



EXHIBIT SPACE RENTAL CONTRACT

CanWEA reserves the right to reassign booth numbers and booth placement to maintain the integrity of the exhibition.

EXHIBITOR CONTACT INFORMATION

Company Name _____

Membership Level

- Leading Edge
 Corporate I
 Corporate II
 Corporate III
 Non-Member

In the contact information below, please provide the name of the key contact person who should receive all CanWEA exhibitor updates. This information is for CanWEA internal use and may be provided to CanWEA preferred suppliers affiliated with the exhibition. CanWEA will be requesting your company for an exhibitor profile to be used in the official show guide at a later date.

Name _____ Title _____

Address _____

City _____ Province _____ Postal Code _____ Country _____

Telephone _____ Fax _____ Cell _____

Email _____

EXHIBIT SPACE INFORMATION

Please indicate your 1ST, 2ND and 3RD choices for space location:

1ST Choice _____ 2ND Choice _____ 3RD Choice _____

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Prices are based on a minimum of 100 sq ft (10' x 10') – Booth includes standard pipe and drape: linear booths – 8' back drape, 3' side drape and a black and white one line identification sign. All other booth furniture and services are the responsibility of the exhibitor. Carpet is mandatory for all exhibit space. ***ALL PRICES INCLUDE GST**

	CanWEA Member Rate	Non-Member Rate
10x10 booth	\$3,150 CAD	\$4,200 CAD
10x20 booth	\$6,300 CAD	\$8,400 CAD
20x20 booth	\$12,600 CAD	\$16,800 CAD
20x30 booth	\$18,900 CAD	\$25,200 CAD

SIGNATURE BLOCK ON SECOND PAGE MUST BE SIGNED & DATED

CREDIT CARD PAYMENT INFORMATION

All single booths (10'x10') must be paid by credit card at time of order. All other sizes require a 50% deposit paid by credit card at time of order. An invoice will be sent for the remaining balance. Exhibit space must be paid in full, 30 days after issue of invoice or space will be re-assigned.

Credit Card Type: Visa MasterCard Amex

Name That Appears on Credit Card _____

Credit Card Number _____ Exp. Date _____

Credit Card Holder Signature _____

BILLING CONTACT INFORMATION

(if different from above)

Name _____ Title _____

Address _____

City _____ Province _____ Postal Code _____ Country _____

Telephone _____ Fax _____ Cell _____

Email _____

No Exhibit Space Rental Contract shall be in force until an original or fax copy of the signed Exhibit Space Rental contract and full payment are received by CanWEA.

CANCELLATION OF EXHIBIT SPACE

If an exhibitor company submits a cancellation of their contracted exhibit space in writing by July 31st, 2009, 50% of the net contract price will be refunded. After July 31st, 2009 no refunds will be considered.

SIGNATURE BLOCK

I understand that by signing this document, my firm contracts to rent and occupy exhibit space, and will submit payment according to the terms stated above. I also understand that my signature attests that I have read and agreed to the CanWEA Exhibition Rules and Regulations, and that CanWEA adheres to the guidelines and regulations for displays of the International Association of Exposition Management (IAEM). SEE CanWEA RULES AND REGULATIONS (page 3). A copy of the exhibitor certificate of insurance confirming a minimum coverage of \$1,000,000 each occurrence with a \$1,000,000 aggregate, and naming CanWEA as an additional insured on the insurance certificate is required by July 31st, 2009.

Authorized Signature _____ Date _____

Please fax back to the attention of Michael Bergeron at 613-627-4657
CanWEA 170 Laurier Avenue West, Suite 810 Ottawa, ON K1P 5V5 Canada

CanWEA RULES AND REGULATIONS

TERMS

This reservation form represents your offer to participate and is subject to acceptance by CanWEA. CanWEA reserves the right to terminate your reservation unless all of your financial accounts with CanWEA are current 30 days prior to the show.

ASSIGNMENT

Booths cannot be sublet or shared unless approved by CanWEA. Booth space will be assigned on a first-come, first-served basis, and by membership level. If the booths selected are filled, the closest possible booth will be assigned. CanWEA reserves the right to re-assign booth numbers and booth placement to maintain the integrity of the exhibition.

