

ANNUAL CONVENTION
ASSOCIATION OF OTO-RHINO-LARYNGOLOGY AND
MAXILLO-FACIAL SURGERY OF QUEBEC
OCTOBER 29 – 31, 2010

INFORMATIONS FOR EXHIBITION

GENERAL INFORMATION

► Place: Salle de Bal
Fairmont Le Château Frontenac
1 rue des Carrières
Quebec QC G1R 4P5

Telephone : 418 692 3861
Fax : 418 691 2143
Email : chateaufrontenac@fairmont.com

► Exhibition Dates: **Friday, October 29, 2010 : 10:00 to 17:00**
Saturday, October 30, 2010 : 08:00 to 12:00

LODGING : Fairmont Le Château Frontenac
1 rue des Carrières
Quebec QC G1R 4P5

Exhibitors are responsible for booking rooms for their representatives at the hotel for this period, and should contact the Reservations Office directly at (1) 418 692 3861 or 1 866 540 4460. When calling, you must mention the convention : **OTOR1**

A block of rooms has been reserved until **September 28, 2010**.

Rates :

Category "Fairmont" : 169 \$ per night (single or double occupancy)
Category "Deluxe Ville" : 219 \$ per night (single or double occupancy)

After September 28, we are not responsible for the availability of rooms.

BOOTH RENTAL

Subletting a booth is not permitted.

A booth number will be assigned to each exhibitor. Taking a booth other than the one assigned is prohibited.

Choice of booth location, if applicable, for GOLD Donor.

INSTALLATION AND REMOVAL OF BOOTHS

INSTALLATION: The booths will be available from **Friday, October 29** between 8H00 and 10H00.

REMOVAL: Booths must be dismantled and boxes removed from the exhibition site by **Saturday, October 30** between 12H00 and 14H00.

EXHIBITION MATERIAL

Exhibition material must not be delivered before **Monday, October 25, 2010:**

Address: Fairmont Le Château Frontenac
1 rue des Carrières
Quebec QC G1R 4P5

All material must be clearly identified with:

The name of the event :	Meeting Association ORL (#OTOR-1)
Name of the Director Conference Services :	Julie Paquin Fournier
Room :	Salle de Bal
Booth number:	Booth # ...

DESCRIPTION OF THE BOOTH

Booths are **10 ft. deep x 10 ft. wide**. Exhibitors renting two spaces can remove the division between the booths.

No inflammable materials may be brought into Fairmont Le Château Frontenac. Material will be subject to examination by the City of Quebec Fire Department. No inflammable liquids or similar materials may be brought for use.

ELECTRICITY, TELEPHONE, INTERNET

Each booth will have 15 amp outlet included in the rental price.

If extra outlets are needed for electricity, telephone or internet, details should be sent to Director Conference Services of Fairmont Le Château Frontenac, Madame Julie Paquin Fournier, **7 days before the installation date**. Please use the request "Order form for technical services" (form enclosed).

Additional expenses will be charged to the exhibitor.

PROTECTION OF EXHIBITORS

The Association d'oto-rhino-laryngologie et de chirurgie cervico-faciale du Québec and the Fairmont Le Château Frontenac declines any and all responsibility for damage, loss or vandalism of your equipment or your merchandise during its storage, during the meeting, or afterwards. Exhibitors are thus totally responsible for such material and are invited to get proper insurance for their materials and their personnel.