

Leadership, Practice and Research: Weaving it all together

CAPO 2017 • May 3-6, 2017 • Vancouver, British Columbia • conference.capo.ca



BC Cancer Agency

CARE + RESEARCH

An agency of the Provincial Health Services Authority



Canadian Association of Psychosocial Oncology
Association Canadienne d'Oncologie Psychosociale

Exhibitor Application

A limited number of exhibitor spaces have been allocated for the 2017 CAPO Conference being held May 3 to 15, 2017 at the Pinnacle Hotel Harbourfront, 1133 West Hastings Street, Vancouver, BC.

CAPO's annual conference convenes researchers, clinicians and community-based organizations from several professions, including: medicine, psychiatry, nursing, psychology, social work, spiritual care, nutrition, rehabilitation medicine, occupational health and radiation oncology. The expected attendance is 250 delegates.

To book your exhibitor space, please complete page two of this document and submit to the CAPO office. Spaces sell fast, so please book early. Once available, a copy of the conference draft program will be posted on <http://conference.capo.ca/conference/agenda/>.

Exhibit Times & Details

- Display tables will be available at 9 a.m., Wed, May 3, 2017
- Exhibits should be in place by 1:30 p.m., Wed, May 3, 2017
- All displays must be dismantled by 4 p.m., Fri, May 5, 2017

The exhibit area location will be announced closer to the conference date. Each exhibitor will be provided with one six foot draped table and two chairs. CAPO has also arranged for free WiFi access for exhibitors and attendees. Please note, our space is limited so exhibitors should limit their displays to fit a 6 x 4 foot area. Upon arrival your exhibit space will be marked with your company name.

Exhibitor Responsibilities

The exhibit space is being provided to a limited number of agencies. The exhibit area is unsecured. The exhibitor assumes all responsibility for setting up, staffing and dismantling of displays. CAPO assumes no liability for any lost, missing or damaged materials pertaining to exhibitor displays, products, samples or materials.

Show Hours

- Wednesday, May 3, 2017: 3 to 4 p.m. & 8 to 9 p.m.
- Thursday, May 4, 2017: 8 a.m. to 3 p.m.
- Friday, May 5, 2017: 8 a.m. to 1:30 p.m.

Staffing

The exhibit fee does not include registration to the conference. Exhibitor delegates (who intend to attend sessions and take part in meals) must still register and pay to attend the conference. At least one exhibitor per exhibit must register for the conference. If additional staff are attending just for the purpose of staffing exhibits, they do not need to register but please advise the CAPO office so we can prepare nametags.

Send exhibitor staff names to capo@funnel.ca by 12 noon, Friday, April 28, 2017.

Shipping Information

If you plan on shipping materials, please send to*:

Pinnacle Hotel Harbourfront
1133 West Hastings Street, Vancouver, BC5.

** no more than two business days in advance of conference*

Please ensure materials are labeled:

2017 CAPO Conference

Packages to the attention of: _____

Name of person picking up packages: _____

Dates of meeting: _____

Number of boxes: _____

Exhibit booth number (to be provided to exhibitors in April):

If you have additional requirements, please contact the CAPO office at capo@funnel.ca.

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Exhibitor Application

Submit this form completed to:

CAPO, 189 Queen St E, Suite 1, Toronto, ON M5A 1S2
Fax: 416-968-6818 • capo@funnel.ca • Tel: 416-968-0207

Exhibitor Details

Company: _____

Contact Name: _____

Address: _____

City: _____ Prov/State: _____ Postal/Zip Code: _____

Telephone: (_____) _____ Fax: (_____) _____

E-mail: _____

Website: _____

Exhibitor Fee Payment

\$750 (not-for-profit agencies)

\$1,500 (others)

Cheque (payable to CAPO)

Visa

MasterCard

Card Number: _____ Expiry date: _____

Cardholder's Signature: _____

Terms & Conditions

The exhibitor acknowledges that:

- The exhibit area is unsecured
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 - CAPO assumes no liability for any lost, missing or damaged materials pertaining to exhibitor displays, products or materials
- The exhibitor fee does not include registration to the conference. Exhibitor delegates must still register and pay to attend the conference

Acknowledgement and acceptance of Terms & Conditions:

Signature: _____