



ONTARIO ASSOCIATION OF GENERAL SURGEONS
24TH ANNUAL MEETING – NOV. 3, 2018
TERMS & CONDITIONS

1. The Exhibitor agrees to abide by all regulations and rules adopted by OAGS in the best interests of the Event and agrees that OAGS shall have the final decision in adopting any rule/regulation deemed necessary prior to, during and after the Event.
2. Relative access to **electrical power** will be provided upon request only. The Exhibitor agrees to pay for such additional electrical costs or damages related to his/her exhibit as may be incurred by the OAGS. All operating electrical equipment used in the exhibit must be approved for use in Canada.
3. Space contracted by the Exhibitor **may not be sublet** without the prior written permission of OAGS or its appointed agents.
4. The Exhibitor will be **liable** for and will indemnify and hold harmless the Ontario Association of General Surgeons (OAGS) and the hotel venue from any loss or damages whatsoever occurring to or suffered by any person or company, including, without limiting the generality of the foregoing, Exhibitor, other exhibitors, OAGS, official Event contractors, the owner of the building and their respective agents, servants and employees and members of the public attending the Event, either on the said space or elsewhere if said loss or damages arose from or were in any way connected with Exhibitor's occupancy of said space.
5. The Exhibitor is responsible for the placement and cost of **insurance** related to its participation in the Event. Each exhibitor should have Comprehensive General Liability Insurance coverage of no less than \$1,000,000. The Ontario Association of General Surgeons, Hilton Toronto Hotel, and KWMC Toronto Inc. should be added as Additional Insureds for this event. It is the responsibility of the Exhibitor to provide evidence thereof. (Refer also to par.16.)
6. This contract may be cancelled by either party, provided written notice is received by the other at least 60 days prior to the first day of the Event, in which case all monies paid by the Exhibitor will be refunded. If the Exhibitor cancels after this date, but prior to 30 days of the Event, then he/she shall forfeit one third of the total contracted cost. If the Exhibitor cancels within 30 days prior to the Event, the exhibitor will be liable for 100% of the total contracted amount. **By cancelling this contract or by not paying in full by Sept.3 deadline, the Exhibitor forfeits all rights or claims to the allocated space and OAGS is free to rent it to others and collect the cancellation charge as damages.**
7. It is understood that OAGS or its appointed agents has sole discretion in the **assignment/size of booths**. OAGS reserves the right to alter/change the Exhibitor's assigned location/size at any time if deemed in the best interests of the Event.
8. OAGS or its appointed agents reserves the right at any time to reject, prohibit, alter or remove exhibits or any part thereof, including printed **materials, products, signs, lights or sound**, and to expel exhibitors or their personnel if, in OAGS' opinion, their conduct or presentation is objectionable to other meeting attendants.
9. The Exhibitor agrees to **confine its presentation within the contracted space only**, set by the Prospectus, and to maintain staff in the assigned booth during the event hours.
10. All **goods shipped** to the Event must be clearly marked with the name of the Exhibitor and the origin and destination information. Goods must not be shipped to the Event with shipping charges to be paid on arrival, as these will not be accepted by either the Hotel or the OAGS. Neither the OAGS nor the Hotel assumes responsibility for loss or damage to goods belonging to the Exhibitor before, during the period of the Event, or after its closing. **All goods will be shipped to the venue no sooner than 2pm on the day prior to the event and OAGS will be notified of delivery in advance.**
11. **Dismantling or removal of exhibiting displays** during the Event is discouraged until after the mid-afternoon break. The Exhibitor agrees to remove or arrange for removal/pickup of his/her own exhibit, equipment and products from the Event building by the final move-out time limit – 6pm on the day of the event at the latest. If failure to do so, the Exhibitor agrees to pay for such additional costs as may be incurred by the OAGS. The Exhibitor agrees to abide by the instructions given by the dock supervisor pertaining to the move-in and move-out scheduling.
12. The Exhibitor acknowledges that the OAGS may **photograph/record** the Exhibitor space/personnel and that the OAGS has the right to reproduce/use these images/video for the purpose of promoting and publicizing activities related to the OAGS and/or its Annual Meeting.
13. The Exhibitor agrees to comply with all union contracts and labour relations agreements in force, agreements between OAGS, official contractors serving companies and the building in which the Event will take place in accordance with the labour laws of the jurisdiction in which the building is located. The Exhibitor will not do anything directly or indirectly connected with his/her display which may be a violation of any law, bylaw, ordinance or regulation of any governmental body, or which may be in violation of the regulations of the **fire code**.
14. OAGS reserves the right, at its **sole discretion**, to change the date or dates upon which the Event is to be held and shall not be liable in damages or otherwise by reason of any such change. In addition, OAGS shall not be liable in damages or otherwise for failure to carry out the terms of this Agreement in whole or in part where such failure is caused directly or indirectly by or in consequence of fire, storm, flood, war, rebellion, insurrection, riot, civil commotion, strike or by any cause whatsoever beyond the control of the OAGS whether similar to or dissimilar from the causes enumerated herein. In the event that the exhibit space to be used by the Exhibitor should in any way be rendered unusable, the Exhibitor shall pay for such space only for the period during which it was or could have been used as determined within the sole discretion of the OAGS.
15. OAGS reserves the right to cancel this contract and to withhold possession of exhibit space **if the Exhibitor fails to perform** any material condition of this contract or refuses to abide by the Event rules and regulations, in which case the Exhibitor shall forfeit as damages all space rental payments made by him/her and any further occupancy of such space.
16. **Exhibitor Responsibility Clause:** *To the fullest extent permitted by law, the person/legal entity described as "Exhibitor" in this clause and in this exhibitor contract (regardless whether such person/legal entity is also described as "Exhibitor" in this contract) hereby assumes full responsibility and agrees to indemnify, defend and hold harmless Hilton Toronto ("Hotel"), Hotel's Owner (KWMC Toronto Inc., in its capacity as the general partner for 145 Richmond Street West Limited Partnership,) Hilton Worldwide, Inc., and each of their respective owners, managers, subsidiaries, affiliates, employees and agents (collectively, "Hotel Parties") as well as OAGS ("Group"), from and against any and all claims or expenses arising out of Exhibitor's use of the Hotel's exhibition premises. Exhibitor agrees to obtain and maintain during the use of the exhibition premises, Comprehensive General Liability Insurance, including contractual liability covering the Exhibitors' indemnity obligations in this clause. Such insurance shall be in the amount of not less than \$1,000,000 combined single limit for personal injury and property damage. The Hotel Parties and Group shall be named as additional insureds on such policy, and Exhibitor shall supply the Hotel with a Certificate of Insurance at least 30 days prior to the use of the exhibition premises. The Exhibitor understands that neither the Group nor the Hotel Parties maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance. - Hilton Hotel*



