



Canadian Institute
for Procurement
and Materiel
Management

Institut canadien
d'approvisionnement
et de gestion
du matériel

EXHIBIT SPACE APPLICATION

2017 CIPMM NATIONAL WORKSHOP

CONNECT. LEARN. GROW.

JUNE 6-7, 2017

OTTAWA CONFERENCE AND EVENT CENTRE, OTTAWA, ON

EXHIBIT SPACE APPLICATION ENTITLES EXHIBITORS TO DISPLAY THEIR PRODUCTS AND SERVICES IN THE EXHIBIT HALL WITHIN THE ALLOCATED SPACE

COMPANY INFORMATION

ORGANIZATION

CONTACT NAME

ADDRESS

CITY

PROVINCE

POSTAL CODE

COUNTRY

PHONE

EMAIL

WEBSITE

INDICATE PRODUCT/SERVICE YOU REPRESENT

INDICATE YOUR PRIME COMPETITORS IF APPLICABLE

INDICATE YOUR BOOTH NUMBER PREFERENCE (PLEASE REFER TO THE FLOORPLAN)

A _____ B _____ C _____

EXHIBIT BOOTH PACKAGES *Select Your Package*

☐ **BRONZE**

\$ 2,200

- Exhibit booth
- 2 exhibitor passes
- An opportunity to include a promotional item into the delegate bags
- An opportunity to host an information / demo session in the Learning Lounge in the Trade Show

☐ **SILVER**

\$ 3,200

- Exhibit booth
- 4 exhibitor passes
- An opportunity to include a promotional item into the delegate bags
- A **guaranteed** opportunity to host an information / demo session in the Learning Lounge in the Trade Show
- **Business card size ad** in the printed program

☐ **GOLD**

\$ 4,500

- Exhibit Booth
- **Prime** location for the Exhibit booth in the trade show
- 6 exhibitor passes
- 6 seats at the VIP table at the Keynote Speaker Lunch
- An opportunity to include a promotional item into the delegate bags
- A **guaranteed** opportunity to host an information / demo session in the Learning Lounge in the Trade Show
- **Full page ad** in the printed program
- Company description in the printed program
- Ad in the CIPMM E-zine
- Company logo on the Trade Show floor plan sign on site

EXHIBIT SPACE INFORMATION

- 8 ft. x 10 ft exhibit space includes the rental of the floor space in the trade show area, 10' back drape and 3' side drapes, one draped display table, two chairs and a waste basket.
- One 1500-watt duplex (120 volt) electrical outlet is provided for free of charge.
- Exhibitor is responsible for the decoration of assigned exhibit space including, but not limited to, customized booth structure, lightning, labour to install / dismantle or decorate exhibits, and any other services, required for the booth.
- Exhibitor pass includes all keynote and Breakout Sessions (35+ sessions), Trade Show, Networking Reception, Keynote Lunch, Awards Lunch, Breakfasts and Networking breaks, Learning Lounges.
- Complimentary parking is provided.



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METHOD OF PAYMENT GST#R134363936

Please complete, sign and date the application. Pay by cheque or credit card.

☐ INVOICE ME

☐ CHEQUE ENCLOSED (MAKE CHEQUE PAYABLE TO: CIPMM C/O THE WILLOW GROUP)

AMERICAN EXPRESS ☐

MASTER CARD ☐

VISA ☐

CARD NUMBER

CCV

EXPIRY DATE

CARDHOLDER'S NAME

SIGNATURE

DATE

EXHIBIT REGULATIONS

Cancellation policy: All requests for booth space cancellation **must be in writing**. Cancellation requests must be submitted **no later than April 3, 2017** to receive a full refund. Cancellation requests received after April 3, 2017, will forfeit booth space and entire payment (**no refund issued**).

Exhibit payment policy: Exhibitors are required to provide the **full payment prior to May 30, 2017**.

Exhibitor Personnel Attendance: Exhibitor can purchase two additional exhibitor passes at \$300 each.

Exhibits are to be attended and maintained at all times during the Trade Show hours.

Privacy policy: By completing this form, you consent to the use of the personal information provided for registration and marketing purposes. By registering and / or attending this event, you authorize CIPMM to use photographs, image and / or audio, video materials without further explicit authorization. The materials are intended for promotional, educational, information purposes only.

Liability: Exhibitor shall indemnify, defend and hold harmless the Canadian Institute for Procurement and Materiel Management (CIPMM) and its directors, officers, employees and agents from and against any and all liabilities, losses, damages, claims (including claims for personal injury), costs or expenses (including attorneys' fees) of any kind which CIPMM or its insurers may incur, suffer, pay or be required to pay in any way arising from or in connection with any action, inaction or use of the premises of or by Exhibitor or any of its directors, officers, employees, agents or invitees. Exhibitor understands and agrees that CIPMM shall not be responsible for any damage, loss, theft or destruction of any property of Exhibitor or any personal or other injury or damage to Exhibitor or its directors, officers, employees, agents or invitees. Exhibitor shall also be fully responsible to pay for any and all damages to property owned by the Ottawa Convention and Event Centre, its owners, or managers that result from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless the Ottawa Convention and Event Centre, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of its property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from or out of or by reason of any accident or bodily injury of other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the Ottawa Convention and Event Centre, or any part thereof.

Return the completed form to CIPMM National Workshop

1485 Laperriere Avenue, Ottawa, ON, K1Z 7S8

admin@cipmm-icagm.ca

Questions? Information?

Contact Camille B-Sherwood,

CIPMM National Workshop coordinator at

(+1) 613-722-8796 x 216

camille.sherwood@thewillowgroup.com



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ADDITIONAL EXHIBITOR PASS APPLICATION

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EXHIBITOR INFORMATION

ORGANIZATION

NAME

MAILING ADDRESS

CITY

PROVINCE

POSTAL CODE

COUNTRY

TEL

EMAIL

SPECIAL REQUIREMENTS (ACCESSIBILITY / DIETARY)

ADDITIONAL EXHIBITOR PASS FEE - \$300 + HST *(Limited to two passes per company)*

- Exhibitor pass includes all Keynote and Breakout sessions (35+ sessions), Trade Show, Networking Reception, Keynote Lunch, Awards Lunch, Breakfasts and Networking Breaks, Learning Lounges. Complimentary parking is provided.
- Exhibitor is entitled to purchase 2 additional passes at the discounted rate of \$300.

METHOD OF PAYMENT *GST#R134363936*

Please complete, sign and date the application. Pay by cheque or credit card.

☐ INVOICE ME

☐ CHEQUE ENCLOSED (MAKE CHEQUE PAYABLE TO: CIPMM C/O THE WILLOW GROUP)

AMERICAN EXPRESS ☐

MASTER CARD ☐

VISA ☐

CARD NUMBER

CCV

EXPIRY DATE

CARDHOLDER'S NAME

SIGNATURE

DATE

REGISTRATION OF ADDITIONAL PASS-POLICIES

Cancellation policy: Cancellation requests must be submitted **no later than May 5, 2017** to receive a full refund. After May 5, 2017, **no refunds will be issued. However, we will accept substitute delegates.**

No-shows policy: No-shows will result in **full registration fee** payment being due.

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Register online at cipmm-icagm.ca