



Exhibitor Badges

Exhibitors are encouraged to register in advance. There is no charge for the registration of up to 15 exhibitor representatives per 100 square feet contracted. Additional representatives may be registered for a fee of \$75 each. Pre-registration information will be mailed to contracted exhibitors at a later date.

Representatives registered through Exhibitor Registration will be provided with an Exhibitor badge only. Any representative desiring an Attendee badge will be required to pay a full PAS meeting registration fee (no exceptions).

Exhibitor badges are personal and non-transferable. Each representative of an exhibiting company must wear the official badge at all times while in the exhibit area. Supplementing the identification with business cards, ribbons or company logotypes is not permitted. Exhibitor badges may be made out only in the name of the company shown on the Exhibit Space Contract. False certification of individuals as exhibitor representatives, misuse of exhibitor badges or any other method or device used to assist unauthorized persons to gain admission to the Exhibit Hall is in strict violation of the PAS Rules and Regulations. Exhibit badges allow exhibitors access to all PAS events at the Metro Toronto Convention Centre.

Exhibit representatives may register onsite and will be required to complete an onsite registration form, submitting proof of company affiliation at that time.

Badges will not be mailed. They may be picked up at the PAS Exhibitor Registration Desk located in the Metro Toronto Convention Centre, South Building at the entrance of Hall D during exhibitor registration hours.

Meeting Badge Designations

- MemberAPS, SPR, APA, AAP, ASPN, LWPES or ASPHO member
- GuestNot a member of APS, SPR, APA, AAP, ASPN, LWPES or ASPHO
- TraineeMedical Student, Resident or Fellow in Training
- Allied HealthNurses, Research, Laboratory Assistants and other health care professionals (non-doctoral)
- FamilyAttendee accompanying a registered attendee in any of the above categories

Smoking Policy

The Pediatric Academic Societies have established a NON-SMOKING POLICY for all portions of the 2007 PAS Annual Meeting. No smoking will be allowed in the Metro Toronto Convention Centre.

Exhibit Booth Staffing

As a courtesy to the attendees and to fellow exhibitors, it is important that exhibitors open their exhibits on time each day and staff them throughout the day until the scheduled closing of the Technical Exposition on the last day. It is strongly recommended that all exhibitors staff their booths with a minimum of two representatives to ensure adherence to this regulation.

Exhibitor Registration

South Building, Level 800 (Outside Hall D)

| | |
|-----------------|------------------|
| Thursday, May 3 | 12:00pm – 6:00pm |
| Friday, May 4 | 8:00am – 6:00pm |
| Saturday, May 5 | 8:00am – 7:30pm |
| Sunday, May 6 | 10:00am – 3:00pm |
| Monday, May 7 | 2:00pm – 6:45pm |

Exhibit Show Hours

| | |
|-----------------|------------------|
| Saturday, May 5 | 4:00pm – 7:30pm* |
| Sunday, May 6 | 11:00am – 3:00pm |
| Monday, May 7 | 3:00pm – 6:45pm |

*PAS Hosted Opening Reception (5:15pm–7:15pm)

Show Colors

The PAS show colors will be silver and green. Aisle carpet will be gray.

Security

The PAS will provide 24-hour around-the-clock security to control access to the Exhibit Hall beginning at 12:00pm on Thursday, May 3, and continuing until 5:00pm on Tuesday, May 8.

However, the PAS and the Metro Toronto Convention Centre are not responsible for loss of or damage to exhibitor property. Exhibitors are urged to exercise normal precautions to discourage theft.

Business Center

The Metro Toronto Convention Centre provides business services located in both the North and South Buildings. Services provided are photocopying, faxing, printing documents from a disk, courier service, long distance calling cards and notepads. Tentative hours of operation are Saturday – Tuesday (May 5-8), 8:30am – 4:00pm. For further information, please contact the business center at exhibitor-services@mtccc.com.



Photo courtesy of Tourism Toronto

The thrashing Niagara Falls are overwhelming for any spectator.