ONTARIO ASSOCIATION OF GENERAL SURGEONS

PRESENTS

24TH OAGS ANNUAL MEETING

SATURDAY, NOVEMBER 3, 2018

HILTON TORONTO DOWNTOWN HOTEL
145 RICHMOND ST. WEST, TORONTO, ON

EXHIBITOR CATEGORIES

PLATINUM LEVEL EXHIBITOR - \$10,000 *

1. **Option to host morning symposium (Saturday, between 7:30am-8:30am) – limited to only 1 sponsor**
2. **Priority choice of prominent booth space** (approx. 80+ sq ft total, proximal to traffic)
3. **Approx. double booth space** (2 6-foot skirted tables/chairs) – either 1 combined space or 2 separate locations
4. **Number of Company Representatives: up to 4** maximum per day
5. **Complimentary evening banquet tickets** (up to 4 reps max – must RSVP in advance)
6. 1 complimentary **full page ad** in one issue of the bi-annual newsletter of *The Cutting Edge* (or equivalency)
7. 1 complimentary **online home page ad for 1 year** (www.oags.org)
8. Access to electrical power
9. Prominent Platinum sponsor recognition in the plenary slides, welcome banner, brochure, website and newsletter
10. Prominent Platinum photo opportunity – published in newsletter/website gallery
11. Representatives are welcome to partake in the food and refreshments provided during the day portion
12. Company donations can be used for give-aways to OAGS members during the meeting and/or evening banquet

