



Canadian Association of Pharmacy Technicians

SPONSORS & EXHIBITORS
INFORMATION PACKAGE

Professional Development Conference
May 5th to 7th, 2017



MARRIOTT
TORONTO
BLOOR YORKVILLE



Canadian Association of Pharmacy Technicians Sponsor/Exhibitor Program 2017

We are pleased to offer our supporters the 2017 Sponsorship Program for the CAPT Professional Development Conference. Sponsorship of our conference will provide your organization the opportunity to make a positive impact on pharmacy technicians from across Canada.

Our program has three levels of sponsorship with many great benefits for each:

- ❖ **Gold** **\$2,500**
- ❖ **Silver** **\$2,000**
- ❖ **Bronze** **\$1,500**

Please see complete details below for the benefits of each sponsorship level:

	Gold	Silver	Bronze
Sponsor Benefits	\$2,500	\$2,000	\$1,500
One complimentary exhibit booth	◆	◆	◆
One complimentary full conference registration	◆	◆	
Two complimentary exhibitor registrations	◆	◆	◆
Top priority on advertising material and website	◆		
Company logo on CAPT website & all printed material	◆	◆	◆

Please complete the attached registration form and mail/email to CAPT by **March 23rd, 2017** to guarantee an exhibit booth.

Delegate Bags

All participants are given complimentary delegate bags during the conference weekend.

We are asking for your assistance in supplying items for these bags such as pens, products and promotional items. Please contact Marnie Hilland at mhilland@capt.ca to donate.

Thank you for your support!

*THE Voice
of Canadian
Pharmacy
Technicians for
Over 30 Years*

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voicemail
416-410-1142
email
mhilland@capt.ca



Canadian Association of Pharmacy Technicians

Sponsor/Exhibitor Registration 2017

Please provide the information below and return to CAPT by **March 23rd** to receive all the benefits of your sponsorship.

Organization
Primary Contact
Email

Sponsorship Levels:

Please select the level of sponsorship your organization intends to contribute:

- Gold Sponsorship \$2,500**
 Silver Sponsorship \$2,000
 Bronze Sponsorship \$1,500

Sponsorship Benefits	Accept	Decline
One complimentary Exhibit Booth for Gold/Silver/Bronze		
One complimentary Conference Full Registration for Gold/Silver		
Delegate Bag placement of your product samples/logo items for Gold/Silver/Bronze		

Sponsors: A complimentary full registration is given to Gold & Silver Sponsors. If you intend to use this registration please complete the section below to reserve your ticket. *Confirmed registrations will be held at the registration desk during the conference.*

Sponsor <small>(Gold/Silver only)</small>	
Title	<input type="checkbox"/> Attending Friday Reception <input type="checkbox"/> Attending Saturday Dinner

Exhibitors: Pre-registration is required for representatives. Exhibitors are entitled to two **Friday/Saturday Registrations**.

Exhibitor #1	
Title	<input type="checkbox"/> Attending Friday Reception <input type="checkbox"/> Attending Saturday Dinner
Exhibitor #2	
Title	<input type="checkbox"/> Attending Friday Reception <input type="checkbox"/> Attending Saturday Dinner

Company Profile - Please email us a 150 word description of your company/products by March 23rd for the conference brochure which will be given to all participants during the conference weekend and will also be available on our website prior to the event.

Payment	Total
Payment Enclosed <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> CHEQUE (Payable to CAPT Inc)	\$
Credit Card Holder:	
Credit Card #: 3 digit code:	Exp:



Canadian Association of Pharmacy Technicians Exhibitor Venue 2017

The exhibitor's venue will be open Friday, May 5th and Saturday, May 6th.

Space is limited this year; please do not delay your registration!

Exhibitors receive the following benefits:

- ◆ Company profile in the conference brochure
- ◆ Friday welcome reception with delegates in exhibit hall
- ◆ Saturday breakfast, refreshment breaks and lunch with delegates in exhibit hall
- ◆ Dinner Saturday evening
- ◆ Delegate bag placement of your product samples and/or logo items

Please email us a 150 word description of your company and products by March 23rd for the conference brochure which will be given to all participants during the conference weekend and on our website prior to the event.

