23RD WORLD CONGRESS OF DERMATOLOGY

EXHIBITOR GUIDE

VANCOUVER, CANADA | JUNE 8–13, 2015

www.derm2015.org

Presented under the auspices of the
International League of Dermatological Societies

A GLOBAL CELEBRATION *of* DERMATOLOGY

Dear Exhibitors,

We are delighted you will be joining us at the 23RD World Congress of Dermatology, in Vancouver, Canada. The Congress will take place at the Vancouver Convention Centre, June 8-13, 2015. The Exhibition will be centrally located on one floor and be strategically laid out as a must-see highlight of the Congress.

The winning combination of Vancouver being one of the world's premier meeting and convention destinations and the Convention Center's location in one of the most unique settings in the world, promises the 23RD WCD will be unforgettable and successful. We value your commitment and partnership. Thank you! Together we will share a global celebration of dermatology, innovation and inclusiveness.

Best Regards,

Professor Jerry Shapiro
President

Professor Harvey Lui
Secretary-General

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VANCOUVER 2015
I'll Be There
23RD WORLD CONGRESS OF DERMATOLOGY

PROGRAM AT A GLANCE

This schedule is subject to change. The 23RD WCD website will be updated with current information as it becomes available.

	Monday, June 8	Tuesday, June 9			Wednesday, June 10		
7:00		GC 7:00-8:00			GC 7:00-8:00		
8:00	ILDS National Member and Affiliate Meetings (AM)	WS 08:00-10:00 SY 07:30-10:00 SY & FC 08:00-10:30 CN 09:00-10:30	CO 8:00-11:00	Exhibits and Poster Gallery 09:00-17:00	WS 08:00-10:00 SY 07:30-10:00 SY & FC 08:00-10:30 CN 09:00-10:30	CO 8:00-11:00	Exhibits and Poster Gallery 09:00-17:00
9:00							
10:00							
11:00		PL 10:30-12:30			PL 10:30-12:30		
12:00							
13:00		CN 14:00-15:30 & 15:30-17:00 SY 13:30-16:30 FC 14:00-17:00 WS 13:30-15:30 & 14:30-16:30 & 15:30-17:30	CO Half Day P.M. 13:30-16:30 & 14:00-17:00		CN 14:00-15:30 & 15:30-17:00 SY 13:30-16:30 FC 14:00-17:00 WS 13:30-15:30 & 14:30-16:30 & 15:30-17:30	CO Half Day P.M. 13:30-16:30 & 14:00-17:00	
14:00							
15:00							
16:00							
17:00							
18:00	Opening Ceremony						
19:00	Welcome and Networking Event						

LEGEND:

PL — Plenary Lectures
SY — Symposia
WS — Workshops
CO — Courses
CN — Controversies
FC — Free Communications
GC — CDA's Global Celebration Forum
AM — Ancillary and Affiliate Meetings

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GENERAL INFORMATION

With our harbour front location and breathtaking views, the Vancouver Convention Centre offers one of the most beautiful settings in the world. The Vancouver Convention Centre has a combined total of 466,500 square feet of meeting, exhibition, ballroom, and plenary theatre space.

Both the East and West Buildings are designed as a series of modules to offer the highest degree of flexibility. This new combination also allows us to hold simultaneous events, each with their own separate access and function space. Add first class cuisine, the most advanced technology and an exceptional sustainability mandate and your event is sure to be nothing less than remarkable.

Exhibit Hall

June 9 – 12, 2015
1055 Canada Place
Vancouver, British Columbia
V6C 0C3, Canada

Exhibit Hours

DATE	TIME
Tuesday, June 9	09:00 – 17:00
Wednesday, June 10	09:00 – 17:00
Thursday, June 11	09:00 – 17:00
Friday, June 12	09:00 – 17:00

DIRECTIONS

Vancouver International Airport to Vancouver Convention Centre

By car

- Head west on Grant McConachie Way.
- Make a slight right at SW Marine Dr and continue on Granville St.
- Once you come into the city over the Granville Street Bridge, take the Seymour Street exit off the bridge.
- Follow Seymour Street and you will come to West Georgia Street.
- Turn left on West Georgia St, then turn right at Burrard St.
- The Vancouver Convention Centre is straight ahead at 1055 Canada Place.

By public transit

- Head west on Grant McConachie Way.
- Board Train - 980 - Canada Line Skytrain at the platform sign “CANADA LINE TO WATERFRONT”. The trip is approximately 30 mins.
- Disembark at Waterfront Station Northbound.
- Head northwest on W Hastings St toward Howe St.
- Turn right at Burrard St.
- The Vancouver Convention Centre is straight ahead at 1055 Canada Place.

PARKING

Vancouver Convention Centre West
1055 Canada Place

- Enter off of Canada Place, 1/2 block west of the Burrard Street intersection on the right-hand side.
- Enter the Convention Centre through the doors adjacent the pay stations.
- The Information Desk is directly ahead as you enter the Burrard Street Lobby.
- For the Exhibition Halls, proceed to Level 1 via elevators, stairs or escalators. At Level 1, take escalators or elevators to Level E.
- For Level 1, including the 100 series Meeting Rooms and Ballrooms, take the elevators, stairs or escalators from the Burrard Street Lobby

Vancouver Convention Centre East
999 Canada Place

- Enter at the foot of Howe Street, obtain ticket from dispenser and proceed to P1 or P2.
- Use Convention Centre/Hotel elevators (not World Trade Centre elevators).
- For Convention Level: press "G" for Registration, Ballrooms and Exhibits.
- For Meeting Rooms: press "M".

