



# EXPOSITION GUIDE AND SERVICE MANUAL

80<sup>th</sup> Annual Meeting of the Canadian Urological Association  
June 27 – June 29, 2025  
THE WESTIN OTTAWA

Detailed information on the:  
**80<sup>th</sup> Annual Meeting of the Canadian Urological Association**  
**Ottawa, ON, June 27 - June 29, 2025**  
is available at [cuameeting.org](http://cuameeting.org)

Hereafter, the 80<sup>th</sup> Annual Meeting of the Canadian Urological Association  
will be referred to as **CUA 2025**.

**\*\*\*IMPORTANT\*\*\***

Links (underlined text) are created throughout the Exhibitor Guide & Service Manual for  
your convenience:

- To access order forms for your exposition requirements.
- To contact the various contractors.
- To access detailed information on specific items.

Should you not find the information you are looking for, please feel free to contact  
Kena Siu by email at [registration@cua.org](mailto:registration@cua.org).

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# SECTION 1 – CUA 2025 AT A GLANCE, VENUE AND EXHIBIT HALL TIMETABLE

## 1.1 - CUA 2025 AT-A-GLANCE

### THURSDAY, JUNE 26

12:00 - 20:00

Registration Opens

#### FRIDAY, JUNE 27

#### SATURDAY, JUNE 28

#### SUNDAY, JUNE 29

07:00 - 18:30	Registration Opens	07:00 - 17:30	Registration Opens	07:00 - 17:20	Registration Opens
08:00 - 17:30	CUA EXPO 25 Opens	07:30 - 16:00	CUA EXPO 25 Opens	07:00 - 08:30	Breakfast & Poster Sessions #7 to 12
09:00 - 17:30	Scientific Program Plenary	08:20 - 15:30	Scientific Program Plenary	08:45 - 17:20	Scientific Program Plenary
10:25 - 10:55	Networking Break in EXPO Hall	09:40 - 10:10	Networking Break in EXPO Hall	09:45 - 10:05	Health Break
12:15 - 13:15	Lunch and CUA EXPO 25	12:00 - 12:50	Lunch and CUA EXPO 25	13:00 - 14:30	Lunch
15:00 - 15:30	Networking Break in EXPO Hall	15:30 - 16:00	Networking Break in EXPO Hall	19:00 - 22:00	President's Reception and Banquet
19:00 - 22:00	CUA Networking Reception	16:00 - 17:30	Poster Sessions #1 to 6		

Free evening CUASF Fundraiser featuring The Void

For more details, please visit our meeting's [website](#)

## 1.2 - CUA 2024 VENUE

**THE WESTIN**  
OTTAWA

11 Colonel By Dr.  
Ottawa, ON K1N 9J1  
(613) 560-7000

## 1.3 - CUA EXPO25 TIMETABLE

Exhibit Hall Location: PROVINCES/CONFEDERATION 1/FOYER | LEVEL 4

THURSDAY, JUNE 26		FRIDAY, JUNE 27		SATURDAY, JUNE 28	
09:00	EXPO Set-up	06:00	EXPO Set-up (small items only)	07:30	EXPO Hall Opens
- 17:00		08:00		16:00	
		08:00	EXPO Hall Opens	09:40	Networking Break in EXPO Hall
		- 17:00		10:10	
		10:25	Networking Break in EXPO Hall	12:00	Lunch and CUA EXPO 25
		- 10:55		12:50	
		12:15	Lunch and CUA EXPO 25	15:30	Networking Break in EXPO Hall
		- 13:15		16:00	
		15:00	Networking Break in EXPO Hall	16:00	Tear-down
		- 15:30		22:00	

**\*\*\*IMPORTANT NOTE\*\*\*** Due to the Health Canada *Food and Drug Act* and the derived *Food and Drug Regulations*, access to CUA EXPO25 will be strictly reserved to the Health Care Professional duly registered as is at the CUA 2025.

## 1.4 – IMPORTANT INFORMATION FOR THE EXHIBITORS

### Moving day | Thursday, June 26, 2025

- Moving hours are 09:00 – 17:00. Hours are to be strictly observed;
- Please refer to the below section [Shipping and Material Handling](#) for advanced and direct shipment information. **The Westin Ottawa will not accept advanced shipment.**

### Opening Day | Friday, June 27, 2025

- All crates and boxes must be removed from the Exhibit Hall floor by 07:30;
- If the booth space is not occupied by 07:30 the CUA Exposition Office reserves the right to use such space as it deems appropriate;
- All exhibits must be completely set-up and ready for inspection by CUA officials by 07:30;

### During the Exhibit Hall Opening Hours

- Exhibitors will be allowed in the Exhibit Hall 30 minutes before opening and may also leave 30 minutes after closing;
- Please check with the CUA Exposition Office if additional time is required.

