



Canadian Seating & Mobility Conference



May 18, 19 & 20, 2010
Toronto Congress Centre

July 15, 2009

Dear Prospective Exhibitor,

The Canadian Seating & Mobility Conference is an unparalleled forum where therapists, rehabilitation technologists, equipment suppliers and manufacturers come together to share information and network with colleagues in the field of assistive technologies. We are pleased to be able to offer to you this opportunity to strategically position your organization as a leader in the rapidly changing assistive technologies marketplace by reserving your booth space today. In the past few years, we have expanded our focus beyond seating and mobility to include related areas of assistive technology such as vehicle conversions, beds, specialty support surfaces and electronic aids to daily living.

This year, for the first time, the Conference was held in the Spring. The positive feedback from our registrants has led us to make the shift to a Spring Conference a permanent decision. The 2010 Canadian Seating & Mobility Conference marks our 25th Anniversary and will be held **May 18, 19 & 20th**, at the Toronto Congress Centre. We hope your organization will be able to join us in making it a roaring success.

At our recent Conference, more than 900 registrants were in attendance with 100 exhibitors demonstrating the latest in products and services. It is evident from these numbers that the CSMC will afford you the best possible exposure to an audience uniquely focused on seating, mobility and related assistive technologies. Don't miss this most useful marketing and educational opportunity. **Registration prices will not be increased in 2010 and will remain at \$99 for therapists.**

A copy of the 2010 Exhibitor's Prospectus is attached. It contains pertinent details about exhibiting, the preliminary Exhibit Hall floor area and the exhibitor contract. In order to reserve your booth space, please send to the Conference office:

1. Your completed Exhibitor Contract
2. The correct booth registration deposit required in Canadian or U.S. Funds

Booth space will be allocated on a first-come, first-served basis, with the booth registration deposit and contract required for securing your booth space. We will contact you to finalize your booth space selection in early March 2010 once the booth allocations have been determined. The floor plan for the Exhibit Hall is being revised to optimize booth traffic for next year for all exhibitors. **Contracts and deposits received by February 15, 2010 will be given booth location priority.** At the request of our exhibitors, we will undertake to keep competitors reasonably apart, to the extent possible.

Sincerely,

Representatives
2010 CSMC Exhibits Planning Committee

EXHIBITORS PROSPECTUS

2010 CANADIAN SEATING & MOBILITY CONFERENCE

PRELIMINARY SCHEDULE

Tuesday May 18th to Thursday, May 20th, 2010

Toronto Congress Centre, 650 Dixon Road, Toronto, Ontario, Canada

Tentative Exhibit Schedule

May 18	1000h to 1700h	Exhibitor Move-in
May 19	0800h to 1700h	Exhibit Hall Hours
May 20	0830h to 1530h	Exhibit Hall Hours
	1530h	Booth Tear Down

ELIGIBILITY

Any manufacturer or supplier of health care or assistive technologies, products or services, may apply for booth space. The Canadian Seating & Mobility Conference reserves the right to decline any application for space if the products or services to be shown or demonstrated are deemed inappropriate or outside the scope of the Conference. Any company requesting non-profit booth space must be registered in Canada as a non-profit agency and will be asked for proof of this status.

BOOTH DESIGN AND COST

Booth Size		VGM/Motion Group Member	Non-Member
1 Standard Booth	(10' x 10')	\$ 2600	\$ 2800
2 Standard Booths	(20' x 10')	\$ 4800	\$ 5100
3 Standard Booths	(30' x 10')	\$ 6500	\$ 6825
4 Booth Island	(20' x 20')	\$ 8000	\$ 8400
6 Booth Island	(30' x 20')	\$11,500	\$12,075
8 Booth Island	(40' x 20')	\$15,000	\$15,750
12 Booth Island	(40' x 30')	\$19,000	\$19,950

Minimum space reservation is 10' x 10'. Payments are to be made in Canadian or US equivalent funds payable to the Canadian Seating & Mobility Conference. **Please note that the Exhibit Hall floor is not carpeted.** The only items included in the rates quoted, if requested on the Exhibitor's Contract, are:

1. Draped display booth (pipe & drape) that will consist of a back wall 8 feet high and side walls 3 feet high extending from the back wall. (applicable to standard booths).
2. One double electrical outlet with 800 watt/120 volt supply.
3. Island booths must abide with height restrictions (no outside wall extending higher than 3 feet).

