



CANADIAN  
ASSOCIATION OF  
CRITICAL  
CARE  
NURSES

February 2016

Dear Dynamics Exhibitor:

On behalf of the Board of Directors of the Canadian Association of Critical Care Nurses and the Dynamics of Critical Care™ Conference 2016 Planning Committee, we would like to formally invite you to exhibit at **Dynamics of Critical Care 2016**, which will be held at the **Delta Prince Edward**, in beautiful Charlottetown, Prince Edward Island from September 25 to 27, 2016.

Dynamics is the “**must attend**” conference for critical care nurses in Canada. Dynamics offers exhibitors the opportunity to profile your products, educate the end-user and obtain valuable feedback from over 400 critical care nurses from across Canada and abroad.

The Exhibit Hall will open with a Gala Reception in the evening on Sunday, September 25, 2016. On Monday, September 26 and Tuesday, September 27, breaks and lunches will be conveniently located in the exhibit area for maximum exposure. Program scheduling is carefully planned to ensure steady traffic flow and over three plus hours of dedicated exhibit time daily! Our commitment to our sponsors and exhibitors is favourably noted in the exhibitor evaluations year after year.

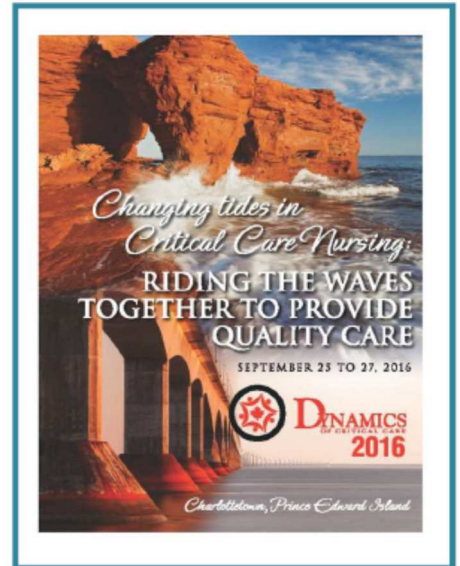
Please review the enclosed information and reserve now to avoid missing the opportunity to join us in Charlottetown, PEI. Additional sponsorship opportunities will be shared in the coming months.

We look forward to welcoming you to Charlottetown, PEI.

Sincerely,

**Ruth Trinier**  
**Dynamics 2016 Planning Committee Chair**

**Christine Halfkenny-Zellas**  
**Chief Operating Officer**



**CACCN National Office**

P. O. Box # 25322, London, ON, N6C 6B1  
[caccn@caccn.ca](mailto:caccn@caccn.ca) \* 866-477-9077 \* 519-649-5284



| <b>Booth Size<br/>Quantity<br/>Layout</b>          | <b>Early Bird<br/>Pricing *</b> | <b>HST<br/>14%</b> | <b>Total<br/>Payable</b> | <b>Regular<br/>Pricing**</b> | <b>HST<br/>14%</b> | <b>Total<br/>Payable</b> |
|--|---------------------------------|--------------------|--------------------------|------------------------------|--------------------|--------------------------|
| <b>1 Booth<br/>10' X 10'</b>                       | \$3,000.00                      | \$ 420.00          | \$ 3,420.00              | \$ 3,300.00                  | \$ 462.00          | \$ 3,762.00              |
| <b>2 Booths<br/>10' X 20'</b>                      | \$5,000.00                      | \$ 700.00          | \$ 5,700.00              | \$ 5,300.00                  | \$ 742.00          | \$ 6,042.00              |
| <b>3 Booths<br/>10' X 30'</b>                      | \$6,900.00                      | \$ 966.00          | \$ 7,866.00              | \$ 7,200.00                  | \$ 1,008.00        | \$ 8,208.00              |
| <b>4 Booths<br/>10' X 40'<br/>or<br/>20' X 20'</b> | \$8,500.00                      | \$1,190.00         | \$ 9,690.00              | \$ 8,800.00                  | \$ 1,232.00        | \$ 10,032.00             |

**All pricing is in Canadian dollars. PE HST 14% applies on all fees including for US Exhibitors  
(Please note HST is subject to change)**

**Standard booth (10' x 10')** - The price for a standard booth at Dynamics 2016 includes:

- Pipe / Draping (8' back; 3' side)
- Two chairs / One draped table
- One (1) 15-amp dual electrical outlet
- Two (2) Exhibit Badges - two (2) days (incl Breaks and Lunch)
- Cleaning of Public Areas / Security

**Early Bird Rates Deadline:**

**May 31, 2016** – full early bird payment is due by this date

**Regular Rates commence:**

**June 1, 2016** – regular rates will apply for all exhibitors including those under the early bird rates with fees outstanding as of May 31, 2016.

