



19th Annual Orthopaedic Symposium
September 26, 27 and 28 2008
Hotel Hyatt Regency, Montréal, Québec
« Clinical Reasoning, L'art de la déduction »

EXHIBITORS' GUIDE

Hyatt Regency Hotel
1255, Jeanne-Mance Street
Montreal, Québec
H5B 1E5

SCHEDULE OF VISITS TO EXHIBITORS' BOOTHS

Clinical Reasoning Course, Friday, September 26, 2008

<i>Lunch with Exhibitors</i>	<i>from 12: 00PM to 1:15PM</i>
<i>Refreshment break with Exhibitors</i>	<i>from 3:00PM to 3:30PM</i>
<i>Cocktail with Exhibitors</i>	<i>from 8:00PM to 10:00PM</i>

2008 Symposium, Saturday, September 27, 2008

<i>Refreshment break with Exhibitors</i>	<i>from 10:20AM to 10:50AM</i>
<i>Lunch with Exhibitors</i>	<i>from 12:30PM to 1:45PM</i>
<i>Refreshment break with Exhibitors</i>	<i>from 2:45PM to 3:15PM</i>

2008 Symposium, Sunday, September 28, 2008

<i>Refreshment break with Exhibitors</i>	<i>from 10:15AM to 10:45AM</i>
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Total number of hours:

Total 6.5 hours.

N.B.: The Organizing Committee is inviting you to join us for breakfast on Saturday September 27 at 9:00 AM

DISTRIBUTION OF EXHIBITION SPACES

Spaces will be allocated on a **first-come, first-serve** basis for each type of sponsor. All exhibition space reservations will be dated upon receipt. As much as possible, we will attempt to satisfy requests for a particular space. Exhibitors are therefore invited to indicate their location preference(s). No changes may be made without the agreement of the Organizing Committee.

RENTAL

Please communicate with the Committee to receive the rental contract. Payment is required **by June 27, 2008**. We reserve the right to cancel any rental contract for which payment has not been received by this date.

There are 6 booths of eighty square feet (8'x10') at a rate of 1 300\$ and 22 booths of a hundred square feet (10'x10') at a rate of 1 500\$ (GST 7% and PST 7,5% not included).

N.B.: Only 28 booths are available.

EXHIBITION SPACE MATERIAL

- One table with black covering.
- 2 black chairs.
- 3'x10'x10' or 3'x8'x10' border walls, draped in black.
- One waste paper basket.
- One identification poster 7"x44".
- One 110-volt outlet.

Additional electrical or technical material

Additional electrical or technical service is available from the Hyatt Regency Hotel at an extra cost.

ID PASSPORT

Exhibitors will receive an ID passport at registration. The Exhibits Committee will confirm with the exhibitors the name of the representatives who will be attending the 2008 Orthopaedic Symposium in the weeks leading up to the event. Passports are required for admittance to the exhibit areas.

EXHIBITORS' REGISTRATION

Registration will be held at the registration desk starting at 8 AM on **Friday, September 26, 2008**.

Invited guests

Buyers and other employees involved in purchasing rehabilitation equipment may visit the Exhibitors' booths during the 2008 event. Exhibitors should provide the Exhibits Committee with a list of their guests and their company name. **NO visitors will be admitted** to the exhibit area without an ID passport.

CANCELLATION

If you cancel your reservation **before July 25, 2008**, 50% of your payment will be refunded. No cancellations will be accepted and no refunds will be made **after July 25, 2008**.

SHIPPING AND RECEPTION OF MATERIALS

The Hyatt Regency Hotel must be notified of deliveries of equipment and other material. Please inform Mr Madhi Manseur and ensure that deliveries are clearly marked for the 2008 19th Annual Orthopaedic Symposium. The delivery address should be indicated as follows:

**Hyatt Regency Hotel
1255, Jeanne-Mance street
Montreal, Québec
H5B 1E5**

Delivery/reception hours: 8:30 AM to 3:00 PM

The Hotel shall not be responsible for any theft or breakage of material or material that remains unclaimed in the days following the 2008 Orthopaedic Symposium.