GOLD LEVEL EXHIBITOR - \$5,000 *

1. **Option to host Friday dinner or Sunday breakfast symposium – limited to only 2 sponsors**
2. **Second priority choice of booth assignment on a first come/ first serve basis amongst Gold sponsors - after Platinum**
3. **1 8-foot skirted table/booth space and chairs** (approx. 50 sq ft total, proximal to traffic)
4. **Number of Company Representatives: up to 3** maximum per day
5. **Complimentary evening banquet tickets** (up to 2 reps max)
6. 1 complimentary **quarter page ad** in one issue of the bi-annual newsletter of *The Cutting Edge*
7. 1 complimentary **online home page ad for 6 months** (www.oags.org)
8. Access to electrical power
9. Prominent Gold sponsor recognition in the plenary slides, welcome banner, brochure, website and newsletter
10. Prominent Gold photo opportunity – published in newsletter/website gallery
11. Representatives are welcome to partake in the food and refreshments provided during the day portion

SILVER LEVEL EXHIBITOR - \$2,500

1. **1 6-foot skirted table/booth space and chairs** (approx. 40 sq ft)
2. **Number of Company Representatives: up to 2** maximum per day
3. Access to electrical power - upon request only
4. Silver sponsor recognition in the plenary slides, welcome banner, brochure, website and newsletter
5. Silver photo opportunity – published in website gallery
6. Representatives are welcome to partake in the food and refreshments provided during the day portion
7. Booths will be assigned according to stated preference on first come basis subsequent to Platinum/Gold choices.

* **Platinum/Gold Stipulation:** These Exhibitor Levels are limited to 1 and 2 sponsors respectively. If there is considerable interest in these levels by a spring deadline (May/June), the OAGS Sponsorship and Program Committees will consider the best negotiated offers and topic submissions from the respective competing exhibitors. The suggested topic/ speaker must not be reproduced from or emulate the intended/original OAGS event program in any way – esp. topics/speakers.

NOTE: OAGS reserves the right to make final changes to the floor plan and booth assignments.



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SATURDAY, NOVEMBER 3, 2018

HILTON TORONTO DOWNTOWN HOTEL
145 RICHMOND ST. WEST, TORONTO, ON

MEETING (PLENARY): TORONTO I & II BALLROOM
EXHIBITING & BREAKS: TORONTO FOYER
LUNCH SEATING/EVENING WINE & DINE: TORONTO III BALLROOM

TARGET AUDIENCE & PAST ATTENDANCE

Community and academic General Surgeons of Ontario, General Surgery fellows/residents of Ontario.

This meeting garnered just under **240 attendees in 2017** (90% being actively practicing surgeons) and growing larger each year.

EXHIBIT LOCATION

The exhibiting area will be located in the Toronto Ballroom Foyer on the Conventions Level - just outside the meeting room. Morning breakfast, lunch, breaks and refreshments throughout the day will be served amidst the exhibiting area.

EXHIBIT SCHEDULE

Booth Set-up	Friday, November 2	9pm-11:00pm* (tentative)
Booth Set-up	Saturday, November 3	6:00am-8:00am
Exhibits Open	Saturday, November 3	7:30am – 3:30pm
Booth Tear Down	Saturday, November 3	3:30pm – 5:00pm **

* This is still pending. We will not know until closer to the event whether space will be available earlier for set-up on the eve of the meeting. This will not be a secured area, so exhibitors are urged not to leave valuable equipment unattended. There will be a locked storage area available on the eve of the event (Varley Room from Friday, Nov.2, 2pm until Saturday, Nov.3, 5pm.)

** This time may vary due to changes or delays to the program. Exhibitors are responsible for labelling/arranging for pick-up of equipment before 6pm same day.