**Date of Final Payment Due:**

**July 31, 2016** – full payment is due by this date for all exhibit fees

**Exhibit Registration:**

will remain open until **September 1, 2016** with full payment at time of reservation

**Cancellation:** Refunds will not be issued to exhibitors who do not exhibit and have not submitted a written cancellation request prior to the following deadlines by mail, facsimile or email. Cancellation with written notification:

- **On or before July 31, 2016:** Thirty percent (30%) of the payment received including HST will be withheld for administration fees.
- **After July 31, 2016:** no refund will be provided

# DYNAMICS 2016 EXHIBITOR RESERVATION FORM

**NOTE: Reservation forms without deposit or full payment cannot be confirmed until payment is received. Reservations must be accompanied by a signed CACCN/Dynamics Policy, Procedures and Guidelines Form**

- Cheque payable to **Dynamics 2016**, P. O. Box # 25322, London, ON, N6C 6B1
- Credit Card payment (**VISA/MasterCard**): fax 519-649-1458 or scan to email [caccn@caccn.ca](mailto:caccn@caccn.ca)
- EFT Payments: contact [caccn@caccn.ca](mailto:caccn@caccn.ca) or 866-477-9077 for information

## Contact Information

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address:

\_\_\_\_\_  
City

\_\_\_\_\_  
Prov/State

\_\_\_\_\_  
Postal Code/Zip

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Contact Email

\_\_\_\_\_  
Website

## Space Requested: please circle

- 1 Booth       3 Booths  
 2 Booths       4 Booths

Companies you DO **NOT WANT** in close proximity

CACCN will make every effort to accommodate your request(s), but cannot guarantee placement by one of the companies will not occur

## Payment Information:

**Full Payment:** \_\_\_\_\_ booth(s) + HST (14%)

**Total**      \$ \_\_\_\_\_

**Down payment:** \$ 500.00 plus HST (14%)  
**PER** booth space booked

**Total**      \$ \_\_\_\_\_

**Balance owing:** \$ \_\_\_\_\_

**Early Bird:** balance of fees due by **May 31, 2016**

**Regular:** balance of fees due by **July 31, 2016**

Cheque enclosed      \$ \_\_\_\_\_

Credit Card      \$ \_\_\_\_\_

### Payment Options

Visa       MasterCard       EFT

Card # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

Cardholder: \_\_\_\_\_

I have read and understand the CACCN Cancellation Policies regarding Exhibit space at Dynamics 2015:

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

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

\_\_\_\_\_  
Date Signed

**\*\* Signature required; electronic signature accepted**

# DYNAMICS 2016 POLICIES / PROCEDURES

The CACCN national conference provides continuing educational opportunities for delegates with the ultimate goal of optimizing patient care. CACCN recognizes the contributions of exhibitors in providing a meaningful learning experience for program participants. To this end, the CACCN will provide space for scientific and/or educational exhibits in accordance with the following procedures and guidelines.

1. CACCN reserves the right to review all applications for exhibits.
2. Exhibitors, locations, rates, booth sizing and placement will be determined by CACCN.
3. Booths may be available to individuals, institutions and commercial companies relevant to critical care nursing practice, education, research, or as deemed appropriate by CACCN.
4. Exhibitors who have made full payment by **September 1, 2016** may set up exhibits.
5. Exhibitors are expected to set up on time and dismantle booths within the timeframes allocated. Exhibits may not be packed / dismantled until exhibit closing time.
6. Each exhibit will be confined to the limit of its respective booth(s) indicated by the floor plan. The space contracted by an exhibitor is for the sole use by the exhibitor and may not be resold or sublet.
7. Exhibitors must surrender space occupied in the same condition as received. The exhibitor is responsible for all damage to the exhibit hall property occurring in or upon the exhibitor's booth space or because of acts of the exhibitor, his employees, agents, licensees or contractors and from and against any and all liability, claims and demands which may arise from or be asserted in connection with the foregoing undertaking and responsibilities of the exhibitor.
8. Under no circumstances may banners, signs or similar material be nailed, stapled, screwed, taped or attached to ceiling, walls, or other painted surfaces of the exhibit hall.
9. Any garbage or recycling must be removed from the exhibit space by the exhibitor at the end of the show or additional charges from the conference center or show designer to the exhibitor may apply.
10. The exhibit halls will be locked and security will be provided outside of exhibition times.
11. CACCN is not responsible for exhibitors' goods, displays or equipment.
12. The use of latex products, fragrances and fresh flowers is prohibited.
13. All exhibitors must conduct exhibits in a dignified and professional manner.
14. Samples/literature/educational material is the property of each individual company. Any pilferage of the above material will be considered a violation and may result in a review of the offending party's participation at future CACCN meetings.
15. **By September 1, 2016, all exhibitors must:**
  - a. Register their booth personnel.
  - b. Provide CACCN/Dynamics 2016 with a certificate of insurance showing the exhibitors is insured against property-loss/damage and liability for injury.

**I have reviewed, understand and agree to adhere to the CACCN / Dynamics 2016 guidelines.**

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

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

**\*\* Signature required; electronic signature accepted**