### Move-out day | Saturday, June 28, 2025

- The cartons followed by the crates will begin to be returned at 16:00. Move out hours are 16:00 – 22:00;
- All equipment must be packed, labeled for shipping, and be ready for pick-up by carriers. Once shipment is ready, carriers in queue will be called to the loading dock;
- At the end of an exhibitor move-out, all freight must be removed from the tradeshow floor;
- If an exhibitor is not using the designated freight handler for the show, all alternate shippers/ couriers must be instructed to pick-up materials the same day;
- **The Westin Ottawa will not be held responsible for materials left after the scheduled move-out time and would redirect these, at the expense of the exhibitor, to the designated freight or display supplier. Should an exhibitor fail to remove their booth material from the Exhibit Hall or the loading dock area, the CUA Exposition Office reserves the right to remove such Exhibit Hall material through GES as forced freight at the exhibitor's expense.**

## SECTION 2 – IMPORTANT DEADLINE DATES

### MARCH

<p><b>Monday, 3</b> Opening of the online GES Expresso ordering link</p>	<p><b>Thursday, 13</b> Opening of the CUA Online Exhibitor Portal</p>
<p><b>Saturday, 15</b> Early Bird Deadline for booth reservations</p>	<p><b>Friday, 21</b> Exhibitor Stand Plan/Sketches</p>

### MAY

<p><b>Thursday, 1</b> Exhibitor Descriptions on the CUA Online Exhibitor Portal</p>	<p><b>Monday, 26</b> Deadline for Exhibitor Registration on CUA Online Exhibitor Portal</p>
<p><b>Tuesday, 27</b> <a href="#">Hotel Accommodations Reservations*</a></p>	<p><b>Wednesday, 28</b> First Day of Advance Shipment Arrivals with GES</p>

\*Please note all CUA blocks might be sold-out BEFORE the actual deadline indicated.

### APRIL

<p><b>Saturday, 12</b> Confirmation of Pipes and Drapes on CUA Online Exhibitor Portal</p>	<p><b>Tuesday, 15</b> Cancellation by the Exhibitor (75% refund)</p>
<p><b>Wednesday, 16</b> Cancellation by the Exhibitor (no refund)</p>	

### JUNE

<p><b>Sunday, 1</b> Standard Deadline for booth reservations - Price increase</p>	<p><b>Tuesday, 3</b> Proof of Liability Insurance</p>
<p><b>Wednesday 4</b> Deadline for discounted rate for Booth Equipment</p>	<p><b>Wednesday, 18</b> Last Day for Advance Shipment Arrivals with GES</p>
<p><b>Tuesday, 24</b> Deadline to order AV, Electricity, Internet and Rigging with Encore</p>	<p><b>Thursday, 26</b> Deadline for Regular prices for Booth Equipment</p>
<p><b>Thursday, 26</b> Direct to Show Site Shipping Schedule (09:00 to 17:00 ONLY)</p>	

#### CUA Online Exhibitor Portal Access:

- Instructions and access codes will be sent to the contact person in March



## SECTION 3 – CUA CONTACT INFORMATION AND SUPPLIER LIST AND SHIPPING INFORMATION

### 3.1 - CUA Contact Information

SERVICE	CONTACT
<b>Industry Liaison</b>	<b>Canadian Urological Association</b> Nadia Pace Director of Communications, Events and Exhibits Mobile: 514-212-9313 Office : 514-395-0376 <a href="mailto:nadia.pace@cua.org">nadia.pace@cua.org</a>
<b>Exhibitor Servicing</b>	<b>Canadian Urological Association</b> Kena Siu Registration Manager and Exhibitor Servicing Mobile: 514-706-4400 <a href="mailto:registration@cua.org">registration@cua.org</a>

### 3.2 - CUA Suppliers List

SERVICE	CONTACT
<b>Advanced Material Handling</b> (Recommended)	<b>GES</b> <a href="mailto:serviceinfo@ges.com">serviceinfo@ges.com</a> Tel: 514-367-4848   1-877-399-3976
<b>Booth Rental</b>	<b>ConsultExpo – Official Customs Broker</b> Tel: 514-482-8886 Ext. 9   1-888-629-9008 <a href="mailto:info@consultexpoinc.com">info@consultexpoinc.com</a>
<b>Booth Accessories</b>	
<b>Booth Cleaning</b>	<a href="#">Click here to access the GES Espresso On-line Order Forms</a>
<b>Furniture Rental</b>	
<b>Labor</b>	
<b>Material Handling and Storage</b>	
<b>Plants and Flowers</b>	
<b>Shipping and Customs (ConsultExpo)</b>	
<b>Signage</b>	
<b>Audio-Visual</b>	<b>Encore</b> Andon Maratos Sales Coordinator Tel: 613-569-1595 <a href="mailto:andon.maratos@encoreglobal.com">andon.maratos@encoreglobal.com</a>
<b>Computer Rentals</b>	<a href="#">Click here to access the Encore Order Form</a>
<b>Internet</b>	
<b>Rigging</b>	
<b>Electrical Requirements</b>	

