

"Hear by the Sea"
CHHA CONFERENCE
Sidney, BC May 25-27, 2017



Exhibitors Package

2017 CHHA Conference- "Hear by the Sea"

Canadian Hard of Hearing Association- **35TH Anniversary!**

The Canadian Hard of Hearing Association is bringing together our most prominent members from across Canada for our 2017 Conference, the AGM, and Board meeting May 25-27 at The Mary Winspear Centre in Sidney, British Columbia.



You are receiving this package because our members are asking to meet you. The Canadian Hard of Hearing Association's Conference is one of few chances in our member's lives to get to hear straight from manufacturers, hearing health professionals, and the health industry. You will be talking directly to delegates from all over British Columbia and Canada. Because we love spreading hearing health awareness, we are also opening our doors to the public to attend our Exhibit Hall. As an exhibitor, you will benefit from networking with delegates with hearing loss and you will receive recognition in the program. A sponsorship package is also available to increase your visibility among all our delegates!

This is a great opportunity for your company to leave a lasting impression upon the most influential Canadians with hearing loss.

Our members want to meet *you*.

About CHHA

Founded in 1982, CHHA helps Canadians to hear and be heard. Our vision is to have a Canadian society that is respectful and fully accessible to people with hearing loss. Our mission is to empower all Canadians living with a hearing loss through our four pillars of activity: Education, Public Awareness, Service and Advocacy. We are the only national, not-for-profit bilingual consumer organization that advocates for the needs of over 5 million Canadians who live with hearing loss. Our 23 branches and 6 provincial chapters from coast to coast, as well as a Young Adults Network, help us to administer a variety of programs, organize national educational events, support local and regional awareness and educational events, and publish a website with educational resources and links to provincial and local websites and groups.

Your **Visibility** is imperative to us.

The Exhibit Hall will feature up to **12 Booths**. It will be open to delegates during all sessions, with extended breaks and unopposed time for delegates to visit all exhibits.

EXHIBITOR BENEFITS

- ✓ Communicate with consumers who purchase and use your products and services
- ✓ Meet many new consumers interested to hear about your products and services.
- ✓ Recognition on CHHA Social Media Accounts- Facebook and Twitter
- ✓ Recognition in 2017 Conference Program
- ✓ Logo with Hyperlink to company website on CHHA National Website
- ✓ Access to all workshops and plenary sessions

We're bringing people to **you**. Are you ready?

* An Exhibitor Networking Cocktail will be held on Thursday, May 25 from 6:30-8:30 PM to allow you to create connections with delegates before the Conference begins.

* You can anticipate an attendance of 150 delegates roaming the Exhibit Hall- and that's just our attendees. There will be many more people from the community joining us to see your booth.

* There is more dedicated, unopposed time for delegates to visit the Exhibit Hall on Friday, May 26 where lunch and refreshments are provided in the Exhibit Hall.

* Delegates will receive a passport booklet to be stamped at participating booths in the exhibits. Delegates who have their passport booklets stamped by all participating exhibitors will be entered into a draw to win a fabulous prize!

*We are working on local advertising in Sidney and Victoria, British Columbia by promoting the conference through media, e-newsletters, posters, social media and more!

CHHA CONFERENCE 2017- EXHIBIT INFORMATION

Exhibitor Fees

Corporate Fee
Full Booth

\$500

Charity Fee
Full Booth

\$250

Exhibitor Fees include the following:

- ✓ Company logo and hyperlink to your website on CHHA National Website
- ✓ Recognition in 2017 Conference Program
- ✓ Conference Name Badges for Exhibitors

Booth Display Specifics

Booth space will be 8' x 10' area with 1 table and 2 chairs.

Access to an electrical outlet may be available upon request (additional fees will apply).

Conference Venue

Mary Winspear Community Cultural Centre

2243 Beacon Avenue- Sidney, BC V8W 3N6

1 (250) 656-0275

Hotel Accommodations

Please visit www.chha.ca/conference for updated information about Hotel Accommodations & Flight Discount Codes.

Exhibit Hall Hours

** Timing subject to change*

Thursday, May 25: 6:30 PM- 8:30 PM

Exhibitor Networking Cocktail

Friday, May 26: 11:00 PM- 3:00 PM

Exhibit Hall Hours – Exhibitors Luncheon

Delegates have unopposed time to visit exhibits from 11:45-2:00 at the Exhibitors Luncheon

Move In/Move Out

Move-In

Thursday, May 25
4:00 PM-6:00 PM

Move-Out

Friday, May 26
3:00 PM-5:00 PM

Our members want to meet *you*.

Questions?

Contact Chantal Coleman, Event & Communications Coordinator at CHHA National Office:

ccoleman@chha.ca – Phone: 1-800-263-8068

2017 CHHA CONFERENCE - EXHIBIT INFORMATION

The Canadian Hard of Hearing Association provides floor space only at the agreed rental charge per exhibit booth. We recommend that the following guidelines be followed to ensure the complete success of your show.

