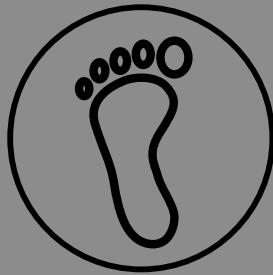


# 2023 CONVENTION



## SPONSORSHIP PLAN



**PRESENTED BY**

**OCTOBER 21 - 22, 2023**

**BEST WESTERN HOTEL UNIVERSEL  
AND CONVENTION CENTER**

[orthese.com](http://orthese.com)





# WELCOME

The **AOPQ Convention** is the only francophone event dedicated to rehabilitation and orthopedic equipment professionals.

During this event, you will have the opportunity to promote your business, your products and services. The **AOPQ Convention** will give you access to orthotists, prosthetists, orthotists who specialize in positioning as well as directors and owners.

Participants will learn about the different procedures, new technologies/work tools and products and services corresponding to the latest trends.

A unique opportunity for suppliers to interact directly with professionals!

The **AOPQ Convention!** An event that cannot be missed.

Jacinte Bleau, T.P.  
AOPQ - President

Christiane Ouellette  
AOPQ - Executive  
Director



## EVENT SITE

The AOPQ Convention will be held on October 21-22, 2023 at the Best Western Hotel Universel and Convention Center in Drummondville.

### CONTACT SITE

#### Best Western Hotel Universel and Convention Center

915, Hains Street  
Drummondville, Québec  
J2C 3A1  
T. 819-478-4971

#### All sponsorship plans include:

- 1 booth (8' x 10' or 10' x 10')
- 1 table (6') with 2 chairs
- 1 standard electrical outlet (15 amps)
- Acknowledgement of partnership in event program
- 2 representatives per booth with access to conferences, snacks and meals (excluding the Saturday event)

\*Please refer to the registration [form](#) should you wish to add more representative in your booth (\$ 395/p.p.)

The following items are available on request by email at [info@aopq.ca](mailto:info@aopq.ca) :

- Additional furniture (\$)
- Special electrical needs (\$)
- Transportation/storage by Décor Experts Expo (\$)

To select one or multiple sponsor plans, please complete and transmit the registration form by **April 17, 2023** in order to benefit of the **fidelity price\***.

Link : [Partners and Exhibitors registration form](#)

#### Organizing committee

Christiane Ouellette, AOPQ  
715-A, chemin des Pères, Magog, Québec J1X 7Y6  
T. 514-396-9303 Email. [info@aopq.ca](mailto:info@aopq.ca)

\*Rate is reserved for partners and exhibitors that attended the 2021 convention.



# MARKETING SOCIAL ACTIVITIES

## **MAKE THE MOST OF THIS OPPORTUNITY TO SHOWCASE YOUR PRODUCTS AND SERVICES !**

We give all partners the opportunity to promote their company by broadcasting a **corporate video\*** (maximum 2 minutes), or to advertise in the Convention program. An ideal opportunity to highlight your products, technological advances and services. All video clips will be streamed.

**Prestige & gold sponsors:** No extra cost. Included in the sponsorship plan.

**Silver sponsors & exhibitors:** Corporate video and/or a color publicity in the program: \$ 400 /ea.

\*All corporate videos must be submitted to the scientific committee for approval prior to **July 31, 2023**. See pages 10 and 11 for specifications.

## **LOGISTICS**

The booth installation is scheduled for **Friday, October 20, 2023**, starting at **5:00 p.m.** Please note that access to the Exhibit Hall will not be permitted after 10:00 p.m. Be sure to plan accordingly.

Exhibitors will be required to keep their equipment within their designated space and not in aisles to ensure everyone's safety. Booths will need to remain in place until the conference is officially closed. If not, a fine of \$ 300 can be assessed.

The Best Western Universal Hotel and Convention Centre will not accept delivery before **Thursday, October 19, 2023**. Any delivery that has not been prepaid (no C.O.D.) will unfortunately be rejected.

## **SOCIAL ACTIVITIES**

### **Friday, October 20, 2023 - OPENING COCKTAIL**

All sponsors and exhibitors are invited to the cocktail reception. Details will follow closer to the event.