BASIC EXHIBITOR BENEFITS (i.e. Silver)

- 1 Skirted display table and 2 chairs (max 2 reps/day) – Depending on respective Exhibitor Level
- Due to limited space, most booth spaces will be approx. 8x5 ft (unless Platinum or Gold)
- Access to power (available only upon request in advance via contract)
- Exhibitor package: name tags, RSVP list, program (provided on the day of event only)
- Access to academic sessions, breakfast, lunch, breaks and refreshments (This is not including evening reception/banquet)
- Company recognition in the plenary slides, welcome banner, brochure, website, registration package and newsletter
- Photo of Appreciation (to be posted on website gallery – <http://www.oags.org/mtgs-gallery.html>)

Note: Due to limited space, exhibitors are asked to respect the confines of your space and not encroach on adjacent booths. Table-tops and small freestanding banner displays ONLY. (Floor-to-ceiling booths are discouraged due to space restrictions, unless you are a Gold/Platinum sponsor or equivalent thereof.)

EXHIBIT TRAFFIC INCENTIVES

- **Exhibitor Passport** – Members will seek your signature or sticker when visiting each booth in order to be entered into a prize draw.
- **Booth Location** – Breaks/refreshment functions will be located amidst the exhibiting area in the foyer just outside the meeting room.
- **Pre-meeting Promotions** – Preliminary program brochure will have all exhibitors listed as participants for the event.
- **OAGS Website** - The OAGS website will link the listing of exhibitors/sponsor logos to their respective company websites.
- **The Cutting Edge Newsletter** – Sponsor logos will appear in the bi-annual newsletter.
- **Company Recognition** - Logo or company name attribution will be listed on welcome banner and plenary slides.

FLOOR PLAN & BOOTH ASSIGNMENT

The “tentative” floor plan is enclosed but a confirmed floor plan will be available closer to the event. Platinum Level sponsors will be given priority in preferred location of booth assignment. Gold Level sponsors will be offered 2nd choice of location after Platinum in the order each contract is received. The remaining Silver Level exhibitors can list their location preferences; space is limited, so booth preferences will be assigned based on the order in which they are received. The OAGS reserves the right to make changes to the floorplan and booth assignment up until and on the day of the event.

OAGS 24th Annual Meeting continued...

OAGS 24th Annual Meeting continued...

CONTRACT & PAYMENT:

Refer to the Prospectus for the exhibitor fees. Contracts should be submitted in advance for consideration. Payment in full is required up until September 3, 2018 AT THE LATEST. Otherwise, the OAGS reserves the right to cancel your contract and reassign your space. Cheques can be made payable to the "OAGS" or "Ontario Association of General Surgeons".

SHIPPING OF DISPLAY MATERIALS

In Advance: Large shipments being delivered to the hotel **MUST NOT BE DELIVERED BEFORE 2PM FRIDAY ON THE EVE OF THE EVENT. This is the earliest group storage will be available on site in the Varley Room on the Conventions Level.** (Small deliveries such as a box of brochures may be accommodated NO MORE THAN 72 HOURS PRIOR TO THE EVENT. The hotel will not accept larger deliveries until 2pm on Friday, Nov.2nd.) **Please refer to the Hilton Guidelines for loading dock details, etc.** Exhibiting companies MUST notify OAGS Coordinator Lori Quilty (705-745-5621 / 1-877-717-7765) if large equipment will be shipped to the venue on Friday, so that we can notify the hotel and store it safely with the other OAGS exhibitor equipment. All materials should be clearly marked with the label template provided by the OAGS or else include the following details: **Ontario Association of General Surgeons, 24th Annual Meeting, November 3, 2018, Hilton Toronto Downtown Hotel, 145 Richmond St. West, Toronto, Ontario, M5H 2L2; Location: Toronto Ballroom Foyer (early storage in Varley); Attn. Sam Sedra, Hotel Event Manager.** (Please also include exhibitor contact information in the top left corner. Refer to "Shipping Label" document.) **NOTE: The OAGS will be dealing with Robinson Show Services, which can also accommodate any of your local cartage/storage concerns at your expense. (Contact Niels Pierik at Robinson Show Services: 905-417-7789 ext. 208)**

On the Day of the Event: Large materials such as shipping cases and crates must be **delivered via loading dock Security ONLY** – not public escalator/elevator. No materials should be left at the loading dock unattended at any time. Because Saturday is considered after-hours, you should leave enough time to account for delays and line-ups. Friday delivery after 2pm before the event is encouraged.