Space Assignment and Fees

Eligibility to Exhibit

The Technical Exposition is an extension of the Continuing Medical Education (CME) program of the PAS. In order for your application to be accepted, your products and services must be related to the practice of pediatrics and you must be in good financial standing with the PAS. All confirmed exhibitors will be required to complete the official Exhibitor Agreement supplied by the CME sponsor prior to show opening.

The PAS has the right to withhold approval of the exhibition of products and services that, in its judgment, do not further the education, scientific or practice needs of its members and attendees. At the request of the PAS, an exhibitor shall remove any product or service included in the display for which approval has not been given.

Contract for Space

The information contained in this Prospectus, the Exhibit Space Contract and the Formal Notice of Assignment constitute a contract for the right to use the space allocated. All applicants for exhibit space are required to complete the Exhibit Space Contract and submit it to the PAS Program Office. Completion of the application for exhibit space indicates the applicant's willingness to abide by all contract terms, conditions and all rules, regulations and general information listed in the Prospectus. The application will serve as a contract when countersigned by a PAS Exhibit Representative. The Exhibit Space Contract can be found in the back pocket of this Prospectus.

Booth space will be assigned by the point system and will be based on points awarded to previous PAS exhibitors during the period five years prior to the date of the exhibition for which application is being made. Points are accumulated as follows:

- ❖ Total number of years exhibited with PAS (5 points per year)
- ❖ Total number of booths contracted (1 point for each 10'x10' [100 square foot] space)
- ❖ Consecutive years exhibited with the PAS (5 points for participating in the last 5 meetings)
- ❖ Completion of Post Exhibitor Evaluation (1 point per year)
- ❖ Securing housing inside PAS Housing Block through the official Housing Bureau (See Housing, page 5)
- ❖ Date contract received in the PAS Exposition Office

Reservations of booth space will **not** be accepted over the telephone or fax. All booth spaces are shown on the enclosed floor plan. PAS Management reserves the right to revise the floor plan if necessary.

Exhibit Booth Fees

The standard booth size is 10' x 10' or multiples thereof. Island booths are multiples of 10' x 10's. Following is the fee structure for exhibit booths (all monies are listed in U.S. dollars):

| Standard Booth Fee | |
|----------------------|----------|
| 10' x 10' | \$ 2,600 |
| 10' x 20' | \$ 5,200 |
| 10' x 30' | \$ 7,800 |
| Island Booth Fee | |
| 20' x 20' | \$10,400 |
| 20' x 30' | \$15,600 |
| 20' x 40' | \$20,800 |
| 30' x 30' | \$23,400 |
| 30' x 50' | \$39,000 |
| Non-Profit Booth Fee | |
| 10' x 10' | \$ 1,600 |

This space is limited to non-profit organizations per the IRS Tax Code 501(c)3

All Exhibit Space Rental Rates are listed in U.S. dollars. The non-profit rate is for 501(c)3 organizations only and a non-profit certificate must accompany payment and contract. Non-profit companies that hire for-profit companies to exhibit on their behalf (i.e., market research and recruitment) will not qualify for the non-profit rate.

Included in the Booth Fee

- ❖ An 8' high back wall and 3' side rails with drapery
- ❖ A 7" x 44" booth sign identifying the company/organization's name and booth number
- ❖ Booth close-off drapes
- ❖ Security guard service (Exhibit Hall only)
- ❖ Aisle cleaning
- ❖ Profile and product listing in the PAS Onsite Exhibitor Guide (IF product description is received by March 7, 2007)
- ❖ Open attendance at any PAS program activity (with badge)
- ❖ Company name and product listing on the PAS website for one year from the conclusion of the meeting
- ❖ Complimentary registration for 15 representatives per 100 square feet of booth space
- ❖ PAS Hosted Opening Reception
- ❖ Registrant List, pre- and post-meeting



Terms of Payment

A deposit of 50% (\$1,300 per 10'x10') of total exhibit space cost must accompany the Exhibit Space Contract (\$800 for non-profit). Applications will neither be processed nor space assigned without the required deposit. The final 50% is due no later than February 12, 2007. If full payment is not received within this time period, assigned space may be reassigned or sold. Please make checks payable to: **Pediatric Academic Societies**. Visa, MasterCard and American Express will be accepted for payments.