- 1. General Conditions.** Exhibitors must not extend their displays beyond the space allotted. Any exhibitor using sound equipment (video or audio) should keep the volume at a minimum to avoid distracting other exhibitors. Distribution of printed materials must be confined to the allotted areas. Non-Exhibitors must make prior arrangements with CHHA National for permission to distribute materials at the conference.
- 2. Cancellation Policy.** All cancellations will be subject to a \$100 administration fee.
- 3. Price and Payment.** All exhibit fees must be **paid in full by April 28, 2017**. Payments not received by April 28, 2017 will result in the forfeit of space. Upon these circumstances, CHHA has the right to resell the space to other applicants.
- 4. Freight.** The Canadian Hard of Hearing Association is not responsible for shipping any packages. Items must not be delivered prior to **May 22, 2017**. All materials should be clearly labeled with the (EXHIBITOR NAME-Canadian Hard of Hearing Association Conference, May 25, 2017, Meeting Room 2, to the following address:

TO: Exhibitor Name
c/o Mary Winspear Centre
2243 Beacon Avenue Sidney, British Columbia V8W 3N6
Hold for: CHHA Conference, May 25th, 2017
Box(es) ___ of ___ (multiple boxes must be numbered)
Client Services Coordinator/Event Liaison: Patti Sanders
**** Please fill out attached shipping form.**
- 5. Package Handling Fees.** There are no fees set by the Mary Winspear Centre for the handling of packages and materials shipped to the Mary Winspear Centre. However, shipment of your goods is at your own expense VIA your preferred courier- such as Canada Post, Purolator, FedEx, Etc..
- 6. Electrical & Audio Visual (AV) Equipment.** All Audio Visual equipment is to be ordered at your cost. The Mary Winspear Centre has limited AV Equipment on site. AV can be ordered from the provider of your choice. Exhibitors can request access to electricity (additional fees will apply). Power cords (and electrical safety taping) are the responsibility of the exhibitors.
- 7. Sale of Merchandise.** Books and other materials may be sold, providing they are in harmony with the principles and objectives of the Canadian Hard of Hearing Association.
- 8. Security.** One person should be present at each booth at all times during exhibit hours. The exhibit area will be secured when the exhibits are closed.
- 9. WIFI.** There is WIFI available- it is free. Password is *winspear*.
- 10. Parking.** The Mary Winspear Centre offers free parking. It is recommended that exhibitors park on the gravel area of the parking lot. Contact the hotel for more information concerning your parking needs. 1 (250) 656-0275.
- 11. Liability.** CHHA is not responsible for any loss, damage, or injuries that may occur to exhibitors, their property or the exhibitor's employees, for any cause whatsoever, prior to, during or subsequent to the period covered by the exhibitor's contract. The exhibitor, upon signing the exhibit form, expressly releases CHHA from this responsibility and agrees to indemnify the same against any claims for loss, damage and injury.
- 12. Insurance.** Exhibitors shall obtain, at their own expense, adequate insurance, but no less than two million dollars comprehensive general liability insurance, including so-called broad form endorsement. A certificate of Insurance must be provided to the Canadian Hard of Hearing Association by **April 28, 2017**. CHHA reserves the right to disallow entry to exhibit floor if the Certificate of Insurance is not provided.
- 13. Move In/Move Out.**
Move-In: Thursday, May 25 4-6:00 PM. Load In at the back of the building near the courtyard.
Move-In will be followed by a networking cocktail from 6:30-8:30 PM. **Move-Out:** Friday, May 26 from 3:00-5:00 PM. Load out at the back of the building near the courtyard.

**** Please note:**

Exhibitors must not dismantle their exhibit during show hours. Exhibitors must stay on site until the show is over. Exhibitors may only assemble or dismantle their exhibit during specified move in and move out times**

2017 CHHA CONFERENCE – EXHIBITOR GUIDELINES

Organization: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Fax: _____ Email Address: _____

Contact Person: _____

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EXHIBIT FEES:

Corporate Fee: \$500

Fee for Charities: \$250

PAYMENT INFORMATION:

Cheque/Money Order Invoice

Visa/Mastercard Wire Transfer*

Card Number: _____

Expiry: _____

CVV Number (3 Digits-Back of Card): _____

Name on Card: _____

Signature: _____

Total Payment: \$ _____

* If you wish to pay by wire transfer, please contact the CHHA National Office for approval. There will be an additional charge for this method of payment.

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A completed Registration Form & Payment will be accepted until April 28, 2017 (or until space is sold out) to:

Canadian Hard of Hearing Association
205-2415 Holly Lane Ottawa, ON K1V 7P2
Tel: 800-263-8068 (Canada) or 613-526-1584
Fax: 613-526-4718 Email: ccoleman@chha.ca

** You will not be charged until you are a confirmed exhibitor by the CHHA National Office **

I/we will require electricity for our booth.

(Additional fees will apply)

I/we will provide a donation for a door prize or other conference use

I/we will require other audiovisual equipment (microphones, television, DVD Player, etc.)

Please note: Audio Visual is at your own expense

Conference Badges are provided for exhibitor personnel. Please indicate the name(s) of your representative(s).

Please read: **2017 Exhibitor Guidelines**

Signature:

Title:

For Office Use Only

Date Received: _____

Payment Received: _____

Booth Number Assigned: _____

Confirmed: _____