*Free basic WiFi Internet will be available everywhere in the venue*

## SERVICE

## CONTACT

Catering

**The Westin Ottawa**

Alana Hendry

Senior Event Manager

[alana.hendry@westin.com](mailto:alana.hendry@westin.com)

Tel: 613.560.7000 ext. 7367

## SECTION 4 – SHIPPING, MATERIAL HANDLING INFORMATION, LOADING FACILITIES AND FREIGHT FORWARDING/CUSTOMS

### 4.1 - VERY IMPORTANT INFORMATION / Advanced Shipments

**\*\*\* Direct shipment to the hotel will NOT be accepted before Thursday, June 26. \*\*\***

**Please note that it is a CLOSED DOCK and that shipping must be made through GES**

- **We strongly recommend that you use the Advance Warehouse Storage option of GES, the material handling (drayage) contractor, to avoid long waits at the loading dock, due to the Westin Ottawa limited loading dock facilities;**
- There is no onsite storage for exhibitor materials.

## 4.2 - Shipping Options

### Advance Shipping to the GES Warehouse (recommended)

- Please refer to the [GES Expresso On-line Order Forms](#) for shipping instructions, addresses and shipping labels

Advance Shipment to Warehouse:

**C/O GES C/O SWIFT DELIVERY SYSTEMS**

**C/O CUA 2025**

Exhibiting Company Name, Booth # \_\_\_\_\_

80, Colonnade Road

Dock 5 & 6

Ottawa, ON K2E 7L2

N.B. Please ensure to pre-arrange outbound shipping prior to the close of the exhibit. **Shipment receiving hours: Monday – Friday, 09:00 AM to 16:00 –**

**Closed on Holidays**

- Advance Warehouse Storage will be available from Wednesday, May 28 to Wednesday, June 18, 2025

**Please Note:** Shipments arriving before Friday, May 28, 2025, will incur a storage fee, and shipments arriving after Wednesday, June 18, 2025, will incur a Late to Warehouse fee.

### Direct Shipping to the Hotel

DIRECT SHIPMENTS to the Hotel **WILL NOT BE ACCEPTED** prior to Thursday, June 26.

If you plan to ship directly to the hotel on Thursday, June 26, please contact Alana Hendry at [alana.hendry@westin.com](mailto:alana.hendry@westin.com) or at 613-560-7000 ext. 7367 before shipping. Some fees will apply.

Shipment **WILL NOT** be accepted if you have not contacted the hotel prior to shipping.

### Hand Carried Deliveries | Day of set-up ONLY

- Exhibitors with hand-carried displays (*example – pull up banner case and box of materials*) may access the tradeshow floor via staircase and/ or passenger elevators from the hotel lobby.

## 4.3 - Loading Facilities

- The loading dock is located on Daly Street. **Please refer to the loading dock document by [clicking here](#) for more information and directions;**

### Loading Dock:

- Shipping / Receiving door dimensions: H: 96" x W: 96"
- Raised loading dock (height from ground): 4 ft
- Hydraulic lift: 3000 lbs weight capacity

### Elevator Dimensions:

- Service High Rise Elevators (Twenty-Two Access)
  - Inside Elevator: 63" Deep x 77" Wide
  - Elevator Access Door: 83 ½" High & 41 ½" Wide
- Service Elevator (4th Floor Foyer Access)
  - 6'10" high x 7'9" wide
- Freight Elevator – (Access from loading dock level to level 4 only)
  - 7' high x 19.5' long x 9' wide
  - Weight Capacity: 5670 kg
  - Elevator Access Door (Basement Level): 9'8" wide x 7' high
- Accessibility Elevator (Main Lobby to Executive Level)
  - 2 persons and 1 wheelchair capacity or 750 lbs/341 kg

## 4.4 - Post Show Material Handling and Outbound Shipments

- Exhibitors are responsible for repacking their freight;
- It is the exhibitor's sole responsibility to label each piece of outbound shipment and to provide a completed Bill of Lading covering each outbound shipment. The exhibitor is also responsible for payment arrangements with their carrier;
- International shipments also require a commercial invoice (3 copies) attached to the bill of landing;
- No return to warehouse post show. All shipments will need to be picked up from the venue on the 28th.;
- Exhibitors must make arrangements with their carrier to have freight picked up within the allotted move out times only **(Saturday, June 28: 16:00 – 22:00)**;
- Notify GES when the shipment is ready to be picked up by their carrier and provide a copy of their completed bill of landing;
- GES nor the Westin Ottawa staff are authorized to call carriers on exhibitors' behalf;
- Incomplete forms or a carrier that does not pick up by the end of the scheduled move-out time will have items removed from the show floor and redirected to GES at the Exhibitors expense

## 4.5 - Freight Forwarding and Customs

- GES/ConsultExpo has been appointed official Freight Forwarder for CUA 2025. Exhibitors who follow the instructions of GES/ConsultExpo will experience no difficulty exhibiting in Canada. You will find the order form and instructions on the [GES Expresso On-line Order Forms](#).
- You can find the Customs Order Forms on the [GES Expresso On-line Order Forms](#)
- Outlined below you will find all Canadian federal government requirements:

### **Temporary Importation:**

Any displayed goods may be imported temporarily under the provision of the Display Goods Temporary Importation Regulations (Customs Memorandum D8-1-1) for a period of time not to exceed six consecutive months (180 days) from the time that they are imported into Canada. These articles will be classified under tariff code 9993 (over 25% Canadian participation-deemed Canadian event). These display goods may be documented on a Temporary Admission Permit, form E29B, with a refundable security deposit taken. The security deposit would be the aggregate of Customs duties and Excise taxes that would be payable if the goods were to remain in Canada. You may post this security in the form of cash, certified cheque (drawn on a Canadian bank) or acceptable security bond. Your broker may post the security for you;

Goods imported for sale or as giveaways are subject to duty (if applicable), and taxes at the time of importation.

### **Customs Clearance**

Commercial goods being shipped to Canada may clear Canada Customs at point of entry into Canada.

### **Export**

At the time of exportation, any goods granted temporary entry into Canada on a Form E29B (Temporary Admission Permit) must be presented (along with the importer's/owner's copies of the appropriate documentation) to Customs for verification and certification either at the Customs office at the point of export or at the inland Customs office in the event the goods are exported under Customs control. This procedure is necessary for you to receive a refund of any securities posted. Please note that the refund is not immediate.

## SECTION 5 - GENERAL INFORMATION AND OTHER SERVICES

### BOOTH CLEANING SERVICES

The Westin Ottawa housekeeping will provide daily aisle cleaning for tradeshow and will remove refuse from the show area prior to the scheduled start of the event and at the end of each event day.

Please ensure the following guidelines are followed:

- Prior to the start of a tradeshow, all waste materials are to be placed in the plastic bags inside the large waste receptacles
- All cardboard boxes are to be broken down and placed in front of the booth

For individual booth cleaning requirements, please complete the [GES Expresso On-line Order Forms](#).

### BOOTH FURNISHINGS AND LAYOUTS

**Deadline: Friday, March 21, 2025**

Please note that the Exhibit Hall has wall-to-wall carpets.

A pipe & drape booth is included in the Exhibit Fee.

You will have to indicate via your **Online Exhibitor Profile** (available March 13) if you will build your own booth structure or use the provided booth package.

You will have to advise the CUA Exposition office by email at [registration@cua.org](mailto:registration@cua.org) if you will build your own booth structure or use the provided booth package (included in the Exhibit fee).

Your booth package will be installed prior to your arrival on site.

#### **Each regular 8' deep X 10' wide (2.44 m X 3.04 m) booth package includes:**

- 8' high background and 3' high side dividers in black flameproof drapes. (booth size 80 sq.ft).
- One (1) 6'L x 30'H x 24" D table with black skirt.
- Two (2) chairs.
- One (1) 8" x 48" identification sign, black block letters on white background.
- One (1) wastebasket.
- Overnight security and general aisle cleaning.



N.B. These furnishings are approved by show management and may not be returned or exchanged for a credit, reimbursement, or for alternative furnishings.

- All additional requirements, including material handling, wired Internet, signage, extra security and electrical services, [are the responsibility of the exhibitor](#). Order forms for additional requirements may be found in Section 6 of this document.

*Last minute and on-site modifications to orders will be subject to additional fees.*

## Tabletops

- Each tabletop comes with a 6-foot skirted table and 2 chairs.
- Electrical must be purchased separately.
- Tabletop booth size 5' deep x 6' wide (30 sq. feet)
- One (1) 8" x 48" identification sign, black block letters on white background.
- One (1) wastebasket.
- Overnight security and general aisle cleaning.

### **If you bring your own booth:**

- The CUA Exposition Office must approve any booth built by an exhibitor or rented from a firm other than the official decorator.
- The approval ensures that the dimensions were respected.
- The exhibitor remains fully liable to make sure that the custom booth fits in the tabletop or booth 8' deep x 10' wide provided space.
- Please submit your sketches/plans before **Friday, March 21, 2025**, to Kena Siu at [registration@cuu.org](mailto:registration@cuu.org).
- Please be reminded that the maximum accepted building height in the Exhibit Hall is 8 feet.

## CATERING

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Some exhibitors may want to order food and non-alcoholic beverages to their booths. Some restrictions may apply.

The Westin Ottawa is the *exclusive* food and beverage partner.

Only the Westin Ottawa is authorized to hold or serve alcoholic products inside the Exhibition Hall. Any alcohol coming from outside the hotel, even for personal purposes, is prohibited.

If you would like to distribute, sell or hand out food samplers in your booth area, you must request beforehand an authorization from the CUA Management and its exclusive F&B partner, The Westin Ottawa

Alana Hendry  
Senior Event Manager  
[alana.hendry@westin.com](mailto:alana.hendry@westin.com)  
Tel: 613.560.7000 ext. 7367

Consumption or distribution of alcohol by exhibitors in their booth and in the Exhibit Hall is prohibited.