### **Saturday, October 21, 2023 - DINER & DANCING WITH TONE CALL BAND**

Attend the DINER followed by music and dance to the sounds of **TONE CALL**. Leader in musical entertainment.

**Ticket :** \$ 75 /p.p. (includes: cocktail, meal, gratuities and evening). Tickets are available for presale only. Tickets will not be sold at the venue. Purchasing of tickets through the registration [form](#).



# ACCOMMODATION PRELIMINARY SCHEDULE

## ACCOMMODATION

Bedrooms have been reserved at the Best Western Hotel Universal and Convention Centre. Group rate starting at \$ 155 per night, in single or double occupancy, excluding taxes.

Please note that guests should book directly with the hotel. Upon reservation, please mention the AOPQ Conference to take advantage of the group rate. Reservations need to be made before **September 20, 2023**. Please note that it is not impossible to cancel your room after **October 11, 2023**.

**By phone:** 1-800-780-7234

**On-line reservations:** [Link](#)

## PRELIMINARY SCHEDULE

### Friday, October 20

- 5 pm - 10 pm - Booth set-up
- 7 pm - Opening cocktail for partners and exhibitors

### Saturday, October 21

- 8 am - Registration, breakfast and **visit of the Exhibit hall**
- 8:30 am - 4 pm - Conferences and visit of the Exhibit hall
- 4 pm - 5:30 pm - Cocktail and **visit of the Exhibit hall**
- 7 pm - Social event (dinner and dancing) with **TONE CALL**

### Sunday, October 22

- 8 am - Registration, breakfast and visit of the Exhibit hall
- 8:30 am - 3 pm - Conferences and **visit of the Exhibit hall**
- 2 pm - Dismantle of the Exhibit hall

The schedule may change without notice.

## IMPORTANT DATES TO REMEMBER

- April 17** - Fidelity rate for booth reservation
- July 31** - Deadline for booth cancellation
- July 31** - Closing date for submission of company video and publicity\*
- September 6** - Assigning names of representative
- September 20** - Deadline for room reservation
- October 11** - Deadline for room cancellation without penalty

\*if applicable.

# VISIBILITIES

Fidelity rate  
Regular

Prestige

\$ 5 500

Gold

\$ 3 000

\$ 3 500

Silver

\$ 2 100

\$ 2 400

Exhibitor

\$ 1 900

\$ 2 100

	ORTOPED			
Booth selection (incluant corner location)	1st choice	2nd choice	3rd choice	
Highest visibility, presence and recognition as leader in industry and Prestige sponsor of event				
Introduction allocution (5 mins.)	✓			
Corporate video (2 mins.)	✓	✓	\$	\$
Lunch sponsor	Saturday	Sunday		
Compagny logo and Web link advertised on <a href="http://www.ortheses.com">www.ortheses.com</a>	✓	✓		
Acknowledgement of partnership before all conferences	✓	✓		
Ticket.s to Saturday's event	2	1		
Company name and Web link advertised on <a href="http://www.ortheses.com">www.ortheses.com</a>	✓	✓	✓	
Logo advertised on all event posters	✓	✓	✓	
Color publicity (8.5' x 11') printed in the event program	✓	✓	\$	\$
Acknowledgement of partnership in event program	✓	✓	✓	✓
Opening cocktail (Friday) for partners and exhibitors	✓	✓	✓	✓
Two (2) event passes (conferences, snacks and meals. Excluding Saturday's event)	✓	✓	✓	✓
Compagny name advertised on <a href="http://www.ortheses.com">www.ortheses.com</a>	✓	✓	✓	✓

