

Canadian Institute  
for Procurement  
and Materiel  
Management

Institut canadien  
d'approvisionnement  
et de gestion  
du matériel

# EXHIBIT SPACE APPLICATION

## 2020 CIPMM NATIONAL WORKSHOP

**JUNE 2 - 4, 2020**

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*

#### ■ Tier 1

**\$ 5,500**

- Exhibit Booth
- 4 Delegate passes for June 2 & 3
- Full page ad in the official program
- Organization name and logo in the marketing and promotional materials
- Organization name and logo on the Trade Show floor plan
- Organization name, description and logo on the CIPMM website and social media

#### ■ Tier 2

**\$ 4,500**

- Exhibit booth
- 3 Delegate passes for June 2 & 3
- Half page ad in the official program
- Organization name and logo in the marketing and promotional materials
- Organization name on the Trade Show floor plan
- Organization name on the CIPMM website and social media

#### ■ Tier 3

**\$ 3,500**

- Exhibit booth
- 2 Delegate passes for June 2 & 3
- Organization name in the marketing and promotional materials
- Organization name on the Trade Show floor plan
- Organization name on the CIPMM website and social media

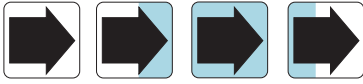
#### ■ Registered Charitable Organization

**\$ 1,500**

- Exhibit booth
- 2 Exhibitor passes (exhibit hall only)
- Organization name in the Marketing and Promotional Materials
- Organization name on the Trade Show floor plan
- Organization name on the CIPMM website and social media

### 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 2 & 3, 2020.
- Registered Charitable Organization booth includes passes for the exhibit hall only on June 2 & 3, 2020. Organization's Charitable number is required to confirm the eligibility for the Registered Charitable Organization booth package.
- Complimentary parking is provided.



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OTTAWA CONFERENCE AND EVENT CENTRE, OTTAWA, ON

#### 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

CHARITABLE ORGANIZATION NUMBER (if applicable)

#### EXHIBIT REGULATIONS

**Cancellation policy:** All requests for booth space cancellation **must be in writing**. Cancellation requests must be submitted **no later than March 30th, 2020** to receive a full refund. Cancellation requests received after **March 30th, 2020**, 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, 2020**.

**Exhibitor pass for Day 3:** The exhibitor can purchase add on pass for Day 3 for delegate passes included with the exhibit package only.

**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

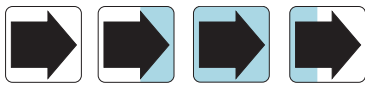
**Questions? Information?**

Contact Kenza Loulidi,

CIPMM National Workshop coordinator at

(+1) 613-722-8796 x 216

kenza.loulidi@thewillowgroup.com



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# EXHIBITOR PASS FOR DAY 3

## 2020 CIPMM NATIONAL WORKSHOP

**JUNE 2 - 4, 2020**

OTTAWA CONFERENCE AND EVENT CENTRE, OTTAWA, ON

### EXHIBITOR INFORMATION

ORGANIZATION

NAME

MAILING ADDRESS

CITY

PROVINCE

POSTAL CODE

COUNTRY

PHONE

EMAIL

SPECIAL REQUIREMENTS (ACCESSIBILITY / DIETARY)

CIPMM may share my email with other delegates and exhibitors after the Workshop  Yes  No

### ADDITIONAL PASS FOR DAY 3

Add-on one pass for day 3 (master classes and seminars) - \$250 + HST. (For the Delegate passes included with your exhibit package only).

### RESERVE YOUR SPOT - 3 DAY PASS ONLY

Please select **ONE** morning Session and **ONE** afternoon Session. If you are attending Part I in the morning, you have to register for Part II in the afternoon. You cannot select Part II in the afternoon unless you've selected Part I in the morning.

Pending the spots availability, you have the right to change your session selection by contacting us in advance at [admin@cipmm-icagm.ca](mailto:admin@cipmm-icagm.ca).

#### ➡ 10:00 am - 11:45 am

- #1a: Managing Risks in Procurement Part I
- #2a: Powerful Negotiation Skills Part I
- #3: Fair Competition: Coordinating Your Team and Building Your Scoping Statement
- #4: From Policy to Practice: Understanding MM Expectations

#### ➡ 1:00 pm - 3:30 pm

- #1b: Managing Risks in Procurement Part II
- #2b: Powerful Negotiation Skills Part II
- #5: Drafting Evaluation Criteria
- #6: Enabling MM Success: Key Activities

### 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 April 27, 2020** to receive a full refund. After April 27, 2020, **no refunds will be issued. However, we will accept substitute delegates.**

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

**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.

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[admin@cipmm-icagm.ca](mailto:admin@cipmm-icagm.ca) – Register online at [cipmm-icagm.ca](http://cipmm-icagm.ca)**