



NORTHWEST ACADEMY OF OTOLARYNGOLOGY

2019 WINTER CONFERENCE

JANUARY 11-13, 2019
HILTON
WHISTLER, BC

Exhibitor Prospectus

The following benefits are included in your exhibitor package:

- Display table, one chair, for exhibit on Jan. 11-13, 2019
- Print acknowledgement in the conference e-syllabus
- Exhibitor name badges
- Complimentary breakfast, snacks, lunch and reception during the conference

Attendees

Primary care, academic and institutional otolaryngologists from throughout Washington State and British Columbia are expected to attend. The event will be promoted throughout the Pacific Northwest. Anticipated attendance is 80.

Location

Hilton Whistler

4050 Whistler Way
Whistler, BC V0N 1B4
Canada

Exhibit Hours

This information will be available shortly.

Set Up

Thursday, January 10, 2019, 7 PM

Move Out

Sunday, January 13, 2019

Shipping and Receiving

Due to limited storage facilities within the property, Hilton is unable to store display materials or show merchandise. Should you require delivery of crates, boxes, or display material, it must first be coordinated with the Convention Services Manager, Orla O'keeffe, OOKeeffe@hiltonwhistler.com. Deliveries will not be accepted more than 48 hours prior to the start of the conference. Boxes will be charged a storage and handling fee of \$5/box/day. Pallets will be charged \$75/day. For large shipments there will be a delivery labour charge of \$35.00 per hour for each hotel associate.

Please ensure you note the following information on your shipping label: : Hilton Hotel, 4050 Whistler Way, Whistler, Canada V0N 1B4, Northwest Academy of Otolaryngology 2019 Winter Meeting, Orla O'keeffe, Jan. 11-13, Mount Currie Ballroom.

Please ensure that you have contracted a Customs brokerage house for any parcels being shipped from outside Canada. Hilton will not assume any Customs brokerage charges. The Hotel cannot waive boxes through Customs. The Hotel will not receive or sign for COD shipments.

Please make arrangements with a shipping company to have your shipment's picked up from the Hotel on the last day of your meeting. If boxes, packages or materials are left behind a storage charge of \$5.00/box/day will be applied. It is your responsibility to move materials to the shipping / receiving area and arrange pickup. We will not be responsible for shipments left behind for courier or shipping companies to pick up.



Confirmation / Booth Assignments

Contact show management below if you have not received an exhibitor confirmation within 30 days of submitting your exhibitor agreement. You will be notified of your booth assignment no later than December 17, 2018. **Exhibit space will be assigned based on level of sponsorship, followed by first come basis.**

Show Management Questions

Becky Constantine, Exec. Director, NWAO
Phone: 206-956-3635; Fax: 206-441-5863; Email: becky@wsma.org

Exhibit Practices and Regulations

- The NWAO reserves the right to restrict exhibits, without refund, which may be falsely entered.
- Distribution of literature, samples, etc., in the exhibit area by firms that are not participating as paid exhibitors is strictly prohibited.
- No subletting of space is permitted without the consent of the NWAO Executive, Becky Constantine – email: becky@wsma.org
- Exhibitors are responsible for shipping, storage, and installation of exhibit materials, and all costs involved thereby.
- There is a **\$150 service fee on all cancellations. No refunds for cancellations received after Dec. 10, 2018.**
- The NWAO and Hilton do not guarantee against theft, vandalism or otherwise.
- It is expressly understood that exhibitors shall indemnify and hold harmless the NWAO and Hilton of all third party liability (damage or accident) that might ensue from any cause in connection with transfer, installation, maintenance or removal of exhibits, or in display of exhibits, except for those damages of accidents that arise from the negligence or misconduct of the NWAO and/or Hilton.
- In the event of fire, strikes, or other uncontrollable circumstances, the contract for space will not be binding.
- It is expressly understood that the NWAO will not pay for special equipment, facilities and services ordered by technical exhibitors.
- Electrical and other apparatus must be operated so that the noise does not interfere with other exhibitors.
- All electrically wired display material must comply with requirements of the National Board of Fire Underwriters.
- Aisles must be kept clear. To this end, exhibits must be arranged so that exhibitors and their representatives will be within their exhibit space.
- Care must be taken by the exhibitor not to deface or destroy any part of the exhibit areas. In the event of property damage caused by him/her, the exhibiting company will be held responsible.
- Use of the name “NWAO” or that of any officer of said Association, in recommendation of a product or services, is expressly prohibited.
- Table space not occupied by the close of the exhibit installation period as specified above, will be forfeited by the exhibitor, and this space may be resold, reassigned or used by the conference management.