**Preferred rate (\$ 750) available for NPO's. Details in online [registration form](#).**

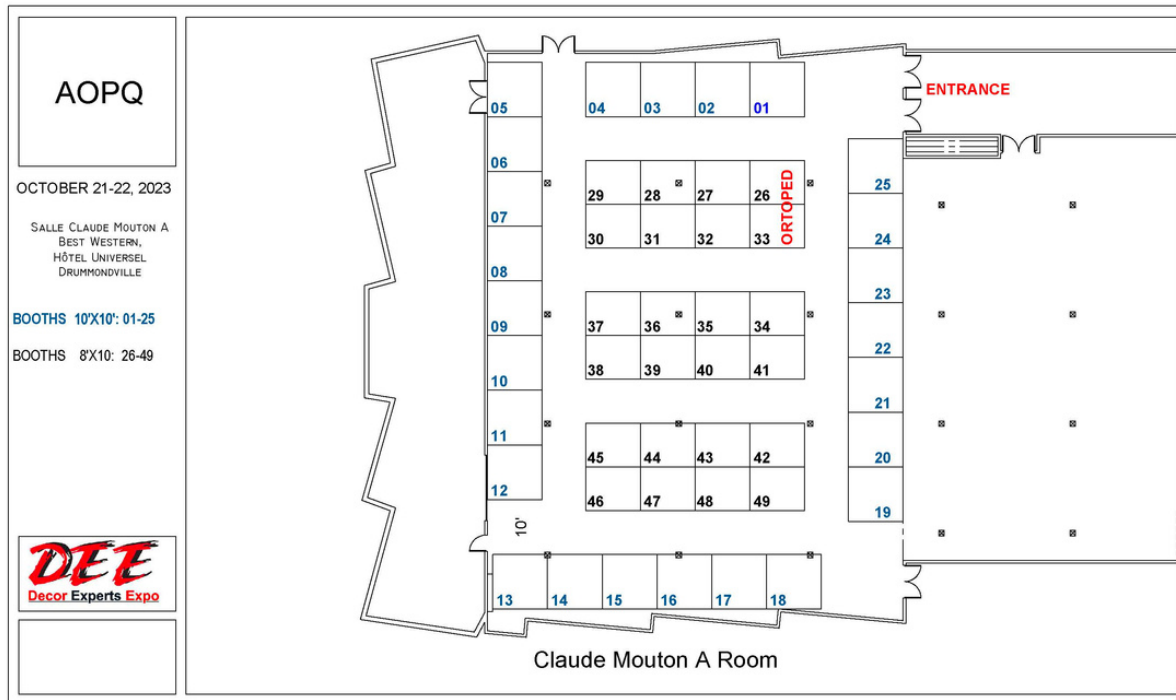
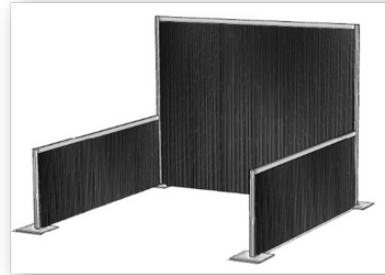
Fidelity rate is reserved for partners and exhibitors that attended the 2021 AOPQ Convention.  
Please make sure to submit your registration before **April 17, 2023**.



# FLOOR PLAN

Booth structure supplied by AOPQ

- 1 table with 2 chairs



The floor plan offers two booth sizes.  
Additional Furniture (\$) available at Décor Experts Expo.

# REGULATIONS

## CANCELLATION POLICIES

Booth reservations can be cancelled no later than **July 31, 2023**. Please send an email to [info@aopq.ca](mailto:info@aopq.ca). A fee of \$ 500 will be redeemed for administration purposes. Subsequent to this date, reimbursements will be made at 50 %. No refunds will be possible after **September 6, 2023**.

## DISMANTLE

Exhibitors are responsible for the disassembly of their stands, the packaging of their equipment and the identification of their boxes. Exhibitors should also arrange for their materials to be returned. All unrecovered materials will be handled and shipped through the supplier Décor Experts Expo. All costs incurred shall be at the expense of the equipment owner.

## EXHIBIT SERVICE - STORAGE, ADDITIONAL FURNITURE AND HANDLING



Mr. Dominic Guay  
Director of Sales  
C. 514-444-2348. Email : [dominic.guay@dee-expo.com](mailto:dominic.guay@dee-expo.com)  
W.: <https://decorexpersexpo.com/aopq-2023/?event=1>

Furniture rental is available through the supplier Décor Experts Expo. Arrangements should be made directly to the seller thirty (30) days prior to the event.

## INSTALLATION

Exhibitors are responsible for handling and setting up their booth. The use of tape to display or maintain equipment is strictly prohibited. All sign-up requests must be sent to [info@aopq.ca](mailto:info@aopq.ca) for approval by the Best Western Hotel Universel and Convention Centre. Empty boxes, cases and other containers shall be stacked in a storage area designated by the organization. None of these containers will be tolerated on the sides, behind or in booths.

