



EXHIBITOR PACKAGE September 19-21, 2019

Dear Exhibitor,

Thank you for exhibiting at the upcoming CSGNA 2019 CONFERENCE. We are looking forward to having your company representatives with us!

Please consult the following pages for valuable information pertaining to the upcoming tradeshow at the CSGNA 2019 Conference, being held in St. John, NL at [the St. John Convention Centre](#) (SJCC) in Bowring 135.

The following guidelines have been established to ensure proper installation, viewing and dismantling of each Exhibitor's booth. Please read the details carefully and follow the guidelines. Your cooperation will allow us to meet your expectations and will significantly contribute to the success of the show.

There are a large number of details contained in this document, and forms to be completed **ON-LINE. We appreciate your attention to all of this content!**

Exhibit Fees

Payment for booth space and other payments (ie. extra personnel) must be received in full to be allowed access to the Exhibit Hall at the CSGNA 2019 Conference.

Exhibit Personnel Registration

The Exhibitor Registration Desk will be located in the lobby area of LEVEL 2 of the SJCC just outside Bowring. ALL exhibit personnel must wear a CSGNA 2019 CONFERENCE BADGE at all times.

All booth personnel must check-in at the Exhibitor Registration Desk to receive their personalized name badge. This desk will be open as follows:

Wednesday, September 18,	0900 – 1900 hrs
Thursday, September 19	0600 – 1400 hrs
Friday, September 20, 2018	0600 – 1400 hrs

Booth Space Assignment

Final booth assignments will be available on the [website](#) – giving careful consideration to the order of purchase and noted competitors. The floor plan is intended to allow for dining space to ensure maximum networking amongst delegates and exhibitors.

Dates & Show Hours

Exhibits must be staffed at all times during the open hours of the Exhibit Hall and must remain intact until show closing on Friday, September 20 at 1415 hrs, at which time the dismantling may begin.

Please consult the following table for the timeline of events:

Show Company Move-In	Wednesday, September 18 , 0900 – 1300
Booth Set up	Wednesday, September 18 , 1300 – 1700
Opening of Exhibit Hall & Reception	Wednesday, September 18 , 1800 – 2000 (appetizers & cash bar)
Exhibit Hall Unopposed Hours	Thursday, September 19 <ul style="list-style-type: none">• 0700 – 0830 – breakfast• 1000 – 1030 – nutrition break• 1210 – 1330 – lunch• 1510 – 1540 – nutrition break
	Friday, September 20 <ul style="list-style-type: none">• 0700 – 0830 – breakfast• 1000 – 1030 – nutrition break• 1245 – 1415 – lunch
Tear Down	Friday, September 20 1415 – 2100

Exhibit Construction

The exhibition booths will be 8' by 10' with a full 8' height back drape and 3' side drapes. All interior and outside perimeter booths' back walls are restricted to 8' in height and side walls to 4' in height. To ensure that the display value of the adjoining booths is not hindered, no display at its full 8' height may extend out more than 3' from the back wall at that height.

Bowring 135 **IS CARPETED**. If additional floor covering / carpet is ordered, it must remain in the dimensions of the booth space (8' x 10') as outlined in the floor plan.

Exhibit Booth Decoration

All exposed parts of displays must be draped or finished to present an attractive appearance when viewed from aisles or adjoining exhibits and must not be objectionable to other exhibitors or the CSGNA. If such required draping is not ordered, the official supplier of Exhibit Services and Equipment, **Canadian AV**, with approval of CSGNA, 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 venue, in any way that may cause damage. Damage caused by failure to observe this rule will be paid for by the exhibitor.

Exhibit Space

Space rental includes:

- ✚ 24-hour security
- ✚ Assigned draped booth 8' x 10'
 - 8' high back wall (BLACK) with 3' high sidewalls (BLACK)
- ✚ 1 draped table
 - table cover (WHITE) with pleated skirting (WHITE)
 - 2 chairs
 - Wastebasket
 - One 1500-Watt, 120 Volt duplex electrical outlet (For additional electrical needs please contact the Canadian AV)
- ✚ Exhibit personnel name badges (2 complimentary per booth purchase)
- ✚ Exhibitor package of on-site materials
- ✚ List of consenting delegates
 - both paper copy and electronic copy after the conference
- ✚ Access to all lunch and nutrition breaks during Exhibit Hall hours
- ✚ Wi-Fi

Space rental does NOT include:

- ✚ Floor Covering (additional to the carpeted floor)
- ✚ Unpacking, drayage, rigging, or material handling
- ✚ Special utilities
- ✚ Extra booth furniture
- ✚ AV requirements
- ✚ Storage of empty containers during show

Special Considerations

Latex Allergies: In consideration of those delegates with latex allergies, CSGNA prohibits latex balloons in the tradeshow. Thanks for your cooperation!

