

78th Annual Meeting of the Canadian Urological Association
June 23 – June 25, 2023
LE CENTRE SHERATON MONTREAL HOTEL

EXPOSITION GUIDE AND SERVICE MANUAL



78th ANNUAL MEETING • 78^e CONGRÈS ANNUEL

MONTREAL  **23**

June 23-25 juin

cuameeting.org

Detailed information on the:
78th Annual Meeting of the Canadian Urological Association
Montreal, QC, June 23-June 25, 2023
is available at cuameeting.org

Hereafter, the 78th Annual Meeting of the Canadian Urological Association
will be referred to as **CUA 2023**.

Le Centre Sheraton Montreal Hotel (HQ CUA 2023) will be referred to as the **Sheraton**.

*****IMPORTANT*****

Links (underlined text) are created throughout the Exposition 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.

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SECTION 1 – CUA 2023 AT A GLANCE, VENUE AND EXPOSITION TIMETABLE

CUA 2023 AT-A-GLANCE

THURSDAY, JUNE 22		FRIDAY, JUNE 23		SATURDAY, JUNE 24		SUNDAY, JUNE 25	
12:00 - 20:00	Registration Opens	07:00 - 18:30	Registration Opens	07:00 - 17:30	Registration Opens	07:00 - 17:30	Registration Opens
		08:00 - 17:00	CUA EXPO 23 Opens	08:00 - 17:00	CUA EXPO 23 Opens	08:00 - 13:20	CUA EXPO 23 Opens
		09:30 - 17:30	Scientific Program Plenary	08:00 - 15:50	Scientific Program Plenary	07:30 - 08:30	Poster Sessions
		10:40 - 11:10	Networking Break in EXPO Hall	09:40 - 10:10	Networking Break in EXPO Hall	09:00 - 17:30	Scientific Program Plenary
		12:30 - 13:30	Lunch and CUA EXPO 23	12:20 - 13:00	Lunch and CUA EXPO 23	10:00 - 10:30	Networking Break in EXPO Hall
		15:10 - 15:40	Networking Break in EXPO Hall	15:50 - 16:10	Networking Break in EXPO Hall	11:50 - 13:20	Lunch and CUA EXPO 23
		17:30 - 18:15	Welcome Reception	16:10 - 17:40	Poster Sessions	15:10 - 15:25	Break
				19:00 - 23:00	CUA Networking Night	19:00 - 23:00	President's Reception and Banquet

CUA 2023 VENUE



Le Centre Sheraton Montréal Hotel
 1201 boulevard René-Lévesque O
 Montréal, QC
 H3B 2L7
 514-878-2000

CUA EXPO23 TIMETABLE

Exposition Location: Sheraton | Ballroom Centre/East + Foyer

THURSDAY, JUNE 22	FRIDAY, JUNE 23	SATURDAY, JUNE 24	SUNDAY, JUNE 25
09:00 - 17:00 EXPO Set-up	06:00 - 07:30 EXPO Set-up (small items only)	08:00 - 17:00 EXPO Hall Opens	08:00 - 13:20 EXPO Hall Opens
	08:00 - 17:00 EXPO Hall Opens	09:40 - 10:10 Networking Break in EXPO Hall	10:00 - 10:30 Break in EXPO Hall
	10:40 - 11:10 Networking Break in EXPO Hall	12:00 - 13:00 Lunch	11:50 - 13:20 Lunch
	12:30 - 13:30 Lunch	15:40 - 16:00 Networking Break in EXPO Hall	13:20 - 22:00 Tear-down*
	15:10 - 15:40 Networking Break in EXPO Hall		

* Exhibitors located in the Foyer should be moved out by 16:00

*****IMPORTANT NOTE***** Due to the Health Canada *Food and Drug Act* and the derived *Food and Drug Regulations*, access to CUA EXPO23 will be strictly reserved to the Health Care Professional duly registered as such at the CUA 2023. The Foyer of the exposition hall will be accessible to all categories of registration.

IMPORTANT INFORMATION FOR THE EXHIBITORS

Opening Day | **Friday, June 23, 2023**

- All crates and boxes must be removed from the exposition 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 setup and ready for inspection by CUA officials by 07:30
- CUA EXPO23 will NOT BE open during the Welcome Reception, but every registered exhibitor is welcome to attend

During the Exposition Opening Hours

- Exhibitors will be allowed in the exposition 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 | **Sunday, June 25, 2023**

- The cartons followed by the crates will begin to be returned at 13:20
- All equipment must be packed, labeled for shipping, and 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 Sheraton 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 exposition material from the exposition hall or the loading dock area, the CUA Exposition Office reserves the right to remove such exposition material through GES as forced freight at the exhibitor's expense.**
- Exhibitors located in the Foyer should be moved-out by 16:00 maximum.