Additional Parking

DPC Parking: 900 Cordova Street
Commerce Place: 400 Burrard Street
Waterfront Centre: 200 Burrard Street
Imperial Parking: 200 Granville Street
Station East: 555 Cordova Street
EasyPark: 1095 Waterfront Road

AIRPORT TRANSPORTATION

Taxis

Taxis are a quick and easy way to get to and from Vancouver International Airport. Vancouver taxis are available 24-hours a day, seven days a week. Taxis charge a metered rate based on time and distance. The approximate fare to downtown Vancouver is between $34 - $36 (taxes included). No reservations are required for mini-vans or wheelchair accessible taxis. Let airport curbside staff know your needs and they will get the right vehicle.

Sedans / Limousines

Griffin Transportation
2746 East Hastings St.
PO Box 57090
604-682-4474
info@griffintransportation.com

Aerocar Services
Vancouver, BC V5K 5G6
1-888-821-0021
1-604-298-1000
info@aerocar.ca

Courtesy Airport Shuttle Service

Along with the WCD courtesy shuttle service, some hotels may offer courtesy shuttle service buses that provide transportation service to many of our local hotels. Confirm with your hotel if they provide a shuttle service before you arrive in Vancouver. To request a hotel shuttle bus, use the direct dial phones to the hotels located on Arrivals Level 2 of both the International and Domestic Terminals. You can also access a direct dial phone at the shuttle bus pick up area at International and Domestic Terminals.

Courtesy shuttle pick-up & drop-off areas are located at the green canopy outside of Arrivals Level 2 International Terminal Building and outside the Arrivals Level 1 Domestic Terminal Building. WCD Congress shuttle service will be provided throughout the congress between the Vancouver Convention Centre and Congress Hotels. Refer to the website for final shuttle schedules and routes.

EXHIBITOR ACCESS ONLY REGISTRATION

We welcome you to register to attend by visiting **www.derm2015.org/for-sponsors-exhibitors** and clicking on the **REGISTER NOW** button. You will receive a separate email with the complimentary exhibitor area only registration codes and instructions.

Please use the Sponsor and Exhibitor Registration Code provided to you; you will be prompted to select the matching participant type highlighted in **red** on the second page of the online registration system. If you have additional staff attending that has not been given a Registration Code, they can be registered and their badges can be purchased at a rate of $100 USD per badge. Congress Badges are not transferable. Photo ID is required when picking up your badge and each representative must pick up his/her own badge.

The deadline to register for your sponsor and exhibitor badges is **May 1st, 2015.**

Should you require assistance, please contact our Registration Department at **registration@derm2015.org**

HOTEL INFORMATION

The online Housing Bureau is available to registered delegates and confirmed sponsors and exhibitors. Registered delegates will be directed to the online Housing Bureau at the end of the online registration process. For Group Housing requests (more than 10 rooms), please contact the Group Housing Coordinator at **housing@derm2015.org.**

www2.mmx2reservations.com/simplyeventful/reservations/index/step1/eventId/858

Detailed hotel information is available from the online Housing Bureau.

Reservation Deadline
May 1, 2015 at 9:00 am PST

Be sure to take advantage of the special hotel rates available only to congress delegates on the WCD website. If you have questions, please contact the official Housing Manager at the coordinates below:

WCD 2015 Hotels, c/o Simply Eventful Management Inc.
Suite 206 – 2590 Granville Street
Vancouver, BC V6H 3H1 Canada
Phone: +1.604.738.8600
Email: housing@derm2015.org

EXHIBITOR RULES AND REGULATIONS

***Please visit the www.derm2015.org website for the most up to date version of the floor plan ***

RULES AND REGULATIONS

In order to make the exhibition a success all exhibitors who occupy booth space agree to conform to the full Rules and Regulations outlined in this Exhibitor Manual. These rules and regulations also apply to the representatives, employees and/or guests of all exhibitors/sponsors.

If you have any questions regarding the Regulations and Policies or any other matters relating to the exhibit, please contact:

Exhibit Manager
Suite 206 - 2590 Granville Street
Vancouver, BC, V6H 3H1
(604) 738-8600
exhibits@derm2015.org

RULES AND REGULATIONS, CONTD

1. Assigned exhibit/display space must be staffed at all times throughout designated show hours.

2. Booth and display structures shall not exceed the given size requirements. Aisle space may not be used for exhibit purposes or for solicitation of business. Sidewalls of a single "inline" or corner booth may be no higher than 1.2 M to ensure there is no obstruction of an adjacent booth.

3. Distribution of materials outside the booth is expressly forbidden.

4. Distribution of samples, etc. is permitted providing it does not interfere with an adjoining Exhibitor , is in keeping with the Health Canada Guidelines and is conducted in a dignified manner. Noisemakers, blinking lights or any action which, in the opinion of the Congress Management, may be a source of annoyance or danger to the health or safety of others will not be permitted.

5. The Exhibitor shall not close or remove the exhibit until the conclusion of the entire Trade Show, unless otherwise directed by the Congress Management.

6. Prizes, drawings and contests are permitted, in accordance with British Columbia lottery guidelines.

7. No signs or other articles are to be fastened to the walls, drapes, ceilings, etc. of the Vancouver Convention Centre by any method whatsoever. The use of thumbtacks, scotch or double sided tape, nails, screws, bolts or any tools or material which could mark the floor or walls is strictly prohibited. Robots, or other remote control devices, should be limited only to the Exhibitor's space. If you have any such devices that may not fit in your assigned space, please contact Congress Management prior to the trade show and we will try to accommodate your needs.

