

EXHIBITOR PROSPECTUS



For further information contact:
Canadian Ophthalmological Society
610-1525 Carling Avenue
Ottawa, ON K1Z 8R9 CANADA
E-Mail: kross@eyesite.ca

CONTENTS

General Information:

• Upcoming Meetings	1
• Place of Meeting	1
• Estimated Attendance	1

Booth Specifications:

• Booth Size, Rental Fee.....	1
• Application for Booths	1
• Exhibit Schedule	1
• Welcome Reception	1
• Show Management	2
• Shipping.....	2
• Customs	2
• Late Deliveries.....	2
• Move-In	2
• Loading Dock	2
• Storage/Materials Handling	3
• Load Limits	3
• Booth Set Up.....	3
• Audio Visual Equipment Rental	3
• Ophthalmic Surgical Wet Labs.....	3
• Janitorial Services	3
• Security Arrangements.....	3
• Move-Out	3

Booth Staff:

• Booth Staffing.....	4
• Work Passes/Deliveries	4
• Exhibitor Meals	4
• Hotel Accommodation	4
• Travel.....	5
• Tourism.....	5
• Social Events	5

Regulations:

• Regulations.....	5
• Subrental	6
• Insurance	6
• Cancellation	6
• Liability.....	6

Advertising & Promotion:

• Advertising and Promotion.....	6
• Sponsorship.....	6
• Photography	6
• Annual Meeting Program	7

General Information:

• Industry Meeting Rooms	7
• Continuing Professional Development	7
• Exclusive Show Services	7
• General Restrictions	7

- **Smoke-Free Environment.....7**
- **Children7**
- **Animals.....7**
- **Tax Rebates7**
- **Nondiscrimination Policy.....8**
- **Dates to Remember8**
- **Phone Book.....8**

Enclosures:

- Floor Plan
- Application to Exhibit
- Program Outline
- Advertising Rate Card - Canadian Journal of Ophthalmology
- Customs Brochure & Transportation Request Form - US firms only
(Customs brochure to follow by mail)



General Information

Upcoming Meetings

Westin Bayshore Hotel
Vancouver, British Columbia
16-19 June 2004

Shaw Convention Centre
Edmonton, Alberta
22-25 June 2005

Westin Harbour Castle
Toronto, Ontario
21-24 June 2006

Place of Next Meeting

World Trade & Convention Centre (WTCC)
1800 Argyle Street
Halifax, NS B3J 2V9
<http://www.wtcchalifax.com/>

The Exhibits will be located in Port Royal C&D and Mariners 2 through 5. See floor plan attached or visit the COS website at <http://www.eyesite.ca>.

Estimated Attendance

Ophthalmologists 450-500
Allied Health Professionals 150

Booth Specifications

Booth Size, Rental Fee

Standard booth: 10' x 10'
\$3,000 plus 7% GST \$3,210.00

Application for Booths

Requests for booths must be made in writing. Indicate on the Application for Exhibit Space which booth space(s) you require.

A deposit of \$1,500 per booth will reserve your preferred location and must accompany a signed copy of a properly executed form. Any organization with an outstanding debt to the Society will have their application set aside until the account is settled.

The balance of the rental fee is due 1 April 2003. Receipt/confirmation will be forwarded to the exhibitor.

Booths are assigned on a first-come, first-served basis. The design of the floor plan limits us to a maximum of 10 booths per organization. Three blocks of 10 booths have been incorporated into the current plan – should you need a block of 8 or 6, please contact our office.

Exhibit Schedule

Exhibit Move-in:

Thursday 26 June 1000 – 2000

Viewing:

Friday 27 June 0900 – 1700
and 1700 - 1830

Saturday 28 June 0900 - 1700

Sunday 29 June 0900 – 1300

Exhibit Move-out:

Sunday 29 June 1300-1800

Coffee breaks and lunch will be served in the Exhibit Hall each viewing day. Lunch for exhibitor staff will be served _ hour prior to end of the morning sessions.