SECTION 2 – IMPORTANT DEADLINE DATES

MARCH

Wednesday, 1 Opening of the online GES Espresso ordering link	Wednesday, 15 Early Bird Deadline for booth reservations
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MAY

Monday, 1 Early Bird Registration Deadline	Monday, 1 Exhibitor Descriptions on CUA Exposition Portal
Monday, 22 Deadline to order Rigging	Monday, 22 First Day of Advance Shipment Arrivals (before)
Monday, 29 Hotel Accommodation at the Sheraton (unless block is sold out	Monday, 29 Standard Deadline for booth reservations - Price increase

APRIL

Saturday, 1 Early Bird Registration Deadline	Tuesday, 11 Cancellation by the Exhibitor (75% refund)
Wednesday, 12 Cancellation by the Exhibitor (no refund)	Wednesday, 12 Exhibitor Stand Plan/ Sketches
Wednesday, 12 Confirmation of Pipes and Drapes on CUA Exposition Portal	

JUNE

Thursday, 1 Proof of Liability Insurance	Thursday, 1 Deadline for Exhibitor Registration on CUA Exposition Portal
Friday, 9 Deadline for advance show rate for audio-visual and electricity	Friday, 16 Last Day for Advance Shipment Arrivals
Thursday, 22 Direct to Show Site Shipping Schedule	

Instructions and an access code will be sent to the contact person in March allowing them to have access to the Online Exposition Profile.

SECTION 3 – CUA CONTACT INFORMATION AND SUPPLIER LIST

CUA Contact Information

SERVICE	CONTACT
Industry Liaison	Canadian Urological Association Nadia Pace Director of Communications, Events and Exposition Mobile: 514-212-9313 Office : 514-395-0376 nadia.pace@cua.org
Exposition Servicing	Canadian Urological Association Kena Siu Registration Manager and Exposition Servicing Mobile: 514-706-4400 registration@cua.org

CUA Supplier List, Transportation and Shipping Information

SERVICE	CONTACT
Advanced Material Handling (Recommended) Booth Rental Booth Accessories Booth Clearing Customs (through ConsultExpo) Decorator and Drayage Furniture Rental Labor Material Handling Plants and Flowers Shipping and Storage Signage Transportation	GES 4280 Griffith Street St-Laurent, QC H4T 4L6 Tel: 514-367-4848 1-877-399-3976 serviceinfo@ges.com ConsultExpo – Official Customs Broker Tel: 514-482-8886 Ext. 9 1-888-629-9008 info@consultexpoinc.com Click here to access the GES Espresso On-line Order Forms

CUA Supplier List, Transportation and Shipping Information

SERVICE	CONTACT
Catering Direct Shipping (not recommended) Wired Internet	Le Centre Sheraton Montreal Hotel Sandra Donniou Senior Event Manager Sandra.Donniou@marriott.com
Click here for instructions.	Click here to access the Hotel Shipping Form

Please note that shipments not conforming to these instructions **will not** be accepted by the hotel.
Free Wi-Fi Internet will be available everywhere in the venue

Audio-Visual Computer Rentals Electrical Services Rigging	Stage Vision Rémi Quarra Sales Coordinator Tel: 202-220-7564 Direct: 905-890-8200 rquarra@stagevision.com Click here to access the Stage Vision Exhibitor Order Form
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IMPORTANT INFORMATION | Shipping and Transportation

- Due to limited storage space, please be advised that the Sheraton **DOES NOT ACCEPT** exhibitor shipments in advance of an exhibitor move-in
- **Deliveries attempted outside the scheduled move-in time will be refused and re-directed to the designated freight or display supplier**
- **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 Sheraton limited loading dock facilities**
- CUA EXPO23 will NOT BE open during the Welcome Reception, but every registered exhibitor is welcome to attend
- If exhibitors choose an alternate shipper/courier, please consult the "Direct shipping Instructions to the Sheraton" on [page 12](#)

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:

GES c/o TRANSKID

CUA 2023 Annual Meeting

Exhibiting Company Name, Booth # _____

1785, 55^{EME} AVENUE

DORVAL, QUEBEC H9P 2W3

Canada

Shipment receiving hours: Monday – Friday, 09:00 AM to 16:00 – Closed on Holidays

- Advance Warehouse Storage will be available from Monday, May 22 to Friday, June 16

Freight Forwarding and Customs

- GES has been appointed official Freight Forwarder for CUA 2023. Exhibitors who follow the instructions of GES 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.