8. The Exhibitor shall be responsible for all damage to structures, furnishings, etc. which may be caused by their representatives, employees or guests. All exhibits not in accordance with booth regulations and any proposed structural changes must be forwarded to Congress Management for written approval prior to March 31, 2015.

9. The recording, either audio or video, of any event is not permitted without prior written authorization byThe World Congress of Dermatology 2015.

10. Exhibitors may not assign, sublet or apportion all or any part of the space contracted for/ by them, and may not advertise or display goods or services other than those manufactured, distributed, or sold by them in the regular course of their business. Space contracted for/by an exhibitor is for the sole use of that exhibitor

11. Individual Exhibiting Companies are responsible for ensuring their incoming product samples and product displays are in adherence to Health Canada Standards and Regulations. Health Canada is the governing body of medical/pharmaceutical products permitted to enter to Canada on a permanent or temporary basis.

EXHIBIT SPACE INCLUDES

- Use of the booth area during the four (4) days of exhibition (including some after-hours access) and during the assembly and dismantling periods
- Three (3) exhibitor badges per nine (9) square metres of booth space (exhibitor badges allow access to the exhibition area only; additional badges may be purchased at a rate of $100 US per badge)
- Information and coordinating services during booth assembly and dismantling periods and during the Exhibition
- Company listing in the Final Program and Congress website

- Exhibitor contact details and company profile in the Exhibit Directory
- For exhibits less than 18 m2, the Congress Organizers will supply and install a modular shell scheme booth with carpet and sign, upon exhibitor's request.
- For exhibits less than 18 m^2, the Congress Organizers will supply and install a modular shell scheme booth with carpet and sign, upon exhibitor's request

CANCELLATION POLICY FOR SPONSORSHIP AND/OR EXHIBIT FEES

Cancellations are accepted in writing only. For cancellations received and acknowledged by December 5, 2013 the fees paid to date will be refunded, less an administrative fee of $1,000 USD. For cancellations received and acknowledged on or after December 6, 2013 and before December 5, 2014 the fees paid to date will be refunded less 40% of the Sponsorship and Exhibit fees. There will be no refunds on or after December 6, 2014.

SPONSORSHIP/ EXHIBITOR COMMITMENT AND CONFLICT OF INTEREST

Completing a 23RD WCD application form for sponsorship, a Sponsored Symposium, Satellite Symposium, exhibit booth, or any form of participation denotes an express commitment to abstain from organizing, facilitating, or otherwise encouraging meetings, venues, or events to be held in Vancouver during the Official Program, Congress Secretariat. A penalty corresponding to one and a half times of the financial participation will be applicable.

EXHIBITOR MOVE IN

The Vancouver Convention Centre - West Building (VCC) is a unique facility, located in the busy core of downtown Vancouver. Exhibitor and freight entry to the VCC is via the Waterfront Truck Route on Waterfront Road. Vehicles will not be allowed to park in the loading areas, bays or on the truck route at any time. The VCC does not provide any exhibitor storage on-site. We suggest you contact GES to handle your Move In/ Move Out and storage. Exhibitors may only bring in exhibit materials via the delegate concourse which can be hand carried. Larger materials are prohibited by the VCC from being in the delegate concourse.

The Move In schedule, showing the earliest possible Move In time, is shown on page 13. Advance arrangements must be made with GES for erecting, servicing, storing, dismantling, and repackaging of exhibit booths. As well, fork lift services, general labour, and equipment will be available exclusively through GES.

Please refer to the colour coded exhibit floor plan for exhibit move in times.

Exhibitor badges are mandatory as of Sunday, June 7, 2015. All exhibitors and booth personnel must wear their exhibitor badge to gain entry to the Exhibit Hall. Safety vests are mandatory in the Exhibit Hall during Move In and Move Out, and can be signed out at the Exhibit Hall at no charge.

All displays must be in assigned areas, completed and ready for inspection, by 8:00am on June 9. No display material, except hand-carried, may be moved through the exhibit area after the show's opening. In the event an exhibitor fails to set up within the specified time, their property may be removed and stored at the sole expense of the exhibitor.

AFTER-HOURS ADMISSION TO EXHIBIT HALL

During show days, exhibitors wearing badges may enter the exhibit hall at 8:00 a.m. and may remain in the exhibit hall one half hour after the close of the exposition.

Exhibitor Move-In Schedule

Colour	Date	Time
PINK	June 6, 2015	8:00am
GREEN	June 6, 2015	12:00pm
ORANGE	June 6, 2015	4:00pm
BLUE	June 7 , 2015	8:00am
YELLOW	June 8, 3015	8:00am

The Exhibit Hall will be open until 8:00pm for exhibitor move in. Exhibitors are assigned a move-in time based on the size of their booths. All Exhibitors have been assigned a time, which has been color-coded in the legend above as follows.

LINEAR BOOTHS

For exhibits 3m x 3m (9m^2) or 3m x 6m (18m^2), the Congress will supply and install a modular shell scheme booth with carpet and panel sign (22 character maximum). All linear booths consist of 2.5m high backdrape and 1m high side dividers mounted on aluminum tubular frames. Exhibit fixtures, components and identification signs will be permitted to a maximum height of 2.5m. Display material for linear booths is restricted to a maximum height of 1.22m in the front 1.52m of the booth, and 2.5m in the rear 1.52m of the booth. To maintain uniformity and to prevent obstruction of view of adjoining booths, no solid or draped walls can be higher than 2.5m in the back and 1m along the dividers and aisles.

