



## EXHIBITOR OPPORTUNITIES

The conference committee welcomes your exhibit and will work with you to ensure that your investment in ACE-CROSH 2018 joint conference is worthwhile. The exhibitor showcase will run from Tuesday morning, October 16, 2018, starting at 8:00am to Wednesday, October 17, 2018, ending following the last break (approximately 3:30pm). Set up will be Monday, October 15, 2018 from noon to 9pm. ACE ensures maximum exposure by holding all morning and afternoon delegate breaks in the exhibitor area on Tuesday and Wednesday. Delegates will also have time to visit the exhibitor showcase during lunch breaks. In addition, an evening reception, held on Tuesday from 5:00 pm to 9:00 pm, will be held with the exhibitors that all delegates will be invited to attend.

### Exhibitors will be provided with the following:

- 10' wide x 8' deep exhibit booth space
- Exhibit show entry for 2 people\*
- Lunch with the delegates for 2 people on Tuesday and Wednesday (additional lunches may be purchased)
- One minute presentation to the conference delegates (time to be determined). You may use one PowerPoint slide to accompany your one minute talk. These are to be submitted to the Exhibitor/Sponsorship Co-Chairs during exhibit set-up on Monday, October 15 between noon and 9pm. No slides will be accepted after this time, although you may still choose to speak to delegates.
- Complimentary insert in the conference delegate package (must be available by Monday, October 1, 2018 to be inserted into the delegate bags). Inserts should be sent to the Dr. Tammy Eger, CROSH, Laurentian University, 935 Ramsey Lake Rd, Sudbury, ON P3E 2C6.
- Two tickets to the Tuesday evening reception October 16, 2018 (Additional tickets may be purchased)
- Preliminary program listing, circulated to ~250 potential delegates. **(If purchased prior to July 15, 2018)**
- Logo and brief description on the conference "Exhibitor Showcase" web page and in the final program circulated to all delegates

**Additional audio-visual equipment can be requested and arranged directly through the Holiday Inn – please contact: Bob Ritchie, Sr Catering Sales Manager, 705-522-0600 ext. 610.** There is a secure location for booth materials that are shipped in advance of the conference – contact Bob Ritchie to make arrangements.

\*Additional passes to the conference presentations may be purchased separately.

Exhibitors are strongly encouraged to provide a *door prize or draw prize* for conference delegates, with the opportunity to draw/award prizes at lunch on Wednesday, October 17<sup>th</sup>.

Exhibit locations will be assigned with first priority going to ACE Corporate Members and conference sponsors.

Further information, regarding Sponsorship/Exhibitor opportunities, or to register as a Sponsor is available at [www.ace-ergocanada.ca](http://www.ace-ergocanada.ca) or by contacting the ACE National Office at [events@ace-ergocanada.ca](mailto:events@ace-ergocanada.ca).

ACE-CROSH thank you for taking the time to consider exhibiting at this unique event.



from Research  
to Practice  
to Prevention  
2018 ACE | CROSH

Holiday Inn  
Sudbury, Ontario  
Conference: October 15-18, 2018  
Exhibitors: October 16-17, 2018

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## CONFERENCE VENUE – Holiday Inn Sudbury

The conference will be held at the Holiday Inn located at 1696 Regent Street, Sudbury, Ontario. A block of rooms has been booked at the conference venue at a discounted rate for all conference delegates. Link to the on-line reservations: [Holiday Inn/ Sudbury](#). Please quote the Block Code: ACE. Travel information is available from the conference website: [https://ace-ergocanada.ca/news\\_and\\_events/ace-crosh-2018/accommodations-travel.html](https://ace-ergocanada.ca/news_and_events/ace-crosh-2018/accommodations-travel.html).

### SUDBURY TOURISM

You may think of Sudbury as rock and mining but we have so much more to offer including a teaching hospital, (Health Sciences North), our bilingual university (Laurentian U) and colleges (Collège Boréal (French) and Cambrian College (English)), as well as over 300 lakes that make up our outdoor playground. For more information on the City of Greater Sudbury, check out <http://www.sudburytourism.ca>.

## BOOTH SELECTION

Please note that Corporate Members and then Conference Partners Platinum, Gold and Silver Sponsors will have priority booth selection (based on order of confirmation) if applications are received prior to May 31, 2018. After May 31<sup>st</sup>, remaining booth location numbers will be assigned based on order of confirmation and booth location preferences. Please use the booth # from the diagram below when specifying your preferred booth locations on the application form.

