

CANADIAN PSYCHOLOGICAL  
ASSOCIATION  
SOCIÉTÉ CANADIENNE DE  
PSYCHOLOGIE

72<sup>nd</sup> Annual Convention  
72<sup>e</sup> Congrès annuel

TORONTO

JUNE 2-4 JUIN  
2011

SHERATON CENTRE TORONTO HOTEL

# Exhibitor Information

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The following information answers some of your questions about the logistics of the Convention's Exhibit Space. The Canadian Psychological Association is pleased to welcome all its Exhibitors to the 72<sup>nd</sup> Annual Convention in conjunction with the 2<sup>nd</sup> North American Correctional and Criminal Justice Psychology Conference. This information package is designed to answer all your questions while at the Convention.

### **Eligibility to Exhibit**

All exhibits shall be to serve the scientific interests of the Canadian Psychological Association. The Association reserves the right to require the immediate withdrawal of an exhibit if the Executive Director believes it may be injurious to the purposes of the Association. Only professional equipment and services of interest to psychologists may be displayed.

### **Exhibit Policies**

#### **a) Cancellation**

Exhibitors wishing to cancel will receive a full refund, of all payments connected with booth rental, provided CPA receives written notice prior to March 25<sup>th</sup>, 2011. In the event the exhibit is cancelled due to circumstances beyond the control of CPA, all payments connected with booth rental will be refunded.

#### **b) Subletting**

Subletting space in the exhibit hall is not permitted.

#### **c) Failure to Occupy Exhibit space**

Exhibit space not occupied by the start of exhibit hours on Thursday, June 2, 2011 will be considered a no-show, and the space is forfeited by exhibitor. CPA will not issue a refund.

#### **d) Liability and Insurance**

As per the exhibitors terms of agreement, exhibitors agree that neither the Canadian Psychological Association (CPA), any of its officers, staff members, nor the owners, employees or representatives of the Sheraton Centre Toronto Hotel, Western Displays, will be responsible for any injury, loss or damage that may occur to the exhibitor, or to the exhibitor's employees or property, prior, during or subsequent to the CPA Convention, provided said injury, loss or damage is not caused by negligence or willful act of one or more of the aforementioned parties. CPA, Sheraton Centre Toronto Hotel, and Western Displays will exercise reasonable care for the protection of the exhibitor's materials and displays; however, the exhibitor, on accepting the terms of agreement, expressly releases the foregoing named association, individuals, board and firms from, and agrees to indemnify same against any and all claims for such loss, damage or injury.

### **Security**

The Canadian Psychological Association will provide security for exhibit space when the exhibits are closed. Every precaution will be taken to prevent losses of any kind. Loss or damage to goods is strictly the exhibitor's responsibility.



**Shipping**

**a) Within Canada**

Exhibit items can be shipped to the Sheraton Centre Toronto Hotel Business Centre. Please refer to the labeling instructions below and the Package Pricing list included in this package for further details.

Labeling instructions:

Under 10 boxes deliver to:	10 boxes or more deliver to:
The Sheraton Centre Hotel – Business Centre Guest name (or on-site contact) and date of arrival: Canadian Psychological Association – Exhibitor # _____ Dominion Ballroom/Foyer 123 Queen Street West Toronto, ON, M5H 2M9	The Sheraton Centre Hotel – Shipping & receiving (2B level) Guest name (or on-site contact) and date of arrival: Canadian Psychological Association – Exhibitor # _____ Dominion Ballroom/Foyer 123 Queen Street West Toronto, ON, M5H 2M9

**b) Customs (Outside Canada)**

CPA has obtained special privileges from Canada Border Services Agency in order to facilitate the entry of goods into Canada for exhibition purposes at the Convention. For the convenience of exhibitors who ship materials from the United States or other countries, arrangements have been made with **Livingston Event Logistics** to handle Customs clearance.

For more information, please contact

Heather James <a href="mailto:hjames@livingstonintl.com">hjames@livingstonintl.com</a> Cell: 416-561-7779	<b>Livingston Event Logistics</b> 40 University Avenue, Suite 400 Toronto, ON, M5J 1T1 Telephone: 416-585-8227 / 800-665-4628 Fax: 416-591-8589
Michele Odhoch <a href="mailto:modhoch@livingstonintl.com">modhoch@livingstonintl.com</a> Cell: 647-272-1506	



## **Allocation of Exhibit Booths**

Booth space will be allocated on a first come, first serve basis with the exception of *Gold Package Exhibitor's*.

