

# 48<sup>th</sup> ANNUAL CONVENTION QUEBEC SURGICAL ASSOCIATION

HILTON LAC-LEAMY  
May 25 - May 28, 2017



[www.chirurgiequebec.ca](http://www.chirurgiequebec.ca)

## EXHIBITOR'S BROCHURE

Date and hours of exhibition (2 days):

Friday May 26 - 7:30 AM to 3:30 PM / Saturday May 27 - 7:30 AM to 11:00 AM

The exhibition hall (including the Foyer) may contain 26 booths (8' depth x 10' width).  
below.

This exhibition will allow you to present your products and services to more than 250 surgeons',  
surgeon residents and nurses.

Please, see the Important Information included.



## **ASSOCIATION QUÉBÉCOISE DE CHIRURGIE**

### **QUEBEC SURGICAL ASSOCIATION**

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#### **BOOTH RENTALS**

Each booth space (with 8' by 10' curtains) includes a 1500 watts, 120 volts, 15 amperes standard electrical outlet. Sub-rental of a portion of a booth space is prohibited. The exhibitor must pay in full for the booth space prior to the event at the risk of seeing refusing the access to the exhibition.

At your disposal, you will have a draped stand measuring 10' in height, 10' in width and 8' in depth or a table without curtains (according to the exhibition plan). Your exhibition booths can not, without exceptions, exceed this height limitation of 10'. Sidewalks, fixtures and other display material must not exceed a height of 3'. A 6' draped table with two chairs and a basket are included. Banners hung over the booth will not be allowed in the showroom.

The following are not permitted without written consent of the person in charge of the Quebec Surgical Association event (see details at end of document):

- Overloading of equipment (excess of 110 pounds per square foot);
- Booths using devices that produce a flame;
- Use of compressed gas;
- Booths requiring water;
- Distribution of food and beverages.

**To increase exposure during visiting hours at the exhibition, breaks can only be taken in the showroom.**

Two representatives can be present at the convention by booth space (or more if you chose a partnership package or an exhibitor package with an extra representative). The port of nametag is mandatory at any time. Please refer to the plan of exhibition hall at the end of this document. We will proceed by priority according to partnership packages of the companies for the choice of space booths. For the companies with only a booth, the choice of booth space will be based on first come, first served.

The Quebec Surgical Association reserves the right to refuse an exhibitor's booth that does not comply with the regulations imposed and the booth space. There will be no exception.

#### **THE LOADING DOCK OF THE HILTON-LAC-LEAMY**

**All merchandise** for the exhibition must come through the reception dock. Take the main entrance of the casino and follow indications for Hilton Lac-Leamy delivery. The loading duck reserved for events is on the left, (door 31 and 32). It is possible to welcome two trucks at the same time.

#### **DELIVERY / STORAGE**

The delivery and storage of equipment of limited size will be accepted 24 hrs before the day of installation and will be handled by employees of the receipt of goods from the hotel. All equipment has to be sent directly to the hotel and must be clearly identified the following elements:

#### **HILTON LAC-LEAMY**

**Joanne Raby, Coordinator, Banquet and Meeting**  
**48<sup>th</sup> Annual Convention – Quebec Surgical Association**  
**Room Beethoven | Name of the company | Name of its representative**  
**3, Casino Blvd**  
**Gatineau, Quebec J8Y 6X4**

The Quebec Surgical Association has reserved exhibit services of **GES**. For services of handling material and storage, furniture, labour, graphics, please contact Ghislain Boucher, 514 861-9694, ext. 219, [gboucher@ges.com](mailto:gboucher@ges.com). The cost of supplementary equipment is the responsibility of each exhibitor

The Quebec Surgical Association is not responsible for any material left behind after the exhibit and will not pay any fees for shipment of your material. Do not forget your return vouchers with identification.

#### **INTERNATIONAL SHIPMENT**

If your material comes from outside Canada, it will need customs clearance. The Government of Canada is available and offers assistance to groups that bring exhibition equipment, display, conference documentation, or other in the country. Those items, when not used for resale, may enter Canada without taxes, as long as the convention is officially registered.