Welcome Reception (Open to all delegates)

Exhibit Hall (Port Royal C&D/Mariners 2-5)
Friday, 27 June, 1700 - 1830

Show Management

Booth move-in and dismantling services will be provided by Freeman Decorating Ltd. and its subcontractors at the expense of the exhibitor. An illustrated catalogue including various services offered and rental order forms will be forwarded prior to the meeting. These forms will also be available on the COS website in late January <http://www.eyesite.ca>

Inquiries should be addressed to:

Madelyne Gooding
Freeman Decorating Ltd.
445-1800 Argyle Street
Halifax, NS B3J 3N8
Tel: (902) 425-1400
Fax: (902) 425-4129

E-mail: goodim@totalshow.com

Shipping

The official transport company for 2003 is Freeman Transportation who are bonded carriers specializing in exhibit materials. Please contact them at (877) 478-1113.

You may deliver your small materials directly to the loading dock on move-in day. Access to loading dock must be coordinated through Freeman Decorating Ltd. to ensure timely access. Should you require assistance unloading and delivery to your materials, Freeman Decorating staff will be available. This must be arranged in advance and costs will be at the expense of the exhibitor. It is recommended that all goods be shipped in advance of move-in date through Freeman Transportation.

Air Canada - Air Cargo:

Air Canada and Air Canada Regional carriers will provide a 25% discount off current cargo rates (airport to airport). Provide your convention number **CV 116525** when booking to receive this discount.

Shipments will be received by Freeman Decorating Ltd. and can be stored up to 30 days in advance of the move-in day. Advance material handling charges will apply. Please refer to this section in the Freeman Decorating Exhibitor Kit.

COLLECT SHIPMENTS CANNOT BE ACCEPTED

All shipments and deliveries should be addressed and labeled as follows:

Your Company Name
Your Booth Number
Canadian Ophthalmological Society
World Trade & Convention Centre
1800 Argyle Street
Halifax, NS B3J 2V9
CANADA

Exhibit and display materials cannot be accepted at the Convention Centre for storage or receiving prior to the move-in day (Thursday 26 June).

The Convention Centre will not be liable for any additional costs for shipments that are refused.

Customs

For shipments originating outside Canada, the Canadian Ophthalmological Society has appointed Mendelsohn to serve as "Official Customs Broker". For further information regarding customs clearance and shipping, please contact them directly.

Mr. Stirling Harvey (Ext 26) or
Mike Patterson (Ext 24)
Mendelsohn

Tel: (514) 987-2700

Fax: (514) 849-3446

E-mail: sharvey@livingstonintl.com

Or

mpatterson@livingstonintl.com

Website: www.mend.com

Hand Carrying or Private Vehicle:

Notify Mendelsohn in advance if you are bringing commercial goods with you on the plane or driving your own vehicle into Canada. This will permit them to supply you with the appropriate customs documents and advise the border offices of your crossing.

All exhibit material must be shipped PREPAID and scheduled to arrive about 3 to 20 days in advance of the move-in day (Thursday, 26 June)

Prior to shipping your goods, please fax all appropriate customs documents to the Mendelsohn office: (514) 849-3446. Prepare a complete listing of items shipped and carry it with you.

Surface carriers:

We strongly discourage the use of small package couriers due to their limited tracking/proof of delivery capabilities and potential lengthy customs delays and difficulties. Contact Mendelsohn if you require assistance with shipping from the US.

Late Deliveries

Late deliveries are directed to the entrance on Duke Street loading dock. All deliveries should be addressed with the booth number and company name as shown on the Application to Exhibit.

Move-In

Move-in will start at 1000 hrs on Thursday 26 June, and must be completed by 2000 hrs on that day. Exhibitors are responsible for making their own shipping arrangements of freight to and from the Convention Centre. Contact Freeman Transportation or Mendelsohn for shipping assistance.

Loading Dock

Loading dock is located on Duke Street. Maximum height clearance is 18'10".

Dimensions:

23'10" long x 8'9" wide x 8'3" high

Capacity: 12,000 lbs.