Exhibitors will be notified of space allocation via email upon receipt of full payment and acceptance by the Convention department.

## **Exhibition Booth Information**

Each booth is 8' x 10' and comes equipped with pipe and draping, two (2) chairs, one (1) 6-foot decorated table and two (2) Convention Exhibitor passes. Exhibitors may also receive one (1) booth identification sign 7"x44 providing a written request is sent to CPA before May 1<sup>st</sup>, 2011.

## **Exhibitor Registration**

Exhibitors are required to sign-in at the CPA Convention Registration Desk to receive their CPA Exhibitor Badges before locating their assigned booth. Exhibit personnel are required to wear their exhibitor badge at all times and must be visibly noticed.

## **Installation and Dismantling**

### **a) Site and Location of Exhibition**

Second Floor, Dominion Ballroom and Foyer  
Sheraton Centre Toronto Hotel  
123 Queen Street, West  
Toronto, ON M5H 2S9  
Tel: 1-800-325-3535 / 416-361-1000

[www.sheratontoronto.com](http://www.sheratontoronto.com)

### **b) Set-up – Wednesday, June 1, 2011**

Exhibitors' booth spaces will be ready for move-in on Wednesday, June 1, 2011 from 4:00 pm to 7:00 pm. Displays must be completely set-up by 7:00 pm, Wednesday, June 1, 2011.

### **c) Move-out Day – Saturday, June 4, 2011**

Exhibitors' move-out will start on Saturday, June 4, 2011 at 5:00 pm. No dismantling of exhibit displays should start before this time.

## **Exhibit Hours**

A minimum of one exhibitor is required to staff the booth during the exhibit show hours. The show hours are as follow:

<b>Date</b>	<b>Open</b>	<b>Close</b>
<b>Thursday, June 2</b>	11:00 am	6:00 pm
<b>Friday, June 3</b>	12:30 pm	5:00 pm
<b>Saturday, June 4</b>	10:00 am	5:00 pm



### **Additional Exhibit Services**

**a) Exhibit Decoration**

Necessary booth set-up and materials will be supplied by Western Display (website)

**b) Telephone/Internet/Modem Service**

Exhibitors are requested to make individual arrangements through the Sheraton Centre Hotel. Voice & Data request form is included in this package.

**c) AV Service**

Exhibitors are requested to make individual arrangements through the Sheraton Centre Hotel. Trade Show AV order form is included in this package.

# VOICE & DATA REQUEST FORM

The Sheraton Centre Toronto Hotel  
 123 Queen Street West  
 Toronto, Ontario - M5H 2M9  
 telecomservices.00271@sheraton.com  
 416-947-4963 FAX 947-4849

## Company Information

COMPANY NAME:	CONTACT:
COMPANY ADDRESS:	TELEPHONE:
	FAX:
	email:

## Show Information

MEETING ROOM:
BOOTH NUMBER (If applicable):
INSTALLATION DATE & TIME:
DISCONNECTION DATE & TIME:

## Payment Information

CREDIT CARD (Please circle):	VISA	MASTERCARD	AMEX
CREDIT CARD NUMBER:			
CARDHOLDER'S NAME:			
EXPIRY DATE:			

## Services available for order

### *Phone and Modem Services*

	Quantity		Price (unit)
Modem access for dial up (installation only)		@	\$175.00
Phone access with standard phone (installation only)		@	\$175.00
Credit Card Access Line (dial "9" access only)		@	\$175.00
ISDN Lines (each line includes 1 SPID's)		@	\$350.00

### *Daily Equipment Rental & Services*

	Quantity		Price (unit)
Conference Phone rental (per day)		@	\$150.00
Voicemail box rental (per line)		@	\$25

### *Wired High Speed Internet Services*

	Quantity		Price (unit)
High-speed internet - per computer (first day)		@	\$350.00
Additional Days (per computer)		@	\$50

