



**PROFESSIONAL
CONFERENCE AND
ANNUAL MEETINGS**

Join us in Winnipeg

Exhibitor Manual

October 2 - 5, 2019
RBC Convention Centre
Winnipeg, Manitoba



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DATES and DEADLINES

Item	Due Date
DC - Bag Insert in Delegate Bags-Content Due	August 30, 2019
Showcare – Lead Retrieval Solutions	Discount deadline is September 3, 2019
GES Transportation & Material Handling - Advance Warehouse Shipments to ARRIVE at Advance Warehouse	September 3 to September 27, 2019
DC Booth Renderings (for all booths larger than 10'x10') Proof of Insurance	September 4, 2019
GES Furniture/Specialty Furniture Order Form Carpet Order Form Accessories Order Form Modular Panel & Accessories Order Form Drapes Order Form Show Special Order Form Hardwall Booth Order Form Booth Cleaning Order Form Plants & Flowers Order Form	Discount deadline is September 19, 2019
Freeman Audio Visual Order Form	After September 20, 2019, additional fees apply
DC – Exhibitor Badge Registrations Submitted Online Bag Insert Materials, Hotel Room Drops and Unaccredited Event Postcards Due at Advance Warehouse	September 20, 2019 September 23, 2019
RBC Convention Services Electrical Food & Beverage Internet & Technology Overhead/Banners	Order deadline is September 29, 2019
GES Transportation & Material Handling - Direct to Show Site Shipments to Arrive at RBC Convention Centre, Winnipeg	October 2, 2019 8:00 am – 6:00 pm ONLY

EXHIBIT BOOTH SPECIFICATIONS

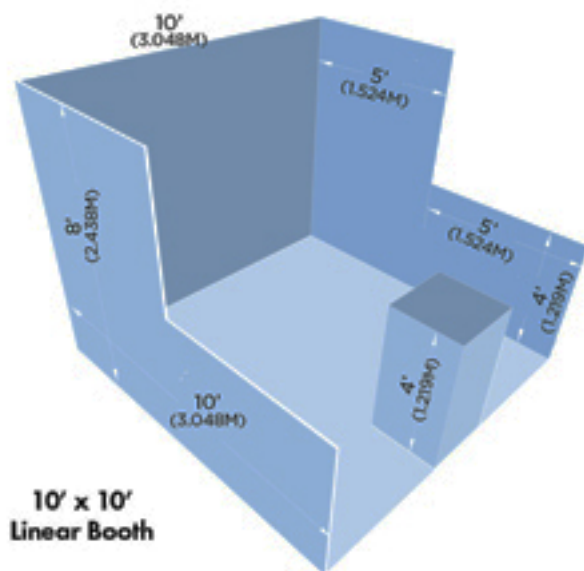
Booth dimensions indicated on the exhibitor floor plan are believed to be accurate, but may be approximate. All booths are 10' x 10'. The allowable floor load in Hall C at the RBC Convention Centre is 300 pounds per square foot.

Following are specifications for in-line, perimeter, peninsula, end-cap, and island booths. No walls, partitions, decorations, or other obstructions may be erected without adequate see-through to neighboring exhibitors.

ALL BOOTHS LARGER THAN 10' X 10' ARE REQUIRED TO SUBMIT DETAILED BOOTH RENDERINGS INCLUDING ALL SIGNAGE TO SHOW MANAGEMENT AT dccsem@roadaheadgroup.ca FOR APPROVAL, NO LATER THAN SEPTEMBER 4, 2019. LENGTH, WIDTH AND HEIGHT MUST BE CLEARLY MARKED.

Booths not meeting exhibit booth specifications will be required to make modifications to their booth on-site, at their own expense.

STANDARD IN-LINE LINEAR BOOTH

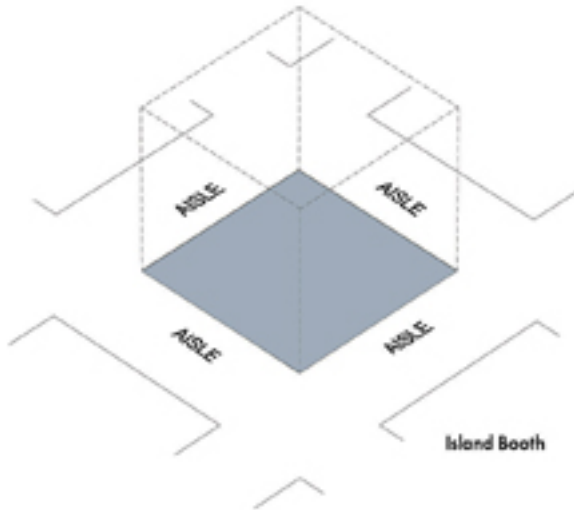


Standard in-line booths must not be higher than 8' at the back wall and 4' on the side dividers along the aisles. Display fixtures over 4' in height must be confined to that area of the exhibit booth which is within 5' of the backline.

PERIMETER WALL BOOTH

A perimeter wall booth is a standard booth located on the outer perimeter wall of the floor plan, against a wall. All guidelines for Linear Booths apply to Perimeter Booths except that the maximum back wall height is 16'. *Note: Exhibitors considering a perimeter wall booth in order to take advantage of the extra height permitted should design their exhibit so that it can be used in future shows even if a perimeter wall space is not available.*

ISLAND BOOTH



An island booth is defined as a block of booths completely surrounded by aisles. Maximum height for an island booth is 20', including the use of a hanging sign. The height requirement for hanging signs is 20' (measuring from the top of the sign). The visual creation of island booth displays should be done with the visibility of neighboring in-line linear booths in mind. Careful consideration should be given to the placement of the 20' height maximum. As a general rule, the 20' maximum of a display unit should be centered in the island space (in line with the back wall of neighboring exhibitors).

HANGING SIGNS

Hanging signs are part of the overall exhibit presentation and, therefore, must be treated as a component of the total exhibit configuration. All signs, whether suspended or attached to the exhibit fixture, will be permitted to a maximum height that corresponds to the appropriate exhibit configuration. All hanging signs must be set back at least 25% of the booth's width dimension from the back line of the booth.

Hanging signs are permitted for the following booth types:

- Perimeter booth along the outside wall
- Peninsula booth with three sides open
- Island booth with four sides open

Height:

- Perimeter booth: 16'
- Peninsula booth: 16'
- Island booth: 20'

DIABETES CANADA / CSEM

PROFESSIONAL CONFERENCE & ANNUAL MEETINGS

SHOW MANAGEMENT

Diabetes Canada's exhibit floor is managed by an experienced event management team. Please direct booth enquiries to:

Stefanie Wolf, CMP, CEM

Phone: 613-661-3431

Toll-Free: 1-866-860-0666

Email: dccsem@roadaheadgroup.ca

SHOW LOCATION

RBC Convention Centre

375 York Avenue

Winnipeg, MB R3C 3J3

1-800-565-7776 or 204-956-1820

EXHIBIT SCHEDULE

SETUP	
Tuesday, October 1	8:00 am to 6:00 pm – All sign/banner assembly and hanging
Wednesday, October 2	8:00 am to 6:00 pm
Thursday, October 3	7:00 am to 9:00 am
SHOW HOURS	
Thursday, October 3	9:30 am to 6:30 pm
Friday, October 4	9:30 am to 5:30 pm
TEARDOWN	
Friday, October 4	5:30 pm to 11:00 pm
<i>Exhibitors may not dismantle their exhibits before 5:30 pm on Friday, October 4th. Exhibitors in violation of this regulation may not be permitted to exhibit in future years.</i>	

Registration will be located inside the Carlton Lobby on the Ground Floor (South Building). All exhibit personnel must wear a DC CSEM Annual Conference 2019 issued conference registration badge during move-in, move-out and throughout the conference.

Exhibitor materials may not be left in the exhibit areas before Wednesday, October 2 at 8:00 am.

All exhibits must be dismantled and removed on Friday, October 4 by 11:00 pm. The official carrier will remove all materials left on the floor at 11:30 pm on October 4, at the exhibitor's expense.

SHOW COLOURS

Silver drape and black aisle carpet will be provided by Show Management. Note: The floor in the exhibit hall is cement. Exhibitors are responsible for carpet/flooring in their booth space. Floor covering is mandatory in every booth.