Fragrances: In consideration of those delegates with fragrance sensitivities, we discourage the use of scented products – for both men and women!

No Outside Food & Beverage Policy: Outside food and beverage may NOT be brought into the building.

Insurance

- Exhibitors must have liability insurance policies in force;
- Exhibitors who desire insurance on their exhibits must obtain the same at their own expense—CSGNA does not provide any insurance for exhibitors and assumes no liability for loss;
- Certificates of insurance must be procured by the exhibiting company and its contractors in advance or onsite

KEY CONTACTS

1. Kim Miller | Conference Services Manager,
St. John's Convention Centre
709.758.5490 | www.sjcc.ca | KMiller@sjcc.ca
2. AV and Show Company
Brad Hollett
Canadian Av Inc.
Hotel and Convention Services Manager.,
Preferred supplier of the St John's Convention Centre
22 Pearl Place
St. John's NL, A1E 4P3
(C) 709.746.1115 | (O) 709.739.6666

All shipments of materials/equipment should go through CAV. [Click here](#) for the Material Handling Form and Material Handling Guide.

Other useful links:

- [SJCC Floorplans](#)
- [SJCC Capacity Charts](#)
- [Catering & Security](#)

Exhibit Decorating Services:

Canadian AV has been appointed the official trade show contractor and logistics provider for exhibit decorating services, including installation and additional furniture requests.

Advanced Receiving / Material Handling

CAV provides advanced receiving service. Utilizing **CAV** for your advanced receiving will include:

- Receiving and advance storage of your display material up to 30 days prior to the show dates
- Transport of your display material to show site and delivery of material, crates and boxes directly to your booth
- Removal and storage of empty boxes and crates during the show

Return of empty boxes and crates to your booth following the show and re-loading of display material on to outbound carrier(s) from show site.

**Please [CLICK HERE](#) for the Exhibitor Kit from CAV with all necessary details for shipping/receiving, material handling, and other important information.
PLEASE MAKE ALL ARRANGEMENTS WITH CAV.**

Audio Visual / Visual Related Equipment

Canadian AV is in-house at the **SJCC**, and can professionally provide your booths audiovisual and computer needs. There information is above under “Key Contacts”.

Booth Cleaning

Individual booth cleaning is NOT provided for exhibitors. If you require overnight booth cleaning, please order from the SJCC.

Electrical & Lighting

One 120 Volt, 1500 Watts Duplex Outlet is included in each booth purchase. Additional requirements can be supplied by the CAV. Contact information under “Key Contacts above”.

CSGNA 2019 Rules and Regulations

General Liability

Exhibitors and their representatives hereby agree to defend, indemnify and hold harmless The Canadian Society of Gastroenterology Nurses and Associates (CSGNA) and Innovative Conferences & Communications (contracted planning agency), the employees thereof and their representatives and agents, against any and all claims for third party loss, damage, theft or injury.

Security in Exhibit Area

CSGNA cannot guarantee against loss or damage of any kind but will endeavor to protect exhibitors by providing security on a 24-hour basis for the duration of the show. Exhibit management will provide necessary security during exhibit hours to ensure those persons entering the hall are wearing proper badges, and after exhibit hours when the hall will be closed. Exhibitors who wish to remain in the hall after hours must identify themselves to security personnel. Exhibitors wanting to remove any goods or items from the hall must advise security.

Liability and Insurance

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

In addition, the exhibitor agrees to indemnify, defend and hold harmless the CSGNA and Innovative Conferences & Communications (contracted planning agency) from any and all claims for loss or damage asserted against the aforementioned by any third party person as a result of, or in any way connected with, the wrongful acts or negligence of the exhibitor.

Fire Regulations

All exhibit equipment and material must be protected by safety guards and devices whenever appropriate. All display materials must be flame-proofed and subject to inspection. 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.

Care of the CONVENTION CENTRE

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

Social Events

Wednesday, September 18, 1800-2000 - **Opening of Exhibit Hall & Vendor Reception**

Thursday, September 19, 1800-2100 - **Float & Promote with the Vendors - O'Reilly's Irish Newfoundland Pub**

Friday, September 20, 1900-2200 – **Kitchen Party SCJJ**

Delegate Passport Questions

[Submit your question](#) for inclusion in the delegates passport. This will encourage delegates to stop at your booth, have a conversation, and ask the question on the passport. Once the delegate has completed the passport, and answered all questions correctly, they can enter a prize draw.

The vendors found this to be very successful in prior years therefore we are pleased to offer the passport again. The winner of the passport receives a complimentary registration to the next conference.

Silent Auction

We are looking for items for the silent auction. If you have item, please bring it to the registration desk.

Raffles or Prizes

We encourage you to be creative and think of ways to engage the delegates at your booth. Maybe a raffle, draw, game, food or giveaways!

Accommodation

For hotel reservations, we ask that the exhibitors contact the [Delta](#).

