFETY CODE REQUIREMENTS

All Exhibitors must meet the electrical requirements of the Shaw Centre. In the normal case, this means that all electrical equipment to be operated shall be CSA approved. If you are planning to exhibit any electrical equipment that does not bear a CSA approval sticker, please contact Show Management. Failure to comply could result in the revocation of show privileges. The Exhibitor assumes full responsibility for ensuring that exhibits meet these standards.

20. SIGNS & BANNERS

All signs must be within the booth area and must be freestanding, or attached to the back wall of the display. Signage cannot be hung over the aisles or side rails. Sign making services are available through the Official Show Services Contractor.

21. DAMAGE TO PROPERTY

Exhibitors are liable for all damage caused by them to the exhibit facility, booth equipment or to other Exhibitors' property and shall indemnify the Shaw Centre, Show Management, and/or the Official Show Services Contractor against, and hold them harmless from, any complaints, suits or liabilities resulting from negligence of the Exhibitor in connection with the Exhibitors use of exhibit space.

22. CARE OF BUILDINGS

Painting, nailing or drilling of floors, walls, ceilings or any other part of the building is not permitted. Exhibitors laying any floor covering must use an adhesive that will not damage the floor and is easily removed. No signs or other articles are to be fastened to ceilings, walls, pipes or electrical fixtures.

23. FORCE MAJEURE

In case the exhibit space contracted for shall not be available for the uses herein specified due to war, acts of international or domestic terrorism, government action or order, acts of God, fire, strikes, labour disputes, or any other cause beyond the control of Show Management, this Agreement shall immediately terminate and, in such event, the Exhibitor shall and does hereby waive any claims to damages or any other recovery therefore except the return of the amounts paid as rental for the exhibit space, less the prorated share allocable to the exhibit of the actual expenses incurred by Show Management in connection with the Exhibition. Should Show Management, in its sole discretion, consider it inadvisable to hold the Exhibition at the time and place herein provided, Show Management may, at its option, terminate this Agreement and return the sums paid by the Exhibitor for the exhibit space, and there shall be no further liability on the part of either party to the other. Upon written notice to the Exhibitor, Show Management shall also have the right to change the date and the place where the Exhibition is to be held.

24. INSURANCE

Exhibitor agrees to obtain, maintain in effect throughout the Event including set-up and tear-down periods, and provide to Organizer at least thirty (30) days prior to move in to the Event a certificate of insurance showing that there is in effect a policy of a minimum of \$2 million combined single limit bodily injury and broad form property damage liability coverage, including broad form contractual liability, in which Organizer and the Event Providers (as defined) are named as additional insureds. Exhibitor agrees to obtain and maintain in effect throughout the Event workers compensation and employer's liability insurance in such minimum amounts as are required by law or are otherwise consistent with prudent business practice.

25. LIABILITY

Neither the Canadian Public Health Association nor Show Management nor any of their officers, directors, employees or agents, nor the owners, employees, or representatives of the Shaw Centre will be responsible for any injury, loss or damage that may occur to the Exhibitor, or the Exhibitor's employees or property due to fire, robbery, accidents, or from any cause whatsoever prior, during or subsequent to the period covered by the exhibit contract. The Exhibitor, on signing the Application Agreement agrees to indemnify and hold harmless Show Management, the Canadian Public Health Association, the Shaw Centre and its employees against any and all claims of any person whomsoever, arising out of acts of omission of Exhibitors or their employees. (Exhibitors shall furnish their own public liability insurance). Show Management assumes no liability for damages or losses resulting from, or related to, the failure of the Exhibitor to comply with the provisions of this Agreement. If, due to unforeseen circumstances beyond the control of Show Management, the Exhibitor's materials do not

arrive in time for display during the entire period of the Exhibition, or any portion thereof, Show Management assumes no liability for damages or losses to the Exhibitor and is under no obligation to refund the Exhibitor's fees.

26. SECURITY

Show Management will provide the necessary watchmen for the Exhibit Hall during move-in/move-out and the hours the exhibition is closed and will take reasonable precautions to safeguard Exhibitors' property. However, Show Management shall not be held responsible and assumes no liability in any way whatsoever for any loss, damage or theft of goods, exhibits, or other materials owned, rented or leased by the Exhibitor howsoever caused, at the Shaw Centre during the set-up, Exhibition, or dismantling period. It is recommended that each Exhibitor purchase a rider on the Exhibitor's own insurance policy protecting them against loss, theft, fire, damage, etc.

27. COMPLIANCE WITH LAWS

The Exhibitor agrees to observe all union contracts and labour relations in force, agreements between Show Management, the official exhibition contractors and the building in which the exhibition will take place and act according to the labour laws of the jurisdiction in which the building is located and observe the provisions of the provincial Human Rights Code and the Labour Standards Act in the hiring and treatment of exhibit booth staff.

