



Helping Hands Across Canada - CSHT Conference 2008



Tout est fait à la main - Conférence CSHT 2008

**Canadian Society of Hand Therapists
CSHT Conference 2008**

**“Helping Hands Across Canada”
Tout est Fait a la Main”**

Shaw Conference Centre,
9797 Jasper Avenue NW, Edmonton, Alberta
September 12 and 13, 2008

Conference 2008 Exhibitors' Package

CANADIAN SOCIETY OF
HAND THERAPISTS

SOCIÉTÉ CANADIENNE DES
THÉRAPEUTES DE LA MAIN

Please join us in participating in the first Canadian Society of Hand Therapists Conference being held in Alberta's capital city, Edmonton.

Take this opportunity to advertise your products and network with Physical and Occupational Therapists from across Canada, who share an interest in the treatment of individuals with hand and upper extremity injuries.

SCHEDULE OF VISITS TO EXHIBITORS' BOOTHS

Friday, September 12, 2008

Refreshment break with Exhibitors	from 10:00am to 10:30am
Lunch with Exhibitors	from 12:00pm to 1:00pm
Refreshment break with Exhibitors	from 3:00pm to 3:30pm
Wine and Cheese Reception	from 6:30pm to 8:30 pm

Saturday, September 13, 2008

Refreshment break with Exhibitors	from 10:00am to 10:30am
Lunch with Exhibitors	from 12:00pm to 1:00pm
Refreshment break with Exhibitors	from 2:30pm to 3:00pm

Total number of hours: 6 hours

The Canadian Society of Hand Therapists (CSHT) Organizing Committee is inviting you to join us for breakfast on Saturday, September 13 at 7:30am to 8:00am.

DISTRIBUTION OF SPACES & RENTAL

Reserve a table or booth on a **first-come, first-serve basis**.

Upon receipt of payment, your space will be confirmed, and your contract will be issued to you.

Payment is required by **August 8, 2008**. The CSHT reserves the right to cancel any reserved space for which payment is not received by this date.

Payments will be accepted by cheque made out to the CSHT and **faxed** to (780)407.7534 or **mailed** to University of Alberta Hospital, 1F1 Rehabilitation Services, c/o Canadian Society of Hand Therapists, 8440 – 112 Street, Edmonton AB T6G 2B7, or **online** at www.csht.org (follow the links).

Please indicate your top 3 location preferences on your registration form (see diagram) and we will attempt to satisfy your request as much as possible.

Fees: Tables - \$750.00
Booths - \$1000.00

EXHIBITION SPACE MATERIAL

- ~ **10 - 8 foot tables are available**
- ~ **7 - 10 foot x 10 foot booths are available**

- ~ One 8 foot table with white tablecloth, red accent tablecloth and royal blue skirt
- ~ 8 foot back drape, 3 foot side drape in royal blue
- ~ 2 black chairs
- ~ One waste paper basket
- ~ *If you require an electrical outlet included in your area, please indicate so on your registration form. Additional outlets will be available at an extra cost of \$87.00 per outlet.*

ID BADGE

Exhibitors will receive an ID Badge at registration. Please confirm the names and numbers of your company representatives who will be attending the CSHT Conference 2008 at the time of your registration, but no later than August 29, 2008. Badges are required for admittance to the exhibits areas.

EXHIBITORS' REGISTRATION

Registration will be held at the registration desk starting at 7:30am on Friday, **September 12, 2008.**

CANCELLATION

If you cancel your reservation before **August 22, 2008**, 50% of your payment will be refunded. ***No cancellations will be accepted and no refunds will be made after August 22, 2008.***

SHIPPING AND RECEPTION OF MATERIALS

The Shaw Conference Centre must be notified of deliveries of equipment and other material. Please inform Goodkey Show Services and ensure that deliveries are clearly marked for the CSHT Conference 2008. The delivery address should be indicated as follows:

**Goodkey Show Services
c/o Shaw Conference Centre
9797 Jasper Avenue
Edmonton AB T5J 1N9**

Ph: (780) 426.2211

Delivery/reception hours: 8:30am to 3:00pm

Neither the Shaw Conference Centre, nor the Canadian Society of Hand Therapists will be responsible for any theft or breakage of material or material that remains unclaimed in the days following the CSHT Conference 2008.

