

Canadian Institute
for Procurement
and Materiel
Management

Institut canadien
d'approvisionnement
et de gestion
du matériel

EXHIBIT SPACE APPLICATION

2018 CIPMM NATIONAL WORKSHOP

MAY 29-30, 2018

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

ORGANIZATION INFORMATION

ORGANIZATION	CONTACT NAME
ADDRESS	CITY
PROVINCE	POSTAL CODE
PHONE	COUNTRY
	EMAIL
	WEBSITE
INDICATE PRODUCT/SERVICE YOU REPRESENT	
INDICATE YOUR PRIME COMPETITORS IF APPLICABLE	
INDICATE YOUR BOOTH NUMBER PREFERENCE (PLEASE REFER TO THE FLOORPLAN)	
1 _____ 2 _____ 3 _____	

EXHIBIT BOOTH PACKAGES *Select Your Package*

■ BRONZE

\$ 2,500

- Exhibit booth
- 2 delegate passes
- Organization name in the printed program
- Organization name on the Trade Show floor plan
- Organization name on the CIPMM website and social media

■ SILVER

\$ 3,500

- Exhibit booth
- 3 delegate passes
- Half page ad in the printed program
- Organization name and logo in the printed program
- Organization name on the Trade Show floor plan
- Organization name on the CIPMM website and social media
- Opportunity to submit an item for the virtual delegate bag (e.g. link to product, brochure, etc...)

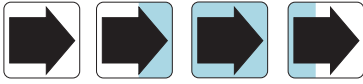
■ GOLD

\$ 4,500

- Exhibit Booth in the Prime location
- 4 delegate passes
- Opportunity to host an information / demo session in the Learning Lounge (subject to approval)
- Full page ad in the printed program
- Organization name and logo in the printed program
- Organization name and logo on the Trade Show floor plan
- Organization name, description and logo on the CIPMM website and social media
- Opportunity to submit an item for the virtual delegate bag (e.g. link to product, brochure, etc...)
- Opportunity to submit an item for the physical delegate bags (excl. informational item e.g. brochure, flyer, print-outs etc.)

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, Trade Show, Networking Reception, Keynote Lunch, Awards Lunch, Breakfasts and Networking breaks.
- 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 March 01, 2018** to receive a full refund. Cancellation requests received after March 01, 2018, will forfeit booth space and entire payment (**no refund issued**).

Exhibit payment policy: Exhibitors are required to provide the **full payment prior to May 01, 2018**.

Exhibitor Personnel Attendance: Exhibitor can purchase two additional delegate passes at \$350 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 allow 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 the

CIPMM National Workshop

1485 Laperriere Avenue, Ottawa, ON, K1Z 7S8

admin@cipmm-icagm.ca

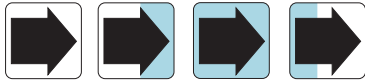
Questions? Information?

Contact Camille B-Sherwood,

CIPMM National Workshop coordinator at

(+1) 613-722-8796 x 216

camille.sherwood@thewillowgroup.com



ADDITIONAL EXHIBITOR PASS

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MAY 29-30, 2018

OTTAWA CONFERENCE AND EVENT CENTRE, OTTAWA, ON

Limited to two per exhibiting organization

EXHIBITOR INFORMATION

ORGANIZATION

NAME

MAILING ADDRESS

CITY

PROVINCE

POSTAL CODE

COUNTRY

PHONE

EMAIL

SPECIAL REQUIREMENTS (ACCESSIBILITY / DIETARY)

ADDITIONAL EXHIBITOR PASS FEE - \$350 + HST *(Limited to two passes per company)*

- Exhibitor pass includes all Keynote and Breakout sessions, Trade Show, Networking Reception, Keynote Lunch, Awards Lunch, Breakfasts and Networking Breaks. Complimentary parking is provided.
- Exhibitor is entitled to purchase 2 additional delegate passes at the discounted rate of \$350.

METHOD OF PAYMENT *GST#R134363936*

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

INVOICE ME

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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 April 27, 2018** to receive a full refund. After April 27, 2018, **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