The loading dock cannot be used to store crates, boxes or exhibit displays.

All deliveries requiring the Loading Dock must be coordinated through Freeman Decorating Ltd.

Storage/Materials Handling

Prior to the start of the Exhibit, Freeman Decorating Ltd. will remove empty crates and cases and return them at the close of the show, as there are absolutely no on-site storage capabilities. Storage costs will be billed to the exhibitor. To ensure prompt return all containers, they should be tagged with company name and booth numbers—see on-site service desk for storage labels and information.

Following the show all materials will be shipped according to exhibitors instructions. All WHMIS controlled products shall be properly labeled and contain their Material Safety Data sheets. Any freight left behind will be shipped at the exhibitor's expense.

Charges for these services are the responsibility of the exhibitor and must be made in advance.

Load Limits

Load limits on the exhibit floor are 175 lbs. per square inch. Repairs for any damage caused by overloading, or the installation, use, exhibiting or moving of any object exceeding the above-mentioned capacities, will be charged to the exhibitor.

Booth Set Up

The standard "in-line" booth is provided with an 8' high (2.438m) back panel and side panels 3' high (.9144m) These are draped with blue flame-resistant fabric. Island exhibits will have markings on the floor indicating the four corners. Draping will not be provided unless requested for islands.

The ceiling height is 15'4" with a valance around the perimeter giving a height of 8'9". Ceiling height in the Mariner rooms is 7'11".

The Exhibit Hall floor is carpeted (blue theme with gold accents).

Predominant signage and badges may identify only the company named on the *Application for Exhibit Space*.

Islands/Peninsulas:

Island exhibits must be designed so that they are accessible from all four aisles. Peninsulas cannot completely block the sight lines to the adjacent exhibit.

A sketch of configuration must be provided to COS for approval no later than 30 April 2003.

PLEASE NOTE:

Exhibit displays and signs must be arranged so as not to obstruct the view of other exhibitors.

Included in the booth rental fee are:

- 1) the set up described above;
- 2) a 1500 watt electrical outlet **if requested in advance**
- 3) a sign bearing the name of the exhibiting firm **if requested in advance** (deadline 10 May)
- 4) a waste basket
- 5) security services during **non-viewing hours**
- 6) one set of mailing labels of registered delegates, if requested
- 7) beverages during breaks, lunch for staff Friday through Sunday

Audio Visual Equipment Rental

The World Trade & Convention Centre's in-house audiovisual supplier is AVW-TELAV.

Darren Melanson

Tel: (902) 421-8686 Ext 152

Fax: (902) 421-1055

Email: melanson@telav.com

Website: <http://avwtelav.com>

Ophthalmic Surgical Wet Labs

Exhibitors planning to conduct wet labs on the exhibit floor must submit written notification to the Society no later than 30 April.

Please indicate on your contract that you are intending to offer a wet lab. Careful disposal of waste material in designated garbage containers is appreciated.

Janitorial Services

Common areas are maintained by the WTCC. Booth cleaning services are provided by Freeman Decorating Ltd. at a cost to the exhibitor.

Security Arrangements

Security personnel will be provided during all non-viewing hours.

Exhibitors may not enter the exhibit hall after viewing hours. They are advised to remove all personal belongings before closing. Admission may be allowed _ hour prior to exhibit opening. COS badges are required and you will be asked to sign in and out with security.

Move-out

Move-out will take place on Sunday 29 June between 1300 and 1800.

Exhibitors may not dismantle, pack or remove any part of their display prior to 1300 on Sunday.

We recommend that exhibitors remove any small, valuable items from their booths before tear down, and that they remain to supervise tear down work. Once an exhibitor's materials have been transferred to the loading area, the carrier will be admitted to the dock to begin loading, provided space is available for the type of vehicle being used.

Post show clean up will be assessed following the move-out; extraordinary cleaning required beyond the removal of garbage placed in garbage cans and vacuuming of your booth will be charged to the exhibitor.