SUPPLIER CONTACT INFORMATION

Booth Cleaning, Carpet, Furniture and Accessories, Graphic Design and Production, Installation & Dismantling Labour, Logistics, Material Handling, Plants and Flowers, Rental Exhibits & Accessories, Shipping			
GES	Exhibitor Services	514-367-4848	montreal@ges.com
Audio Visual			
Freeman Audio Visual	Pat Kirby	416-573-0234	pat.kirby@freemanco.com
Booth Enquiries/Show Management			
Road Ahead Meetings & Events	Stefanie Wolf	613-661-3431 Toll-Free: 1-866-860-0666	dccsem@rodaheadgroup.ca
Conference Bag Insert, Conference Program, Giveaways, Meeting Rooms, Program, Promotion			
Diabetes Canada	Natalie Drake	416-408-7123 Ext. 7123	natalie.drake@diabetes.ca
Customs			
ConsultExpo		514.482.8886	info@consultexpoinc.com
Electrical, Internet & Technology, Overhead/Banners, Food & Beverage			
RBC Convention Centre	Hong Nguyen	204-957-4538	services@wcc.mb.ca
Food & Beverage, Hotels			
Road Ahead Meetings & Events	Joe Orecchio	905-493-1314	joeo@rodaheadgroup.ca
Insurance			
ExhibitorInsurance.com		905-695-2971 Toll Free: 1-866-836-9066	info@exhibitorinsurance.com
Lead Retrieval			
Showcare Event Solutions		Toll Free: 1-866-267-2107	leads@showcare.com
Media			
Diabetes Canada			communications@diabetes.ca
Online Registration			
https://www.diabetes.ca/conferences/2019-diabetes-canada-csem-professional-conference - panel-tab_RegistrationFees			
Sponsorship			
Diabetes Canada			sponsorship@diabetes.ca
Other Inquiries			
Diabetes Canada			professional.conference@diabetes.ca

GENERAL INFORMATION

The rules and regulations become part of the contract between the exhibitor and Diabetes Canada. They have been formulated to ensure a successful exposition. Diabetes Canada respectfully requests the full cooperation of the exhibitors in their observance of all rules and regulations. All points not covered are subject to the decision of Diabetes Canada.

The Application and Contract for Exhibit Space, the formal notice for space assignment by Diabetes Canada and all payments for exhibit space together, constitute a contract for the right to exhibit at the 2019 Diabetes Canada/CSEM Professional Conference and Annual Meetings held in Winnipeg, MB at the RBC Convention Centre from October 2-5, 2019.

Accessibility

The RBC Convention Centre Winnipeg provides visitors with a fully accessible environment to ensure ease and enjoyment of all activities in and around the Convention Centre.

- Wheelchair accessibility; if needed, complimentary wheelchairs are available on a first-come first-served basis at our security desk on the second floor of the north building
- Automatic motion activated sliding entrance doors
- Passenger elevators equipped with raised panel and Braille keys
- Designated disabled parking stalls on both levels of parkade
- Elevators in all corners of the building
- TTY Pay Telephone on the first floor of the southeast concourse
- Washrooms with wheelchair accessible stalls and sinks
- Wheelchair access ramp and designate seating area in 2nd floor Presentation Theatre
- Climate controlled skywalk system that connects to Delta Winnipeg and other entertainment venues, restaurants and hotels throughout downtown Winnipeg

Accommodations

Please book hotel accommodations through the Diabetes Canada/CSEM Annual Conference 2019 registration site.

- Alt Hotel Winnipeg - \$149.00 plus taxes - 310 Donald Street, Winnipeg, MB, R3B 2H3
- BW Plus Downtown Winnipeg - \$174.00 plus taxes - 330 York Avenue, Winnipeg, MB, R3C 0N9
- Delta Winnipeg - \$174.00 plus taxes - 350 St. Mary Avenue, Winnipeg, MB, R3C 3J2
- Fairmont Winnipeg - \$219.00 plus taxes - 2 Lombard Place, Winnipeg, MB, R3B 0Y3
- Holiday Inn & Suites Winnipeg Downtown - \$149.00 plus taxes - 360 Colony Street, Winnipeg, MB, R3B 2P3
- Inn at the Forks - \$209.00 plus taxes - 75 Forks Market Road, Winnipeg, MB, R3C 0A2
- Radisson Hotel Winnipeg Downtown - \$159.00 plus taxes - 288 Portage Avenue, Winnipeg, MB, R3C 0B8

Aisles

Aisles are maintained by the RBC Convention Centre staff. Exhibitors are asked to bring any of their waste (including pallets) to designated locations during the show. Packing material and construction waste (are not to be placed into these bins. These materials should be removed by the Exhibitor, as they are not handled by the RBC Convention Centre. The RBC Convention Centre personnel are not expected and will not be aiding carriers to lift or move heavy articles or crates.

Alcohol

The RBC Convention Centre supports the responsible service and consumption of alcoholic beverages, regulated under the regulations of the Liquor and Gaming Authority of Manitoba. The regulations dictate that all alcohol being served in the facility must be purchased under the RBC Convention Centre liquor license; therefore, the RBC Convention Centre must provide all alcohol within the facility.

For safety reasons, alcohol consumption is not permitted during set-up, move-in or move-out times.

Animals

Animals or pets, with the exception of Service Animals are not permitted in the RBC Convention Centre.

Assignment of Booth Space

Diabetes Canada retains the right to alter the assignment of space to be occupied by the Exhibitor in order to represent the best interest of the market, exhibitors and industry.

Attendance

In 2018, the 21st annual Diabetes Canada/CSEM Professional Conference attracted more than 1,800 attendees.

Audio Visual

The official supplier for all audio visual equipment is Freeman Audio Visual Canada. To order audio visual equipment, please refer to the forms online or contact Pat Kirby at 416-573-0234 or pat.kirby@freemanco.com.

Badges

Each exhibitor must wear a name badge during move-in, move-out and show hours. Please register your Exhibitor Staff online at <https://www.mylibralounge.com/regeng/ddc1910s/exhibitor/en/home/Register.aspx> by September 20, 2019. Two (2) complimentary Exhibitor Registrations are provided per 10' X 10' booth.

Balloons, Glitter and Confetti

Helium-filled balloons, glitter and confetti are not permitted in the building. If these items are used, the exhibitor will be responsible for facility cleaning charges.

Banners and Hanging Décor

Banners and hanging décor may be suspended in select locations throughout the facility and is an exclusive service provided by the RBC Convention Centre. All banners and hanging decor are part of your booth design and must fall within overall booth specifications (see pages 5-7 for details) and be pre-approved by Show Management. All installation and dismantling charges are at the expense of the exhibitor.

Sign and banner hanging: all exhibitors with hanging displays will assemble their signage on Tuesday, October 1. All sign hanging will take place on Tuesday, October 1. Exhibitor booth move-in is not permitted on Tuesday, October 1.

To order banner hanging or rigging services, please refer to the forms online at <https://www.wcc.mb.ca/exhibitors/order-forms/> or contact RBC Exhibitor Services at 204-957-4538 or services@wcc.mb.ca.

Blood Samples

The disposal of samples, either by fingertip or intravenous drawing of blood, and the materials used to obtain said samples, must be strictly in accordance with local and provincial ordinances or laws. Diabetes Canada assumes no responsibility for failure of exhibitor to comply with laws governing disposal of blood samples and materials used to obtain samples. Exhibitors must take responsibility for disposing of any bio-hazardous waste by following Health Canada Guidelines.

Booth Furnishings

Booth furnishings, including furniture, carpeting, plants and accessories are available through GES. To order booth furnishings, please refer to the forms online at <https://ordering.ges.com/CA-00056532> or contact GES at 514-367-4848 or montreal@ges.com.

Booth Rental

Exhibit fees INCLUDE the following:	Exhibit fees EXCLUDE the following:
• Company name and booth location listed in the professional conference program • One 10' X 10' booth space with pipe and drape • Two (2) complimentary Exhibitor Registrations per 10' X 10' booth • Carpeted aisles • Coffee breaks on tradeshow floor • Lunch on tradeshow floor • After-hours security • Two copies of the Program Overview, which will be delivered to your booth. The full conference syllabus can be found online or using our Android or iOS conference apps.	• Booth carpet; <u>floor covering is mandatory in every booth</u> • Furniture • Cleaning • Internet • Electrical • Drayage/Material handling/Shipping • In-booth food and beverage service • Audio visual equipment • Conference admission

Booth Staffing

- Each 10' x 10' space may have up to four company representatives present during exhibit hours. Lunch and nutrition breaks will be provided to registered staff.
- Badges must be worn at all times to access the Exhibit Hall.
- All company representatives participating in the exhibition must be registered as exhibitors. Please note that your exhibitor badge does not include entry to attend conference sessions. If company representatives wish to attend conference sessions, they must register as an attendee at [https://www.diabetes.ca/conferences/2019-diabetes-canada-csem-professional-conference - panel-tab-RegistrationFees](https://www.diabetes.ca/conferences/2019-diabetes-canada-csem-professional-conference-panel-tab-RegistrationFees)
- Only exhibit personnel wearing EXHIBITOR badges will be admitted to the exhibit floor during move-in, move-out and prior to show opening. For security reasons, no other badge types will be accepted for entrance into the Exhibit Hall, except during show hours.