Continued on next page

Freight Forwarding and Customs

Customs Clearance

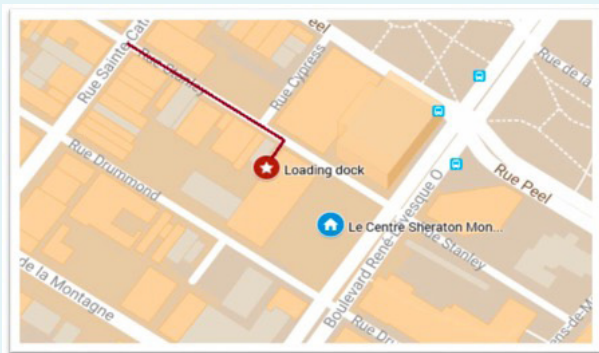
Commercial goods being shipped to Canada may clear Canada Customs at point of entry into Canada.

Export

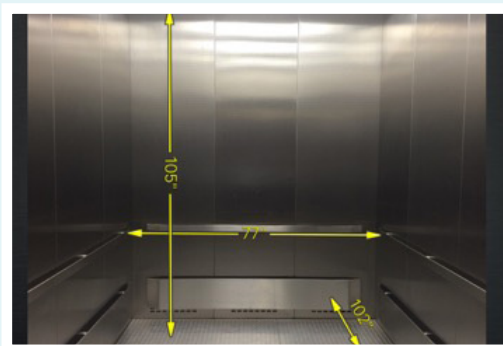
At the time of exportation, any goods granted temporary entry into Canada on a Form E29B (Temporary Admission Permit) must be presented (along with the importer's/owner's copies of the appropriate documentation) to Customs for verification and certification either at the Customs office at the point of 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.

Direct Shipping Instructions to Sheraton – IMPORTANT INFORMATION (not recommended)

- Fill one Sheraton Shipping Label per box/parcel that you will ship directly to the Sheraton (found in Section 6 of this manual).
- Shipments **will not be accepted more than 48 hours** before the event.
- Every shipment or delivery has to go through the hotel loading dock located north of the building and accessible through Stanley street.
- Receiving hours are Monday to Friday, 9 am to 2 pm **ONLY**
- Outside of these hours, deliveries have to be planned and a security agent has to be scheduled @ \$40/hour, minimum of 4 consecutive hours.
- 53' trucks **are not** recommended due to the public street access
- Vehicles have to be loaded/unloaded on arrival as there is absolutely NO parking at the loading dock.
- The client does have to inform the delivery/mailing company.



- Cargo elevator:
 - Capacity: 6,000 lbs
 - Height: 8' 9"
 - Depth: 8' 6"
 - Width: 6' 5"
 - Door width: 4' x 11"
 - Door height: 7' 5"



SECTION 4 - OTHER SERVICES AND GENERAL INFORMATION

BOOTH CLEANING SERVICES

The Sheraton supplies general cleaning services in the exposition hall.

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

BOOTH FURNISHINGS AND LAYOUTS

Deadline: March 21, 2023

Please note that the exposition hall has wall-to-wall carpets.

A pipe & drape booth is included in the exposition fee.

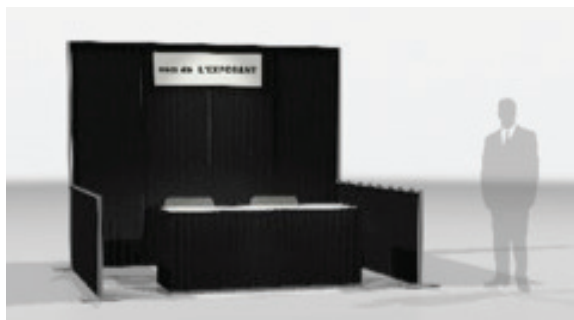
You will have to indicate via your [Online Exhibitor Profile \(available in March\)](#) if you will build your own booth structure or use the provided booth package

If you use the pipe and drape booth (package included in exposition fee), you must inform the CUA Exposition Office by **March 21, 2023** via your [Online Exhibitor Profile \(available in March\)](#) which will be provided to you by email.