HEIGHT RESTRICTIONS:

For all booths larger than 18m^2 the height restriction is 5m.

OFFICIAL SUPPLIERS CONTACT LIST

Congress Secretariat
Exhibit Manager
Suite 206 - 2590 Granville Street
Vancouver, BC, V6H 3H1
Tel: 1 (604) 738-8600
E-Mail: exhibits@derm2015.org

FrischkornMEDIACO
4595 Tillicum Street
Burnaby, BC, Canada V5J 5K9
Tel: 1 (604) 971-1000 Fax: 1 (604) 871-1001
E-Mail: Wcd_exhibitor@mediaco.ca

Global Experience Services (GES)
Unit 4 7978 N. Fraser Way
Burnaby, BC V5J 0C7
Tel: 1 (778) 452-6220 Fax: 1 (778) 452-6221
Toll Free: 855.526.7182
E-Mail: vancouvercustomerservice@ges.com

Vancouver Convention Centre
1055 Canada Place
Vancouver, B.C. Canada V6C 0C3
Tel: 1 (604) 647-7206 Fax 1 (604) 647-7325

DHL
DHL Trade Fairs & Events (UK) Limited
Unit 17 & 21, 2nd Exhibition Avenue
NEC Birmingham, B40 1 PJ, United Kingdom
Tel: 0044 121 782 4626
E-Mail: horst@dhl-exh.com

Canadian Border Services
Regional Coordinator, International Events and Convention Services Program
Suite 412 - 1611 Main Street, Vancouver B.C. V6A 2W5
Tel: 1 (604) 775-5379 or 1 (604) 666-4470
E-Mail: Mark.Bourne@cbsa.gc.ca
Government of Canada Gouvernement du Canada
Internet: http://www.cbsa-asfc.gc.ca/services/ie-ei/menu-eng.html

LMS Prolink (Insurance)
Andrew Spencer
Toll free fax: 1 (877) 595-1649
E-Mail: ANDREWS@LMS.CA

Conexys Lead Retrieval Services
CONEXSYS
Suite 105 – 3989 Henning Drive
Burnaby, BC V5C 6P8
Toll Free: 1 (877) 307-6918
E-Mail: mike@conexsys.com

CANOPIES/CEILINGS

The use of canopies in linear booths is prohibited. The use of canopies on island booths must be requested for review by the Congress Secretariat and the Vancouver Convention Centre, by March 31, 2015 for fire regulation compliance. The Fire Marshall maintains final jurisdiction regarding the use of ceilings or canopies.

AISLE SPACE

The main aisles of the exhibit area are for the exclusive use of the Congress. Exhibitors are not permitted to purchase designated aisle space. The aisles will be carpeted and are vacuumed daily by the Congress.

CARPETING

Standard black carpet is included in price of the booth for any space 18m^2 or less. Carpeting not included in your booth space or an alternate colour can be arranged through GES at your own cost by filling out a Carpet Rental Request Form.*

TELECOMMUNICATIONS & INTERNET

Exhibitors requiring hardwire internet lines must make their own installation and billing arrangements with the Vancouver Convention Centre. Arrangements can be made by filling out a Telecommunications Request Form or the Internet Request Form.*

LEAD RETRIEVAL SCANNERS

The CONEXSYS® lead retrieval system allows exhibitors to capture the essential attendee information needed to follow-up leads and close sales. When an exhibitor scans a delegate's badge, they not only receive the individual's contact information, but also are able to input products of interest, the preferred method of contact post-show, as well as additional information customized to their business needs. For bar coded lead retrieval scanners, arrangements must be made by submitting the CONEXSYS® Request Form.*

SIGNS AND BANNERS

We will allow signage to be 8m high on island booths only. The trim height of signage may be no lower than 3m from the ground so it's out of reaching distance. Arrangements must be made in advance, through the Vancouver Convention Centre, at a cost to the exhibitor. Information on the costs and specifications will be found on the Sign/Banner Installation & Dismantle Request Form.* All orders must be received by April 1, 2015. No exhibitor is permitted to hang any signs outside of their designated exhibit space without prior approval.

BOOTH CLEANING

For vacuuming of the booth between the show sessions, arrangements must be made with Vancouver Convention Centre by submitting the Booth Vacuuming and Shampooing Request Form.*

LIGHTING AND ELECTRICAL REQUIREMENTS

Sufficient light is provided for adequate general illumination of the exhibit area. Exhibitors are not permitted to have exhibit hall lighting dimmed or turned off. All electrical service must be supplied by facility electricians to ensure that it will meet safety requirements.

AUDIO VISUAL

FrischkornMEDIACO is the official audio visual supplier of the 23RD World Congress of Dermatology. Please refer to the attached order form for any audio visual requirements.

Inquires:
wcd_exhibitor@mediaco.ca
Tel: 1 (604) 871-1000 Fax: 1 (604) 871-1001

CATERING

The Vancouver Convention Centre retains the exclusive rights to provide and control all food & beverage services held at the Convention Centre. Please contact the Vancouver Convention Centre for catering menu's and regulations.

SECURITY

The Vancouver Convention Centre has 24-hour general building security augmented with both cameras and alarm systems. Cameras scan interior and exterior public areas and house security staff can be dispatched quickly to investigate situations as necessary. Exhibitors are responsible for safeguarding their goods, materials, equipment and exhibits at all times. Exhibit Hall entrance security will be provided by the Congress for the exhibition period to monitor exhibit hall access points, but neither the guard service, the Vancouver Convention Centre or the Congress will be responsible for the loss of or damage to any property. The Congress strongly encourages exhibitors to provide their own booth security or remove valuables at the end of the exhibit day.