Business Services

The closest location to the RBC Convention Centre for business services is Print Express & Copy Company (kiddy-corner from the RBC main entrance on York Avenue). Their address and services can be found at <http://printexpressandcopy.com>.

The closest location to the RBC Convention Centre for supplies is Staples. Their address, business hours and services can be found at <https://stores.staples.ca/mb/winnipeg/393-portage-avenue>.

Building Security

The security services department manages general building security, including: oversight of a 24-hour command centre, building access, building perimeter patrols, securing of leased spaces, approval of show security deployment plans, and first aid training, including automatic external defibrillators (AEDs). Security services also maintains relationships with local emergency response agencies and oversees our emergency preparedness and response planning. The security desk can be reached at any time by dialing 204-957-4523.

Canadian Anti-Spam Legislation (CASL)

Anti-spam legislation went into effect on July 1, 2014. It is in place to protect Canadians while ensuring that businesses can continue to compete in the global marketplace. This legislation ensures that email is only being sent to those individuals who have provided consent, either implied or explicit, to receive information. For further information please visit Canada's Anti-Spam Legislation website at: <https://www.fightspam.gc.ca/eic/site/030.nsf/eng/home>.

Diabetes Canada will provide the exhibitor list to our official suppliers, for them to provide you with any services that you may require (electrical, internet, furniture or shipping). If you are contacted and express a desire to be removed from the supplier's contact list, they will remove your email information from the exhibitor list to prevent future emails.

Cancellation Policy

Cancellation of an Exhibit Registration must be received in writing no later than September 3, 2019. A cancellation fee of \$1,000 per booth will apply. No refunds will be issued for cancellations received after September 3, 2019.

Care of Building: Ceiling, Floors, Walls

Decorations and signage may not be taped, nailed, tacked, or otherwise fastened to any permanent surface.

Promotional floor decals may only be used within your booth space and are subject to approval. Decals may not be installed without prior written authorization from Show Management. A digital proof along with final output size, material and adhesive specifications and quantity must be submitted for approval before production and installation. Please note that cleaning and removal of non-approved adhesives by the RBC Convention Centre staff are chargeable costs.

Any stickers or decals located outside of your booth space (including the aisles) will be removed immediately by Show Management, unless it is part of your Sponsorship Agreement.

Stick-on decals, badges, signs or similar promotional items may not be used in the facility, unless it is part of your Sponsorship Agreement. Adhesion to exterior glass walls and interior wood walls is prohibited.

Only Scapa Double coated polyethylene tape is approved for use on the show floors. Labour and Repair charges will apply to remove prohibited tapes from the Convention Centre property. Nails, pins, tack, etc., as well as cellophane tape, duct tape, glue and foam stick are prohibited. Repairs and cleaning for the use of any other materials will be carried out at the exhibitor's expense.

Code of Ethical Practices – Distribution of Samples

Members of Rx&D should refer to the Rx&D Code of Ethical Practices regarding giveaways at conferences – http://innovativemedicines.ca/wp-content/uploads/2018/06/Code-Formatted_Annotated_EN-2.pdf.

Common Areas

Exhibitors must keep hallways, elevators, escalators, entrances, halls, lobbies, plasma screens, stairways, video monitors and building emergency exits free from obstruction at all times. This includes aisle space surrounding exhibit booths. Please keep all materials, promotions, mascots and signage in the confines of your booth space.

Conference Bag Insert

One corporate page (8.5" X 11") in delegate registration bags is available for purchase. Please contact sponsorship@diabetes.ca for more information.

Conference Sponsorship

A wide variety of sponsorship opportunities are available to increase your company's exposure. Please contact sponsorship@diabetes.ca for more information.

Customs

ConsultExpo has been appointed the official customs broker for this event. Comprehensive customs information with all necessary documentation is available on the GES Espresso order site or can be obtained directly from ConsultExpo; they will advise on how best to ship your goods and will assist exhibitors in the completion of customs documentation. For all customs inquiries, please contact ConsultExpo at 514.482.8886 or info@consultexpoinc.com.

Draws

Draws conducted by exhibitors in conjunction with their display must be free of any obligation on the part of the winner. Prize winners must not be required to place an order before collecting the prize offered. The schedule of prizes and terms of the draw must be clearly stated on the entry form and must comply with all existing regulations. Winner's names will NOT be announced.

Dress Code

Dress has been designated as business casual for all exhibitors and attendees.

Electrical

Exhibitors are not allowed to use the RBC Convention Centre's plug in receptacles. All power is provided from the floor and supplied at rear of booth. For all overhead power needs, please request a quote with details of your requirements.

Before any electronic equipment can be connected, the equipment must have a CSA approval sticker. Electrical equipment must meet applicable local and national electrical codes. Electrical fixtures and fittings must be approved by the Canadian Standards Association. The use of 14-gauge wire or better is required for all connections. All extension cords must be 3-wire grounded.

To order electrical services, please refer to the forms online at <https://www.wcc.mb.ca/exhibitors/order-forms/> or contact RBC Exhibitor Services at 204-957-4538 or services@wcc.mb.ca.

Engineering Certificate Information

All booth structures, such as towers and columns that exceed 12' (3.66m) in height with weight exceeding 500 pounds, will require an engineering stamp of approval verifying the structural integrity of the exhibit. Obtaining certification is the responsibility of the exhibitor. GES does not supply engineering certification.

Acceptable certification is in the form of a certified structural engineer's stamp or seal directly on your set of blueprints for the exhibit. This certification must be provided in advance to management and must be in your possession at the exhibition site.

Failure to obtain and have available the required documentation could delay or prevent construction of your exhibit. Signs must be posted indicating the number of people the structure will accommodate.

Exhibitor Appointed Contractors

Exhibitors are welcome to use Exhibitor Appointed Contractors for the construction of their booths. Exhibitors must complete the Exhibitor Appointed Contractor Form, which can be found in the GES Exhibitor Kit or on their online expresso site. Exhibitor Appointed Contractors are expected to follow the same rules, regulations during move-in and move-out as exhibitors.

Exhibitor Passport Game

All exhibitors are encouraged to participate in the Exhibitor Passport Game. Every attendee is provided with a game card and each exhibitor is provided with a stamp. Attendees are required to collect stamps from sponsors and exhibitors and submit their completed game card for a chance to win several prizes.

Exhibitor Registration

All Exhibitors must be registered as exhibitors before the start of the conference. Please be sure to include names of all company representatives who will be working at the exhibit booth. Two (2) complimentary Exhibitor registrations will be provided per 10' X 10' booth. Additional Exhibitor registrations are available for \$200 per person. Please note that nutrition breaks and lunches will be provided for exhibitors.

For questions or queries regarding Exhibitor registration, please email professional.conference@diabetes.ca.

Federal Import and Foreign Export Permits

It is the responsibility of each Exhibitor to be aware of and comply with all requirements of the Canadian Government for Import and Export of foodstuffs to Canada for display purposes. NOTE: In the interest of eliminating difficulties in this area, it is strongly advised that you contact ConsultExpo prior to shipping goods from outside of Canada for display at the conference. See the Customs section for more information.

Fire and Safety Regulations

The following regulations are the policy of the RBC Convention Centre Winnipeg with consultation with the Winnipeg Paramedic and Fire Service and MUST be observed by all exhibitors participating at trade shows and exhibitions or any events held at the RBC Convention Centre Winnipeg.

1. Exhibitors shall not encroach on aisle space and are reminded that they must remain within the space assigned. Exhibitors shall not obstruct fire alarms, equipment, fire exits or fire equipment.
2. All materials used for draping or decorations must be fire resistant or treated with a flame retardant solution to meet with a flame test as provided in the municipal code of Winnipeg, for fire prevention. Dust covers for displays must be fire resistant or treated with a flame retardant solution. Should this service be required, you may contact Stage Lite Management Ltd. (204) 284-1950 x222. Reference Canadian Fire Code 2.3.2-Flame Resistance; 2.3.2.1; 2.3.2.1- Drapes, Curtains and Decorative Materials; 2.3.2.2.-Flame Retardant Treatments. Draping cannot be used on electrical boxes.