Loading Dock Instructions: The receiving dock is located on York Street (east of the Hilton), weekdays between the hours of 7:30am-4pm. After these hours, call the hotel in advance and ask to speak with Security (416-869-3456) to arrange a delivery/pick up time. Park to the right of the loading dock; security is located on the Mezzanine "M" level. Explain that there is a delivery for the OAGS event and provide them with the necessary details. Each item MUST be labeled. **No materials should ever be left unattended at the loading dock at any time.** **NOTE: Special arrangements may have to be made for any shipments arriving from outside the country. Please refer to Robinson Show package.**

Booth Assembly: Refer to Exhibit Schedule above for assembly times.

Tear-Down of Booth: Displays MUST be dismantled directly after the mid-afternoon break on the same day of the event and removed from the site by 6pm at the latest on Saturday, November 3, due to other possible hotel events scheduled that evening. No on-site storage will be available after the event. **Neither the OAGS nor the Hilton Hotel will be held responsible for any loss or damage to any exhibit, displays or products. Companies and their exhibitors are responsible for arranging the set-up and removal of their own booth materials.** COURIER SLIPS AND INSTRUCTIONS MUST BE PREPARED AND LABELED ON ALL EXHIBITOR MATERIALS BEFORE RESPECTIVE EXHIBITOR REPRESENTATIVES LEAVE FOR THE DAY. THEY MUST ALSO SPEAK TO OAGS AND/OR HOTEL STAFF TO ARRANGE TO HAVE IT MOVED TO THE LOADING DOCK FOR SUBSEQUENT PICKUP.

NOTE: If your equipment cannot be picked up on Saturday after the event by 6pm, your company should make arrangements with Robinson Show Services for the purpose of cartage and storage at your expense. Contact Niels Pierik, Robinson Show Services Inc.: 905-417-7789 Ext 208; Email: niels@robinsonshowservices.ca . (Otherwise, any and all left-over equipment/materials will automatically be taken and stored by Robinson Show Services at the cost of the respective owner/company.)

ACCOMMODATION:

The OAGS will have a block of rooms reserved at the Hilton Toronto Downtown Hotel (145 Richmond St. W.) under "Ontario Association of General Surgeons" or "OAGS18" at a terrific group rate of \$179 CAD/std rm. **The block will be released on October 12, 2018, so book soon!** Call the Hilton to make your reservations: **1-800-HILTONS (1-800-445-8667)** or 416-869-3456. Check our website for further details: www.oags.org .

PARKING:

Underground parking is available at the Hilton (clearance: 6' 4"). For more details, visit our website: www.oags.org/agm.html or call the hotel directly. Other Green P parking can be found at: <http://parking.greenp.com/> .

SECURITY:

All exhibitor representatives are encouraged not to leave your booth or belongings unattended. If using laptops or iPads/tablets as part of your display, you are encouraged to secure it to the table using a security cable. Neither the hotel nor the OAGS will be held responsible for losses or damages.

INSURANCE: All exhibitors are required to have comprehensive general liability insurance of not less than \$1,000,000.00. Please refer to the Terms & Conditions for more details and be prepared to provide a certificate on site.

OAGS President: Dr. Harshad Telang

OAGS Annual Meeting Committee Chair: Dr. Kevin Lefebvre

OAGS Sponsorship Committee Co-Chairs: Drs. Jennifer Macmillan and Alice Wei

For more information: Lori Quilty, Coordinator, Ontario Association of General Surgeons, Phone: 705-745-5621 / Toll Free: 1-877-717-7765 / Fax: 705-745-0478 / Email: info@oags.org / Website: www.oags.org