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AHIP SYMPOSIUM 2023
EXHIBITOR MANUAL
POLICIES & GUIDELINES

MAY 10 TO 12, 2023

NIAGARA FALLSVIEW CASINO HOTEL, NIAGARA FALLS

POLICIES AND GUIDELINES – AHIP SYMPOSIUM 2023

May 10 to 12, 2023 Niagara Fallsview Casino Resort, Niagara Falls Speakers

“Call for 2023 Symposium Speakers”

AHIP invites manufacturers, and hearing profession suppliers to submit possible speakers connected with their organization that they are willing to sponsor.

Submissions in writing should be received in the AHIP office (email: office@ahip.ca) by Friday, **January 6, 2023** and must include the speaker’s name, connection to the organization, biography, and topic. The topic should be relevant to the hearing profession, and not “brand” specific.



Speaker Sponsorships Include

- 1 person to introduce the speaker (name required)
- Corporate logo in Symposium Program & AHIP website
- Corporate logo on screen with speaker’s presentation
- Participation in “Product Updates – What’s New and Exciting” seminar

There will be a 2-part seminar “Product Updates – What’s New and Exciting” on Thursday, May 11, 2023 and all interested manufacturers and suppliers are invited. Sponsorship is not required for the participation in this seminar but appreciated. Please notify AHIP office if you are interested in attending and all details will be provided via direct communication.

Speaker presentations are required in electronic form by May 1, 2023. Email to: lynne@ahip.ca

POLICIES AND GUIDELINES – AHIP SYMPOSIUM 2023
EXHIBITORS
May 10 to 12 Niagara Fallsview Casino Hotel, Niagara Falls

AHIP is committed to working with all exhibitors and sponsors to ensure that that AHIP Symposium 2023 delivers a safe event with the highest standard of education available.

We are adhering to all **Niagara Region Public Health** requirements in relation to vaccines, capacity limits and/or any other health measures required during Symposium.

Exhibits Hall Location Grand Hall A

Exhibit Hall Hours: Thursday, May 11, 2023 10:30 am to 12:00 noon

Exhibit Hall Hours: Thursday, May 11, 2023 1:30 pm to 3:00 pm

Booth Cost

\$1800.00+HST per 10' x 10' booth – includes load in if required – please confirm with AHIP office if you are going to use the loading dock.

Payment

Payments can be made via Amex, Visa, or Master Card by contacting the AHIP office. Cheques should be made payable to “AHIP” and sent to the Association office at: **55 Mary Street West, Suite #211, Lindsay, Ontario K9V 5Z6**. In the event Symposium cannot take place, full refunds will be provided.

Booth Reservation Schedule

Reservations will be accepted on a first come response basis by contacting the *AHIP Office* at **(705) 328-0907** or emailing office@ahip.ca. Exhibit booths can be booked starting today up to Tuesday, February 14, 2023.

Note: One table and two chairs per booth will be supplied ONLY if requested at the time of your booth reservation.

Cancellation

All requests for cancellation must be made in writing and emailed to: office@ahip.ca
Cancellations made by Feb. 14, 2023 will receive a full refund, less a 10% administration fee.
After Feb 14, 2023, all contracts are payable at 100% and non-refundable.

Certificate of Liability Insurance

As an exhibitor participating in this show, you must have adequate Liability Insurance with a **minimum \$2,000,000** Limit to protect the Exhibitors, the attending public, the show organizer, and yourself.

The AHIP Insurance policy does not extend coverage to any exhibits and requires you to submit a Certificate of Insurance no less than 45 days before move-in. Email to: lynne@ahip.ca

A Certificate of Insurance must have the following requirements.

- Association of Hearing Instrument Practitioners of Ontario and Fallsview Casino Resort Hotel listed as additional insured
- Event name: AHIP Symposium 2023
- Date of show: May 10 to 12, 2023
- Comprehensive General Liability of \$2,000,000
- Bodily Injury and Property Damage Liability
- Products and Completed Operations Liability
- Blanket Contractual Liability
- Contingent Employers Liability
- Broad form Property Damage
- Cross Liability Clause
- Severability of Interest Clause
- Personal Injury Liability

Power & Internet

Each booth is provided with one 15-amp service and free Wi-Fi in the exhibit hall. Additional power and/or internet service can be arranged through Fallsview Casino Resort at an extra cost. Please email Barry Culp at Fallsview Casino Resort (bculp@fallsviewcasinoresort.com) with the subject line: **AHIP 2023**

Piping/Draping

Will be provided as necessary and included in the booth cost. Please advise us if you will NOT need pipes/drapes.

Additional Booth Requirements

Additional furniture and other A/V equipment are available – please email Barry Culp at Fallsview Casino Resort: bculp@fallsviewcasinoresort.com) with the subject line: **AHIP 2023**

Exhibitor Badges

Each 10 x 10 booth is limited to 2 people per booth, and exhibitors must submit booth personnel names by May 1, 2023. Badges will then be issued at the registration booth.