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

Each regular 8' deep X 8' wide (2.44 m X 2.44 m) booth package includes:

- 8' high background and 3' high side dividers in black flameproof drapes.
- 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, telephone, signage, security* and electrical services, are the responsibility of the exhibitor.
Order forms for additional requirements may be found in Section 5 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 (400 sq. feet)
- One (1) chair.
- 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 8' wide provided space.
- Please submit your sketches/plans before **March 21, 2023**, to Kena Siu at registration@cua.org.
- Please be reminded that the maximum accepted building height in the exposition hall is 8 feet.

CATERING

Exhibitors may order food and non-alcoholic beverages to their booths at any time. Some restrictions may apply.

The Sheraton is the *exclusive* food and beverage partner.

Only the Sheraton is authorized to hold or serve alcoholic products inside the Exhibition Hall. Any alcohol coming from outside the Sheraton, 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 Sheraton:

Le Centre Sheraton Montreal Hotel

Sandra Donniou

Senior Event Manager

Sandra.Donniou@marriott.com

Consumption or distribution of alcohol by exhibitors in their booth and in the exposition hall is prohibited.

Luncheons on Friday, Saturday and Sunday and the networking breaks on Friday, Saturday and Sunday (AM only) are served in the exposition hall.

The Welcome Reception on Friday evening **will not be** taking place in the exposition hall.

CEILING HEIGHT & COLUMN DIMENSIONS

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

EXHIBITOR LISTING

Deadline: May 1, 2023

All CUA 2023 exhibiting organizations are entitled to a listing in the online Exposition Directory.

In order to be included in the CUA 2023 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, 2023.
- 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 [Online Exposition Profile \(available in March\)](#), The Portal will be available only to the contact that CUA has for each confirmed exhibitor.
- Information on how to access the Exhibitor Portal will be sent to the contact person in March.

For more information, please contact Kena Siu at registration@cua.org.

EXHIBITOR REGISTRATION

Deadline: June 1, 2023

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 exposition area for the duration of the exposition.
- One (1) participant package per company.
- 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, Twitter 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 exposition hall has hotel carpeting in Montreal;

- Additional staff badges above the company's allowance may be obtained at a cost of **\$250 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 Exposition Hall, Welcome Reception, Luncheons and Breaks.

All badges can be picked up during exposition set-up and during registration hours at the **Registration counters located in the Foyer of the Sheraton.**

- Online registration is available for exhibitors through your [Online Exhibitor Profile](#) **(available in March)**;
- Details on registering your complimentary registration pass will be sent to you in May 2023.
- The deadline for both exhibitor and full complementary registration pass(es) **June 1, 2023.**

FLOOR PLAN

The floor plan **(available in April)** which shows the actual booth locations, can be found on the CUA 2023 website. The CUA Exposition Office, for the overall benefit of the exposition, 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

CUA 2023 Headquarter Hotel

Le Centre Sheraton Montreal Hotel

1201 boulevard René-Lévesque O
Montréal, QC
H3B 2L7

Cut-off date: May 29, 2023*

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

*Note that the room block might be sold-out before May 29, 2023.

INSURANCE

Deadline: June 1, 2023

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 exposition material. All exposition 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 exposition and property have been removed.

The CUA Organizing Committee, Congress Secretariat and Exposition Office, The Sheraton 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 1, 2023, 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 Sheraton as additional insured.

INTERNET

Wireless Internet access will be available at no charge. To order wired internet please contact Remi Qarra at rqarra@stagevision.com.

LIABILITY

Neither the Canadian Urological Association, the Conference Organizer, the Sheraton, 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

Each registered exhibitor representative is invited to attend the Welcome Reception on Friday, June 23, 2023, in Drummond room at the Sheraton, from 17:30 to 18:15.

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

Exhibitors may purchase tickets for the other social events. For additional information, please contact the Exposition Liaison, Kena Siu at registration@cua.org

PARKING

Location: Le Centre Sheraton Montreal Hotel, directly under the hotel

Hours: 24-hours

Self-parking: Self-parking and Valet Parking are available

PUBLIC ACCESS

Le Centre Sheraton Montréal Hotel
1201 boulevard René-Lévesque O
Montréal, QC
H3B 2L7
514-878-2000

SECURITY & STAFFING

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 Sheraton will not be responsible for loss or damage to merchandise or personal possessions before, during or after the exposition, 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 Sheraton for information. Please note that you may use personnel from any other security agency.