BOOTH SPECIFICATIONS

All booths are 10'x10' except the island booths as noted on the floor plan. Pipe and drape backs are 8' high and the side rails are 3' high. A one-line booth sign is included. Display material cannot exceed 8' in height for in-line booths. Display material may be 8' high for 5' of the booth sides but no higher than the side rail for the 5' nearest the aisle. The height limit for island booths is 16'.

All exposed parts of a display must be finished so as not to be objectionable to other exhibitors or attendees. Crates and other packing materials may not be stored behind the pipe and drape. Carpet is mandatory for all exhibitors.

Split Island Booth: A split island booth is a peninsula booth which shares a common backwall with another peninsula booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall line of sight restrictions. Sixteen feet (16') is the maximum height allowance, including signage.

End Cap Booth: No end cap booths are permitted.

CANCELLATIONS

All cancellations need to be in writing to CanWEA in order for any applicable refund to be processed. There will be a 50% refund for space cancelled by July 31st 2009. After that date there will be no refunds.

OUTSIDE CONTRACTORS

Exhibitors may use contractors other than the Official Exhibit Contractor to set up and dismantle exhibits if Exhibitor provides to CanWEA a copy of the applicable form provided in the Exhibitor Services Manual. This authorization must include the name and address of each contractor, a certificate of insurance, the name of the supervisor, and the number of workers. The exhibitor assumes full responsibility for all acts of its contractors and agrees to hold harmless and indemnify CanWEA for any loss or any damage to the Toronto Metro Convention Centre.

BADGES

Employees designated by the Exhibitor will be issued "Exhibitor Badges" that will authorize such employees to enter the exhibit area during hours when it is open for Exhibitors but not the public. 2 badges

are included in the cost of each space. These badges are non-transferrable between companies. Business cards will not be accepted in badge holders. Exhibitor badges entitle the Exhibitor to attend the EXHIBITION HALL ONLY. Booth personnel not displaying the proper exhibitor badge may be removed from the exhibit hall at the discretion of CanWEA. The exhibiting company takes responsibility for adherence to these badge regulations. Additional badges are available in advance for \$350 each.

ADMITTANCE DURING NON-SHOW HOURS

Exhibit personnel will not be allowed to enter the exhibit floor earlier than one hour prior to the opening of the show. Exhibitors must have their CanWEA exhibitor badge for non-show hours admittance and make arrangements with show management and security ahead of time.

DAMAGE TO PROPERTY

The exhibiting company is liable for any damage caused to building floors, walls or columns or to standard booth equipment. The exhibitor may not apply paint, lacquer, adhesives, stickers or other coating to building floors, walls or columns or to standard booth equipment.

FOOD AND BEVERAGE

Any exhibiting company interested in providing any form of food or beverages on the show floor, please be advised that all food and beverage services for your booth must be ordered from the Metro Toronto Convention Centre food service vendor. No outside contractors will be tolerated.

FIRE AND SAFETY REGULATIONS

No flammable liquids may be stored inside the Convention Centre. Prior notification and approval will be necessary from the Toronto Fire Department to display any heat producing products or chemical materials, gases, etc. deemed hazardous by the fire department.

LABOR

Exhibitors are required to observe all contracts in effect between CanWEA, service contractors and the Metro Toronto Convention Centre. All information relating to move-in, set-up, dismantling, and move-out at the Metro Toronto Convention Centre during the CanWEA Conference and Exhibition, Friday, September 18, through Wednesday, September 23, will be included in the online Exhibitor Services Manual.

SOUND

All demonstration and sound equipment MUST be tuned to a conversational level and must not be objectionable to neighboring exhibitors. If management receives any complaints, exhibitor agrees to cease use of sound equipment.

DISMANTLING

Exhibitors' displays may not be dismantled or packed in preparation for removal prior to the official closing time of 12pm on Wednesday, September 23. Every booth must be fully staffed and operational during the entire Exhibition.