#### **HANDLING OF EXHIBITION MATERIAL**

It is mandatory that exhibitors provide their own labor for unloading trucks and moving booths or goods to and from the exhibition area. The installation of the booth is the responsibility of the exhibitor. If employees of the Hilton Lac-Leamy have to handle the material, before, and/or after the exhibition, costs of labor will be applicable at the expense of every exhibitor.

#### **INSTALLATION OF MATERIAL**

Exhibitors may install their material **between 12:00 PM and 5:00 PM, on Thursday May 25<sup>th</sup>, 2017** at the exhibitor hall. Fire hose cabinets must not be obscured and must be entirely accessible and in full view at all times. All fabric must be flameproof and are subject to inspection. The exhibitor has to conform to the rules of prevention of the fires.

#### **DISMANTLING OF MATERIAL**

Exhibitors must remove their material from the exhibit area on **Saturday May 27<sup>th</sup>, 2017 starting at 11:00 AM**, all the booth spaces must be cleared and materials carry out of the showroom in later at 1:00 PM. Costs of labor may be required if you need assistance.

#### **TELEPHONE AND ELECTRICITY**

Each booth includes a 1500 watts, 120 volts, 15 amperes electrical outlet. For any supplementary need in electricity, phone line or Internet connexion (high speed with cable or wireless), **please see the form included with this purpose. Please complete and return the registration form directly to Joanne Raby, Coordinator, Banquet and Convention, Hilton Lac-Leamy, by fax to 819 790-6450 – Or by phone at 819 790-6482 / [joanne.raby@casino.qc.ca](mailto:joanne.raby@casino.qc.ca)**. Supplementary costs will be charged to your company.

#### **CARE OF HOTEL PROPERTY**

No signs or other articles are to be fastened to the walls of the hotel. The use of tools or materials which could damage the floor, carpets or walls are prohibited. Management reserves the right to restrict exhibits which, for any reason, become objectionable, and also to close, without indemnity, the exhibit of any exhibitor who shall refuse, after notice, to conform to the regular rules which apply to all other exhibitors.

## **OBSTRUCTION OF COMMON AREAS**

Neither clients, employees, representatives, exhibitors nor visitors can block at any time corridors, elevators, escalators, foyers, halls, staircases and access to the emergency exits of the building, nor use them in the other purposes that those planned by the hotel and the authorities managing public security of public buildings.

## **SECURITY AND EXHIBITORS PROTECTION**

The Quebec Surgical Association and the Hilton Lac-Leamy will not be responsible for any damage, destruction, loss or theft of exhibits or property used in connection therewith. The Hilton Lac-Leamy and its agents assume no liability for injury or damage to products, booths, equipment or decorations, caused by fire, water and theft in the leased premises or during transitions in the building and that, whatever the cause.

Exhibitors must carry their own fire, robbery or other insurance. The exhibit will be locked outside opening hours.

## **ROOM RESERVATIONS**

The Quebec Surgical Association detains a block of rooms at the Hilton Lac-Leamy. To make your reservation call 1 800 488-7888 and mention the Convention of the Quebec Surgical Association, May 25-28, 2017 to qualify for group rate (code RKF). A privilege price is offered for \$230.00 plus taxes a night, simple or double occupancy, or depends on the room categories. The booking deadline is April 24<sup>th</sup>, 2017. Any reservation request received after this date will be accepted based on availability of rooms and rates. You can also make your reservation on line at:

[https://secure3.hilton.com/fr\\_FR/hi/reservation/book.htm?inputModule=HOTEL&ctyhocn=YOWOVHF&spec\\_plan=RKF&arrival=20170523&departure=20170528&cid=OM,WW,HILTONLINK,FR,DirectLink&fromId=HILTONLINKDIRECT](https://secure3.hilton.com/fr_FR/hi/reservation/book.htm?inputModule=HOTEL&ctyhocn=YOWOVHF&spec_plan=RKF&arrival=20170523&departure=20170528&cid=OM,WW,HILTONLINK,FR,DirectLink&fromId=HILTONLINKDIRECT)

## **CONTACTS**

### **Quebec Surgical Association**

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[michelecyr@videotron.ca](mailto:michelecyr@videotron.ca)

### **HILTON LAC-LEAMY**

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[joanne.raby@hiltonlacleamy.com](mailto:joanne.raby@hiltonlacleamy.com)

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