DON'T PROSCRASTINATE! We have established a reservations due date of August 23, 2019 for guestroom accommodations.

After the reservations due date, all room nights which have not been reserved will be returned to the hotel's general inventory.

[Book your group rate for CSGNA National Conference 2019](#)

Questions

Please forward any questions you may have to: Heather Dow, CSGNA Executive Director, 613-507-6130 | csгнаadministrativeassistant@csгна.com

PLEASE [CLICK HERE](#) TO BEGIN THE REGISTRATION PROCESS ONCE ALL THE FOLLOWING PAGES HAVE BEEN REVIEWED

The following are DUE ONLINE no later than Friday, August 30!

COMPANY DESCRIPTION

Please provide a brief description (approximately 35-50 words) of your company and the products / services being displayed on the website. This description will be provided to delegates in the on-site guide.

CSGNA PROCEDURES & GUIDELINES

CSGNA recognizes the contributions of exhibitors in providing a meaningful learning experience for program participants. To this end, CSGNA will provide space for exhibits in accordance with the following procedures:

1. Only those exhibitors who have made full payment by **August 30, 2019** may set up exhibits.
2. All exhibitors must conduct exhibits in a dignified and professional manner. Sample literature and educational material is the property of each individual company.
3. All exhibits must be set up by the designated time and no exhibitor shall dismantle the exhibit prior to the official closing time.
4. All exhibitors and booth personnel must wear the official badge supplied by CSGNA.
5. All exhibitors, booth personnel and guests must register to gain entrance to the Exhibit Hall.
6. Each exhibit will be confined to the limit of its respective booth(s) as indicated by the floor plan.
7. The space contracted by an exhibitor is for the sole use by that exhibitor and may not be resold or sublet to another exhibitor.
8. Exhibitors must surrender space occupied in the same condition as it was at the time occupied. The exhibitor is responsible for all damage to the exhibit hall property occurring in or upon the exhibitor's booth space or because of acts of the exhibitor, his employees, agents, licensees or contractors, and from and against any and all liability, claims and demands which may arise from, or be asserted in connection with the foregoing undertakings and responsibilities of the exhibitor.

Each exhibitor is required to insure himself/herself against property-loss/damage and liability for injury.

9. Under no circumstances may Exhibitors affix anything to any surface of the building outside the exhibit booth space. Should you wish to hang a banner(s) above your booth, the venue will provide this service wherever possible and if approved by CSGNA. The banner hanging charge (if applicable) will be assumed by the exhibitor.
10. The exhibit hall will be locked when not open for delegate access. CSGNA will not be responsible for exhibitors' goods, displays or equipment, however, additional 24-hour security will be provided in the Exhibit Hall areas during operation.
11. The use of latex products is prohibited due to latex allergies; due to increasing sensitivities to scented products, the use of fragrances is discouraged.
12. **MUST PROVIDE PROOF OF INSURANCE**

PLEASE INDICATE ON THE ON-LINE REGISTRATION THAT PROCEDURES AND GUIDELINES HAVE BEEN READ AND AGREED TO.

INSURANCE FORM

Exhibitors (booths only) must comply with the mandatory insurance coverage as outlined in the Exhibitor Manual in order to participate in the National Conference at the SJCC.

OPTION #1

YES, we declare that we have Comprehensive General Liability insurance in force, with a minimum of \$2,000,000 CDN and that the policy includes the SJCC, CSGNA Association and contains a cross-liability clause. **(Please forward the Insurance Certificate via email to csгнаadministrativeassistant@csгна.com or fax 866-531-0626)**

OPTION #2

NO, we currently do not have the required coverage and will require Comprehensive General Liability for the Conference. Coverage will be obtained prior to our participation at the CSGNA 2018 National Conference **(Proof no later than August 24, 2018).**

PLEASE INDICATE OPTION # 1, OR #2 USING THE [ON-LINE REGISTRATION LINK](#)

St John's Convention Centre
50 New Gower St, St. John's NL A1C 1J3

CSGNA Head Office:
4 Catarqui Street, Suite 310, Kingston, ON
K7K 1Z7

Name Tag Registration

Please list the names of all expected booth personnel. Each booth purchased is entitled to 2 complimentary representative badges. If more than 2 representatives per booth will be attending, a cost of \$200.00 will be required for each additional name badge, to cover the expense of food & beverage and administrative handling.

Note: **ALL** booth personnel must be registered and are required to wear a Conference name badge at all times. Name badges will be supplied by CSGNA.

2 BADGES PROVIDED PER BOOTH PURCHASED ADDITIONAL NAME BADGES AVAILABLE AT \$200.00 EACH

PLEASE REGISTER ALL EXHIBIT BOOTH PERSONNEL [ON-LINE](#).

**For any questions or concerns, please contact Heather Dow:
csгнаadministrativeassistant@csгна.com , or phone 613-507-6130.**