Shipments costs for Exhibitor material are at the exhibitors' expense at the rate of \$28 per 100lbs with a minimum charge of \$56

SECURITY

Items left in the conference area are done so at the exhibitor's risk. **The CSHT and the Shaw Conference Centre will not be responsible for any lost or stolen items.**

The exhibit area will be kept under surveillance by the CSHT Organizing Committee during regular visiting hours between 7:30am to 3:00pm to ensure that all visitors are CSHT Conference 2008 delegates or guests.

A security person will be onsite during conference off-hours between 3:00pm Saturday, September 12 to 7:30am Sunday, September 13.

INSTALLATION OF EXHIBITORS BOOTHS

The commercial exhibit will be held in Salon 10 of the Shaw Conference Centre.

Exhibitors may set up their booths:

From 7:30am to 10:00am on Friday, September 12, 2008.

DISMANTLING OF EXHIBITORS' BOOTHS

From 3:00pm to 5:00pm on Saturday, September 13, 2008

The CSHT shall not be responsible for any material left by Exhibitors after 5:00pm on Saturday, September 13, 2008.

RESTRICTIONS

In order to not adversely affect the displays of neighboring 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 CSHT 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

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 delegates' conference packages for a fee of \$300. In addition, promotional ads may be sent to the CSHT in pdf format for publishing in the conference program for a fee of \$250 for ¼ page advertisement.

LIABILITY FOR LOSS

The CSHT and the 2008 CSHT Planning 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 CSHT or CSHT 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 CSHT for any claim for loss, damage, or injury. This undertaking shall also cover any storage period before and after the CSHT Conference 2008.

ADDITIONAL INFORMATION

For further information please contact:

Wendy Tilley: Wendy.Tilleya@capitalhealth.ca or
Caroline McCarthy: Caroline.McCarthy@capitalhealth.ca

University of Alberta Hospital
1F1 Rehabilitation Services
c/o Canadian Society of Hand Therapists
8440 – 112 Street
Edmonton AB T6G 2B7
Ph: (780) 407-6002
Fax: (780) 407-7534



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Registration Information:	Sponsorship Opportunities
Company: _____ Address: _____ _____ _____ City: _____ Prov: _____ Postal Code: _____ Phone: (____) _____ Fax: (____) _____ Website: _____ Email: _____ Contact Person: _____	Please make a choice in sponsoring any of the following: Saturday, September 12 <input type="checkbox"/> Continental Breakfast - \$1250.00 <input type="checkbox"/> Morning Refreshment Break - \$800.00 <input type="checkbox"/> Lunch - \$2000.00 <input type="checkbox"/> Afternoon Refreshment Break - \$800.00 <input type="checkbox"/> Wine & Cheese Reception - \$3000.00 Sunday, September 13 <input type="checkbox"/> Continental Breakfast - \$1250.00 <input type="checkbox"/> Morning Refreshment Break - \$800.00 <input type="checkbox"/> Lunch - \$2000.00 <input type="checkbox"/> Afternoon Refreshment Break - \$800.00
Booth Personnel:	Space Request:
1: _____ 2: _____ Additional Personnel (at \$100.00 per person/day) _____ _____	Indicate choice: <input type="checkbox"/> Table - \$750.00 <input type="checkbox"/> Booth - \$1000.00 Indicate Location Preference: 1 st Choice: _____ 2 nd Choice: _____ 3 rd Choice: _____ Electrical Outlet: <input type="checkbox"/> yes <input type="checkbox"/> no Additional Outlet: <input type="checkbox"/> yes <input type="checkbox"/> no (\$87.00 ea.) Total Space Request:\$ _____ Total Additional Personnel:\$ _____ Total Sponsorship:\$ _____ Grand Total: \$ _____ Payment is required by August 8, 2008
Please make cheques payable to the "Canadian Society of Hand Therapists" Mail to: University of Alberta Hospital 1F1 Rehabilitation Services c/o Canadian Society of Hand Therapists 8440 – 112 Street Edmonton AB T6G 2B7 Fax: (780) 407.7534 Or register and pay by credit card online at: www.csht.org and follow the links.	
Product & Service Description: (75 words or less)	