### *Wireless High Speed Internet Services*

	Quantity		Price (unit)
High-speed internet - per computer (first day)		@	\$350.00
Additional Days (per computer)		@	\$50

### *Telus Mike Handset Rental (cellular phone with 2-way radio)*

	Quantity		Price (unit)
Unit rental with 2-way only (per day)		@	\$35.00
Unit rental with 2-way and local calling (per day)		@	\$45.00
Unit rental with 2-way, local and long distance (per day)		@	\$50.00

**NOTE:**

- \* All request forms must include a credit card number or P.O. number to insure installation.
- \* All local calls are charged at \$2.00 per call for the first 20 minutes and 15cents per minute there after
- \* Toll-free, collect and credit card calls are charged \$2.00 per call plus 15cents per minute after the first 20 minutes.
- \* Long distance will be charged as used (based on prevailing Telco rates + 110%).
- \* All calls are subject to GST.
- \* All requests must be received 5 business days prior to the convention or meeting.
- \* Any cancellations must be received 2 days prior to the convention or meeting or charges will apply.
- \* Equipment provided will be the responsibility of the requester. If lost or damaged, charges will apply.
- \* ISDN lines have a 30day bill back period for line usage.
- \* *Prices subject to change without notice*



Sheraton Centre Toronto  
 123 Queen Street West  
 Toronto Ontario  
 M5H 2M9  
 ph. 416 304 1354 Fax. 416 304 0113  
 sheratontoronto@psav.com

Revised Dec 2009

**Trade Show AV Order Form**

Event Name		Load in date			
Event Date(s)		Load in times			
Company Name					
Contact Name		Load out date			
Contact Address		Load out times			
Contact Phone	Email Address	Credit Card Info	Please Complete Credit Card Authorization Form		
Room Name	Booth Number				
Onsite Contact		Onsite Phone			

**Video/Computer Monitors and Accessories**

Quantity Required	Description	Advance Booking	Onsite Request	Days Required	Total (Qty x Rate x Days)
	20" LCD Monitor (for Computer only)	\$110.00	\$137.50		\$ -
	30" Flat Panel Monitor	\$300.00	\$375.00		\$ -
	42" Flat Panel Monitor with Case Stand	\$770.00	\$962.50		\$ -
	50" Flat Panel Monitor with Case Stand	\$1,000.00	\$1,250.00		\$ -
	Flat Panel Monitor Deluxe Stand	\$75.00	\$93.75		\$ -
	DVD player	\$85.00	\$106.25		\$ -
	Laptop Computer	\$325.00	\$406.25		\$ -
	Wireless Mouse	\$75.00	\$93.75		\$ -

**Audio Equipment**

Quantity Required	Description	Advance Booking	Onsite Request	Days Required	Total (Qty x Rate x Days)
	CD player	\$85.00	\$106.25		\$ -
	Small Powered Speaker - for computer or DVD player	\$55.00	\$68.75		\$ -
	Wireless Microphone Handheld or Lavalier	\$165.00	\$206.25		\$ -
	4 Channel audio Mixer (required if renting a microphone)	\$45.00	\$56.25		\$ -
	Powered Speaker on Stand	\$85.00	\$106.25		\$ -

**Misc. Equipment**

	42" Rolling cart with black skirt	\$30.00	\$37.50		\$ -
	54" Rolling cart with black skirt	\$30.00	\$37.50		\$ -

\* For Any Other Equipment Requests Please Contact (416) 304 1354 for Pricing \*

\* PSAV is the Exclusive Rigging Provider at the Sheraton Centre Toronto. Only PSAV riggers may hang items overhead. If any Sign or Banner hanging is required please contact us for pricing \*

**Labor Rate**

Please Select the Appropriate Labor Rate in the far left Column. (example: If the setup and dismantle both take place between 900-1700 enter "1" in the "Day Rate" box. If the setup is between 1700 - 900 and the dismantle is on a weekend enter "0.5" in the "Evening/Early Morning Rate" box and "0.5" in the "Weekend/Holiday Rate" box.

