

CANADIAN SOCIETY OF ORTHOPAEDIC TECHNOLOGISTS
ANNUAL SYMPOSIUM
JORDAN, ONTARIO · MAY 3-5, 2024

#CSOT2024



Exhibitor Information Kit

Travel and Accommodations

Host Hotel: Inn on the Twenty
3845 Main St, Jordan, ON L0R 1S0

Please visit the CSOT travel page for discounts and hotel details: <https://csot.ca/2024-Travel>

Exhibitor Floorplan

The CSOT reserves the right to make changes to the floorplan as needed and the right to allocate exhibit space. Every effort will be made to accommodate your company's request. Requests to not be located near a certain company may preclude chances of getting your top choice. Please contact partnerships@secretariatcentral.com if you have any questions with concerns to your booth allocation.

Floorplan is located [here](#).

Exhibit Hours

Load-in:

Friday, May 3, 1:00 p.m. – 4:00 p.m.

Exhibits must be set up no later than 4:00 p.m.

Exhibit Hours (during scheduled meals and breaks):

Friday, May 3, 4:00 p.m. – 6:00 p.m.

Saturday, May 4, 7:00 a.m. – 3:30 p.m.

Sunday, May 5, 7:30 a.m. – 10:45 a.m.

Load-out:

Sunday, May 5, 10:45 a.m.

Exhibitor Table

The CSOT will supply the following with your exhibit space:

- 1 - 6' x 2' skirted table
- 2 - Fabric chairs

Electrical Services

If you require electrical services at your exhibit table, this must be arranged with the AV provider. Please email events@secretariatcentral.com for more information.

Insurance

Please note all sponsors and exhibitors are required to be insured for a minimum of \$1 million in general liability insurance.

Registration

Registration for industry representatives includes access to the exhibit hall, meals, and refreshments as provided, and access to educational sessions. A certain number of complimentary registrations are included with your sponsor and exhibit package.

To register your industry representatives, please click here – contact partnerships@secretariatcentral.com if you did not receive a code to register.

Shipping

The hotel will not accept or store shipments more than 48 hours prior to the event. Please ensure that prior arrangements for storage or materials handling have been made before shipping.

If shipping to the hotel, please note:

- Exhibitors are responsible for shipping costs, as well as arranging for pick-up of booth materials at the end of the meeting.
- **Update:** There is no loading dock at the Inn on the Twenty. Please ensure any shipments are able to fit through a standard doorway.
- If shipping to the hotel, packages must be delivered directly to the function room and be clearly labelled. Ship materials to the following address, including your company name for a booth reference:

Inn on the Twenty
ATTN: Lianne Waite
3845 Main St.
Jordan, ON L0R 1S0
CSOT Symposium
Onsite Contact: [insert company onsite contact] / Tammy Malcolm
May 3-5, 2024 / Jordan Room
Booth/Company Name: _____
Box #: _____ of _____

Questions?

For questions or further assistance please contact Danielle Poissant, Conference Manager at events@secretariatcentral.com.