Light breakfast, networking breaks and luncheons on Friday and Saturday will be served inside the Exhibit Hall.

The CUA Networking Reception on Friday evening will not be taking place in the Exhibit Hall. It will take place from 19:00 - 22:00 at the National Arts Centre located at 1, Elgin Street, Ottawa, Ontario, a 5-minute walk from The Westin Ottawa.



## CEILING HEIGHT & COLUMN DIMENSIONS

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The maximum accepted building height in the Exhibit Hall is 8 feet. If you wish to build a booth higher than 8' tall, please contact Kena Siu at [registration@cua.org](mailto:registration@cua.org) to submit your project.

## EXHIBITOR LISTING

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**Deadline: Thursday, May 1, 2025**

All CUA 2025 exhibiting organizations are entitled to a listing in the online Exhibit Hall Directory.

In order to be included in the CUA 2025 online Final Program:

- You will be requested to provide a 50-word description of your product or service in English and a 50-word description in French by **May 1, 2025**.
- Should you exceed the 50-word limit in either language, the first 50 words will be used; the descriptions will not be edited and will appear as written.
- The purpose of this listing is for exhibitors to provide delegates with more information on their organization and what to expect at the booth.
- Please note that the text must be submitted through your **CUA Online Exhibitor Portal**. **The portal** will be available only to the contact that CUA has for each confirmed exhibitor.
- Information on how to access the **CUA Online Exhibitor Portal** will be sent to the contact person in March.

For more information, please contact Kena Siu at [registration@cua.org](mailto:registration@cua.org).

## EXHIBITOR REGISTRATION

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**Deadline: Monday, May 26, 2025**

CUA exhibiting companies are permitted:

- Two (2) exhibitor registrations\* for each booth module (which do NOT include access to the scientific sessions or networking functions);
- Two (2) full registrations\* with access to networking functions and scientific sessions ;
- \* Exhibitors and full registrations include food and beverage in the Exhibit Hall area for the duration of the Exhibit.
- A company listing and a 50-word description in the Online Exposition Directory posted on CUA Meeting website (must be submitted in English and French);
- Recognition as a CUA exhibitor;
- Security in the Exhibit Area;
- Promotion on CUA Social media channels (Facebook, LinkedIn, X and Instagram).
- Does not include material handling and electrical services, these are to be reserved and paid for by the exhibitor and additional décor items such as carpeting. The Exhibit Hall has hotel carpeting;
- Additional staff badges above the company's allowance may be obtained at a cost **\$400 CAN** (plus applicable taxes);

- It is permitted to surrender a badge for replacement due to a correction or a change in personnel. The staff badge does not allow participation to the scientific program; it allows access to the Exhibit Hall, Welcome Reception, Luncheons and Breaks..

All badges can be picked up during the Exhibit Hall set-up and during registration hours at the **Registration counters located on Level 4 at the Westin Ottawa.**

- Online registration is available for exhibitors through your **Online Exhibitor Profile (available as of March 13)**;
- Details on registering your complimentary registration pass will be sent to you in May 2025.
- The deadline for both exhibitor and full complementary registration pass(es) is **May 26, 2025.**

## FLOOR PLAN

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The floor plan (**available in April**) which shows the actual booth locations, will be found on the CUA 2025 website. The CUA Exposition Office, for the overall benefit of the Exhibit, may modify general layout and booth allocations.

Booths are selected on a first come first served basis by sponsorship level and date of reservation and payment.

## HOTEL ACCOMMODATIONS

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### CUA 2025 Headquarter Hotel The Westin Ottawa

11 Colonel By Drive, Ottawa, Ontario, K1N 9H4

**Cut-off date: May 27, 2025\***

For more information and to make a reservation, [click here](#).

\*Note that the room block might be sold-out before May 27, 2025.

## INSURANCE

**Deadline: Monday, June 3, 2024**

The exhibitor should get proper liability insurance, being solely responsible for any physical loss or damage to, or any personal injury or other liability arising from Exhibit Hall material. All Exhibit Hall property is in the care, custody and control of the exhibitor at all times. The period of liability of the exhibitor shall be deemed to run from the time the exhibitor or any of its staff first enters the exhibitor grounds, and to continue until all the Exhibit Hall and property have been removed.

The CUA Organizing Committee, Congress Secretariat and Exposition Office, The Westin Ottawa or its agents assume no responsibility for bodily loss of, or damage to products, booths, and equipment of decorations, due to fire, water accident, theft or any other cause while they are on the premises or in any of its outbuildings.

Exhibitors must insure themselves against property loss/damage and liability for injury. Therefore, the exhibitor will provide CUA by June 3, 2025, with satisfactory proof of liability insurance in the limit of \$2,000,000 each and every occurrence with an insurance company acceptable to CUA and naming CUA and the Westin Ottawa as additional insured.

**Please do not leave personal belongings and valuables unattended. The Westin Ottawa is not responsible for lost or stolen items.**

## INTERNET

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Basic Wireless Internet access will be available at a no charge. To order wired internet please contact Andon Maratos from Encore at [andon.maratos@encoreglobal.com](mailto:andon.maratos@encoreglobal.com).