To maximize exhibitor exposure the following events will be held in the exhibit area: October 16<sup>th</sup> and 17<sup>th</sup> - morning and afternoon breaks; lunch buffet food; and October 16<sup>th</sup> - evening reception. Although the exhibitor room will be locked at night, the ACE will not be held responsible for losses and vendors should ensure they have adequate insurance.

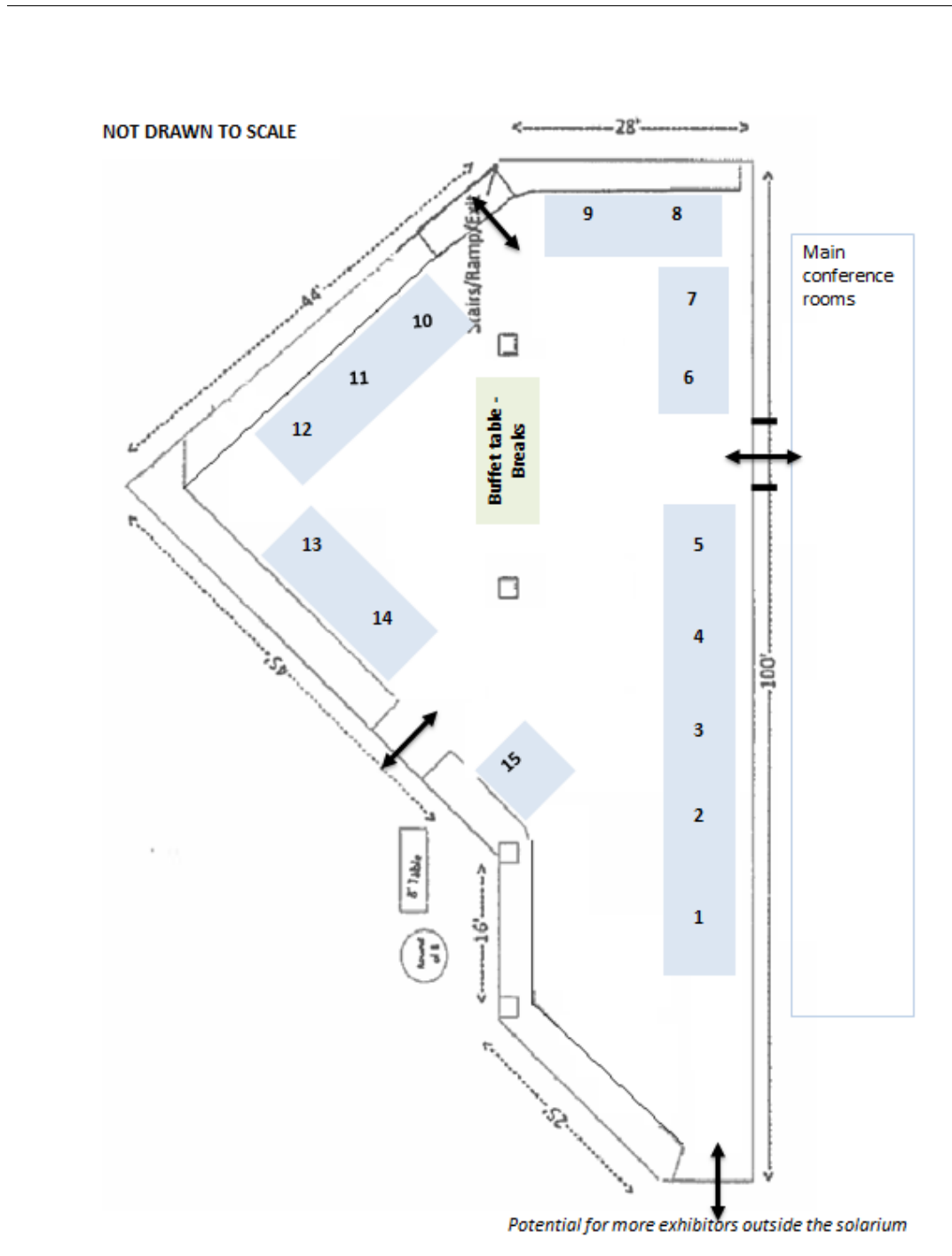


Association of Canadian Ergonomists  
Association Canadienne d'Ergonomie

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[www.ace-ergocanada.ca](http://www.ace-ergocanada.ca)