SUBLETTING OF SPACE

Exhibitors may not let, sublet, transfer or share the exhibit privilege or space in whole or in part with any other party without written permission from the Congress Secretariat.

EXHIBITOR APPOINTED CONTRACTORS

Exhibitors are to notify GES (the official general services contractor) of any outside service which is not supplied by the official general services contractor (GES). This includes any installation and dismantling companies, production and promotion companies, or any person or company providing direct services to an exhibitor while on-site.

1. Exhibitors who choose to use an EAC (Exhibitor Appointed Contractor) must complete and sign the EAC FORM. It must be sent to GES no later than the Deadline Date – May 1, 2015
2. All Exhibitor Appointed Contractors must provide GES with a current certificate of insurance by May 1, 2015
3. Failure to provide the above items may result in restricting the EAC's company personnel from working on the exhibit floor. The EAC may be required to hire installation and dismantling labour from GES. The EAC will be able to provide supervision only.

EXHIBITOR PROMO BAG PRODUCTION

The packing of the congress bags and sponsor gift bags for WCD 2015 will be done by DHL Trade Fairs & Events (UK) Ltd. GES will provide transport, and if necessary customs clearance to the packing depot. If you are a local printer and supply printed matter for congress bags then you can deliver direct to our storage location in East Hall C Vancouver Convention Centre. You can access Hall C via Howe Street East Hall Truck Entrance. Delivery direct to packing location can only be done on Thursday June 4, 2015 between hours 08:00 – 12:00 am. Individual organizations (sponsoring companies, exhibitors and organizations) are responsible for all charges for transport and clearance for bag inserts up to the packing location at East Hall C Vancouver Convention Centre.

DHL Trade Fairs & Events (UK) Limited
Unit 17 & 21
2nd Exhibition Avenue
NEC Birmingham
B40 1 PJ
United Kingdom

Tel: 0044 121 782 4626
E-Mail: horst@dhl-exh.com
Contact: Horst Froehling

SAFETY RULES

FIRE REGULATION

The Vancouver Fire Department and Vancouver Convention Centre regulations are vigorously enforced. Fire hose cabinets must be left accessible and in full view at all times. All aisles must be kept clear and all exits to fire stairs unobstructed. All drapes, table coverings, display materials, and papers used for decorating purposes must be flame-proof and subject to inspection by the Vancouver Fire Department and the Vancouver Convention Centre. No flammable fluids or substances may be used or shown in booths. Dust covers, if required, must be supplied by the exhibitor and must be flame-proof.

SMOKING

The Vancouver Convention Centre is a non-smoking venue. Smoking is prohibited at all times throughout the facility including Move In and Move Out hours.

INSURANCE

Exhibitors must maintain and enforce at all times during the Congress, policies of fire, theft, or other insurance to cover all risks. Neither the Congress Management, nor the Official Suppliers will be responsible, in any way, for goods while on exhibit or in storage. Security personnel will be on duty during move- in, show hours, and move out, but neither the Congress Management, the Vancouver Convention Centre, nor any Official Suppliers will assume any responsibility for loss or damage caused to Exhibitors by fire, theft, damage, personal injury or otherwise.

Exhibitors are responsible, at their own expense, to maintain Commercial General Liability Insurance on an occurrence basis for a minimum amount of $5,000,000 per occurrence and such other forms of insurance as maybe appropriate to cover the World Congress of Dermatology Exhibit Booth Regulations & Policies obligations in connection with exhibiting at WCD 2015. The Commercial General Liability insurance policy must name Vancouver Congress of Dermatology, Simply Eventful Management Inc, and the Vancouver Convention Centre, as additional insureds. A certificate of insurance must be received by the Congress Secretariat prior to exhibit move in.

LIMITATION OF LIABILITY

Should the premises be destroyed or damaged by fire or the elements, Acts of God or by any other cause, or if any circumstances whatsoever, including strikes, shall make it impossible for the Congress Management to permit any Exhibitor(s) to occupy the premises, the Exhibitor shall pay for space only for the period the space was or could have been occupied by such Exhibitor(s). The Congress Management is released from any and all claims for damage that might arise in consequence thereof.

If for any reason the event is not held as proposed, or the event is interrupted, or an Exhibitor is, without being in breach or any provision of these Conditions and Regulations or otherwise in breach under its agreement with Congress Management, unable for whatever reason to display its Exhibit in the manner contemplated hereby the Exhibitor shall be entitled to full and final compensation, for any loss, cost, damage or expense, direct or indirect, that it may incur, to be refunded all monies paid by the Exhibitor to Congress Management.

Upon repayment to the Exhibitor of all monies paid by the Exhibitor to the Congress Management, the Congress Management shall be released from all claims for damage, loss, cost or expense, direct or indirect, and of every nature whatsoever that an Exhibitor has or may have either at the present or in the future and the Exhibitor shall indemnify and save the Congress Management harmless in respect of any and all claims for loss, cost, damage or expense made by the Exposition or anyone claiming

MATERIAL HANDLING / FREIGHT FORWARD

Exhibitors are responsible for the shipment of their exhibits, furniture and materials. GES/ Mendelsohn's are the Official Carrier for the Congress. Global Experience Specialists (GES) staff is in charge of handling from the loading dock to the booth and back to the dock at the end of the show. Refer to the material handling form attached and available on the website

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.