FULL PAYMENT
must accompany any application
received after February 12, 2007

Exhibitors will not be allowed to occupy assigned space until all monies due the PAS are paid in full and the Exhibitor Agreement is submitted.

Subletting of Exhibit Space

Exhibitors are prohibited from assigning or subletting a booth or any part of the space allotted to them. Nor shall they exhibit or permit to be exhibited in their space any merchandise or advertising materials that are not a part of their own regular products or services.

Cancellation Policies

For cancellations more than 75 days prior to the opening day of the exposition (prior to February 19), 25% of the total booth rental fee will be retained by the PAS. If the cancellation request is received less than 75 days prior to the opening day of the exposition (on or after February 19) and the space is not resold or the exposition is not sold out, 100% of the total booth rental fee will be retained by the PAS. If the exposition is sold out, 25% will be retained by the PAS.

Exhibitor Listing

All exhibitors will be listed, alphabetically, in the PAS Onsite Exhibitor Guide. The listing will include booth numbers, city/state and a brief description of the exhibiting company's products/services. To be included in this listing, please complete the Product Description Form included with this Prospectus and submit it no later than March 7, 2007. Or, new this year, enter your product description onto the Online Floorplan once you receive your booth assignment. Further instructions will be included in your confirmation letter. If this description is not provided, either by hard copy or electronically, ONLY the name of the exhibiting company and the booth number will appear in the listing.

Booth Assignment begins
December 15, 2006

Important Dates

December 5, 2006

PAS Abstract Submission Deadline

December 15, 2006

Exhibit Space Contract & Deposit Due (50% of total booth fee)
 Booth Space Assignments Begin

January 19, 2007

Letter of Assignment and Revised Floor Plan Mailed

February 2007

Exhibitor Kits Mailed to Confirmed Exhibitors

February 12, 2007

Full Booth Payment Due
 Function Space Request Form Due

February 19, 2007

100% of Total Contracted Booth Rental Fee Retained
 if Space Cancelled On or After This Date

March 6, 2007

Exhibitor Housing Deadline

March 7, 2007

Exhibitor Give-Away Approval Form and Samples Due
 Exhibitor Raffle Approval Form Deadline
 Product Description for PAS Onsite Exhibitor Guide Due

March 28, 2007

Advanced Attendee Registrant List Request Form Due with
 Promotional Proof

April 2, 2007

Exhibitor Advance Registration Deadline

April 9, 2007

Use of Exhibitor-Appointed Contractor Request Form Due
 Advance Orders to Official Contractor Due

April 25, 2007

Advance Freight Shipments Due

May 3, 2007

Direct Shipments Accepted
 Exhibitor Set-Up Begins (1:00pm)

May 5, 2007

Exhibit Installation **must** be complete (2:00pm)
 Official Opening of Exhibits (4:00pm)
 Opening Reception (5:15pm-7:15pm)

May 8, 2007

Exhibits and materials must be removed from the
 Metro Toronto Convention Centre by 5:00pm



Official Contractor and Services

The official contractor for the 2007 PAS Annual Meeting is
Champion Exposition Services.

Customer Service

139 Campanelli Drive
Middleborough, MA 02346
(800) 723-1123 phone
(508) 946-1019 fax
help@championexpo.com

Account Executive

Heidi Boehmke
National Account Executive
heidi.boehmke@champion-nationwide.com

Labor Rates

Straight Time

- ❖ \$61.75 per person/hour
8:00am–4:30pm, Monday–Friday

Overtime

- ❖ \$92.75 per person/hour
Before 8:00am and after 4:30pm, Monday–Friday, and all day Saturday

Doubletime

- ❖ \$123.75 per person/hour
Sundays and observed Union Holidays

All quoted rates are in U.S. dollars.

Deliveries

Deliveries must be sent through the Metro Toronto Convention Centre loading dock as delivery personnel will not be badged and cannot gain access to the exhibit floor.