3. Cartons, boxes and crates may not be stored under tables, behind displays or in any part of the exhibit area. Storage labels should be provided by the display service contractor so that these items can be removed from the Convention Centre prior to the opening of the show and returned at the close of the show.
4. Packing materials such as excelsior, shredded paper and the like, must be returned to the empty cartons immediately. Accumulation of these materials is prohibited. Reference Canadian National Fire Code 2.4.1.1(4) Accumulation of Combustible Materials.
5. Aisles should be kept clear and uncluttered as possible during set up and dismantle hours. During show hours, aisles must be kept clear at all times.
6. No hazardous display of any nature will be permitted in any exhibition or display area without written permission of the Winnipeg Fire Department. The above includes straw, sawdust, wood shavings, open flames, hot coals, L.P.G. lighters, charcoal grills, flammable liquids, L.P.G. cylinders, toxic liquid or gases, hazardous chemicals, etc., or any hazardous liquid, solids or gas of a similar nature.
7. Enclosed or covered structures are NOT permitted unless certified by the Winnipeg Paramedics and Fire Services, have an independent sprinkler system or are open to the ceiling. All materials used in the construction of such enclosures must be flame proofed. All additional extinguishers must be supplied by exhibitors.

Action to be taken in case of Fire

The CENTRE is equipped with a two-stage fire alarm system, which automatically sequences and directs the necessary actions. Your responses to the alarms should be as follows.

Gong or Chime Signal (Alert Stage)

- Cease all work
- Stand by ready to evacuate

Fast Gong Signal (Evaluation Alarm Stage)

- Evacuate IMMEDIATELY using the nearest safe exit, and proceed outside and clear of the building to a minimum of 50m (150 feet)
- Do not use elevators for evacuation purposes
- Do not attempt to remove any vehicle from the parking garage
- Obey all instructions of Building Fire Wardens who will assist in the evacuation
- Comply with Fire Department Orders
- Return to the building only when authorized by the Winnipeg Paramedics and Fire Services Chief or by the Building Fire Marshal.

You Discover Fire, Smoke or Smell Gas

- Activate the nearest fire alarm
- Warn persons nearby
- Call 911 and the Security Desk at 204-957-4523, and give the location of the fire
- Evacuate immediately using the nearest safe exit, proceed outside and stand at least 50m (150 feet) across from the building.
- Do not use elevators for evacuation purposes
- Fight small fires using extinguishers, only if it is not between you and an exit

First Aid

The RBC Convention Centre takes the health and well-being of its visitors seriously. Extensive emergency and first aid supplies, including automated external defibrillators (AEDs) are maintained on-site. Please contact the security desk at 204-957-4523 for first aid equipment and assistance.

Food Sampling/Food and Beverage Service

The Centre provides exclusive food and beverage services within the Centre. Exhibitors may distribute sample food and/or beverage products applicable to their business and the show only upon written authorization. The Sample Food and/or Beverage Distribution Form must be submitted prior to show opening for approval.

Food and/or Beverage items used as traffic promoters (ie: Popcorn, coffee, bottled water, bar service) MUST be purchased from the RBC Convention Centre Winnipeg. All alcoholic beverages are regulated under the regulations of the Liquor and Gaming Authority of Manitoba.

Please refer to the forms online at <https://www.wcc.mb.ca/exhibitors/order-forms/> or contact RBC Exhibitor Services at 204-957-4538 or services@wcc.mb.ca.

Extensive food preparation (prepping, cooking and washing onsite) may require a separate Temporary Food Service Establishment Permit from a Public Health Inspector under <http://www.gov.mb.ca/health/publichealth/environmentalhealth/protection/docs/tempfood.pdf>.

Health Canada Guidelines

Exhibitors are responsible for adhering to all established Health Canada guidelines for exhibiting products that are Health Canada approved and those that may be pending Health Canada approval. Diabetes Canada assumes NO responsibility for securing Health Canada approval.

Health Canada Regulations

The Regulations Respecting Food and Drugs are explicit with regard to the import of these products into Canada. "No person shall import into Canada for sale a food or drug the sale of which in Canada would constitute a violation of the Act or these Regulations." It is the sole responsibility of the Exhibitor to ensure the products (including drugs) and materials they will be exhibiting are lawfully brought into Canada and used or displayed only in accordance with the terms and conditions governing the entry of the same into Canada and the advertising use and sale of such materials in Canada.

Insurance and Liability

All exhibitors must submit proof of insurance to dccsem@roadaheadgroup.ca no later than September 4, 2019. Exhibitors will not be permitted to set up their booth space unless full documentation is on file.

Exhibitors are required to carry comprehensive general liability insurance. The Exhibitor will be liable for and will indemnify and hold harmless Diabetes Canada and the RBC Convention Centre from any loss or damages whatsoever occurring to or suffered by any person or company, including, without limiting the generality of the foregoing exhibitor other exhibitors, management (Diabetes Canada and RBC), the owner of the building and their respective agents, servants, and employees and members of the public attending the show, either (a) on the said space or (b) elsewhere if the said loss or damages arose from or were in any way connected with exhibitor's occupancy of said space; (c) Diabetes Canada must be added as an Additional Named Insured on your liability policy, only with respect to liability arising from the operations of the exhibitor during the exhibit; (d) Certificate of Insurance must be submitted to Diabetes Canada upon request.

Exhibitors MUST have their own liability insurance for this event. In the event of fire, flood or theft, no matter how caused, the RBC Convention Centre and Diabetes Canada, and its representatives, assume no liability for any bodily harm or material damage to products, booths, equipment or decorations occupying any rented space within the building or being moved in or out of the building.

The Exhibitor is responsible for the placement and cost of insurance relating to its participation in the show. The Exhibitor shall carry liability insurance of \$2 million as well as such additional insurance as may be required by Management. The Exhibitor agrees to furnish immediately to Show Management, certificates of insurance pertaining to all policies of insurance carried by the Exhibitor together with satisfactory evidence from the insurers of the continuation of such policies. If the Exhibitor fails to comply with any of the foregoing, in addition to any other rights or remedies available to Management at law or under this contract, Management shall have the right to take possession of the display space for such purposes as it sees fit and the Exhibitor will be held liable for the full contract price for the said space.

Diabetes Canada has appointed ExhibitorInsurance.com as the recommended Insurance contractor for exhibitors. Exhibitor insurance may be purchased online at <http://www.exhibitorinsurance.com>; scroll to DC/CSEM Annual Conference 2019.

Internet

The RBC Convention Centre Winnipeg is the exclusive supplier of Internet and Technology. To order internet services, please refer to the forms online at <https://www.wcc.mb.ca/exhibitors/order-forms/> or contact RBC Exhibitor Services at 204-957-4538 or services@wcc.mb.ca.

Lead Retrieval System (Bar Code Scanners)

Connecting with your attendees is the most valuable objective for exhibitors to produce lead contacts in order to generate sales. Capture prospective leads quickly, with any of Showcare's Lead Retrieval offerings. A simple scan of a badge unlocks valuable contact and demographic information. For more information, please contact: leads@showcare.com.

The order form is online at <https://www.showlead.com/product/product.aspx?eventid=6f98a900-f5d5-4197-a967-31a4b13ffc21>.

