



Canadian Association of Pharmacy Technicians

SPONSOR/EXHIBITOR INFORMATION PACKAGE

**Professional Development Conference
May 3rd to 5th 2019
St. Andrews By-the-Sea, NB**



Canadian Association of Pharmacy Technicians Sponsor/Exhibitor Program 2019

We are pleased to offer our supporters the 2019 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** **\$2,000**

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

	Gold	Silver	Bronze
Sponsor Benefits	\$3,000	\$2,500	\$2,000
One complimentary exhibit booth	◆	◆	◆
One complimentary full sponsors conference registration	◆		
Two complimentary exhibitor registrations	◆	◆	◆
Top priority on advertising material and website	◆		
Priority exhibit booth location	◆	◆	
Company profile on conference app	◆	◆	◆
Company logo on website & posters	◆	◆	◆
Product/advertising placement in delegate bags*	◆	◆	◆

Please complete the attached registration form and mail/email to CAPT by **February 22nd, 2019** 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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Canadian Association of Pharmacy Technicians Sponsor/Exhibitor Registration 2019

Please provide the information below and return to CAPT by **February 22nd** 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 \$3,000 **Silver Sponsorship \$2,500** **Bronze Sponsorship \$2,000**

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

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	<input type="checkbox"/> Attending Friday Reception <input type="checkbox"/> Attending Saturday Event

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

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

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 2019

The exhibitor's venue will be open Friday, May 3rd and Saturday, May 4th.

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 3rd, 2019

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

Saturday, May 4th, 2019

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

St. Andrews By-the-Sea
The Algonquin Resort
184 Adolphus Street
St. Andrews, NB E5B 1T7
506-529-8823



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Over 30 Years*

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Exhibitor Hotel Setup & Strike 2019

Exhibitor Setup: Friday, May 3rd 4:00 pm to 6:00 pm

- ◆ Please label your boxes for delivery clearly with the following to ensure delivery:

**CAPT Conference
May 3rd to 5th, 2019
Exhibit Venue - Passamaquoddy Room
ATTENTION: Marnie Hilland**

- ◆ 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
- ◆ 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 4th 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.