Exhibit move-out must be completed by 1800. Any materials or displays left in the Exhibit Hall after move-out will be shipped back to the Exhibitor at their expense. At the close of the show each firm outside Canada should contact Mendelssohn (or your own customs broker) to make certain proper instructions have been given regarding the return of exhibit materials to the U.S.

Booth Staffing

Each assigned booth is required to have at least one and no more than four representatives present during exhibit viewing hours. Should you require additional badges these will be supplied at a cost of \$150 each. Alternatively, staff badges may be turned in at the Registration desk and reissued to a different employee keeping a maximum of 4 reps per booth with badges at any given time.

All company representatives participating in the Exhibit must be registered (no charge for advance registration). A registration form will be sent to you in May. To avoid long waits at registration you are strongly encouraged to submit a list of representatives prior to the deadline of 26 May 2003. Only company employees or representatives who will staff the exhibit may be registered as exhibitor representatives. Exhibitor representatives not preregistered must produce a business card showing their affiliation with the exhibiting company or be accompanied by a preregistered representative.

Access to the exhibit hall will be on presentation of official badges only. Security will be present. The registration desk will be located in the Cornwallis Foyer.

Any individual who would normally pay a fee to attend the exhibit may not register as an exhibitor.

Badges must be worn for all Society functions and for access to the Exhibit Hall. Nothing may be affixed or adhered to official badges.

Should you require meeting space for staff meetings, please contact Kimberley Ross at the COS office before 10 February.

Exhibitor registration will begin at 1400, Thursday 26 June in the Cornwallis foyer.

Work Passes/Deliveries

Unregistered exhibitor personnel and exhibitor appointed contractors who wish access to the exhibit floor will be required to show proof of affiliation with the exhibiting company or exhibitor-appointed contractor to gain access. The delivery of small crates, boxes or other items is permitted during trade show hours. Delivery of bulk items must be made prior to or following exhibit viewing hours.

Exhibitor Meals

Lunch will be served in the exhibit hall for exhibit staff and registered delegates on Friday, Saturday and Sunday. Beverages will be served in the refreshment areas during breaks in sessions. Exhibit staff lunches will be delivered _ prior to ending of morning sessions. Lunch will be in the format of a box lunch and is the same meal offered to physicians.

Hotel Accommodation

Exhibitors are encouraged to use one of the conference hotels.

Delta Halifax

1990 Barrington Street

Reservations: (800) 268-1133

Website: www.deltahotels.com

Rates: Delta rooms \$164.00

Premier rooms, \$184.00

Deluxe rooms \$194.00

Delta Barrington

1875 Barrington Street

Reservations: (800) 268-1133

Rates: Delta Rooms \$164.00

Deluxe Rooms \$194.00

Club Rooms \$204.00

The Prince George Hotel

1725 Market Street

Reservations: (800) 565-1567

Website: princegeorgehotel.com

Rates: \$164.00

Discounted rates are available for 3 days before and 3 days following meeting dates (June 26-29)

Cut-off date for to receive discounted conference rates: Sunday 25 May 2003

Quoted rates do not include the 1.5% Destination Halifax Marketing Levy and the 15% HST

Important Cancellation Policy for hotels

If room is cancelled within 72 hours of arrival, one night's room and tax will be charged to the delegate.

Travel

The COS has appointed Convention Connections the official Travel Agency for the 2003 COS Annual Meeting & Exhibition.

Jennifer Jennings
Convention Connections
Tel: (800) 465-5355

Email; jjennings@conventionconnections.com

By reserving through Convention Connections, names of your travelers will be entered into a draw for a prize valued at \$100.

Reservations may also be made online through the COS website at <http://www.eyesite.ca> beginning in January 2003.

Air Canada has been appointed the official Airline of the COS Annual Meeting and Exhibition. You may contact Air Canada Conventions at 1(800) 361-7585 (or Convention Connections) to book your travel to Halifax.

Please ensure your Event Number **CV 116525** appears on your ticket, regardless of the fare purchased, to help support the annual meeting.