## LIABILITY

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Neither the Canadian Urological Association, the Conference Organizer, the Westin Ottawa, any suppliers, their employees or representatives, nor any member of the CUA Organizing Committee is responsible for any injury that may occur to the exhibitor or to the exhibitor's employees or representatives, or for physical loss or damage of their property, including private property, from any cause whatsoever.

The exhibitor expressly releases and holds harmless the above entities; associations, employees and members thereof from any and all claims arising from any cause whatsoever.

## NETWORKING EVENTS

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Each registered exhibitor representative is invited to attend the CUA Networking Reception on Friday, June 27, 2025, at the National Arts Centre from 19:00 to 22:00.

Please note that the Exhibit Hall will not be open during the CUA Networking Reception, but each registered exhibitor representative is invited to attend the event.

Exhibitors may purchase tickets for the President's Reception and Banquet that will take place at The Westin Ottawa on Sunday, June 29 from 19:00-22:00. For additional information, please contact the Exhibit Liaison, Kena Siu at [registration@cua.org](mailto:registration@cua.org)

Saturday evening will be a free night for all delegates. We encourage you to attend the CUASF Fundraiser event featuring The Void – more information coming soon.

## PARKING OPTIONS

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### The Westin Ottawa

- Off-Site Parking: CF Rideau Parking Garage 0.4 km (self-parking): \$30 per night
- Valet: \$55 per night
- Electric car charging station

## SECURITY & STAFFING

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General security will be provided from beginning of move-in to the end of move-out. Although the CUA Exposition Office provides general security, the Office, the Congress Organize, the Westin Ottawa will not be responsible for loss or damage to merchandise or personal possessions before, during or after the Exhibit, or for personal injury to the exhibitor, company employees or representatives. If your displays are valuable or sensitive and you wish to hire security personnel to attend to your stand exclusively during off show hours, please contact the Westin Ottawa for information. Please note that you may use personnel from any other security agency.

We ask your assistance and cooperation with our security efforts by being aware of the following rules and guidelines:

- Badges must be worn at all times to gain admittance to the Exhibit Hall, from move-in through move-out.
- Exhibitor move-in or move-out of the hall is not permitted during the Exhibit Hall opening hours.

- If deliveries or pick-ups of any kind are to be made prior to, during or after the close of the Exhibit Hall, it is the exhibitor's responsibility to obtain the necessary paperwork/credentials at the CUA Exhibit Registration Counter, for these people to gain admittance to the Exhibit Hall.
- Please keep your giveaways and other promotional material out of sight after Exhibit Hall hours. Alcohol giveaways are prohibited.
- Never leave laptop computers or any valuable items in your booth unattended.
- Please do not schedule any meetings in your booth outside of Exhibit Hall hours.
- Safety and courtesy require that all aisles be free of obstacles such as protruding furniture, displays or display material.

## **SIGN INSTALLATION**

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No materials of any kind may be affixed to any walls whether painted, wooden, brick, vinyl, or cement by any method whatsoever unless approved by CUA 2025. Touch-up of exhibits, etc., must be done in such manner as not to deface or damage the property. Proper precautions must be taken; otherwise repairs and cleaning will be conducted at the expense of the exhibitor.

## **SUSTAINABILITY**

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Please consider some of the following sustainability tips:

- Prioritize swag that is useful and responsibly sourced.
- Offset emissions associated with your travel.
- Provide more information digitally rather than printed. Consider displaying information on a monitor or utilizing tablets.
- If you must print, create reusable non-dated signs.
- When shipping materials, try and keep it light and reuse packing and shipping materials.
- Bring a water bottle and utilizing the water fountains.

## SECTION 6 – EXHIBIT HALL POLICIES, RULES AND REGULATIONS

### PART OF CONTRACT

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The policies stated herein and in the Exhibit/Sponsors Prospectus constitute a bona fide part of the contract for Exhibit hall space. The Canadian Urological Association reserves the right to render all interpretations and decisions, should any questions arise, and to establish further regulations as may be deemed necessary to the general success and well-being of the Exhibit. All matters and questions not covered in these policies are subject to the final judgment and decision of the Association.

### ADMISSION TO CUA EXPO25

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**\*\*\*IMPORTANT NOTE\*\*\*** Due to the Health Canada *Food and Drug Act* and the derived *Food and Drug Regulations*, access to the Exhibit Hall will be strictly reserved to the Health Care Professional duly registered as is at the CUA 2025. The Foyer of the Exhibit Hall will be accessible to all categories of registration.

The CUA Exposition Office reserves the right to refuse admission to the Exhibit Hall to any visitor, exhibitor or employee of an exhibitor who, in their opinion, is undesirable or likely to disrupt the smooth functioning of the event.

### ALLOCATION OF SPACE

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The CUA Exposition Office reserves the right to allocate space to the exhibitor according to the total Exhibit Hall design and overall space constraints.

