

Canadian Institute
for Procurement
and Materiel
Management

Institut canadien
d'approvisionnement
et de gestion
du matériel

EXHIBIT SPACE APPLICATION

2024 CIPMM ANNUAL NATIONAL WORKSHOP

Finding Value & Sharing Solutions

June 4-6, 2024 | OTTAWA, ONTARIO

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

COUNTRY

PHONE

EMAIL

WEBSITE

INDICATE PRODUCT/SERVICE YOU REPRESENT

EXHIBIT BOOTH PACKAGES *Select Your Package*

Tier 1

\$ 5,500

- Exhibit Booth
- 4 Delegate Passes for June 4 and 5, 2024
- Organization name and logo on the CIPMM website and social media
- Organization listing on the CIPMM National Workshop virtual platform

Tier 2

\$ 4,500

- Exhibit Booth
- 3 Delegate Passes for June 4 and 5, 2024
- Organization name and logo on the CIPMM website and social media
- Organization listing on the CIPMM National Workshop virtual platform

Tier 3

\$ 3,500

- Exhibit Booth
- 2 Delegate Passes for June 4 and 5, 2024
- Organization name and logo on the CIPMM website and social media
- Organization listing on the CIPMM National Workshop virtual platform

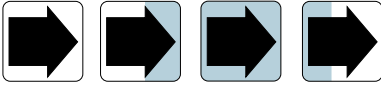
Registered Charitable Organization

\$ 1,500

- Exhibit booth
- 1 Exhibitor Pass (exhibit hall only)
- Organization name and logo on the CIPMM website and social media
- Organization listing on the CIPMM National Workshop virtual platform

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, lighting, labour to install / dismantle or decorate exhibits, and any other services, required for the booth.
- Delegate pass includes all Keynote and Breakout Sessions, Trade Show, Networking Reception, all meals on June 4 and 5, 2024
- Registered Charitable Organization booth includes one pass for the exhibit hall only on June 4 and 5, 2024. Organization's Charitable number is required to confirm the eligibility for the Registered Charitable Organization booth package.
- Complimentary parking and WiFi are available onsite.



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REPRESENTATIVES AT THE EXHIBITOR BOOTH

Your exhibit space includes Passes for June 4 and 5, 2024 (Trade Show, all sessions, keynotes and meals). Your number of Passes depends on the exhibit package you selected.

ADD-ON PASS FOR DAY 3 - JUNE 6 (For the passes included with your exhibit package only.)

Add-on Pass for day 3 (Master Class, keynote speaker, and meals) - \$399 + HST. **(Please note that \$399 is the additional cost per person per each Pass.)**

Please select **ONE** Master Class. Refer below to Master Classes topics. Pending the spots availability, you have the right to change your Master Class selection by contacting us in advance at admin@cipmm-icagm.ca

Name									
Pronouns (optional)									
E-Mail					Special Requirements (ACCESSIBILITY, DIETARY)				
Add-on Pass for Day 3 is required YES NO									
Reserve your spot for the Master Class 1 2 3 4 5 6 7 8									

Name									
Pronouns (optional)									
E-Mail					Special Requirements (ACCESSIBILITY, DIETARY)				
Add-on Pass for Day 3 is required YES NO									
Reserve your spot for the Master Class 1 2 3 4 5 6 7 8									

Name									
Pronouns (optional)									
E-Mail					Special Requirements (ACCESSIBILITY, DIETARY)				
Add-on Pass for Day 3 is required YES NO									
Reserve your spot for the Master Class 1 2 3 4 5 6 7 8									

Name									
Pronouns (optional)									
E-Mail					Special Requirements (ACCESSIBILITY, DIETARY)				
Add-on Pass for Day 3 is required YES NO									
Reserve your spot for the Master Class 1 2 3 4 5 6 7 8									

June 6, 2024 - Master Classes Topics 10:00 am - 12:30 pm AND 1:30 pm - 4:00 pm

#1 - Principles of Tender Evaluation

#2 - Trade Agreements

#3 - Green Procurement

#4 - Indigenous Procurement

#5 - Design Thinking for Complex Environments

#6 - Leading Change in a Materiel World

#7 - Client Interface and Finance

#8 - Power up your Presentation Skills

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

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

CHARITABLE ORGANIZATION NUMBER (if applicable)

REGISTRATION POLICIES

Cancellation:

All requests for booth space cancellation must be in writing. Cancellation requests must be submitted no later than April 26th, to receive a full refund. Cancellation requests received after April 26th, 2024, will forfeit booth space and entire payment (no refund issued).

Exhibit Payment:

Exhibitors are required to provide the full payment prior to May 31st, 2024.

No-Pass Sharing:

- a) The passes are non transferable.
- b) For in-person attendance the badge must be worn at all times and there will be spot checking of the badges throughout the event.
- c) For virtual attendance the Broadcast Pass provides access only to the person registered for the Broadcast Pass and the access link and/or code cannot be shared with anyone who has not registered for the Broadcast Pass.
- d) Any violations of the no-pass sharing policy will result in consequences, including but not limited to revocation of the pass, expulsion from the event and invoicing for the full amount of a 3-day Pass for anyone caught using a Pass for which they were not assigned by CIPMM.

Exhibit Booth:

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

Privacy:

- a) By completing this form, you consent to the use of the personal information provided for registration and marketing purposes.
- b) 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.

Prohibited Conduct:

Participants may not record or broadcast audio or video of sessions as presented at the CIPMM Annual National Workshop.

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.

By signing below, the manager acknowledges and agrees to adhere to the CIPMM registration policies.

Manager's Name:

Title:

Manager's Signature: