

**IPPSA 24<sup>th</sup> Annual Conference and Trade Show**  
March 18 – 20, 2018, The Fairmont Banff Springs, Banff, Alberta

***EXHIBIT BOOKING FORM – All bookings will be dealt with in order of receipt***

Please indicate your booth # preference    1 <sup>s</sup> Choice _____    2 <sup>nd</sup> Choice _____    3 <sup>rd</sup> Choice _____		
Company Name (as it should appear in the program) _____		
Contact Name _____	Title _____	
Address _____	City _____	
Province _____	Postal Code _____	Email _____
Telephone _____		
Products/Services to be displayed _____		
Please indicate the name of the person who will be taking the conference registration below (this name can be changed at any time at no charge).		
Name _____	Title _____	

**BOOTH COST**

**\$1,575.00** (\$1,500.00 + GST @ 5%)    GST # 137-941-928

**PAYMENT METHOD**

- I enclose a cheque for the above amount made payable to **IPPSA**
- Please debit my credit card in the amount circled above

Visa     MC    Card Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_    Expiry Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Please submit this completed form with payment to:

IPPSA Trade Show  
c/o Capitol Conferences Inc  
RPO Box 75008, Cambrian  
Calgary, AB, T2K 6J8  
Email: [capitol@shaw.ca](mailto:capitol@shaw.ca)

## TERMS AND CONDITIONS – IPPSA TRADE SHOW 2018

1. Management (IPPSA) agrees to provide the Exhibitor with a 8 x 10 booth complete with 8' back wall drape, 3' sidewall drape, 1 chair, 1 table, 1 x 600 watt power outlet , 2 x 75 watt floodlights.
2. 1 x power outlet is included in the booth cost. The room is carpeted. All operating electrical equipment used in the exhibit must have C.S.A. or equivalent provincial power authority approval.
3. Space contracted by the exhibitor may not be sublet without the prior written permission of Management.
4. The Exhibitor agrees to abide by all regulations and rules adopted by Management in the best interests of the show, and agrees that Management shall have the final decision in adopting any rule or regulation deemed necessary prior to, during and after the show.
5. Exhibitor will be liable for and will indemnify and hold harmless Management from any loss or damages whatsoever suffered by Management as a result of any loss or damages whatsoever occurring to or suffered by any person or company, including, without limiting the generality of the foregoing, Exhibitor, other exhibitors, Management, the owner of the building and their respective agents, servants and employees and the members of the public attending the Show, either on the said space or elsewhere if said loss or damages arose from or were in any way connected with Exhibitor's occupancy of said space.
6. This contract may be cancelled by either party provided written notice is received by the other at least six (6) months prior to the first day of the show, in which case all monies paid by the exhibitor will be refunded. If the exhibitor cancels after this date, but prior to 60 days of the show, then he shall be liable for two thirds of the total contracted space costs. If the exhibitor cancels within 60 days prior to the show, he will be liable for 100% of the total contracted space costs. By cancelling this contract the exhibitor forfeits all rights or claims to the allocated space and Management is free to rent it to others and collect the cancellation charge as liquidation damages.
7. Management reserves the right to alter or change the space assigned to the exhibitor.
8. Management reserves the right at any time to alter or remove exhibits or any part thereof, including printed materials, product, signs, lights or sound, and to expel exhibitors or their personnel if, in Management's opinion, their conduct or presentation is objectionable to other show participants.
9. Exhibitor agrees to confine his presentation within the contracted space only, and within the maximum height set by the Show rules and regulations and to maintain a staff in his booth space during show hours.
10. All goods shipped to the Show in advance of the move-in date must be sent to the official trade show contractors, GES, clearly marked with the name of the Exhibitor and the number of his space. A charge will be made for this service. Goods must not be shipped directly to the Fairmont Banff Springs as these shipments will not be accepted. Management assumes no responsibility for loss or damage to goods before, during the period of the Show, or after its closing.
11. The Exhibitor is responsible for the placement and cost of insurance related to his participation in the show.
12. The Exhibitor agrees that no display may be dismantled or goods removed during the entire run of the Show but must remain intact until the closing hour of the last day of the Show. The Exhibitor also agrees to remove his exhibit, equipment and appurtenances from the Show building by the final move-out time limit, or in the event of failure to do so, the Exhibitor agrees to pay for such additional costs as may be incurred.
13. Management reserves the right at its sole discretion to change the date or dates upon which the Show is to be held and shall not be liable in damaged or otherwise by reason of any such change. In addition Management shall not be liable in damages or otherwise for failure to carry out the terms of this Agreement in whole or part where caused directly or indirectly by or in consequence of fire, storm, flood, war, rebellion, insurrection, riot, civil commotion, strike or by any cause whatever beyond the control of Management whether similar to or dissimilar from the causes enumerated herein. In the event that the exhibit space to be used by the Exhibitor should in any way be rendered unusable, the exhibitor shall pay for such space only for the period during which it was or could have been used as determined within the sole discretion of Management. A refund of all monies paid by the exhibitor to Management will be made by Management in the event that the Show is not held as proposed by Management.
14. Management reserves the right to cancel this contract and to withhold possession of exhibit space if the Exhibitor fails to perform any material condition of this contract or refuses to abide by the show rules and regulations, in which case the exhibitor shall forfeit as liquidation damages all space rental payments made by him and any further occupancy of such space.
15. The Exhibitor agrees to observe all union and labour relations in force, agreements between Show Management, official contractors service companies and the building in which the Show will take place and according to the labour laws of the jurisdiction in which the building is located.