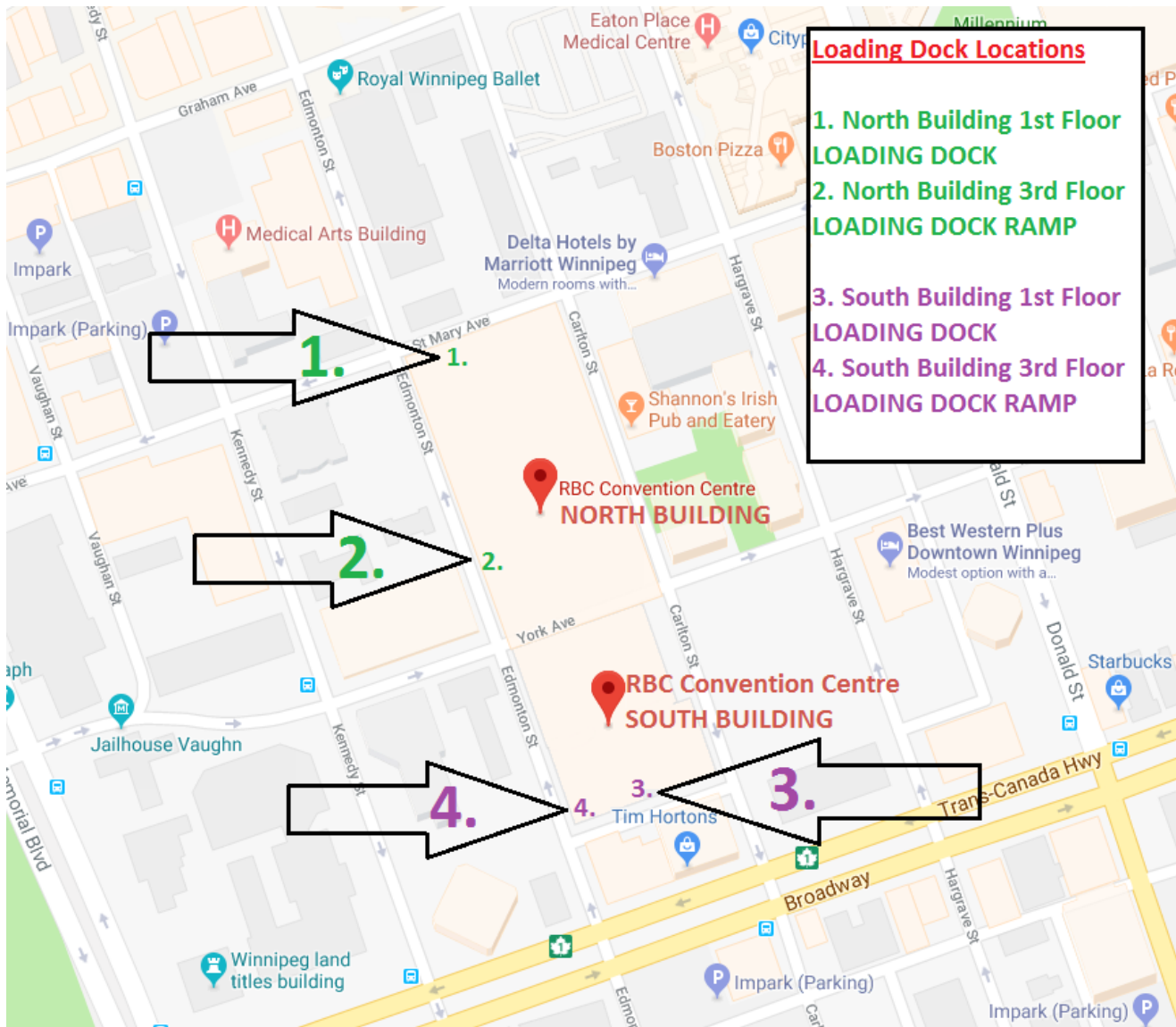
Literature Distribution

Materials may be distributed from your booth only. NO materials may be placed on seats, attached to walls, ceilings or left in public places. No soliciting of registrants shall be permitted in the aisles or in other exhibitor's booth. Samples, catalogues, pamphlets, souvenirs etc. may be distributed by the exhibitors and their representatives only within their booth space.

Loading Docks

This event is using 4. South Building 3rd Floor LOADING DOCK RAMP. See next page for map.

Accessed by Edmonton Street, just past Broadway and the back lane. There is a rollup door at the bottom of the ramp. Call the phone number on a big sign to call Security for access; the dock master controls access and traffic to the loading and receiving areas. Drivers are to be notified that they are to wait until the ramp doors are completely open before proceeding into the building. Call the same phone number when leaving the Loading Dock. All loading and unloading of vehicles must be done from the South loading dock on the 3rd Floor ramp. Loading dock areas are for temporary pick-up and delivery only. Parking is prohibited. If you have any issues, please call Security at 204-957-4523.



Exhibitors may hand-carry their own freight into the exhibit facility or use the loading docks.

Only GES or its agents have the ability to handle materials being received, shipped, or stored on site, with the exception of hand-carried materials. Arrangements for move-in and move-out material handling are to be made with GES.

Hand-carry: Exhibitors may use the parking entrances to transport materials they can carry in one trip to their booths. Examples of acceptable hand-carry materials include: boxes, suitcases or fiberboard shipping cartons, portable displays on wheels and small luggage racks. The following items are not considered hand-carry items: two (2) wheel dolly loads, hotel bellhop carts, boxes or crates requiring two (2) people to carry. Items of this nature must be brought into the facility via the loading dock entrance.

Passenger elevators and escalators are not to be used for transporting freight or equipment from level to level. The upper parkade level in the north building is serviced by one freight elevator which must be used to move any display units or other goods from the parkade level to the Centre's function rooms. Display units, goods and other materials are not allowed to be transported via the passenger elevators.

Lost and Found

Lost and found items will be held by the Registration and Information Desk. At the close of the event, all items will be turned over to the RBC Convention Centre's security team. All lost and found articles are catalogued and stored for 30 days at which time they are disposed of at the discretion of the facility. To enquire about lost and found items, please contact the Security Desk at (204) 957-4523.

Material Handling

Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event.

It is the responsibility of the exhibitor to unload their vehicles, transport their materials and displays to the exhibit hall, set-up, dismantle and remove the display from the building at the conclusion of the show.

Only GES or its agents have the ability to handle materials being received, shipped, or stored on site, with the exception of hand-carried materials. Arrangements for move-in and move-out material handling are to be made with GES. If you require assistance with your materials, please refer to the forms online at <https://ordering.ges.com/CA-00056532> or contact GES at 514-367-4848 or montreal@ges.com.

Move-In Procedures *(pleaser refer to the Occupational Health and and the Shipments to and from the Show)*

Sign and banner hanging: all exhibitors with hanging displays will assemble their signage on Tuesday, October 1. All sign hanging will take place on Tuesday, October 1. Exhibitor booth move-in is not permitted on Tuesday, October 1.

Exhibitor move-in is scheduled from 8:00 am to 6:00 pm on Wednesday, October 2 and 7:00 am to 9:00 am on Thursday, October 3. Exhibitors moving in on Thursday, October 3 will only be permitted to hand-carry materials onto the show floor. Dollies and other equipment will not be allowed on the show floor. *ALL exhibit setup must be completed by 9:00 AM on Thursday, October 3.*

Upon arrival at the South loading docks, accessed via the truck entrance ramp off Edmonton Street (see Loading Docks for more information), unload your vehicle as quickly as possible and move your vehicle from the dock to parking (see the Parking section for parking options). Please be considerate of others waiting to use loading doors. Vehicles left unattended in the loading docks will be towed at the exhibitor's expense.

Labour for booth setup and dismantling is the responsibility of the individual exhibitor. A material handling fee will be applied for any exhibitors requiring the use of equipment and labour services to move-in or out. Rates for this service are outlined in the GES Information Package.

If you have hired personnel to install your booth, please ensure that the proper Exhibitor Appointed Contractor form has been filed with GES. Exhibitor Appointed Contractors are expected to follow the same rules and regulations during move-in and move-out as exhibitors. Please ensure that they are aware of move-in and move-out schedules and that they have a copy of all service orders (furnishings, electrical, etc.).

Note: Effective January 1, 2007, the Ministry of Labour deemed the show floor a construction site and Proper Protective Equipment is required to be worn while all tear down and move-out activity is taking place. As per the Manitoba Employment Standard Code, children under 16 years of age are not permitted on the show floor during move-in or tear down.

Move-Out Procedures *(please refer to the Shipments to and from the Show)*

Move-out shall not commence before 5:30 PM on Friday, October 4. A penalty may be assessed to any exhibitor dismantling or removing material prior to that time. Exhibitors are encouraged to remove small cartons and open cases of products from the building immediately after show close. While Show Management will take all reasonable security precautions to safeguard small items, immediate removal of such items will minimize the possibility of loss or damage.

All exhibits must be dismantled and removed on Friday, October 4 by 11:30 pm. The official carrier will remove all materials left on the floor on October 4 at 11:30 pm, to be retrieved at the exhibitor's expense.

Occupational Health and Safety

All exhibitors are reminded that workplace and worker safety is everyone's responsibility. All participants must comply with the legislation contained in the Occupational Health and Safety Act and its regulations, which is governed by the Ministry of Labour. *Important Notice: All exhibitor personnel involved with the move-in or move-out process (i.e., material handling, erecting and dismantling exhibits, etc.) MUST wear approved safety footwear at all times during move-in and move-out regardless of their booth size or location on the show floor.* Show Management will be vigilantly monitoring the show floor to ensure a safe work environment. It needs to be everyone's goal to minimize the potential hazards and reduce the risk of injuries. Should you see a hazard or unsafe work practice on the show floor, notify Show Management immediately.

Exhibitor Procedures for Worker Safety

We ask that all exhibitors make safety a part of their activities during the show; especially during set-up and tear-down. Any exhibitor who sees something that is unsafe or presents a hazard should report it to Show Management immediately. By doing so, we can all help make the show floor safer for all participants. Below are some key procedures to follow while at the show to enhance overall show safety and to help prevent injuries:

During move-in and move-out, appropriate attire including approved safety footwear with steel-toes, hard soles and hard hats, must be worn if you are involved with material handling or erecting and dismantling exhibits. Safety shoes help protect against potential injuries from debris on the show floor; these types of shoes also limit the potential for slips and falls. Open-toed shoes are not allowed during move-in.