28. AMENDMENT

Show Management shall have full power to interpret and/or amend, delete or add to these rules and regulations which in Show Management's sole discretion, shall be in the best interest of the Conference. The decision of Show Management must be accepted as final in any dispute with the Exhibitor or in any situation not covered by these rules and regulations.

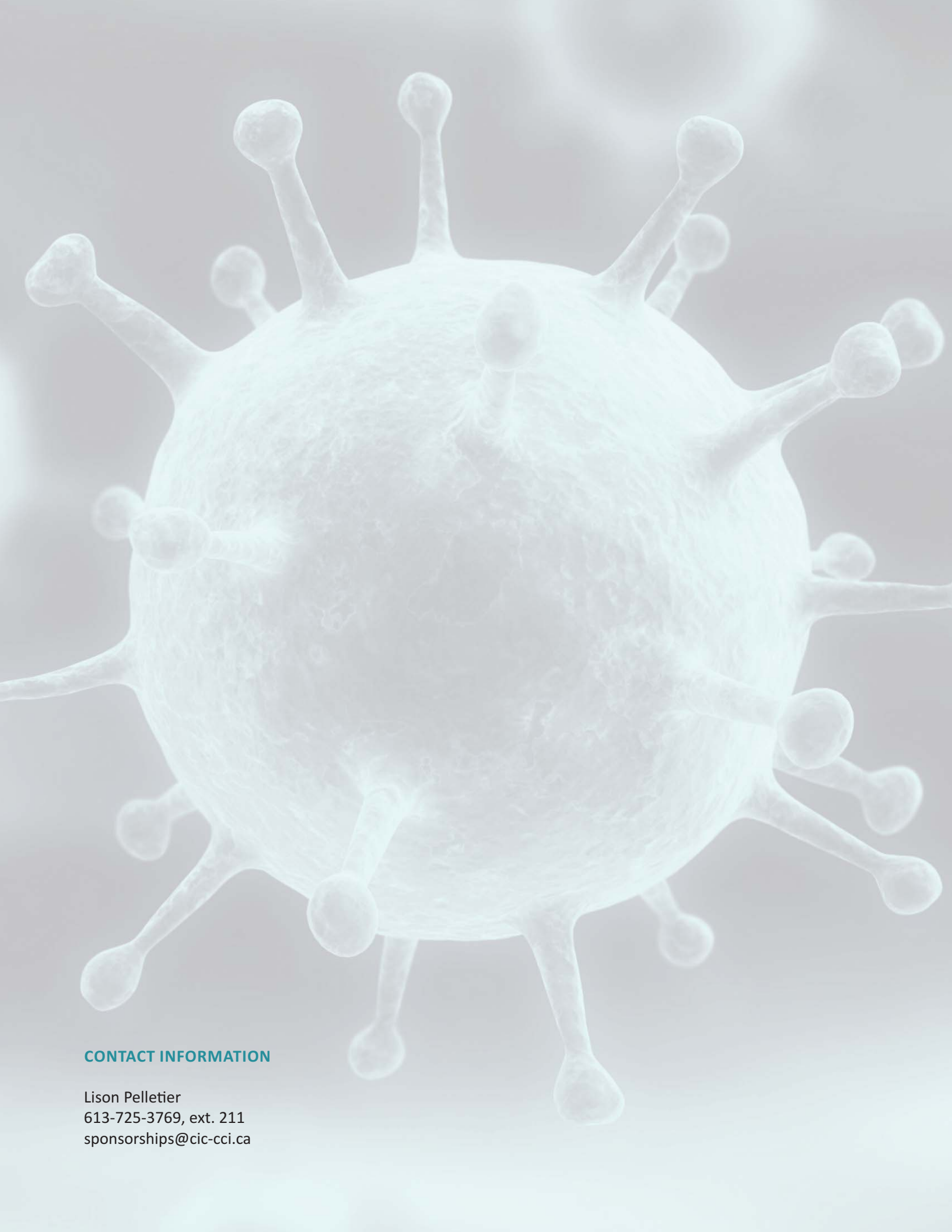
The Exhibitor agrees to abide by the rules and regulations contained in the Exhibitor Manual.

29. TERMINATION OF THE CONTRACT

This agreement may be terminated by Show Management at any time on the breach of any of the conditions by the Exhibitor, and thereupon all its rights hereunder shall cease and terminate, and any payments made by the Exhibitor on account hereof prior to said termination shall be retained by Show Management as liquidated damages for such breach, and Show Management may hereupon resell said booth space.

30. CANCELLATION OF CONTRACTS

Cancellation requests must be submitted in writing to the Conference Secretariat and received by the cut-off date as indicated. Cancellation of contracts received prior to 17:00 (ET) September 2, 2016 will receive a full refund of exhibit fees paid, less an administrative fee of \$500. Display space cancelled after 17:00 (ET) September 2, 2016 will result in forfeiture of all monies due and/or paid to the Conference.



CONTACT INFORMATION

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