Labor Rate	Description	Advance Booking	Onsite Request	Estimated Hours of Setup & Dismantle	Total (Rate x Hours)
	Setup/Dismantle Day Rate (0900-1700)	\$67.50	\$101.25	0	\$ -
	Setup/Dismantle Evening/Early Morning Rate (1700-0900)	\$101.25	\$151.88	0	\$ -
	Setup/Dismantle Weekend/Holiday Rate	\$135.00	\$202.50	0	\$ -

\* PLEASE COMPLETE THE CREDIT CARD AUTHORIZATION FORM \*

Additional Comments:

Subtotal	\$	-	
Labor	\$	33.75	
19% Service Charge	\$	-	Minimum Labour Charge Shown. Labour Charges will be adjusted on final invoice
5% GST	\$	-	
8% PST	\$	-	
<b>Total Order</b>	<b>\$</b>	<b>-</b>	

I Agree to the above: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign and return via fax to (416-304-0113) or Email (sheratontoronto@psav.com). Please also include a completed Credit Card Authorization form

Cancellation of services and equipment ordered must be received 48 hours prior to delivery date to avoid a %50 cancellation charge. If services have already been provided at the time of cancellation full charges will apply





**Sheraton Centre  
Toronto**  
HOTEL



Name of Booking Company or Travel Agency \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Name of Guest \_\_\_\_\_ Confirmation Number \_\_\_\_\_

Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_

Name of Guest \_\_\_\_\_ Confirmation Number \_\_\_\_\_

Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_

Name of Guest \_\_\_\_\_ Confirmation Number \_\_\_\_\_

Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_

**Credit Card Holder Information**

I, \_\_\_\_\_ authorize the Sheraton Centre Hotel to use the noted credit card for the incurred charges (as noted below) while the aforementioned guest(s) are guests at the Sheraton Centre Hotel.

Credit Card Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

Cardholder's Name (please print) \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

Credit Card will pay for: (Please check where applicable)

Room & Taxes	<input type="checkbox"/>	PSAV – Audio Visual	<input type="checkbox"/>	Meals	<input type="checkbox"/>
All Incidentals	<input type="checkbox"/>	All Charges	<input type="checkbox"/>	Other	<input type="checkbox"/>

NOTE: The above credit card number will be used for the sole purpose as indicated above and will be held in the strictest of confidence by the Sheraton Centre Hotel Reservations Department as well as the Hotel Representative who booked this reservation.

**FAX BACK TO (416) 304 - 0113**



welcome  
TO

The Sheraton Business Centre. Offering an impressive and unique client service experience with comprehensive solutions to meet challenges of a dynamic customer service environment.

PACKAGE RECEIPT, LOG-IN, STORAGE, ARRIVAL CO-ORDINATION AND DELIVERY PRICE LIST:

WT IN LBS.	RECEIPT AND PROCESSING PER LB.	STORAGE PER DAY PER LB.
1 - 10	\$6.00 min	\$2.00 min
11 - 20	\$10.00 min	\$2.50 min
21 - 30	\$10.00 min	\$0.12
31 - 40	\$10.00 min	\$0.11
41 - 50	\$0.30	\$0.10
51 - 100	\$0.28	\$0.08
101 - 500	\$0.25	\$0.06
501 - 1000	\$0.17	\$0.05
1001 - 2000	\$0.13	\$0.04
2001 +	\$0.10	\$0.03