Publicity

Each exhibitor will have an opportunity to publish their information in the AHIP Symposium Signal Edition, AHIP website Symposium section and also on the electronic menu board outside of the Exhibit Hall. Additionally, each exhibitor will have an opportunity to highlight their products/services in the 2-part seminar "Product updates – What's New and Exciting". Exhibitors must provide logos in JPEG, or EPS format by May 1, 2023 to lynne@ahip.ca.

Booth Handouts/Giveaways/Prizes or Draws

Fallsview Casino Resort Hotel does not allow food or beverage of any kind to be consumed or distributed without prior authorization.

All handouts, giveaways, prizes and draws must be approved by AHIP Symposium Chair, Maggie Arzani. Please forward your request to office@ahip.ca. All requests must be received by April 24, 2023.

Move In/Move Out

Exhibitor move in: Wednesday, May 10, 2023, 9:00 am - 7:00 pm

Exhibitor move out: Thursday, May 11, 2023, 4:00 pm – 7:00 pm

Exhibitors can arrange a time for move in/move out and there will be a schedule with a firm date/time for them to book.

Deliveries must be received between 9:00 am and 4:00 pm on Wednesday, May 10, 2023, to avoid additional fees. *Again, packages sent in advance of set-up will risk being rejected and returned unless arrangements have been made in advance.*

Exhibit Hall must be clear of all items by 7 pm on Thursday, May 11, 2023. *AHIP is not responsible for any items left in the Exhibit Hall and discarded by the venue.*

Shipments to/from the Resort

If you are shipping directly to the Casino, deliveries can NOT take place before Wednesday, May 10, 2023, without making prior arrangements. The shipping address:

Niagara Fallsview Casino Resort

6380 Fallsview Blvd.

Niagara Falls, ON, L2G 7X5

Attention: Barry Culp

AHIP Conference – Grand Hall A

Booth # _____, Hall A _____

Any exhibit shipments to or from the Niagara Fallsview Casino Resort that require on-site storage must be arranged in advance with Barry Culp (bculp@fallsviewcasinoresort.com). Pickup and delivery arrangements must also be coordinated with your shipping company. That includes printing your shipping labels and arranging pick up times with the shipping company and the loading dock. Exhibitors will incur storage fees if advance arrangements are not approved.

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Sponsorship
May 10 to 12 Niagara Fallsview Casino Hotel, Niagara Falls

A.H.I.P. Symposium 2023 – Sponsorship Opportunities

The Association of Hearing Instrument Practitioners of Ontario (AHIP) is delighted to inform you of our Sponsorship Opportunities for Symposium 2023.



Bronze Sponsor - \$2,500

- Includes poster on electronic menu board
- Listing on AHIP website
- Listing in Symposium Signal



Silver Sponsor - \$5,000

- 2 Symposium registrations
- Includes poster on electronic menu board
- ½ page ad on AHIP website
- ½ page ad in Symposium Signal
-



Gold Sponsor - \$ 7,500

- 2 Symposium registrations including Gala
- Includes poster on electronic menu board
- 1 - page ad on AHIP website
- 1 - page ad in Symposium Signal
- Banner in Exhibit hall



Platinum Sponsor - \$ 10,000

- 4 Symposium registrations including Gala
- Includes poster on electronic menu board
- 2 - page ad on AHIP website
- 2 - page ad in Symposium Signal
- Banner in Exhibit hall

Unique Sponsor Opportunities – (costs may vary by event)

	<p>Coffee Break – Your Choice Wednesday Afternoon – The perfect 1st break to start Symposium \$2800 Thursday Morning – The best way to get in gear for the rest of the day \$2800 Friday Morning – a great way to shake off the Thursday night party \$2800</p>
	<p>Ice Cream Break - Thursday Afternoon, the most popular afternoon break of Symposium \$5000</p>
	<p>Breakfast - Thursday Morning or Friday Morning, the only way to start the day is with breakfast. A perfect sponsorship opportunity \$13,000</p>
	<p>Wednesday Dinner – The place to gather to discuss the first day’s events. Everyone will be there \$35,000</p>
	<p>Thursday Lunch – Time to recharge and refuel in the long day of learning. Great food and good company. \$28,000</p>
	<p>Friday Lunch – The last lunch, and AGM election results are announced. Always well attended. \$18,000</p>
	<p>Gala Dinner – What can we say? Every year is a chef’s masterpiece of culinary perfection \$50,000</p>
	<p>Gala Entertainment - AHIP finds the best sounds for our gala guests to party after a fabulous meal. \$15,000</p>
	<p>Thursday Evening Entertainment - The AHIPsters provide a laid-back sound for members by members \$5000</p>
	<p>Event Photographer – Sponsoring the event photographer gets your message seen by everyone. \$2500</p>