## INSURANCES

The Exhibitor shall have its own liability insurance. The Best Western Hotel Universel and Convention Centre assumes no liability for personal or material damage to products, booths, equipment or decorations, caused by fire, water and theft, in rented premises or during transitions in the building, whatever the cause.



# REGULATIONS

## INTIMIDATION & HARASSMENT

The AOPQ will not tolerate violence, intimidation or discredit throughout the event. It shall not tolerate any form of harassment (physical, psychological and/or sexual) or any action likely to jeopardize the future of the Association, its guests and the event.



## RESPONSIBILITY

The Best Western Hotel Universel and Convention Centre and the AOPQ are not responsible for any loss or damage to equipment, samples, displays, property or personal effects brought in connection with the event, unless there is serious fault or negligence committed by the personnel. However, you will be liable for any damage to the property and amenities of the Best Western Hotel Universel and Convention Centre. The repair cost will be charged by the hotel directly to you

## SECURITY

In order to ensure the security of the materials installed in the exhibit hall, doors will be locked at the end of the set-up on Friday evening at 10 pm and will not open until 7 am on the days of the event. Please be assured that a representative of the organization will be on site for the duration of the Conference. If you plan to bring chemicals, be sure to bring a ground guard, as you will be held responsible for the damage caused.

# DELIVERY SLIP



**All boxes and materials are to be identified as identified as follows:**

Attention : **Best Western Hotel Universel and Convention Centre**  
Receiving dock  
AOPQ Convention  
October 20 - 22, 2023

Exhibition hall : Claude-Mouton A

Contact : Christiane Ouellette (AOPQ)

Name of the exhibitor: \_\_\_\_\_

#Booth (if known) : \_\_\_\_\_

Representative : \_\_\_\_\_

Address (exhibitor) : \_\_\_\_\_

Cellular # : \_\_\_\_\_

- The Best Western Hotel Universel and Convention Centre will not accept any shipments before **October 19, 2023**. However, it is possible to send your material ahead of time using the services of Décor **Experts Expo**. Contact: Mr. Dominic Guay 514-444-2348 or email: [dominic.guay@dee-expo.com](mailto:dominic.guay@dee-expo.com)
- All shipments must be pre-paid. No C.O.D.
- The Best Western Hotel Universel and Congress Centre and the Organizing Committee assume no responsibility for any loss or damage before, during or after Congress.
- Neither the Best Western Hotel Universel and Congress Centre nor the Organising Committee assumes any installation or delivery after the event.

# PUBLICITY



## TECHNICAL SPECS

**FINAL SIZE**  
**8.5" X 11"**

**PROTECTED AREA**  
**0.25"**  
**No text or important information outside this area**

**BLEED**  
**0.130"**

**ALL ADS MUST BE:**

- 4 color process, CMYK
- Maximum ink coverage 280 %
- Images at 300 DPI

- Accepted files:

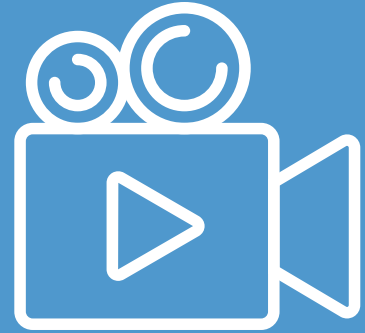
PDF files X1A made from Adobe Indesign

Adobe illustrator 4, 5, 6 (.ai or .eps)  
All fonts in curves, images embedded

JPEG and .eps files from photoshop must be at 300 DPI

Use clean type fonts with a minium size of 7 pts  
All black fonts must be (Overprint fill)

# CORPORATE VIDEO



## Corporate video

- Duration: 2 minutes
- Sound: no sound
- Closed captioning: highly recommended

### **Technical specifications (recommended)**

- HD Minimum (1920x1080)
- Minimum Codec (422 ProRes or 10 Bit log)
- 24 FPS (images per second)
- Shutters or shutter speed (180 degrees or 1/50))
- Balance the whites (white balance) at the Kelvin temperature of of the ambient lights
- Set the camera ISO to its native number

The organizing committee will work with an assembly team. If you do not have the necessary staff and/or equipment internally to produce your video clip, we will be happy to put you in touch with the film crew.

**Deadline to submit your video clip: July 30, 2023**