SECURITY

Before and after exhibition hours, items of value or that are easily transportable should be stored in a safe place. The exhibit area will be kept under surveillance by the Organizing Committee during regular visiting hours to ensure that all visitors are 2008 Symposium participants or guests.

Security guards will be on site starting on Friday September 26 at 10:00 AM until 12:00 PM (noon) on Sunday September 28 2008.

INSTALLATION OF EXHIBITORS' BOOTHS

The commercial exhibit will be held in Alfred-Rouleau A, B and C rooms.

Exhibitors may set up their booths:

From 8:30 AM to 11:00 AM on Friday, September 26, 2008.

Inspection by Exhibitor's committee:

As of 11:00 AM to 11:30 AM on Friday, September 26, 2008.

DISMANTLING OF EXHIBITORS' BOOTHS

From 1:00 PM to 3:30 PM on Sunday, September 28, 2008.

All material must be removed by 3:30 PM

The Association Québécoise de Physiothérapie Manuelle Orthopédique shall not be responsible for any material left by Exhibitors after 3:30 PM on Sunday, September 28, 2008.

RESTRICTIONS

In order not to adversely affect the displays of neighbouring Exhibitors, dividing walls and display elements must not exceed eight (8) feet in height. Passageways and aisles must be kept clear. Video recorders must be installed in such a way that viewers do not impede traffic in the aisles.

The AQPMO reserves the right to prohibit the sale or distribution of any article or product that could endanger participants' safety and security.

Exhibitors shall not hold draws or raffles in the exhibit area.

The AQPMO also reserves the option of limiting the rights of Exhibitors who infringe upon the rules of security or propriety.

SUBLETTING SPACE

Exhibitors shall not assign or sublet the space allocated to them and shall advertise only material manufactured or sold by them in their regular course of business.

USE OF EXHIBITION SPACE

All acoustic or visual presentations, interviews, advertising or any other commercial activity must be conducted within the exhibition space rented.

DECORATION

All decorations and posters must be made of non-flammable material or treated by a method approved by the hotel staff and the fire department.

REGULATIONS RESPECTING ELECTRICAL EQUIPMENT

Any lighting or electrical appliance used within the Exhibitors' space must comply with Hydro-Québec regulations and be approved by the Canadian Standards Association (CSA).

CIRCULARS AND PROMOTIONAL ITEMS

Promotional circulars may be distributed from the exhibition booths only. They may not be placed on chairs in the conference rooms or in public areas. However, material may be inserted in the delegate's briefcase for a fee of 500\$.

SAFEGUARDING THE HOTEL BUILDING

Exhibitors shall be responsible for any damage to the building caused by them or their staff. The use of thumbtacks, screws, nails, bolts, adhesive tape or any other material likely to damage floors or walls is prohibited.

LIABILITY FOR LOSS

The Association Québécoise de Physiothérapie manuelle Orthopédique and the 2008 Annual Orthopaedic Symposium Organizing Committee shall not be responsible for losses arising from situations beyond their control such as war, panic, mobilization, strikes, civil disorder, fire, floods or any other condition that could prevent the exhibition from opening on time, proceeding according to schedule or the event from being held.

CIVIL LIABILITY

At no time shall the Association Québécoise de Physiothérapie Manuelle Orthopédique nor the 19th Annual Symposium Organizing Committee be responsible for any injury, loss, theft or damage that could affect the exhibitor, his or her employees or property, irrespective of the cause, before, during and after the period covered by the exhibition contract.

Exhibitors agree to compensate the Association Québécoise de Physiothérapie Manuelle Orthopédique for any claim for loss, damage or injury. This undertaking shall also cover any storage period before and after the Annual Orthopaedic Symposium 2008.

SHIPPING, HANDLING AND CUSTOMS CLEARANCE

Arrangements have been made with an official carrier that can also provide assistance with customs clearance:

Mendelssohn-Commercial

276, St-Jacques street

Bureau 906

Montreal, Québec

Contact: D. Labbé

Phone: (514)987-2700

Fax: (514)849-3446

ADDITIONAL INFORMATION

For further information, please contact:

Sylvie Paradis

Head of Exhibitor's Committee

Phone: (450) 975-7147

Work : (514) 338-2210

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