



## FAMILY MEDICINE FORUM 2016 NOVEMBER 9-12, VANCOUVER B.C. CANADA EXHIBITOR FAST FACTS

### LOCATION:

VANCOUVER CONVENTION CENTER, Vancouver, B.C.

**CONFERENCE HOTELS:** Fairmont Waterfront, Fairmont Pacific Rim, Pan Pacific Hotel, Marriott and several others.

### CONFERENCE AND EXPOSITION DATES:

Wednesday, November 9, Exhibitor Move-in / Conference begins

Thursday – Saturday, November 10-12, Exhibit Hall open

**ANTICIPATED PHYSICIAN ATTENDANCE:** FMF is the largest annual educational event and marketplace for physicians with well over 3,000 family physicians, residents, medical students and other healthcare professionals in attendance. Anticipated geographic split is 30% from B.C. and the balance from across Canada. Additional demographics and attendee stats available via email: [jmorin@cfpc.ca](mailto:jmorin@cfpc.ca)

### BOOTH INCLUSIONS: NUMBER OF BOOTHS: 200

Standard draped booth: 8' back wall, 3' side walls; one 6' skirted table, and 2 chairs. Booths must be carpeted. Please order electrical, carpet, additional furnishings, internet, lead retrieval, a/v from official suppliers.

### BOOTH PRICES: SUBJECT TO CHANGE WITHOUT NOTICE

**Standard Booth size:** 10' x 10' or in multiples of that size. Multiple booth bookings may not span the end of an aisle. They must be adjacent down the length of an aisle and not block sight lines.

**Large Space:** Call for price

**Island/Pavillons (400 sq. foot Island):** \$21,850 plus taxes

**Prime booths:** \$5,750 plus tax

**Regular booths:** \$5,300 plus tax

**\*Not-For-Profit Association and Government Departments:** \$4,250 plus tax

**\*Limited availability:** Volunteer-driven single purpose registered charities ONLY. Registration # mandatory: \$1,375 plus tax.

**\*Mini-space** – 5' x 6' \$1,120 plus tax. Includes carpet and 2 registrations.

**\*No early bird discount for these exhibitor types**

### PAYMENT TERMS:

Contract applications must be received in writing (by e-mail or fax). Payment of 50% is required within 5 days of booking to guarantee space by cheque, credit card, or bank transfer. **8% early bird discount for space paid in full by February 12.** GST number is R108078023.

### BOOKING PRIORITY:

Booth space will be assigned according to the Priority Points System as detailed in the Exhibitor Prospectus. Deposit guarantees reservation and priority standing in location choice. CFPC retains the right to modify locations if necessary.

**CANCELLATIONS:** \$500 non-refundable deposit plus cancellation fees:

January 1-June 9 – 25% cancellation fee

June 10-August 7 – 50% cancellation fee

August 8-November 12 – 100% cancellation fee

### KEY DATES 2016:

**Upon signing:** 50% minimum deposit due within 5 days of booking  
**February 12:** Last day to take 8% early bird discount with payment in full.

**May 18:** Booth assignments for pre-registered exhibitors

**After May 24:** Booth space assignments at show manager's discretion

**June 10: 50% cancellation fee applies.** 100% reservation payment required with bookings received after this date

**June 27:** 40-word exhibit booth description due by e-mail. Submissions will be published in the Final Program.

**August 8: 100% cancellation fee applies.** Any space not paid in full by this date will be deemed vacant and may be reassigned. It is the exhibitor's responsibility to cancel any other arrangements made concerning exhibiting, e.g. hotel reservations, services from official suppliers, etc.