Exhibitor Schedule

Friday, May 5th, 2017

Exhibitor Set-up	6:00 pm to 7:00 pm
Welcome Reception in exhibit hall	7:00 pm to 9:00 pm

Saturday, May 6th, 2017

Continental Breakfast in exhibit hall	7:30 am to 8:15 am
Refreshment Break in exhibit hall	10:00 am to 10:30 am
Buffet Lunch Hosted in exhibit hall	11:30 am to 1:00 pm
Refreshment Break in exhibit hall	3:00 pm to 3:30 pm
Exhibitor Take-down	3:45 pm to 5:30 pm

Guidelines

For further information please contact CAPT-PDC liaison at mhilland@capt.ca or via voicemail 416-410-1142.

1. Exhibits must be staffed at all times during Exhibit hours, the exhibit area is NOT secure and CAPT accepts NO responsibility for any damages or loss.
2. Booth sizes: Standard 10'x8' booth space allows for full floor model booth or tabletop display. A table will be provided at no charge.
3. Booth space includes one standard electrical outlet. Any additional requests may be made with the hotel directly and at exhibitor expense accordingly.

Exhibitors and their representatives hereby agree to indemnify and hold harmless CAPT, the hotel, the employers thereof, and their agents and representatives against any and all claims for loss, damages, theft or injury, during the period up to including and immediately the event.

Exhibitors must carry their own fire, theft or other insurance. CAPT will take all precautions to prevent loss or harm; however, under no circumstances will CAPT be liable for such losses however caused.

Hotel

Toronto Marriott Bloor Yorkville
90 Bloor Street East
Toronto ON M4W 1A7
416-961-8000



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Exhibitor Hotel Setup & Strike 2017



Exhibitor Setup: Friday, May 5th 6:00 pm

- ◆ Deliveries will be accepted up to 3 days before the event date **May 2nd 2017**.
- ◆ Your exhibit area is set with a table, clothed and skirted with 2 chairs.
- ◆ No displays and/or exhibits may be attached to the drapes, lighting, chandeliers, walls or wall decorations, or hung from the ceiling. The Exhibitor, in erecting its display, will not drive any thumb-tacks, nails, spikes or staples into any surfaces, nor shall the Exhibitor use any adhesives on any surface in the function area. MASKING TAPE only will be used to affix and apply said displays to walls.
- ◆ Any artwork, posters or signage is restricted to the assigned areas. No signs are permitted elsewhere without approval from the Hotel
- ◆ The Hotel does not provide any service for loading, unloading, moving or storing displays or exhibits.
- ◆ Any form of transportation equipment for exhibits and/or displays (ie. dollies or flat carts) must contain rubber wheels which equipment is to be supplied by the Exhibitor.
- ◆ All cords and wires must be taped to the floor with appropriate electrical tape.
- ◆ The Exhibitor will not be allowed to charge any expenses to the function area for any services provided by the Hotel. Any charges incurred by the Exhibitor must be paid in cash or by valid credit card at the time that the charge is incurred, or may be charged to the overnight accommodation which is being utilized by the said Exhibitor.
- ◆ Additional charges will apply to the exhibitor for the following:
 - Power bars, extension cords, phone extension cords.
 - Telephone line – local and long distance access charges based on timing of the phone use. Phone lines will not be activated without a credit card imprint
 - High Speed Internet – quotes given upon request

Exhibitor Strike/Tear Down: Saturday May 6th 3:45 pm

- ◆ It is the responsibility of the exhibitor to arrange pick-up of any leftover materials following the conference.
- ◆ Courier arrangements must be made directly by the exhibitor with their courier company. If storage is required past **5:00 pm on May 6th 2017**, a fee of \$250.00 is required for storage, to be paid directly by the exhibitor. All courier and delivery forms must be completed and attached to the boxes.
- ◆ Any materials left in the exhibit will be discarded as garbage unless specific instructions have been left with the banquet manager.

Neither the Toronto Marriott Bloor Yorkville Hotel nor the employees of the Toronto Marriott Bloor Yorkville Hotel, shall be responsible for loss of or damage to meeting materials, exhibits, displays, packing cases or shipping crates.

For any further inquiries, we encourage you to confirm your information and details with the Event Manager on site. Please contact Helen Suh, Event Manager for this event at 416 515 2579 or email at: helen.suh@marriottbloor.com