### BOOTH ASSIGNMENT

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CUA Patrons will have first choice of booth selection followed by Platinum, Gold and Silver Sponsors, in that order of preference. All other booths will be allocated on a first come, first served basis, upon receipt of full payment. Upon receipt, applications will be date stamped and space assigned on a first come, first served basis. Exhibitor's booth preference will be adhered to as closely as possible. Consideration will be given to the date the application was received, the nature of the Exhibit Hall and the size of the booth requested. Upon receipt of full payment, a floor plan will be distributed for selection based on the assignment schedule as outlined above. The CUA reserves the right to update the floorplan if deemed necessary.

### CANCELLATION BY THE EXHIBITOR

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It is agreed by the Exhibitor that any request for cancellation must be received by April 15, 2025, to receive a 75% refund. Twenty-five percent (25%) will be retained for administrative purposes. No refund will be provided for cancellations received after April 15, 2025.

*Transfer of booth fees to the sponsorship program would result in no cancellation fee.*

Exhibitors MAY NOT ASSIGN, SUBLET THE WHOLE OR ANY PART OF THE SPACE ALLOTTED, nor exhibit therein any other goods than those manufactured or sold in the regular course of business by the Exhibitor.

*Continued on next page*

A written notice of cancellation on company letterhead must be sent to:

Nadia Pace  
CUA Industry Liaison  
CUA 80<sup>th</sup> Annual Meeting  
185 Dorval, Suite 401  
Dorval, QC, H9S 5J9, Canada  
[nadia.pace@cua.org](mailto:nadia.pace@cua.org)

## CARE OF RENTED SPACE

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Exhibitors must make sure that the space rented for their booth remains in good condition. They must not use, or allow the use of nails, screws, hooks or other similar fixtures for attaching any items. It is forbidden to paint the floor or to put anything on it without adequate protection that has been approved by the CUA Exposition Office. Exhibitors may not put signs on the walls of the Westin Ottawa without written permission from the CUA Exposition Office.

## COMPRESSED GASES

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Use of compressed gases is restricted to Helium and Carbon Dioxide only.

Special handling recommendations:

To be used only in well ventilated areas. Valve protection caps must remain in place unless cylinder is secured with outlet piped to point of use. Cylinders should not be dragged, slid or rolled. Only a suitable hand truck is to be used for transport. Use a pressure reducing regulator when connecting cylinders to lower pressure piping or systems. Do not heat cylinder to increase the discharge rate from the cylinder. Use a check valve or trap in the discharge line to prevent hazardous back flow into the cylinder.

Special storage recommendations:

Compressed gas cylinders should be stored in a safe location away from high traffic and emergency exits. The area should be well ventilated and cool. The temperature in the storage area cannot exceed 54°C (130°F). Cylinders must be stored in upright position and firmly secured to prevent falling or being knocked over. Exhibitors or the supplier of the compressed gas must supply suitable chains and locks to secure cylinders.

## CONDITIONS OF PARTICIPATION

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The exhibitor agrees to comply with and accept terms and conditions on the contract for space location and the "Exhibitor Guide & Service Manual" issued by the CUA Exposition Office and such other rules and regulations or operating procedures as the Office may reasonably require for orderly construction, conduct and dismantling of the Exhibit Hall from move-in through move-out.

## DANGEROUS MATERIALS

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No naked lights and lamps or temporary gas or electrical fittings may be used in the Exhibit Hall hall without prior permission from the CUA Exposition Office. No explosives, petrol, dangerous gases or highly inflammable substances are allowed in the hall. No radioactive materials are to be used.

## ENTERTAINMENT OR NETWORKING EVENTS

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No entertainment or networking events may be scheduled to conflict with the official CUA program or Exhibit Hall hours.

## FIRE PROOFING

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The following fire safety regulations must be adhered to:

- Exhibit aisles and fire exit doorways are to be kept free from obstructions.
- Fire hose cabinets and pull stations must be left accessible and in full view at all times.
- Electrical appliances, electrical cords and electrical connections shall comply with the ON Electrical code and be CSA approved.
- Nothing shall be posted on, nailed, stapled, or otherwise attached to columns, walls, floors or other parts of the building or furniture of the Westin Ottawa.
- The use of open flame is prohibited; this includes candles, lamps and torches. The use of open flame for cooking and demonstration is prohibited in pre-function areas. All display materials are required to be flame proof and are subject to inspection by the Ottawa Fire Department.
- NO flammable fluids or substances may be used or shown in the booths. Flammable or combustible and/or compressed gases shall not be used or displayed unless otherwise approved by the Ottawa Fire Department.
- On an individual basis, any exhibits or demonstrations utilizing flammable gas such as propane are limited to a maximum five (5) lb. on site at any one time. A "Flow Restriction Valve" must be used on all propane tanks. The equipment and its operation must have prior written approval from the Ottawa Fire Department and the Provincial Gas Inspector. All propane connections must be leak tested by the Westin Ottawa staff prior to use in the facility.
- The use of the following materials indoor is prohibited: straw and hay, acetate fabrics, corrugated paper, paper backed foil (unless glued securely to suitable backing), combustible materials used for covering tables or for skirting tables, Styrofoam constructed booths.

