

FAMILY MEDICINE FORUM 2018

NOVEMBER 14-17, TORONTO, ONTARIO

EXHIBITOR FAST FACTS



LOCATION:

METRO TORONTO CONVENTION CENTRE, Toronto, Ontario

CONFERENCE HOTELS: Fairmont – Royal York, Delta Toronto, Intercontinental Toronto

CONFERENCE DATES: November 14-17, 2018

EXHIBIT HALL DATES: November 15-17, 2018

ANTICIPATED ATTENDANCE: 4,000-5,000 physicians

FMF is the largest annual educational event and exhibit hall for physicians attracting over 4,000 family physicians, residents, medical students and other healthcare professionals. Additional demographics and regional statistics available via email: ilamb@cfpc.ca

BOOTH INCLUSIONS: NUMBER OF BOOTHS: 200+

Standard 10 x 10 booth includes:

- 8' back wall and 3' side walls
- One 6' skirted table and 2 chairs
- Six exhibitor badges

Required services: Booths must be carpeted, order via supplier.

Optional services: Electrical, additional furniture, internet, lead retrieval and A/V equipment all available from official suppliers.

BOOTH PRICES: SUBJECT TO CHANGE WITHOUT NOTICE

Standard Booth size: 10' x 10' or in multiples of that size.

Prime booths: \$6,025 plus tax

Regular booths: \$5,575 plus tax

Island/Pavilions (400 sq. foot Island): \$22,900 plus tax

Larger Pavilions: 500+ sq. feet: Call for special pricing

***Not-For-Profit Association and Government: \$4,385** plus tax

***Volunteer-driven single purpose registered charities: \$1,425** plus tax.

Registration # mandatory

***Mini-Space – 5' x 6' \$1,215** plus tax

*No early bird discount for these exhibit types; limited availability.

PAYMENT TERMS:

Contract applications must be received in writing with 50% deposit by cheque, credit card, or bank transfer to guarantee space.

8% early bird discount for space paid in full by February 16.

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 8 – 25% cancellation fee

June 9-August 3 – 50% cancellation fee

August 4-November 17 – 100% cancellation fee

KEY DATES 2018:

Upon signing: 50% minimum deposit due within 5 days of booking

February 16: Last day to take 8% early bird discount with payment in full.

June: Booth assignments for pre-registered exhibitors

After June: Booth space assignments at show management's discretion

June 9: 50% cancellation fee applies. 100% reservation payment required with bookings received after this date

June 29: 40-word exhibit booth description due by e-mail. Submissions will be published in the Exhibit Hall Guide.

August 4: 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 14: Last date for inclusion in Exhibit Hall Guide

September 30: Proof of insurance required

October: Convention room block closes

November 14: Exhibitor personnel pick up badges onsite and move-in

November 15-17: Conference dates

December 31, 2018: \$500 non-refundable deposit guarantees an exhibit space at FMF 2019, October 30- November 2, 2019, Vancouver BC

EXHIBIT HALL HOURS:

Exhibitor Move In: Wednesday, November 14: **8:00 AM – 8:00 PM**

Exhibit Hall Hours: Thursday, November 15: **7:00 AM – 5:00 PM**

Friday, November 16: **7:00 AM – 4:00 PM**

Saturday, November 17: **7:00 AM – 1:45 PM**

Move-out: Saturday, November 17. **2:00 PM – 8:00 PM**

PROSPECTUS | APPLICATION | FLOOR PLAN | SUPPLIER FORMS:

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

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

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

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.

EXHIBIT HALL GUIDE:

Features a forty (40) word description of the products or services you will exhibit. This will appear in the Exhibit Hall Guide E-mail to ilamb@cfpc.ca by September 14, 2018.

BILINGUAL MATERIALS

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

CONTACT:

Isis Lamb, FMF Coordinator, Exhibits Lead

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Cheryl Selig, Manager, FMF

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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 Quebec and take every reasonable precaution to ensure the health and safety of their employees, suppliers, and conference registrants. Consult website for details.

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, 2018.

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 on the FMF website.

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*.