Ensure that all move-in and move-out staff has access to approved protective devices and that they are worn in the appropriate construction situations (e.g., safety glasses, gloves, etc.). Do not stand on chairs, tables or other furniture at any time; please use a ladder. (Note that ladders are not to be used as working platforms and should only be used for momentary access to a higher point. Extended time at a height should be performed on a scaffolding system. A person performing work at a height greater than 10' must be wearing a safety harness and be tied off appropriately.)

Parking

The RBC Convention Centre Winnipeg has two separate climate controlled underground parkades (North and South) with 729 parking stalls. Designated parking stalls are located adjacent to each elevator with charging stations in the south parkade for electric vehicles.

Our parkade is able to accommodate standard passenger vehicles (car, half-ton trucks and vans). Oversized SUVs and other vehicles that exceed parkade height restrictions (6 feet 5 inches) are invited to use surface parking lots or street parking available throughout the downtown area.

Just a friendly reminder that even though our parkade is monitored by Security Officers and cameras 24/7, it's still important that articles of value not be left or stored in any vehicle as the Convention Centre is not responsible for any loss or theft.

North Parkade – 2 levels of parking:

The entrance to the North Parkade is from Carlton Street (East), with the exit of the lower parking level onto Edmonton Street (West). The exit for the upper level is via Carlton Street exit (daytime hours to 3pm) or via Edmonton Street. For after hours parkade access, use Edmonton Street and St. Mary Avenue doors. Passenger elevators and stairwells are located at the corners of each level of the parkade.

South Parkade – 1 level of parking:

The entrance and exit to the South Parkade is from the back alley at the south end of the building off of Carlton Street (East) or Edmonton (West). The loading dock is in the same area. The entrance to the South Parkade is open Monday to Friday from 6 am – 4 pm and 1 hour prior to start of South Building events. Passenger elevators are located on the north wall (York Avenue) and stairwells are located on the east wall (Carlton Street).

For more information, including rates, please visit <https://www.wcc.mb.ca/venue/parking/>.



Preview of Products

Products which are not yet available to the general public may be exhibited provided that the products are clearly labelled as not yet available and pending proper government approval. Exhibitors who fail to comply with this rule will be asked to leave the exhibit floor with no refund of payment.

Restrictions

Diabetes Canada reserves the right to establish restrictions for exhibits in order to enhance the exposition. This restriction includes persons, animals, conduct, printed materials, or anything of character that may be objectionable to the exposition as a whole. No motorized equipment is allowed outside of the booth. If Show Management finds an exhibit in violation of the restrictions, Show Management may order the violation removed or may evict the exhibitor. If you violate a restriction or are evicted, Diabetes Canada is not liable for any refund of any kind. Exhibitors are expected to conduct themselves in a professional manner at all times. Any complaints will be resolved by Show Management or an agent of Diabetes Canada appointed by them.

Safety and Security

While every precaution is taken to safeguard exhibits, Show Management and The RBC Convention Centre do not assume responsibility for the safety of exhibits against robbery, fire, damage, accidents or any cause whatsoever, either during move-in, show hours or move-out. In all cases, exhibitors must insure their goods and exhibits against such losses. Please report all incidents of theft to Show Management immediately. We suggest you take anything valuable with you when you leave the exhibit hall.

Exhibitors are required to maintain staff in their exhibit at all times during hours of the show. This will reduce the likelihood of a loss in your booth during the show.

Exhibitors must remove all personal items before closing and may not re-enter the exhibition hall after hours.

Tips:

- The greatest risk of theft is during move-in and move-out. Stay with your materials as much as possible and be especially alert during these times.
- Do not leave your exhibit unattended.
- Familiarize exhibit employees with the on-site emergency contact number, first aid office, closet emergency exits and what to do in the event of an emergency.
- Ensure all valuables are secured after hours.
- Keep all personal items out of plain sight and secured.
- Report any suspicious behavior to security personnel and Show Management.

Selling of Products and Services

Selling of any product or services without prior approval of Show Management is strictly prohibited. Any violation will result in expulsion from the exhibit hall with no refund of payment. No other warnings will be provided.

Shipping Instructions (including Couriers and Deliveries)

Shipments directed to Show Management will be refused. Show management will not sign for shipments due to liability reasons.

Exhibitors are responsible for making their own shipping arrangements of freight to and from the RBC Convention Centre. The RBC Convention Centre will not accept shipments of any kind. All materials should be consigned to the contracted display company (GES) for the show.

NOTE: Couriers CANNOT drop your display material in your booth. A handling charge will apply. See "Material Handling" in the GES Information Kit.

GES has been appointed as the official exhibit transportation carrier. Please allow ample time for pick-up to ensure that your exhibit arrives before the scheduled move-in date. When shipping with GES, shipments can be received and stored up to 30 days in advance of the show date at no charge. For complete information, please see the GES Information Kit.

Should an Exhibitor wish to send material in advance of the show, they may arrange to do so through GES, to be received at the Advance Warehouse from September 3 to September 27, 2019. Material handling fees will apply. See forms in the GES Kit for more information. Note: All materials received at the Advance Warehouse will be at the booth in the Exhibit Hall when Exhibitor move-in begins.

To arrange for a pick-up and/or to obtain a rate quote for Exhibit Transportation Services, please refer to the forms online at <https://ordering.ges.com/CA-00056532> or contact GES at 514-367-4848 or montreal@ges.com.

Advance Warehouse (see Shipping Label in GES Information Package)

Advance Warehouse Hours: Monday to Friday, 8:00 am – 4:00 pm

Shipments must arrive no later than Friday, September 27, 2019

- ALL FREIGHTS MUST BE PREPAID
- C.O.D. SHIPMENTS WILL NOT BE ACCEPTED

Advance Shipping Address:

Shipper (Name of Company Where Shipment Originates):

To (Name of Exhibiting Company at the Show):

Booth # (Booth Number at the Show):

GES c/o YRC

1450 Inkster Blvd

Winnipeg, MB R2X 1P7

Carrier (Name of Transportation Company):

Number of Pieces:

Direct Shipping to Show Site (see Shipping Label in GES Information Package)

Shipment will be received at show site on: Wednesday, October 2, 2019, 8:00 am to 6:00 pm

Show Site Shipping Address:

Shipper (Name of Company Where Shipment Originates):

To (Name of Exhibiting Company at the Show):

Booth # (Booth Number at the Show):

A/S (C/O) RBC Convention Centre

375 York Avenue

Winnipeg, MB R3C 3J3

Carrier (Name of Transportation Company):

Number of Pieces:

For any questions regarding shipping, please contact at 514-367-4848 or montreal@ges.com.

Show Services Company

GES is a full-service display company responsible for material handling, advance warehousing, furniture and carpet rental, hard wall booth rental, labour services, plant, sign services and full customs logistical services.

To access GES Services forms and to order online, please refer to the forms online at

<https://ordering.ges.com/CA-00056532> or contact GES at 514-367-4848 or montreal@ges.com.

Smoking, including Cannabis

In accordance with the City of Winnipeg Smoking by-law all RBC Convention Centre property is designated non-smoking. This includes cigarettes, e-cigarettes, and recreational and medicinal use cannabis. Unique regulations exist around the Federal and Provincial legislations of promotion, use and sales of Cannabis products, accessories and their derivatives. Medicinal users are permitted to smoke outdoors, but must be 8 meters from a building entrance.

Sound

Equipment or devices producing noise that disturb exhibitors or visitors will not be tolerated. Noise levels must not exceed 70 decibels at a distance of four feet from the sound source. Show Management has the sole authority in this matter.

Diabetes Canada reserves the rights to approve the character of the display and to prohibit any display which detracts from the general character of the exhibit. No exhibitor shall assign, sublet or apportion the whole or part of the space allotted to their company without the consent of Show Management.

Storage and Material Handling

During the show, empty shipping containers will be removed by GES and returned at show closing. Storage labels will be available at the GES Service Desk onsite. Following the show, all materials will be shipped according to Exhibitor's instructions. Charges for these services are the responsibility of the Exhibitor. All WHMIS controlled products must be properly labelled and contain their Material Safety Data sheets.

Only GES or its agents have the ability to handle materials being received, shipped, or stored on site, with the exception of hand-carried materials. Arrangements for move-in and move-out material handling are to be made with GES.