## FLOORS – WEIGHT BEARING CAPACITY

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Exhibitors may not place objects weighing more than 610.303 kg/m<sup>2</sup> (125 lb/ft<sup>2</sup>) on the floor of the Exhibit Hall. Any damage caused by excess weight or by the setting up, installation, use, exposition or removal of any object exceeding these weights will be repaired at the exhibitor's expense.

All interior areas of the Westin Ottawa are carpet tiled on concrete.

## HEAVY EQUIPMENT

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Exhibitors displaying heavy equipment (ie. Motors, engines, vehicles, etc.) must provide pads underneath the equipment. Exhibitors will be responsible for any repairs, replacements or extraordinary cleaning as a result of their use of the function areas in the Westin Ottawa.

## INSPECTION OF LEASED PREMISES

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The CUA Exposition Office will inspect the leased areas with a representative of the Westin Ottawa. Both parties will note existing damage to walls and floors, as any additional damage to the premises will be charged to the exhibitor for repairs.

## KEEPING EXITS CLEAR

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Display material may not block:

- Emergency Exits
- Fire Alarms
- Electrical Rooms
- Cleaning Stations
- Fire-hose Cabinets
- Fire Alarm Rooms
- Signs

## PHOTOGRAPHY / VIDEOTAPING OF EXHIBIT HALL

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Photography of Exhibit Hall and displayed equipment (other than your own) is strictly prohibited. Please note that exhibitors have the right to request that photographs may not be taken without permission.

## PROHIBITION OF STICKERS

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Stickers of any kind are prohibited at the Westin Ottawa because of the removal and cleaning problems they create. Anyone who ignores this regulation will be billed for the cost of cleaning and repairs.

## RESTRICTIONS

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The following restrictions are applicable to exhibitors, contractors and helpers used during move-in and move-out of the Exhibit Hall.

Management reserves the right to restrict any exhibitor which, because of the nature of the activity taking place at the booth, noise level or for any other reason, become objectionable, and also to close, without indemnity, any exhibitor who refuses, after notification, to comply with the stated rules and regulations.

A company representative should be present in the booth at all times. It is forbidden to leave the booth unattended. The rights and privileges of any exhibitor shall not be infringed upon by any other exhibitor.

The aisles must be kept clear. All interviews, demonstrations, distribution of literature, etc., must be made inside the exhibitor's booth during scheduled show times.

Unethical conduct or infraction of rules by the exhibitor or their representatives will subject the exhibitor and their representatives to immediate dismissal from the Exhibit Hall. In such an event, it is agreed that no refund shall be made by the Canadian Urological Association or by the Westin Ottawa and, further, that no demand for redress will be made by the exhibitor or their representatives.

## SOLICITING AND PROMOTIONAL ACTIVITIES

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Not only commercial soliciting, but also distribution of samples, souvenirs and promotional items are prohibited except inside an exhibitor's own booth. These activities are forbidden in the aisles, restaurants or entrance hall as well as in the Westin Ottawa.

The names and logo types of the Canadian Urological Association and the 2025 Annual Meeting and CUA EXPO25 are proprietary trademarks for the exclusive use of the Association and may not be printed, used or displayed for any purpose without the express written permission of the Association. Such permission will not be granted for purely promotional purposes, or in any way that would imply endorsement of a particular company, product, service or activity.

## SOUND TRANSMISSION

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The prescribed standard is as follows: sound level may not exceed 70 decibels, 4 feet (1.22 meters) away from the source. Any machine, musical group, information broadcaster or any other source may not exceed this limit. The CUA Exposition Office will be the sole judge in this matter.

## SUBLETTING

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It is forbidden for an exhibitor to sublet the whole or any part of their booth space without prior written permission of the CUA Exposition Office.



## SECTION 7 – ORDER FORMS AND EXHIBIT HALL FLOOR PLAN LINKS

### 1. GES ORDER FORMS AND CUSTOM FORMS

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[Click here](#) to access the GES Expresso On-line Order forms.

### 2. ENCORE ORDER FORM FOR AUDIO-VISUAL, COMPUTER RENTALS, ELECTRICITY, WIRED INTERNET AND RIGGING

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[Click here](#) to download the Encore order form.

### 3. EXHIBIT HALL FLOOR PLAN (Available April 2025)

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- Booths are selected on a first come first served basis by sponsorship level and date of reservation and payment.
- The CUA reserves the right to make changes to the floorplan – even in the event that you have selected your booth.

### 4. SPONSORS & EXHIBITORS REGISTRATION (Available March 13, 2025)

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The text must be submitted through the **CUA Online Exhibitor Portal** and will be available only to the contact that CUA has for each confirmed exhibitor. Instructions and an access code will be sent to the contact person in March allowing the main contact to have access to the **CUA Online Exhibitor Portal**.