



OEMAC/CBOM Sponsorship and Exhibitor Booking Agreement

Eligibility: Sponsors shall comply with the Canadian Medical Association (“CMA”) Code of Ethics, CMA Guidelines for Physicians in Interactions with Industry, the National Standard for Support of Accredited CPD Activities, and University of Toronto Policy on Sponsorship of Accredited Continuing Professional Activities.

Conflict of Interest: A conflict of interest may arise where a sponsor’s interests are in actual, potential, or perceived conflict with the goals and objectives of an educational event. When conflicts of interest do arise, they must be recognized, disclosed, and properly managed.

Influence: The Sponsor cannot have direct or indirect influence on any aspect of the CPD activity. This includes development of educational objectives, identification of learning needs, or evaluation of an accredited CPD Activity. Sponsors cannot be involved with the selection of presentation content including speakers or educational methods used. The scientific planning committee cannot be required to accept advice from a sponsor as a condition of receiving financial or in-kind support. Sponsors cannot delegate or control the content or the registration process. Sponsors are not permitted to distribute promotional items, product samples, gifts, prizes, or food at their exhibitor booth. In order to mitigate any conflict of interest or perceived conflict of interest, CPD activities should have multiple sources of sponsorship funding. Funds should be held centrally at an institution (hospital, university department or division). Sponsorship funds cannot be held by any one individual.

Use of Funds: The purpose of the sponsorship or educational grant is to support the educational programming and to offset costs related to the CPD Activity including exhibitor booths (if applicable). Funds will not be used for hospitality, entertainment, or speaker fees, nor will the funds be used to cover private expenditure, professional expenses or for the invitation of spouses/partners. All funds must be undirected and payable to the institution or organization planning the CPD activity.

Payment: An invoice will be issued to the sponsoring organization. Payment will be due upon receipt.

Recognition: Displays, materials, and exhibitor booths will be in a separate room from the educational activities. Sponsor representatives must not engage in sales or promotional activities during the accredited activity. Sponsors are not permitted to distribute gift items bearing the exhibitor’s name and/or logo. Sponsorship acknowledgement will be recognized as per the benefits section outlined in this sponsorship booking agreement, in compliance with the University of Toronto Policy on Sponsorship of Accredited CPD Activities. Sponsors may not use the University of Toronto name or logo.

Termination: This agreement will be terminated in writing if there is a material breach of sponsorship conditions.

Terms and Conditions

1. Exhibitors will be required to abide by all rules and regulations as established by the Occupational and Environmental Medical Association of Canada (OEMAC) (herein called Management).
2. Management reserves the right to reject or prohibit exhibits, or exhibitors whom management considers do not meet the goals of the OEMAC Conference, or to relocate exhibitors when in management's opinion such moves are necessary to maintain the quality, traffic flow, character, and good order of the show. Exhibitor agrees to abide by all rules adopted by management, and that management shall have the final decision in adopting any rules and regulations deemed necessary prior to, during and after the show.
3. Exhibit space may not be transferred or sublet without the written permission of management.
4. Exhibits must be wholly contained within the exhibit space. Sales activity, demonstrations and distribution of any printed matter, souvenirs, or any other materials shall be confined to exhibitor's booth.
 - a. All exhibit items are to be placed within your designated booth space and must not encroach or obstruct the aisle or the neighbouring booths.
 - b. All display fixtures over 4'0 (1.22m) in height must be confined to that area of the exhibitor's space which is at least 5'0" (1.52m) from the aisle line; and/or
 - c. Your exhibit must not block the sight line of neighbouring exhibitors. Any display materials over 3ft (0.91m) in height must be placed at the rear of the booth, not more than 3ft (0.91m) from the back wall. These guidelines apply regardless of the number of linear booths you occupy.
5. In the event that the exhibitor fails to make all payments at the time appointed herein, all rights of the exhibitor shall cease and terminate and any and all payments on account hereof prior to said time may be retained by Management as liquidated damages and not as penalty, and Management may rent the space to other exhibitors.
6. Exhibitors are not permitted to supply or sell food or beverages within the exhibit space.
7. The exhibitor shall not conduct him/herself or operate any equipment at a level of sound that is determined at the sole discretion of management to be detrimental to the welfare of the show or other exhibitors.
8. The exhibitor agrees that no display may be dismantled, or goods removed during the entire show run, and must remain intact until closing on the last day. Exhibitor also agrees to remove their exhibit, equipment, and apparatus from the show building by final move-out time, or in failing to do so, agrees to pay all such additional costs as may be incurred.
9. The exhibitor agrees to comply with all applicable privacy laws, including the Personal Information and Electronic Documents Act (Canada, the "Privacy Laws") and particularly in respect to any personal information about an identifiable individual collected, used or disclosed during or in connection with the show.
10. Reasonable security shall be provided at all times on the show premises, primarily to assure public safety. Exhibitor's property shall be placed on display at its own risk and Management assumes no liability for loss of damage thereto. The exhibitor shall assume all responsibility for loss or damage to his property due to theft, fire, flood, or any other cause beyond the control of management.
11. The exhibitor agrees to indemnify and save Management and any of its agents, partners, employees, or sponsors, harmless from any damage, liability, claim, cost or expense (including legal fees) whatsoever arising from any injury or damage to said exhibitor, their agents, employees or invitee, or to other exhibitors or their property, and/or from any breach by said exhibitor, their agents or employees of any applicable Privacy Laws. Exhibitors shall be liable for any damages to the building or furniture and fixtures contained therein, or the approaches and entrances therein, or the approaches and entrances thereto, by virtue of the terms of this agreement. This also extends to any materials used for management's demonstration and sales activities.
12. Exhibitors shall provide to Management a Certificate of Insurance issued by their insurance agent/broker (this Certificate is generally available at no additional cost). This Certificate must certify that the Exhibitor has General Liability Insurance that is effective between the Move-In and Move-Out dates and that the amount of this insurance is no less than \$1,000,000. Exhibitors who have not supplied this Certificate will not be allowed to Move-In.
13. In the event the building should be destroyed by fire or the elements, or if any other circumstances whatsoever should occur which might make it impossible for Management to permit exhibitors to occupy the premises or if the show is cancelled, the exhibitor shall pay for space only for the period the space was or could have been occupied, and Management will in no way be responsible for any claims or damage which might arise in consequence thereof.
14. Exhibits must comply with fire regulation. All display materials must be fireproof.
15. The sale of articles is prohibited unless articles bear the label of a recognized testing laboratory, such as C.S.A., C.G.A., or U.L. of C. or has been locally approved by the Minister having jurisdiction and must abide by all copyright and trademark laws as they may apply. In Manitoba, contact the Department of Labour, or the Canadian Standards Association at 1-204-632-6633.
16. Management reserves the right to appoint all show services and will make all information available to exhibitors. Such items as carpets, furniture, etc. may be rented from display contractors. SUCH ITEMS ARE NOT COVERED BY THIS CONTRACT.
17. This contract may only be cancelled by either party provided notice in writing is received by the other, at least ninety (90) days prior to move-in day of the show. If the exhibitor cancels after this date, they are liable for full payment of their space rental.