Prior to show opening, empties will be removed by GES and returned at show closing. These arrangements must be made in advance with GES. All containers should be tagged with company name and booth number—see GES Service Desk for storage labels. Following the show, all materials will be shipped according to Exhibitor's instructions.

Taxi

Duffy's Taxi – 204-925-0101

Unicity Taxi – 204-925-3131

Travel

Air Canada is offering attendees a 10% discount off eligible fares to Winnipeg, Manitoba from September 25, 2019 to October 12, 2019. Your discount code is RPFV9Q61. To book a flight with your promotion code, access aircanada.com and enter your promotion code in the search panel.

Westjet is offering 5% off Econo* and 10% off EconoFlex and Premium fares for travel within Canada and 2% off Econo*, 5% off EconoFlex and 10% off Premium base fares for guests travelling Trans-border** into and out of Winnipeg. Please visit <https://www.westjet.com/en-ca/book-trip/groups-charters/convention-travel?p=1&discount=enter.code> and use web coupon O5YM82V (Travel Agents use WDD55). Travel from: September 25 to October 12, 2019.

Exhibitor Registration: Portal Overview Page

Each exhibitor must wear a name badge during move-in, move-out and show hours. Two (2) complimentary Exhibitor Registrations are provided per 10' X 10' booth. If you exceed the allotted complimentary badges, additional passes can be purchased.

Please register your Exhibitor Staff and book their hotel rooms online by **September 20, 2019** at <https://www.mylibralounge.com/regeng/ddc1910s/exhibitor/en/home/Register.aspx>.

Navigating the Overview page

1. Registration Allotment Summary:

Here you will see the number of complimentary passes allotted to your organization. Click on the Add/View registration button to register staff, or view and edit your current registrations.

2. Financial Summary:

If you exceeded your allotment and are registration staff at cost, you can pay for the passes here. First register your staff. Once you have completed adding names, you can purchase the passes.

3. Hotel Accommodations:

To book a room for each staff, click on the book reservation button next to their name. Add the check in/out dates. View available hotels based on your search results. Select your hotel.

The screenshot shows the 'Company Registration Portal' for the Professional Conference and Annual Meetings. It includes logos for Diabetes Canada, CSEM, and the event itself. The event location is 'RBC Convention Centre, Winnipeg, Manitoba, October 2-5, 2019'. The portal is divided into three main sections: Company Profile, Registration Allotment Summary, and Financial Summary. The Company Profile section shows contact information for Paul Hudebine. The Registration Allotment Summary section shows a table of registration types and their counts. The Financial Summary section shows a table of financial balances. The Hotel Accommodations section is at the bottom, showing a table of group members and a 'Book reservation' button. Three numbered callouts are present: 1. Register Booth Staff (pointing to the 'Add/View Registrations' button), 2. Process Registration Fee (pointing to the 'Process Payment' button), and 3. Book Hotel Rooms (pointing to the 'Book reservation' button).

DIABETES CANADA | DIABÈTE CANADA

CSEM SCÈM
The Canadian Society of Endocrinology and Metabolism
La Société canadienne d'endocrinologie et de métabolisme

PROFESSIONAL CONFERENCE AND ANNUAL MEETINGS

RBC Convention Centre, Winnipeg, Manitoba, October 2-5, 2019

1. Register Booth Staff

Company Registration Portal

Company Profile

Main Contact Name: Paul Hudebine
Email: phudebine@showcare.com
Company: Showcare
Test
Address: Test, BC M1M1M1 Canada
Booth #:
[Edit Company Info](#)

Registration Allotment Summary

Your company has the following allotments. Please click the "Add Registration" button below to register/modify staff.

Registration Type	Maximum	Registered	Available
Exhibitor Booth Pass	10	1	9
Full Conference Pass	10	0	10

[Add/View Registrations](#)

Company Confirmation Email

Name:
Email:
[Send Confirmation Summary to Main Contact](#)

Financial Summary

Total Due (including Individual Balances):	\$0.00
Total Paid by Individuals:	\$0.00
Total Paid by Company:	\$0.00
Balance (including Individual Balances):	\$0.00

[Process Payment](#)

2. Process Registration Fee

Hotel Accommodations

Note that your team must be registered first prior to booking housing. If you have not registered your team yet, go to [click here to register attendees](#) above.

Group member	Reservation
Paul Hudebine	Book reservation

3. Book Hotel Rooms

Contact professional.conference@diabetes.ca for assistance.

EXHIBITOR INSURANCE APPLICATION, CANADA



APPLICANT INFORMATION		Phone:	Fax:		
Name of Business:					
Mailing address:		City	Province/State	Postal Zip Code	
Country					
REQUIRED - Email address :					
Describe products/services to be sold/displayed at event:					
EVENT INFORMATION					
Name of Event Organizer (to be shown on certificate of insurance):			Event Name:		
Address Of Event Organizer:			Event Address:		
City	Province/State	Postal/Zip Code	City	Province/State	
			Postal/Zip Code		
Additional Insured:			Booth Number:		
EVENT DATES (Including Move In and Move Out):		FROM	DD / MM / YYYY	TO	DD / MM / YYYY
SCHEDULE OF COVERAGES * Higher limits available					
\$2,000,000 Liability Limits: General Liability (Per Occurrence and Aggregate Limit), Products and Completed Operations, Personal and Advertising Injury, Fire Damage Limit - \$250,000. Medical Expense not included. Subject to \$1,000 BI, PD and Expenses Deductible.					
\$25,000 Inland Marine limit – covers your property while in transit to and from the Event Location (three days before and three days after the Event), and while on the Event premises. Subject to \$1,000 deductible.					
Coverage is subject to underwriting review. Ineligible Risks: Food & Beverages, Alcohol, Amusement Devices, Athletic performances and stunts, Body piercing and permanent tattooing on site, Chemicals, E-Commerce selling on site, Fertilizers, Firearms, Fireworks Sales & Displays, Pyrotechnics, Games, Installation, Services or Repairs of products on Site, Live Animals, Medical Testing, On-site Equipment Sales/Rentals, Oxygen/Aromatherapy Bars, Pesticides, Pharmaceuticals, Nutraceuticals, Vitamins, Health or Dietary Supplements, Skin Care Products/Cosmetics, Time Share Sales, Tobacco Products, Licensed or Unlicensed Motorized Vehicles, Watercraft exhibits in water. Note: There is no Liability coverage for Vehicles in Motion. Property excluded: EDP (Electronic Data Processing), audio & video equipment, watches, jewellery made of precious or semi precious stones and/or precious metals, money, bullion, securities, stamps, antiques, furs, and fine arts.					
I hereby appoint Brokers Trust Insurance Group Inc. as my authorized representative for this program. I am applying for insurance based on the information provided above. I hereby declare that all of the above is true and correct. With respect to this application or any change in coverages, I authorize you to collect, use and disclose information as permitted by law for the purposes necessary to assess the risk, investigate and settle claims, and detect and prevent fraud, and analyzing business results.					
Please Print Your Name:		Signature:		DD	MM / YYYY
The above insurance program will only be offered if the application form is signed and completed in full, and the payment and the application form are received in our offices prior to the opening show date. Completion of this application does not automatically bind coverage. We reserve the right to review all risks following online binding for underwriting compliance. Premium and fee are minimum, retained and fully earned. No refunds. Coverage is void if payment is returned N.S.F. NSF fee of \$50 will apply. A full copy of this policy is available upon request or online at www.exhibitorinsurance.com . A copy of the certificate is available to your Show Organizer upon their request.					
PAYMENT INFORMATION:		BUY ONLINE, www.ExhibitorInsurance.com, rates starting from \$159			
Please Select One In CAN Funds ▶		☐ Liability Only		☐ Liability + Property \$25,000*	
		Premium \$46 + Fee \$125.32 + RST = \$175		Premium \$71 + Fee \$133.32 + RST = \$210	
Payment type:   		Card# _____		Expiry Date & CVV PLEASE CONTACT US BY PHONE TO PROVIDE EXP DATE & CVV at 905-695-2971 or 1-866-836-9066	
If mailing a cheque, please remit payment to: Brokers Trust Insurance Group Inc. 2780 Hwy 7, Unit 103. Concord, ON L4K 3R9 Phone: 905-695-2971 Fax: 905-760-2260		Card Holder's Name: _____ Fill in your credit card billing address if it is different from mailing address above, to process your payment: _____ Date: _____ Cardholder Signature _____		I agree to pay above total according to my card issuer agreement.	