Exhibitors who do not use the services of the Exclusive Drayage Contractor (GES) must be prepared to supply their own labor, dollies and hand trucks etc. for unloading their material at the Vancouver Convention Centre. In the event of any labor or related jurisdictional disputes or any other problems connected with the shipment, consignment or pick up of exhibits by or for the Exhibitor, the Congress Management may reject, move, delay or immobilize an exhibit or act in what it deems to be a necessary and proper fashion without liability to the Exhibitor.

COURIER SHIPMENTS

Should you wish to courier your exhibit shipments directly to the Vancouver Convention Centre, please use the template found in forms section *VANCOUVER CONVENTION CENTRE SHIPPING LABEL Form. All of our mailing information is included for your convenience – however we ask that you please fill in the remaining sections, especially the EVENT NAME and your EXHIBITOR COMPANY NAME.

Please note the Vancouver Convention Centre is unable to store exhibitor freight prior to any event due to the limited storage facilities. The VCC reserve the right to refuse delivery of exhibitor freight that arrives at the facility prior to the appropriate move-in date. Please consult with your Congress Secretariat if you require more details regarding move-in dates or official freight storage.

CUSTOMS DOCUMENTATION

You will find a customs letter the ***Canada Border Services Agency*** that may be provided to non-resident exhibitors who will be importing goods to Canada for this event. **Please attach this letter to all shipments coming into Canada to minimize the chances of the shipment being rejected at Customs.**

STORAGE

No onsite storage will be available. Please contact Global Experience Specialists (GES) to arrange offsite storage of any exhibit materials.

ONSITE HANDLING

All freight entering the Exhibit Hall must enter through the truck route loading bays. It is strictly prohibited to utilize either of the public elevators from the parking levels, or the escalators between floor levels for the movement of furniture, equipment or materials.

The right to exhibit is limited to those individuals, partnerships, and corporations who have submitted a duly completed and executed Application for Exhibit Space, which has been accepted by the Congress Management and who have paid in full for their exhibit or display space. Only personnel authorized by Congress Management shall participate in the set-up, operation and dismantling of booths. Any violation of this ruling, false certification, or misuse of Exhibitor's badges will result in the expulsion of the violator from the Exposition Hall and Congress without obligation by the Congress Management to refund exhibit fees or honor claims for damage.

HEALTH CANADA RULES AND REGULATIONS

Please read the following points and letter from Health Canada very carefully for sampling, labeling and medical device information.

GENERAL

No person shall advertise any food, drug, cosmetic or device to the general public as a treatment, preventative or cure for any of the diseases, disorders or abnormal physical states referred to in Schedule A of the Food and Drug Act.

MEDICAL DEVICES

- No person shall sell any device that, when used according to directions or under such conditions as are customary or usual, may cause injury to the health of the purchaser or user thereof.
- No person shall label, package, treat, process, sell or advertise any device in a manner that is false, misleading or deceptive or is likely to create an erroneous impression regarding its design, construction, performance, intended use, quantity, character, value, composition, merit or safety.

DRUGS AND NATURAL HEALTH PRODUCTS

- No person shall sell any drug that:

  (a) was manufactured, prepared, preserved, packaged or stored under unsanitary conditions; or

  (b) is adulterated.

- No person shall label, package, treat, process, sell or advertise any drug in a manner that is false, misleading or deceptive or is likely to create an erroneous impression regarding its character, value, quantity, composition, merit or safety.
- Where a standard has been prescribed for a drug, no person shall label, package, sell or advertise any substance in such a manner that it is likely to be mistaken for that drug, unless the substance complies with the prescribed standard.
- (1) No person shall distribute or cause to be distributed any drug as a sample.

  a. does not apply to the distribution, under prescribed conditions, of samples of drugs to physicians, dentists, veterinary surgeons or pharmacists.

- No person shall sell a natural health product unless it is labelled and packaged in accordance with the Natural Health Products Regulations.

For a detailed understanding of the labelling and packaging requirements, please refer to Section 86 of the Natural Health Products Regulations: **http://laws-lois.justice.gc.ca/eng/regulations/SOR-2003-196/**

COSMETICS

- No person shall import into Canada a cosmetic for which the sale of in Canada would constitute a violation of the Food and Drugs Act or the Cosmetic Regulations.
- An inspector may examine and take samples of any cosmetic sought to be imported into Canada. Where an inspector examines or takes a sample of a cosmetic pursuant to section 6 of the Cosmetic Regulations, he may submit the cosmetic or sample to an analyst for analysis or examination.
- Where a person seeks to import a cosmetic into Canada for sale and the sale would constitute a violation of the Act or these Regulations, that person may, if the sale of the cosmetic would be lawful in Canada after relabelling or modification of the cosmetic, import the cosmetic into Canada on condition that

  (a) he gives to an inspector notice of the proposed importation; and

  (b) the cosmetic will be relabelled or modified under the supervision of an inspector in such a manner as to enable the sale of the cosmetic to be lawful in Canada.
- No person shall sell any cosmetic that:

  (a) has in or on it any substance that may cause injury to the health of the user when the cosmetic is used,

  (i) according to the directions on the label or accompanying the cosmetic, or

  (ii) for such purposes and by such methods of use as are customary or usual therefor;

  (b) consists in whole or in part of any filthy or decomposed substance or of any foreign matter; or