Material Handling Rates

- ❖ Advance Shipments — \$69.75/cwt
(Deadline for Advance Shipments is April 25, 2007)
- ❖ Direct Shipments — \$67.75/cwt
(First Day of Direct Freight – Thursday, May 3)
- ❖ Overtime Surcharge (each way) — 25%
- ❖ Special Handling Surcharge (Uncrated for Direct Shipments Only) — \$93.25.

All quoted rates are in U.S. dollars.

Material Handling/Storage/Hauling

Union jurisdictions prevail over the operation of all material handling equipment, all unloading and reloading, and all handling of empty containers.

The official material-handling contractor will move all freight from the docks to the exhibitor's booth.

This service includes:

- ❖ Storage prior to the show (30 days)
- ❖ Transportation from warehouse to booth
- ❖ Storage of empty crates
- ❖ Reloading at show site
- ❖ Clerical assistance and delivery to a common carrier at the loading dock at the close of show

Booth Cleaning & Porter Service

Champion Exposition Services (Champion) has jurisdiction over all booth cleaning and porter service. Exhibitors and/or Exhibitor Appointed Contractors (EACs) are NOT PERMITTED to have vacuum cleaners or any floor cleaning equipment on the show floor unless it is the property of Champion and is operated by a Champion appointed person or employee. For your convenience, a Booth Cleaning & Porter Service order form will be included in the Exhibitor Kit.

The use of any and all mechanical devices, power machines or lifts other than hand tools is prohibited on the show floor. Champion will have forklifts available for freight movement and/or the setting of headers for booth display. Lifts provided by exhibitor-appointed contractors will not be permitted on the show floor.

Exhibit Installation

| | |
|-----------------|-----------------|
| Thursday, May 3 | 1:00pm – 6:00pm |
| Friday, May 4 | 8:00am – 6:00pm |
| Saturday, May 5 | 8:00am – 2:00pm |

The PAS reserves the right to order labor to setup any exhibit with large crates that is not in the process of being erected by 12:00pm on Saturday, May 5; smaller exhibits (10' x 10' or 10' x 20'), by 1:00pm. The exhibitor is liable for this labor.

All exhibit installation, including product literature and displays, must be completed by 2:00pm on Saturday, May 5.

Exhibit Dismantling

| | |
|----------------|-----------------|
| Monday, May 7 | 7:00pm – 9:00pm |
| Tuesday, May 8 | 7:00am – 5:00pm |

Dismantling or packaging can begin only after the close of the Technical Exposition. For a full explanation of the early dismantling policy, please see the section on "Enforcement of Rules & Regulations" (page 21).

All exhibits must be removed from the Metro Toronto Convention Centre by 5:00pm on Tuesday, May 8.

Personal Unloading/Reloading of Exhibits

All exhibit materials being personally delivered by vehicle to the Metro Toronto Convention Centre must be unloaded/reloaded at the loading dock. Exhibitors using loading docks must unload their vehicles promptly and then deliver their materials to the booth area using designated entrances. An exhibitor may move materials that can be hand-carried by one person in one trip without the use of dollies, hand trucks or other mechanical equipment. Unions claim jurisdiction under all other circumstances.

Tipping

Champion Exposition Services requests that exhibitors not tip Champion employees. They are paid excellent wages, and Champion feels that tipping is not necessary. This applies to all Champion employees and subcontractor employees.

Service Desk

An Exhibitor Service Desk (manned by Champion Exposition Services) will open May 3 at 1:00pm and will be located in the Exhibit Hall. Exhibitors may come to the Service Desk to verify, check and adjust their requirements for installation, furniture, equipment and other auxiliary services. The Exhibitor Service Desk will be available daily through installation, show and dismantling.



Exhibitor Kit

Your Exhibitor Kit, containing order forms for the most often needed exhibitor services, will be mailed in February 2007.

Independent Contractors

Exhibitors who plan to use the service of anyone other than the official service contractor (independent contractors) must notify the PAS Exposition Office and Champion Exposition Services and provide an original Certificate of Insurance no less than 30 days prior to the show. Independent contractors must abide by all rules and regulations set forth by the PAS and the Metro Toronto Convention Centre.