BOOTH RESERVATION AND REQUIRED PAYMENT

The floor plan for the Exhibit Hall is included in this prospectus. Record your preferred exhibit booth space(s), by number, on the Exhibitor's Contract. The contract must be returned to the CSMC office with the correct payment as follows:

1. All contracts for booth space received by CSMC must include a minimum deposit payment of **50%**.
2. The outstanding balance must be paid in full by February 15, 2010 and if it is not received by the deadline, the CSMC reserves the right to relocate the Exhibitors booth.
3. All contracts for booth space received by the CSMC after February 15, 2010 must include payment in full for total booth space requested.
4. Booth assignment will not be made until the above outlined conditions are met. In the event that the allocated booth space is reassigned to another company, such reassignment shall not relieve the exhibitor from any liability for payment of the outstanding balance.

CANCELLATION OR REDUCTION OF BOOTH SPACE BY CSMC

CSMC may cancel this contract, upon reasonable cause, or upon the occurrence of events beyond its control, which makes performance impossible or useless, upon written notice to the exhibitor by an authorized agent, employee, or officer of the CSMC. CSMC reserves the right to alter, reduce, or redistribute allocated space upon reasonable cause, or upon the happening of events beyond its control which render previous space allocation impossible or useless, upon written notice to the exhibitor by an authorized agent, employee or officer of the CSMC. In the event of such cancellation or reduction, CSMC agrees to negotiate in good faith toward refund, reduction or alternate application of the sums paid by the exhibitor as rental fees.

CANCELLATION OR REDUCTION OF BOOTH SPACE BY THE EXHIBITOR

Cancellation or reduction in space reservation on or before February 15, 2010 is subject to an administrative fee of 25% of the total cost of the space. **No refund of payment** will be made if cancellation of booth space reservation occurs **after February 15, 2010**. The CSMC will be entitled to all monies paid and owed as liquidated damages. Unpaid balances are due at the time of cancellation. Refunds, where applicable, shall be made without interest. Cancellation or reduction in space reservations must be received in writing.

INSURANCE

While every effort will be made to provide security for exhibits while at the Toronto Congress Centre, neither the CSMC nor the Toronto Congress Centre will assume responsibility for loss or damage to exhibits or other exhibitor property. The CSMC strongly recommends that each exhibiting company secure a rider policy through its insurance agent to cover all booth and display items during transportation to and from the Conference as well as during installation, show dates and dismantling.

EXHIBITOR REGISTRATION, BADGES AND LUNCH TICKETS

Complimentary Exhibit Hall name badges will be printed with booth personnel names, as provided to the Conference office by May 10, 2010. Lunch tickets will be provided for booth personnel (*based on requested Exhibit Hall name badges*) to a maximum per day as follows:

Booth Size	Lunch Ticket Allotment
10' x 10' (1 standard booth)	2
20' x 10' (2 standard booths)	4
30' x 10' (3 standard booths)	6
20' x 20' (4 booth island)	8
30' x 20' (6 booth island)	10
40' x 20' (8 booth island)	10
40' x 30' (12 booth island)	12

Please note:

1. Badges printed with booth personnel names, as provided to Conference office, are to be picked up at the exhibitor registration desk prior to Exhibit Hall entry.
2. Company representatives who are full Conference registrants will receive a personalized name badge designating their status as a registrant. To gain Exhibit Hall access prior to opening of the hall, these individuals will need to pick up one of the company's complimentary exhibitor name badges.
3. All confirmed exhibitors will be able to purchase additional lunch tickets upon receipt of final exhibitor package in February 2010.

NEED MORE INFORMATION?

Please contact:

Theresa Risi, Conference Coordinator

Canadian Seating & Mobility Conference
14 Waterbridge Court, Kitchener, ON N2V 2R7
Tel: (519) 208-0190
Fax: (519) 208-0191
E-mail: csmc@rogers.com
Web: www.csmc.ca