  (c) was manufactured, prepared, preserved, packaged or stored under unsanitary conditions.
- Where a standard has been prescribed for a cosmetic, no person shall label, package, sell or advertise any article in such a manner that it is likely to be mistaken for that cosmetic, unless the article complies with the prescribed standard.
- No person shall manufacture, prepare, preserve, package or store for sale any cosmetic under unsanitary conditions.
- No person shall sell a cosmetic if any label or advertisement of the cosmetic contains any symbol or statement that implies that the cosmetic has been compounded in accordance with a prescription.
- No person shall sell a cosmetic for use in the area of the eye that contains any coal tar dye, coal tar dye base or coal tar dye intermediate.
- No manufacturer or importer shall sell a cosmetic that contains chloroform as an ingredient; or an estrogenic substance.
- No person shall sell a cosmetic unless it is labelled in accordance with the Cosmetic Regulations.
- The cosmetic ingredient labelling requirements apply to samples in the same manner that they apply to other cosmetic products.

For the complete labelling and packaging requirements of cosmetics, please refer to Section 17 of the Cosmetic Regulations found here: **http://laws-lois.justice.gc.ca/eng/regulations/C.R.C.,_c._869/index.html**

- Subject to these Regulations, the inner label of a cosmetic shall show

  (a) the name of the manufacturer and the address of their principal place of business; and

  (b) the identity of the cosmetic in terms of its common or generic name or in terms of its function, unless the identity is obvious.

- A list of ingredients must appear on the outer label of a cosmetic, with each ingredient listed only by its INCI name. In the case of a cosmetic whose immediate container or outside package is so small that the label cannot comply with the requirements outlined in section 21.2 of the Cosmetic Regulations, the list of ingredients may appear on a tag, tape or card affixed to the container or package.

Please contact Health Canada directly if you have any additional questions or concerns.

Chi Wai Lee
Product Safety Officer
British Columbia Region

Health Canada
Suite 400 – 4595 Canada Way
Burnaby, BC V5G 1J9
Telephone: 1 (604) 666-7948
or Toll free: 1 (866) 662-0666
Facsimile: 1 (604) 666-5988
E-mail: chi.lee@hc-sc.gc.ca

Canada Border Services Agency | Agence des services frontaliers du Canada

Canada Border Services Agency
International Events and Convention Services Program
Convention Services Program
1st Floor, 333 Dunsmuir Street
Vancouver, B.C.
V6B 5R4

January 2nd, 2014 File #PAC_2014_05727

International League of Dermatological Societies (ILDS) Head Office Address:
Willan House
4 Fitzroy Square
London W1T 5HQ
United Kingdom

In response to your correspondence dated November 18th, 2013 the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

23rd World Congress of Dermatology
June 8th – 13th, 2015
Vancouver Convention and Exhibition Centre
Vancouver, BC

Your request for Border-to-Show privileges has been granted. The CBSA will advise its ports of entry to allow your goods to move directly to the show site (once they have been reported to CBSA at the first port of entry) where officials will perform the necessary clearance procedures.

According to your letter, you anticipate that **12,000** delegates will be entering Canada for this event. Additionally, your event is closed to the general public and will feature **270** non-resident exhibitors who will be importing dermatology and skin related items such as cosmetic samples, medical equipment and pharmaceuticals for display purposes only. It is noted that there will be no sales of merchandise at this event.

Non-Canadian exhibitors may import display items and exhibit booths temporarily under the provisions of tariff item **9993.00.00.00** so long as **the goods will be exported** at the end of the event.

Additionally, your event qualifies as a foreign event under classification **9830.00.00.00** and any imported conference materials (i.e., official paraphernalia, souvenirs, printed matter, pens, decorations, etc.) can enter Canada free of duty and taxes providing the items are exported at the end of the event. To enjoy this tax-free status on imported goods it is important that the event is not open to the general public.

Any foreign exhibitors importing goods into Canada should check with U.S. Customs prior to shipping your convention goods, as the requirement is any goods over $2000. U.S. must be reported to U.S. Customs. They can document your goods on the form 4455 so they can identify the goods on your return to the U.S.

Canada

Health Canada Santé Canada

Health Canada
4595 Canada Way, Suite 400
Burnaby, BC
V5G 1J9

Date: November 6, 2014

Re. The Importation of Health Products and Cosmetics for Trade Shows and Similar

Dear Sir/Madame,

In response to your request concerning the importation of health products (ie. Natural Health Products, Medical Devices and Drugs) and Cosmetics for the World Congress Dermatology Meeting, scheduled for June 2015 in Vancouver, we hereby inform you of the relevant regulatory requirements concerning these products.

Health products and cosmetics in Canada are subject to specific import and sale regulations as described in the *Food and Drugs Act (FDA), Food and Drug Regulations (FDR), Natural Health Products Regulations (NHPR), Medical Devices Regulations (MDR) and the Cosmetic Regulations (CR)* (please see References below for full details and product definitions).

Please be aware that "sell" (sale) is defined in the *FDA* as including "offer for sale, expose for sale, have in possession for sale and distribute, whether or not the distribution is made for consideration".

Medical Devices

Medical Devices imported into Canada are subject to the *FDA* and *MDR*. Medical Devices are divided into four classifications (class I-IV) based on risk, with class IV Medical Devices having the highest risk. Medical Devices (class II-IV), imported for sale in Canada or use on individuals, are required to have medical device licences. Importers and distributors of medical devices require a medical device establishment licence (some exceptions apply – for more detail, see References below).