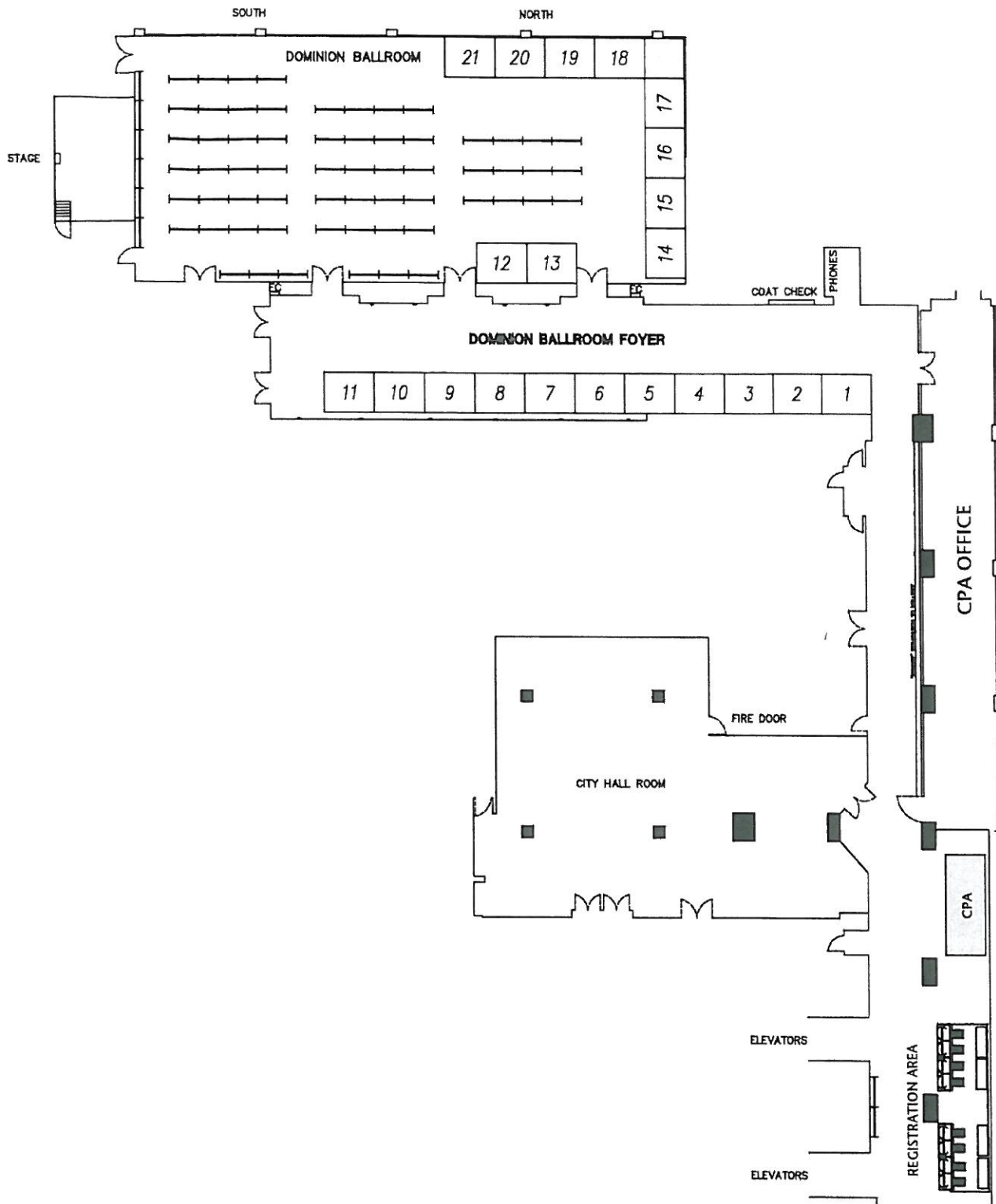
Pallets and skids are charged at a flat rate of \$75.00 CAD each. There are no storage charges for the first 24hours.

\*Additional charges will apply for packages that require moving from the Shipping & Receiving area to designated meeting spaces by hotel associates. The rate for moving is \$5 per box.

**UNDER 10 BOXES DELIVER TO:**  
**SHERATON BUSINESS CENTRE**  
 Main Lobby Level  
 Toronto ON M5H 2M9  
 t — 416-947-4955 ext. 4651  
 f — 416-947-4854  
 michael.ostroff@sheraton.com

**10 BOXES OR MORE DELIVER TO:**  
**SHIPPING & RECEIVING**  
 2B Level  
 Toronto ON M5H 2M9  
 t — 416-947-4955 ext. 4694  
 ed.legardo@sheraton.com

Sheraton Centre Toronto Hotel  
 TORONTO, ONTARIO



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# CANADIAN PSYCHOLOGICAL ASSOCIATION 2011

SHERATON CENTRE  
 2nd FLOOR  
 25 BOOTHS (10' x 8')  
 56 POSTERBOARDS (124 SURFACES)

**Western Display**  
**Toronto**

Tel 905/338 1602  
 Fax 905/338 1603  
 www.westerndisplay.ca

SUBJECT TO FACILITY APPROVAL

OPTION 1 REV.03 JAN/19/2011 CPsyA2011/ds