Independent contractors must:

- ❖ Perform all services in a professional manner in accordance with the exhibition Rules and Regulations (pages 20–21).
- ❖ Not engage in solicitation of business on the exhibit floor for present or future conventions.
- ❖ Confine operation to the exhibit area of their client(s), or in areas specifically designated by the PAS. The exhibit floor, aisles, loading docks and service/storage areas will be under the control of the official service contractor. The exhibitor-appointed contractor must coordinate all activities with the official service contractor.
- ❖ Provide an original Certificate of Insurance to the PAS Exposition Manager 30 days prior to the show dates. The insurance certificate must prove the policy will be in effect during the installation and dismantling dates. Comprehensive general liability insurance against claims for bodily injury or death and property damage of not less than \$1 million for each occurrence and an active workers' compensation insurance policy covering all permanent employees and temporary labor hired to perform work on this event are required. **The certificate must name the Pediatric Academic Societies and Champion Exposition Services as certificate holders and as an additional insured.**
- ❖ Order decorator labor in advance, either with the official service contractor, or directly from the union. Exhibitors who hire labor other than through Champion Exposition Services for their booth installation and dismantling must notify Champion of their I&D staff in writing not less than 30 days in advance of the event.
- ❖ Upon arrival, check in at the Exhibitor Service Desk (manned by Champion Exposition Services) to obtain work badges to enable personnel to work on the exhibit floor.

Please ensure that your booth setup staff or companies setting your display receive the labor guideline information.

Exhibit Supervision

Please refer to the information provided in the Exhibitor Kit for further information and pricing on exhibit supervision labor and rates.

Specialty Contractors Registration

To enable insurance coverage to be verified and access to the Exhibit Hall authorized, exhibitors must notify the PAS if a contractor not included in the Exhibitor Kit will be servicing the exhibit. This includes exhibit designers and builders, audiovisual and computer suppliers, florists, security firms, photographers, etc. All rules and deadlines contained under "Independent Contractors" apply.

The PAS will work only with the exhibiting company, as the contract for exhibit space is between PAS and the exhibiting company. Communication with non-official or exhibitor-appointed contractors is the responsibility of the exhibiting company.

Contractor Personnel Badges

All personnel working within the Metro Toronto Convention Centre must be wearing, in an easily visible location, a photo identification badge issued either by their employer or by the union dispatching the labor. Colored stickers specific to the day's activity must also be issued to each worker by the employing contractor and worn visibly. Anyone not wearing these items as specified can be denied admittance to the Metro Toronto Convention Centre.

Shipping Instructions

Advance Shipping Deadline: April 25, 2007

Champion Exposition Services has been selected to receive, warehouse, transfer and handle all exhibits. Exhibitors must ship all displays, **ALONG WITH BILL OF LADING**, for arrival no later than April 25.

Advance shipments should be sent to:

Pediatric Academic Societies
Booth # (insert)
c/o Champion Exposition Services
Hot Freight International
5653 McAdam Road
Mississauga, Ontario L4Z 1N9, Canada
*Note: The above is in reference to advance shipments only.
Collect shipments will not be accepted.*

Direct Shipping: Not Before May 3, 2007

Direct shipments should be sent to:

Pediatric Academic Societies
Booth # (insert)
c/o Champion Exposition Services
Metro Toronto Convention Centre, Exhibit Hall D
255 Front Street
Toronto, Ontario M5V 2W6, Canada

Customs Brokerage

The service of a customs broker is strongly recommended for all shipments originating outside of Canada. This will eliminate the possibility of materials being held at the border by Canadian Customs due to improper or insufficient documentation, resulting in the materials arriving too late or not at all. Mendelssohn Customs and Transportation Services (Mendelssohn) will be available to provide customs brokerage services. Mendelssohn specializes exclusively in servicing the domestic and international convention and trade show market. Working with Canadian Customs, Mendelssohn will assist in applying for appropriate privileges granted by Canadian Customs including "Border to Show" status. Advance communication will ensure the most favorable customs status and a trouble-free entry.