## REGISTRATION FOR EXHIBITORS

### General Information

<b>Company or Organization:</b>		<b>Company Contact:</b>	
<b>Street Address:</b>		<b>City:</b>	<b>State/Province:</b>
<b>Zip/Postal Code:</b>	<b>Country:</b>	<b>Email:</b>	
<b>Phone:</b>	<b>Fax:</b>		
<b>Please mark appropriate box:</b>			
<input type="checkbox"/>	Sponsor Application	<input type="checkbox"/>	Exhibitor Application (\$750)
<input type="checkbox"/>			Sponsor & Exhibitor Application

### Exhibitor Information

Booth location preference (in order of preference): 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_  
(Please refer to the layout on the previous page)

Please indicate if you require any of the following for the exhibitor booth (at no additional cost):  
8' table  OR 6' table  OR bistro table  and 2 Chairs

Names of booth attendants\*


\*(up to two covered in booth fee)

\*Please indicate any dietary restrictions here for any of the booth attendants so that they can be accommodated properly during breaks and lunch: \_\_\_\_\_

Registration to exhibit must be accompanied by payment and acceptance of the conference exhibitors guidelines and policies.



## CONFERENCE EXHIBITORS GUIDELINES AND POLICIES

1. Registration/reservation for exhibit space must be made through the Karry Fortin - events@ace-ergocanada.ca.
2. If an exhibitor fails to use the space provided, no part of the payment will be refunded.
3. Exhibitors can be provided a refund minus a \$100 processing fee if the request is received by July 15, 2018. No refunds after September 14, 2018.
4. **Please forward your company logo and description to the exhibitor coordinator as soon as you register for immediate inclusion online.** For ACE's printed materials, all digital media is to be received no later than August 1, 2018. Digital media to be included in the preliminary program must be received no later than July 15, 2018. **Please ensure digital logos have a resolution of 300 dpi or greater.**
5. Corporate ACE Members will be served on a priority basis (in order of confirmation) in terms of exhibit location choice if applications are received prior to May 31, 2018. Next priority will go to Platinum, Gold and Silver sponsors, in order of confirmation, if applications are received prior to May 31, 2018. All remaining spaces will be provided location choice in order of confirmation.
6. Table preference must be indicated on the registration.
7. Formal notice of the assigned space and full payment of the reservation fees constitutes a contract for the right to use space. In the event of a fire, strike, or other uncontrollable event rendering the exhibit area unfit or unavailable for use or causing the exhibit to be cancelled prior to the opening date of the exhibit, payment on account for the reserved space will be refunded. Any costs incurred by the exhibitor prior to the date of the reservation are the sole responsibility of the exhibitor.
8. Exhibitors will hold harmless the 2018 ACE-CROSH Conference, The Association of Canadian Ergonomists and Holiday Inn Sudbury in the event of any liability, responsibility, loss, damage costs, or expense of omission by exhibitor or any of its agents or employees.
9. No exhibitor shall assign, sublet, or share reserved space without the authorization of the ACE Exhibits Coordinator prior to the conference.
10. Conference registration is not included with the cost of exhibit space and must be purchased separately for those wishing to attend the sessions.
11. Rules and regulations must be adhered to regarding set-up, operation and teardown. **Set up is to occur on the afternoon of Monday October 15, 2018 (after noon). Teardown commences on Wednesday October 17, 2018 immediately following the afternoon break.**
12. To exhibit at 2018 ACE-CROSH Conference, signed acceptance of these guidelines must accompany the Registration Form.

On behalf of my company I accept the Conference Exhibitors Guidelines and Policies.

Name (please print): \_\_\_\_\_

Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I have included my company logo and a brief company description for inclusion on the conference website, and in conference printed materials.



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## PAYMENT FOR EXHIBITORS

Payment is due upon application. Amounts are non-refundable. *Payment may be made by **cheque** made payable to ACE, or by **credit card**. Please select a payment option below and provide the necessary details.*

**Please add 13% HST.**

A cheque in the amount of \$ \_\_\_\_\_ (**\$CDN**) and payable to ACE is enclosed.

**Credit card:** Please charge \$ \_\_\_\_\_ (**\$CDN**) to my  MasterCard  Visa

Credit Card #: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Name on Card: \_\_\_\_\_



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