Please submit the application by **EMAIL** to info@exhibitorinsurance.com or by **FAX** to 1-866-296-4199

2019 Program At-A-Glance

Wednesday, October 2, 2019

08:00 – 16:30 Workshop: Diabetes Canada & Diabetes Action Canada Trainee Day

08:00 – 17:00 CSEM 15th Annual Endocrine Residents Day Review Course

Faculty Representative: Dr. Brey Paty
Resident Representative: Dr. Eyal Kraut

13:00 – 16:30 Pre-Conference Workshop A: Language

Speaker: Dr. Mary De Groot

Pre-Conference Workshop B: Indigenous

Speaker:

Pre-Conference Workshop C: Behavior

Speaker: Dr. Barry Simon

Pre-Conference Workshop D: Pump

Speaker: Ms. Janice Knapp

18:00 – 21:00 CSEM Knowledge Transfer Activity #1: Hot Topics in Endocrinology

Topic 1: Disorders of Growth Hormone:

Challenges in Diagnosis when Too Much or Too Little GH, Pitfalls in IGF-1 Testing

Topic 2: Predictive Markers for Postsurgical Medical Management of Acromegaly:

Consensus Treatment Guideline

Co-Chairs: Dr. Jeremy Gilbert; Dr. Céline Huot

16:30 – 18:30 Co-Developed Educational Dinner

Thursday, October 3, 2019

07:00 – 08:00 Co-Developed Educational Breakfast

08:00 – 08:30 Opening Ceremonies

08:30 – 09:30 Plenary Lecture 1: Social Determinants of Health and Diabetes

Speaker: Dr. Gillian Booth

09:30 – 10:00 Nutritional Break/Networking/Exhibits

09:30 – 11:30 CSEM Resident Clinical Vignettes

Chair: Dr. Brey Paty

10:00 – 11:30 Symposium: Diabetes and Organized Fasting

Speakers: Dr. Tayyab Kahn; Dr. Tyceer Abouhassan

Symposium: Cognition Over the Lifespan

Speakers: Ms. Leigh Caplan; Dr. Naomi Chaytor

Symposium: Diabetes and Cardiovascular Disease in Women

Speakers: Dr. Amel Arnaout; Dr. Stella S. Daskalopoulou; Dr. Shelly Zieroth

11:30 – 13:00 Lunch/Networking/Exhibits

Co-Developed Accredited Lunch

2019 Program At-A-Glance continued

12:00 – 13:00 CSEM Case-Based Learning #1

Diabetes Insipidus Topic 1: Genetics, Topic 2: Challenging Cases, Topic 3: What's New (Copeptin as per NEJM)

13:00 – 13:15 Award Ceremonies

13:15 – 14:15 Plenary Lecture 2:

Management and Remission of Type 2 Diabetes With Lifestyle: Is it Possible?

Speaker: Dr. Jason Gill

14:00 – 14:30 Nutritional Break/Networking/Exhibits

14:30 – 15:30 Session 1: Mitochondrial Dysfunction and Diabetes

Speakers: Dr. Dan S. Luciani; Dr. Mary-Ellen Harper

Session 2: Not Your Usual Complications of Diabetes

Speaker: Dr. David B. Robinson

Session 3: Cannabis and Diabetes

Speakers: Dr. Harpreet Bajaj; Dr. Céline Huot

Session 4: CDECB

Speaker:

2019 Young Scientist Award

Oral Abstract Session

Case Studies

14:30 – 16:00 CSEM - Symposium #1

Topic: Adrenal Insufficiency

15:30 – 16:00 Nutritional Break/Networking/Exhibits

16:15 – 16:45 CSEM Young Investigator Award Lecture

16:45 – 17:30 CSEM Case-Based Learning #2

Topic: Laboratory Utilization

Co-Chairs: Dr. Julie Gilmour; Dr. Ferhan Siddiqi

16:00 – 17:30 Symposium: Nutrition

Speakers: Bonnie Singer; Lorraine Anderson; Wendy Graham

Symposium: Diabetes and the Family

Speaker: Dr. Diana Sherifali

Symposium: Role of Patient-Oriented Research in the Development of New Models of Care

Speaker:

Case Studies

Oral Abstract Session

17:30 – 18:30 Wine and Cheese Poster Session

18:30 – 21:00 CSEM Knowledge Transfer Activity #2: Thyroid Nodules and Disorders of Calcium

Co-Chairs: Dr. Deric Morrison; Dr. Phil Segal

Co-developed Educational Dinner

2019 Program At-A-Glance continued

Friday, October 4, 2019

07:00 – 08:00 Co-Developed Educational Breakfast

08:00 – 08:30 Awards Ceremony

08:30 – 09:30 Plenary Lecture 3: Adjunctive Therapy for Type 1 Diabetes
Speaker: Dr. Bruce Perkins

09:30 – 10:00 Nutritional Break/Networking/Exhibits

10:00 – 11:30 Symposium: Inpatient Diabetes Management
Speakers: Dr. Janine Malcolm; Dr. Ilana Halperin; Karmon Helmle
Symposium: Pregnancy
Speakers: Dr. Sarit Polsky, Dr. Rosa Corcoy; Dr. Lois Donovan
Symposium: Community engagement to support health-care delivery transformation in Indigenous communities
Topic 1: Strengthening Health-care delivery in First Nations communities through quality improvement practices: FORGE AHEAD research program results and community case studies
Speakers: Dr. Stewart Harris; Devon Guy
Topic 2: Diabetes in First Nations people in Ontario: a participatory research program
Speakers: Dr. Michael Green; Ms. Carmen Jones; Ms. Lorraine Cook

10:00 – 11:30 CSEM - Symposium #2
Topic: Reproductive Endocrinology

11:30 – 13:00 Lunch/Networking/Exhibits
Co-Developed Educational Lunch

12:00 – 13:00 CSEM Dr. Jacques Genest Lecture
Topic: Gene Imprinting in Obesity

13:00 – 13:15 Awards Ceremonies

13:00 – 14:00 Plenary Lecture 4: Diabetes in the Next 20 Years
Speaker: Dr. James Gavin III

14:00 – 14:30 Nutritional Break/Networking/Exhibits

14:30 – 15:30 Session 4: Hypoglycemia - Is it a Problem?
Speaker:
Session 5: Practical Use of Antihyperglycemic Therapies: How to Decide
Speaker:
Session 6: NAFLD in Diabetes
Speakers: Dr. Greg Steinberg; Dr. Keyur Patel
2019 Lifetime Achievement Award
Oral Abstract Session

14:30 – 15:45 CSEM - Symposium #3
Topic: Thyroid Cancer

15:45 – 16:00 Nutritional Break/Networking/Exhibits

2019 Program At-A-Glance continued

16:00 – 17:30 Symposium: Diabetes in the Teenage Years

Speaker:

Symposium: Circadian Biology of Glucose Homeostasis

Speakers: Dr. Christine Dousette; Dr. Patricia Brubaker; Dr. Denise Belsham

Debate:

A1C Should Remain the Primary Treatment Goal in the Management of Diabetes

PRO: Dr. Vincent Woo

CON: Dr. Robyn Houlden

Chair: Dr. Alice Cheng

Hot Topic Lecture:

Is it time for a Paradigm Shift in the Prevention and Management of CKD in Diabetes?

Speaker: Dr. Navdeep Tangri

Chair: Dr. Alice Cheng

Oral Abstract Session

Oral Abstract Session

CSEM Oral Abstracts

17:30 – 18:30 Wine and Cheese Poster Session

18:30 – 21:30 Co-Developed Educational Dinner

18:30 – 21:30 CSEM Knowledge Transfer Activity #3: Endocrine Cancer

Saturday, October 5, 2019

07:00 – 08:00 Co-Developed Educational Breakfast

08:00 – 09:30 Symposium: Mental Health

Speaker:

Symposium: Digital Solutions in Delivery of Care

Speaker:

CSEM Symposium: Dr. Harold Copp Scientific Basis of Medicine

Topic: Hypophosphatemia

09:30 – 10:00 Nutritional Break/Networking

10:00 – 11:00 Isabel Lockerbie Address

Topic: Bright Spots & Landmines: Overcoming Challenges in Diabetes

Speaker: Mr. Adam Brown

CSEM – Case-Based Learning #3

Topic: Managing Pituitary Disease in Pregnancy

2019 Program At-A-Glance continued

11:00 – 12:00 Debate: Ketogenic Diet is a Safe and Effective Therapy for Type 2 Diabetes

Speaker:

Session: 2018 Clinical Practice Guidelines Update

Speaker:

CSEM – Dr. Henry Friesen Plenary Lecture

Topic: Genetics of Obesity

12:00 – 13:30 CSEM Annual General Meeting & Lunch

13:30 – 14:30 CSEM: Debates on Hot Topics in Endocrinology

Topic 1: Adrenal Vein Sampling is Required for the Investigation and Management of Conn's Syndrome