



# Exhibit Opportunities

With more than 500 delegates representing the apprenticeship community across Canada, CAF-FCA's national apprenticeship conference is a great place to showcase your resources, tools and services. Year after year, delegates rank the exhibit floor as one of the **most important reasons** they attend the national conference – giving them an opportunity to connect with the great work being done across the country.

Delegates include trainers, industry leaders, executives and senior decision-makers. We have designed the conference program to maximize time among the exhibits, which will be located in high-traffic areas. The exhibit hall will be laid out to enhance the flow of delegates to the exhibits.

## Exhibit Location

### Fairmont Queen Elizabeth

900 René-Lévesque Boulevard West,  
Montréal, QC H3B 1X8

## Exhibit Details

Exhibition Hours:	Exhibit Logistics:
Sunday, June 10, 13:00 – 18:30	Set-up: Sunday, June 10, 08:00 to 11:30
Monday, June 11, 08:00 – 17:00	Tear-down: Tuesday, June 12, from 15:00
Tuesday, June 12, 08:30 – 15:00	

## Exhibit Opportunities

### ❑ Premium Exhibitor - \$2,500

- ✓ Booth space (8' deep x 10' wide), including back & side drape, 1 draped and skirted table, 2 chairs and general site security
- ✓ One (1) full conference registration (value of \$750)
- ✓ Two (2) exhibitor-only registrations for the duration of the conference (excludes attendance at sessions)
- ✓ All meals for exhibit staff, including opening evening
- ✓ Logo recognition on CAF-FCA conference website, with a link to your website
- ✓ Quarter-page ad in conference program
- ✓ Acknowledgement in conference promotional materials
- ✓ Delegate list one week in advance of event

### ❑ Exhibitor - \$1,250

- ✓ Booth space (8' deep x 10' wide), including back & side drape, 1 draped and skirted table, 2 chairs and general site security
- ✓ Two exhibitor registrations for the duration of the conference (excludes attendance at sessions)
- ✓ Buffet meals for exhibit staff (excludes opening banquet)
- ✓ Logo recognition on CAF-FCA conference website, with a link to your website
- ✓ Acknowledgement in conference promotional materials
- ✓ Printed copy of final participant list provided onsite



Montréal, QC  
June 10-12, 2018

## EXHIBITOR APPLICATION FORM

Department / Organization: ("The Exhibitor")		
Preferred wording for signage in English (limit 35 characters):		Preferred wording for signage in French (limit 45 characters):
Organization Contact:		
Title:		
Address:		
City:		Province:
Postal Code:		Telephone:
Fax:		E-mail:
Number of Booth(s) Requested: ____ 8' x 10' booth spaces <input type="checkbox"/> Regular Exhibitor (x \$1,250 each) <input type="checkbox"/> Premium Exhibitor (x \$2,500 each)	Applicable Booth Fee: \$ _____	Method of Payment: <input type="checkbox"/> Cheque* <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> American Express <input type="checkbox"/> Please invoice my organization
Taxes (5% GST):	\$ _____	
<b>TOTAL AMOUNT DUE:</b>	\$ _____	Card Number:
		Expiry Date:

\*Please make cheques payable to the **Canadian Apprenticeship Forum**. Consideration of applications will be based on the order in which they are received by CAF-FCA. CAF-FCA reserves the right to approve or reject, at its sole discretion, all applications.

**Cancellations:** The exhibitor may cancel their commitment up to 30 days prior to the event. Please note that a 25% cancellation fee will apply. All payments are non-refundable and non-transferable in the event of cancellation after May 10, 2018. The Exhibitor is responsible for the entire booth cost, plus applicable taxes. All cancellations must be made in writing.

**Please refer questions and submit completed applications to:**

Canadian Apprenticeship Forum  
2197 Riverside Drive, Suite 404  
Ottawa, ON K1H 7X3

*shawn@caf-fca.org*



## Exhibitor Guidelines

### General Information:

1. Exhibit space is secured only upon receipt of a completed application form and associated payment. Please make cheques payable to the **Canadian Apprenticeship Forum**. CAF-FCA reserves the right to re-sell exhibit space if payment is not received within 30 days of receiving an application for space.
2. CAF-FCA reserves the right to decline any application and amend the rules and regulations governing exhibit space at their sole discretion.
3. All cancellations must be made in writing and submitted to CAF-FCA up to 30 days prior to the event. Please note that a 25% cancellation fee will apply. All payments are non-refundable and non-transferable in the event of cancellation by the exhibitor after May 10, 2018. The exhibitor is responsible for the entire booth cost, plus applicable taxes.
4. Each booth display includes exhibitor passes for up to two representatives and does not include admission to other conference activities or sessions. Exhibitors who wish to participate in sessions or activities should register separately.
5. By completing and submitting the application for Exhibit Space, you give consent to the CAF-FCA to collect your personal information in order to process your form and to maintain contact with you for the purposes of managing exhibition activities.

### Exhibitor's Liabilities:

CAF-FCA, the onsite event management company, the Fairmont Queen Elizabeth, their successors and any officer or staff thereof, shall not be liable or in any way responsible for the safety of the exhibitor, the exhibitor's property, agent or employees through theft, damage by fire, accident or any other cause. CAF-FCA, its onsite event management company, the Fairmont Queen Elizabeth and all of their representatives, employees or agents will be exempted from and indemnified against any claims for injury, damage, destruction, or loss by the exhibitor, and will be further exempted from and indemnified against any claims for injury to the exhibitor or any of the exhibitor's representatives, agents or employees.

### Exhibit Restrictions:

CAF-FCA has the right to decline any exhibit or portion thereof which, in the sole opinion of CAF-FCA, is not appropriate or in keeping with the character of the conference. It may restrict any exhibits which, because of noise, method of operation, material or for any other reason, become objectionable or interfere with adjacent exhibits or other activities.

No exhibitor shall infringe upon the rights and privileges provided under this application to any other exhibitor. Interviews, demonstrations, distribution of literature, supplies, souvenirs, etc., must occur inside the display space and not interfere with adjacent booths. Canvassing, solicitations of business or the use of advertising materials or signs by firms other than those who have contracted for space is prohibited. Distribution by the exhibitor of circulars, catalogues or other advertising materials of firms which are not exhibitors is prohibited.

### Rights and Privileges:

The exhibitor agrees to abide by all rules and regulations in the best interest of the exhibition, and agrees that CAF-FCA shall have the final decision in adopting any rule or regulation deemed necessary prior to, during and after the exhibition. CAF-FCA reserves the right to cancel this contract and to withhold possession of display space if the exhibitor fails to perform any material condition of this contract or refuses to abide by the exhibition rules and regulations, in which case the exhibitor shall forfeit as liquidation damages all space rental payments made and any further occupancy of such space. The rights to the exhibitor by this application may not be assigned without the written consent of CAF-FCA.