Tourism

Local:

Business: <http://www.destinationhalifax.com/>
Destination Halifax, Tel (902) 422-9334

Leisure: <http://www.halifaxinfo.com/>

Entertainment: <http://www.tourismhalifax.com>

Nova Scotia:

<http://www.destination-ns.com/>
<http://explore.gov.ns.ca/>

Halifax Airport:

<http://www.hiaa.ca/>

Social Events

Exhibitors are invited to attend any COS Social event. Registration forms will be sent to the individual indicated on the Application to Exhibit. Tickets may also be purchased via the web site at <http://www.eyesite.ca> beginning in January.

Tickets may not be purchased for delegates by exhibiting companies.

A sponsorship program has been designed to enable exhibiting companies to sponsor holes at the 6th Annual COS Golf Tournament. Each sponsorship includes a set number of foursomes to make it possible for you to invite your customers or staff. If you are interested in receiving this information, please indicate on the Application to Exhibit.

The Welcome Reception will take place in the Exhibit Hall (Port Royal C&D/Mariners 2-5), Friday, 27 June from 1700 to 1830. All exhibitor representatives should be in their booths.

Regulations

Exhibitors may not offer programs which will conflict with the COS scientific meetings or social events.

Nothing shall be posted on, nailed or otherwise attached to columns, walls, floors, electrical fixtures, or other parts of the building or furniture. It is forbidden to paint floors or install anything whatsoever on them without adequate protection approved by the World Trade & Convention Centre. The use of thumbtacks, double sided tape (rubber backing type), scotch tape, nails, screws, bolts, hand spikes or any tool or material which could damage the floor or walls is prohibited by the World Trade & Convention Centre. Only masking tape or a material that can be easily, without damage to walls or surfaces, can be used for affixing signs, banners, etc.

Distribution of gummed promotional stickers or labels is prohibited.

The Society reserves the right to restrict exhibits which, because of noise or any other reason, become objectionable, and also to close, without indemnity, the exhibit of any firm refusing after notice to confirm to the rules that apply to all other exhibitors.

All electrical equipment and wiring must meet the standard set by the Halifax Fire Department and the World Trade & Convention Centre. The Canadian Ophthalmological Society shall reserve the right to reject any displays not meeting these requirements.

No portion of any display shall obstruct any exit aisle or fire exit doorway. Fire hose cabinets must be left accessible and in full view at all times. All display material must be flameproof and is subject to inspection by the Halifax Fire Department. No flammable fluids or substances may be used or shown in the booths. Flammable or combustible and/or compressed gases may not be used or

displayed, unless otherwise approved by the Halifax Fire Department.

The use of the following materials indoors is prohibited: straw and hay; acetate fabrics; corrugated paper; paper backed foil, unless glued securely to suitable backing; combustible materials used for covering tables or for skirting tables; styrofoam constructed booths.

Exhibitors are subject to the terms and obligations of the contract binding the World Trade & Convention Centre and the Canadian Ophthalmological Society (for information contact the Society)

Subrental

Subrenting booths (locations) is strictly prohibited.

Insurance

Each exhibitor carries the responsibility of maintaining General Comprehensive Liability Insurance and Contractual Liability Insurance, insurance coverage in an amount not less than \$1,000,000. The Canadian Ophthalmological Society, Freeman Decorating Ltd., and the World Trade & Convention Centre, assume no liability for any bodily harm or material damage to products, booths, equipment or decorations due to fire, flooding, or theft howsoever caused, during the occupation of the building or any rented space therein.

If insurance is required by the exhibitor or their non-official contractor for any reason, it must be placed by the exhibitor, shall be paid for by the exhibitor and shall cross-insure the Society, and the World Trade & Convention Centre.

Cancellation

Notification of cancellation of assigned exhibit space must be submitted in writing to the Society prior to 1 April 2003 otherwise the rental fee is due in full. Deposits are non-refundable.