At this time however, Health Canada does not object to companies importing unlicensed medical devices for display at a trade show or demonstrating to physicians under the following conditions:

- There is no intention to sell the device (including taking orders for the device).
- The device will not be used on an individual.
- The device is labelled with a clear and visible warning that the device is not licensed in accordance with Canadian law.
- The device must be shipped out of Canada after the trade show or demonstration is over.
- At all times during the Canadian trade show or during a demonstration, the medical device is under direct and continuous control of the company.

It is suggested that these medical device imports for tradeshows, be labelled accordingly (as described above) and a letter identifying the device as for tradeshow purposes when imported. This will help to avoid any undue delays in the medical device's review at the border.

Drugs and Natural Health Products

Drugs and Natural Health Products commercially imported into Canada must meet all applicable requirements of the *FDA, FDR and NHPR*, including, but not limited to:

- Labelling
- Marketing authorization requirements and Establishment Licence, Site Licence or Establishment Registration requirements; and
- GMP requirements

For more information on what is considered a commercial importation by Health Canada, please refer to section 5.0 of the *Guidance Document on the Import Requirements for Health Products under the Food and Drugs Act and its Regulation* at http://www.hc-sc.gc.ca/dhp-mps/compli-conform/import-export/gui-0084_biu-uif-eng.php

Cosmetics

Cosmetic products commercially imported into Canada are subject to the *FDA* and the *CR*. A cosmetic includes any substance or mixture of substances manufactured, sold or represented for use in cleansing, improving or altering the complexion, skin, hair or teeth and includes deodorants and perfumes.

All cosmetic products sold in Canada must be safe to use and must not pose any health risk. The sale of a product includes not only the acceptance of payment, but also accepting orders for the non-compliant product, distribution of samples, and the application of the product on an individual.

Products for sale must meet the requirements of the *FDA* and *CR*. The requirements include, but are not limited to notification, ingredient labelling, presence of warning statements and ensuring that the requirements outlined in the Cosmetic Ingredient Hotlist have been met. For more information on cosmetic requirements, please refer to Health Canada website at http://www.healthcanada.gc.ca/cosmetics

For further information please do not hesitate to contact the undersigned.

D Singh

Dev Singh, Ph.D.
A/ Border Integrity Specialist
Regional Regulatory Compliance & Enforcement Officer
Compliance and Enforcement, Health Canada
Tel: (604) 658-8344
Email: dev.singh@hc-sc.gc.ca

Chi Lee
Regional Product Safety Office – British Columbia
E-mail: Chi.lee@hc-sc.gc.ca
Telephone: 604-666-5003

References:

Food and Drugs Act: http://laws-lois.justice.gc.ca/eng/acts/F-27/
Food and Drug Regulations: http://laws-lois.justice.gc.ca/eng/regulations/C.R.C.,_c._870/page-1.html#docCont
Natural Health Products Regulations: http://laws-lois.justice.gc.ca/eng/regulations/SOR-2003-196/
Medical Devices Regulations: http://laws-lois.justice.gc.ca/eng/regulations/SOR-98-282/page-1.html#docCont
Cosmetic Regulations: http://www.hc-sc.gc.ca/cps-spc/cosmet-person/index-eng.php
Guidance Document on the Import Requirements for Health Products under the Food and Drugs Act and its Regulations: http://www.hc-sc.gc.ca/dhp-mps/compli-conform/import-export/gui-0084_biu-uif-eng.php
Import and Export Policy for Health Products under the Foods and Drugs Act and its Regulations: http://www.hc-sc.gc.ca/dhp-mps/compli-conform/import-export/pol-0060_biu-uif-eng.php

CBSA requires everyone seeking admission into Canada to properly declare themselves to CBSA by providing accurate identification. CBSA will accept a valid passport as proof of citizenship.

If you have attendees from visa-requiring countries (http://www.cic.gc.ca/english/visit/visas.asp), please contact the Special Events Unit of Citizenship and Immigration Canada (CIC) at special.events@cic.gc.ca with the specifics of your event. They will assess the visa requirements of your event.

Foreign nationals may engage in exhibiting, selling or displaying goods without a work permit provided they are not selling to the general public. Exhibitors engaging in sales at your event are exempt from work permit requirements under R187(c) of IRPA Regulations and LMO exempt as per the C(10) Significant Benefit exemption.

In conjunction with the presentation of this Recognition Letter, an itemized list of goods including a description, country of origin, quantity and value is required for presentation to CBSA. If your event materials will be imported by a commercial carrier or courier service, a copy of this letter should also be attached to any shipping documents.

Please do not hesitate to contact the undersigned if you have any questions or require additional information.

Sincerely,

Doug Nowak

Regional Coordinator, International Events and Convention Services Program (IECSP)
Canada Border Services Agency
Tel: 604-666-1294 Cell: 604-834-6404 Fax: 604-666-4470
Email: Doug.Nowak@cbsa.gc.ca
Government of Canada

The information you provide in this document is collected under the authority of ***Section 107(9) of the Customs Act*** *for the purpose of the facilitation of border coordination services for organizers of international events being held in Canada. The information may be disclosed to Other Government departments and/or Agencies (e.g. Citizenship and Immigration Canada) for the purposes of providing assistance with admissibility requirements.*

Individuals have the right of access to, the protection and correction of their personal information under the ***Privacy Act – Section 12****. The information collected is described under the* ***International Events Personal Information Bank CBSA PPU 040*** *which is detailed at* www.cbsa.gc.ca/agency-agence/reports-rapports/pia-efvp/atip-aiprp/infosource-eng.html

Canada