Mendelssohn will provide the following services:

- ❖ Post the required bonds and securities with Canadian Customs
- ❖ Clear your materials through Canadian Customs
- ❖ Prepare export documentation and bills of lading
- ❖ Arrange customs clearance return for ground/air freight
- ❖ Provide on-site representation to consult and assist you throughout the show

For further information, please contact Heather James at (416) 585-8227, cell: (416) 561-7779.

Mendelssohn – Customs and Transportation Services

69 Yonge Street, Suite 400
Toronto, Ontario M5E 1K3
Canada
Phone: (416) 863-9339 or (416) 585-8227 or Toll Free: (800) 665-4628
Email: brokers@mend.com Website: www.mend.com

Exhibitors/Rules and Regulations of the Metro Toronto Convention Centre

The Metro Toronto Convention Centre is a “right-to-work” facility. Exhibitors may use the services of Champion Exposition Services or other approved/properly insured independent labor contractors. Full-time employees of exhibiting companies also may work on booth setup and dismantle.

Steel-Toed Shoe Policy

The Metro Toronto Convention Centre (MTCC) is strictly enforcing a facility rule requiring that steel-toed shoes be worn as protective footwear during the setup and tear down of exhibits. The rule applies to anyone in the exhibit hall during setup or tear down, including supervisors and exhibit managers. Hard hats must be worn when walking underneath rigging equipment during setup. For further information on MTCC’s operating guidelines, please visit www.mtccc.com/exhibitors/operatingguidelines.cfm.

Decorations

Decorations, signs or banners may not be affixed to any surfaces of the MTCC building. No holes may be drilled, cored or punched into the building. All equipment used must be stable without bolting or anchoring to the floor or walls. All decorative material must be flame-proofed in accordance with safety and fire regulations of the building. Decorations may not include balloons, crepe paper, cellophane, confetti, cotton, cornstalks, leaves, overgrown boughs/trees, glitter, sheaves of grain, streamers, straw, paper, vines, etc.

Food and Beverage Products

No sample food and/or beverage products may be distributed by the exposition sponsoring organization and/or exhibitors except upon written authorization from the MTCC Catering Department.

Barrier Free Environment

The MTCC understands the importance of meeting the Barrier Free Code of Ontario and the Americans with Disabilities Act (ADA), both of which attempt to eliminate barriers that affect persons with disabilities. For further information on how MTCC continues to break “barrier free ground,” please refer to the guide on services and equipment provided for those facing physical challenges located on MTCC’s website, www.mtccc.com.

Freight Regulations

Move-in and move-out through the MTCC South Building lobby is strictly limited to hand-carried items. Exhibit product and promotional material that can be hand-carried in one trip is allowed through the MTCC South Building lobby area. Wheels of any kind (dollies, flatbeds or anything mechanical) are strictly prohibited. Materials that require the use of wheeled or mechanical equipment must be delivered to the exhibit hall through the loading docks.

All load-in and load-out, as well as all deliveries must go through the loading docks for the MTCC South Building. There are eighteen loading docks with two 38-foot capacity truck elevators with a drive-on, floor capacity of 1,000 lbs/sq. ft.

MTCC **will not accept** advance freight shipments. Freight must be consigned to Champion Exposition Services (See Shipping Instructions/Advance, page 17) or delivered directly to Champion (See Shipping Instructions/Direct, page 17). **No exceptions.**

Fire & Safety Regulations

Exhibitors must strictly adhere to the federal, provincial and municipal laws, operating guidelines and other rules and requirements of the Toronto Police and Fire Departments. Anything in the MTCC during the term of the event that is in violation with such laws, rules or regulations shall immediately desist from and correct such violation. No propane, acetylene or other flammable or explosive materials allowed. Gasoline-powered vehicles may be displayed with one-half tank of gas, maximum (there are no exceptions). The vehicle gas cap must be taped or locked and the battery disconnected. Tanks or compressed air or gas must be chained and secured at all times.

As a safety precaution, children under the age of 16 are NOT permitted on the show floor during move-in and move-out times.



Photo courtesy of Tourism Toronto

Metro Toronto Convention Centre, site of the 2007 PAS Annual Meeting.