

# CMBEC46 / CESO 2024 JOINT CONFERENCE

MAY 28-30  
DOUBLETREE BY HILTON  
TORONTO, ON

## Exhibit, Sponsorship and Advertisement Order Form

Name of Organization: \_\_\_\_\_

Website: \_\_\_\_\_

All correspondence relating to your organization in the CMBEC46 should be directed to the attention of:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Province/State/Country: \_\_\_\_\_

ZIP/Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Sponsorship Opportunities

- Banquet Dinner/Entertainment Package\* \$ 6,000
  - Banquet Dinner \$ 2,500
  - Banquet Entertainment \$ 2,000
  - Banquet Cocktail Reception \$ 2,500

\*Exclusive opportunity. Includes Banquet Dinner, Entertainment and Cocktail Reception packages.

- Opening Reception \$ 2,400
- Name Badges \$ 2,400
- Tradeshow Lunch \$ 1,800 each
- Keynote Speaker \$ 1,500 each
- Audio Visual \$ 1,200
- Breakfast \$ 1,200 each
- Refreshment Break \$ 1,200 each
- Research Paper Competition \$ 2,000
- Student Paper Competition \$ 1,000
- Sponsorship for 10 students to attend the banquet \$ 1,000
- CMBES Friends \$ 250
- NEW** Session Sponsor \$ 900 each

### Exhibit Opportunities

- Vendor, Double Booth (16' x 8') **WAIT LIST**
- Vendor, Single Booth (8' x 8') **WAIT LIST**
- Non-profit or Academic, Double Booth (16' x 8') **WAIT LIST**
- Non-profit or Academic, Single Booth (8' x 8') **WAIT LIST**

Preferred both locations: 1. \_\_\_\_ 2. \_\_\_\_ 3. \_\_\_\_

NOTE: The exhibit booth package includes two complimentary registrations. A separate registration form must be completed and submitted for each person.

### Advertising Opportunities

- NEW** App Sponsor (1 available) \$ 1,200 + HST
- NEW** Banner Ad \$ 900 + HST

### Cost Calculator

Sponsorship Fees\*\* : \$ \_\_\_\_\_

Advertising Fees\*\* : \$ \_\_\_\_\_

\*\*Combined Sponsorship/Advertising spend of \$4,000+ will receive a 10% discount: -\$ \_\_\_\_\_

Exhibit Fees: \$ \_\_\_\_\_

SUBTOTAL \$ \_\_\_\_\_

13% HST \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

### Method of Payment

HST# 1068 63277 RT 0001

Cheque made payable to CMBES

Credit Card:  MasterCard  VISA

Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ CCV: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To provide your credit card details by phone, please contact Wanda Byron, CMBEC Secretariat, at 613.722.8796 x 221.

### Exhibit, Sponsor and Advertiser Cancellation Policy:

Once an exhibit space, sponsorship and/or advertisement invoice has been issued, cancellation of any or all of the exhibit space, sponsorship and/or advertisement requested before April 12, 2024 shall entitle the Canadian Medical and Biological Engineering Society, as operators of the CMBEC46 Conference, to a cancellation fee of 25% of the package value for which cancellation is requested. Cancellation will not be permitted after April 12, 2024. The exhibitor, sponsor and/or advertiser will be responsible after that date for the full amount of the package value and any collections therewith as reasonably determined by the Canadian Medical and Biological Engineering Society. Notification of cancellation must be received by the Canadian Medical and Biological Engineering Society in written form.

## **Rules and Regulations for Exhibitors**

1. The exhibitor shall be bound by these rules and regulations, which were established by the Conference Organizing Committee for the Conference and any duly, authorized representatives, agents or employees representing the Society.
2. The Conference Exhibit Committee determines eligibility of any company or product for exhibit. The Committee may forbid installation or request removal or discontinuance of any exhibit or promotion, wholly or in part, that, in the opinion of the Committee, is not in keeping with the Conference integrity or objectives.
3. Fire Protection: Exhibitors shall not encroach on aisle space and must remain within the space assigned. All materials used for drapes or decorating must be fire resistant. Cartons, boxes and crates will be stored and returned to each booth at the end of the Conference.
4. Care of Building and Equipment: Nothing should be posted on, nailed, screwed or otherwise attached to columns, walls, floors, or other parts of the building or furniture. All heavy pieces of equipment should be placed on skids to avoid damage to the flooring.
5. Exhibit Restrictions:
  - The Conference Organizing Committee reserves the right to restrict displays which, because of noise, methods of operation, materials, or for any reason, become objectionable; and to prohibit or remove any displays which, in the opinion of the Organizing Committee, detract from the general character of the Conference.
  - Assignment of space will be made on a first-come, first-served basis. The Organizing Committee reserves the right of final decision and the right to amend floorplans or relocate exhibits as necessary.
  - No packing of equipment, literature, etc., or dismantling of exhibits will be permitted until the official dismantling time.
  - In the event of cancellation prior to the date of the Conference, the Organizing Committee will assess a cancellation charge to defray its costs.
6. Public Policy: Each exhibitor is charged with knowledge and compliance with all laws, ordinance and regulations pertaining to health, fire prevention and public safety.
7. Liability Insurance: Every reasonable precaution will be taken to protect exhibitor's property during installation, the conference period, and during removal. However, the Conference Organizing Committee, the Canadian Medical and Biological Engineering Society, and the conference site provider, will not accept responsibility for injury to persons, loss of, or damage to products, exhibits, equipment or decorations by fire, accident, theft or any other cause while in the conference facility. It is recommended that exhibitors insure against such occurrences.
8. Authorized Representatives: Each exhibitor shall provide to the Conference Secretariat, in advance, the name and the title of the person(s) who will be in attendance at the display, responsible for the installation, operation, and removal of the exhibit. Said representative shall be authorized to enter into such service contracts as may be necessary for which the exhibitor shall be responsible.
9. Security: Booths are to be staffed by exhibitors at all times during the hours the exhibits are open. The exhibit area will be locked and/or patrolled when not attended.
10. Agreement Validity: This Agreement is not binding unless and until accepted by the Conference Secretariat.

# CMBEC 46 / CESO 2024 JOINT CONFERENCE

MAY 28-30  
DOUBLETREE BY HILTON  
TORONTO, ON

## Exhibit Staff Registration Form

Each exhibit booth package includes two complimentary conference registrations for the booth staff. Each individual is required to complete and submit their registration form by May 1, 2024. Additional staff will be required to register and pay.

Name of Organization:	Booth No.:
Name:	Title:
Address:	City:
Province/State/Country:	ZIP/Postal Code:
Telephone:	E-mail:
Special Requirements (accessibility, dietary):	

## Registration Fees

The complimentary exhibitor registration includes access to the tradeshow floor, the Conference presentations and all daytime meals served in the tradeshow area.

- Exhibitor Registration \$0  
 Opening Reception Ticket \$0

## Banquet Dinner

Discounted Banquet Dinner tickets are available for purchase by the registered exhibitors.

- Banquet Dinner Ticket(s) \_\_\_\_\_ X \$100 + HST

SUBTOTAL \$ \_\_\_\_\_  
13% HST \$ \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_

### Method of Payment

HST# 1068 63277 RT 0001

- Cheque made payable to CMBES

Credit Card:  MasterCard  VISA

Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ CCV: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To provide your credit card details by phone, please contact Wanda Byron,  
CMBEC Secretariat, at 613.722.8796 x 221.