We ask for 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 exposition hall, from move-in through move-out.
- Exhibitor move-in or move-out of the hall is not permitted during exposition opening hours.
- If deliveries or pick-ups of any kind are to be made prior to, during or after the closing of the exposition, it is the exhibitor's responsibility to obtain the necessary paperwork/credentials at the CUA Exposition Registration Counter, for these people to gain admittance to the exposition hall.
- Please keep your giveaways and other promotional material out of sight after exposition 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 exposition hours.
- Safety and courtesy require that all aisles be free of obstacles such as protruding furniture, displays or display material.

SIGN INSTALLATION

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 2023. 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.

SECTION 5 – EXPOSITION POLICIES, RULES AND REGULATIONS

PART OF CONTRACT

The policies stated herein and in the Exposition/Sponsors Prospectus constitute a bona fide part of the contract for exposition 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 exposition. All matters and questions not covered in these policies are subject to the final judgment and decision of the Association.

ADMISSION TO CUA EXPO23

*****IMPORTANT NOTE***** Due to the Health Canada *Food and Drug Act* and the derived *Food and Drug Regulations*, access to the Exposition Hall will be strictly reserved to the Health Care Professional duly registered as is at the CUA 2023. The Foyer of the Exposition Hall will be accessible to all categories of registration.

The CUA Exposition Office reserves the right to refuse admission to the exposition 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

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

BOOTH ASSIGNMENT

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 exposition 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 make changes to the floorplan if deemed necessary.

CANCELLATION BY THE EXHIBITOR

It is agreed by the Exhibitor that any request for cancellation must be received by April 11, 2023, 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 11, 2023.

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.

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

Nadia Pace
CUA Industry Liaison
CUA 78th Annual Meeting
185 Dorval, Suite 401
Dorval, QC, H9S 5J9, Canada
nadia.pace@cua.org

CARE OF RENTED SPACE

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 Sheraton without written permission from the Office.

COMPRESSED GASES

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

The exhibitor agrees to comply with and accept terms and conditions on the contract for space location and the "Exposition 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 exposition from move-in through move-out.

DANGEROUS MATERIALS

No naked lights and lamps or temporary gas or electrical fittings may be used in the exposition 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

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

FIRE PROOFING

The Montreal Fire Department regulations require that all objects or materials used for decoration are non-flammable. All decorations and displays must be non-flammable or flame proofed by approved methods. All fabric, cellulose and cardboard display materials must be flame proofed and are subject to inspection by the Fire Department. No flammable fluids or similar substances may be used or displayed in booths. No hazardous display of any nature will be permitted in the venue.

FLOORS – WEIGHT BEARING CAPACITY

Exhibitors may not place objects weighing more than 100 pounds per square foot on the floor of the Exposition 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 Sheraton are carpet tiled on concrete.

INSPECTION OF LEASED PREMISES

The CUA Exposition Office will inspect the leased areas with a representative of the Sheraton. 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

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

PHOTOGRAPHY / VIDEOTAPING OF EXPOSITION

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

PROHIBITION OF STICKERS

Stickers of any kind are prohibited at the Sheraton 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

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 of exposition. 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 exposition hall. In such an event, it is agreed that no refund shall be made by the Canadian Urological Association or by the Sheraton and, further, that no demand for redress will be made by the exhibitor or their representatives.

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

SOLICITING AND PROMOTIONAL ACTIVITIES

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 Sheraton.

The names and logo types of the Canadian Urological Association and the 2023 Annual Meeting and CUA EXPO23 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

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

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 6 – ORDER FORMS AND EXPOSITION FLOOR PLAN LINKS

1. GES ORDER FORMS AND CUSTOM FORMS

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

2. AUDIO-VISUAL ORDER FORM FOR AUDIO-VISUAL, COMPUTER RENTALS, ELECTRICAL SERVICES AND RIGGING

[Click here](#) to download the Stage Vision order forms for Audio-visual, Computer Rental, Electrical Services Wired Internet and Rigging.

3. OTHER FORMS

[Click here](#) to download the Sheraton Shipping Information

[Click here](#) for the Sheraton Shipping Label

4. EXPOSITION FLOOR PLAN (Available April 2023)

- 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.

5. [Exposition Portal](#) (Available March 2023)

The text must be submitted through the online Exposition 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 online Exposition Portal.