

# Application for Exhibit Space



Hôtel Bonaventure  
Montréal, Canada  
June 17 – 22, 2017

**Please read the rules and regulations before completing this form.**

You are hereby authorized to reserve space for your use in Hôtel Bonaventure Montréal for the CPDD meeting to be held June 17-22, 2017.

We wish to reserve \_\_\_\_\_ tabletop exhibit(s).

A 50- word description of products or services must be submitted for approval. Description along with this application for exhibit space must be e-mailed to [gellerellen@gmail.com](mailto:gellerellen@gmail.com). Deadline for receipt is March 17, 2017.

## **IMPORTANT:**

Upon approval of this application a deposit of \$500 USD for each table is requested. We agree to pay the balance of the cost of the space assigned on or before March 17, 2017. We agree we understand and will abide by the Rules and Regulations.

**PLEASE PRINT COMPANY NAME & ADDRESS AS YOU WISH IT TO APPEAR IN THE PROGRAM & ON YOUR EXHIBITOR BADGES.**

■ **FIRM NAME:**

■ **ADDRESS:**

■ **CITY & STATE:**

■ **PHONE & FAX:**

■ **E-MAIL:**

■ **WEB SITE:**

■ **CONTACT NAME (PRINT):**

■ **TITLE:**

■ **AUTHORIZED SIGNATURE:**

\_\_\_\_\_ We wish to reserve space for flyers on table in registration area  
(Non-profit - \$250 USD; Profit - \$400 USD)

## **SIZE RENTALS & FEES**

### **Size:**

Tabletop exhibits include  
(1) 6' draped table & 2 chairs.

### **Rental**

- \$1250 USD (1 table)
- \$1875 USD (2 tables)

**FOR OFFICE USE ONLY** ■ Date Received:

- Table Assign. #:
- Cost of Table (s):
- Deposit Received:
- Balance Due:
- Received:

## **REMARKS:**

Please make the check payable to  
**The College on Problems of Drug Dependence** and forward to:

**CPDD**  
**Ellen B. Geller**  
**3420 North Broad Street,**  
**Room 324**  
**Philadelphia, PA 19140**

# Rules & Regulations for Exhibits

College on Problems of Drug Dependence  
CPDD 79th Annual Scientific Meeting • June 17-22, 2017 • Hôtel Bonaventure,  
Montréal, Canada

## General Information

It shall be understood by all parties that these RULES & REGULATIONS are part of every space agreement. CPDD reserves the right to interpret the RULES & REGULATIONS should questions arise, and to make final decisions on all points not covered herein. To apply for exhibit space, please complete the APPLICATION & CONTRACT FOR EXHIBIT SPACE and e-mail, US mail, or fax to:

Ellen B. Geller, Director, Executive Office  
CPDD  
3420 North Broad Street – Room 324 Philadelphia, PA 19140  
Fax: 215-707-1904 • Phone: 215-707-5307  
E-Mail: [gellerellen@gmail.com](mailto:gellerellen@gmail.com)

## Space Assignment

Space assignment will be made on a first-received, first-assigned basis.

## Booth Assignment

CPDD will furnish a 6' draped table and two chairs. Any additional costs for power and additional furniture will be made directly with the Hôtel Bonaventure and will be the responsibility of the Exhibitor.

## Installation & Dismantling

Set-up begins Sunday, June 18 at 9:00 AM. Tear-down on Thursday, June 22 at 3:00 PM

## Show Hours

Monday, June 19 – Thursday, June 22

## Insurance

Exhibitors are urged to take out a portal-to-portal rider available at a nominal cost on their own insurance protecting them against loss through theft, fire, damage, etc.

## Exhibitor Registration

Exhibitor registration can be done online by e-mailing the Application Form above or sending it by mail or fax. One exhibitor per table is permitted to attend any of the scientific sessions and the opening reception at no cost. The fee for each additional exhibitor is \$400. Tickets to the Wednesday evening banquet can be purchased separately.

## Shipping and Receiving Instructions:

For those of you sending equipment or exhibit materials for this conference, please fill out the attached customs/shipping form and send it to the contact below for his review prior to shipping:

### For Customs Brokerage and Shipping needs:

Mendelssohn Commerce

Phil Lopresti

[plopresti@mend.com](mailto:plopresti@mend.com)

Tel: [514-987-2700](tel:514-987-2700) ext. 2126

### ***Please also add the following to your boxes/shipments:***

CPDD June 17 – 22, 2017

EXHIBITOR BOX

ESM:     TBD    

Number of packages in that shipment (i.e.: 1 of 4; 2 of 4, etc.)

**MAIN HOTEL NUMBER: 1-514-787-2332**

**TOLL FREE NUMBER: 1-800-267-2575**

**HOTEL FAX NUMBER: 1-514-878-3881**

**Website: <http://hotelbonaventure.com/en>**

## Costs & Deposit

➤ • \$1250 USD (1 table)/ \$1875 USD(2 tables)

Exhibitor Space

Each exhibitor is provided with the following:

✚ Draped 6' table with two chairs

✚ Available lighting, existing carpeting, standard heating and air conditioning and cleaning

✚ NOT INCLUDED are drayage (\$\_\_\_\_ per box – both in/out), decoration, security, and gas/water/electric

- If additional electric or Audio Visual requirements are needed, please contact the hotel for cost and installation at 1-800-267-2575

➤ Deposit \$500 USD per table

## Table Cancellation

Cancellations must be submitted in writing to Ellen B. Geller, Director, Executive Office, CPDD at [gellerellen@gmail.com](mailto:gellerellen@gmail.com). If a company cancels its space between 60 and 90 days prior to the opening date of the meeting, the company will be responsible for paying the amount of the deposit. When the cancellation occurs 30 days or less prior to the opening date of the meeting, the exhibitor will be responsible for paying the full cost of the booth space.

## Security

Official show dates & times (main traffic times below – room will be open all day)

- + Monday, June 19<sup>th</sup> - TBD
- + Tuesday, June 20<sup>th</sup> - TBD
- + Wednesday, June 21<sup>st</sup> - TBD
- + Thursday, June 22<sup>nd</sup> - TBD

## Travel Reservations

### For Hotel Reservations

The conference hotel will be the [Hôtel Bonaventure](#) - Deluxe Single or Double: \$229.00 CAD  
Additional rooms are available at [Le Centre Sheraton](#) - Hotel Single or Double: \$209.00 CAD;  
Club Single or Double: \$269.00 CAD

## Airlines

For travel assistance contact FROSCH:

(615) 463-4110 or e-mail: [cpdd@frosch.com](mailto:cpdd@frosch.com)

## General Conduct of Exhibits

The following practices are prohibited:

- Noisy electrical or other mechanical apparatus interfering with other exhibitors.
- Operation of x-ray equipment canvassing or distributing any material outside the exhibitor's own space.
- Sub-leasing of exhibit space.
- The use of billboard advertisements and/or display signs outside the exhibit area.
- Soliciting participation in surveys or otherwise harassing registrants.
- Photographing or examining another exhibitor's table top display without permission.

## Liability

Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and same the CPDD Meeting Management and Hôtel Bonaventure Montréal and their respective employees and Agents harmless against all claims, losses and damages to persons or property, governmental charges or fines, and attorney's fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the parties referred to above. In addition, Exhibitor acknowledges that CPDD and Hôtel Bonaventure Montréal do not maintain insurance covering Exhibitor's property and that is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses by the Exhibitor.

## Deadline Dates

March 17, 2017: Application including deposit

March 17, 2017: 50-word product description

March 30, 2017: Balance Due