Canadian Association of Pharmacy Technicians

SPONSOR’S & EXHIBITOR’S INFORMATION PACKAGE

Professional Development Conference
May 4th to 6th, 2018

WESTIN®
HOTELS & RESORTS
We are pleased to offer our supporters the 2018 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 $3,000
❖ Silver $2,500
❖ Bronze $1,500

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

<table>
<thead>
<tr>
<th>Sponsor Benefits</th>
<th>Gold</th>
<th>Silver</th>
<th>Bronze</th>
</tr>
</thead>
<tbody>
<tr>
<td>One complimentary exhibit booth</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>One complimentary full sponsors conference registration</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Two complimentary exhibitor registrations</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Top priority on advertising material and website</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Company profile on conference app</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Company logo on website &amp; posters</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Product/advertising placement in delegate bags*</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

Please complete the attached registration form and mail/email to CAPT by February 23rd, 2018 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!
Please provide the information below and return to CAPT by **February 23rd** to receive all the benefits of your sponsorship.

<table>
<thead>
<tr>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Contact</td>
</tr>
<tr>
<td>Email</td>
</tr>
</tbody>
</table>

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

- [ ] **Gold Sponsorship** $3,000  
- [ ] **Silver Sponsorship** $2,500  
- [ ] **Bronze Sponsorship** $1,500

**Sponsorship Benefits**

<table>
<thead>
<tr>
<th>Accept</th>
<th>Decline</th>
</tr>
</thead>
<tbody>
<tr>
<td>One complimentary Exhibit Booth for Gold/Silver</td>
<td></td>
</tr>
<tr>
<td>One complimentary Full Sponsors Conference Registration for Gold Sponsors</td>
<td></td>
</tr>
<tr>
<td>Delegate Bag placement of your product samples/logo items for Gold/Silver/Bronze</td>
<td></td>
</tr>
</tbody>
</table>

**Sponsors:** A complimentary full registration is given to **Gold 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 (Gold only)**

| Title | □ Attending Friday Reception  
□ Attending Saturday Event |

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

**Exhibitor #1**

| Title | □ Attending Friday Reception  
□ Attending Saturday Event |

**Exhibitor #2**

| Title | □ Attending Friday Reception  
□ Attending Saturday Event |

**Company Profile** - Please email us a **company profile and logo** for the CAPT website and conference app which delegates will use throughout the conference weekend.

**Payment**

<table>
<thead>
<tr>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Enclosed</td>
</tr>
<tr>
<td>Credit Card Holder:</td>
</tr>
<tr>
<td>Credit Card #:</td>
</tr>
<tr>
<td>Exp:</td>
</tr>
</tbody>
</table>
The exhibitor’s venue will be open Friday, May 4th and Saturday, May 5th.

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

Exhibitors receive the following benefits:

- Company profile on the CAPT website and conference app
- Friday welcome reception with delegates in Exhibitor Venue
- Saturday breakfast, refreshment break and lunch with delegates in Exhibitor Venue
- Delegate bag placement of your product samples and/or logo items

**Please email us a company profile and logo for the CAPT website and conference app which delegates will be using throughout the conference weekend.**

**Exhibitor Schedule**

**Friday, May 4th, 2018**
- Exhibitor Set-up 6:00 pm to 7:00 pm
- Welcome Reception in Exhibitor Venue 7:00 pm to 9:00 pm

**Saturday, May 5th, 2018**
- Continental Breakfast in Exhibitor Venue 7:30 am to 8:15 am
- Refreshment Break in Exhibitor Venue 10:00 am to 10:30 am
- Buffet Lunch Hosted in Exhibitor Venue 12:00 pm to 1:15 pm
- Exhibitor Take-down 1:15 pm to 3:30 pm

**Guidelines**

For further information please contact CAPT-PDC liaison at mhilland@capt.ca

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 table top 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**

The Westin Resort & Spa
4090 Whistler Way
Whistler, BC, V0N 1B4
Phone: 604-905-5000

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

9-6975 Meadowvale Town Centre Circle, Suite #164, Mississauga, Ontario L5N 2V7
www.capt.ca
voicemail 416-410-1142
e-mail mhilland@capt.ca
Exhibitor Setup: Friday, May 4th 6:00 pm

♦ Please label your boxes for delivery clearly with the following:

   CAPT Conference  
   May 4th to 6th  
   Exhibitors Venue  
   Emerald B

♦ Deliveries will be accepted up to 2 days before the event date
♦ Your exhibit area is set with a table, clothed and skirted with a chair.
♦ 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

Exhibitor Strike/Tear Down: Saturday May 5th 1:15pm

♦ 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 prior to the conference weekend.
♦ Any materials left in the exhibit will be discarded as garbage unless specific instructions have been left with the banquet manager.