**September:** Early Bird deadlines for supplier orders

**September 15:** Last date for inclusion in Exhibitor Program

**September 30:** Proof of insurance required

**October 6:** Convention room block closes

**November 9:** Exhibitor personnel pick up badges onsite and move-in

**November 10-12:** Conference dates

**December 31, 2016:** \$500 non-refundable deposit guarantees an exhibit space at FMF 2017, November 8-11, Montreal, QC

### EXHIBIT HALL HOURS:

**Set-up:** Wednesday, November 9. All non-official decorators must be identified to show management in advance.

Wednesday, November 9: Hall opens at **8:00 AM – 8:00 PM** Exhibitor move-in

Thursday, November 10: **7:00 AM – 5:00 PM**

Friday, November 11: **7:00 AM – 4:00 PM**

Saturday, November 12: **7:00 AM – 1:45 PM**

**Move-out:** Saturday, November 12. Must be completed by **8:00 PM**.

**No booth may be dismantled prior to 1:45 PM.**

### PROSPECTUS | APPLICATION | FLOOR PLAN | SUPPLIER FORMS:

Available here: <http://fmf.cfpc.ca/exhibitors/prospectus/>

Available in July: <http://fmf.cfpc.ca/exhibitors/manual/>

### BOOTH AWARDS:

These will be awarded and recognized in the Exhibit Hall for three categories: Best Booth Representatives, Most Innovative Booth and Most Educational Booth.

### EXHIBITOR PROGRAM:

Features a forty (40) word description of the products or services you will exhibit. This will also appear in the conference program and mobile app with hyperlink. E-mail to [jmorin@cfpc.ca](mailto:jmorin@cfpc.ca) by June 27, 2016.

### CONTACT:

Joan Morin, FMF Coordinator, Exhibits Lead **e-mail:** [jmorin@cfpc.ca](mailto:jmorin@cfpc.ca)

**phone:** 905.629.0900 or 1.800.387.6197, ext. 209

Cheryl Selig, Manager, FMF

**phone:** 905.629.0900 ext. 414 **e-mail:** [cselig@cfpc.ca](mailto:cselig@cfpc.ca)

## **EXHIBIT HALL RULES & REGULATIONS (condensed):**

### **Distribution of Product Samples, Food and Beverages**

Sampling only permitted in the Family Medicine Forum exhibit hall with prior permission from CFPC.

### **Novelty Gifts and Souvenir Giveaways**

All novelty gifts and souvenir giveaways must be submitted to the CFPC for review and approval.

### **Order-Taking**

Order taking by non-pharmaceutical exhibitors is permitted. Products for sale must be the exhibitors' own unaltered, marketed products, and the products or services must be pertinent to the attendees' professional interest. Products must be priced and charged in Canadian currency.

### **Promotional Material**

Exhibitors are responsible for ensuring that all promotional and product or service related information is factually accurate, provides appropriate referential and scientific data, and is professionally tasteful in its presentation.

### **W.H.O. Code Adherence**

Exhibitors intending to promote breast milk substitute products must comply with the stringent restrictions within the W.H.O. International Code for all visual display and hand-out materials and must submit copies of their promotional messages prior to being accepted as exhibitors.

### **Market Research**

All surveys must be conducted within the confines of the booth(s) assigned. Companies conducting market research must bring sufficient materials to last the full three days of the conference. All booths must be staffed during Exhibit Hall hours.

### **Privacy Policy**

The collection of registrants' personal information is subject to privacy laws (PIPEDA). The CFPC does not provide registrant lists to exhibitors. Lists generated from lead retrieval equipment will contain name, address, and email address.

### **Health and Safety**

All exhibitors and contractors must be familiar with and comply with the Health and Safety Regulations of British Columbia and take every reasonable precaution to ensure the health and safety of their employees, suppliers, and conference registrants. Consult website for details <https://www.labour.gov.bc.ca/>

### **Liability and Insurance**

Exhibitors must carry their own fire, theft, general liability or other insurance. Exhibitors who choose not to use the official show contractors must ensure that their designated installers (other than exhibitor personnel) carry additional insurance and follow local labour regulations. All independent suppliers are required to carry a minimum of \$2,000,000 liability insurance. Proof of insurance required by September 30, 2016.

### **Security in Exhibit Hall**

CFPC provides general security from set-up through teardown of the Exhibit Hall. Each exhibitor should insure their own exhibit materials against loss or damage during the convention. **NO PERSON, EXHIBITOR, SUPPLIER, OR REGISTRANT, MAY BRING CHILDREN UNDER THE AGE OF 16 INTO THE EXHIBIT HALL DURING SET-UP OR TEAR-DOWN.**

### **Bilingual Materials**

It is recommended that all exhibitors have literature available in English and French.

### **Full Rules & Regulations**

Available here <http://fmf.cfpc.ca/exhibitor/rules/>

College of Family Physicians of Canada, CFPC, 2630 Skymark Ave, Mississauga, ON L4W 5A4  
Watch for more on this exciting meeting posted on the College's website <http://fmf.cfpc.ca> and in *Canadian Family Physician*.