Liability

Neither the Canadian Ophthalmological Society, its agents, World Trade & Convention Centre, nor Freeman Decorating Ltd., will assume any liability for damage or loss of any nature. Nor will they assume any liability for personal injury in connection with the showing or viewing of exhibits. The exhibitor agrees to be responsible for, and pay to, the World Trade & Convention Centre on demand, any and all costs of any repairs, replacements or cleaning due to the use of the facility by the exhibitor, their assignees, agents, employees, contractors and subcontractors.

Advertising and Promotion

Pre-convention:

Advertising spaces are available in the Annual Program, issue #2 of the *Canadian Journal of Ophthalmology*. The publication date is March 2003, circulation 1,300. Deadline to reserve space is 1 February 2003. Deadline for copy is 10 February 2003. Confirmed exhibitors as of 31 January will be listed in the Program. Exhibitors are asked to submit a brief (100 words or less) outline of their product being exhibited to encourage delegates to visit their booth.

ALL Exhibiting companies will be listed on the COS website (<http://www.eyesite.ca>).

An advertising rate card for the *Journal* is enclosed with this document.

Advertising contact:

Valerie Gerechter
Target Media Sales
42 Roseheath Avenue
Toronto, ON M4C 3P2

Tel: (416) 491-5155 Fax: (416) 694-2821

Email: valger@targetmedia.ca

During conference:

Exhibitors may only conduct business solicitation and distribute samples, promotional items and advertising materials within the confines of their booths. Any such activity is forbidden in aisles, food areas, the main lobby, or at other booths. No food or beverage may be distributed, sold or provided as samples without prior written authorization from the WTCC management.

Distribution of noise-making devices of all kinds is prohibited. The Society reserves the right to ban objectionable premiums or novelties and to prevent the sale or distribution of articles and/or products which it believes might endanger the health and safety of those visiting the Exhibition.

Targeted groups of ophthalmologists may be reached through use of the Society's mailing label services. An order form and agreement are available from the COS office—their release is governed by strict guidelines. One set of labels of registered delegates is available on a complimentary basis following the meeting upon request. Delivery may take two to four weeks.

Sponsorship

Confirmed exhibitors will be offered a number of promotional and sponsorship opportunities. Please indicate on the Application for Exhibit Space whether you are interested in receiving this information.

Photography

The Canadian Ophthalmological Society reserves the right to photograph the exhibit hall for its files only. The photographs will not be published without written consent of the exhibiting company.

Annual Meeting Program

One copy of the Annual Meeting Program will be mailed to the contact shown on the Application and Contract for Exhibit Space. Pocket programs containing the educational sessions will be available at the Registration Desk. Exhibitors who have placed advertisements in the Program will receive tear sheets along with their invoice.

The program and abstracts will be available online in March 2003. Go to <http://www.eyesite.ca>

Industry Meeting Rooms

Meeting rooms are available for Industry Sponsored Courses according to the following schedule:

Thursday 26 June all day or evening

Sunday 29 June 1430 - 1800

Please contact the COS office at (800) 267-5763 before 10 February 2003 to reserve meeting rooms. A rental fee will be charged.

Continuing Professional Development:

Application for accreditation should be made to the COS office 6 weeks prior to the start date of the course. Contact the COS office for application forms.

Exclusive Show Services

Freeman Decorating Ltd. is the exclusive supplier of the following services:

- booth cleaning
- drayage
- exhibit furniture rental
- electricity

The WTCC is the exclusive supplier of the following services:

- security
- plumbing
- janitorial services for public areas
- food and beverage
- installation and hanging of materials from ceilings

Freeman Decorating Ltd. will be pleased to coordinate with the convention centre for your booth set-up and dismantle needs.

General Restrictions

The following restrictions apply to exhibitors and any workers hired to set-up or teardown trade show booths:

- Consumption of alcoholic beverages, or the possession or use of prohibited substances will not be tolerated.
- If equipment and/or apparatus produce noises or odours that inconvenience other exhibitors or guests, this equipment must be turned off. Sound levels must not exceed 70 decibels at 4 feet from the source of the noise. WTCC is the only judge in this matter.
- Obstruction of common areas:
At no time must exhibitors obstruct building hallways, elevators, escalators, entrances, lobbies, stairways or emergency exits, nor use them other than as intended the WTCC or by public building safety authorities.

Smoke-Free Environment

All meetings by the Society will be held in a smoke-free environment to promote good health. We ask that you consider the comfort and well being of your friends and colleagues.

Children

We ask for the safety of children that you do not bring them into the exhibit hall during set up and teardown.

Animals

With the exception of guide dogs for the blind, no animals are admitted inside the World Trade & Convention Centre.

Tax Rebates

<http://www.ccra-adrc.gc.ca/tax/nonresidents/visitors/index-e.html>

Non-resident visitors who wish to claim a refund of the goods and services tax (GST) and/or, the harmonized sales tax (HST) which they paid on eligible goods, must provide proof that they exported their goods from Canada. This is referred to as Proof of Export. Commencing April 1, 2001, Proof of Export began at Canada's nine major international airports. For listing refer to:

<http://www.ccra-adrc.gc.ca/tax/nonresidents/visitors/airport-e.html>

Non-resident visitors departing from one of these airports, must have their goods available for inspection and their original receipts validated by a Canada Customs official as they leave Canada. If the visitors first departure flight initiates from an airport other than one of the nine listed above, you are required to attach your Boarding Pass as proof of export with your claim.

Proof of Export began at land borders on February 1, 1999. Non-resident visitors who depart Canada by private vehicle or charter bus tour must have their goods available for inspection and their original receipts validated as they leave Canada.

These procedures are required to ensure that the goods, for which a refund is claimed, are exported from Canada.

Nondiscrimination Policy

Because we are committed to valuing people's differences, it is our policy to provide equal opportunity to all people on the basis of the essential skills, abilities, knowledge and experience required to perform the duties of the job. This will be done regardless of age, sex, race, physical or mental disability, colour, pregnancy, civil status, language, national origin, citizenship, creed, political or religious affiliation, sexual orientation,

marital status, family relationship, or any other ground prohibited by Human Rights legislation. Our philosophy of equal opportunity and fair treatment for all individuals underlines our commitment to employment equity and our responsibility for ensuring that the application of this policy is consistent both in spirit and in practice throughout the association/company.

The Executive Director charged with ensuring that all Human Resources policies, documents and practices are consistent with this policy and will help you identify and correct practices that do not comply with the intent of this policy.

DATES TO REMEMBER IN 2003

31 January

Abstract on product to be submitted for Program
Last day for allocation of booth to be included in the Annual Meeting Program

1 February

Deadline for reserving advertising space in the Annual Meeting Program
(Issue #2 of the *Canadian Journal of Ophthalmology*)

10 February

Advertising copy due
Deadline to book meeting space for staff meetings

1 April

Last day to cancel reserved booth space & final payment on booth rental due

30 April

Deadline to submit information on Wet Labs
Deadline to submit plans for island/peninsula display to COS for approval

10 May

Deadline to order booth sign

24 May

Cut-off date for hotel rooms at preferred rates
Deadline to pre-register booth staff

26 June

Exhibit Move-in

29 June

Exhibit Move-out

Phone Book

Air Canada	(800) 361-7585 quote: CV116525
AVW-TELAV Audio Visual	(902) 421-8686 Ext 152 or melanson@telav.com
Canadian Ophthalmological Society	(800) 267-5763 or (613) 729-6779 or kross@eyesite.ca
Convention Connections	(800) 465-5355 or convention.connections.com
Destination Halifax	(902) 422-9334 or http://www.destinationhalifax.com/
Freeman Decorating Ltd.	(902) 425-1400 or goodim@totalshow.com
Freeman Transportation	(877) 478-1113
Mendelssohn	(514) 987-2700 or sharvey@livingstonintl.com
Target Media	(416) 691-5155 or valger@targetmedia.ca
World Trade & Convention Centre	www.wtcchalifax.com